

Sublet Package

MANAGING AGENT CONTACT INFORMATION

AKAM Living Services, the managing agent for the Cooperative, processes applications of all sorts (Purchase/Sale, Refinance, Sublet, Renovation). AKAM has an office on-site that is dedicated to the 205 West End community as well as corporate offices that host a number of key functions that support both 205 West End and other AKAM clients.

In various places in the application documents we refer to the Managing Agent. You may reach out to the on-site management office or to the corporate office for information and guidance at your discretion.

On-Site Management Office

The on-site management office is located just off of the lobby of 205 West End with an entrance from the southwest corner of the lobby. The doorman can direct you to the entrance.

The on-site office is open from 9AM to 5PM Monday to Friday with a small number of exceptions for holidays and the like.

Phone: +1-212-580-5600.

Fax: +1-212-580-1536.

Email: managingagent@205westend.com

AKAM Living Services, Incorporated (Corporate Offices)

260 Madison Avenue
12th Floor
New York, NY 10016

Phone: +1-212-986-0001

Fax: +1-212-986-0002

Web: www.akam.com

Payment of fees to the Managing Agent

The cooperative has established fees to be paid to the managing agent for the processing of various applications.

These fees should be paid to “AKAM Associates”.

These fees may be paid using a **certified check, bank check, cashier’s check, or money order**. An uncertified personal check will **NOT** be accepted in payment of these fees.

Important Notice Regarding Application Package Format

- The information in your application must be presented in the order outlined in the instructions with sections separated by labeled tabs.
- Please keep the pages from each form together in a single section. Separating the application form and inserting parts into other sections makes it more likely that some of your information will be overlooked, possibly leading to the rejection of your application.
- Once completed, each required copy of the application must be *bound*. Binding is readily available at various copy service centers. We recommend, but do not strictly require, coil binding.
- This format requirement will facilitate the Board review and processing of your application.

Note: Any applications not presented in this way will not be accepted by the Transfer Department and could delay action on a transaction that we know is important to you.

SUBLET PROCEDURES

If you wish to obtain the consent of the Board of Directors of 205 West End Avenue Owners Corporation for the sublet of your apartment you must provide for review certain information about your prospective subtenant and yourself.

From the shareholder (prospective sublessor):

1. Letter explaining the reason for the sublet, the term of the sublet, and the intention of the shareholder at the end of the sublease, e.g. resale or reoccupation,
2. Copy of completed **sublessor** (shareholder) application form,
3. Copy of an executed sublease agreement (**Blumberg 193**),
4. If there is a mortgage on the apartment, written authorization to the sublet from the financing Bank is required, in accordance with the Recognition Agreement, signed by the Board of Directors, the financing bank, and the shareholder,
5. An apartment inspection form completed by the building manager (this form must be submitted with the application).

Note: Management must inspect the apartment before any application may be submitted to the Board for review.

From the prospective subtenant:

1. Completed **subtenant** application,
2. Completed Financial Statement form,
3. Copies of current statements for all accounts listed as assets (i.e., bank, money market account and stock brokerage account statements),
4. Letter from current landlord or managing agent stating amount of current rent or maintenance, length of residency, and delinquent payment history, if any,
5. Letter from employer verifying length of employment and salary plus a copy of most recent pay stub. If self employed, verification of income (i.e. CPA letter),
6. Copy of completed Federal Tax Returns for most recent two (2) years, including W-2 and 1099 forms,
7. Authorization to conduct a credit report,
8. Executed House Rules acknowledgment form,
9. Two business reference letters,
10. Two personal reference letters,
11. One bank reference letter.

Non-refundable Application Fees

*These fees may be paid using a **certified check, bank check, cashier's check, or money order.** An uncertified personal check will **not** be accepted in payment of these fees.*

1. A check payable to 205 West End Avenue Owners Corporation in the amount of \$150 to cover the cost of reviewing the application,
2. A check payable to 205 West End Avenue Owners Corporation in the amount of \$500 plus \$0.60/share/month for the first year \$0.75/share/month in the second year (2 year limit),
3. A check payable to the Managing Agent in the amount of \$75 **for each applicant** to cover the cost of a credit report,
4. A check payable to the Managing Agent in the amount of \$150 to cover the cost of processing the application,
5. A check payable to the Managing Agent in the amount of \$75 to cover the lead paint disclosure processing fees,

NOTE: *Federal regulations require that all shareholders subletting an apartment submit a Lead Paint Disclosure Statement with their package. The form will be forwarded to you under separate cover by our compliance department. The management office will not accept any packages that do not include a completed form.*

Refundable Deposit

*This deposit may be paid using a **certified check, bank check, cashier's check, or money order.** An uncertified personal check will **not** be accepted in payment. The payment will be cashed and deposited to an escrow account and returned, net of any deficiency charges, after the end of the sublet and an inspection by Management. No interest will be paid to the shareholder on this deposit.*

Security deposit: a check payable to 205 West End Avenue Owners Corporation from the **shareholder** in an amount equal to **three months maintenance** charges on the apartment,

I. Policies And Fees

Sublets are governed by the 205 West End Owners Corporation sublet guidelines. A copy is included in this package and is also available from the 205 West End website (www.205westend.com).

