



44-37 Douglaston Pkwy., Douglaston, NY 11363 • Tel. 718-631-1084

Fax 718-225-7739

PRINCETON OWNERS CORP. **SALES APPLICATION**

On behalf of Princeton Owners Corp. we welcome you. You have begun the application process. Please review ALL of the enclosed materials carefully. It is important to complete each document and each step, fully, before the application package can be submitted to the Board for their review. The following documents are enclosed in your application:

- Contact Sheet
- Copy of all applicants photo ID
- Apartment Sales Application
- Flip Tax Worksheet (to be completed by Seller)
- Statement of Financial Condition
- Credit Check Authorization
- Smoke Detector Affidavit
- Window Guard Form
- Lead-Based Paint Disclosure Forms
- Lead-Based Paint Pamphlet
- Letter stating "No Sublets Permitted" within the Co-op
- No Pet Policy Acknowledgement Form
- Floor Covering Acknowledgement Form
- Garbage & Recycling Rules and Regulations Acknowledgement Form
- House Rules Acknowledgement Form (along with House Rules)
- Information Sheet for Purchasers

NOTE: FINANCING TERMS: FINANCING IS LIMITED TO 80% OF THE PURCHASE PRICE.

****** PLEASE REMEMBER TO SUBMIT ONE (1) COMPLETE ORIGINAL APPLICATION PACKAGE PLUS FOUR (4) COMPLETE COLLATED COPIES TO THE MANAGING AGENT.******

Please call us at (718) 631-1084 if you have any questions.

Sincerely yours,
RIDGE REALTY MANAGEMENT LLC, AS AGENT

PRINCETON OWNERS CORP.
44-20 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

ADDITIONALLY REQUIRED DOCUMENTS (ORIGINAL AND 4 COLLATED COPIES)

In addition to the items mentioned on the previous page, the following should also be submitted along with the completed application package:

1. Fully executed Contract of Sale.
2. Copy of mortgagee's Commitment Letter.
3. Three (3) original Recognition Agreements
4. Two (2) written letters of recommendation—may NOT be from the applicant's family.
5. Complete copies of federal tax return and New York State tax return for the two (2) most recent years, as well as W-2's.
6. Letter from employer stating date of employment, job function/position held and salary.
7. Copy of bank(s) two (2) months statements showing type of account and balance.

FEES FOR APPLICATION (FEES ARE NON-REFUNDABLE, HOWEVER DEPOSITS ARE REFUNDABLE UPON COMPLIANCE)

1. \$200.00—Application Fee (purchase and financing), made payable to: RIDGE REALTY MANAGEMENT LLC.
2. \$150.00—Credit Check Fee (Per Applicant), checks made payable to: RIDGE REALTY MANAGEMENT LLC.
3. \$250.00—Administrative Board Fee, made payable to: PRINCETON OWNERS CORP.
4. \$1,000.00—Carpet Deposit, made payable to: PRINCETON OWNERS CORP (Certified check, bank check or money order ONLY).

FEES DUE AT CLOSING (FEES ARE NON-REFUNDABLE, HOWEVER DEPOSITS ARE REFUNDABLE UPON COMPLIANCE)

Seller(s):

1. \$450.00 Managing Agent's Processing Fee (if closing is done at Managing Agent's Office) **OR** \$350.00 (if closing is done outside of Managing Agent's Office), made payable to: RIDGE REALTY MANAGEMENT LLC.
2. Flip Tax—10% of the gross profit of sale of the apartment or one (1) month's maintenance, whichever is greater, made payable to: PRINCETON OWNERS CORP (Certified check, bank check or attorney's escrow check ONLY).
3. Transfer Tax Fee equal to \$0.05 per share, made payable to: PRINCETON OWNERS CORP (Certified check, bank check or attorney's escrow check ONLY).
4. \$750.00 MOVE-OUT Deposit, made payable to: PRINCETON OWNERS CORP.

Purchaser(s):

1. \$750.00 MOVE-IN Deposit, made payable to: PRINCETON OWNERS CORP.
2. Purchaser must provide a copy of Homeowner's insurance at closing.

ADDITIONAL FEE: CO-OPERATIVE TRANSFER LAWYER'S FEE AT CLOSING.

Seller(s): \$500.00 Co-operative transfer lawyer's fee for closing documents preparation.

Purchaser(s): \$275.00 if there is borrowing/financing for Recognition Agreement review

Submit all required documents and fees due to the Managing Agent. Please be sure that all Credit Authorization forms are signed. Completed packages should be forwarded to:

RIDGE REALTY MANAGEMENT LLC.
44-37 Douglaston Parkway
Douglaston, New York 11363

Managing Agent will arrange for the purchaser(s) to meet with the Interview Committee.

Closings cannot be scheduled until the Managing Agent has received the executed closing documents from the Board. You should expect that scheduling takes approximately 20 business days from date of approval.

PLEASE NOTE: THE AZTECH DOCUMENT SYSTEMS, INC. FORM OF RECOGNITION AGREEMENT IS THE ONLY ONE ACCEPTABLE TO THE CO-OPERATIVE CORPORATION.

