



CRESTWOOD APARTMENTS OWNERS CORP.  
REQUIREMENTS FOR SUBLETTING A COOPERATIVE APARTMENT

Dear Shareholder / Applicant:

Enclosed is the application to be completed for the sublet of your apartment. This application and the documents requested should be returned to: **Leslie Cruz, Excel Bradshaw Management Group, LLC, 393 Old Country Rd., Suite 204, Carle Place, NY 11514**. Leslie can be reached at (516) 333-7730 x.206 or via e-mail at [lcruz@ebmg.com](mailto:lcruz@ebmg.com).

Documents Required: One (1) Original Set and One (1) Loose-Bound Copy

1. Sublease Agreement – Blumberg Form P193 (enclosed)
2. Sublease Application (enclosed)
3. Financial Statement (enclosed) – please attach two (2) months' bank statements
4. Two (2) Years of Tax Returns, signed
5. Your last two (2) pay stubs
6. Letter from your employer stating position, salary and dates of employment
7. Consumer Credit Application (enclosed)
8. In the event the Shareholder has obtained Bank Financing to purchase his apartment, the Shareholder must provide a letter showing the Shareholder Lender approves of the Sublet. In the event approval is not required pursuant to the Shareholder's Loan Documents, the Shareholder shall submit a Notarized Affidavit stating no such approval is required.
9. Lead Based Paint Disclosure Forms (enclosed). The disclosure documents must be completed in their entirety. Enclosed is the Lead Paint Disclosure Brochure.
10. House Rules Acknowledgement (enclosed) – Also enclosed is a copy of the House Rules.
11. Proof of Renter's Insurance (Proof shall be submitted every year hereafter)

**CHECKS TO BE ENCLOSED WITH APPLICATION**

- \$250 Application Fee – This fee is non-refundable. Check payable to **Excel Bradshaw Management Group, LLC**. This will cover our administrative costs in verifying your information.
- \$100 Cooperative Application Fee – This fee is non-refundable. Check payable to **Crestwood Apartments Owners Corp.**
- \$75 **Per** applicant for a consumer credit report. Check payable to **Excel Bradshaw Management Group, LLC**. This fee is non-refundable.
- \$250 Move In Deposit – **CERTIFIED CHECK** payable to **Crestwood Apartments Owners Corp.** The Deposit Fee is refundable after the move-in if no damage has occurred. See Move In Agreement attached.
- \$250 Move In Fee (Non-Refundable)

\*NOTE Checks will be held pending sublet approval. Upon approval they will be processed.

No application will be forwarded to the Board of Directors unless all of the items have been properly complied with, assembled into 8 complete packages (one original & 7 copies) and received by the Closing Department. All inquiries regarding a sublet package should be from the applicant. All other parties should contact you for any information regarding the status or processing your application.

After the review of your application the Board of Directors may elect to arrange a meeting with your prospective subtenant. After the meeting, you will be notified of the Board's decision. If approved, a sublet may then take place.

The Board of Directors for Crestwood Apartments Owners Corp. meets on a monthly basis. **Please allow thirty (30) days from the time your completed application is submitted before an interview can be scheduled.**

Please be advised that only one (1) application will be reviewed and considered for each apartment at any one time. **\*\*No Shareholder shall sublet for more than three (3) years total.**



AUTHORIZATION FORM FOR CONSUMER REPORTS / CREDIT APPLICATION

In connection with your application for tenancy, understand that consumer reports which may contain public record information may be requested or made on you including consumer credit, criminal records, landlord tenant court records and others. Further, understand that information from various Federal, State, local and other agencies which contain your past activities may be requested.

By signing below, you hereby authorize without reservation, any part or agency contacted by Excel Bradshaw Management Group or CoreLogic SafeRent, Inc., to furnish the above-mentioned information. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original. By signing below, you also authorize without reservation CoreLogic SafeRent, Inc. to provide an applicant's information to various government, law enforcement and Consumer Reporting Agencies.

You have the right to make a request of CoreLogic SafeRent, Inc., upon proper identification and the payment of any legally permissible fees, for the information in its files on you at the time of the request.

You hereby authorize and request, without any reservation, any present or former police department, financial institution, consumer reporting agencies or other person or agencies having knowledge about you to furnish CoreLogic SafeRent, Inc. with any and all background information in their possession regarding you, in order that your qualifications may be evaluated.

CoreLogic SafeRent, Inc.  
7300 Westmore Road – Suite 3  
Rockville, MD 20850 – 5223

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Full Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Current Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Social Security Number \_\_\_\_\_

*The following is for identification purposes only to perform the background check.*

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Gender (M / F)

Signature \_\_\_\_\_

Date \_\_\_\_\_

# SUBLEASE AGREEMENT

The parties agree as follows:

<b>Date of this Sublease:</b>	19
<b>Parties to this Sublease:</b>	Overtenant: Address for notices:  You, the Undertenant: Address for notices:  If there are more than one Overtenant or Undertenant, the words "Overtenant" and "Undertenant" used in this Sublease includes them.
<b>Information from Over-Lease:</b>	Landlord: Address for notices:  Overtenant: Address for notices:  Date of Over-Lease: 19
<b>Term:</b>	Term: from: 19 to: 19 A copy of the Over-Lease is attached as an important part of the Sublease.
<b>Premises rented:</b>	1. years: months: Beginning: 19 ending: 19
<b>Use of premises:</b>	2. 3. The premises may be used for only.
<b>Rent:</b>	4. The yearly rent is \$ . You, the Undertenant, will pay this yearly rent to the Overtenant in twelve equal monthly payments of \$ . Payments shall be paid in advance on the first day of each month during the Term.
<b>Security:</b>	5. The security for the Undertenant's performance is \$ . Overtenant states that Overtenant has received it. Overtenant shall hold the security in accordance with Paragraph of the Over-Lease.
<b>Agreement to lease and pay rent:</b>	6. Overtenant sublets the premises to you, the Undertenant, for the Term. Overtenant states that it has the authority to do so. You, the Undertenant, agree to pay the Rent and other charges as required in the Sublease. You, the Undertenant, agree to do everything required of you in the Sublease.
<b>Notices:</b>	7. All notices in the Sublease shall be sent by certified mail, "return receipt requested".
<b>Subject to:</b>	8. The Sublease is subject to the Over-Lease. It is also subject to any agreement to which the Over-Lease is subject. You, the Undertenant, state that you have read and initialed the Over-Lease and will not violate it in any way.
<b>Overtenant's duties:</b>	9. The Over-Lease describes the Landlord's duties. The Overtenant is not obligated to perform the Landlord's duties. If the Landlord fails to perform, you, the Undertenant, must send the Overtenant a notice. Upon receipt of the notice, the Overtenant shall then promptly notify the Landlord and demand that the Over-Lease agreements be carried out. The Overtenant shall continue the demands until the Landlord performs.
<b>Consent:</b>	10. If the Landlord's consent to the Sublease is required, this consent must be received within days from the date of this Sublease. If the Landlord's consent is not received within this time, the Sublease will be void. In such event all parties are automatically released and all payments shall be refunded to you, the Undertenant.
<b>Adopting the Over-Lease and exceptions:</b>	11. The provisions of the Over-Lease are part of this Sublease. All the provisions of the Over-Lease applying to the Overtenant are binding on you, the Undertenant, except these: a) These numbered paragraphs of the Over-Lease shall not apply:  b) These numbered paragraphs of the Over-Lease are changed as follows:

**No authority:** 12. You, the Undertenant, have no authority to contact or make any agreement with the Landlord about the premises or the Over-Lease. You, the Undertenant, may not pay rent or other charges to the Landlord, but only to the Overtenant.

**Successors:** 13. Unless otherwise stated, the Sublease is binding on all parties who lawfully succeed to the rights or take the place of the Overtenant or you, the Undertenant. Examples are an assign, heir, or a legal representative such as an executor of your will or administrator of your estate.

**Changes:** 14. This sublease can be changed only by an agreement in writing signed by the parties to the Sublease.

**Signatures:**

OVERTENANT:  
.....  
.....

You, the UNDERTENANT:  
.....  
.....

**Witness:** .....

**GUARANTY OF PAYMENT WHICH IS PART OF THE SUBLEASE**

**Date of Guaranty:** 19

**Guarantor and address:**

**Reason for Guaranty:** 1. I know that the Overtenant would not rent the premises to the Undertenant unless I guarantee Undertenant's performance. I have also requested the Overtenant to enter into the Sublease with the Undertenant. I have a substantial interest in making sure that the Overtenant rents the premises to the Undertenant.

**Guaranty:** 2. The following is my Guaranty:  
I guaranty the full performance of the Sublease by the Undertenant. This Guaranty is absolute and without any condition. It includes, but is not limited to, the payment of rent and other money charges.

**Changes in Sublease have no effect:** In addition, I agree to these other terms:  
3. This Guaranty will not be affected by any change in the Sublease, whatsoever. This includes, but is not limited to, any extension of time or renewals. The Guaranty will be binding even if I am not a party to these changes.

**Waiver of notice:** 4. I do not have to be informed about any failure of performance by Undertenant. I waive notice of non-payment or nonperformance.

**Performance:** 5. If the Undertenant fails to perform under the Sublease, the Overtenant may require me to perform without first demanding that the Undertenant perform.

**Waiver of jury trial:** 6. I give up my right to trial by jury in any claim related to the Sublease or this Guaranty.

**Changes:** 7. This Guaranty of payment and performance can be changed only by written agreement signed by all parties to the Sublease and Guaranty.

**Signatures:**

GUARANTOR:  
.....  
.....