II. All of the above documents should be assembled into a single package and submitted to AKAM Associates. Submit one set of originals and seven (7) copies, all **bound**, of the complete package to be reviewed by the Board of Directors.

III. Incomplete packages will not be submitted to the board.

The management office will forward the complete packages to the Board for its review and discussion and will communicate the Board's decision to the shareholder.

IV. Interview

After the board has completed its review and agreed on preliminary approval, a personal interview will be arranged with the Admissions Committee. The prospective subtenants and any other prospective occupants of the apartment will be interviewed. After the interview, the management office will notify the shareholder of the Board's decision.

A move-in may not be scheduled until after a sublet has been approved.

Note: If the shareholder is to be out of New York for the duration of the sublease(s), he/she will be required to designate an agent to act on his/her behalf.

Please feel free to contact the Management office if you have any questions or require any further information.

APPLICATION TO SUBLET APARTMENT *

Sublessor/Shareholder

Date of Application _____ Apartment Number _____

Shareholder Name (s) _____

Social Security # 1. _____ 2. _____

Home Phone _____ Office Phone 1 _____

_____ Office Phone 2 _____

Employment

	Shareholder 1	Shareholder 2
Employer	_____	_____
Address	_____	_____
Nature of Business	_____	_____
Position	_____	_____
Length of Employment	_____	_____
Person to Contact	_____	_____
Telephone	_____	_____

Reason for Sublet

Sublet Period Beginning _____ Concluding _____

* Attach additional pages if necessary

Shareholder's Location During Sublet

Address

Phone

Intention of Shareholder(s) at End of Sublease:

Re-occupy Sell Apartment Other

The following information should reflect combined household asset and liabilities)

Assets And Liabilities

Cash (including money market funds or equivalent)

Bank	Account Number	Amount
		\$
		\$
		\$
		\$
		\$
	Total Cash	\$

Stocks and Bonds (Attach Supporting Statements)

Broker / Investment Advisor	Account Number	Stocks	Bonds	Cash
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
	Total Value	\$	\$	\$

If any securities are margined, identify the amount \$

Other Real Estate

Address

Holder of Title

Percentage Owned

Date Acquired

Indebtedness

\$

Cost

\$

Monthly Income

\$

Monthly Mortgage Cost

\$

Other Monthly Expenses

\$

e.g., utilities, taxes, insurance, etc

Market Value of your Percentage Owned?

\$

Total Market Value of all Real Estate owned

\$

Including *205 West End*

Total Indebtedness of all Real Estate owned

\$

Including *205 West End*

Other Assets (car, note receivable, etc.)

Description

Value

\$

\$

\$

\$

Life Insurance Cash Surrender Value

\$

\$

Annual Premium

\$

\$

Other Liabilities

e.g., car loan, student loan, credit card, life insurance policy loan, margin, from relatives.

Creditors

Owed

\$

Due

\$

\$

\$

Guarantor of another's indebtedness? Yes No

If Yes: Amount \$

Description:

Total \$ _____ \$ _____

Total Other Liabilities _____

Assets And Liabilities Summary

Assets

Total Amounts

Cash	\$ _____
Stocks & Bonds	\$ _____
Real Estate	\$ _____
Other Assets	\$ _____
Total Assts	\$ _____

Liabilities

Total Amounts

Real Estate Indebtedness	\$ _____
Other Liabilities	\$ _____
Total Liabilities	\$ _____

Sources of Income

Current Annual Salary	\$ _____
Prior Year Salary	\$ _____
Second Prior Year Salary	\$ _____
Other Income	\$ _____
<i>(bonus, interest etc.)</i>	\$ _____

If you are a principal or employed by a family business, please complete:

Annual Dividend or Partnership Income

	Shareholder 1	Shareholder 2
Current Year	\$	\$
Past Year	\$	\$
Second Prior Year	\$	\$

Income Summary

Average Monthly Net Income (after deducting withholding taxes)

	Shareholder 1	Shareholder 2	Total
Employment	\$	\$	\$
Overtime	\$	\$	\$
Commissions/Bonuses	\$	\$	\$
Interest/Dividends	\$	\$	\$
Net Rental Income	\$	\$	\$
Other Income	\$	\$	\$
Total Monthly Income	\$	\$	\$

