

**GEORGETOWN MEWS OWNERS CORP.**  
**68-10 150<sup>th</sup> Street**  
**Kew Garden Hills, NY 1167**

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Congratulations on your decision to purchase an apartment in Georgetown Mews.

In order to expedite the process of purchasing your apartment, please read this letter carefully.

To process your application promptly, please submit one original set and **four (4)** complete and collated sets of each document, for a total of **five (5)** sets, in the order listed below:

1. Purchase Application (form enclosed). Make certain that all questions are answered (some need to be answered by the Sellers). It is helpful to put the Sellers' new address on the form, if known. Please complete the financial page carefully and make certain that you sign and date the application. Your financial sheet must add up correctly. One credit report authorization form is enclosed. **In the case of two applicants, each of you must complete a separate form.**

**ALSO, ALL OCCUPANTS OF THE APARTMENT, WHETHER OR NOT THEY ARE A PROSPECTIVE SHAREHOLDER, MUST SIGN THE LAST PAGE OF THE APPLICATION, WHICH IS THE HOUSE RULES LETTER. NO APPLICATION WILL BE ACCEPTED FOR PROCESSING UNLESS ALL APPLICANTS AND OCCUPANTS OF THE APARTMENT SIGN THE HOUSE RULES PAGE. THIS DOES NOT PERTAIN TO CHILDREN UNDER THE AGE OF SIXTEEN (16).**

**ALL PARTIES must submit government issued identification when submitting this application.**

2. **Contract of Sale plus riders thereto and lead paint disclosure statement.** No application will be processed if there are any material terms missing from the contract. All blanks must be completed. (Some of the more common omissions on the contract are "prior name of Seller," social security numbers for all parties, "Occupants and relationship to purchaser," and "pets"). Please make certain that both attorneys are aware of this requirement.

3. **Written Loan Commitment.** We require the entire loan commitment, executed by both the bank (not mortgage broker or underwriter) and buyer. Please note that your lender may be required to execute a rider to the Recognition Agreements, which must be the 1973 Aztech Recognition Agreement only. Copies of the correct form of Recognition Agreement and thereto, are attached. Before applying for a coop loan, it is strongly suggested that you check with your lender to make certain that these forms will be signed by the lender. Lastly, in the event of co-shareholders, the loan commitment must be in both names.

4. **The last two years' Federal Income Tax Returns.** We require the entire Federal Income Tax Return, including all schedules. If two people are purchasing the apartment and have not jointly filed, we will require the last two tax returns from each applicant.

5. **The last two years' W-2's for each applicant.**

6. **One bank reference letter.**

7. **Most recent bank statement (must be dated within the last thirty days).**

8. **Two professional letters of reference per applicant.** We will accept letters from coworkers, or other people with whom you have a professional relationship.

9. **Two personal letters of reference per applicant.**

10. **Employer verification letter, per applicant.** This letter must be on company or firm letterhead. It must state length of time employed, current salary, and continued prospects for employment. (If self-employed, submit a letter from your accountant verifying your income).
11. **The two most recent pay stubs from your employer.**
12. **Landlord's letter of reference, or proof of home ownership.** If you currently own either a co-op or a condo, you must submit a letter from your managing agent. If you own a home, submit a copy of the deed.
13. **If a pet is going to reside in the apartment, it must comply with the Georgetown Mews pet policy. A copy of this policy is attached to the purchase application form. All pets must comply with the size and weight restrictions, when fully matured. A photo must be submitted with this application, together with an updated immunization from a Veterinarian. Your pet must be registered at the maintenance office on the day of closing and there is a \$25.00 annual fee payable each year from the first day of registration.**

**All apartments at closing MUST provide a \$2500 carpet and electrical upgrade deposit, whether or not the apartment is fully carpeted. This deposit will be refunded (60) days provided that the rules of the Cooperative Corporation have been met. An inspection will be done within a (60) day period, and if the carpeting and electrical upgrade does not meet the requirements, the deposit will be forfeited and applicants will be deemed to be in default under the House rules.**

Attached to the Purchase Application, are the House Rules of Georgetown Mews. **You must read and review these carefully in order to familiarize yourself with them.** Then sign the House Rules acknowledgement sheet, which is included in the Purchase Application package. Any specific questions you have regarding the House Rules can be addressed at a Board interview, if one is scheduled. Page Nine (9) of the House Rules, paragraph 47, refers to co-op owners' insurance. which you must have on your individual unit. Please show this to your insurance agent because you will be required to show proof of insurance before a closing can be scheduled.

Also, attached to the Purchase Application is an authorization and request form to run a credit report from Landlord Guard. This form must be completely filled out and signed. Co-applicants must complete separate authorizations. Landlord Guard will be verifying all information on the application form. In addition, someone from Landlord Guard may call you directly. **Each applicant must attach to their completed authorization form a copy of their employer verification letter, on firm or company letterhead, two copies of their most recent pay-stubs and the last two W-2's, 1040's, or 1099's.**

**The non-refundable processing fee, including credit report(s), is made payable to "Geoffrey R. Mazel," as follows:**

**one (1) applicant: \$725.00 (includes criminal background search)**  
**two (2) applicants: \$950.00 (includes criminal background search)**  
**\$280 for each additional application (includes criminal background search)**

After your application is completed and all copies are made, you must make an appointment with me to review your application. Please understand that if any material terms are missing from the contract, or, if your package is missing any required documents, I will not be able to process your application or forward it to the Board. Any incomplete applications will be returned to you to complete any missing items.

**If the applicant is not fluent in English, an interpreter must be present at the Board interview.**

After Board review of your package, the Sellers will be required to make an appointment in order to have their apartment inspected. All apartments must pass inspection before an interview will be scheduled for you. Each apartment must contain a working smoke detector and a working carbon monoxide detector in order to pass inspection. At the appropriate time, I will call the Sellers in order to inform them that they need to have their apartment inspected. No apartment will be inspected unless I call the Sellers.

If an interview is granted, all **applicants** and **occupants must attend** the Interview. Applicants as well as occupants will be questioned on the House Rules and should have a complete understanding of them.

Your attorney, or your lending institution's attorney, will be ordering a lien search on your apartment. This is standard practice and I must have a copy of the report and review it prior to scheduling a closing. The cooperative corporation requires all lien searches to be **certified to Georgetown Mews Owners' Corp. and that the abstract company not limit its liability for errors and omissions to less than \$100,000.00. It is not necessary to search the cooperative corporation.** Please make sure that your attorney is aware of the requirement, if a lien search should be ordered prior to board approval.

Please call us or email us if you have any questions concerning the process and/or documents needed.