MOVING PROCEDURES – Please contact the Managing Agent’s office at (718) 631-1084 for moving procedures after the closing.

NOTE: All correspondences and inquires must be made through RIDGE REALTY MANAGEMENT LLC (not through any Board Member) regarding the status of the application.

Your appraiser, your bank will require that you provide them with certain documents concerning your building such as—questionnaires, comparable sales, Annual Financial Statements, copies of the Proprietary Lease and By Laws, Master Insurance Certificate, Indemnification letters, Maintenance letters, Offering Plans (additional copying charge required). ALL THESE DOCUMENTS CAN BE OBTAINED ONLY BY CONTACTING THE MANAGEMENT COMPANY.

The management company is able to provide their own generic questionnaire.

****IF THE BANK REQUIRES THE USE OF THEIR OWN, CUSTOM QUESTIONNAIRE THERE WILL BE AN ADDITIONAL CHARGE OF \$100.00****

If you or your lawyer want to set up an appointment to review minutes, you must contact the Management Company.

ANY ANTICIPATED ALTERATIONS TO THE APARTMENT WILL REQUIRE A COMPLETED RENOVATION APPLICATION, AND APPROVAL BY THE BOARD.

CONTACT SHEET

PURCHASER'S ATTORNEY NAME: _____
ADDRESS: _____
TELEPHONE NUMBER: _____
FAX NUMBER: _____
E-MAIL ADDRESS: _____

PURCHASER'S BROKER NAME: _____
ADDRESS: _____
TELEPHONE NUMBER: _____
FAX NUMBER: _____
E-MAIL ADDRESS: _____

SELLER'S ATTORNEY NAME: _____
ADDRESS: _____
TELEPHONE NUMBER: _____
FAX NUMBER: _____
E-MAIL ADDRESS: _____

SELLER'S BROKER NAME: _____
ADDRESS: _____
TELEPHONE NUMBER: _____
FAX NUMBER: _____
E-MAIL ADDRESS: _____

PRINCETON OWNERS CORP.
44-20 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

APARTMENT PURCHASE APPLICATION

Please fill in all requested information. If an item is not applicable you should so indicate by entering "N/A" in the appropriate space. Incomplete applications will be returned to applicant(s) unprocessed.

Apt.: _____ Date: _____

Purchase Price: \$ _____ Proposed Closing Date: _____

Special Conditions, if any _____

Name(s) Cooperative stock will be held in: _____

MORTGAGE INFORMATION:

Name & Address of Bank issuing Mortgage: _____

Amount Financed: \$ _____ Monthly Payment: \$ _____

Interest Rate: _____ % Term: _____ years

Name of Seller: _____ Phone: _____

Address of Seller: _____

Seller's Attorney: _____ Phone: _____

Attorney's Address: _____

Purchaser's Attorney: _____ Phone: _____

Attorney's Address: _____

Name of R/E Broker: _____

Broker's Address: _____

INFORMATION REGARDING APPLICANT:

First Name: _____ Initial: ____ Last Name: _____

Street Address: _____ Apt.#: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Cell Phone: _____

Social Security #: _____ Date of Birth: _____

Citizenship: _____ Date of Residence: _____ to _____

PREVIOUS ADDRESS (If at current address less than 3 years)

Street Address: _____ Apt.#: _____

City: _____ State: _____ Zip Code: _____

Date of Residence: _____ to _____

INFORMATION REGARDING CO-APPLICANT INFORMATION:

First Name: _____ Initial: ____ Last Name: _____

Street Address: _____ Apt.#: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Cell Phone: _____

Social Security #: _____ Date of Birth: _____

Citizenship: _____ Date of Residence: _____ to _____

PREVIOUS ADDRESS (If at current address less than 3 years)

Street Address: _____ Apt.#: _____

City: _____ State: _____ Zip Code: _____

Date of Residence: _____ to _____

PERSONAL INFORMATION:

APPLICANT:

CO-APPLICANT:

Salary Previous Year: _____

Salary This Year: _____
(Estimate)

Name of Business: _____

Job/Position Title: _____

Street Address: _____

City, State, Zip Code: _____

Business Telephone: _____

Period of Employment: _____

Name & Address of
previous business: _____
(if in present business
for less than 5 years) _____

Name, Address &
Telephone of CPA if
Self-employed _____

Alimony/Child
Support _____

Educational &
Professional
Background _____

Life Insurance: _____

Amount: _____

Premium: _____

Beneficiary: _____

Cash Value: _____

Amount received last year from:

Employment: _____
 Dividends: _____
 Interest: _____
 Rent: _____
 Alimony/Support: _____
 Sale of Assets: _____
 Other (Itemize): _____

(Use separate sheet, if necessary)

NAMES OF ALL PERSONS TO RESIDE IN APARTMENT IN ADDITION TO APPLICANT & CO-APPLICANT:

NAME:	RELATIONSHIP:	SOC. SEC. #:	OCCUPATION:
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NAMES OF ALL RESIDENTS OF PRINCETON OWNERS CORP KNOWN BY APPLICANT(S):

REFERENCES:

Personal References (give name, address & telephone number):

Present Landlord or Ownership Association (give name, address & telephone number):

BANK REFERENCES:

Savings Bank: _____ Account #: _____

Address: _____

Savings Bank: _____ Account #: _____

Address: _____

Checking Account Bank: _____ Account #: _____

Address: _____

YES or NO
Applicant Co-Applicant

Do you have any outstanding judgments? _____

In the last 7 years, have you been declared bankrupt? _____

Are you a co-maker or endorser on a note? _____

Are you a party in a lawsuit? _____

Are you obligated to pay alimony, child support or separate maintenance? _____

Will any part of your cash payment be borrowed? _____

Do you or any member of your family have diplomatic status? _____

Have you ever been convicted of a crime? _____

If a “YES” answer is given to a question in this section, please explain in full below. Use a separate sheet of paper if necessary.

PRINCETON OWNERS CORP.
44-20 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

FLIP TAX WORKSHEET TO BE COMPLETED BY SELLER

(this page must be submitted along with the completed application)

Unit Number: _____

1) Contract Sales Price: \$ _____

2) Original Purchase Price: \$ _____

3) 10% Flip Tax (no allowable deductions):
(Payable to: *Princeton Owners Corp.*) \$ _____
Greater of 10% of gross profit or 1 month maintenance

I/We understand and agree that the foregoing information is subject to the approval of the Board of Directors of Princeton Owners Corp.

Shareholder

Date

Shareholder

Date

SCHEDULE OF BONDS AND STOCKS

Amount of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value

SCHEDULE OF REAL ESTATE

Description and Location	Cost	Actual Value	Mortgage Amount	Maturity Date

SCHEDULE OF NOTES PAYABLE

Specify any assets pledged as collateral, including the liabilities they secure

To Whom Payable	Date	Amount	Due	Interest	Pledged as Security

The foregoing statements and details pertaining thereto, both printed and written, have been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all the information contained herein is true and correct.

Date _____ 20__

Applicant Signature _____

Date _____ 20__

Co-Applicant Signature _____



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CREDIT CHECK AUTHORIZATION

Applicant's Name: _____ S.S.#: _____ Date of Birth: _____

Co-Applicant's Name: _____ S.S.#: _____ Date of Birth: _____

I/We, applying for an apartment at: _____ do hereby permit Ridge Realty Management LLC, the management company for the Co-op Corporation/Condominium, to conduct a Credit search, Criminal search (County, Multi-State, and Statewide) Employment verification and or any other inquiries being made herein for the purpose of verifying my/our background.

I, Applicant: _____, Co-Applicant: _____, do hereby affirm that it is agreed and

understood by me that my approval for the apartment located at 44-20 Douglaston Parkway Douglaston NY 11363 may be based on my credit history and other inquiries.

AGREED AND UNDERSTOOD:

I/We confirm that all the information supplied is true and correct. I/We understand that I/we can be turned down for the apartment if I/We falsified any information on this application. I/We hereby authorize the verification of all above information by ATS, Inc. including my credit, housing court filings, rental check writing, employment history including salary, and criminal background.

Applicant's Signature: _____ Dated: _____

Co-Applicant's Signature: _____ Dated: _____

**Affidavit of Compliance
With Smoke Detector Requirements
For One and Two Family Dwellings**

State of New York)
) SS:
County of)

The undersigned, being duly sworn, depose and say under penalty of perjury that they are the grantor and _____,
(Street Address)

_____, New York, _____ ("the premises");
(Borough) (Block) (Lot)
grantee of the real property or of the cooperative shares in a cooperative corporation owning real property located at _____.

That the Premises is a one or two family dwelling, or a cooperative corporation apartment or condominium unit in a one – or two-family dwelling, and that installed in the Premises I an approved and operational smoke detecting device in compliance with the provisions of Article 6 of Subchapter 1 of Title 27 of the Administrative Code of the City of New York concerning smoke detecting devices;

That they make affidavit in compliance with New York City Administrative Code Section 11-2105 (g). (The signature of at least one grantor and one grantee are required, and must be notarized.)

Name of Grantor (Type or Print)

Name of Grantee (Type or Print)

Signature of Grantor

Signature of Grantee

Sworn to before me
this _____ date of _____ 20 _____

Sworn to before me
this _____ date of _____ 20 _____

These statements are made with the knowledge that a willfully false representation is unlawful and is punishable as a crime of perjury under Article 210 of the Penal Law.

NEW YORK CITY REAL PROPERTY TRANSFER TAX RETURNS FILED ON OR AFTER FEBRUARY 6TH 1990, WITH RESPECT TO THE CONVEYANCE OF A ONE OF TWO FAMILY DWELLING, OR A COOPERATIVE APARTMENT OR A CONDOMINIUM UNIT IN A ONE OR TWO FAMILY DWELLING, WILL NOT BE ACCEPTED FOR FILING UNLESS ACCOMPANIED BY THIS AFFIDAVIT

New York City Department of Health Window Guards Required Bureau of Window Falls Prevention

For Further Information Call: Window Falls Prevention (212) 676-2158

You are required by law to have window guards installed in all windows if a child 10 years of age or younger lives in your apartment.