Average Monthly Expenses
(combined)

Rent/Maintenance	\$
Mortgages	\$
Other Interest Payments	\$
Real Estate Taxes	\$
Utilities including Phone	\$
Insurance	\$
Alimony/Child Support	\$
Total	\$

Income During Proposed Sublet Period

Do you anticipate and material change? Yes No If yes, explain in detail below:

General

	Applicant	Co-Applicant
Have you ever been convicted of a crime?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you, or any company or business in which you are or were principal, filed for, or been forced into bankruptcy?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any outstanding litigation involving you or any company in which you have a material interest?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you subject to any unsatisfied judgment or lien of any kind?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has any property you have ever owned or in which you had a material financial interest been the subject of foreclosure proceedings?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes to any, provide details.

The undersigned hereby authorize(s) the Board of Directors to contact, without any notification to the Applicant(s), any of the employers, banks, landlords, managing agents, etc. described herein in order to obtain information bearing upon this application. The undersigned also certifies that the information contained in this application is true.

Shareholder 1

Shareholder 2

Date

Date

APPLICATION TO SUBLET APARTMENT

Subtenant

Date of Application _____ Apartment Number _____

Subtenant Name(s) _____

Social Security 1. _____ 2. _____

Home Phone _____ Office Phone 1 _____

_____ Office Phone 2 _____

Current Address _____

Rent Own How long? _____

	Subtenant 1	Subtenant 2
Home Phone	_____	_____
Office Phone	_____	_____
Citizenship	_____	_____
<i>If not US Citizen, explain status:</i>	_____	

All persons who will reside in the apartment, other than applicant(s)

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Any Pets: *please specify* _____

Employment (Complete Co-Applicant if joint income is to be considered)

	Applicant	Co-Applicant
Employer		
Address		
Nature of Business		
Position		
Length of Employment		
Person to Contact		
Telephone		

Source of Income (Combined, if applicable)

Current Annual Salary	\$ _____
Prior Year Salary	\$ _____
Second Prior Year Salary	\$ _____
Other Income (bonus, overtime, dividends, interest etc)	\$ _____

If you are self employed please complete this section.

Present Year Dividend or Partnership Income	\$ _____
Prior Year Dividend or Partnership Income	\$ _____
Second Prior Year Dividend or Partnership Income	\$ _____

Average Monthly Income (Combined)

Employment Income (after deducting withholding)	\$ _____
Overtime	\$ _____
Commissions/Bonuses	\$ _____
Interest Dividends	\$ _____
Net Rental Income (from properties owned, if applicable)	\$ _____
Other Income	\$ _____
Total	\$ _____

Average Monthly Expenses

	Present	Proposed
Rent/Maintenance	\$	\$
Mortgages	\$	\$
Other loans, financing and credit payments	\$	\$
Real Estate Taxes	\$	\$
Utilities (phone, gas, electricity)	\$	\$
Alimony / Child Support	\$	\$
Total	\$	\$

Assets & Liabilities Summary

Assets

Total Amounts

Cash	\$
Stocks & Bonds	\$
Real Estate	\$
Other Assets	\$
Total Assts	\$

Liabilities

Total Amounts

Real Estate Indebtedness	\$
Other Liabilities	\$
Total Liabilities	\$

General (Subtenant)

Have you ever been convicted of a crime? Yes No

Have you, or any company or business in which you are or were principal, filed for, or been forced into bankruptcy? Yes No

Is there any outstanding litigation involving you or any company in which you have a material interest? Yes No

Are you subject to any unsatisfied judgment or lien of any kind? Yes No

Has any property you have ever owned or in which you had a material financial interest been the subject of foreclosure proceedings? Yes No

If yes to any, provide details.

The undersigned certifies that the information provided in this application is true

Subtenant 1

Subtenant 2

Date

Date

APARTMENT INSPECTION FORM

Re: 205 West End Avenue, New York, NY 10023

Apartment _____

This section is to be filled out by Shareholder:

Application is being made to the Board of Directors to approve:

- Sale
- Sublet
- Refinancing
- Title Transfer

of the above apartment. I (We) understand that in addition to the required documents, approval is contingent on inspection of the apartment by the Managing Agent.

Shareholder

Shareholder (if in joint name)

This section is to be filled out by the Managing Agent who will submit it to the Closing Office.

