Please forward one original of the following documents to Maxwell-Kates, Inc., 9 East 38th Street New York, NY 10016. Upon submission of a completed application and all attachments, an interview will be scheduled. The Board of Directors reserves the right to request additional information at any time prior to closing and is under no obligation to approve the submitted application. Please forward the following listed items and allow a minimum of thirty days for processing.

IMPORTANT NOTES:
A: NO DOGS & NO WASHER/DRYERS
B: MAXIMUM FINANCING: 75%

INFORMATION FOR SUBMISSION:
1) Contract of Sale
2) Purchase Application (attached)
3) Two (2) personal letters of reference & Two (2) financial letters of reference
4) Copies of the past two (2) years signed City, State and Federal tax returns along with W-2’s and supporting documentation to Financial Statement
5) Credit and Background check authorization form, House Rules Acknowledgement and Move In/Out Policy must be executed by appropriate parties (attached)
6) Employment and income verification stating annual income, position held and length of employment and Landlord Reference Letter.
7) Aztec Forms OR Recognition Agreements (if financing and then only up to 75% of purchase price)
8) Photo Identification of buyer(s)
9) Copy of loan application & Commitment Letter (if financing) with Recognition Agreement - Aztec Form only

Fees Due to Maxwell-Kates, Inc. Upon Submission of Application:
1) Application fee payable to Maxwell-Kates, Inc. in the amount of $700.00 submission of application. If this application is not presented by a broker this fee is $800.00
2) Credit/Criminal Reporting Fee of $200.00 for each individual named on the contract payable to Maxwell-Kates, Inc.
3) If there is financing there will be a $350.00 fee payable to Maxwell-Kates, Inc.
4) Documents Reproduction/Messengers Fee of $200.00 payable to Maxwell-Kates, Inc.
MAXWELL-KATES, INC.

Fees Due to the Apartment Corporation at Closing:
1) Refundable Move out Deposit of $1000.00 from seller and purchaser payable to “22-24 West 69th Street Housing Corp”., due at closing and refundable to seller upon completion of the move.
2) Refundable Move in Deposit of $1000.00 from purchaser payable to “22-24 West 69th Street Housing Corp”., due at closing and refundable to purchaser upon completion of the move.
3) Moving Supervision Fee of $125.00 payable to “MARKU SHEPTIM” (the superintendent), during any move in or out of the building and a Certificate of Insurance from the mover naming 22-24 West 69th Street as additional insured in an amount of not less than $1,000,000.
4) Flip tax payable to “22-24 West 69th Street Housing Corp”., equal to three (3) months current maintenance.

Fee Payable to Maxwell-Kates, Inc
1) Transfer fee payable to “Maxwell-Kates, Inc” in the amount of $600.00. If this is as estate sale, this fee is $950.00.
22-34 West 59th Owners Corp.

COOPERATIVE APARTMENT PURCHASE APPLICATION
(To be completed by proposed purchasers).
Please complete all sections. Attach additional sheets if further explanation is necessary.

Proposed Purchaser(s) Information
(If more than two persons, explain on additional sheets and provide relevant information.)

1. Name: ____________________________
   Current Address: ____________________________
   Years there: ____________________________ Telephone: ____________________________
   Do you __Rent__ Own your current residence? Current Total Monthly Charges: ____________________________
   Employer: ____________________________
   Employer Address: ____________________________
   Years there: ____________________________ Telephone: ____________________________
   Type of Business: ____________________________ Position: ____________________________

2. Name: ____________________________
   Current Address: ____________________________
   Years there: ____________________________ Telephone: ____________________________
   Do you __Rent__ Own your current residence? Current Total Monthly Charges: ____________________________
   Employer: ____________________________
   Employer Address: ____________________________
   Years there: ____________________________ Telephone: ____________________________
   Type of Business: ____________________________ Position: ____________________________

*If less than two years, please attach additional page with information on prior address(es) and/or employer(s) information and number of years there.
FINANCIAL STATEMENT