Your landlord is required by law to install window guards in your apartment if you ask him to install window guards at any time (you need not give a reason).

OR

If a child 10 years of age or younger lives in your apartment,

It is a violation of law to refuse, interfere with installation, or 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 (Print)

Tenant's Signature

Date

Tenant's Address

Apt No.

RETURN THIS FORM TO:

<input type="checkbox"/>	RIDGE REALTY MANAGEMENT LLC	<input type="checkbox"/>
Own	44-37 DOUGLASTON PARKWAY	
	DOUGLASTON, NY 11363	
<input type="checkbox"/>		<input type="checkbox"/>

Owner/Manager's Address

COMMENCEMENT OF OCCUPANCY NOTICE FOR PREVENTION OF LEAD BASED PAINT HAZARDS—INQUIRY REGARDING CHILD

You are required by law to inform the owner if a child under six years of age resides or will reside in the dwelling unit (apartment) for which you are signing this lease/commencing occupancy. If such a child resides or will reside in the unit, the owner of the building is required to perform an annual inspection of the unit to determine the presence of lead-based paint hazards. **IT IS IMPORTANT THAT YOU RETURN THIS FORM TO THE OWNER OR MANAGING AGENT OF YOUR BUILDING TO PROTECT THE HEALTH OF YOUR CHILD.**

If a child under six years of age does not reside in the unit now, but does come to live in it at any time during the year, you must inform the owner in writing immediately. If a child under six years of age resides in the unit, you should also inform the owner immediately at the address below if you notice any peeling paint or deteriorated sub surfaces in the unit during the year.

Please complete this form and return one copy to the owner or his or her agent or representative when you sign the lease/commence occupancy of the unit. Keep one copy of this form for your records. You should also receive a copy of a pamphlet developed by the New York City Department of Health explaining about lead based paint hazards when you sign your lease/commence occupancy.

CHECK ONE: _____ A child under six years of age resides in the unit.
 _____ A child under six years of age does not reside in the unit.

_____ (Occupant signature)

Print occupant's name, address and apartment number: _____

Certification by owner: I certify that I have complied with the provisions of §27-2056.6 of Article 14 of the Housing Maintenance Code and the rules promulgated thereunder relating to duties to be performed in vacant units, and that I have provided a copy of the New York City Department of Health pamphlet concerning lead based paint hazards to the occupant.

_____ (Occupant signature)

RETURN THIS FORM TO: _____

OCCUPANT: KEEP ONE COPY FOR YOUR RECORDS
OWNER COPY/OCCUPANT COPY

**ANNUAL NOTICE FOR PREVENTION OF LEAD BASED PAINT HAZARDS—INQUIRY
REGARDING CHILD**

You are required by law to inform the owner if a child under six years of age resides or will reside in your dwelling unit (apartment). If such a child resides or will reside in the unit, the owner of the building is required to perform an annual visual inspection of the unit to determine the presence of lead based paint hazards. **IT IS IMPORTANT THAT YOU RETURN THIS FORM TO THE OWNER OR MANAGING AGENT OF YOUR BUILDING TO PROTECT THE HEALTH OF YOUR CHILD.**

If a child under six years of age does not reside in the unit now, but does come to reside in it at any time during the year, you must inform the owner in writing immediately. If a child under six years of age lives in the unit you should also inform the owner immediately if you notice any peeling paint or deteriorated surfaces in the unit during the year. You may request that the owner provide you with a copy of any records required to be kept as a result of a visual inspection of your unit.

Please complete this form and return one copy to the owner or his or her agent or representative by March 1st. Keep one copy of this form for your records.

CHECK ONE: A child under six years of age resides in the unit.
 A child under six years of age does not reside in the unit.

_____ (Occupant signature)

Print occupant's name, address and apartment number: _____

Certification by owner: I certify that I have complied with the provisions of §27-2056.6 of Article 14 of the Housing Maintenance Code and the rules promulgated thereunder relating to duties to be performed in vacant units, and that I have provided a copy of the New York City Department of Health pamphlet concerning lead based paint hazards to the occupant.

_____ (Occupant signature)

RETURN THIS FORM TO: _____

OCCUPANT: KEEP ONE COPY FOR YOUR RECORDS
OWNER COPY/OCCUPANT COPY



Protect Your Family From Lead in Your Home



United States
Environmental
Protection Agency



United States
Consumer Product
Safety Commission



United States
Department of Housing
and Urban Development

Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- About health effects of lead
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or leadbased paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.



If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).

Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at [epa.gov/lead](https://www.epa.gov/lead).
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children avoid fatty (or high fat) foods and eat nutritious meals high in iron and calcium.
- Remove shoes or wipe soil off shoes before entering your house.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

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



Women of childbearing age should know that lead is dangerous to a developing fetus.