I have inspected the above apartment:

- Passed Inspection
- Failed Inspection

Comments:

Property Manager

Date

CREDIT CHECK AUTHORIZATION

Re: 205 West End Avenue, New York, NY 10023

Apartment _____

In order for AKAM Associates, the managing agent for 205 West End Owners Corporation, to comply with the provisions of The Fair Credit Reporting Act, I (We) authorize AKAM Associates and/or its agent(s) to retain a credit reporting agency. This agency may obtain, prepare, and furnish credit reports concerning me (us). AKAM Associates may then furnish this information to The Board of Directors of 205 West End Avenue Owners Corporation for consideration as part of your application.

Please Print Clearly or Type

Applicant's Name

Co-Applicant's Name

Date of Birth

Date of Birth

Social Security Number

Social Security Number

Current Address

Current Address

Signature

Signature

Date

Date

Financial Statement

Affidavit as to Net Worth And Income

(Note: If purchase, loan or sublease is being made by more than one person, each applicant must submit an affidavit as to that applicant's net worth and income.)

State of New York)
) SS.
County of New York)

_____ being duly sworn,
deposes and states the following:

I submit herewith a true statement of my assets, liabilities and current net income. I make this affidavit in order to induce the Board of Directors of 205 West End Owners Corp ("The Apartment Corporation") to approve the application to which I attach this affidavit.

Applicant Signature

Sworn before me this ____ day of _____ 20 ____

Notary public

HOUSE RULES RECEIPT

Date _____ 201__

Board of Directors
205 West End Avenue Owners Corp.
205 West End Avenue
New York, New York 10023

Re: Sale _____ Sublet _____

Dear Board of Directors:

This is to acknowledge that I/we have received and read the House Rules for 205 West End Owners Corporation.

Further I/we agree to abide by all rules and regulations as they are set forth.

Received by: _____

Received by: _____

205 West End Avenue Owners Corp.
HOUSE RULES

Revised 2011 August 23

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Notice: A printed copy of the House Rules may be out of date. If in doubt, please check the 205 West End website (<http://www.205westend.com/>) for the most up-to-date version.

1) General House Rules

The Board of Directors may amend or repeal the House Rules at any time and enact new ones as needed.

Any consent granted by the Directors or the Managing Agent under these House Rules shall be revocable at any time at the sole discretion of the Board of Directors.

Lessees shall deposit with the Managing Agent a complete set of keys so as to permit entry into the apartment in case of an emergency. Keys should not be left with the doorman.

Lessees shall maintain liability insurance covering injuries and damage caused to others and other apartments in the building. A certificate evidencing such insurance shall be deposited with the Managing Agent.

The Board of Directors may from time to time curtail or relocate any space devoted to storage, laundry, or building amenities.

Comments, concerns and complaints about services in the building should initially be submitted in writing to the Managing Agent, *not* to the Board of Directors. Include specific details of the problem, the time and names of individuals involved. Complaints must be signed and dated.

Violations of House Rules should be reported in writing to the Managing Agent.

If the Directors determine that a House Rule has been violated, they may, in addition to the actions authorized in the Proprietary Lease, take such action as they deem necessary, including admonitions, warnings, the imposition of administrative fees and the commencement of proceedings for eviction or other legal remedies.

Please also note the summary of fees posted on the Information page 205westend.com website.

2) Noise

Noise that disturbs others and any action that disrupts or infringes upon the rights, the reasonable comfort, or the convenience of others are not permitted. Specifically:

- a) **Audio or electronic** equipment should not be played or allowed to be played at any time so as to disturb unreasonably any resident in nearby apartments or in common areas.
- b) **Music:** Playing or practicing a musical instrument, singing or conducting vocal exercises is prohibited between 10:00 PM and 8:00 AM.
- c) **Apartment floors** must be covered by carpeting or other noise-reducing material over at least 80% of each room. Bathrooms, kitchens, closets, and balconies are excluded from this policy.
- d) **Children** may not play in the lobby, hallways, corridors, stairwells, elevators, or basement.
- e) **Pets** shall not be permitted to make loud and repeated noise that disturbs other residents.
- f) **Appliances:** Noise-making devices such as vacuum cleaners and floor waxing machines may not be used between 11:00 PM and 8:00 AM.
- g) **Construction work:** Renovation, substantial repair work, or installations which cause disturbing noise must be done between 9:00 AM and 5:00 PM Mondays through Fridays (not including legal holidays, when such work is not allowed).

- h) **Tools** Regular use of electric or manual tools at any time shall not be permitted if the noise unreasonably disturbs other residents. Noise-making tools should never be used between 10 PM and 8 AM.
- i) **Apartment doors** and stairway doors should not be allowed to slam closed repeatedly so as to disturb other residents. The maintenance, to prevent squeaking of interior doors and doors leading into the hallway, is the responsibility of the Lessee.