APPLICANT NAME: ________________________________

CO-APPLICANT NAME: ________________________________

ADDRESS: _________________________________________

THE FOLLOWING IS SUBMITTED AS BEING A TRUE AND ACCURATE
STATEMENT OF FINANCIAL CONDITION OF THE UNDERSIGNED ON THE

______ DAY OF _______ 20____

<table>
<thead>
<tr>
<th>ASSETS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPLICANT</th>
<th>CO-APPLICANT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CASH IN BANKS:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SAVINGS &amp; LOAN SHARES:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EARNEST MONEY DEPOSITED:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVESTMENTS: BONDS &amp; STOCKS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(SEE SCHEDULE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INVESTMENT IN OWN BUSINESS:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REAL ESTATE OWNED:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(SEE SCHEDULE)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Assets

| AUTOMOBILES: |  |
| ------------ |  |

| PERSONAL PROPERTY & FURNITURE: |  |

| LIFE INSURANCE/CASH SURRENDER: |  |

| OTHER ASSETS (ITEMIZE): |  |

| TOTAL ASSETS: |  |

## Liabilities

### Applicant Co-Applicant Total

<p>| NOTES PAYABLE (SEE SCHEDULE): |  |
|-------------------------------|  |
| TO BANKS:                     |  |
| TO OTHERS:                    |  |</p>
<table>
<thead>
<tr>
<th>Installment Accounts Payable:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobile(s) Payable:</td>
</tr>
<tr>
<td>Other Accounts Payable:</td>
</tr>
<tr>
<td>Mortgage Payable:</td>
</tr>
<tr>
<td>(See Schedule)</td>
</tr>
<tr>
<td>Unpaid Real Estate Taxes:</td>
</tr>
<tr>
<td>Unpaid Income Taxes:</td>
</tr>
<tr>
<td>Chattel Mortgages:</td>
</tr>
<tr>
<td>Loans on Life Insurance Policies (Include Premium Advances)</td>
</tr>
<tr>
<td>Other Debts (Itemize):</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Liabilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Worth:</td>
</tr>
<tr>
<td>Total Liabilities &amp; Net Worth:</td>
</tr>
</tbody>
</table>
### Applicant(s) Sources of Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Applicant</th>
<th>Co-Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Salary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self-Employment Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonus &amp; Commissions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dividends &amp; Interest Income</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real Estate Income (Net)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Income (Itemize)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Income</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Applicant(s) Contingent Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Applicant</th>
<th>Co-Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>As Endorsor or Co-Maker</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Notes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alimony Payments (Annual)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicant #1: Are you a defendant in any legal actions? (Explain):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Applicant #2:
APPLICANT #1: ARE THERE ANY UNSATISFIED JUDGEMENTS? (EXPLAIN):

APPLICANT #2:

APPLICANT #1: HAVE YOU EVER FILED FOR BANKRUPTCY? (EXPLAIN):

APPLICANT #2: HAVE YOU EVER FILED FOR BANKRUPTCY? (EXPLAIN):

APPLICANT #1 - Schedules to Financial Statements

<table>
<thead>
<tr>
<th>AMT OR NUMBER</th>
<th>DESCRIPTION ENTER VALUATION IN PROPER COLUMN</th>
<th>MARKETABLE ACTUAL MARKET VALUE</th>
<th>NON MARKETABLE (UNLISTED SECURITIES)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SCHEDULE OF REAL ESTATE
### Schedule of Mortgages

<table>
<thead>
<tr>
<th>Bank/Entity Payable To</th>
<th>Date</th>
<th>Loan Amount</th>
<th>Due Interest</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Schedule of Notes Payable

(Specify any assets pledged as collateral, indicating the liabilities which they secure)

<table>
<thead>
<tr>
<th>To Whom Payable</th>
<th>Date</th>
<th>Amount</th>
<th>Due Interest</th>
<th>Assets Pledged as Security</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SCHEDULE OF BONDS AND STOCKS

<table>
<thead>
<tr>
<th>AMT OR NUMBER</th>
<th>DESCRIPTION</th>
<th>MARKETABLE</th>
<th>NON MARKETABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>OF SHARES</td>
<td>ENTER VALUATION IN PROPER COLUMN —</td>
<td>ACTUAL MARKET VALUE</td>
<td>(UNLISTED SECURITIES)</td>
</tr>
</tbody>
</table>

