REQUIREMENTS FOR A SALE AT
670 WEST END AVENUE

In response to your request, enclosed please find a purchase application for your apartment. This form should be signed by you (Part I) and then passed along to your buyer with this letter. The Board of Directors will only act on complete applications. In addition to the application, the following information is required from your buyer for submission to the Board of Directors:

1. Copy of the executed contract of sale.
2. Sales application (form attached)
3. A notarized financial statement (form enclosed).
4. Employer's reference letter stating length of employment and annual salary.
5. Bank commitment, disclosure statement, and AZTECH FORM recognition agreement.
6. Bank reference letters (savings & checking) indicating type of account and amount on deposit.
7. Three (3) personal and three (3) business reference letters.
8. Present landlord or managing agent reference letter.
9. Most recent 1040 tax form, complete, Schedules A & B.

Fees Due Upon Submission of Application:

1. A non-refundable application fee of $600.00 payable to: Maxwell-Kates, Inc.
2. If there is financing, a non-refundable fee of $250.00 is payable to Maxwell-Kates, Inc.
3. A credit/criminal reporting fee of $165.00 from purchaser(s) payable to Maxwell-Kates, Inc.
   per each individual named on contract.
4. A reproduction/messenger fee of $195.00 from purchaser(s) payable to Maxwell-Kates, Inc.

Fees Due at Closing:

1. A move out fee of $250.00 from seller(s) payable to 670 Apartments Corp.
2. A move out deposit of $1,000.00 from seller(s) payable to 670 Apartments Corp.
3. A move in fee of $250.00 from purchaser(s) payable to 670 Apartments Corp.
4. A move in deposit of $1,000.00 from purchaser(s) payable to 670 Apartments Corp.

If financing is involved, the recognition agreement should be included with the set of original papers. It takes approximately five to six weeks to process the papers, schedule and interview, and arrange a closing. Incomplete papers cause delays. If we receive any items on an individual basis, they will be returned. If we receive incomplete sets of papers, the entire package will be returned.

9 East 38th Street, 6th Floor, New York, NY 10016
Tel: 212.684.8282    Fax: 212.684.8077    www.maxwellkatesinc.com
Completed sets of papers will then go to the Board of Directors for its review. If the Board requires supplementary information, you will be notified. Any additional information should also be submitted to Maxwell-Kates, Inc.

Please understand that we do not have any control over when the Board meets and how quickly it can approve an applicant. The Board, made up of shareholders with varying schedules, meets at its convenience to conduct the business of your corporation. Please allow sufficient time for this entire process to take place.

If the Board approves the application, they will notify the parties involved and arrange for an interview.

In order to be properly prepared, we suggest that you have a copy of your prospectus, amendments and financial statements available. These documents are important for the buyer, attorneys, and appraisers.

Please note that moving in or out may be scheduled only on Tuesday, Thursday and Friday. Our office must be contacted at least ten days in advance to schedule moving with building staff.

If you need any additional information, please don't hesitate to call us.
Addendum to Purchase Application
Purchaser’s Disclosure Concerning Apartment Alterations

All prospective purchasers of apartments at 670 West End required to disclose any intention to perform an alteration of the apartments they are purchasing within the first twelve (12) months after closing on such purchase. An “alteration” does not include simple cosmetic work such as painting, scraping floors and/or applying polyurethane to the wood floors and other minor cosmetic work.

IMPORTANT NOTE: IF A PURCHASER FAILS TO INDICATE BELOW THAT THE PURCHASER INTENDS TO PERFORM AN ALTERATION OF THE APARTMENT WITHIN TWELVE (12) MONTHS OF CLOSING, THE PURCHASER SHALL BE PRECLUDED FROM PERFORMING AN ALTERATION DURING THE TWELVE MONTH PERIOD FOLLOWING CLOSING.

Name of Prospective Purchaser(s): ________________________________
Apartment to be purchased: _____

Place your initials in the appropriate box:

[  ] I do NOT intend to perform an alteration of the Apartment within twelve months after closing on the purchase of the Apartment and understand that that I shall be precluded from doing so if my application to purchase the Apartment is approved,

[  ] I intend to perform an alteration of the Apartment within twelve months after closing on the Purchase of the Apartment. NOTE: IF you intend to perform an alteration, please briefly describe the work you plan to do (it is understood that these plans may change):

Preliminary description of intended alteration of Apartment:

________________________________________
________________________________________
________________________________________

Dated __________________________

Purchaser __________________________ (sign)

Purchaser __________________________ (sign)
INSTRUCTIONS:

This form should be completed as follows: Part I is to be filled out by the seller (present shareholder) and Part II by the Prospective Purchaser (applicant). All questions should be answered and the application returned, along with the required papers, to:

Maxwell-Kates, Inc.
9 East 38th Street
6th Floor
New York, New York 10016

Telephone: (212) 684 8282

If the applicant presently resides in the building and is a tenant-shareholder, the applicant may omit the answers to questions 12-14 inclusive.