3) Doormen, Visitors, and Small Deliveries

- a) All visitors, delivery people, trades people, and messengers must be announced by the doorman before continuing on to the elevators. The doorman has authority to ask visitors for I.D.
- b) Lessees may not ask building employees to do personal errands or perform any personal services, beyond their prescribed duties, during the employees' scheduled working hours.
- c) Lessees who wish a third party to have independent access to any apartment (i.e. gives keys to a third party) must give written notice of such consent to the doorman.
- d) Vehicles may not be parked so as to block or impede access to any door. Curb space in the front of the building is and should at all times remain available for short periods of loading and unloading, e.g., for taxicabs.
- e) Commercial promotional matter - including menus and advertisements - shall not be placed under apartment doors or on the shelves opposite the elevators. Any person or business violating this rule may be barred from making deliveries in the building.
- f) Group tours, auctions, or exhibitions of any apartment or its contents may not be conducted without the *prior* written consent of the Lessor or the Managing Agent.
- g) "Open House" showing of apartments is not allowed.

4) Moving and Large Deliveries

An appointment must be scheduled at least one week in advance with the Management Office for any move-in, or move-out or with the superintendent for delivery of a piece (or pieces) of large furniture. This is necessary since our building has only one elevator car designated for these purposes on each side of the building.

Move-ins, move-outs, and deliveries may be scheduled between the hours of 9:00 AM and 5:00 PM on weekdays only. Only one move is scheduled per day since each move may last many hours. Only under extenuating circumstances will the Management Office or superintendent approve a move or major delivery on a weekend or outside of the designated time period. Weekend moves and deliveries must be scheduled at least *two* weeks in advance, and the Lessee will be charged an additional fee equal to the overtime rate for a building staff member to be present during the move.

The schedule of applicable fees approved by the Directors, which must be submitted before the reserved date, may be obtained from the Management Office.

An inspection by the superintendent after the move or delivery will determine if there has been damage done to the common areas of the building or grounds. Refundable fees will be returned or withheld based on that inspection. Unauthorized moves and deliveries will be stopped immediately by the Lincoln Towers Security staff.

5) Common Areas

Lobby, Halls, Stairways, Elevators, Roof, Laundry Room, and Grounds)

- a) No smoking is allowed in elevators, hallways, stairways, or the lobby.
- b) Except when specifically authorized by the Lessor, consumption of food or drink is not permitted in the lobby. Any unwanted mail or other waste material should be deposited in the waste receptacles in the mail rooms.
- c) The lobby may not be used for meetings, except organized by the Directors or with the written permission of the Directors. The Directors will approve Tenant Association meetings in the lobby or Community Room at reasonable times.
- d) Lessees should not cause any disturbance in the public areas (lobby, halls, stairways, elevators, etc.) that might interfere with other residents' rights and comfort. Children may not play in these areas.
- e) The use of the phone at the lobby desk is limited to the doorman's contact with apartments, Security, the Managing Agent, etc. It is not to be used for personal calls.
- f) Socializing at the lobby desk or with the doormen should be limited since it distracts the doormen from their essential duties.
- g) Public areas, including hallways and doors, may not be furnished or decorated without the prior consent of the Board of Directors or the Managing Agent. It is the present policy of the Directors not to approve decoration of a public hall above the ground floor unless all apartments for which such hall serves as a means of ingress or egress, have consented.
- h) Bicycling, roller skating/blading, scootering and skate boarding are not allowed on the sidewalks, along the front driveway or anywhere within the building.
- i) Halls and stairways must be kept free of obstruction. Articles such as the following: bicycles, baby carriages, tricycles, shopping carts, packaging cases, open umbrellas, refuse, doormats, shoes etc. may not be left in the hallways.
- j) No signs, notices, or advertisements may be displayed in public areas or placed at/under individual apartment doors without the prior consent of the Board of Directors, except that residents may post signs on the bulletin board provided for such purpose in the laundry rooms without such consent.
- k) Use of the roof is prohibited. In addition to the danger, walking about the roof may damage the roofing materials.
- l) The indoor common areas shall not be used for selling, soliciting, playing, or exercising, except with the written permission of the Lessor.
- m) Lessees may use laundry room facilities during hours designated from time to time and are expected to help keep the room neat and clean.
- n) No equipment may be removed from the laundry room, even temporarily. This includes laundry carts, tables, and chairs.
- o) Bleach and other corrosive materials used by residents must be kept in a spill-proof safety container when moved within the building.

6) Garbage and Refuse Disposal

- a) **Garbage** should be dropped down the chute only between 8 AM and 11 PM
- b) **Garbage** should not be left on the floor of the compactor room.