### SCHEDULE OF REAL ESTATE

| DESCRIPTION AND LOCATION | COST | ACTUAL MARKET VALUE | AMOUNT | MATURE DE ...
|--------------------------|------|---------------------|--------|---------|
### Schedule of Mortgages Payable

<table>
<thead>
<tr>
<th>Bank/Entity Payable To</th>
<th>Date</th>
<th>Loan Amount</th>
<th>Due Interest</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Schedule of Notes Payable

(Specify any assets pledged as collateral, indicating the liabilities which they secure)

<table>
<thead>
<tr>
<th>To Whom Payable</th>
<th>Date</th>
<th>Amount</th>
<th>Due Interest</th>
<th>Assets Pledged as Security</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HOUSE RULES ACKNOWLEDGEMENT

I (WE) ACKNOWLEDGE HEREBY MY/OUR UNDERSTANDING OF THE HOUSE RULES AND ALL TERMS OF THE PROPRIETARY LEASE STATED HEREIN. I (WE) RECOGNIZE THAT BY ACTING TO THE CONTRARY ON ANY TERMS OF THE PROPRIETARY LEASE, HOUSE RULES &/OR BY-LAWS I (WE) SHALL BE IN VIOLATION OF TERMS AND CONDITIONS OF THE PROPRIETARY LEASE AND ITS SUPPLEMENTS. I (WE) ALSO STATE THAT I (WE) HAVE READ THE HOUSE RULES OF THE APARTMENT CORPORATION AND GIVE MY (OUR) ASSURANCE THAT ALL MEMBERS OF MY HOUSEHOLD AND GUESTS WILL CONFORM TO THEM.

________________________________________
APPLICANT SIGNATURE

________________________________________
APPLICANT SIGNATURE

Date: __________________________
AUTHORIZATION
PLEASE READ CAREFULLY BEFORE SIGNING

I/We authorize a tenant background search or consumer report. I/We authorize the verification of all information in this application and its release to the Landlord/Condominium/ Cooperative/ Maxwell-Kates, Inc. or other parties connected with the lease/purchase/transfer contemplated herein.

APPLICANT(S) NAME: 1_______________________________________________

APPLICANT(S) SIGNATURE: 1_______________________________________________

ADDRESS: 1_______________________________________________

SOCIAL SECURITY #: 1_______________________________________________

DATE OF BIRTH: 1_______________________________________________

APPLICANT(S) NAME: 2_______________________________________________

APPLICANT(S) SIGNATURE: 2_______________________________________________

ADDRESS: 2_______________________________________________

SOCIAL SECURITY #: 2_______________________________________________

DATE OF BIRTH: 2_______________________________________________

NOTICE UNDER NYCAC 20-808
The application provided by you may be used to obtain a tenant screening report; the name and address of the consumer reporting agency or agencies that will be used to obtain such report is/are:

The Screening Pros, LLC
ATT: Consumer Disclosure
P. O. Box 3338, Chatsworth, CA 91313-3338
1-800-877-3908 Ext: 300

Trans Union ATTN: TransUnion Consumer Relations
2 Baldwin Place, P. O. Box 1000, Chester, PA 19022
1 (800) 888-4123

MKI 11/09/2015
Consumer Rights under the Fair Credit Reporting Act (FCRA)


A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven
years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need — usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