Jennifer Woods  
212-349-1668  
[jwoods@hankinmazel.com](mailto:jwoods@hankinmazel.com)

OR

Geoff Mazel  
[gmazel@hankinmazel.com](mailto:gmazel@hankinmazel.com)

**Georgetown Mews Owners Corp.**  
**Purchase Application**  
**For The Sale of Cooperative Apartment**

Apt. Address: \_\_\_\_\_ Apt. # \_\_\_\_\_ Shares \_\_\_\_\_  
Purchase Price of shares \_\_\_\_\_ Monthly Maintenance: \_\_\_\_\_  
Amount of Financing: \_\_\_\_\_ Name of Lender: \_\_\_\_\_  
Special Conditions, if Any: \_\_\_\_\_

Managing Agent: Charles H. Greenthal and Company Telephone: 718-544-2626  
Address: 69-17 150th Street, Flushing, NY 11367 Contact: Robert D'Amico  
Seller(s): \_\_\_\_\_ SSN: \_\_\_\_\_  
\_\_\_\_\_ SSN: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Office Telephone #: \_\_\_\_\_ Home# \_\_\_\_\_ Cel# \_\_\_\_\_  
Fax# \_\_\_\_\_ Email Address: \_\_\_\_\_  
Attorney (if any): \_\_\_\_\_ Tel#: \_\_\_\_\_ Fax: \_\_\_\_\_  
Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Any Prior Name(s) (Maiden Name, ETC.) Used by Seller in past 10 years: \_\_\_\_\_

Purchaser: \_\_\_\_\_ SSN: \_\_\_\_\_  
Office Telephone #: \_\_\_\_\_ Home# \_\_\_\_\_ Cel# \_\_\_\_\_  
Fax# \_\_\_\_\_ Email Address: \_\_\_\_\_

Co-Purchaser: \_\_\_\_\_ SSN: \_\_\_\_\_  
Office Telephone #: \_\_\_\_\_ Home# \_\_\_\_\_ Cel# \_\_\_\_\_  
Fax# \_\_\_\_\_ Email Address: \_\_\_\_\_  
Present Address: \_\_\_\_\_

Attorney (if any): \_\_\_\_\_ Tel#: \_\_\_\_\_ Fax: \_\_\_\_\_  
Firm: \_\_\_\_\_ Address: \_\_\_\_\_  
Any Prior Name(s) (Maiden Name, ETC.) Used by Seller in past 10 years: \_\_\_\_\_

Name(s) Cooperative Stock would be held in: \_\_\_\_\_

In More than one purchase ; are the shares to be held as ( check one ):  
 Tenants - In – Common  Tenants by Entirety (for married couples only)  
 Tenants With Right of Survivorship

**Note: if no box is checked , the shares will be issued to co-purchases are Tenants In Common.**

Broker(s): \_\_\_\_\_  
Telephone #s \_\_\_\_\_ Fax#: \_\_\_\_\_  
New Mortgage Lender: \_\_\_\_\_  
Attorney for Lender: \_\_\_\_\_ Tel# \_\_\_\_\_ Fax# \_\_\_\_\_  
Address: \_\_\_\_\_

Note: Please attach a copy of the loan commitment for any purchase with financing

PERSONAL INFORMATION REGARDING PURCHASER(S)

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

**PURCHASER**

**CO-PURCHASER**

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

OCCUPATION \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

PRIOR EMPLOYER  
AND POSITION OR  
RESIDENCE IF LESS  
THAN THREE (3)  
YEARS: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Does Purchaser or Co-Purchaser work for the United Nations or any foreign government?

Yes  No

If the answer to the prior question is "Yes", is either Purchaser or Co-Purchaser claiming Diplomatic Immunity in connection with the shares and proprietary lease?

Yes  No

for your kitchen's major appliances. Again, many shareholders have already had this upgrade performed in their apartments and will not be required to redo the previous work if appropriate, dedicated lines have been installed.

The work described in House Rule #55 must be performed by a licensed, insured electrician. If you need the name of a qualified contractor, contact the management office- The contractor which renovates the rent-stabilized apartments owned by Georgetown Unsold Shares, LLC has agreed to perform the electrical upgrade for the following cost:

- (a) CFI Switches: \$75.00 per outlet;
- (b) Dedicated electrical lines for the kitchen and AC units: \$275.00 per line; and
- (c) Replacement of the circuit breaker box: \$675.00.

You are free to use any other licensed, qualified, electrical contractor.

A complete set of the Georgetown Electrical Policy governing the electrical upgrade for apartments is available at the management office.

A copy of revised House Rule #55 enacted at the September 2014 meeting of the Board of Directors is enclosed with this letter.

Very truly yours,

**Georgetown Mews Owners' Corp.**

By: \_\_\_\_\_  
Mary Fischer, President

# FINANCIAL STATEMENT

NAME(S):

ADDRESS:

The following is submitted as being a true and accurate statement of the financial of the undersigned on the day of

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

ASSETS	PURCHASER	CO-PURCHASER
Cash in Banks		
Money Market Funds		
Contract Deposit		
Investment in Bond & Stock (See Schedules)		
Invetsment in own Business		
Accounts and Notes Receivable		
Real Estate Owned (See Schedules)		
Automobile(s) Year: Make:		
Personal Property and Furniture		
Life Insurance Cash surrender value		
Retirement Funds/IRA		
401K/403B		
KEOGH		
Profit Sharing/Pension Plan		
Other Assets		
<b>TOTAL ASSETS</b>		
<b>COMBITED ASSETS</b>		

LIABILITIES	PURCHASER	CO-PURCHASER
Notes Payable		
To Banks		
To Relative		
To Others		
Installment Accounts Payable		
Automobile		
Other		
Other Accounts Payable		
Mortgage Payable on Real Estate (See Schedule)		
Unpaid Real Estate Taxes		
Unpain Income Tax		
Child Mortgage		
Loan on life insurance (Including Premium Advances)		
Outstanding Credit Card Loans/Balances		
Other Debts - Itemize		
<b>TOTAL LIABILITIES</b>		
<b>NET WORTH</b>		
<b>TOTAL LIABILITIES &amp; NET WORTH</b>		
<b>COMBINED</b>		

SOURCE OF INCOME	APPLICANT	CO-PURCHASER
Base Salary "Attached W-2 for previous 2 years"		
Overtime Wages		
Bonus & Commissions		
Other Income - Itemize		
<b>TOTAL INCOME</b>		

CONTINGENT LIABILITIES
As Endorser or Co-maker on Notes _____
A Family Payment (Award) _____
Child Support _____
Are you defendand in any legal actions: _____
Are there any unsatisfied judgements? _____
Have you ever declared bankruptcy? Explain: _____

GENERAL INFORMATION	APPLICANT	CO-PURCHASER
Personal Bank Accounts at		
Savings & Loan Accounts at		
Purpose of Loan		

PROJECTED EXPENSES MONTHLY		
Maintenance		
Apartment Financing		
Other Mortgages		
Other Bank Loans		
Auto Loans		
Other Debts		
<b>TOTAL</b>		





**HOUSE RULES OF GEORGETOWN MEWS OWNER'S CORP.**

I (We) have read and reviewed the House Rules of Georgetown Mews Owners' Corp. i (We) understand that at a Board Interview we will be questioned on the contents of these Rules and Regulations.