If the application is approved, a further sum will be payable at the closing of the sale to cover legal and other expenses of the cooperative corporation.

Rent, arrearage, and all other charges for the month in which closing takes place must be paid on or before closing.
Part I

To: ___________________________  Date: ___________________________

The undersigned hereby request the Board of Director of 670 Apartments Corp. to approve an assignment of the proprietary lease for

Apartment #: __________________ and the sale of __________________ shares to the applicant described in Part II of this application.

________________________________________________________________________

Signature of present stockholder/seller

SSN#: ___________________________

Email Address: ___________________________

Forwarding Address:

________________________________________________________________________

________________________________________________________________________

Phone Numbers:

________________________________________________________________________
DISCLOSURE INFORMATION ON
LEAD-BASED-PAINT AND/OR LEAD-BASED PAINT HAZARDS

It is the owner’s responsibility to disclose any information concerning the presence of lead-based paint hazards in the property. This includes a description of known hazards, past or present, and any history of remedial actions taken to mitigate these hazards. The owner is also responsible for providing any records or reports related to lead-based paint hazards.

Seller’s Disclosure:

(a) Presence of lead-based paint and/or lead-based paint hazards (Check I or II below):

i) _ Known lead-based paint hazards are present in the apartment
   (explain)

ii) _ Seller has no knowledge of lead-based paint hazards in the apartment.

(b) Records and reports available to the Seller (Check I or II below):

i) _ Seller has provided the Lessee with all available records and reports pertaining to
   lead-based paint hazards in the apartment (list documents below)

ii) _ Seller has no reports or records pertaining to lead-based paint hazards in the apartment.

Purchaser’s Acknowledgement (Initial)

(c) _ Purchaser has received copies of all information listed above.
(d) _ Purchaser has received the pamphlet Protect Your Family From Lead In Your Home.
(e) _ Purchaser has (check I or II below):
   (i) _ Received a 10 day opportunity (or mutually agreed upon period) to conduct a risk
       assessment or inspection for the presence of lead-based paint hazards.
   (ii) _ Waived the opportunity to conduct a risk assessment or inspection for the presence
          of lead-based paint hazards.

Managing Agent Acknowledgement

(f) _ Agent has informed the Seller of the Seller’s obligation under 42 U.S.C. 4852d
    and is aware of agent’s independent responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their
knowledge, that the information they have provided is true and accurate.

<table>
<thead>
<tr>
<th>Seller</th>
<th>Date</th>
<th>Purchaser</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Seller</th>
<th>Date</th>
<th>Purchaser</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Agent</th>
<th>Date</th>
<th>Agent</th>
<th>Date</th>
</tr>
</thead>
</table>

5 APPLICATION FOR APPROVAL OF SALE OF COOPERATIVE APARTMENT
670 WEST END AVENUE
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. __________________________  2. __________________________

APPLICANT(S) SIGNATURE:  
1. __________________________  2. __________________________

ADDRESS:  
1. __________________________________________  2. __________________________________________

SOCIAL SECURITY #:  
1. __________________________  2. __________________________

DATE OF BIRTH:  
1. __________________________  2. __________________________

NOTICE UNDER NYCACS 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:

CoreLogic Safe Rent  
c/o Consumer Relations Department  
7300 Westmore Road, Suite 3  
Rockville, MD 20850-5223  
Telephone: (888) 333-2413

Pursuant to federal and state law:

1. If the Landlord takes adverse action against you on the basis of information contained in a tenant screening report, the Landlord must notify you that such action was taken and supply you with the name and address of the consumer reporting agency that provided the tenant screening report on the basis of which such action was taken;

2. If any adverse action is taken against you based on information contained in a consumer screening report, you have the right to inspect and receive a free copy of that report by contacting the consumer reporting agency;

3. Every tenant or prospective tenant is entitled to one free tenant screening report for each national consumer reporting agency annually, in addition to a credit report that should be obtained from www.annualcreditreport.com; and

4. Every tenant or prospective tenant may dispute inaccurate or incorrect information contained in a tenant screening report directly with the consumer reporting agency.
The undersigned Applicant understands that the consent of 670 Apartments Corp. is required under the proprietary lease to the proposed transfer thereof and that the Board of Directors will rely on the information furnished above. It is also understood that the information requested hereunder is essential to the application because of the desire of the Cooperative to maintain a compatible group of residents in the building. The undersigned and spouse also agree to meet in person with representatives of the corporation. Applicant understands that the cooperative corporation reserves the right to request further information from Applicant.

