

SHAREHOLDER MUST SUBMIT A LETTER TO BOARD REQUESTING PERMISSION TO SUBLET AND INDICATING REASON FOR SUBLET. IF THE BOARD APPROVES THEN AN APPLICATION TO SUBLET MAY BE SUBMITTED.

ITEMS REQUIRED:

- ▶ COPY OF CURRENT LEASE EXECUTED BY ALL PARTIES
- ▶ SUBLEASE APPLICATION (ATTACHED)
- ▶ FINANCIAL STATEMENT AND STATEMENT VERIFICATION
- ▶ EMPLOYMENT AND SALARY VERIFICATION LETTER
- ▶ TWO (2) PERSONAL REFERENCE LETTERS
- ▶ REFERENCE LETTER FROM PRESENT LANDLORD / MANAGING AGENT
- ▶ MOST RECENT BANK STATEMENT, BROKERAGE AND/OR OTHER FINANCIAL STATEMENT(S)
- ▶ CREDIT REPORT AUTHORIZATION FORM
- ▶ LAST TWO YEARS FEDERAL TAX RETURNS
- ▶ A LETTER FROM THE SHAREHOLDER REQUESTING PERMISSION TO SUBLEASE AND REASON FOR SUBLEASING
- ▶ **REQUIRED FORMS:**
 - Window guard
 - Nameplate request
 - Move-in/out Agreement (must be completed by both shareholder & prospective subtenant)
 - Acknowledgement of house rules, policy of no pets, and carpet installation

FEES:

\$50.00 NON REFUNDABLE CREDIT CHECK FEE, per applicant, MADE PAYABLE TO THE ARGO CORP
\$325.00 NON REFUNDABLE PROCESSING FEE PAYABLE TO THE ARGO CORPORATION
\$250.00 REFUNDABLE MOVE-IN/OUT SECURITY DEPOSIT
\$ 3.00 PER SHARE SUBLEASE FEE PAYABLE TO WINDSOR APARTMENTS, INC. However, such fee will be returned if the sublease is not approved.

PLEASE SUBMIT AN ORIGINAL SET OF THE ABOVE DOCUMENTS AND THE ITEMS REQUIRED, ALONG WITH YOUR FEES, DIRECTLY TO:

**COOPERATIVE CLOSING DEPARTMENT
THE ARGO CORPORATION
50 WEST 17TH STREET, 7TH FLOOR
NEW YORK, NEW YORK 10011**

**ALL INQUIRES CONCERNING APPLICATION AND INTERVIEW PROCEDURES SHOULD BE DIRECTED TO: THE COOPERATIVE CLOSING DEPARTMENT
AT THE ARGO CORPORATION (212) 896-8631
NO APPLICATION WILL BE CONSIDERED UNLESS IT IS COMPLETE. ALL INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT**

**APPLICATION FOR PROPOSED SUBTENANT
WINDSOR APARTMENTS, INC.**

SUMMARY DATA:

APARTMENT NUMBER: _____ NUMBER OF ROOMS: _____

MONTHLY RENTAL PRICE: _____

PROPOSED APPLICANT _____ SS#NUMBER: _____ DOB: _____

PRESENT ADDRESS: _____

PREVIOUS ADDRESS: _____

PHONE:DAY _____ EVENING _____ EMAIL: _____

CURRENT EMPLOYER: _____

EMPLOYER ADDRESS: _____

OCCUPATION: _____ CURRENT SALARY: _____

YEARS AT CURRENT POSITION: _____ BUS TEL: _____

ADDITIONAL INCOME: _____ SOURCE OF INCOME: _____

PREVIOUS EMPLOYER: _____ TEL NO: _____

PROPOSED CO-APPLICANT _____ SS#NUMBER: _____ DOB: _____

PRESENT ADDRESS: _____

PREVIOUS ADDRESS: _____

PHONE:DAY _____ EVENING _____ EMAIL: _____

CURRENT EMPLOYER: _____

EMPLOYER ADDRESS: _____

OCCUPATION: _____ CURRENT SALARY: _____

YEARS AT CURRENT POSITION: _____ BUS TEL: _____

ADDITIONAL INCOME: _____ SOURCE OF INCOME: _____

PREVIOUS EMPLOYER: _____ TEL NO: _____

OWNER: _____ OWNER FORWARDING ADDRESS: _____

DAY PHONE _____ EVENING _____ EMAIL: _____

NAME OF ALL RESIDENTS WHO WILL RESIDE IN THE APARTMENT (AND RELATIONSHIP TO THE APPLICANT), INCLUDING NAME AND AGE OF EACH CHILD:

Signature of Applicant: _____ Date: _____

Signature of Co-Applicant: _____ Date: _____

WINDOW GUARDS REQUIRED

LEASE NOTICE TO TENANT

You are required by law to have window guards installed if a child 10 years of age or younger lives in your apartment.
Your Landlord is required by law to install window guards in you apartment:

- * If you ask him to put in window guard at any time (you need not give a reason)
- * If a child 10 years of age or younger lives in your apartment.

It is a violation of law to refuse, interfere with installation, remove window guards where required.

CHECK ONE

- CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT
- NO CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT
- I WANT WINDOW GUARDS EVEN THOUGH I HAVE NO CHILDREN 10 YEARS OF AGE OR YOUNGER

TENANT NAME (PRINT)

TENANT SIGNATURE

FOR FURTHER INFORMATION CALL:
Window Falls Prevention Program
New York City Department of Health
125 Worth Street, Room 222A
New York, NY 10013
(1.212.566-8082)

**Disclosure of information on
Lead-based Paint and/or Lead-Based Paint Hazards
RENTALS**

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead form paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant woman. 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

(a) Presence of lead-based paint and/or lead-based paint 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 hazards are present in the housing.

(b) 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 records or reports pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) Lessee has received copies of all information listed above.
(d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

(e) 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.

Certification of Accuracy

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

_____ LESSOR	_____ DATE	_____ LESSOR	_____ DATE
_____ LESSEE	_____ DATE	_____ LESSEE	_____ DATE
_____ AGENT	_____ DATE	_____ AGENT	_____ DATE

SUBLEASE AGREEMENT

The parties agree as follows:

Date of this Sublease:	19
Parties to this Sublease:	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.
Information from Over-Lease:	Landlord: Address for notices: Overtenant: Address for notices: Date of Over-Lease: 19
Term:	Term: from: 19 to: 19 A copy of the Over-Lease is attached as an important part of the Sublease. 1. years: 19 months: Beginning: 19 ending: 19
Premises rented:	2.
Use of premises:	3. The premises may be used for only.
Rent:	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.
Security:	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.
Agreement to lease and pay rent:	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.
Notices:	7. All notices in the Sublease shall be sent by certified mail, "return receipt requested".
Subject to:	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.
Overtenant's duties:	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.
Consent:	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.
Adopting the Over-Lease and exceptions:	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 those 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, 1996¹
 Landlords must disclose known lead-based paint and lead-based paint hazards of pre-1978 housing to tenants.² Use the following **BLUMBERG LAW PRODUCTS (800 LAW MART)** to comply:
 3140 Lead Paint Information Booklet 3141 Lead Paint Lease Disclosure Form

¹December 6, 1996 for owners of 1 to 4 residential dwellings.
²Houses 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.

LEAD PAINT RIDER – COOPERATIVE

RIDER TO LEASE

dated as of _____, 20__
between

_____, Landlord
and

_____, Tenant
regarding

Apartment _____ (the "Unit")

_____, New York

1. Sublease is subject and subordinate.

This rider is subject and subordinate to the Proprietary Lease, By-Laws and Rules and Regulations of the _____ (the "Apartment Corporation"), to which the Unit is presently or may in the future be subject. Landlord and Tenant shall not perform any act, or fail to perform any act, if the performance or failure to perform would be a violation of or default of the Proprietary Lease or Rules and Regulations. Tenant shall not exercise any right or privilege under this Sublease, the performance of which would be a default in or violation of the Proprietary Lease or Rules and Regulations. Landlord and Tenant acknowledge that each has, respectively, had the opportunity to read the Proprietary Lease, Rules and Regulations and Local Law (as hereinafter defined) and Landlord and Tenant agree to observe and be bound by all the terms contained in each which apply to the occupancy or use of the Unit.