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Occupant**

\_\_\_\_\_  
**Co-Applicant**

\_\_\_\_\_+\_\_\_\_\_  
**Occupant**

I (We) understand that according to Paragraph 47 of the House Rules, I (We) are required to have co-op insurance on our individual apartment (which must contain specific amounts as stated in Paragraph 47) and that Georgetown Mews Owners' corp.. Is to be named as an additional insured on my (our) policy.

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Co-Applicant**

The following are some questions and/or comments I (We) have on the House Rules, which we would like addressed during an interview:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Georgetown Mews Owners' Corp.**

Contact Person Jennifer Woods Phone (516)-499-5800

Apt. Address	Apt.#	Rooms	Monthly Maintenance
Agent	Broker	Phone	

**Uniform Residence Application**

This application is designed to be completed by one applicant only, in the spirit of US. 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 applicant's ability to prove employment, income, residency, credit and financial history as described in detail below. All information supplied will be verified for its accuracy. All sections must be complete before submitting for approval.

\*THIS APPLICATION MUST BE PRINTED AND LEGIBLE \*ONLY ONE PERSON PER APPLICATION  
\*CO-APPLICANTS & GUARANTORS MUST SUBMIT SEPARATE COPIES OF FORM

**ABOUT APPLICANT**

**Write your name as it appears on your credit files**

First Name	Middle	Last Name	Jr,Sr,II,III	Sex:
Social Security Number	Date of Birth	Cell#	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 Tennant of record		Phone*	Contact Name	
How long have you lived at this address?	Monthly Rent / Mortgage	[X] Check One: Own [ ] Rent [ ]		

**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 Tennant of record		Phone*	Contact Name	
How long have you lived at this address?	Monthly Rent / Mortgage	[X] Check One: Own [ ] Rent [ ]		

**CURRENT EMPLOYMENT**

**You may be required to produce 1: Employer Verification letter signed & dated on your company letterhead  
Primary Source of Income 2: Paystubs 3: 10-40, W-2, 1099 4: Other Identification Income Taxpayer**

Name of Employer	Address of Employer	City	State	Zip
Contact Name	Contact Phone#	How long on this job	Dated (From-To)	
Your Professional Title / Type of Business	How long in this line of work / profession	Check if: [ ] Self Employed [ ] Independent contractor		

**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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If current Employment is Less than 2 Years: You must include your Previous Employment information x Check one:

EMPLOYMENT 2	Check one: <input type="checkbox"/> Second income Source used Qualify <input type="checkbox"/> Prior Employment			
Name of Employer	Address of Employer	City	State	Zip
Contact Name	Contact Phone#	How long on this job	Dated (From-To)	
Your Professional / Title / Type of Business	How long in this line of work / profession		Check if: <input type="checkbox"/> Self Employed <input type="checkbox"/> independent contractor	

**ANNUAL INCOME In detail**

Name		Phone#		Relationship to you
Name		Phone#		Relationship to you
Base Income	Overtime	Bonuses	Commissions	TOTAL:

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

Check:  checking  Saving  Money Market  Stock Investment Other: \_\_\_\_\_  
 individual account  joint Account (Supply Spouse Name & SS#)

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	State of license	Primary Vehicle License Plate	Manufacturer	Year	Model
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**CERTIFICATION:** I understand that a credit investigation will be conducted to verify the information I supply and that any misrepresentation made by me may be cause for the rejection of this application. Approval of this application is subject to review and verification of this information and all supporting documentation, I have the right to make a written request for disclosure of the results of this investigation. I may receive a copy of my consumer credit file only by contacting the reporting credit bureaus directly. I agree to hold N-2-K Reporting, Inc. landlord, Cooperative Corp., Condominium Association, Georgetown Mews owners' Corp., Elgin Lane Apartments, and their employees, officers, managers, managing members, heirs, assigns and agents (said persons and entities shall be collectively referred to as "landlord" harmless for any claims that may arise as a result of any investigation herein and or in connection with any lease contemplated herein. No representations or agreements by leasing agents, brokers or others are binding on the Landlord unless included in writing in the lease. The Landlord will in no event be bound nor will possession of the apartment be given unless a lease executed by the Landlord had been delivered to the applicant ANY FEES COLLECTED FOR THIS INVESTIGATION NONREFUNDABLE.

**AUTHORIZATION TO RELEASE INFORMATION:** I give N-2-K Reporting and the Landlord 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 practices. 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, I further give N-2-K Reporting and the Landlord full authorization for any update reports which may be ordered as and when needed. I further authorize and consent to the use of any information contained in this application, any consumer report to collect any debt owed, regardless of whether or not I am in possession of the premises being applied for including but not limited to using said information to locate me at any new business and/or residential address and/or to locate assets. I am willing that a photocopy or fax of this authorization be accepted with the same authority as the original.

My Printed Name

My Signature

Date of my Authorization



## House Rules

1. **No Obstructions**: The public vestibules, stairways, entryways, sidewalks and driveways of the Buildings shall not be obstructed or used for any purpose other than ingress to and egress from the apartments and buildings.
2. **Play Areas**: Children shall not play in the vestibules, courts and stairways of the Buildings.
3. **No Exterior Decorations**: The doorways, windows, entryways and exterior of the Buildings shall not be decorated, painted, or furnished by any Lessee in any manner.
4. **Noise**: 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 on such Lessee's apartment between the hours of 10:00 p.m. and the following 8:00 a.m. if the same shall disturb or annoy other occupants of an Apartment. 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.
5. **Personal Property in the Common Areas**: No furniture, fixtures or Lessee(s) personal property shall be placed in the halls or on the exterior steps, landing, exterior, staircase landings or interior vestibule, nor shall anything be hung or shaken from the doors or windows or placed upon the window sills of the Buildings.
6. **Air Conditioners, Awnings, Vents**: No awnings, window air conditioning units or ventilators shall be used in or about the Buildings except such as shall have been expressly approved in writing by the Lessor. All air conditioners shall be installed through the wall and not in window frames or openings. All thru-the-wall air conditioner units shall be installed in aluminum sleeves of appropriate size and depth.
7. **Signs**: No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other exterior part of the Buildings, except such as shall have been approved in writing by the Lessor.
8. **Bicycles and Carriages**: No velocipedes, bicycles, scooters, baby carriages or similar vehicles shall be allowed to stand in the public halls, vestibules, passageways, areas or exterior courts of the Buildings.
9. **Plumbing Fixtures**: Water closets and other water apparatus in the Buildings 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.
10. **Employees**: No Lessee shall send any employee of the Lessor or the managing agent on any private business of a Lessee.