**WITNESS:** .....

**EPA and HUD Lead Paint Regulations, Effective September 6, 1996'**

Landlords must disclose known lead-based paint and lead-based paint hazards of pre-1978 housing to tenants.' Use the following BLUMBERG LAW PRODUCTS (800 LAW MART) to comply:

3140 Lead Paint Information Booklet      3141 Lead Paint Lease Disclosure Form

'December 6, 1996 for owners of 1 to 4 residential dwellings.  
'Leases for less than 100 days, 0-bedroom units, elderly and handicapped housing (unless children live there) and housing found to be lead-free by a certified inspector are excluded.



**RIDER A TO SUBLEASE OF COOPERATIVE UNIT**

This rider dated \_\_\_\_\_ attached to and part of lease dated \_\_\_\_\_ between \_\_\_\_\_ a landlord and \_\_\_\_\_ a subtenant in Apt. # \_\_\_\_\_ at Crestwood Apartments Owners Corp. in Queens, NY.

This agreement made part of lease dated \_\_\_\_\_ as follows;

In the event of bank foreclosure or if maintenance charges, etc. become delinquent on the unit \_\_\_\_\_ at 124-16 84<sup>TH</sup> Rd., Queens, NY upon written notice from The Board of Directors or Managing Agent to subtenant, subtenant shall make all future monthly rental payments to The Board of Directors. Payments shall be payable in the following manner:

Crestwood Apartments Owners Corp.  
C/O Excel Bradshaw Management Group, LLC  
393 Old Country Road, Suite 204  
Carle Place, NY 11514

The payment of the monthly rent to the Board and the acceptance of the rent by the Board shall not constitute a landlord/tenant relationship between the parties.

Upon resolution of all delinquent charges subtenant shall resume paying landlord, upon notice by The Board of Directors or Managing Agent.

\_\_\_\_\_  
SHAREHOLDER:

\_\_\_\_\_  
TENANT

**SUBLEASE APPLICATION**  
FOR THE SUBLEASE OF COOPERATIVE APARTMENT

Building: \_\_\_\_\_ Apt: \_\_\_\_\_ Shares: \_\_\_\_\_

Length of lease: \_\_\_\_\_ Monthly Maintenance: \$ \_\_\_\_\_

To Begin: \_\_\_\_\_ To Expire: \_\_\_\_\_

Security: \_\_\_\_\_ Annual Rent: \_\_\_\_\_ Monthly Rent \_\_\_\_\_

Special conditions if any: \_\_\_\_\_

Name of Corporation: \_\_\_\_\_

Managing Agent: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Contract: \_\_\_\_\_

Shareholder(s): \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Present Address: \_\_\_\_\_

Address for Notices: \_\_\_\_\_ Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Sub-tenant(s) \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Office#: ( ) \_\_\_\_\_ Home#: ( ) \_\_\_\_\_

\_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Office# ( ) \_\_\_\_\_ Home#: ( ) \_\_\_\_\_

Present Address: \_\_\_\_\_

Broker(s): \_\_\_\_\_

Telephone: \_\_\_\_\_

Owner's Mortgage Lender \_\_\_\_\_



**PERSONAL INFORMATION REGARDING APPLICANT(S)**

DATE \_\_\_\_\_

**APPLICANT**

**CO-APPLICANT**

NAME: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DATES OF RESIDENCE: \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ TO \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

\_\_\_\_\_

NATURE OF BUSINESS: \_\_\_\_\_

\_\_\_\_\_

EMPLOYER: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERIOD OF EMPLOYMENT: \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ TO \_\_\_\_\_

POSITION HELD: \_\_\_\_\_

\_\_\_\_\_

PRIOR EMPLOYER AND  
POSITION OR RESIDENCE  
IF LESS THAN 3 YEARS

\_\_\_\_\_

\_\_\_\_\_

INCOME ESTIMATE FOR  
THIS YEAR: \_\_\_\_\_

\_\_\_\_\_

ACTUAL INCOME LAST YEAR: \_\_\_\_\_

\_\_\_\_\_

EDUCATIONAL BACKGROUND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FOR LEASE OR SUBLEASE OF: \_\_\_\_\_  
ADDRESS APT # OWNER

**ADDITIONAL INFORMATION REGARDING APPLICANTS**

Names of all persons who will reside in the Apartment: \_\_\_\_\_

Schools and colleges attended by applicants and occupants (optional): \_\_\_\_\_

Names of anyone in the building known to Applicant: \_\_\_\_\_

Are any pets to be maintained in the Apartment. If yes indicated number and kind: \_\_\_\_\_

Name of organizations to which Applicant belongs (optional): \_\_\_\_\_

**REFERENCES**

**LANDLORD:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

OCCUPANCY FROM: \_\_\_\_\_ TO \_\_\_\_\_

**PREVIOUS LANDLORD:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

OCCUPANCY FROM: \_\_\_\_\_ TO \_\_\_\_\_

**PERSONAL REFERENCES:**

**APPLICANT**

1. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
2. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
3. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
4. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

**CO-APPLICANT**

1. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
2. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
3. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
4. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

**BUSINESS AND PROFESSIONAL REFERENCES**

**APPLICANT**

1. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
2. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

**CO-APPLICANT**

1. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_
2. NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_

**FOR LEASE OR SUBLEASE OF** \_\_\_\_\_



# FINANCIAL STATEMENT

Name (s) \_\_\_\_\_

Address \_\_\_\_\_

The following is submitted as being a true and accurate statement of the financial condition of the undersigned on the \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_.

ASSETS			LIABILITIES		
	Applicant	Co-Applicant		Applicant	Co-Applicant
Cash in banks			Notes Payable:		
Money markets Funds			To Banks		
Contract Deposit			To Relative		
Investments: Bonds & Stocks -see schedule			To Others		
Investment in Own Business			Installment Accounts Payable:		
Accounts and Notes Receivable			Automobile		
Real Estate Owned - see schedule			Other		
Year    Make			Other Accounts Payable		
Automobiles:			Mortgages Payable on Real		
Personal Property & Furniture			Estate - see schedule		
Life Insurance			Unpaid Real Estate Taxes		
Cash Surrender Value			Unpaid Income Taxes		
Retirement Funds/IRA			Chattel Mortgages		
401K			Loans on Life Insurance Policies		
KEOGH			(Include Premium Advances)		
Profit Sharing/Pension Plan			Outstanding Credit Card Loans		
Other Assets			Other Debts - itemize		
<b>TOTAL ASSETS</b>	\$0.00	\$0.00	<b>TOTAL LIABILITIES</b>	\$0.00	\$0.00
<b>COMBINED ASSETS</b>		\$0.00	<b>NET WORTH</b>	\$0.00	\$0.00
<b>SOURCE OF INCOME</b>			<b>COMBINED</b>		
	Applicant	Co-Applicant			\$0.00
Base Salary			<b>CONTINGENT LIABILITIES</b>		
Overtime Wages			As Endorser or Co-maker on Notes	\$	
Bonus & Commissions			Alimony Payments (Annual)	\$	
Dividends and Interest Income			Child Support	\$	
Real Estate Income (Net)			Are you defendant in any legal action?		
Other Income - itemize			Are there any unsatisfied judgments?		
<b>TOTAL</b>	\$0.00	\$0.00	Have you ever taken bankruptcy? Explain:		
<b>GENERAL INFORMATION</b>			<b>PROJECTED EXPENSES / MONTHLY</b>		
	Applicant	Co-Applicant			
Personal Bank Accounts at			Maintenance		
Savings & Loans Accounts at			Apartment Financing		
Purpose of Loan			Other Mortgages		
			Bank Loans		
			Auto Loan		
			<b>TOTAL</b>	\$0.00	

SCHEDULE OF BONDS AND STOCKS			
Amount of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value

SCHEDULE OF REAL ESTATE				
Description and Location	Cost	Actual Value	Mortgage Amount	Maturity Date

SCHEDULE OF NOTES PAYABLE					
Specify any assets pledged as collateral, including the liabilities they secure:					
To Whom Payable	Date	Amount	Due	Interest	Pledged as Security

The foregoing application (pages 1 through 5) has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all the information contained herein is true and correct.

Date \_\_\_\_\_ 19\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ 19\_\_\_\_ Signature \_\_\_\_\_

The foregoing application (pages 1 through 5) has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all the information contained herein is true and correct.

By signing below, Applicant(s) authorize Broker, Managing Agent and/or any party connected with its business organization to perform any credit checks or reference checks in connection with this application.

Date \_\_\_\_\_ 20\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ 20\_\_\_\_

Signature \_\_\_\_\_

Building	Apartment #	Rooms	Monthly Rent \$	Security \$
Lease Start Date	Lease Term	Landlord	Broker	Agent

**UNIFORM RESIDENTIAL APPLICATION**

This application is designed to be completed by one applicant only. In the spirit of U.S. Policy for the achievement of equal housing opportunity, there are no barriers to obtaining housing because of race, color, sex, sexual orientation, national origin, handicap, or familial status. Approval is based on an applicants ability to prove employment, income, residency, credit and financial history as described in detail below. All information supplied will be verified for it's accuracy. All sections must be complete before submitting for approval.