<table>
<thead>
<tr>
<th>TYPE OF BUSINESS:</th>
<th>CONTACT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumer reporting agencies, creditors and others not listed below</td>
<td>Federal Trade Commission: Consumer Response Center - FCRA</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20580 1-877-382-4357</td>
</tr>
<tr>
<td>National banks, federal branches/ agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)</td>
<td>Office of the Comptroller of the Currency Compliance Management, Mail Stop 0-8</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20219 800-613-6743</td>
</tr>
<tr>
<td>Federal Reserve System member banks (except national banks, and federal branches/ agencies of foreign banks)</td>
<td>Federal Reserve Board</td>
</tr>
<tr>
<td></td>
<td>Division of Consumer &amp; Community Affairs</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20551 202-432-3693</td>
</tr>
<tr>
<td>Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)</td>
<td>Office of Thrift Supervision Consumer Complaints</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20552 800-842-6929</td>
</tr>
<tr>
<td>Federal credit unions (words “Federal Credit Union” appear in institution’s name)</td>
<td>National Credit Union Administration</td>
</tr>
<tr>
<td></td>
<td>1775 Duke Street</td>
</tr>
<tr>
<td></td>
<td>Alexandria, VA 22314 703-519-4600</td>
</tr>
<tr>
<td>State-chartered banks that are not members of the Federal Reserve System</td>
<td>Federal Deposit Insurance Corporation</td>
</tr>
<tr>
<td></td>
<td>Consumer Response Center, 2345 Grand Avenue, Suite 100</td>
</tr>
<tr>
<td></td>
<td>Kansas City, Missouri 64106-2638 1-877-275-3342</td>
</tr>
<tr>
<td>Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission</td>
<td>Department of Transportation, Office of Financial Management</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20590 202-366-1306</td>
</tr>
<tr>
<td>Activities subject to the Packers and Stockyards Act, 1921</td>
<td>Department of Agriculture Office of Deputy Administrator - GIPSA</td>
</tr>
<tr>
<td></td>
<td>Washington, DC 20250 202-720-7051</td>
</tr>
</tbody>
</table>
22-24 West 9th Owners Corp.
Cooperative Apartment Purchase Application

Purchaser's Attorney Information:

Name: __________________________________________

Address: ________________________________________ Telephone: _________________________

Terms of Sale:
The proposed purchaser hereby makes application to purchase _______ shares of capital stock of 22-24 West 9th Owners Corp. and the accompanying proprietary lease representing rights to the apartment # ______ at 22-24 West 9th Street New York, New York 10013 on the following conditions:

Sellers Name: ______________________________________

Purchase Price: ___________________  Broker's Name: _____________________________

Amount Financed: ___________________  Broker's Firm: ___________________________

Percentage of Purchase Price Financed: _________  Broker's Telephone: _____________

Mortgage Lender: _______________________

Proposed Closing Date: _______________  Date of Possession: _____________________

Special Conditions of Sale, if any: ________________________________________________

__________________________________________________________________________

Quarantine:

Please list expected occupants of apartment, relationship to purchaser(s) and ages: ____________

__________________________________________________________________________
Will you continue to own or lease other residences? __Yes  __No  If Yes, please provide a description, address, and financed amount and monthly charges (including real estate taxes).

Do you have any hobbies or special activities which might affect your neighbors (i.e. musical instruments, unusual hours, etc.)? __Yes  __No  If Yes please describe.

Do you have any pets which will be residing with you? __Yes  __No  If Yes, please describe.

Do you plan any renovations or alterations to the apartment? __Yes  __No  If Yes, please describe work planned, estimated total budget, expected construction time and probable start date. (Please note that a separate application to request permission for alterations must be submitted to and approved by the Board of Directors prior to the commencement of any construction.)

Will you be conducting a business from the apartment? __Yes  __No  If Yes, please describe.

Please read the acknowledgement statement and sign the application on the next page.
The undersigned understands and acknowledges that transfer of the shares described herein is subject to the approval of the Board of Directors of 22-24 West 69th Owners Corp. and subject to the terms and conditions of the Proprietary Lease. The undersigned also states that he or she has read, understands and accepts the rules and guidelines set forth in the Proprietary Lease, the By-Laws, House Rules and Sublet Policy of 22-24 West 69th Owners Corp. and agrees to abide by same.

Signatures of Prospective Purchaser(s):


Dated:
22 - 24 West 69th Street Housing Corp.  
(the "Cooperative")  
MOVE-IN / MOVE-OUT AGREEMENT

______________________________________, the ("Shareholder") hereby agrees to comply with and be bound by the following rules and regulations in moving into (out of) Apartment ________ (the "Apartment") at 24 West 69th Street, New York, New York (the "Building").