- 11. Pets:** No bird or animal shall be kept or harbored in the Buildings unless the same in each instance is expressly permitted in writing by the Lessor; such permission shall be revocable by the Lessor. Lessor has a policy in effect with guidelines concerning the types of dogs and other pets it will permit. A copy is available from the Managing Agent. In no event shall dogs be permitted in any of the public portions Of the Buildings unless carried or on a leash. No pigeons or other birds, cats or other animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or other public portions of the Property or on the sidewalk or street adjacent to the Property.
- 12. Telecommunication Equipment:** No radio or television aerial satellite dishes or other similar devices shall be attached to or hung from the exterior of the Buildings without the prior written approval of the Lessor.
- 13. Parking Areas:** No vehicle shall be parked in such manner as to impede or prevent ready access to any entrance to the Property or to any Building. No parking shall be permitted anywhere on the Property except in designated parking spaces. No trucks or commercial vehicles are permitted to be parked on the Property. Only private cars registered to Lessee or a resident of the Property may park on the Property. Cars parked in areas with yellow lines (fire access lane) or cars parking in handicap spaces without an appropriate handicap permit shall be towed at Lessee's expense. Cars of Lessees and residents without official parking stickers on the right side of the front windshield of the car which are parked in other parking spaces will be towed at the owner's expense.
- 14. Garages: Parking Permits:** Enclosed garages and outdoor parking is permitted for passenger cars only. The car must be registered to the occupant of the Apartment, insured and road worthy. Each car shall have displayed a current inspection sticker. Each shareholder or other occupant of an Apartment will be issued up to two (2) parking stickers per Apartment for authorized automobiles. Cars without parking stickers are towed by Lessor at Lessee's expense. Personal property other than a permitted vehicle cannot be stored in an enclosed garage. Parking permits are issued by the Managing Agent at the Management office.
- 15. Garbage:** All garbage shall be placed in plastic bags, wrapped neatly and securely and put into the disposal units at the front of the Apartment Buildings. Any large items that will not fit into such units shall be placed in a heavy suitable plastic garbage bag, securely fastened and placed adjacent to the units. In case of bulk garbage, e.g., mattresses, furniture, etc., arrangements must be made for disposal with the Management office. Trash is to be removed and disposed of only in accordance with the policy established from time to time by the Board of Directors. All residents are required to recycle trash in accordance with New York City regulations.
- 16. Parking on Lawn:** No vehicle is to be driven upon or parked on the lawns or sidewalks on the Property.
- 17. Apartment Inspection:** Before an Apartment is transferred or sublet, the Managing Agent shall inspect the Apartment. Lessee is required to correct all conditions noted by the managing agent during the inspection.

- 18. Cellars and Attics:** The attic space above an upstairs Apartment and the basement or cellar space below a downstairs Apartment is not appurtenant to the Apartment and may not be used by the Apartment resident and Lessee. Lessees are not permitted to store personal property in the attic space above, nor in the cellar or basement space below, any Apartment. No trap doors, nor stairways are to be installed to give shareholder or residents access to such spaces.
- 19. Consents:** Consent of Lessor to any action of a Lessee or resident of the Property means consent of the Board of Directors of Lessor. Neither the employees of the Lessor (superintendent, maintenance, workers, clerical workers, transfer agent, etc.) nor the Managing Agent are authorized or empowered to give such consents. Any consent from the Board of Directors must be in writing and signed by an officer of Lessor to be valid. Verbal consents and approvals, or consents and approvals from employees or agents of Lessor are not binding on Lessor.
- 20. For Sale or Rent Signs:** No for sale or for rent signs, banners, flags or similar devices are to be installed permanently or temporarily on the Buildings, common areas, sidewalk, or doorways, or in the windows or any Apartment.
- 21. Sublet Policy:** Pursuant to Paragraph 15 of the Proprietary Lease, consent of the Board of Directors is required for any sublet or renewal or extension of a sublet. The current policy of the Board is to prohibit subletting by Lessees during their first two (2) years of ownership. Thereafter they are permitted an aggregate of two (2) years of subletting during the period of their ownership of the Apartment. All requests for subletting shall be in writing on prescribed forms and shall be submitted to Lessor's transfer agent for processing. All leasing arrangements with subtenants shall likewise be in writing on a form of sublease approved by the Board of Directors of Lessor.
- 22. Alteration Policy:** Alterations to Apartments are governed by Paragraph 18 and 22 of the Proprietary Lease. Written request, with a detailed description of the proposed work must be submitted to the Managing Agent. Where appropriate additional plans, specifications and details may be required. A signed alteration agreement, repair and/or change shall strictly conform to all rules and regulations of all governmental authorities having jurisdiction thereof as well as the N.Y. Board of Fire Underwriters. All such work shall be done in a professional-like manner. All such work may only be performed between the hours of 8:30 a.m. to 5:00 p.m. on weekdays. No work is permitted on holidays or weekends. Lessee shall remove all debris at his/her expense immediately. The vestibule shall be cleaned daily. Lessee conducting such work shall be responsible for any and all damage to individual Apartment(s) and/or common areas of the Building and the Property. If the board deems it necessary, Lessee may be required at his/her expense to purchase appropriate insurance and/or post a bond pending completion of work and inspection by the Board or the Managing Agent. In addition, inspections may be required before and during the work. Any and all expenses incurred by the Board as a result of such work shall be reimbursed by the Lessee. Lessee may be required to meet other criteria for such work as the Board from time to time promulgate. A copy of the current alteration policy and alteration agreement is available from the Managing office.