670 Apartments Corp., its officers, agents and Board of Directors shall have no liability with respect to any matter or concerning any act of the proposed Seller in connection with any contract contemplated herein. The Corporation and its agents make no representation with respect to the value of the stock or the proprietary lease of the individual apartment involved, nor any representations regarding the financial condition of the Corporation or any recommendation to the prospective Purchaser with respect to the advisability of the purchase.

The undersigned acknowledges that, if this application is accepted, the undersigned will NOT, without the prior consent of the Board of Directors:

1. pledge the shares of the Corporation's Stock;
2. make structural alterations to the apartment;
3. sublease the apartment;
4. permit non-family members to reside in the apartment for more than permitted time per building policy;
5. use the apartment for other than residential purposes;
6. or violate any provision of the Proprietary Lease, the House Rules, or the By-Laws.

Applicants Signature: __________________________________________

Print Name: ____________________________________________________

SSN#: __________________________________________________________

====================================================================

According to the New York City Health Code, Section 131.15, all apartments inhabited by children under 10 years old must have window guards on all windows. Please fill out the form below for our records.

Building: 670 West End Ave  Apartment #: __________________________

We have children under 10 years of age (Yes or No) ______________________

Applicants Signature: ____________________________________________

7 | APPLICATION FOR APPROVAL OF SALE OF COOPERATIVE APARTMENT
670 WEST END AVENUE
Financial Statement

Name of Applicant

Describe in detail all assets and liabilities in a separate rider. All jointly-owned assets must be so designated and explained in a separate rider. Please note this statement must be notarized. All assets i.e. "cash in bank" & securities" must be verified.

<table>
<thead>
<tr>
<th>Assets</th>
<th>Estimated Current Value</th>
<th>Gross Income</th>
<th>Estimated Current Value</th>
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<tr>
<td>Cash in bank (s)</td>
<td></td>
<td>Salary</td>
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<td>Down payment on contract (if paid)</td>
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<td>Pension</td>
<td></td>
</tr>
<tr>
<td>Securities</td>
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<td>Social Security</td>
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<tr>
<td>Cash value of life insurance, less</td>
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<td>Share of partnership</td>
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<tr>
<td>any loans</td>
<td></td>
<td>income</td>
<td></td>
</tr>
<tr>
<td>Investment in closely held business</td>
<td></td>
<td>Dividends</td>
<td></td>
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<tr>
<td>Real estate:</td>
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<td>Interest</td>
<td></td>
</tr>
<tr>
<td>Residence</td>
<td></td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Investment in real property</td>
<td></td>
<td>Total Gross Income</td>
<td></td>
</tr>
<tr>
<td>Automobile</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Household furnishings</td>
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<td></td>
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<tr>
<td>Other assets, including</td>
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<tr>
<td>jewelry, paintings, etc.</td>
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<tr>
<td>Total Assets</td>
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<td></td>
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</tbody>
</table>

Liabilities

Accounts payable                       |                         |
Accrued expenses                       |                         |
Notes and mortgages payable            |                         |
Accrued income taxes, net of prepayments|                       |
Other liabilities                      |                         |
Total Liabilities                      |                         |

Net Worth

Signature

Sworn to before me this Date

8 | APPLICATION FOR APPROVAL OF SALE OF COOPERATIVE APARTMENT
670 WEST END AVENUE
Part II

FULL NAME OF PURCHASER: __________________________________________

FOR PURCHASE OF UNIT #: __________________ CIRCLE UNIT SIZE: 1ST / 1BR / 2BR

PURCHASE PRICE: $ __________________

IS ABOVE PERSON 18 YEARS OF AGE? YES / NO  SSN#: __________________

PRESENT ADDRESS: ___________________________________________________

CITY / STATE / ZIP: __________________ PHONE #: __________________

HOW LONG AT CURRENT ADDRESS: __________________ PLEASE CIRCLE: OWN - OR RENT

LANDLORD INFO (IF APPLICABLE): _________________________________________

CURRENT EMPLOYER: ___________________________________________________

EMPLOYER'S ADDRESS: ___________________________________________________

PHONE #: __________________ CONTACT (& POSITION): _______________________

LENGTH OF EMPLOYMENT: __________________ POSITION HELD: __________________

CURRENT ANNUAL SALARY: $ __________________

NAMES OF ANYONE IN THE BUILDING KNOWN TO APPLICANT:

_______________________________________________________________________

_______________________________________________________________________

WILL YOU MAINTAIN ANY OTHER RESIDENCES? (IF YES GIVE DETAILS):

_______________________________________________________________________

_______________________________________________________________________

_______________________________________________________________________
Part II: (cont'd)

BANK REFERENCES

NAME: ___________________________ EMAIL: ___________________________
ADDRESS: ___________________________ PHONE: ___________________________
RELATIONSHIP & COMMENTS: ____________________________________________

PERSONAL REFERENCES

NAME: ___________________________ EMAIL: ___________________________
ADDRESS: ___________________________ PHONE: ___________________________
RELATIONSHIP/COMMENTS: ____________________________________________