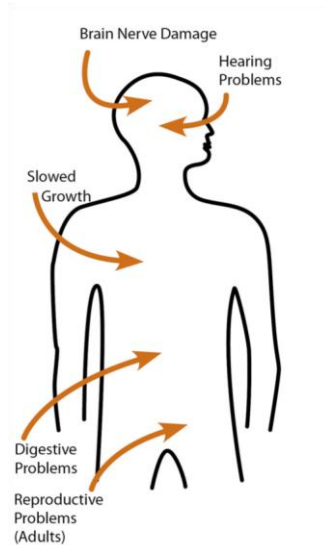
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

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



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

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

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders

- Memory and concentration problems
- Muscle and joint pain

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

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

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

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

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally-assisted, federally owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

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

Learn more about where lead is found at [epa.gov/lead](https://www.epa.gov/lead).

Identifying Lead-Based Paint and Lead-Based Paint Hazards

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

¹ “Lead-based paint” is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

² “Lead-containing paint” is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

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

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

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

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

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

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:

- Portable x-ray fluorescence (XRF) machine
- Lab tests of paint samples



- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
- Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
- Sample dust near painted surfaces and sample bare soil in the yard
- Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.

Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an

EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor

- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit [epa.gov/lead](https://www.epa.gov/lead), or call **1-800-**

424-LEAD

(5323) for a list of contacts in your area.³

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8399.

What You Can Do Now to Protect Your Family

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

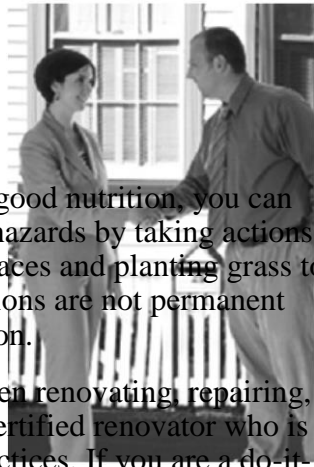
- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children avoid fatty (or high fat) foods and eat nutritious meals high in iron and calcium. Children with good diets absorb less lead.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your

family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover leadcontaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or statecertified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed,

dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

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

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit epa.gov/lead, or call 1-800-424-LEAD.

Renovating, Remodeling, or Repairing (RRP) a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment and
 - Using a heat gun at temperatures greater than 1100°F

- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects visit [epa.gov/getleadsafe](https://www.epa.gov/getleadsafe), or read *The Lead-Safe Certified Guide to Renovate Right*.

Other Sources of Lead

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

- **Drinking water.** Your home might have plumbing with lead or lead solder. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might contain lead:
 - Use only cold water for drinking and cooking.
 - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.

Call your local health department or water supplier to find out about testing your water, or visit [epa.gov/lead](https://www.epa.gov/lead) for EPA's lead in drinking water information.

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.

- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children’s products may have parts that contain lead.⁴
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as “**greta**” and “**azarcon,**” used to treat an upset stomach.

For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323)**.

EPA’s Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/lead for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC’s website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on

⁴ In 1978, the federal government banned toys, other children’s products, and furniture with lead-containing paint (16 CFR 1303). In 2008, the federal government banned lead in most children’s products. The federal government currently bans lead in excess of 100 ppm by weight in most children’s products (76 FR 44463).

the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the tollfree Federal Relay Service at **1-800-877-8339**.

U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact

U.S. EPA Region 1

5 Post Office Square, Suite 100, OES 05-4

Boston, MA 02109-3912

(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact

U.S. EPA Region 2

2890 Woodbridge Avenue

Building 205, Mail Stop 225

Edison, NJ 08837-3679

(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact

U.S. EPA Region 3

1650 Arch Street

Philadelphia, PA 19103

(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact

U.S. EPA Region 4

AFC Tower, 12th Floor, Air, Pesticides & Toxics

61 Forsyth Street, SW

Atlanta, GA 30303

(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact

U.S. EPA Region 5 (DT-8J)

77 West Jackson Boulevard

Chicago, IL 60604-3666

(312) 886-7836

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact

U.S. EPA Region 6

1445 Ross Avenue, 12th Floor

Dallas, TX 75202-2733

(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact

U.S. EPA Region 7

11201 Renner Blvd.

WWPD/TOPE

Lenexa, KS 66219

(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8 1595
Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada) Regional Lead

Contact
U.S. EPA Region 9 (CMD-4-2)

75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington) Regional Lead Contact

U.S. EPA Region 10
Solid Waste & Toxics Unit (WCM-128)
1200 Sixth Avenue, Suite 900
Seattle, WA 98101
(206) 553-1200

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772 cpsc.gov or
saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/offices/lead/

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U. S. EPA Washington DC 20460
U. S. CPSC Bethesda MD 20814
U. S. HUD Washington DC 20410

EPA-747-K-12-001
September 2013

IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

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

Lead Warning Statement

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

Lessor's Disclosure

(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 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 reports or records 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) RRM LLC 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.