1. The Shareholder shall notify the Cooperative’s managing agent of the exact date and time the Shareholder and/or subtenant will be moving furniture and other possessions into or out of the apartment, no later than four days before such date. No furniture and other possessions may be moved without the Shareholder having given such notice.

2. The Shareholder and/or tenant and any person assisting the Shareholder or tenant in moving, shall transport furniture and other items into and out of the building only on weekdays, Monday through Friday, between the hours of 9:00 a.m. and 5:00 p.m. The Shareholder will also be responsible for paying $100.00 an hour to the Superintendent for his supervision during the move in or out of the building during these hours and any overtime as necessary required to complete move.

3. The Shareholder and/or tenant shall make every effort to minimize any inconvenience to or disturbance of other residents (including keeping the elevator doors open).

4. The Shareholder and/or tenant and any person assisting the Shareholder in moving, shall comply with the reasonable directions of the managing agent and/or the Building maintenance staff. Any and all boxes, cartons or other refuse which the Shareholder and/or tenant wishes to discard, must be disposed of in the manner directed by the managing agent and/or the superintendent.

5. The Shareholder shall pay all costs to repair damage caused and/or cleaning required as a result of the move. In order to secure the Shareholder’s compliance with this Agreement, and to create a fund from which the Cooperative may pay the cost of repairing any damage which the Shareholder may cause during the move, the Shareholder is paying to the Cooperative upon execution of this Agreement (by registered check or bank check) a security deposit in the amount of One Thousand and 00/00 ($1,000.00) dollars. In the event the Shareholder and/or tenant materially breaches any of the provisions of this Agreement, the entire deposit may be retained by the Cooperative. If the Shareholder and/or tenant or any person assisting the Shareholder or tenant in the move, causes damage to any part of the interior or
exterioir of the Building, or need to clean the same, then the deposits shall be applied against the cost of
repairing the damage and/or cleaning the Building, as the case may be, and the balance of the deposit, if
any, shall be returned to the Shareholder or tenant. If the costs of repairs and cleaning exceed the amount
of the deposit, the shareholder shall bear the cost of such repairs in excess of the amount of the deposit.

6. The Shareholder shall, at least 3 days prior to the move, provide the managing agent with
a Certificate of Insurance from the moving company naming 22-24 West 69th Street Housing Corp. and
Maxwell-Kates, Inc. as Additional Insureds.

Dated: New York, New York

22-24 West 69th Street Housing Corp. ______________________________

____________________________
Signature of Shareholder(s)

By: ______________________________
Printed Name and Title
ANNUAL NOTICE

PROTECT YOUR CHILD FROM LEAD POISONING AND WINDOW FALLS

New York City law requires that tenants living in buildings with 3 or more apartments complete this form and return it to their landlord before February 15, each year. If you do not return this form, your landlord is required to visit your apartment to determine if children age 10 years or younger (under 11) live in your apartment. If young children live in your apartment, the law requires your landlord to inspect for and properly install window guards and to inspect for and safety repair peeling paint.

Peeling Lead Paint

By law, your landlord is required to inspect your apartment for peeling paint and other lead paint hazards at least once a year if a child age 6 years or younger (under 7) lives with you.

- You must notify your landlord in writing if a child under 7 comes to live with you during the year.
- If a child under 7 lives with you, your landlord must inspect your apartment and provide you with the results of these paint inspections.
- Always report peeling paint to your landlord. Call 311 if your landlord does not respond.
- Your landlord must use safe work practices to repair all peeling paint and other lead paint hazards.

These requirements apply to buildings with 3 or more apartments built before 1950. They also apply to buildings built between 1960 and 1978 if the landlord knows that lead paint is present.

Window Guards

By law, your landlord is required to install window guards in all your windows IF a child age 10 or younger (under 11) lives with you, OR if you request them (even if no children live with you).

- ONLY windows that open to fire escapes, and one window in each first floor apartment when there is a fire escape on the outside of the building, are legally exempt from this requirement.
- It is against the law for you to interfere with installation, or remove window guards where they are required. Air conditioners in windows must be permanently installed.
- Window guards should be installed so there is no space greater than 4½ inches above or below the guard, on the side of the guard, or between the bars.