NAME: ___________________________ EMAIL: ___________________________
ADDRESS: ___________________________ PHONE: ___________________________
RELATIONSHIP/COMMENTS: ____________________________________________

NAME: ___________________________ EMAIL: ___________________________
ADDRESS: ___________________________ PHONE: ___________________________
RELATIONSHIP/COMMENTS: ____________________________________________
Part II: (cont'd)

NAMES OF ALL WHO WILL RESIDE IN THE UNIT & RELATIONSHIP TO PURCHASER:

________________________________________________________________________

________________________________________________________________________

ANY PETS (PLEASE DESCRIBE):

________________________________________________________________________

________________________________________________________________________

MORTGAGE LENDER: ___________________________ LOAN #: ___________________________

ADDRESS: _________________________________________________________________

AMOUNT FINANCED: $ ___________________________ DEPOSIT ON CONTRACT: $ __________

PURCHASER'S ATTORNEY:

FIRM: __________________________________ PHONE #: ___________________________

ADDRESS: _________________________________________________________________

EMAIL: _________________________________________________________________

SELLER'S ATTORNEY:

FIRM: __________________________________ PHONE #: ___________________________

ADDRESS: _________________________________________________________________

BROKER'S ATTORNEY: ___________________________ PHONE #: __________________________

ADDRESS: _________________________________________________________________

12 | APPLICATION FOR APPROVAL OF SALE OF COOPERATIVE APARTMENT
670 WEST END AVENUE
670 Apartments, Corp.
670 West End Avenue
New York, N. Y. 10025

HOUSE RULES AND
OPERATING PROCEDURES

Revised and Adopted by the Board of Directors

October 18, 2012
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INTRODUCTION

The House Rules and Operating Procedures (the “House Rules”) are a revision of previous house rules and were approved and adopted by the Board of Directors (the “Board”) of 670 Apartments Corp., a New York corporation (“670 Apartments”) on [October 18], 2012, and take effect from that date. The House Rules may be amended or repealed at any time by the Board.

The House Rules are designed to give all shareholders of 670 Apartments essential information about the operation of 670 Apartments, its services, facilities and its functioning as a cooperative apartment building.

The House Rules apply and are to be observed by all shareholders on the premises. They also apply at all times to any family member, guest, employee, agent, tenant, assignee, domestic employee, contracted worker and any other person authorized to visit, use or occupy the premises of any shareholder (any such person referred to in the House Rules as an “Authorized Person”). For the avoidance of doubt, use of the term shareholder in the House Rules shall be interpreted to include an Authorized Person where the context so provides. Each shareholder shall make an Authorized Person who is on the premises of 670 Apartments at such shareholder’s request aware of the House Rules that apply to the Authorized Person.

A violation or failure to observe the House Rules by a shareholder shall constitute a breach of a substantial obligation under the proprietary lease of the shareholder (or, in the event of a violation or failure to observe the House Rules by an Authorized Person, such action shall constitute a breach of obligations under the proprietary lease of the shareholder upon whose request the Authorized Person is on the premises of 670 Apartments). Such breaches may result in corrective action by the Board.

The objective of the House Rules is to make life at 670 Apartments as pleasant, convenient and rewarding as possible for the individuals and families who occupy its premises. The observance of the House Rules by all shareholders and Authorized Persons is essential to the harmonious and happy experience of living in and/or simply being on the premises of 670 Apartments.

Where questions of interpretation of any House Rule arises or if a situation arises that is not covered by the House Rules, shareholders shall please contact the Board, provided that at the shareholder’s convenience, the shareholder may contact the Managing Agent or Resident Superintendent (as hereinafter defined), who in turn with respect to anything other than day to day operations that have been delegated by the Board shall contact the Board. For the avoidance of doubt, where required, final interpretation or resolution to situations not addressed by the House Rules shall be made by the Board. (Please see also “APPROVALS”).

MANAGEMENT INFORMATION

The corporation that owns the land and building is 670 Apartments Corp., a New York corporation.

As of the effective date of the House Rules, 670 Apartments is managed by Maxwell-Kates, Inc., a specialist in New York apartment management, headquartered at 9 East 38th Street, 6th Floor, New York, N.Y. 10016. The telephone number of Maxwell-Kates is (212)
684-8282. As used in the House Rules, “Managing Agent” shall mean Maxwell-Kates, Inc. or, in the event a new managing agent is engaged by the Board to manage 670 Apartments, such new managing agent.

As of the effective date of the House Rules, the account executives assigned to 670 Apartments from the Managing Agent are Mr. Joseph Laspina, Vice President, Maxwell-Kates and Mr. Jared Zolna, Account Executive. Mr. Laspina’s assistant is Ms. Debbie Garrett and Mr. Zolna’s assistant is Maria Lombardo.