_____ Princeton Owners Corp. Lessor	_____ Date	_____ Lessor	_____ Date
_____ Lessee	_____ Date	_____ Lessee	_____ Date
_____ Ridge Realty Management LLC Agent	_____ Date	_____ Agent	_____ Date

PRINCETON OWNERS CORP.
44-20 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

Dear Shareholder:

The Board of Directors, after extensive consideration, has enacted a NON-SUBLET regulation for the Corporation.

No unit currently owned by a shareholder may be sublet. Current lease agreements may be continued until expired. Thereafter, the unit may not be sublet.

The new regulation will provide each shareholder with important benefits derived from a policy of 100% owner occupied units;

1. Banks will more readily extend mortgages for units in a 100% owner occupied building, should you decide to sell your unit.
2. Greater bank support will increase the market value of your unit. Each unit will be more sellable at a higher price to qualified buyers.
3. Collectively, the stronger market attractiveness of the units, will give the Corporation increased financial valve thereby allowing greater flexibility to seek the best loans for future improvements or repair projects.
4. Each shareholder will develop a deeper and more personal vested interest in the routine functioning, maintenance, improvements and overall appearance of the building and surrounding grounds.

The Board recognizes the importance of this regulation and will answer any questions that may arise and are submitted in writing. Please forward any questions to RIDGE REALTY MANAGEMENT LLC, the Managing Agent.

Sincerely,
The Board of Directors,
PRINCETON OWNERS CORP.

Applicant: _____

Dated: _____

**PRINCETON OWNERS CORP.
44-20 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363**

NO PET POLICY ACKNOWLEDGEMENT FORM

**RE: 44-20 DOUGLASTON PARKWAY
 UNIT # _____
 DOUGLASTON, NY 11363**

I have read and understand the Offering Plan, By Laws & House Rules of the Princeton Owners Corp. More specifically those relating to pets and understand that the Princeton Owners Corp. is a pet free building. In addition, I agree that at no time will I harbor any pet in my apartment.

If I am found harboring a pet and the Board of Directors or Management decides to impose any fines and/or take legal action against me I will be responsible for any and all cost involved.

Dated: _____

Applicant

Co-Applicant

PRINCETON OWNERS CORP.
44-20 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

FLOOR COVERING ACKNOWLEDGEMENT FORM

RE: 44-20 DOUGLASTON PARKWAY
UNIT # _____
DOUGLASTON, NY 11363

I (We) have read and understand the current House Rules regarding:

- All bedrooms must be **100% padded and carpeted**. The thickness of carpet and padding or rug and padding will be increased by the Board of Directors on a case by case basis, if necessary.
- The floors of all other rooms of each apartment **must be covered with rugs and padding or carpeting and padding to the extent of at least 80%** of the floor area of each room excepting only kitchens, bathrooms, and closets. The thickness of carpet and padding or rug and padding will be increased by the Board of Directors on a case by case basis, if necessary.

Dated: _____

Applicant

Co-Applicant

PRINCETON OWNERS CORP.
44-20 DOUGLASTON PARKWAY, DOUGLASTON, NEW YORK 11363

GARBAGE & RECYCLING RULES AND REGULATIONS ACKNOWLEDGEMENT
FORM

Please be advised that as shareholders and residents it is your responsibility to comply with New York City recycling laws.

There will be spot checks done to ensure that the Corporation will not receive any fines from building residents and shareholders who do not follow the recycling laws. If a spot check is done and we do find that anyone has been caught breaking the recycling laws, the fines can start as follows:

- \$50.00 for the first offense
- \$100.00 for the second offense
- \$300.00 for the third offense

Please take extra measures to ensure that the recycling laws are taken seriously, it is in everyone's best interest to maintain a clean environment.

Finally, please do not discard used clothes, shoes, etc in the trash. Kindly take all unwanted items down to the superintendent so that arrangements can be made to discard items properly.

The following rules and regulations are as follows:

****ALL GLASS BOTTLES, CANS AND FOIL MUST BE WASHED AND PLACED IN THE BLUE CONTAINER****

****ALL PLASTICS, SUCH AS JUICE AND MILK CARTONS, PLASTIC SODA BOTTLES, ETC. MUST BE WASHED AND PLACED IN THE BLUE CONTAINER IN GARBAGE CHUTE ROOM.****

****ALL GARBAGE MUST BE BAGGED AND TIGHTLY TIED BEFORE DEPOSITING DOWN THE GARBAGE CHUTE.****

****ALL NEWSPAPERS, MAGAZINES, CARDBOARD AND CEREAL BOXES MUST BE TIED AND PLACED IN THE GREEN BINS LOCATED ACROSS FROM THE LAUNDRY ROOM ON THE FIRST FLOOR OR IN THE GARBAGE CORRIDOR.****

Please be caring of your environment. Management and the superintendent can only do so much to preserve the building without your help.

Thank you in advance for your cooperation.

Applicant: _____

Dated: _____

Co-Applicant: _____

Dated: _____

PRINCETON OWNERS CORP.