- c) *Newspapers* should be left in a neat stack on the shelf in the compactor room on each floor between 8 AM and 11 PM
- d) **Recyclable materials**, as defined by the municipal authorities, must be deposited in the designated container between 8 AM and 11 PM. Cans must first be rinsed to remove food residues that attract vermin. *For the safety of building employees, glass containers should also be rinsed and placed in the recyclable container in the compactor room.*
- e) **All wet debris** should be securely wrapped, preferably in a plastic bag; the package should be small enough to fit easily down the chute. The Lessee is responsible for the immediate cleanup of any debris in the hallway and compactor room, including kitchen garbage, soap powder, wrappers, and the like. Notify the superintendent or doorman when garbage has been dropped but not cleaned up, so that it can be removed by maintenance staff.
- f) **Small cartons**, boxes, crates, glass, wood items, and other solid matter should not be put down the chute. They should be left neatly on the floor of the compactor room, if they do not impede access to the room and do not prevent the door from being closed. Whenever possible, cartons should be broken down and flattened.
- g) **Bulky items**: contact the doorman or superintendent to arrange to have them picked up.
- h) **Vacuum cleaner bags**, as well as other accumulations of dust, dirt, and the like, should be securely wrapped before being dropped down the chute.
- i) **Never drop flammable, explosive, corrosive, combustible, or noxious substances, lighted cigarettes, or cigars down the chute.** This includes carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, oil-soaked rags, or empty paint cans. Combustible materials should be so labeled and left on the floor of the compactor room on the resident's floor; if assistance is needed, contact the doorman or superintendent.

7) Apartment Interiors

- a) Any structural alteration, demolition, or repairs may only be made with prior approval of the Lessor and in compliance with such terms as the Lessor may specify. Alteration request forms and applicable rules and regulations may be obtained from the Managing Agent.
- b) Installation of major appliances and equipment involving plumbing and electrical work may be done only with prior written approval of the Lessor and in compliance with such terms as the Directors may specify. Request forms may be obtained from the Managing Agent.
- c) Sinks, toilets, baths, and other water drainage systems should not be used for the disposal of garbage such as sweepings, rubbish, or rags. Costs of repairing damage caused by misuse shall be paid for by the Lessee.
- d) Access to an apartment by the Managing Agent will only be made after prior notice or in the event of an emergency. If access is not available, Lessees will be responsible for the cost of repairs resulting from the emergency entry.
- e) The Managing Agent, and any contractor or workman authorized by the Managing Agent, 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, insect, or other pests and for the purpose of taking

such measures as may be necessary to control or exterminate any vermin, insects, or other pests.

- f) In-sink garbage disposals and, except in those apartments previously approved, clothes washers and dryers are not allowed in any apartment. The Lessor reserves the right to inspect any apartment when evidence suggests that any of these appliances has been installed.
- g) The electrical panels located on various floors may not be opened and utilized except by authorized building personnel.
- h) Only air-conditioners approved by the Lessor and Managing Agent may be installed in an apartment. Only air-conditioners that fit the sleeves in apartment walls will be approved.

8) Renovations, Construction, and Repairs

- a) Construction, repairs and renovations may be conducted only between 9:00 AM and 5:00 PM on weekdays. They are not permitted on legal holidays or on weekends. Before starting this work, Lessees are required to secure a renovation package from the Management Office that describes applicable rules and procedures. Certain alterations may involve a filing with the NYC Buildings Department.
- b) When a gas appliance is being repaired, replaced, or otherwise disturbed, the work must be inspected by the superintendent who will confirm leak-free connections.
- c) The Lessor reserves the right to review all renovation plans (including work to be performed by Lessees themselves) and, if necessary, to use the services of a licensed engineer or architect at the applicant's expense. Construction and renovation work requires a refundable deposit to cover possible damage to elevators, hallways, etc.
- d) To avoid rejection or delays in approval of renovation proposals, Lessees and their advisers should keep in mind the following major construction limitations that will be applied:
 - i) Existing service (electrical, plumbing, etc.) risers, whether exposed or in service chases, shall not be relocated.
 - ii) The apartment electrical service, between the corridor distribution closet and the apartment's fuse box or circuit breaker panel, shall not be modified.
 - iii) The electrical service load (amperage) allocated to each apartment must remain as built and shall not be enlarged.
 - iv) All plumbing must be done by a NYC-licensed professional plumber. The existing plumbing fixtures (sinks, lavatories, toilets, and tubs) may be replaced or relocated, but there shall be no additional fixtures on any riser.
 - v) Gas appliances (stoves, etc.) may be replaced only with gas-fired units.
 - vi) Waste disposals are permitted under guidelines established by the building engineer subject to adequate capacity in the plumbing lines.
 - vii) Clothes washers or dryers (either fixed or portable) are *not* permitted *unless* Lessee opts to eliminate either a bathroom or kitchen in an existing or combined apartment and to install a wash-dryer in its stead. Installation of waste disposals and/or washer dryers must conform to the building's specifications which may be obtained from the Managing Agent.
 - viii) Through-the-wall air-conditioning units shall not be replaced with new units having larger power requirements or requiring wall sleeve changes. Replacement

air-conditioners must have New York State energy code approval. No window-unit air-conditioners shall be installed.