As of the effective date of the House Rules, the Resident Superintendent of 670 Apartments is Mr. Jerry Vajdak. His telephone number is (212) 362-4632. This same telephone number also rings at the concierge desk of 670 Apartments. As used in the House Rules, “Resident Superintendent” shall mean Mr. Jerry Vajdak or, in the event a new resident superintendent is hired by the Board to service in such capacity at 670 Apartments, such new resident superintendent.

ACCESS, SAFETY & SECURITY

The Resident Superintendent must have access to all apartments in case of an emergency. This is achieved by providing a set of keys to the Resident Superintendent. These keys are intended for use in emergencies such as fire and water leaks and for authorized entry for repairs and special maintenance. Each shareholder is required to have one set of operating keys available to the Resident Superintendent. In addition, Shareholders may elect to keep a set of keys at the concierge desk.

APPROVALS

Where approval is required for any action described in these House Rules, the shareholder should consult with the Board, provided that:

(a) at the shareholder’s convenience, the shareholder may contact the Managing Agent or Resident Superintendent, who in turn with respect to anything other than day to day operations that have been delegated by the Board shall contact the Board,

(b) the Board may delegate day to day operations that would otherwise require Board approval under the House Rules to the Resident Superintendent or the Managing Agent, and

(c) as set forth in certain of the House Rules, some actions shall only require approval of, notice to or consultation with the Resident Superintendent, or the Managing Agent.

(Please see also the last paragraph under “INTRODUCTION”.)

AIR CONDITIONING & HEATING

Through-wall air conditioners are not permitted. Window air conditioners may be installed and/or removed only by or under the direction of the Resident Superintendent.
ALTERATIONS, RENOVATIONS & CONSTRUCTION

Alterations, Renovations & Construction: No changes or construction work may be conducted in apartments without prior written approval. This includes all work that requires the presence of an outside contractor or workman. Before any work may begin, 670 Apartments requires Shareholders to sign the standard alteration agreement which contains detailed requirements that govern the conduct of such work. A copy of the alteration agreement is available in the Resident Superintendent’s office.

No renovation work of any kind may be conducted on Saturdays, Sundays and holidays or on weekdays after 4:30 p.m. or before 8:30 a.m. In addition, work that produces unreasonable noise shall not be permitted at any time. The use of noisy instruments such as power hammers is prohibited.

All precautions must be taken to prevent dirt and dust from permeating other parts of the building during the process of renovation work. Depending on the weight of materials to be transported through the building’s halls, either building paper or hardboard must be laid to protect hallway floors and these coverings must be removed at the close of each day’s work. The hallway floors must be cleaned and vacuumed at the close of each day’s work. Materials and rubbish must be placed in barrels or bags before being taken out of the apartment. All such barrels or bags, rubble, discarded equipment, empty packing cartons or other materials must be taken out of the building and removed from the premises at the expense of the tenant-shareholder. Only the service elevator may be used for such removal, and only at such times as the Resident Superintendent of the building shall direct. If the convenience of other tenants requires that the service elevator be operated on an “overtime” basis, the shareholder must reimburse the corporation for any wages or related expenses incurred in connection therewith.

APARTMENT MAINTENANCE

Each shareholder has an obligation to maintain his or her apartment in a good state of preservation and cleanliness. (Please see also “GARBAGE DISPOSAL, REFUSE & RECYCLING”.)

APPLIANCES

Washers and Dryers: Washers and dryers are permitted in apartments with approval of the Board.

Jacuzzis and Jacuzzi Baths: The installation of a jacuzzi or a jacuzzi bath is prohibited.

BICYCLE STORAGE

There is a designated bicycle storage area at 670 Apartments. Each shareholder is entitled to store ONE bicycle for each full-time resident of his apartment. If a bicycle is brought into the building it must be stored in the shareholder’s apartment or the bicycle storage area of the laundry room. All bicycles stored in the bicycle storage area must be tagged to identify owners. Tags are available at the concierge desk. The Board may impose a monthly fee for bicycle storage. Strollers and infant carriages may not be stored in the
bicycle storage area. Bicycles, strollers and infant carriages are not permitted to be stored in hallways or public spaces. (Please see also “ELEVATORS”.)

CABLE TELEVISION SERVICE

Shareholders may be eligible for a negotiated bulk cable service program. Details are available from Time Warner or from the Managing Agent.

CARPETING

Eighty percent (80%) of floor space in apartments, other than baths and kitchens, shall be covered with carpeting or rugs as a noise abatement requirement. (Please see also “NOISE ABATEMENT”.)

CLEANLINESS

Every shareholder is required to keep his or her apartment in a good state of preservation and cleanliness. (Please see also “GARBAGE DISPOSAL, REFUSE & RECYCLING”.)