• THIS APPLICATION MUST BE PRINTED AND LEGIBLE •

**ABOUT THE APPLICANT** Write your name as it appears on your credit files

First Name	Middle	Last Name	Jr, Sr, II, III	Sex: M <input type="checkbox"/> F <input type="checkbox"/>
Social Security Number	Date of Birth	Day Phone#	Evening phone#	
IN CASE OF EMERGENCY, NOTIFY		Phone #	Relationship to you	

**CURRENT RESIDENCY** You may be required to produce a signed lease and/or cancelled rent checks

Address	Apt#	City	State	Zip
Name of Landlord, Management Company or Tenant of record		Phone #	Contact Name	
How Long Have You Lived at this address?	Monthly Rent / Mortgage \$	<input checked="" type="checkbox"/> Check one    Own <input type="checkbox"/> Rent <input type="checkbox"/>		

**PRIOR RESIDENCY** Must be filled in if you lived at the Current Address for less than 2 years

Address	Apt#	City	State	Zip
Name of Landlord, Management Company or Tenant of record		Phone #	Contact Name	
How Long Have You Lived at this address?	Monthly Rent / Mortgage \$	<input checked="" type="checkbox"/> Check one    Own <input type="checkbox"/> Rent <input type="checkbox"/>		

**CURRENT EMPLOYMENT** You may be required to produce 1- Employer Verification letter signed & dated on your company letterhead 2- Paystubs 3- 10-40, W-2, 10-99 4- Other Income Taxpayer Identification.

<b>Primary Source of Income</b>	Name of Employer	Address of Employer	City	State	Zip
Contact Name	Contact Phone #	How long on this Job	Dates (From-To)		
Your Position/Title/type of business	How long in this line of work / profession	<input checked="" type="checkbox"/> Check If: <input type="checkbox"/> Self Employed Independent Contractor <input type="checkbox"/>			

**ANNUAL INCOME In Detail**

Base Income	Overtime	Bonuses	Commissions	TOTAL
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If Self Employed, Independent Contractor or use overtime, bonus or commission income to qualify 1- Fluctuating income may be averaged 2- you may be required to produce 2 years Income Tax Documentation. 3- You are required to supply information about the Accountant that prepared your most recent income tax return.

Accountant Name	Phone #	Address
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**ONE PER APPLICANT PLEASE!!!**

If Current Employment is Less Than 2 Years, You Must include your Previous Employment Information

<b>EMPLOYMENT 2</b>					<input checked="" type="checkbox"/> Check one	<input type="checkbox"/> Second Income Source Used to Qualify	<input type="checkbox"/> Prior Employment
Name of Employer		Address of Employer		City	State	Zip	
Contact Name		Contact Phone #	How long on this Job	Dates (From-To)			
Your Position/Title/type of business			How long in this line of work / profession	<input checked="" type="checkbox"/> Check If: <input type="checkbox"/> Self Employed <input type="checkbox"/> Independent Contractor			

<b>ANNUAL INCOME In Detail</b>				
Base Income	Overtime	Bonuses	Commissions	TOTAL

**ASSET ACCOUNTS You may be required to produce Monthly Account Statements**

Check: Checking  Savings  Money Market  Stock Investment  Other \_\_\_\_\_  
 Individual Account  Joint Account (Supply Spouse Name & SS#)  
 Corporate Account (Supply Tax ID #)

Is This a Borrowing Account?  NO  Yes

Name of Bank or Institution	Branch Address	Account #
Name(s) Exactly As they Appear on This Account	Branch Phone #	Contact Name

Check: Checking  Savings  Money Market  Stock Investment  Other \_\_\_\_\_  
 Individual Account  Joint Account (Supply Spouse Name & SS#)  
 Corporate Account (Supply Tax ID #)

Is This a Borrowing Account?  NO  Yes

Name of Bank or Institution	Branch Address	Account #
Name(s) Exactly As they Appear on This Account	Branch Phone #	Contact Name

**References Other Than Family Members**

Name	Phone #	Relationship to you
Name	Phone #	Relationship to you

**Department of Motor Vehicles Identification Must be Completed if Registered Motorist**

Motorist License ID #	State of License	Primary Vehicle License Plate	Manufacturer	Year	Model
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**AUTHORIZATION TO RELEASE INFORMATION** I the applicant, give full authorization for an investigative report whereby third parties may be contacted to report on my character, general reputation, personal characteristics, mode of living, salary-income, consumer credit and banking-financial practices. I have the right to make a written request for disclosure of the nature, results and scope of this investigation. I may not however receive or view my consumer credit file. I agree to hold N2K Reporting harmless for any claims that may arise as a result of this investigation. I authorize Banks, Financial Institutions, Landlords, Business Associates, Credit Bureaus, Attorneys, Accountants and other persons or institutions with whom I am acquainted to furnish any and all information regarding me. This authorization also applies to any update reports which may be ordered as needed. I am willing that a photocopy or fax of this authorization be accepted with the same authority as this original.

My Printed Name \_\_\_\_\_ My Signature \_\_\_\_\_ Date of my Authorization \_\_\_\_\_

Building	Apartment #	Rooms	Monthly Rent \$	Security \$
Lease Start Date	Lease Term	Landlord	Broker	Agent

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• THIS APPLICATION MUST BE PRINTED AND LEGIBLE •

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How Long Have You Lived at this address?	Monthly Rent / Mortgage \$	<input checked="" type="checkbox"/> Check one    Own <input type="checkbox"/> Rent <input type="checkbox"/>		

### CURRENT EMPLOYMENT Primary Source of Income

You may be required to produce 1- Employer Verification letter signed & dated on your company letterhead 2- Paystubs 3- 10-40, W-2, 10-99 4- Other Income Taxpayer Identification.

Name of Employer	Address of Employer	City	State	Zip
Contact Name	Contact Phone #	How long on this Job	Dates (From-To)	
Your Position/Title/type of business		How long in this line of work / profession	<input checked="" type="checkbox"/> Check If: <input type="checkbox"/> Self Employed Independent Contractor <input type="checkbox"/>	

### ANNUAL INCOME In Detail

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ONE PER APPLICANT PLEASE!!!

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<input checked="" type="checkbox"/> Check one <input type="checkbox"/> Second Income Source Used to Qualify <input type="checkbox"/> Prior Employment				
Name of Employer	Address of Employer	City	State	Zip
Contact Name	Contact Phone #	How long on this Job	Dates (From-To)	
Your Position/Title/type of business		How long in this line of work / profession	<input checked="" type="checkbox"/> Check If: <input type="checkbox"/> Self Employed Independent Contractor <input type="checkbox"/>	

<b>ANNUAL INCOME In Detail</b>				
Base Income	Overtime	Bonuses	Commissions	TOTAL

<b>ASSET ACCOUNTS</b> You may be required to produce Monthly Account Statements				
<input checked="" type="checkbox"/> Check: Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Stock Investment <input type="checkbox"/> Other _____				
<input type="checkbox"/> Individual Account <input type="checkbox"/> Joint Account (Supply Spouse Name & SS#) _____				
<input type="checkbox"/> Corporate Account (Supply Tax ID #) _____				
Is This a Borrowing Account? <input type="checkbox"/> NO <input type="checkbox"/> Yes				

Name of Bank or Institution	Branch Address	Account #
Name(s) Exactly As they Appear on This Account	Branch Phone #	Contact Name

<input checked="" type="checkbox"/> Check: Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Stock Investment <input type="checkbox"/> Other _____				
<input type="checkbox"/> Individual Account <input type="checkbox"/> Joint Account (Supply Spouse Name & SS#) _____				
<input type="checkbox"/> Corporate Account (Supply Tax ID #) _____				
Is This a Borrowing Account? <input type="checkbox"/> NO <input type="checkbox"/> Yes				

Name of Bank or Institution	Branch Address	Account #
Name(s) Exactly As they Appear on This Account	Branch Phone #	Contact Name

<b>References Other Than Family Members</b>		
Name	Phone #	Relationship to you
Name	Phone #	Relationship to you

<b>Department of Motor Vehicles Identification Must be Completed if Registered Motorist</b>					
Motorist License ID #	State of License	Primary Vehicle License Plate	Manufacturer	Year	Model

**AUTHORIZATION TO RELEASE INFORMATION** I the applicant, give full authorization for an investigative report whereby third parties may be contacted to report on my character, general reputation, personal characteristics, mode of living, salary-income, consumer credit and banking-financial practices. I have the right to make a written request for disclosure of the nature, results and scope of this investigation. I may not however receive or view my consumer credit file. I agree to hold N2K Reporting harmless for any claims that may arise as a result of this investigation. I authorize Banks, Financial Institutions, Landlords, Business Associates, Credit Bureaus, Attorneys, Accountants and other persons or institutions with whom I am acquainted to furnish any and all information regarding me. This authorization also applies to any update reports which may be ordered as needed. I am willing that a photocopy or fax of this authorization be accepted with the same authority as this original.

My Printed Name \_\_\_\_\_ My Signature \_\_\_\_\_ Date of my Authorization \_\_\_\_\_



MOVE-IN AND MOVE-OUT PROCEDURES FOR  
CRESTWOOD APARTMENTS OWNERS CORP.

In order to facilitate a successful move-in/out, the following procedures are to be followed when moving furniture, furnishings, and/or personal property into or out of the buildings:

MOVE-IN / MOVE-OUT FEES AND DEPOSITS

The payment of the following fees is due at the time of closing (for unit purchases and sales) or at any time you submit the sublet application (for sublets). These fees apply to both moves IN and OUT of the buildings, and are payable by both the shareholder/seller who is moving out, and the prospective purchaser/sublessee who is moving in.

- A. By certified check, bank check, or money order, the amount of FIVE HUNDRED DOLLARS (\$500), payable to Crestwood Apartments Owners Corp., as a **security deposit for a move-in or move-out, which shall be refunded after final inspection by the Superintendent/ Managing Agent and assurance that no damage has occurred during the move.**

All checks must be made payable to Crestwood Apartments Owners Corp.