- ix) Built-in fixtures and furniture shall be constructed so as to provide accessibility to the existing building services such as pipe chases, electrical risers, and air-conditioners.
- x) Kitchen and bathroom vents may not be blocked under any circumstance.

9) Windows and Balconies

- a) The windows in all apartments in which children up to 10 years of age reside must be equipped with window guards. It is the responsibility of Lessees to apply for them to the Management Office and ensure that they are securely installed at all times. Lessees in apartments without children may also secure window guards through the Management Office. It is a legal requirement that all Lessees fill out a Window Guard Form each year.
- b) No object may be hung, thrown, or shaken from the doors, windows, or balconies or put on the outside window sills of any apartment. No pigeons or other birds shall be fed from the window sills, balconies, common areas or on the sidewalk or street adjacent to the building. Special care should be taken to extinguish cigarettes and dispose of them in the apartment.
- c) No awnings, air-conditioning units, TV aerials, satellite dishes, or other objects that will protrude beyond any balcony or window ledge are allowed.
- d) No radios, direct broadcast satellite receivers, or TV aerials, shall be attached to or hung from the exterior of the building without prior written approval of the Lessor or Managing Agent.
- e) Windows should be kept clean. In the event of neglect, ten days after notice in writing from the Managing Agent, such cleaning may be arranged by the Lessor which shall have the right to arrange entry for such purposes. Costs incurred will be the responsibility of the Lessee.
- f) No sign, notice, advertisement, or illuminations excluding reasonable and appropriately secured U.S. flags and holiday decorations, shall be put at or on a window or balcony, or exposed anywhere, unless approved by the Lessor.
- g) Painting of windows or sashes is not permitted.
- h) Balconies may not be enclosed.
- i) Balconies should be kept clean and may not be used as storage areas, dog runs, or pet toilets.
- j) Lessees should ensure that balcony furnishings (including plants and plant material) are properly maintained, secured, and do not cause personal harm to anyone or damage to their own or other residents' apartments. Such damage is the offending Lessee's responsibility and that Lessee is liable for all claims and suits that may result.
- k) Only wood or plastic planters that do not exceed 2 feet in diameter and have proper drainage holes, standing on supports at least two inches from the balcony and three inches from the wall, may be used. Concrete planters are not permitted.
- l) Charcoal grills and open flames are not allowed on the balconies. Propane tanks are also not permitted.

- m) No Lessee shall paint the walls, railing, ceiling or divider of the balcony. The Lessee, with prior written approval of the Directors, may paint; install ceramic or other appropriate tiling or carpeting over a protective drainage mat on the floor in accordance with specifications that may be obtained from the Managing Agent.
- n) Balcony lighting may be installed, but only pursuant to specifications and drawings furnished by the Management Office.

10) Sub-metering of Electricity

On September 18, 2002, Lessor obtained the approval of the State of NY Department of Public Service to initiate sub-metering of electricity. Previously, Lessees were charged for electricity based on the number of shares allocated to their apartment, without reference to actual usage. As a result:

- a) Rates and charges paid by Lessees will be based on the actual costs to Lessor as measured by the utility company's master meter. This will be accomplished by dividing the total dollars billed by the utility company by the total kilowatt-hours indicated on that monthly billing. This produces a cost per kilowatt-hour which will be multiplied by the number of kilowatt-hours indicated on the individual meters servicing the Lessee's apartment. The sub-metering company will prepare a monthly bill indicating the monthly charges to be paid to the Lessor that will be sent to the Lessee together with the monthly maintenance statement.
- b) Monthly cost of electricity to Lessee may include a service charge of up to \$4.00 per meter, provided that the total charge may not exceed the charge that would have been made by the Consolidated Edison Company for direct metering of the same service.
- c) Sub-meters will be read on the same schedule as the utility company's reading of the master meter and will be billed on a monthly basis.
- d) Monthly bills will indicate in plain language, the dates of the billing period, amount of consumption, taxes, service charges, and total due.
- e) Failure to pay the electric charges will be treated the same as failure to pay the maintenance charges and the Lessor has the same rights as it has if maintenance is not paid.
- f) If Lessee has a complaint involving electric service, it must be submitted in writing to the sub-metering company, with a copy to the Managing Agent, and shall indicate the action or relief sought. After review of the complaint, the sub-metering company shall advise the Lessee of the disposition of the complaint not later than thirty (30) days after receipt of the complaint. If dissatisfied with the resolution, Lessee has the right, within a reasonable time, to file a written protest requesting review of the determination by an outside, unbiased, independent grievance arbitrator, retained by Lessor and selected from the American Arbitration Association or equivalent organization. The finding of the arbitrator shall be final and binding upon Lessor and Lessee.
- g) For purposes of these sub-metering rules, the holder of unsold shares, rather than rental tenants occupying the apartments represented by such shares, shall be deemed to be the Lessee.