2. Local Law I of 2004 (The New York City Childhood Lead Poisoning Act Of 2003).

Pursuant to New York City Local Law 1 of 2004 entitled the New York City Childhood Lead Poisoning Act of 2003 (hereinafter the "Local Law"), the owner of any apartment in a building constructed prior to 1960 or built between 1960 and 1978 where there is a belief that lead paint is present in the apartment, which contains 3 or more apartments, and where a child under the age of seven (7) resides, must, *inter alia*, (i) inquire at the initial leasing (and at any renewal) if a child under the age of seven (7) years resides or will reside in the apartment; (ii) notify the tenant of their rights under the Local Law; (iii) send an annual notice to tenants inquiring as to whether there is a child under the age of seven (7) years residing in the apartment; (iv) conduct inspections annually, and more often, if necessary, to determine if there are any lead paint hazards in the apartment; (v) remediate (in strict accordance with the Local Law) all lead paint hazards in apartments with a child under the age of seven (7) years residing in the apartment; and (vi) make all apartments lead-safe (in strict accordance with the Local Law) when they become vacant.

A lead paint hazard is defined as (i) peeling lead-based paint; (ii) deteriorate sub-surfaces (including broken wood frames or moldings or crumbling plaster); (iii) friction surfaces (including windows in which the painted surfaces scrape against each other); (iv) impact surfaces (including moldings and jambs which may be struck or hit by feet, toys, or opening and closing doors); and (v) chewable surfaces (including all intact window sills and protruding surfaces which show evidence of being chewed by children).

3. Compliance with Local Law and Waiver and Indemnification of Apartment Corporation.

Landlord and Tenant each hereby acknowledge and agree that the responsibility for compliance with the Local Law, including all inspections, notices, work and/or remediation required thereunder is the responsibility of the Landlord and not the Apartment Corporation or its shareholders, directors, officers, employees and/or agents and/or their respective successors and/or assigns. Landlord shall, in accordance with the Local Law, inspect the Unit as required and shall remove all lead paint hazards in the Unit in accordance with the Local Law and will provide documentation of such inspection and removal, if applicable, within (5) business days upon request.

Landlord and Tenant, collectively and individually, hereby agree to release the Apartment Corporation, its shareholders, directors, officers, employees and agents and their respective successors and/or assigns (collectively, the "Indemnified Party"), and shall indemnify, defend and hold harmless the Indemnified Party, from and against all costs, fees (including reasonable attorneys' fees), expenses, fines, liability, actions, suits, debts, sums of money, accounts, reckonings, bonds, bills specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgments, extents, executions, claims, and demands whatsoever, in law, admiralty or equity, which against the Landlord or Tenant, their respective families, invitees, guests, heirs, executors, administrators, predecessors, successors and/or assigns ever had, now have or hereafter can shall or may, have for, upon or by reason of any matter, cause or thing whatsoever relating to any lead paint hazard and the Local Law including, but not limited to, Landlord's responsibility (or failure) to comply therewith.

4. Breach and Additional Remedies.

Landlord or Tenant's failure to comply with any of the provisions of this Rider, or of the Local Law, shall be deemed a material breach of the provisions of the Proprietary Lease between Landlord and the Apartment Corporation.

5. Miscellaneous.

This Rider may not be changed unless such change is agreed upon, in writing, by the Apartment Corporation. Captions are for the purposes of convenience of reference only and are not to be considered in interpreting this Agreement. This Agreement shall be interpreted and enforced under the laws of the State of New York and any all actions brought hereunder or in connection with the Local Law must be brought in a court of competent jurisdiction in the county in which the Apartment Corporation is located.

Landlord:

Tenant:

367117

STATE OF NEW YORK)
COUNTY OF _____) ss:

On _____ before me, the undersigned, personally appeared _____, personally known to me or provided to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her their signature(s) on the instrument, the individual(s), or the person upon behalf of which individual(s) acted, executed the instrument.

Signature and Office of individual
taking acknowledgement

STATE OF NEW YORK)
COUNTY OF _____) ss:

On _____ before me, the undersigned, personally appeared _____, personally known to me or provided to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her their signature(s) on the instrument, the individual(s), or the person upon behalf of which individual(s) acted, executed the instrument.

Signature and Office of individual
taking acknowledgement

STATE OF NEW YORK)
COUNTY OF _____) ss:

On _____ before me, the undersigned, personally appeared _____, personally known to me or provided to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her their signature(s) on the instrument, the individual(s), or the person upon behalf of which individual(s) acted, executed the instrument.