These requirements apply to all buildings with 3 or more apartments, regardless of when they were built.

Please check all that apply.

- A child age 6 years or younger (under 7) lives in my apartment.
- A child age 10 years or younger (under 11) lives in my apartment and:
  - Window guards are installed in all windows as required.
  - Window guards need installation or repair.
  - Window guards are NOT installed in all windows as required.
- No child age 10 years or younger (under 11) lives in my apartment:
  - I want window guards installed anyway.
  - I have window guards, but they need repair.

Signature ___________________________ Telephone Number ___________________________ Date ___________________________

Deadline for return: February 15, 2009

PLEASE RETURN THIS FORM TO: MAXWELL-KATES, INC.
9 EAST 38TH STREET
6TH FLOOR
NEW YORK, NEW YORK 10016

Call 311 for more information on preventing window falls and lead poisoning.

PRINT ADDRESS: ___________________________
______________________________
RDBR

SMOKE/CARBON MONOXIDE DETECTORS

24 West 69th Street

Unit #: 

I ________________________________ am the prospective Tenant / Owner (circle one) of the 
(Print Name(s))

above referenced apartment. By signing below, I certify that I have inspected the above 
referenced apartment and operational Smoke and Carbon Monoxide detectors are properly installed 
therein. I understand that it is my responsibility as the resident to maintain said smoke/CO detectors after 
the initial installation. I acknowledge that maintenance of a smoke detector includes changing the 
batteries.

_________________________________________  ________________________________
Print Name #1  Signature of Applicant #1

_________________________________________  ________________________________
Print Name #2  Signature of Applicant #2

Date: ___________________
HOUSE RULES

22-24 West 69th Street Corporation

(1) The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building, and the fire towers shall not be obstructed in any way.

(2) No tricycles, bicycles, scooters or similar vehicles shall be allowed to stand in the public halls, passageways, areas or courts of the building.

(3) No article shall be placed in the halls or on the staircase landings or fire towers, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the window sills of the building.

(4) No awnings, window air-conditioning units or ventilators shall be used in or about the building except such as shall have been expressly approved by the Lessor or the managing agent, nor shall anything be projected out of any window of the building without similar approval.

(5) No Patient of any doctor who has offices in the building shall be permitted to wait in the lobby.

(6) Children shall not play in the public halls, courts, stairways, fire towers or elevators and shall not be permitted on the roof unless accompanied by a responsible adult.

(7) The roof is a locked area and is not to be used for recreational purposes of any kind. Access to the roof is restricted to repair, maintenance and inspection.

(8) Bike riding or roller blading is prohibited in the lobby or any of the building’s common areas. Anyone wishing to use roller blades should carry them down to the front door and put them on there prior to exiting. Similarly, anyone approaching the building on roller blades should remove them prior to entering.

(9) No public hall above the ground floor of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of all the Lessees to who’s apartments such halls serves as a means of ingress and egress. In the event of disagreement among such Lessees, the Board of Directors shall decide.

(10) No Lessee shall make or permit any disturbing noises in the building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television loud speaker in such Lessee’s apartment between the hours of eleven o’clock p.m. and the following eight o’clock a.m. if the same shall disturb or annoy other occupants of the building. No construction or repair work or other installation involving noise shall be conducted in any
apartment except on weekdays (not including legal holidays) and only between the hours of 8:00 a.m. and 4:00 p.m.

(11) No construction, repair work, or other installation performed by outside workers/contractors shall be performed in any apartment except weekday (not including legal holidays), and only between the hours of 8:00 a.m. and 4:00 p.m.

(12) Renovations of any kind and the installation of major appliances in your apartment are not to be performed without prior notification of management and obtaining written permission from the Board of Directors through a signed alteration agreement. The management company will inform you of the appropriate procedures depending on the nature of the work to be performed. Be advised that any contractor employed to perform any work in the building must be properly insured.