Please note that Shareholders who move out prior to a closing or a submission of a sublet application package must also submit to Excel Bradshaw Management Group the move-out fees and deposits required prior to scheduling a move-out date with the Superintendent. No refund checks will be issued unless you inform Excel Bradshaw of your forwarding address. The Superintendent will not schedule a moving date unless approval is received from the Managing Agent.

MOVE-IN/OUT SCHEDULING

Move in and out of the buildings **must occur between 9:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays.** It is very important that you schedule a moving date with the Superintendent at least one week before the move. This will allow the Superintendent to take the proper precautions, including the hanging of elevator padding, to prevent possible damage to common areas of the building. Please take this into consideration when you make arrangements with moving companies. There will be no exceptions to this policy.

An inspection of the common areas of the premises, including elevators will be made within a reasonable time after you move. If any damage has occurred, the managing agent will notify you in writing. The cost of repairs will be deducted from your deposit amount and the balance, if any, will be refunded to you. If there is any damage that exceeds the amount of your deposit, you will be required to pay the additional amount within ten (10) days of receipt of notification by the Managing Agent. If there is no damage, the deposit will be refunded in full. Please note that the refund process will take 30-45 days, since confirmation of no damage must be received and refund checks drawn. Also, please be reminded that you must inform us of your new address if you are moving out of the building.





INSURANCE REQUIREMENTS

Please note that all moving companies who are hired to move you **in or out** of the buildings will be required to provide the Cooperative with the required Certificates of Insurance. This certificate will name Crestwood Apartments Owners Corp. and Excel Bradshaw Management Group, LLC as additionally insured on the ir policy. The Certificate of Insurance requirements can be found within this package.

---

Please sign below indicating that you have read and agree to abide by all of the above procedures.

Print Name \_\_\_\_\_, Signature \_\_\_\_\_

Date \_\_\_\_\_



Disclosure of Information on Lead-Based Paint and/or  
Lead-Based Paint Hazards

**Lead Warning Statement**

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

**Lessor's Disclosure**

Presence of lead-based paint and/or lead-based hazards (Check (i) or (ii) below):

(i) ---- Known lead-based paint and/or lead-based paint hazards are present in the housing (explain)

---

(ii) ---- Lessor has no knowledge of lead-based paint and/or lead-based paint hazard in the housing.

Records and reports available to the lessor (Check (i) or (ii) below):

(i) ---- Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) ---- Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

**Agent's Acknowledgement**

Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

**Lessee's Acknowledgement**

Lessee has received copies of all information listed above.

Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*

_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date
_____ Lessor	_____ Date	_____ Lessor	_____ Date



CRESIWOOD APARTMENTS OWNERS CORP.

EMERGENCY CONTACT FORM

*Occasionally an emergency or maintenance problem will occur where it is imperative for us to contact a tenant who is not at home.*

*Repair work can be hampered when tenants are away on vacation or at work. Extensive damage can be prevented if we have a method of contacting the occupant.*

*To avoid this problem, we are requesting that you fill in the information below.*

APARTMENT#: \_\_\_\_\_

OCCUPANTS NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY / STATE / ZIP: \_\_\_\_\_

TELEPHONE #:      BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

IN CASE OF EMERGENCY CONTACT \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/ STATE/ ZIP: \_\_\_\_\_

TELEPHONE #:      BUS: \_\_\_\_\_ HOME: \_\_\_\_\_

PLEASE ADD ANY ADDITIONAL INFORMATION YOU MAY FEEL MAY ASSIST IN NOTIFYING YOU IN THE EVENT OF AN EMERGENCY



State of New York  
**Division of Housing and Community Renewal**  
 Office of Rent Administration  
 Web Site: www.nysdhcr.gov

**NOTICE TO TENANT  
 DISCLOSURE OF BEDBUG INFESTATION HISTORY**

Pursuant to the NYC Housing Maintenance Code, an owner/managing agent of residential rental property shall furnish to each tenant signing a vacancy lease a notice that sets forth the property's bedbug infestation history.

Name of tenant(s): \_\_\_\_\_

Subject Premises: \_\_\_\_\_

Apt. #: \_\_\_\_\_

Date of vacancy lease: \_\_\_\_\_

**BEDBUG INFESTATION HISTORY**  
 (Only boxes checked apply)

- There is no history of any bedbug infestation within the past year in the building or in any apartment.
- During the past year the building had a bedbug infestation history that has been the subject of eradication measures. The location of the infestation was on the \_\_\_\_\_ floor(s).
- During the past year the building had a bedbug infestation history on the \_\_\_\_\_ floor(s) and it has not been the subject of eradication measures.
- During the past year the apartment had a bedbug infestation history and eradication measures were employed.
- During the past year the apartment had a bedbug infestation history and eradication measures were not employed.
- Other: \_\_\_\_\_

Signature of Tenant(s): \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Owner/Managing Agent: \_\_\_\_\_ Dated: \_\_\_\_\_

# THE RESTWOOD

COOPERATIVES



## House Rules

Effective: 06/26/2012

## Contents

Introduction.....	1
1. Interior of Building .....	1
2. Compactor Rooms .....	1
3. Laundry Room.....	2
4. Fitness Center.....	2
5. Fitness Center Guest Policy.....	3
6. Exterior .....	4
7. Back Yard and Fixtures.....	4
8. Parking Lot .....	5
9. Entry and Exit.....	5
10. Apartments .....	6
11. Procedures .....	7
12. Moving In/Out.....	7
13. Sublet Policy.....	8
14. Sales Policy.....	8
15. Refinancing .....	9
16. Pets .....	9

## **Introduction**

These rules were instituted to comply with City, State and Federal codes, mandates by the fire and police departments, insurance requirements and best practices for general safety and quality of life concerns. Members of the cooperative must abide by them at all times.

## **1. Interior of Building**

- 1.1. Public halls and stairways may not be obstructed or used for storage, even temporarily. This includes, but is not limited to, umbrellas, shoes, doormats, shopping carts.
- 1.2. Storage areas shall be designated by the Board of Directors only. Basement rooms not delegated for storage may not be used without the written approval of the Board.
- 1.3. Smoking is not allowed in any public places of the building.
- 1.4. Hallway areas, including individual apartment doors, shall not be decorated, even during holiday seasons. The only items allowed on apartment doors are as follows: the apartment number and name of occupant; one religious item; security alarm notification and/or pet alert decals. None of these should exceed 4" x 4".
- 1.5. No alterations may be made to the common areas including the hallways and doors except as authorized by the Board.
- 1.6. No solicitation may be done within the building without the written consent of the Board.

## **2. Compactor Rooms**

- 2.1. Compactor room doors must be kept closed at all times and no garbage or refuse is to be left outside the compactor rooms.
- 2.2. The city requires sorting of refuse. Bottles, cans and paper shall be separated into the appropriate receptacles as stated in the posted recycling guidelines.
- 2.3. Bags put into the compactor must be closed. Garbage or refuse generating offensive smells must be disposed of in air-tight sealed plastic bags.
- 2.4. Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, oil soaked rags, empty paint or aerosol cans or any other inflammable, explosive or highly combustible or noxious substance, or lighted cigarette or cigar stubs be thrown into the compactor flue.
- 2.5. Large cartons must be brought to the basement and placed in the designated refuse areas near the elevators. All cartons must be flattened and tied.

- 2.6. Residents must make arrangements to have all bulk garbage removed from the premises (i.e., old kitchen appliances, furniture, beds, carpeting, etc.) at their own expense.
- 2.7. Residents should limit usage of the compactor rooms to between the hours of 10:00 P.M. and 8:00 A.M.

### **3. Laundry Room**

- 3.1. Laundry facilities are provided in the basement. The hours of operation are from 6:00 am to 11 pm.
- 3.2. The door to the laundry room must be kept closed when the room is not occupied.
- 3.3. People using the laundry room must make every effort to keep it clean.
- 3.4. Laundry room lights should be turned off when the room is not in use.
- 3.5. Rolling carts and furniture may not be removed from the laundry room under any circumstances.
- 3.6. The laundry room may not be used for anything but its express purpose.
- 3.7. Use of the laundry room is at your own risk and expense.
- 3.8. Those using the laundry room should make every effort to remove finished clothing promptly at the end of the cycle.
- 3.9. No pets permitted in the laundry room.

### **4. Fitness Center**

- 4.1. The Crestwood Fitness Center is for the sole use of paid members in good standing and their paid guests (guest policy follows). The Center is for exercising and may not be used as a lounge or for any other purpose without the approval of the Board. The following rules/etiquette are in effect at all times:
- 4.2. No children under the age of 16 are permitted in the fitness center.
- 4.3. No pets are allowed in the Fitness Center.
- 4.4. No food, beverages, gum or glass containers. Plastic sports bottles containing water are permitted.
- 4.5. No guests except for registered non-resident members (see Fitness Center Membership Agreement).
- 4.6. No smoking.
- 4.7. No loud radios (iPods and other personal music devices are permitted).



- 4.8. Appropriate athletic attire only--shirts required, no heeled shoes.
- 4.9. No oils or lotions may be used in the fitness center.
- 4.10. No entry into fitness center when under the influence of alcohol or narcotics.
- 4.11. Members must supply their own towels and must wipe down equipment after each use.
- 4.12. The television is to be used during exercise only and at a reasonable volume level that allows fellow gym members to hear each other speak.
- 4.13. The VCR is to be used for exercise videotapes only. Instructional videos take precedence over network television viewing when more than one person wishes to watch the TV.
- 4.14. Chairs may not be placed on exercise mats.
- 4.15. Cardiovascular machines have 30 minute usage limits while others are waiting.
- 4.16. Do not monopolize weight equipment, particularly when taking a rest between sets.
- 4.17. Return all dumbbells to racks after each use.
- 4.18. No removal of fitness center property (with the exception of ping pong paddles and balls, which must be returned promptly after use).
- 4.19. Turn off all lights, fans and television after use.
- 4.20. These rules may be amended or supplemented at any time. Failure to adhere to the rules of the fitness center may result in loss of all membership privileges without refund of fees. For a complete listing of Fitness Center policies, including rates, refunds and renewal information, please see a Crestwood Fitness Center Membership Agreement, available in the Superintendent's office.