- 23. Musical Instruments:** No resident shall practice, nor permit vocal or instrumental music to be studied or played, for more than two (2) hours per day and only between the hours of 10:00 a.m. and 8:30 p.m. Practice or playing of bands is strictly prohibited. For this rule, a band shall be defined as a grouping of two or more instruments.
- 24. Plumbing Fixtures:** Bathtubs, sinks, toilets, plumbing fixtures and other water devices in the Apartment may not be used for any purposes other than those for which they were constructed nor shall any rubbish, rags or other foreign articles be disposed of intentionally or accidentally through the plumbing system. The cost of repairing any damage resulting from any such misuse shall be paid for by Lessee in whose Apartment it shall have been caused.
- 25. Personal Property:** Resident's property, including but not limited to lawn furniture, chairs, wading pools, carriages, scooters, wagons, toys, etc. shall not be left outside of any apartment overnight. Violation of this rule can result in removal of the offending item(s) by Lessor.
- 26. Waterbeds:** Waterbeds or water filled furniture or any type is strictly prohibited from use in Apartments.
- 27. Fireworks:** All forms of fireworks are strictly prohibited on the Property.
- 28. Firearms:** Firearms shall not be discharged on the Property or brandished or displayed on or in the common areas of the property.
- 29. Public Auctions:** There shall be no public auction nor sale in any Apartment nor on the Property grounds without the prior written consent of the Board of Directors.
- 30. Damage to Lawns:** Lawns may not be used for any purpose that may impair their appearance, damage them or increase the cost of maintenance and/or insurance to the Lessor,
- 31. Ball Games:** There shall be no ball playing of any kind on the front lawns. Any and all damage resulting from ball playing shall be the personal responsibility of the host resident and the shareholder owning the Apartment of the resident.
- 32. Cleaning:** Residents shall keep their Apartment windows clean and use their best efforts to keep the vestibules clear of litter, dirt and debris. In addition, the interiors of the Apartments shall be kept clean and free of infestations such as roaches, other pests, rodents, etc. Lessor reserves the right to correct any infestation, litter dirt or debris problem at the expense of the resident and shareholder of the Apartment.
- 33. Removal of Windows:** Windows may not be disassembled, altered or defaced in any manner whatsoever. Any and all damage resulting from misuse of windows shall be the personal responsibility of the resident and the shareholder of the Apartment.



**34. Floor Covering:** At least 80% of the floor area of each Apartment must be carpeted or covered with another effective sound deadening material throughout, exclusive of kitchens, dinettes, bathrooms and closets.

**35. Hazardous Materials:** Except for common household cleaning agents and/or pesticides, no industrial or commercial pesticides, herbicides and/or other chemicals, cleaners, solvents, acids, etc. shall be permitted to be used anywhere on the Property or within the Apartments by residents or their agents without the prior written consent of the Lessor.

**36. Heavy Load Stress:** The floor joists of the Apartment are wooden. Unusually heavy objects create stress on the floor joists which cause sagging and cracking. No unusually heavy articles of personal property or furniture such as safes, large book cases full of books, stacks of books or similar unusual weight loads are permitted in the Apartments.

**37. No Commercial Use:** No Apartment or garage is to be used for any commercial purposes unless so stipulated in the Proprietary Lease and approved by the Lessor.

**38. Outdoor Cooking:** Barbecuing and outdoor cooking is permitted with the following restrictions:

- a. Propane, gas and/or gasoline type barbecues are expressly prohibited on the Property.
- b. Barbecues shall not be used in a manner that will create a fire hazard nor a smell or smoke nuisance or danger to the Property.
- c. Barbecues shall be monitored from the time they are ignited until they are completely cool. At all times an adult shall be within 25 feet of the barbecue equipment while it is active.
- d. All debris from barbecuing, e.g., ashes, coals, etc. shall be safely, promptly and properly removed and prepared for disposal.
- e. Any and all damage resulting from outdoor cooking shall be the personal responsibility of the resident and the Lessee of the Apartment.
- f. Barbecue equipment may not be stored nor kept in front of the Buildings nor in any other unauthorized location within the Property from the day after Labor Day until the week before Memorial Day.
- g. Prior to any Barbecue or gathering of 8 or more people permission must be given by the management office.

**39. Access to Apartments:**

- a. Lessor shall be given a key to each lock or security device installed on an entry door to an Apartment, garage or vestibule. If locks or keys are changed and/or Lessor or the Managing Agent does not have an access key, the Managing Agent or its designee shall have the right to enter an Apartment, vestibule or garage by breaking the locks and/or door if an emergency arises. Emergency conditions shall be determined at the discretion of the Managing Agent. The Lessee shall pay the total cost of restoration for any damage incurred. Lessor and its Managing Agent

shall, upon reasonable notice, be allowed access to the Apartments and garages for the purpose of making needed repairs or inspections, provided that such access is during the normal working day (8:00 a.m. — 5:00 p.m.), except in cases of emergency. If said inspection reveals the need for corrective measures, e.g., repairs, cleanup or removal of material/equipment due to a resident's conduct of negligence, then the cost incurred for accomplishing such corrective measures shall be borne by the Lessee.

- b. Any contractor or workman authorized by the Managing Agent shall be allowed access to the Apartments and garages and the attic spaces above upstairs Apartments at any reasonable hour of the day for the purpose of inspecting such locations 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, bedbugs, lice, etc., the cost thereof shall be payable by the Lessee, as an addition to the normal monthly charge at the first of the following month.

**40. Vestibule Doors:** Vestibule doors are always to be kept closed and locked at all times.

**41. Moving Policy:** Lessees shall only move furniture and furnishings into and out of Apartments on week days between 8:30 a.m. and 5:00 p.m. Moving trucks are not permitted on the lawns, sidewalks, or court yard areas of the property. Any damage to the Property caused by moving is the responsibility of Lessee. All moving companies employed by the Lessee shall be licensed and carry such insurance as the Managing Agent may require. Neither Lessee nor Lessee's mover shall remove the windows of an Apartment, nor the vestibule doors, nor the entry way railings to accommodate moving of large or bulky items. Any request for removal of such fixtures shall be made in advance to the Managing Agent. Any permitted removal shall be undertaken by employees of Lessor at Lessee's sole cost, expense and risk.

**42. Security Alarms:** No alarm nor alarm system may be installed anywhere on the outside of any Building or within any Apartment without obtaining the prior written consent of Lessor. All such alarms must be registered with the Managing Agent.

**43. Complaint Procedures:** All requests for services or processing of problems, complaints shall be made in writing, and delivered to the Management office in the basement at 69-17 150<sup>th</sup> Street and initial complaints regarding services, resolution of problems, etc. shall be directed to the Property Manager. If a Lessee feels initial complaints are not cured by contact with the Property Manager, a written complaint regarding such service or problem shall be addressed to the Managing Agent of the Lessor. If a Lessee believes his or her formal complaint has not been resolved by the Managing Agent, then the Lessee may file a written complaint with all the relevant facts and details including, for example, initial complaint, parties contacted, dates, times, responses, etc. to the Board of Directors of Lessor for review and disposition. Commendations, acknowledgements, letters of

appreciation, etc. for services or actions by property stag should be sent to the Property Manager with a copy to the Board of Directors of Lessor.

**44. Clotheslines:** Clotheslines are not permitted on the Property and laundry, clothing, blankets, etc. may not be hung in any common areas of the Property.