Signature and Office of individual
taking acknowledgement



Agro Corporation
 60 West 17th Street, 7th Fl
 New York, N.Y. 10011

CREDIT REPORT AUTHORIZATION

The Argo Corporation

I/We hereby authorize The Argo Corporation and/or its agents to obtain credit reports (either directly or through a credit reporting agency), Housing Court Records, Criminal Background Checks and whatever else The Argo Corporation and/or its agents deem necessary in connection with my application for an apartment and from time to time in the event I/We are in default or otherwise. I/We further consent and authorize The Argo Corporation and/or its agents to furnish this information to the Board of Directors, and/or its agents of the cooperative building or condominium to which I/We have applied, or to the Landlord of the rental apartment and his/her agents. I/We agree to hold The Argo Corporation and its agents and affiliates harmless from and against any claims that may arise as a result of any investigation conducted pursuant hereto.

 Applicant's name (print)

 Applicant's signature

 Social Security #

 Current Address

 Telephone Number

 Co-applicant's name (print)

 Co-applicant's signature

 Social Security #

 Current Address

 Telephone Number

 Guarantor's name (print)

 Guarantor's signature

 Social Security #

 Current Address

 Telephone Number

FINANCIAL STATEMENT FINANCIAL STATEMENT

Name(s) _____

Address _____

The following is submitted as being the true and accurate statement of financial condition as of the _____
Day _____ Month _____ Year _____ for the undersigned.

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

MONTHLY MAINTENANCE FOR THIS APARTMENT _____
 MONTHLY MORTGAGE PAYMENTS _____
 OTHER MONTHLY REAL ESTATE PAYMENTS _____

PRE-QUALIFICATION WORK SHEET

- #1: Your monthly GROSS income: \$ _____
- #2: Monthly Rent: \$ _____
- #3: Minimum total monthly credit card payments: \$ _____
- #4: Monthly car payment: \$ _____
- #5: Monthly Student Loan Payment: \$ _____
- #6: Other monthly loan payment, if any: \$ _____
- #7: Other monthly loan payment: \$ _____
- #8: Add line 2 through 7: \$ _____
- #9: Divide line 8 by line 1: _____ %

Line #9 is your debt ratio

Your debt ratio must be 35% or below

DOG OWNER-S APPLICATION AND AGREEMENT

Name _____ Shareholder G Tenant G

Building _____; Apartment no.

Name of Liability Insurance Co. _____; Policy No. _____ (Attach copy of policy)

Breed of Dog _____; Name

Age _____; Weight _____ (Attach photo)

Dates and types of vaccinations

Name of Veterinarian _____

Address

City

State _____ Zip

Agreement

If granted permission to maintain a dog on the Windsors= premises, I hereby agree to the following conditions:

- I. I shall post a security deposit in the amount of \$500 which I understand will be placed by the cooperative in an interest bearing escrow account. I further understand that such security deposit will be debited in the event expenses are later incurred owing to the presence of my dog on the Windsor premises. I further understand that such deposit shall only be returned upon my giving the cooperative verifiable proof that my dog is no longer being maintained or harbored on the Windsor premises;

2. I agree to abide by the house rules which shall, from time to time, be implemented and enforced with regard to the maintaining and harboring of dogs at the Windsors. I understand that such house rules will include, but will certainly not necessarily be limited to, designating those entrances/exits through which dogs will be precluded; those parts of the Windsors= premises where dogs will not be permitted to be walked or unleashed; and owners= responsibilities in the event of accidents or mishaps;
3. I further agree to be bound by any determination hereinafter made by the Board of Directors, based on reasonable cause and reasonable notice to me or my co-residents, to remove the dog from the premises when, according to '27-2009.1 of the New York City Pet Law, it will have been determined that Athe household pet causes damage to the subject premises, creates a nuisance or interferes substantially with the health, safety or welfare of other tenants or occupants of the same or adjacent building or structure.@ I understand that such a determination by the board shall not be made before I shall be afforded an opportunity to be heard, as well as the right to call any appropriate witnesses. I agree, however, that the Board=s determination shall be final and unassailable.
4. In the event there is found to be a violation of any of these provisions, I agree that there shall be a forfeiture of the referenced amount of money previously placed in escrow and a continuing assessment, on a monthly basis, which I agree to pay, until such dog is removed. In addition, I understand that my continuing failure to correct these conditions and/or to pay assessed fines may result in legal action being taken against me to void my proprietary lease.