(13) The execution of any kind of major moves in or out of any apartment may only be done on weekdays between the hours of 8:00 a.m. and 4:00 p.m., not including legal holidays. In addition, management must be notified in advance of any such moves so that elevator availability can be arranged.

a) Also, a move-in deposit of $500.00 must be remitted to management prior to the move.

b) In addition, deliveries of large items (furniture, major appliances) must be scheduled with building staff. If not, staff will not allow the delivery to be executed.

(14) Messengers and trades people shall use such means of ingress and egress as shall be designated by the Lessor.

(15) Trunks and heavy baggage and large appliances shall be taken in or out of the building through the service entrance.

(16) Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the superintendent or the managing agent of the building may direct.

(17) Water closets and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article to be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closets or other apparatus shall be paid for by the Lessee in whose apartment it shall have been caused.

(18) No Lessees shall send any employee of the Lessor out of the building on any private business of a Lessee.

(19) No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, except such shall have been approved in writing by the Lessor or the managing agent.
(20) No bird or animal shall be kept or harbored in the building unless the same in each instance have been expressly permitted in writing by the Lessor; such permission shall be revocable by the Lessor. **Residents are prohibited from keeping or harboring dogs in the building.** In no event shall dogs be permitted on the elevators or in any of the public portions of the building unless carried or on a leash. No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or public portions of the building, or on the sidewalks or street adjacent to the building. Any resident owning pets should refrain from walking or “curbing” their pets in the basement, courtyard or any common areas. **Residents are responsible for cleaning up the public areas after any animal for which they bear responsibility.**

(21) Smoking is prohibited in all areas of the building other than residents own apartments.

(22) Any resident(s) who smoke should refrain from discarding cigar or cigarette butts in the basement, courtyard or any common areas of the building.

(23) No radio or television aerial or satellite dish shall be attached to or hung from the exterior of the building without the prior written consent of the Lessor or managing agent.

(24) No vehicle, bicycle, motorcycle, etc. belonging to a Lessee or a member of the family or guest, subtenant or employee of a Lessee shall be parked in such a manner as to prevent or impede ready access to any entrance of the building.

(25) The Lessee shall use the available laundry facilities only upon such days and during such hours as may be designated by the Lessor or the managing agent.

(26) The Lessor shall have the right from time to time to curtail, or relocate any space devoted to storage or laundry purposes.

(27) The storage room is available to all building residents, but should be used with the following restrictions:
   a) There should be no storing of potentially dangerous (flammable) items such as paint, cardboard cartons, fuel, etc.
   b) Items should not be hung from overhead pipes
   c) Access to the storage room id to be scheduled with the building super
   d) Each apartment has a designated storage space. Any items left on the floor will be discarded.

(28) Unless expressly authorized by the Board in each case, the floors of each apartment must be covered with rugs or carpeting or equally effective noise reducing material to the extent of at least 80% of the floor area of each room except kitchens, pantries, bathrooms, maid’s room, and foyers.

(29) No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Lessor or its managing agent.
(30) The Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during 10 days after notice in writing from the Lessor or the managing agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right, by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the Lessee.

(31) No Lessee shall install any plantings on the terrace, balcony or roof without the prior written approval of the Lessor. Plantings shall be contained in boxes of wood lined with metal or other material impervious to dampness and standing in supports at least two inches from the terrace, balcony or roof surface, and if adjoining a wall, at least three inches from such wall. Suitable weep holes shall be provided in the boxes to draw off water. In special locations, such as a corner abutting a parapet wall flashing, with a floor of drainage tiles and weep holes in operating condition.

(32) The agents of the Lessor, and any contractor or workman authorized by the Lessor, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests. If the Lessor takes to control or exterminate carpet beetles, the cost thereof shall be payable by the Lessee, as additional rent.

(33) Houseguests who will be staying for a period of more than three days must be introduced to the Superintendent.

(34) No employee of Lessor may be used by any Lessee for the private business of any Lessee without the prior written consent of the Board of Directors having first been obtained in each instance.

(35) These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor.

(36) Complaints regarding the service of the building shall be made in writing to the managing agent of the Lessor.

(37) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.