**45. Washing Machines:**

- a. No washing machine or dryer is permitted in any Apartment on the Property, except for those machines which are owned by tenant-shareholders who prior to purchasing their Apartments were Rent-Stabilized Tenants. Replacement of originally permitted equipment is prohibited. All existing washers and dryers are to be removed by Lessee when an Apartment is transferred. The new Lessee is not permitted to have a washer or dryer.
- b. All residents who qualify and who are permitted to have such machines must comply with the following:
  - (i). All such qualified machines must be registered with the Managing Agent.
  - (ii). All such qualified machines must be kept in good repair and operate properly.
  - (iii). All such qualified machines must be properly installed with functioning check valves in the incoming water lines to the machines.
  - (iv). Any and all damage resulting from such machines or their operation shall be the personal responsibility of the resident.
- c. No new installations or washing machines or dryers will be permitted in any Apartment by any resident of Lessee.

**46. Laundry Rooms:**

- a. Lessor leases out to a private vendor four (4) community laundry rooms. The use of the laundry rooms and its equipment shall be controlled by Lessor. Residents may use the available laundry facilities only upon such days and during such hours as may be designated by Lessor.
- b. Residents and Lessees shall not allow their children to deface, destroy, or otherwise damage any laundry room or any laundry room equipment. Children are not allowed to play nor "hang out" in any laundry room on the Property. Residents shall be personally responsible for any and all damage caused by their children on the Property.
- c. The Lessor shall have the right from time to time to curtail or relocate any space devoted to laundry purposes.

**47. Insurance:** In order to insure that casualties, accidents and damage claims are more quickly resolved and in order to keep such disputes from becoming personal between shareholders and occupants in the Buildings, on and after January 1, 2004, all current and future shareholders and occupants shall be required to maintain insurance coverage of at least the following amounts:

- a. Public Liability Insurance/Personal Injury:  
\$200,000.00 per accident; and  
\$50,000.00 for property damage per accident.
- b. Water Damage Insurance:  
\$5,000.00 (if the Casualty Insurance does not cover water damage).
- c. Casualty Insurance on the contents of the Apartment; at least \$25,000.00.

All such insurance policies shall name Lessor as an additional insured and evidence of such insurance coverage and all modifications, renewals or extensions of such coverage shall be delivered to the Managing Agent for Lessor on or before January 1, 2004, or prior to the effective date of the new coverage of the expiration of the old coverage, whichever is earlier.

**48. Storage:** No personal property, furniture or furnishings of Lessee or any residents of the Property shall be stored in the basements and cellars of the Buildings except in the storage facilities and lockers maintained by an independent vendor and leased to residents. Lessor is not responsible for any loss, damage or injury to such personal property, furniture or furnishings stored in such storage lockers. Nothing shall be stored in the storage lockers which violates applicable law (i.e. flammable, combustible, toxic, caustic or other similar materials).

**49. Flowers Trees and Shrubs:** Lessor retains the services of a professional landscape company to maintain the lawns, trees and shrubs on the Property. Lessee shall not disturb, prune, remove or relocate tree and shrubs. Lessees are permitted, at their sole cost, to plant annual flowers in designated flower beds in the court yards and around certain Buildings. These flower beds are for the use and enjoyment of all Lessees and residents. Disputes regarding planting or maintaining flowers shall be resolved by the Managing Agent.

**50. Management:** Lessor maintains an on-site management office in the basement at 69-17 150<sup>th</sup> Street. Office hours are 8:00 a.m. to 4:00 p.m. on week days. The telephone number for the maintenance office is (718) 544-2626. Issues concerning billing should be directed to the Managing Agent's main office at 1981 Marcus Avenue, Suite C131 , Lake Success, New York (516) 944-5000.

**51. Service and Work Orders:** Request for repairs and alterations must be submitted to the Management office in writing. Forms are available in the Management office. Repairs which are the responsibility of Lessee will be performed by the Lessor's employees and billed back to the Lessee. A schedule of routine apartment repairs and their costs are available at the Management office. Work Orders are handled on a first-come, first-

served basis and are subject to delay if the Lessor's employees are required for projects undertaken elsewhere on the Property by Lessor.

- 52. Painting Apartments:** Lessees owning rent-regulated Apartments are required to paint the Apartments at least once every three (3) years. If Lessee does not comply with this Rule, Lessor may enter the Apartment and perform the required painting at Lessee's expense.
- 53. Emergencies:** Lessor maintains a night porter at the Management office until 11:00 p.m. each night. Emergency repair, requests and heat complaints should be directed to that night porter if a problem arises prior to 11 p.m. After that time, emergencies should be directed to the Managing Agent's emergency phone number.
- 54. Effective Date: Prior Rules:** These revised House Rules shall supercede the previously promulgated House Rules as of January 1, 2004. Until such date, the previous House Rules shall remain in full force and effect.

GEORGETOWN MEWS OWNERS' CORP., INC.  
69-17 160<sup>th</sup> Street  
Flushing, New York 11367

October 7, 2014

TO ALL SHAREHOLDERS OF  
GEORGETOWN MEWS OWNERS' CORP.:  
69-17 150<sup>th</sup> Street  
Flushing, New York 11367

Re: Georgetown Mews Owners' Corp. — Electrical System Upgrade

Dear Shareholders:

At the July 25, 2014 meeting of the Board of Directors of your Cooperative Corporation, the Directors enacted a new House Rule #55, At the September 22, 2014 meeting of the Board, the House Rule #55 was amended. This House Rule requires existing and new shareholders to upgrade the electrical fixtures in their apartments in three (3) phases.

First, each shareholder must install grounded safety outlets ("GFI") in the kitchen and bathroom of his or her apartment by December 31, 2015, Conversion of the outlets is a relatively easy and non-invasive procedure. These safety outlets are now required by New York City and will increase the safety of your apartment.

Secondly, all shareholders are also required to replace the circuit breaker panel boxes in their apartments by December 31, 2015.

If you are selling or refinancing your apartment, the GFI fixtures and circuit breakers boxes must be installed at the time of sale or refinancing not by December 31, 2015.

Many shareholders have already performed this upgrade. The 1984 Pacific circuit breaker boxes installed at Georgetown, are obsolete and beyond the end of their useful life. Paragraph 18 of your proprietary lease makes the shareholder responsible for maintaining and replacing these fixtures.