## **5. Fitness Center Guest Policy**

- 5.1. Non-resident guest memberships are offered on an annual basis to friends and family of Crestwood residents. Day passes are not available.
- 5.2. All guest memberships must be associated with a Crestwood resident.
- 5.3. Only one guest membership per resident member.
- 5.4. Guest memberships are non-transferable and fees are non-refundable.
- 5.5. Owners are responsible for any damage caused by guests associated with their units.
- 5.6. All guests must be 21 or older.
- 5.7. All guest members must gain access to the gym through the resident member (no keys will be supplied by the coop nor are residents permitted to supply keys to their guests).

- 5.8. All guests must adhere to the rules of the Fitness Center. Failure to do so may result in loss of Membership Privileges for the guest and the hosting member, without refund of membership fees.
- 5.9. The Crestwood reserves the right to limit the number of annual guest memberships, at the Board's discretion, to prevent overcrowding.

## **6. Exterior**

- 6.1. The exterior of the building (including windows) may not be altered except for the installation of window air conditioners consistent with the type of windows installed. Such window air conditioners must be installed with a proper outside mounting and may not alter the window in any way. Awnings are prohibited.
- 6.2. Nothing may be expelled through the windows or doors of an apartment, including but not limited to cigarette butts and liquids (grease, water, etc.)
- 6.3. Nothing may be put on the fire escapes. Nothing may block access to the fire escapes.
- 6.4. Do not feed birds, squirrels, or other animals from your windows or the exterior of the property.
- 6.5. No television or radio antennas shall be attached to or hung from the outside of the building.

## **7. Backyard and Fixtures**

- 7.1. The backyard, picnic tables and barbecue area are meant for the enjoyment of all residents and should be shared accordingly. The following rules apply:
- 7.2. Groups of people utilizing the picnic tables and barbeque area should limit their gatherings to the hours between 9:00 am and 10:00 pm. At all times, noise should be held to a level consistent with consideration for your neighbors.
- 7.3. All guests must be accompanied by a resident. More than four guests qualify as a "party". Parties may not take place without prior approval of the Board.
- 7.4. Children and pets are not permitted in the enclosed barbeque area at any time. The chain link gate must be kept closed at all times for their safety.
- 7.5. Use of propane barbeque equipment is prohibited. Table-top and freestanding charcoal barbeques are permitted and may be used at your own risk. Use of newspaper or other paper goods to start a fire is strictly prohibited as embers may become airborne. Liquid charcoal lighter should be used sparingly as to not raise flames beyond a safe level.
- 7.6. Table-top barbeques must be placed on the metal table provided. Freestanding barbeques must be placed in the center of the enclosed barbeque area (away from parked vehicles and pedestrians). Barbeques may not be left unattended. Remaining coal embers must be promptly disposed of in the metal container provided.
- 7.7. Toys, barbeque equipment and lawn chairs must be removed promptly after each use.

- 7.8. Inflatable swimming pools are not permitted.
- 7.9. All food, containers and utensils must be disposed of in sealed plastic bags in the receptacles provided. Recycling laws apply.
- 7.10. The pea gravel should not be disturbed.

## **8. Parking Lot**

- 8.1. The parking lot shall be kept closed at all times except during actual entry and exit.
- 8.2. Parking spaces may not be sublet.
- 8.3. Each car shall be maintained in such a way as not to damage the parking lot surface (leaks, mechanical defects, etc.)
- 8.4. No mechanical work is to be done in the parking lot, nor parts left in the parking lot, including but not limited to tires and gas cans.
- 8.5. No vehicle belonging to a lessee shall be parked in such a manner as to impede access to the entrance or another vehicle.
- 8.6. Illegally parked cars will be towed away at the owner's expense.
- 8.7. Residents parking illegally may lose their right to future parking privileges.
- 8.8. The parking lot is for the use of non-commercial vehicles only.
- 8.9. No parking space may be painted or have signs put on by the lessee.

## **9. Entry and Exit**

- 9.1. Fire exit doors are for emergency use only.
- 9.2. The roof is not accessible to residents except in emergency situations such as fire or elevator failure.
- 9.3. Deliveries must be made through the rear (basement) doors. This includes all furniture, items in shopping carts and on hand trucks or other means of delivery (e.g. bikes).
- 9.4. Deliveries should be made Monday through Saturday, 9:00 am to 6:00 pm.
- 9.5. Roller blades, skate boards, cleats and bicycles may not be used inside the building. They must be transported outside before use.
- 9.6. Residents with bicycles, carriages, carts, skate boards, cleats and roller blades should enter and leave the building through the basement.
- 9.7. Residents must not purposely allow non-residents free access to the building.

- 9.8. The elevator door must not be held on any floor as this is the only means of access for some residents.

## **10. Apartments**

- 10.1. Loud noises are prohibited from 10:00 pm to 8:00 am. At all times, noise should be held to a level consistent with consideration for your neighbors.
- 10.2. By law, each apartment must have a UL-listed carbon monoxide detector within 15 ft. of the primary entrance to each sleeping room. The Crestwood utilizes combination smoke/carbon monoxide units to detect CO and fire. These units must be kept in proper working order and tested at least twice a year (by residents).
- 10.3. By law, shareholders with children under 11 are required to have window guards. A certification of status is required once a year of each tenant regardless of whether this affects them or not.
- 10.4. Water leaks in walls or ceilings must be reported to the Managing Agent immediately.
- 10.5. At least 80% of the floors in each apartment shall be covered with carpeting or rugs with sufficient padding to maintain proper effective noise suppression.
- 10.6. Apartment windows must be kept clean to a reasonable degree and window coverings (i.e., shades, blinds and curtains) kept in good condition.
- 10.7. No signs, notices, advertisements or illuminations may be displayed in the window or any other part of the building except as allowed, in writing, by the Managing Agent at the authorization of the Board.
- 10.8. No alteration may be made to the interior of the apartment without prior review of the Managing Agent and written approval of the Board. Alterations must be made by a licensed contractor with all necessary permits, certificates and insurance obtained. Unauthorized changes may be removed and the apartment restored to its original condition at the discretion of the Board and at the expense of the owner.
- 10.9. Any resident having problems with the interior temperature of their apartment is responsible for containing heat leakage through air conditioners (or removing same from windows), checking and adjusting radiator valves, and locking windows for a tight seal.
- 10.10. Residents are expected to cooperate with workmen brought into the building and/or special situations which arise and require attention. In the past, this has included exterminators, plumbers, electricians and contractors.
- 10.11. Under no circumstances may a washer or dryer be installed in an apartment regardless of the size of the machine.

## **11. Procedures**

- 11.1. All applicable Federal, State and City laws must be observed and take precedence in a conflict.
- 11.2. The Board has the right to change, amend, add and delete these rules at any time upon written notification. Posting changes in the common areas and elevators of the building constitutes such notification.
- 11.3. All requests must be made to the Board in writing, care of the Managing Agent. Failure to respond does not constitute approval.
- 11.4. Failure to abide by these rules can result in fines and penalties assessed by the Board.
- 11.5. Complaints concerning the building or service in the building should be made in writing to the Managing Agent. Please do not send such complaints with maintenance bill payments, as the bank will not forward them.
- 11.6. Any person caught defacing, mutilating, destroying or damaging the property will be prosecuted to the fullest extent of the law. Residents are responsible for the behavior of those they knowingly invite into the building or onto the grounds.
- 11.7. No one may request building employees to perform personal business during regular business hours.
- 11.8. The maintenance is due on the 1<sup>st</sup> of the month, with a grace period to the 10<sup>th</sup> of the month.
- 11.9. Any account which is sent to our attorney because it is in default due to non-payment or violation of other clauses of the proprietary lease will be charged an administrative fee or \$150 to cover associated costs.
- 11.10. If a default is not corrected, the stock and lease are terminated as called for in the proprietary lease (paragraph 31) and an additional administrative fee of \$500 will be charged.

## **12. Moving In/Out**

- 12.1. All moves shall be done Monday through Friday, 9:00 AM to 5:00 PM and must be scheduled with the managing agent. No moves are permitted on weekends or holidays.
- 12.2. Moving in: A \$250.00 move-in deposit (refundable) and a \$250 move-in fee (non-refundable), payable by certified check only, must be delivered to the managing agent prior to the move. The \$250.00 deposit will be refunded after the move provided no damage was done to the premises. If any damage exceeds \$250.00, the shareholder will be held liable for all additional costs incurred.
- 12.3. Moving out: A \$250.00 move-out deposit (refundable) and a \$250 move-out fee (non-refundable), payable by certified check only, must be delivered to the managing agent prior to the move. The \$250.00 deposit will be refunded after the move provided no damage was done to the premises. If any damage exceeds \$250.00, the shareholder will be held liable for all additional costs incurred.