HOUSE RULES

Public Areas

1. The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building, and the fire towers shall not be obstructed in any way.
2. No patient of any doctor who has offices in the building shall be permitted to wait in the lobby.
3. Children shall not play in the public halls, stairways, fire escapes or elevators and shall not be permitted on the roof
4. No public hall above the ground floor of the building shall be decorated or furnished by any lessee in any manner without prior consent of all 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.

Private Areas

5. No lessee shall make or permit any disturbing noises in the building 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 any noise making devices in such lessee's apartment between the hours of 10:00 PM and the following 9:00 AM. If the same shall disturb or annoy other occupants of the building. No construction or repair work or other installation involving noise shall be in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:00 AM and 5:00 PM.
6. No article shall be placed in the halls or on the staircase landings or fire towers/escape, nor shall anything be hung or shaken from the doors, windows, or placed upon the windowsill of the building.
7. No awnings, window air-conditioning units or ventilators shall be used in or about the building 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 building 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 building, except such as shall have been approved in writing by the lessor or managing agent.
9. No velocipedes, bicycles, scooters, or similar vehicles shall be allowed in a passenger elevator and baby carriages and the above mentioned vehicles shall not be allowed to stand in the public halls, passageways areas of the building.
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 parking lot rear service entrance of the building and through the elevator of the apartments when such elevator is in operation.
12. Trunks and heavy baggage should only be taken in or out of the area building through the parking lot rear 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 building may direct.
14. Toilet and other water apparatus /sink in the building shall not be used for any other purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags, wet wipes, or any other article be thrown into the toilet. The cost of repairing any damage resulting from any misuse of the toilet other than 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 building on any private business of a lessee.
16. No bird or animal shall be kept or harbored in the building unless the same in each instance have been 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 building. No pigeons or other birds or animals shall be fed from the window sills, or fire escape, in the yard, court spaces or public portions of the building, or on the sidewalks or street adjacent to the building.
17. No radio or television aerial shall be attached to or hung from the exterior of the building 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 building by another vehicle.
19. The lessee shall use the available laundry facilities only such days and during such hours as may be designated by the lessor or the managing company.
20. The lessor shall have the right from time to times to curtail or relocate any space devoted to storage or laundry purposes.
21. All bedrooms must be 100% padded and carpeted. The thickness of carpet and padding or rug and padding will be increased by the Board of Directors on a case by case basis, if necessary. Any additional noise complaints submitted to the Management will automatically generate a mandated carpet/floor cover inspection to be performed by the property manager.
22. In addition to the 100% coverage requirements provided for in rule 21, the floors of all other rooms of each apartment must be covered with rugs and padding or carpeting and padding to the extent of at least 80% of the floor area of each room excepting only kitchens, bathrooms, and closets. The thickness of carpet and padding or rug and padding will be increased by the Board of Directors on a case by case basis, if necessary. Any additional noise complaints submitted to the Management will automatically generate a mandated carpet/floor cover inspection to be performed by the property manager.

23. No group tour, open house, or exhibition of any apartment or its contents shall be conducted nor shall any auction sale or tag sale be held in any apartment without the written consent of the lessor or its managing agent, which consent may be withheld in the lessors' sole discretion.
24. The lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the lessee in complying with such requirements no later than 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.
25. Complaints regarding the service of the building 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 may be revocable at any time.
27. The lessee shall abide by all arrangements of the lessor with regard to the use of the garage and the driveways thereto.

Security

Each Shareholder is required to provide a copy of the keys to their Unit with the Superintendent. This is for **building emergency** purposes ONLY. If the shareholder chooses NOT to comply, the Superintendent is NOT responsible to attempt to gain access to the Unit, should the Shareholder misplace their keys. If the shareholder causes any damage to any parts of the Building, due to Superintendent not having been provided with a key, the cost of repair will be borne by the Shareholder.

Shareholders must notify the Superintendent 48 hours prior to any oversized deliveries - Example: couches, large appliances, etc.

Sanitation and Disposal of Garbage

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 hopper door panel into the flue so it will drop into the flue for disposal.
 - iii. No refuse/garbage that is considered recyclable material by the City of New York, such as bottles, shredded/torn papers, cardboard, newspapers or cans etc. Such Recyclable material shall be dropped down the hopper door panel into the flue but shall be left in the appropriately marked container in basement across from elevator area, or at such other location designated by the lessor from time to time.

- 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 in the basement. Bulky items should be left at basement elevator area. Disposal of boxes, crates, cartons or similar items are to be placed at the designated area in building basement, adjacent to elevator, or at such other location designated by the lessor from time to time.
- v. Under NO circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint combustible substances or lighted cigarettes or cigars stubs be thrown into the hopper door panel into the flue.
- vi. Vacuum cleaner bags must never be emptied into the flue. Such dust, dirt, etc. should be wrapped in a securely tied in a plastic bag and then be placed through the hopper door panel into the flue.
- vii. The superintendent shall be notified of any drippings, or moist refuse, appearing on floors and corridors, stairways or elevator.
- viii. The Superintendent shall be notified of any drippings, or moist refuse, appearing on floors and corridors, stairways or elevator.