If you are renovating your apartment, House Rule #55 requires that you install one dedicated electrical line for each air conditioner in your apartment and one

### **House Rule #55; Electrical Upgrade to Apartments:**

1. **GFI Outlets:** On or before December 31, 2015, all Apartments are to be equipped with GFI outlets in the kitchen and bathroom and the 1984 Federal Pacific circuit breaker box and circuit breakers installed in the early 1980s must be replaced with a new Cutler-Hammer, Model #BR1020B100FRNV circuit breaker box or equal.
2. **Electrical Upgrade on Sale, Sublet or Mortgage Refinancing:** Prior to any Lessee transferring any ownership interest in the shares of Lessor allocate to an Apartment or subleasing the Apartment or securing a new loan which is secured by a lien on such shares and the Lease for the Apartment the Lessee shall upgrade the system in the Apartment to meet the foregoing requirements
3. **Electrical system:**

If a Lessee renovates the kitchen or bathroom in the Apartment after November 1, 2014 or otherwise renovates the Apartment so extensively as to require the approval of the Lessor pursuant to Paragraph 21 of the Lease, and to the extent, that the electrical wires, outlets and fixtures in an Apartment have not been replaced since 1990, the Lessee shall:

- Install new dedicated electrical lines for each air conditioner in the Apartment;
  - Install a new dedicated electrical line into the kitchen for the refrigerator and appliances;
  - Install a new General Elective (or equal) circuit breaker box and circuit breakers for the Apartment;
  - Replace all electrical lines in the walls of the Apartment and all outlets and fixtures served by such lines;
4. Install GFI outlets for all electrical outlets in the kitchen and bathroom.
  5. **Electrical Policy:** All electrical work shall conform to the then current Georgetown Electrical Policy, a copy of which is available from the management office.
  6. **Escrow:** The Transfer Agent for Lessor shall collect a deposit of \$2,500 on each apartment transfer to assure compliance with Section 2 above. In connection with the renovation of an Appurtenant, the managing agent shall collect an escrow deposit of \$3,000 to assure compliance with Section 3 above.

56. **Smoking**

i Residents are responsible for ensuring that "recreational smoke" does not escape from their apartment. Any resident who engages in activities that generate "recreational smoke", or allows a member of the resident's household or guests to do so, must seal all openings (including gaps or holes between apartments, as well as gaps or holes around doors and windows) to ensure that "recreational smoke" does not infiltrate other apartments or common areas.

ii For the purposes of this rule, "recreational smoke" means smoke, vapors or gases from a cigarette, cigar, pipe, hookah, bong, e-cigarette, incense or other device or substance which is burns or vaporizes materials (including tobacco, marijuana and other products, natural or man-made) for consumption.

57. **Candles and Open Flames**

Residents, members of their household, guests, agents and employees shall not burn candles or use any device which generates an uncontained flame in their apartment, except for kitchen stoves.

58. **Space Heaters**

The use of electric or gas-fired space heaters within the apartments or garages of the cooperative is prohibited.

**Effective Date of House Rules 56, 57 and 58**

House Rules 56, 57 and 58 were adopted at the Board of Directors' meeting held on January 27, 2018 and shall take effect on February 1, 2018.



**2018 Smoking Policy  
Shareholder's Acknowledgment**

The undersigned purchaser(s) of the shares and proprietary lease allocated to the apartment listed below hereby acknowledges receipt of a copy of House Rules 56 and 59 which two House Rules set forth the current smoking policy of Georgetown Mews Owners' Corp.; and the undersigned agree(s) to abide by such smoking Policy and to cause all residents of the apartment and all visitors to abide by such policy. The undersigned further acknowledges that:

- 1) a violation of the Smoking Policy is a violation of the proprietary lease and can lead to a default notice being issued; and
- 2) Repeated violations of the Smoking Policy will be viewed as "Objectionable Conduct" by me/us entitling the Cooperative Corporation to cancel our/my shares and terminate the proprietary lease for the apartment as set forth in Paragraph 3 1 (f) of the proprietary lease if the violation of the Smoking Policy is repeated after notices to me/us.

\_\_\_\_\_  
Shareholder's signature

\_\_\_\_\_  
Please print name above

\_\_\_\_\_  
Co-Shareholder's signature

\_\_\_\_\_  
Please print name above

Shares: \_\_\_\_\_

Apartment No. : \_\_\_\_\_

GEORGETOWN MEWS OWNERS CORP,  
SMOKING POLICY

**WHEREAS** pursuant to NYC Local Law 147/17, Georgetown Mews Owners' Corp (the "Cooperative") is required to adopt a policy regulating smoking on its premises; and

**WHEREAS** the Cooperative's Board previously adopted a policy regarding smoke and odors from smoking inside apartments which is now embodied in House Rule 56; and

**WHEREAS**, Local Law 145 requires the Cooperative also to adopt and publish a policy regarding smoking in the indoor and outdoor common areas of the Georgetown property;

WHEREAS, the Cooperative's Board of Directors has weighed the concerns of shareholders and occupants regarding the effects of second-hand smoke, the desire of certain shareholders and occupants to smoke outside in their own homes, and the requirements of NYC Smoke Free Air Act of 2002;

**NOW, THEREFORE**, the Board of Directors hereby resolves to adopt the following House Rule #591 as and for a House Rule for Georgetown Mews Owners' Corp. effective August 27, 2018, to read as follows:

**59. Smoking Policy:**

a. Smoking is prohibited in all outdoor and indoor common areas of the property owned by Lessor (including the courtyards, sidewalks, parking lots and garages, laundry rooms, basements, offices, meeting rooms and work areas, and all storage areas), No Lessee or resident shall permit smoking by any guest, agent, tenant, invitee, guest, friend or family in any area where smoking is prohibited by this Rule, This Rule is in addition to the provisions of paragraph 18(b) of the Lessor's proprietary lease and House Rule 56 above which governs smoke and odors inside residential apartments.

b. For the purposes of this Rule, "smoking" means carrying, burning or otherwise handling or controlling any lit or smoldering product containing tobacco, marijuana or other non-prescription inhalant, including (but not limited to) cigars, cigarettes, pipes, e-cigarettes or vaping apparatus,

IT IS FURTHER RESOLVED that a copy of the Rule hereby adopted shall be furnished to each shareholder of the and posted in conspicuous location in the Management Office and each Laundry Room; and

IT IS FURTHER RESOLVED that the Cooperative's management shall cause an additional copy of the Smoking Policy hereby adopted to be sent to each shareholder each year, in the month of January; and

IT IS FURTHER RESOLVED that a copy of House Rules 56 and 59 shall be incorporated into each agreement to sublease an apartment, or to purchase the Shares and Lease allocated to any apartment in the buildings on Lessor's property and that no application to sublet or transfer an apartment shall be processed and no closing schedule unless and until the agreement incorporates both House Rules.

Dated: August 28, 2018

**Georgetown Mews Owners Corp.**  
**Pet Policy — Dogs and Cats**

House Rule 7.0(a) of Georgetown Mews Owners Corp. prohibits shareholders or subtenants from maintaining new dog and cat pets in the buildings owned by Georgetown Mews Owners Corp., or from replacing deceased dog or cat pets (if the prior pet had been permitted or approved). The policy of Georgetown with regard to harboring dogs or cats has been amended by the Board of Directors, effective as of July 1, 2003. In order to give shareholders and subtenants guidance on what dogs and/or cats will and will not be generally approved by the Board, the following guidelines are published to take effect as of July 1, 2003. These guidelines shall not obviate the requirement that the shareholder or subtenant obtain the prior written consent, in each Instance, for the dog or cat which such shareholder or subtenant wishes to harbor in the building:

(a) **Existing Dogs and Cats**: All existing dogs and cats in the building as of June 30, 2003 are grandfathered and exempt from the restrictions set forth in Paragraph (b) below.