### 13. Sublet Policy

- 13.1. A shareholder may only sublet their apartment after three years of shareholder occupancy.\*
- 13.2. A shareholder may sublet their apartment for a maximum of three years, which may be taken in one (1) year increments (any portion of a year counts as an entire year). The sublets do not need to be successive years (e.g., an apartment may be sublet in 2007, reoccupied by the owner, sublet in 2012, reoccupied by the owner, then sublet for the last time in 2014).\*

**Note:** *As the previous two subletting rules were revised in 2006, the following exemptions apply:*

*\*If an apartment was occupied by a sublet in 2006, but the shareholder never resided in it since original purchase, the shareholder is exempt from this rule.*

*\*\*All sublet apartments in 2006 have three years remaining under the new policy (the counter has been set to zero on these apartments, regardless of previous sublet history).*

- 13.3. Sublet agreements must be renewed annually and are subject to Board approval (e.g., no sublet agreement may have a term longer than one year).
- 13.4. The incremental fees for subletting are:
  - \$3/share for the first year
  - \$6/share for the second year
  - \$9/share for the third year
- 13.5. The building will not have more than seven (7) sublets running concurrently.
- 13.6. All sublet candidates must fill out a standard Board Package and be interviewed and approved by the Board before occupancy.
- 13.7. Failure to adhere to any of the above subletting rules may result in loss of subletting privileges.
- 13.8. At no time shall a shareholder own more than two apartments concurrently. Second apartments are subject to subletting restrictions, as stated under Sublet Policy.

### 14. Sales Policy

- 14.1. Real estate agents working to sell an apartment in the building may not hold an “open house”. Anyone being shown an apartment must be accompanied by a shareholder or their agent.
- 14.2. The purchaser must supply financial information in the Crestwood’s standard Board Package format. The purchaser is responsible for obtaining Board Package forms from the Managing Agent.
- 14.3. All prospective buyers, except those purchasing directly from the sponsor, TJS Associates, must be interviewed and approved by the Board of Directors. The appointment for such an

interview cannot be made until all paperwork has been completed, including credit and reference checks as made by the Managing Agent.

- 14.4. There is a transfer fee of \$6 per share for each apartment sold, payable to The Crestwood Apartment Owners Corporation, which is the responsibility of the seller upon closing.

## **15. Refinancing**

- 15.1. Shareholders wishing to refinance their mortgage must submit a Refinance Application to the Board for approval. Applications are available from the Managing Agent.

## **16. Pets – Please refer to the Corporation’s Pet Policy**

# THE RESTWOOD COOPERATIVES



## Pet Policy

Effective: 06/26/2012



## Contents

Introduction.....	1
1. Rules and Regulations .....	1
2. General Rules .....	1
3. Rules Pertaining to Dogs .....	2
4. Rules Pertaining to Cats .....	3
5. Service Animals.....	3
6. Applicability - Registration.....	4
7. Responsibility - Registration.....	4
8. Indemnification .....	4
9. Binding Agreement.....	4
10. NYC Animal Law Enforcement/Nuisance Complaints .....	5



## **Introduction**

The purpose of this Pet Policy is to set forth the terms and conditions pursuant to which residents of the Crestwood Corporation may maintain house pets in their apartments.

It is noted that the harboring of a pet in an apartment is a privilege, not a right, which may be revoked by the Board of Directors if a resident does not responsibly maintain his or her pet(s) or if the pet(s) constitutes a nuisance and/or fails and/or refuses to act in compliance with or adherence to the Pet Policy.

The rules set within this policy must be followed by all residents of the building.

The undersigned Shareholder(s) hereby agrees to abide by, comply with and adhere to the Pet Policy, as set forth herein and/or as enacted by the 124-16 84<sup>th</sup> Rd. Crestwood Owners Corp. ("Corporation"), a revised from time to time, concerning the conduct, behavior and actions of the pet, in conjunction with the harboring, occupancy, visitation, and/or maintenance of a pet at the property of the Corporation.

All the references to "the Shareholder" shall include the Shareholder and/or its tenants, permitted lessees, members of his/her immediate family, guests, visitors, invitees and licensees. All the provisions set forth herein or below shall be collectively referred to as the "Pet Policy."

The Shareholder further agrees that the pet shall be specifically prohibited from violating the Pet Policy or otherwise disobeying, misbehaving or acting in an objectionable or improper manner or causing any undue disturbance, excessive noise, continuous barking or otherwise constituting a nuisance. Moreover, the pet shall be required to fully observe, behave and obey, as well as act in conformance with, compliance of and adherence to the Pet Policy and Rules and Regulations. In accordance with the foregoing, the Shareholder acknowledges that such conduct shall constitute a violation of the Pet Policy, as well as a material breach and substantial default under the Proprietary Lease.

## **1. Rules and Regulations**

Additionally, the Shareholder and pet owner shall be required to obtain in each instance, the prior written consent and approval of the Corporation for the harboring of any and all pets. No pet shall be permitted or allowed to defecate, urinate, or otherwise relieve itself on the property of the Corporation, and the Shareholder must maintain and clean up after the pet, as necessary and/or required by the Corporation.

## **2. General Rules**

- 2.1. "Common household pet", for the purpose of these rules, means domesticated animal such as a dog, cat, bird or fish (in an aquarium not to exceed 10 gallons), that is traditionally kept in the home for pleasure and not for commercial purposes. Requests for admission of pets other than the aforementioned may be made to the Board of Directors, through Management for consideration of status. All pets must be registered with the Board within 60 days of residency. Further, all shareholders and tenants harboring pets will be required to follow all rules and regulations regarding their pets. Failure to do so will result in the revocation of "Pet Permit" privileges.

- 2.2. These rules shall apply to all pets owned by and living with members of the Crestwood. When residents have visitors who wish to bring their pet(s) with them, they shall be subject to the same rules. The length of visit for another's pet in a resident's apartment may extend to seven (7) days, and any stay thereafter must be with Board approval.
- 2.3. Pet owners will be responsible for their pet's behavior, particularly in common areas such as the elevator, basement and courtyard.
- 2.4. Pets are not permitted in the laundry room or the gym. As a matter of courtesy, pet owners should inquire before entering an elevator with a pet whether passengers object to riding with the pet.
- 2.5. No animals barred by Federal, New York State, or New York City law will be permitted in the building. No animals normally considered a farm animal will be permitted.
- 2.6. No animals other than service animals are permitted in the laundry room or in the back garden.
- 2.7. All pets must be registered with the Board of Directors through the Building Management. A registration form is included with the Pet Policy package. Extra forms can be obtained from the office of Superintendent. Failure to comply may result in legal action.
- 2.8. The feeding of stray animals or birds anywhere on the building's property including common areas, fire escapes and the parking lot is strictly prohibited.
- 2.9. Any animal normally kept in a cage or in a tank that escapes from a resident's apartment, may be banned and/or removed by the proper authorities at the discretion of the Board of Directors.
- 2.10. No tenant may harbor more than one (1) dog and two (2) cats in any one unit. An annual fee of \$60 per dog or cat is required and a one-time \$50 registration fee per pet applies.

### **3. Rules Pertaining to Dogs**

- 3.1. No tenant may harbor an adult dog weighing in excess of thirty pounds and/or a dog that exceeds tenant's ability to handle it.
- 3.2. Dogs must have current government-required vaccinations and must be licensed.
- 3.3. If any dog bites any person, regardless of circumstances, the Board will act at their discretion to address the incident including but not limited to the removal of the dog.
- 3.4. Dogs must be leashed, caged, or held when entering or exiting the building. This includes all areas of the building's property or sidewalks.
- 3.5. Dogs must be walked through the basement entrances of the building or carried through the front door.

- 3.6. No pet owner shall permit a dog to defecate or urinate in the courtyard, walkways or common areas or in the building. Dogs are to be leashed or carried at all times.
- 3.7. The owner must immediately clean up after his/her dog if there is an accident in the building or on the building property. If the owner fails to do so, a charge of \$100 will be imposed for each verified incident to cover cleanup costs.
- 3.8. There will be no tolerance of excessive barking.
- 3.9. Dog owners must keep their dog odor free and avoid leaving clumps of hair in public areas of the building. Dogs may not be brushed in common areas including but not limited to the back garden.
- 3.10. During inclement weather or when the ground is muddy, dogs must be dried and feet cleaned at the service entrance floor mat before walking into the building or entering the elevator.

#### **4. Rules Pertaining to Cats**

- 4.1. No cat(s) may be left unattended for more than 48 hours in an apartment.
- 4.2. Cat(s) must be leashed, caged, or held when entering or exiting the building.
- 4.3. Owner must immediately clean up after their cat(s) if they have an accident in the building or on building property. If the owner fails to do so, a charge of \$100 dollars will be imposed for each verified incident to cover cleanup costs.
- 4.4. Litter boxes must be kept clean so no odors permeate to the hallway. If there are more than two (2) complaints regarding the same condition in a one week period, legal action can be taken after written notification.
- 4.5. Cat owners must keep their cat(s) odor free and avoid leaving clumps of hair in public areas of the building. Cats may not be brushed in common areas.
- 4.6. Cat litter must be brought to the designated area in the basement for proper disposal.

#### **5. Service Animals**

- 5.1. Service animals that assist, support or provide to persons with disabilities are permitted as required pursuant to any applicable law. The resident is responsible for producing appropriate documentation evidencing the necessity for such an animal.
- 5.2. The owner must provide valid proof that the animal has been specifically trained and certified to be a service animal.
- 5.3. The animal must have all appropriate and current vaccinations.

- 5.4. New shareholders/residents must submit all documentation at apartment closing. The transfer of stock will not take place until such proof is provided.
- 5.5. Service animals must comply with policy.
- 5.6. Service animals are excluded from the annual fee and registration charges.

## **6. Applicability - Registration**

- 6.1. The Pet Policy shall be applicable to all Shareholders, pet owners, members of their immediate family, their subtenants, guests, invitees and licensees, who shall be required to register the pet with the Corporation, as set forth in the Pet Registration Form.