CLOSING PROCEDURES

All ownership transfers shall be arranged through the Managing Agent and shall take place at the offices Hartman & Craven LLP or, in the event a new legal counsel is engaged by the Board to serve as counsel to 670 Apartments, transfers shall take place at such new counsel’s office.

CONCIERGE DESK

All visitors must be announced by the concierge on duty before being permitted entry to the elevator. Shareholders should report unannounced persons, the appearance of unknown persons, including solicitors, to the concierge desk immediately. The Board should be informed if a repeated situation develops.

CONTRACTORS

A certificate of insurance must be delivered to the Managing Agent for approval before any contractor may commence work in the building. The requirements for the certificate and insurance coverage shall be explained by the Managing Agent.

DELIVERIES

Delivery persons (other than restaurant delivery persons) are required to use the service elevator exclusively. They are also required to enter and exit the service elevator in the basement. (Please see also “ELEVATORS”.)

ELEVATORS

(a) Subject to House Rules (b)-(g) directly below, all shareholders and Authorized Persons (other than delivery persons, laborers and other work persons carrying equipment or supplies) are permitted to use the passenger elevators or the service elevator. For the avoidance of doubt, domestic employees such as childcare
or elderly care providers, housekeepers, and other professionals (e.g., architects, interior designers, etc.) are invited to use the passenger elevators or the service elevators at their convenience. (But please see also “DELIVERIES”.)

(b) Children under 12 years of age are not permitted in the service elevator unless accompanied by an adult.

(c) The service elevator must be operated only by staff members without any interference by non-staff passengers.

(d) Bulky items (other than laundry), including furniture, TV sets, etc., must be transported in and out of the building using the service elevator unless prior arrangements are made with the Resident Superintendent.

(e) Dogs are permitted to be transported in the passenger elevators or the service elevator, provided that if any person entering or already inside an elevator objects to riding the elevator with a dog, the dog and its handler must either refrain from entering the elevator or leave the elevator, as the case may be. (Please see also “PETS”.)

EMPLOYEE RELATIONS

670 Apartments cannot function as a secure and harmonious living environment without the building’s efficient, cheerful and caring staff. Accordingly, every member of the staff, no matter what his or her position, is entitled to courteous and respectful treatment by everyone he or she encounters regardless of whether the staff member is on duty.

Shareholders are not permitted to use members of the staff for personal errands inside or outside of the building while such staff are on duty. Staff employees have been instructed to politely refuse such errands and to refer to the House Rules.

If any shareholder has a complaint regarding the performance of a member of the staff, such complaint shall be made verbally to the Resident Superintendent or in writing addressed to the Board or to the Managing Agent.

FIRE REGULATIONS & SAFETY

Every October, in compliance with New York City law, the Managing Agent publishes an annual Fire Safety Plan. The Fire Safety Plan provides information, including evacuation procedures, in the event of fire in the building. A copy is distributed to all shareholders. Every resident should take a few minutes to familiarize him or herself and family members with this important information. The Fire Safety Plan, distributed to every shareholder, and should be placed on the inside of the front door.

GARBAGE DISPOSAL, REFUSE & RECYCLING

Garbage and refuse shall be disposed using the garbage receptacles located on each floor. Bulky food waste that does not fit into the receptacles must be securely contained in plastic bags and left in the service room located on each floor. Shareholders must follow New York City recycling rules that are posted on the bulletin board in the mail room and/or in the service room of each floor. All newspaper and other paper items must be placed in the
bin designated for such items. Plastics, bottles, metal objects and similar items must be placed in the separately marked bin.

Medical waste material (including, but not limited to syringes) and flammable materials must be separately packaged and the service staff must be immediately alerted to allow a prompt pick-up.

Dirt or refuse from doors and windows, may not be simply swept or thrown away. Refuse must be securely bagged and deposed as garbage.

The Resident Superintendent shall direct how garbage and refuse is to be removed from the service rooms and removed from the building.

Toilets, sinks and other water apparatus may not be used for any purpose other than that for which they were constructed. No sweepings, rubbish, rags or other articles shall be disposed into them. Any damage resulting from misuse of any water apparatus shall be charged to the responsible shareholder.

GUEST POLICY IN THE SHAREHOLDER’S ABSENCE & OCCUPANCY

Shareholders who wish to permit houseguests to occupy a residence in the shareholder’s absence shall adhere to the following House Rules.

(a) Any shareholder who wishes to permit a guest to stay in his or her apartment over night in the shareholder’s absence must notify the concierge desk of 670 Apartments. Any such stay that exceeds a period of one month requires the shareholder to notify the Board in writing and shall be subject to Board approval.