(b) **Replacement Dogs and Cats**: Replacement of existing dogs and cats and any new dogs and/or cats brought into the building after July 1, 2003 are subject to all of the following rules.

(i). **Number**: No more than one dog or one cat shall be permitted in any apartment or to be owned or maintained by any subtenant or shareholder at any one time.

(ii). **Specification**: No dog will be permitted to be maintained on the property if it is of a species or breed which, when fully mature, normally exceeds 40 pounds in weight or 18 inches in height at the shoulder.

(iii). **Restrictions**: No animals will be permitted in the common areas of the building unless on a non-retractable leash of less than 5 feet in length.

(iv). **Permits, Tags, and Licenses**: Each dog and cat shall wear a tag supplied by the management office identifying the owner of the dog/cat and the dog/cat owner's apartment number. All current dogs and cats must be annually with the management office. The initial registration must be completed on or before July 31, 2003. There will be a \$25 annual registration fee. The owner shall provide proof of a current ASPCA license and current inoculations, and a current photograph of the dog or cat being registered. This procedure must be repeated on an annual basis.

(v). **Premises Restrictions**: Dogs may not be walked in the rear yard areas of the Georgetown property, whether on a leash or not All dogs must be curbed and all excrement (waste) cleaned up after in the public streets in accordance with the laws, rules and regulations of the City of New York.

(vi) **Building Staff**: The superintendent and other employees of Georgetown are not permitted to walk dogs or to feed or care for pets of owners or subtenants during the hours while they are on duty.

(vii). **Good Behavior**: The Board reserves the right to exclude from the Georgetown property any dog which does not exhibit good manners, civil behavior or proper etiquette or whose owner can not or will not control the dog in accordance with these guidelines. Excessive barking, growling or other noise which may disturb other residents of Georgetown is to be prevented by the dog owner. Certain breeds or species of dogs, such as Dobermans, Pit bulls, and Rottweilers, are not appropriate for a Class A multiple dwelling and may be excluded by the Board no matter what size or how well behaved the individual dog may be, if the Board, in its sole discretion determines that such breed or species is not appropriate for small apartments or exposes the Board of the Corporation to any liability for injury to third parties.

(viii). **Violations/Fines**: If any shareholder or subtenant fails to register a dog or cat in a timely manner, or harbors more than one dog or cat on the premises, or harbors a dog which does not conform to the requirements of these guidelines, the Board of Directors shall impose a fee of \$50.00 for each month or part thereof that the violation continues. The administrative fee for a second violation shall be \$100.00 per month, and a third violation will be subject to a monthly administrative fee of \$200.00 per month. Such fee shall be charged each month until the violation is cured. The Board of Directors may also declare that such violation constitutes a violation of the subtenant's sublease or the shareholder's proprietary lease and subject the shareholder to Objectionable Conduct as defined by the proprietary lease.

# APPLICATION FOR OCCUPANCY

**Hankin & Mazel PLLC**

Tel: 516-499-5800

P: 516-482-1143

- Package 2 – Credit Report, Score, SS Fraud     Criminal History search - All 62 NY Counties plus state wide
- Landlord/Tenant Report Bad check scan
- Landlord Verification     Home Visit - Interview and pictures
- Employment Verification     Bank Verification

**FOR:**  
 OCCUPANCY AT: \_\_\_\_\_ APT. # \_\_\_\_\_ MAINTENANCE \$ \_\_\_\_\_  
ADDRESS CITY STATE ZIP

## APPLICANT INFORMATION

NAME: \_\_\_\_\_ BIRTHDATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
FIRST MIDDLE LAST

DRIVER'S LICENSE#: \_\_\_\_\_ STATE: \_\_\_\_\_ SOCIAL SEC.: \_\_\_\_/\_\_\_\_/\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_

CURRENT: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_  
ADDRESS CITY STATE ZIP

## LANDLORD INFORMATION

LANDLORD: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_  
COMPANY ADDRESS CITY STATE ZIP

RENT \$: \_\_\_\_\_ MOVE IN DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ LEASE EXP. DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

FORMER: \_\_\_\_\_ HOW LONG: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_  
ADDRESS CITY STATE ZIP

## EMPLOYMENT INFORMATION

CURRENT: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_  
COMPANY NAME ADDRESS CITY STATE ZIP

POSITION: \_\_\_\_\_ NAME OF SUPERVISOR: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ TYPE OF BUSINESS: \_\_\_\_\_ ANNUAL INCOME \$: \_\_\_\_\_

## BANK INFORMATION

BANK: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_  
NAME ADDRESS CITY STATE ZIP

ACCT #: \_\_\_\_\_ TYPE: \_\_\_\_\_ DATE OPENED: \_\_\_\_/\_\_\_\_/\_\_\_\_ AVG. BALANCE: \$ \_\_\_\_\_

OTHER RESIDENTS TO OCCUPY APT.	SOCIAL SECURITY NUMBER	RELATIONSHIP	SEX	DOB
1.				
2.				
3.				

CARS: MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ LICENSE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ LICENSE \_\_\_\_\_

DO YOU HAVE ANY PETS? YES  NO  DOG  CAT  OTHER  \_\_\_\_\_

IN CASE OF EMERGENCY, CONTACT: \_\_\_\_\_  
NAME ADDRESS CITY STATE ZIP

I have read and completed the above form. This application is subject to approval by the owners and/or their agents, and may without designating cause be disapproved by them, being agreed that any such disapproval shall not be considered a reflection of the applicant. This agreement is to be made part of the lease entered into by the applicant and owner or its agent. The truth of the information made herein is essential and if the owner or its agent deems any answer or statement herein to be false, or misleading, it shall be considered that any lease granted by virtue of this application may be cancelled at their option. I understand that if I do not live up to the terms of my lease or I cause a financial loss to my landlord, that my name may be placed in the negative data files of LANDLORD GUARD, INC. and can be furnished to subscribers who have a bonafide and legal need to make an inquiry. I also understand that causing a financial loss may severely limit my ability to use personal checks or lease other properties.

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, and mode of living, including salary-income, consumer credit, court and criminal history, and banking financial practices. I have the right to make a written request for disclosure of the nature, result and scope of this investigation. I may not, however, receive or view my consumer credit file. I agree to hold Landlord Guard, Inc. harmless for any claims that may arise as a result of this investigation. I further authorize Banks, Financial Institutions, Landlords, Civil and Criminal Courts, Motor Vehicle Bureaus, 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.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_