## **7. Responsibility - Registration**

- 7.1. The Shareholder shall be jointly and severally responsible and liable for any and all damages, costs and expenses, including reasonable legal fees, incurred by the Corporation, or as a result of any personal injuries to others or property damage caused to the Corporation and others, due to the conduct, behavior and/or actions of the pet.

## **8. Indemnification**

- 8.1. The Shareholder shall save, hold harmless, indemnify and defend the Corporation for any and all claims as set forth hereinabove or arising from, in connection with, or relative to the harboring, occupancy, visitation, conduct, behavior, actions and/or maintenance of a pet.
- 8.2. The failure and/or refusal to comply with the terms and provisions of this Pet Policy and/or remit any other charges due to the Corporation, as set forth hereinabove, by the Shareholder, shall constitute a material breach and a substantial default of the obligations of the Shareholder pursuant to the Proprietary Lease and may result in the suspension, curtailment, termination, revocation and/or forfeiture of the privilege or license to harbor a pet. Moreover, the Corporation reserves the right to revoke, ban, enjoin and permanently prohibit the harboring of any pet, based upon a violation, default or breach of the Pet Policy, as determined by the Corporation, in its sole discretion.

## **9. Binding Agreement**

- 9.1. The Shareholder acknowledges and agrees, for good and valuable consideration, receipt and consideration which is hereby acknowledged based upon the Corporation granting permission for the harboring of the pet, that the Pet Policy, is fair and reasonable, and is a valid, and enforceable obligation of the Shareholder.

## **10. NYC Animal Law Enforcement/Nuisance Complaints**

- 10.1. New York City has many laws that apply to the keeping of animals, some of which carry fines of up to \$2,000 per violation. Some of the regulations pertaining to animals are the Dog License Law, the Dog Leash Law, the Canine Waste Law (Pooper Scoop"), the Rabies Vaccination Law and the Animal Nuisance Law. VPHS works with the Police, the Parks Department, the Sanitation Department and other agencies to enforce these regulations. DOH will take complaints concerning the presence of animals or will refer you to the appropriate agency. To make a complaint call DOHMH Central Complaints at **311**. For additional information regarding the animal laws or applicable permits call VPHS at **311**.

Please fill out this application and return it to the Superintendent's Office. Applications will not be reviewed until they are filled out completely\*.

Name of owner: \_\_\_\_\_ Apt. #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Name of pet: \_\_\_\_\_ Breed: \_\_\_\_\_

Age of pet: \_\_\_\_\_ Color: \_\_\_\_\_

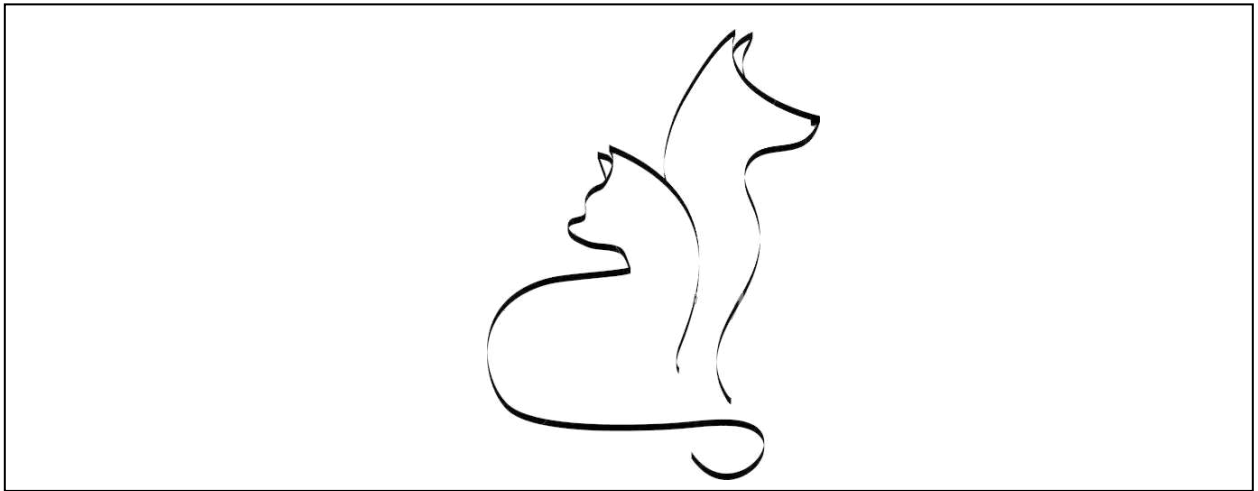
Height of pet: \_\_\_\_\_ Weight: \_\_\_\_\_

NYC License number: \_\_\_\_\_

Emergency contact info: \_\_\_\_\_

Veterinarian contact info: \_\_\_\_\_

Pet picture (glue or staple):



By signing this application, you agree to adhere to the rules and guidelines set forth in Crestwood "Pet Permit" policy and release the Cooperative and its agents as set forth in that policy from any liability. Any rules that are not followed revoke this permit and the pet will be removed, pursuant to this policy.

\$50 pet Registration Fee (check or money order) is included.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

\*Pet registration form w/o Registration Fee will not be accepted.



Crestwood Apartments Owners Corp.  
Acknowledgement  
No Pets Rule

The undersigned applicant(s) certifies that they understand and will be in compliance with the Cooperative's "No Pet Policy" as spelled out in the House Rules. The applicant(s) hereby acknowledge that any breach of the "No Pet Policy" will result in immediate legal action, removal of the pet and Management will notify the applicant(s) bank of the breach of the House Rules and building policies.

All charges incurred by the Cooperative (legal and otherwise) as a result of a breach of the "No Pet Policy" will be charged to the Shareholder's maintenance.

Applicant's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date Signed \_\_\_\_\_





Crestwood Apartments Owners Corp.

HOUSE RULES ACKNOWLEDGEMENT

Re: Building: \_\_\_\_\_  
Apartment \_\_\_\_\_

I have received a copy and read the current House Rules for CRESTWOOD APARTMENTS OWNERS CORP. and abide by them.

I also understand that I may not move into the building until:

- The Board of Directors has approved my application
- I/we have paid all required move-in fees and deposits and have scheduled a move-in date with the Superintendent.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Crestwood Apartments Owners Corp.

### Delivery Procedure

Please note that all residents of the Crestwood Apartments Owners Corp. must follow the following procedure when having any furniture or bulky appliances delivered to their units:

1. Superintendent must be informed at least 48 hours prior to delivery. This will allow the Superintendent to hang the appropriate padding in the elevators to prevent damage to the elevators.
2. All items must be unpacked either outside the building or in the individual's apartment – not in the basement or other common areas of the building.
3. All boxes and packing materials must be removed by the delivery person. If it is left behind, the resident is responsible for breaking down and folding all packing, and the proper disposing and recycling of all materials.
4. **Any damage to the elevators, the lobby, or any other common areas of the building will be the sole responsibility of the resident.** Please note that the Management company will assess any damage and bill the Shareholder immediately if any damage is found.

Your cooperation and adherence to these policies will keep the elevators and common areas looking good for many years to come.

Thank you,

Your Board of Directors

# Simple Steps To Protect Your Family From Lead Hazards

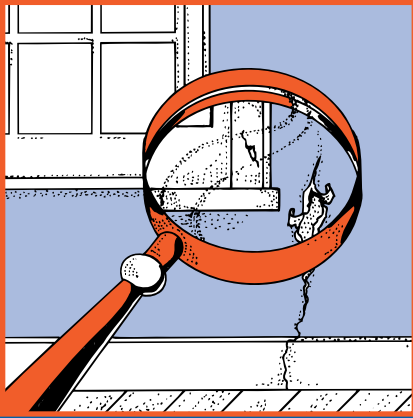
## If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, high temperature heat gun, scraper, or sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.



**Recycled/Recyclable**

Printed with vegetable oil based inks on recycled paper  
(minimum 50% postconsumer) process chlorine free.



# Protect Your Family From Lead In Your Home



 EPA United States  
Environmental  
Protection Agency



United States  
Consumer Product  
Safety Commission



United States  
Department of Housing  
and Urban Development

# Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

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**M**any houses and apartments built before 1978 have paint that contains high levels of lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.



**OWNERS, BUYERS, and RENTERS** are encouraged to check for lead (see page 6) before renting, buying or renovating pre-1978 housing.

**F**ederal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



**LANDLORDS** have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.



**SELLERS** have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.



**RENOVATORS** disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

# IMPORTANT!

## Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

- FACT:** Lead exposure can harm young children and babies even before they are born.
- FACT:** Even children who seem healthy can have high levels of lead in their bodies.
- FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.
- FACT:** Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

# Lead Gets in the Body in Many Ways

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**Childhood lead poisoning remains a major environmental health problem in the U.S.**

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**Even children who appear healthy can have dangerous levels of lead in their bodies.**

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**People can get lead in their body if they:**

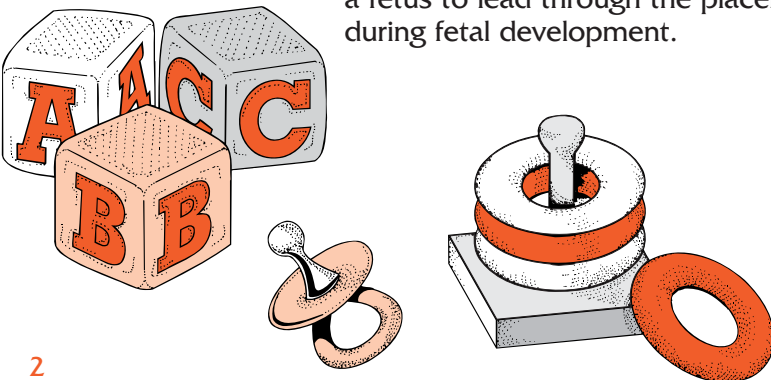
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.