HOLIDAYS

The following holidays are observed by 670 Apartments and its staff. Apartment renovations, repairs, move ins/outs and major deliveries are not permitted on these days.

a) New Years Day  
b) Martin Luther King, Jr. Day  
c) Presidents Day  
d) Passover  
e) Good Friday  
f) Memorial Day  
g) Fourth of July  
h) Labor Day  
i) Columbus Day  
j) Rosh Hashanah  
k) Yom Kippur  
l) Thanksgiving Day  
m) Christmas Day

HOMEOWNERS INSURANCE

All shareholders are required to have a current homeowners insurance policy in effect. A copy of the policy is required to be deposited with the Managing Agent. The following minimum coverage is required:
(a) Bodily Injury and Property Damage Liability not less than $300,000 per occurrence; and

(b) Loss Assessment of $10,000.

In addition, the Board recommends additional coverage for:

(a) Improvements and Betterments, if alterations have been made to an apartment; and

(b) Loss of Use.

Shareholders who do not comply with the homeowner's insurance policy provision may be charged a monthly fee.

LAUNDRY ROOM

The 670 Apartments laundry room is located in the basement. Users of the dryers are expected to clean the lint screens after use. (Please see also “Elevators”.)

LOBBY

The 670 Apartments lobby was carefully designed to be a beautiful and welcoming area for shareholders and visitors alike. Inappropriate behavior, such as careless use of furniture, shall not be tolerated and shall be reported to the concierge. In addition, the lobby shall not be used as a playground or recreation room. The lobby shall not be used as a waiting area for shareholders, employees, patients or clients. (Please see also “PUBLIC AREAS: HALLWAYS & STAIRS”)

MAINTENANCE CHARGES & LATE FEES

The monthly maintenance charge is due and payable on the first day of every month. A $100.00 charge shall be applied to the bill if payment is not received by the last day of the month.

MOVING DAYS

For the convenience of other shareholders, moving in or out of the building is permitted Mondays through Fridays between the hours of 9:00 am and 4:30 pm. Shareholders planning a move shall notify the Resident Superintendent two weeks prior to the move to reserve use of the service elevator. Moving days are not permitted on holidays.

NOISE ABATEMENT

It is important to remember that we are a community and that we all depend on the consideration of our neighbors. As such, shareholders shall refrain from making or permitting any disturbing noise in the building at any time. Playing a musical instrument, radio, television or other device with such volume that it can be heard outside of the confines of the shareholder’s apartment interferes with rights of quiet enjoyment of other shareholders’ apartments. In any case, no vocal or musical practice is permitted for more than two hours per day or between the hours of 11:00 p.m. and the following 9:00 a.m. Children shall not
play in the common areas, including the lobby, as doing so may unduly disturb residents. (Please see also "CARPETING").

**PEST CONTROL**

If any pests are observed in any location in the building they shall be reported immediately to the Resident Superintendent. The Resident Superintendent shall evaluate the situation and take effective action to eliminate the pests. Preventive pest control is also available by contacting the Resident Superintendent.

The emergence of bed bugs in New York City apartment buildings is a serious problem. Bed bugs are not carriers of disease but they can and do cause dermatological problems. The Board has consulted with professionals and the following policy has been adopted.

(a) Shareholders/residents shall immediately inform the Resident Superintendent or the Managing Agent upon suspicion or discovery of a bed bug infestation. It is essential and mandatory that this report be made without delay, so that our building can employ trained professionals to treat the spaces infested, eradicate the bed bugs and stop them from spreading. No shareholder/resident shall attempt to treat bed bugs him or herself or throw out infested mattresses or other materials. This may only result in exacerbation of the problem and create further liability to the shareholder/resident.

(b) 670 Apartments shall immediately investigate and arrange to have any and all apartments involved professionally inspected. Following the inspection, if bed bugs are detected, 670 Apartments shall arrange to have the apartment(s) treated using its own exterminator and at its sole cost and expense.

(c) The preparation of the apartment, which is a prerequisite to the start of the treatment, must be performed by the shareholder at his or her sole expense in compliance with 670 Apartments’ guidelines. If the shareholder is unable or unwilling to properly prepare the apartment for treatment, 670 Apartments shall do so, but by having 670 Apartments do the preparation, the shareholder agrees that he or she shall promptly reimburse 670 Apartments for all costs incurred by it in so doing and that all such costs may be included in the shareholder’s next monthly maintenance statement.

(d) If an apartment tests positive for bed bugs, 670 Apartments Corp. shall be responsible, at its sole expense, to take all necessary precautions to prevent the possible spread of bed bugs, which may include prophylactic treatments to any and all adjacent apartments and building common areas.

**PETS**

**Dogs**

Every shareholder is entitled to house one dog in the building. If a shareholder desires to house more than one dog, prior Board approval must be obtained. For dogs that are first housed in the building after the date of adoption of these House Rules, prior Board approval must be obtained before housing any dog that would normally be expected to
exceed 35 pounds when fully-grown. In addition, as a safety measure, the following breeds may not be housed in the building unless prior Board approval is obtained: rottweilers, dobermans, pit bulls, any mixture that includes the foregoing breeds or any other breed that the Board feels has a propensity toward aggressive behavior or hyperactivity. All dogs sought to be housed in the building are subject to review and written approval of the Board.