Shareholder or Tenant

APPROVED

Managing Agent

President, Board of Directors

NAME PLATE REQUEST & KEY APPROVAL

Please complete the information requested on the form and acknowledge that you will supply the superintendent with a set of keys upon moving into your apartment.

Apt. No.: _____

Name on Mailbox: _____

Name on Directory: _____

Intercom Code Number: _____

I (we) acknowledge that a set of keys to the apartment must be given to the superintendent upon moving in.

Signature: _____

Date: _____

WINDSOR APARTMENTS, INC.

The undersigned hereby agrees to abide by Paragraph 19 of the House Rules which states.

"Apartments must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of a least eighty (80%) percent of the floor area of each room excepting kitchens, bathrooms, closets and foyers."

If carpeting is not presently installed, the undersigned agrees to make installation within thirty (30) days of occupancy.

Date: _____

Apt. No. _____

Name: _____

- c. Moving In/Out of the building must be done on weekdays ONLY between the hours of 9:00 a.m. and 4:30 p.m. ALL MOVES MUST BE COMPLETED BY 5:00 P.M. NO EXCEPTION WILL BE MADE.
3. Any carrier engaged for the delivery or removal of property shall be advised to comply with the instructions of the Building Staff assigned for the monitoring and supervision of the Move-In or Move-Out.
 4. In addition, a Certificate of Insurance from your moving company for Workmen's Compensation and Public Liability Insurance in the amount of \$500,000 property damage and \$500,000/\$1,000,000 bodily injury must be provided to the Managing Agent. The certificate must name Windsor Apartments, Inc. and _____ as Additional Insured. Upon submission of this certificate, building superintendent will advise the moving company with proper service entrance for move In/Out.
 5. The undersigned shall be responsible for damages caused in the common elements of the Windsor Apartments, Inc., during the process of the Move-In or Move-Out.
 6. The cost for repairs and replacements for damages to the common elements caused by and during the Move-In or Move-Out shall be deducted from the amount of the Security Deposit. The amount of the cost for any repairs and replacements resulting from the damages attributed to the Move-In or Move-Out from the apartment shall be the sole determination of the Managing Agent which shall be based upon prevailing costs for similar repairs and replacements.
 7. It is understood that the Windsor Apartments, Inc., shall return to the undersigned the full amount of the Security Deposit within thirty (30) days of the date of the Move, or the net amount of the Security Deposit after deducting the amount of the cost of repairs and replacements, if any, within thirty (30) days after the date of determination of the cost thereof. In the event of a Move-Out the refund should be sent to the forwarding address indicated below.
 8. It is further understood that the amount due or payable to the undersigned from the SECURITY DEPOSIT may not be assigned to another party.

AGREED: _____ DATE OF MOVE: _____

Name of Shareholder: _____ Apt. No.: _____

Signature of Shareholder: _____ Date: _____

Name of Purchaser/Subtenant: _____ Date: _____

Signature of Purchaser/Subtenant: _____

Forwarding Address for return of Move-Out Deposit (Please print name and address clearly). If the unit is currently vacant and a Move-Out Deposit is not required, please indicate "N/A" below.

ACKNOWLEDGMENT OF HOUSE RULES

Windsor Apartments, Inc.
4705/4901 Henry Hudson Pkwy
Riderdale, New York 10471

By signing below, I (we) acknowledge receipt of the Windsor Apartments, Inc. House Rules and also acknowledges and accepts the policy of **NO PETS ALLOWED** at the Windsor Apartments.

Bldg/Apt. No.: _____

Name of Purchaser(s): _____

Signature of Purchaser(s): _____

Date: _____

HOUSE RULES

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

(2) No patient of any doctor who has offices in the Buildings shall be permitted to wait in the lobby.

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

(4) No public hall above the ground floor of the Buildings shall be decorated or furnished by any Lessee in any manner without the prior consent of all of the Lessees to whose Apartments such hall serves as a means of ingress and egress; in the event of disagreement among such Lessees, the Board of Directors shall decide.