1. The disposal of electronic products will be done so in conformity with any local law relating thereto all electronics.

2. **DISPOSAL OF MATTRESSES AND BOXSPRING: Mattresses and boxspring removal needs to be handled in the following manner:**

Should a resident need to dispose of either mattresses or box spring, both must be placed in a sealed (taped shut) plastic bag prior to removal from apartment. **See Super for plastic bag.**

29. No shareholder shall install any plantings on the fire escape, outside windows sills, or roof for any reason. Plantings to the front of the building are to be installed only with the approval of the Board of Directors.
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.

Extermination Procedures

The following procedure will be followed in the event the building's extermination company reports the presence of bugs or rodents after an apartment inspection.

IN THE EVENT OF A REQUIRED INSPECTION

In the event an apartment is reported to have a presence of bugs or rodents, each adjacent unit, on either side, above and below the affected apartment will be inspected. The building's exterminating company will conduct an inspection as deemed appropriate by exterminating company. The resident of record, whether a unit owner or subtenant will be notified in writing that an inspection is required and MUST allow access to the extermination.

Required Treatment for Apartment

The treatment process requires the resident's full cooperation. A preparation checklist for treatment as recommended by the building's exterminating company will be provided by the Management to any unit that has a presence of bugs or rodents. The resident in an affected unit must comply and properly prepare the apartment as indicated in written notification from the management office.

31. These house rules may be added to, amended or repealed at any times of resolution of the directors of the lessor.
32. All Lessees/Shareholders must maintain Homeowners type (H06) policies, naming the Lessor (the coop corporation) as certificate holder. Upon request, all Lessees must provide a certificate to the Lessor's managing agent evidencing such coverage. Lessees shall be in default of their obligations hereunder if the certificate cannot be produced. The required Homeowners Insurance Policy type H06 shall include either named risk or all-risk terms, including, at a minimum, flood damage from plumbing leaks, overflows, etc. and fire damage coverage, general liability coverage and property damage coverage.
33. No grilling, fires, flames or burning embers of any nature will be permitted to be built.
34. These Rules do not permit moving in or moving out of the Building on a Saturday, Sunday, legal holiday.
 - a. All moves must be scheduled with the Superintendent 48 (forty-eight) hours in advance. All move-ins must be conducted between the hours of 9:00 AM and 5:00 PM, Monday through Friday.
 - b. Damages resulting from moving, and all costs incurred or consequential to such damage is the sole responsibility of the Shareholder.

PRINCETON OWNERS CORP.
44-20 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

HOUSE RULES ACKNOWLEDGEMENT FORM

RE: 44-20 DOUGLASTON PARKWAY
UNIT # _____
DOUGLASTON, NY 11363

This is to acknowledge that I/We have received and read the House Rules for the above referenced building supplied by RIDGE REALTY MANAGEMENT LLC, AS AGENT.

Purchaser: _____

Dated: _____

Purchaser: _____

Dated: _____

Purchaser: _____

Dated: _____

Purchaser: _____

Dated: _____

PRINCETON OWNERS CORP.

44-20 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

PROPOSED ALTERATIONS AND IMPROVEMENTS
ACKNOWLEDGEMENT FORM

RE: 44-20 Douglaston Parkway
Unit # _____
Douglaston, NY 11363

For any work required in any and all units in Princeton Owners Corp. (the “Princeton”) that involves an outside contractor, Board of Directors notification/approval is required.

This approval process is required for the protection of the shareholder engaging the contractor and for the protection of your neighbor shareholders as well. Board approval of outside contractor related work to be performed within the individual apartments will be strictly enforced.

Contractors will be required to provide proper licensing, a signed hold harmless agreement, as well as a certificate of insurance naming Princeton Owners Corp as the certificate holder and Ridge Realty Management LLC as additionally insured.

This document shall serve as official notice of this requirement. All responsibility for adherence to this policy is strictly placed with the shareholder of record as indicated on the Princeton Stock Certificate for the apartment unit. Princeton Owners Corp. will not be held responsible for any loss associated with work stoppage related to enforcement of this policy.

It is also the responsibility of the shareholder to maintain home insurance.

Board of Directors
PRINCETON OWNERS CORP.
Ridge Realty Management LLC, Agent

Purchaser: _____

Dated: _____

Purchaser: _____

Dated: _____

PRINCETON OWNERS CORP.
44-20 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

INFORMATION SHEET FOR PURCHASERS

- 1. All new Shareholders of Princeton Owners Corp. must arrange to meet with the Superintendent, Denis Jadadic, prior to moving in. His phone number is (646) 719-7520.**
- 2. All apartments must be exterminated prior to moving in.**
- 3. All move-ins must be done Monday through Friday between the hours of 8:00 AM and 5:00 PM. If the move-in is not completed by 5:00 PM, there will be a charge of \$50.00 per hour for the Superintendent.**
- 4. Front door lobby keys and side entrance keys are distributed by the Superintendent only.**