The right to house a dog at 670 Apartments, subject to written approval of the Board, applies only to shareholders. Sub-tenants, assignees, roommates or guests of shareholders are not permitted to bring their pet dogs into the building without Board approval.

Dogs are to be leashed at all times while in the hallways, elevators and lobby of 670 Apartments. Dogs are not permitted to congregate in the lobby. Each shareholder is responsible for cleaning up after his or her dog(s). This clean-up rule includes the sidewalk area of up to 35 feet from the front door of 670 Apartments in all directions.

No dog shall interfere with the safety, comfort and convenience of the 670 Apartments’ residents. Excessive barking, aggressive behavior, nipping or jumping on people shall be grounds for revocation of the Board’s approval to house the dog and shall require removal of the dog from the building.

Cats

Every shareholder is entitled to house up to two cats in the building, provided that any shareholder who houses more than two cats as of the effective date of this rule on [October 18], 2012 may continue housing such cats as long as the shareholder has notified the Board in writing by this rule’s effective date about the number of cats housed by the shareholder. Cats are not permitted to roam in public areas.

Pets Other Than Dogs and Cats

The only pets permitted to be housed in 670 Apartments other than dogs and cats as described above are tropical fish, birds, hamsters, gerbils and other similar, traditional domestic pets. For the avoidance of doubt, exotic felines, snakes, lizards, apes, monkeys and spiders of any description are not permitted in the building.

Reimbursement for cleaning or repairs

Pet owners must reimburse 670 Apartments for the cost of any cleaning or repairs caused by their pets.

PUBLIC AREAS

The hallways, lobby, stairwells and roof garden of 670 Apartments are public areas designed for common use. The hallways and stairs must never be obstructed or used for any purpose other than movement inside the building. The same rule applies to all elevators.

It is a violation of the New York City Fire Code as well as the House Rules to store items such as bicycles, strollers, umbrellas, shoes and any personal objects in the common hallways, including outside of an apartment entrance.

Hallways on the west side may not be decorated without Board approval.
(Please see also "LOBBY").

ROOF GARDEN

The roof garden is for the use and enjoyment of Shareholders and Authorized Persons only. Users shall refrain from creating any unnecessary noise that may disturb other Shareholders. In particular, users shall be considerate of Shareholders living adjacent to and directly below the roof garden. The roof garden is open between the hours of 7:00 a.m. and 9:00 p.m. (11:00 p.m. on Friday and Saturday nights). Additional rules for the use of the roof garden are posted on the access door.

SMOKING AND ODORS

A resident and their guests shall not smoke any product in:

(a) the common areas of 670 Apartments Corp. including without limitation, the hallways, stairs, lobby, basement, laundry room and roof; and

(b) any area outside of the building that is less than 50 feet from the lobby entrance doors and service entrance doors of 670 Apartments Corp.

For the avoidance of doubt, the term “smoke” includes, but is not limited to, inhaling, exhaling, burning or carrying any cigar, cigarette, pipe or any form of lighted object or a device. A shareholder shall not make or permit any odor, including, without limitation, smoke, to emanate from his or her apartment that disturbs or interferes with the comfort of other residents. In order to reduce any disturbing odor, the Board may at anytime require a shareholder, at the shareholder’s sole expense, to take action to minimize the disturbing odor as the Board directs, including, but not limited to, requiring the shareholder to install and maintain exhaust fans and/or air purifiers.

STORAGE LOCKERS

Each apartment has allocated to it one storage locker in the basement. Shareholders are responsible for providing their own locks. Flammable or liquid items may not be stored in the storage lockers. All stored items must be stored completely inside the storage lockers. Personal effects may not be stored on the floor of the storage room or on top of the lockers.

SUBLEASING

Subleasing may be permitted in limited circumstances. To preserve the character of 670 Apartments and to enhance the building’s residential quality, it is our collective goal to have apartments used exclusively as a residence of the shareholder(s).

Accordingly, subleasing is discouraged and shall be permitted only for demonstrated financial or personal needs of the shareholder. Personal interviews accompanied by an acceptable financial package of the prospective sublessee(s) shall be required by the Board in all cases. The Board may assess a subleasing fee. Where approval is granted and unless otherwise approved by the Board, the term of the sublease shall not be less than one year and not more than two years.

Application forms for permission to sublease are available from the Managing Agent.
WINDOW COVERINGS

Window treatment/decoration shall generally conform in appearance to common usage throughout the building. Materials such as newspaper, brown paper, etc. in lieu of standard blinds, curtains, etc., are permissible on temporary basis only pending delivery of acceptable window treatment. Nor shall anything be hung or shaken from doors, window, terrace, or balconies or placed upon the windowsills of the building inside or outside.