(5) No Lessee shall make or permit any disturbing noises in the Buildings or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television loud speaker in such Lessee's Apartment between the hours of eleven o'clock p.m. and the following eight o'clock a.m. if the same shall disturb or annoy other occupants of the Buildings. No construction or repair work or other installation involving noise shall be conducted in any Apartment except on weekdays (not including legal holidays) and only between the hours of 8:30 a.m. and 5:00 p.m.

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

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

(8) No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the Buildings, except such as shall have been approved in writing by the Lessor or the managing agent.

(9) No velocipedes, bicycles, scooters or similar vehicles shall be allowed in a passenger elevator and baby carriages and the abovementioned vehicles shall not be allowed to stand in the public halls, passageways, areas or courts of the Buildings.

(10) Messengers and tradespeople shall use such means of ingress and egress as shall be designated by the Lessor.

(11) Kitchen supplies, market goods and packages of every kind are to be delivered only at the service entrance of the Buildings and through the service elevator to the Apartments when such elevator is in operation.

(12) Trunks and heavy baggage shall be taken in or out of the Buildings through the service entrance.

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

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

(15) No Lessee shall send any employee of the Lessor out of the Buildings on any private business of a Lessee.

(16) No bird or animal shall be kept or harbored in the Buildings unless the same in each instance be expressly permitted in writing by the Lessor; such permission shall be revocable by the Lessor. In no event shall dogs be permitted on elevators or in any of the public portions of the Buildings unless carried or on leash. No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or other public portions of the Buildings, or on the sidewalks or street adjacent to the Buildings.

(17) No radio or television aerial shall be attached to or hung from the exterior of the Buildings without the prior written approval of the Lessor or the managing agent.

(18) No vehicle belonging to a Lessee or to a member of the family or guest, subtenant or employee of a Lessee shall be parked in such manner as to impede or prevent ready access to any entrance of the Buildings by another vehicle.

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

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

(21) Unless expressly authorized by the Board of Directors in each case, the floors of each Apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least eighty (80%) percent of the floor area of each room excepting only kitchens, pantries, bathrooms, maid's rooms, closets and foyer.

(22) No group tour or exhibition of any Apartment or its contents shall be conducted, nor shall any auction sale be held in any Apartment without the consent of the Lessor or its managing agent.

(23) The Lessee shall keep the windows of the Apartment clean. In case of refusal or neglect of the Lessee during ten (10) days after notice in writing from the Lessor or the managing agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right, by its officers or authorized agents, to enter the Apartment for the purpose and to charge the cost of such cleaning to the Lessee.

(24) The passenger and service elevators, unless of automatic type and intended for operation by a passenger, shall be operated only by employees of the Lessor, and there shall be no interference whatever with the same by Lessees or members of their families or their guests, employees or subtenants.

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

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

(27) If there be a garage in the Buildings, the Lessee will abide by all arrangements made by the Lessor with the garage operator with regard to the garage and the driveways thereto.

(28) The following rules shall be observed with respect to incinerator equipment:

(i) All wet debris is to be securely wrapped or bagged in small package size to fit easily into the hopper panel.

(ii) Debris should be completely drip-free before it leaves the Apartment and carried to the incinerator closet in a careful manner and in a drip-proof container, then placed into the flue hopper so it will drop into the flue for disposal.

(iii) No bottles or cans shall be dropped down the flue before 10:00 a.m. or after 5:00 p.m., but shall be left in a neat

manner in service elevator area, if such items must be disposed of before 10:00 a.m. or after 5:00 p.m.

(iv) Cartons, boxes, crates, sticks of wood or other solid matter shall not be stuffed into hopper opening. Small items of this nature may be left in a neat manner on the incinerator closet floor. Bulky items should be left at service elevator area between 10:00 a.m. and 6:00 p.m. and service employee summoned to dispose of them by way of the service elevator.

(v) Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any other inflammable, explosive, highly combustible substances or lighted cigarettes or cigar stubs be thrown into the incinerator flue.

(vi) Vacuum cleaner bags must never be emptied into the flue. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then be placed through hopper door panel into flue.

(vii) The superintendent shall be notified of any drippings, or moist refuse, appearing on incinerator closet floor and corridors.

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

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

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