11) Pets and Other Animals

- a) Only with prior Lessor approval are pets permitted in the building, and only if certain criteria are observed. Dogs should be of a reasonable size and breed for a city apartment.

- b) All dog owners must register their dogs with the Lincoln Towers Community Association (LTCA). Only Lessor-approved dogs registered with the Management Office and wearing the LTCA I.D. tag may be walked on the grounds. These tags will only be issued to Lessees who have obtained Lessor approval for their pets.
- c) Lessees are responsible for their pets' behavior, and for ensuring that their pets do not infringe on other Lessees' rights or cause damage or undue wear and tear on our mutual property. Pet owners are responsible for the cost of professional cleaning, repairs, or replacement if any wall, stairwell, steps, or floor finishes are damaged and/or stained by their pet.
- d) Effective June 1, 2000, a one-dog per apartment limit was adopted by the Lessor for new Lessees and Lessees who did not then have a dog.
- e) Dogs and cats must always be on a leash, or carried, when outside an apartment.
- f) Residents may not "walk" their pets (i.e. allow them to relieve themselves) in the stairwells, on balconies, sidewalks, walkways, tree pits, or in public areas of the building.
- g) It is the responsibility by each dog owner to assure that he or she, or any walker retained to walk his or her dog, complies with city regulations and building policies with respect to dogs, including regulations requiring that dogs be curbed (walked on the public street, not the driveway) and that some form of "pooper scooper" always be used.
- h) Pets must be kept away from areas posted with "No Pets Allowed" signs and from all landscaped areas.
- i) Potentially dangerous pets (e.g. poisonous snakes, constrictors, and most pit bulls) are not allowed in the building, even temporarily. Unruly pets, whatever their size, are not permitted.
- j) Residents should not feed pigeons, birds, squirrels, et al., from the building, on the Lincoln Towers grounds, or on the sidewalks and streets around the building.
- k) Security guards are authorized to remind residents and visitors when they violate these rules, and to keep a record and report violations. Violation will result in a fine. Continued disregard may result in additional legal action.
- l) A dog walker may not bring a dog that doesn't live here into the building. A dog walker may, however, pick up multiple dogs from 205 West End Avenue

12) **Parking Spaces**

- a) Nothing may be stored in a parking space except a passenger automobile and items contained therein.
- b) No more than one licensed passenger automobile may be parked or stored in a parking space.
- c) Each automobile must be maintained in a condition such that it does not cause damage to the space (e.g. from an oil or transmission leak).
- d) No vehicle is permitted to be serviced, repaired, washed, or otherwise worked on in a parking space or on any other portion of the building grounds except for changing a tire or charging a battery.
- e) No Parking Space may be painted by the tenant or signs placed thereon.

13) Fines

- a) **Unauthorized Renovation:** Any shareholder who renovates without prior approval of the plans by the board will be subject to a fine of up to \$5,000.
- b) **Unapproved Sublet:** Any shareholder who sublets without approval of the Lessor will be subject to a charge of up to \$1,000.00 plus 20% of the monthly maintenance for each month the unauthorized sublet is in effect, in addition to eviction of the unapproved tenant.
- c) **Unauthorized Washer/Dryer:** A penalty of up to \$3,000 will be imposed for an unauthorized installation, in addition to requiring removal of the appliance.
- d) **Late Maintenance Payments:** Maintenance is due on the first of the month. Late payments are subject to the following penalty: \$50 for the first late payment; \$75 for the second late payment; and \$100 for the third and each subsequent month payment is late until the shareholder is current.
- e) **Replacement of Lost Key Fob:** There is a charge of \$50 to replace a lost key fob. If the lost fob is found and returned to the office within thirty days of a replacement being issued, one-half of the replacement charge will be refunded.
- f) **Other Violations:** Other violations of the house rules will be subject to the following schedule of fines:
 - i) First offense will result in a warning letter;
 - ii) Second offense will result in a fine of \$100.00;
 - iii) Third offense will result in a fine of \$200.00;
 - iv) Continued non-compliance will be referred to the Board of Directors for action.