**Lead is even more dangerous to children under the age of 6:**

- ◆ At this age children's brains and nervous systems are more sensitive to the damaging effects of lead.
- ◆ Children's growing bodies absorb more lead.
- ◆ Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.

**Lead is also dangerous to women of childbearing age:**

- ◆ Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta during fetal development.



## Lead's Effects

It is important to know that even exposure to low levels of lead can severely harm children.

### In children, lead can cause:

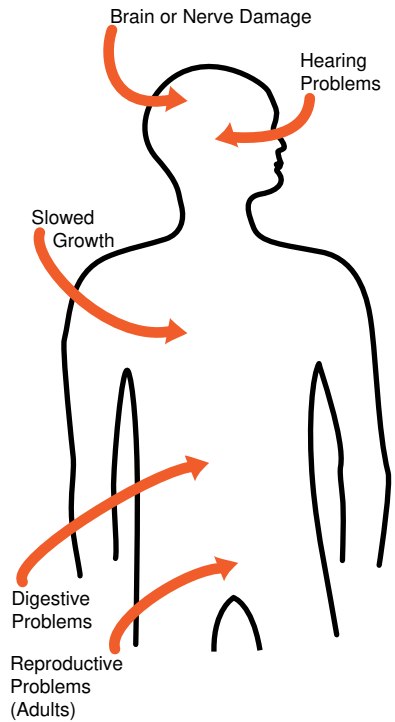
- ◆ Nervous system and kidney damage.
- ◆ Learning disabilities, attention deficit disorder, and decreased intelligence.
- ◆ Speech, language, and behavior problems.
- ◆ Poor muscle coordination.
- ◆ Decreased muscle and bone growth.
- ◆ Hearing damage.

While low-lead exposure is most common, exposure to high levels of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults too.

### In adults, lead can cause:

- ◆ Increased chance of illness during pregnancy.
- ◆ Harm to a fetus, including brain damage or death.
- ◆ Fertility problems (in men and women).
- ◆ High blood pressure.
- ◆ Digestive problems.
- ◆ Nerve disorders.
- ◆ Memory and concentration problems.
- ◆ Muscle and joint pain.



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**Lead affects  
the body in  
many ways.**

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## Where Lead-Based Paint Is Found

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**In general, the older your home, the more likely it has lead-based paint.**

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**Many homes built before 1978 have lead-based paint.** The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- ◆ In homes in the city, country, or suburbs.
- ◆ In apartments, single-family homes, and both private and public housing.
- ◆ Inside and outside of the house.
- ◆ In soil around a home. (Soil can pick up lead from exterior paint or other sources such as past use of leaded gas in cars.)

## Checking Your Family for Lead

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**Get your children and home tested if you think your home has high levels of lead.**

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**To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have.** Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect high levels of lead. Blood tests are usually recommended for:

- ◆ Children at ages 1 and 2.
- ◆ Children or other family members who have been exposed to high levels of lead.
- ◆ Children who should be tested under your state or local health screening plan.

Your doctor can explain what the test results mean and if more testing will be needed.

# Identifying Lead Hazards

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**Lead-based paint** is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

**Deteriorating lead-based paint (peeling, chipping, chalking, cracking or damaged)** is a hazard and needs immediate attention. It may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear, such as:

- ◆ Windows and window sills.
- ◆ Doors and door frames.
- ◆ Stairs, railings, banisters, and porches.

**Lead dust** can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- ◆ 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) and higher for floors, including carpeted floors.
- ◆ 250  $\mu\text{g}/\text{ft}^2$  and higher for interior window sills.

**Lead in soil** can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. The following two federal standards have been set for lead hazards in residential soil:

- ◆ 400 parts per million (ppm) and higher in play areas of bare soil.
- ◆ 1,200 ppm (average) and higher in bare soil in the remainder of the yard.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

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**Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards.**

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## Checking Your Home for Lead

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**Just knowing that a home has lead-based paint may not tell you if there is a hazard.**

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You can get your home tested for lead in several different ways:

- ◆ A paint **inspection** tells you whether your home has lead-based paint and where it is located. It won't tell you whether or not your home currently has lead hazards.
- ◆ A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards.
- ◆ A combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located.

Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.

- ◆ Visual inspection of paint condition and location.
- ◆ A portable x-ray fluorescence (XRF) machine.
- ◆ Lab tests of paint, dust, and soil samples.

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see bottom of page 11) for more information, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.

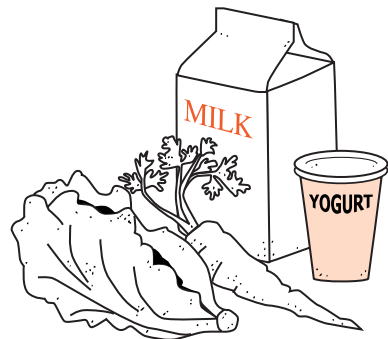
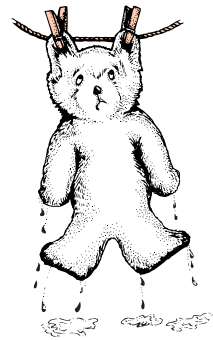
**Home test kits for lead are available, but may not always be accurate.** Consumers should not rely on these kits before doing renovations or to assure safety.

# What You Can Do Now To Protect Your Family

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If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

- ◆ If you rent, notify your landlord of peeling or chipping paint.
- ◆ Clean up paint chips immediately.
- ◆ Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.
- ◆ Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- ◆ Wash children's hands often, especially before they eat and before nap time and bed time.
- ◆ Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- ◆ Keep children from chewing window sills or other painted surfaces.
- ◆ Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- ◆ Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and dairy products. Children with good diets absorb less lead.



# Reducing Lead Hazards In The Home

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**Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.**

**Always use a professional who is trained to remove lead hazards safely.**



In addition to day-to-day cleaning and good nutrition:

- ◆ You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called “interim controls”) are not permanent solutions and will need ongoing attention.
- ◆ To **permanently** remove lead hazards, you should hire a certified lead “abatement” contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent removal.

Always hire a person with special training for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

- ◆ 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) for floors, including carpeted floors;
- ◆ 250  $\mu\text{g}/\text{ft}^2$  for interior windows sills; and
- ◆ 400  $\mu\text{g}/\text{ft}^2$  for window troughs.

Call your state or local agency (see bottom of page 11) for help in locating certified professionals in your area and to see if financial assistance is available.

# Remodeling or Renovating a Home With Lead-Based Paint

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Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

- ◆ **Have the area tested for lead-based paint.**
- ◆ **Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- ◆ **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

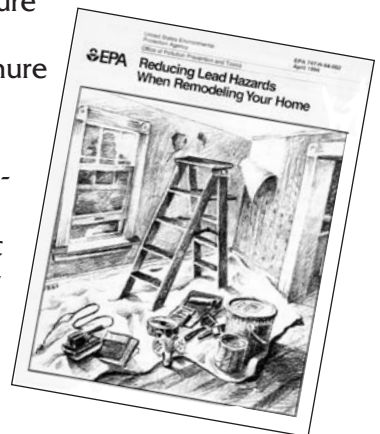
If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



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**If not conducted properly, certain types of renovations can release lead from paint and dust into the air.**

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## Other Sources of Lead

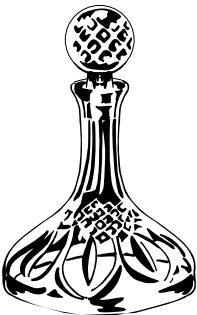
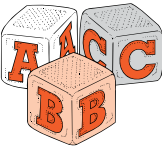
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**While paint, dust, and soil are the most common sources of lead, other lead sources also exist.**

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- ◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:
  - Use only cold water for drinking and cooking.
  - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- ◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- ◆ Old painted **toys** and **furniture**.
- ◆ Food and liquids stored in **lead crystal** or **lead-glazed pottery or porcelain**.
- ◆ **Lead smelters** or other industries that release lead into the air.
- ◆ **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- ◆ **Folk remedies** that contain lead, such as “greta” and “azarcon” used to treat an upset stomach.

## For More Information

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### The National Lead Information Center

Call **1-800-424-LEAD (424-5323)** to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit **[www.epa.gov/lead](http://www.epa.gov/lead)** and **[www.hud.gov/offices/lead/](http://www.hud.gov/offices/lead/)**.

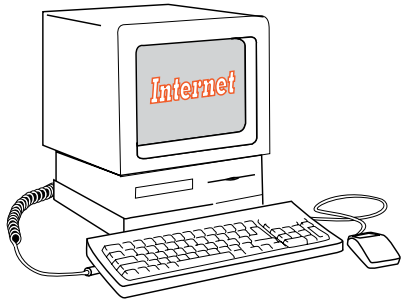


### EPA's Safe Drinking Water Hotline

Call **1-800-426-4791** for information about lead in drinking water.

### Consumer Product Safety Commission (CPSC) Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**, or visit CPSC's Web site at: **[www.cpsc.gov](http://www.cpsc.gov)**.



### Health and Environmental Agencies

Some cities, states, and tribes have their own rules for lead-based paint activities. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your local contacts on the Internet at **[www.epa.gov/lead](http://www.epa.gov/lead)** or contact the National Lead Information Center at **1-800-424-LEAD**.

For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** to access any of the phone numbers in this brochure.