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1. Cover Letter

For more information, please refer to the document attached.

300 WEST 23RD STREET OWNERS CORP.
300 West 23rd Street
New York, New York 10011-2240

To expedite the processing of applications, all required fees and a complete application must be submitted electronically. To apply online, please go to:

<https://www.ellimanpm.com/buildings/300 West 23rd Street>

Printed Copies to Accompany Digital Submission:

Upon successful submission of a digital application, applicant(s) must submit one (1) set of the completed application.

Privacy protocol for printed copies:

- The only document where social security numbers should appear is the Credit Release form. Please use the redaction tool in the digital platform to redact all other instances of social security numbers in the application package.
- Only the last four digits of all account numbers should appear. Please use the redaction tool in the digital platform to redact all numbers appearing before the last four digits (on all bank statements, brokerage statements, tax returns, etc.).
- All application packages can be printed from the digital application platform via 'Download & Print' function
- All printed packages must be identical to the digital application you submit via the platform

Section 1 - Application

- a) Contract of Sale.
- b) Cooperative Apartment Purchase Application (enclosed).
- c) Employer Verification Letter stating position, length of employment and salary.
- d) Alteration Agreement (enclosed – for informational purposes).
- e) New Shareholder Fact Sheet (enclosed).
- f) House Rules Acknowledgement (enclosed). Copy of House Rules attached for informational purposes.
- g) Tenant Data Verification Form (enclosed).
- h) Co-Op Tax Abatement Refund Credit Letter (enclosed).
- i) Sprinkler Disclosure Form (enclosed).
- j) Applicant's Release Form (enclosed).

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Sale Requirements

300 West 23rd Street

k) **Lead Based Paint Disclosure Forms (enclosed):**

These documents must be completed in their entirety and submitted for review with the Board package. **The Board package will not be sent to the Board of Directors for review unless the Lead Based Paint Disclosure documents are included. NO EXCEPTIONS** will be made. Enclosed is a summary of the Lead Paint information.

l) Fire Safety Plan and Brochure (enclosed).

m) Move in/out, Apartment Staging, or Furniture/Large Deliveries (enclosed).

Section 2 - Financial Statement

a) Notarized Financial Statement & Statement of Net Worth.

b) **Complete** copies of the past two (2) years of Tax Returns (1040) for each applicant. Please attach W-2's to the tax return.

c) Last three (3) months of bank statements of all accounts as backup to the Statement of Net Worth.

Section 3 - Reference Letters

a) Two (2) Business Letters of Reference.

b) Two (2) Personal Letters of Reference.

c) Bank Verification Letter(s) stating type of account, amount on deposit in dollars and age of the account.

Section 4 – If Financing:

a) Bank Loan Application (up to 80% of appraised value is permitted).

b) Bank Commitment.

c) Appraisal Report.

d) Three (3) AZTECH Recognition Agreements (originals) signed by an officer of the lending institution and applicant (copy of AZTECH form enclosed).

Special Circumstances:

- **Power of Attorney:** Must be submitted one (1) week prior to closing (Blumberg Form T44 preferred).
- **Estate Requirements:** Enclosed – for informational purposes
- **Lost Stock and/or Proprietary Lease:** Douglas Elliman Property Management must be notified a minimum of one (1) week prior to the closing date.

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300 West 23rd Street

FEES:

- All fees due at submission must be paid electronically at the time of submission of your digital application. Please refer to our website for a detailed listing of fees due with your application.

<https://www.ellimanpm.com/buildings/300 West 23rd Street>

GENERAL NOTES:

- Shareholders must own their apartment for at least one year before subletting. Shareholders may sublet for a maximum of two years. Initial lease will be for one year only but can be renewed for a second year. The Board of Directors must approve the initial sublease package and approve the sub lessee through an in-person interview. Renewal of lease for a second year must also be approved by the Board but a second interview is not required.
- An Incomplete package will not be accepted.
- The package should be typed and not handwritten.
- All fees are non-refundable unless otherwise noted.
- Please do not submit original documents that you expect returned after the application is reviewed. Submit copies only.
- Please do not include in your submission documents that are provided for informational purposes such as house rules, move policy, alteration agreement etc.
- The liquid asset amounts indicated on the Financial Statement must be verified dollar for dollar by your included supporting statements.
- All supporting statements must be complete and must include all pages.
- All reference letters must be signed and must be unique.
- Neither “*The Work Number*” nor any other third party employment verification services are accepted. You must provide an employment verification letter.
- If any documentation in your application is in a language other than English this documentation must be translated into English and certified that the translation is accurate.
- If any financial information included in your application is stated in currency other than USD you must have these items converted into USD and certified that the conversion is accurate.

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300 West 23rd Street

TAX ABATEMENT AND EXEMPTION FILING

As a result of your purchase of a Cooperative unit you may potentially be eligible for certain abatements and exemptions. Based on the closing of your unit you will be enrolled in the abatement program (Cooperative/Condominium Abatement (CCA)) by Douglas Elliman.

Abatements are typically distributed in the first half of each year as a credit on your maintenance account. Eligibility for the CCA is determined by the Department of Finance and is based on primary occupancy and date of closing (certain other restrictions apply as well).

In addition to the CCA described above, currently available exemptions include Basic or Enhanced School Tax Relief (STAR), Disabled Homeowner (DHE), Senior Citizen Homeowner (SCHE), Veterans Exemptions (Basic, Combat and Disabled) and Clergy.

Unlike the Managing Agent's responsibility for filing the CCA forms, filing the exemption applications with the Department of Finance to ensure receipt of any available exemptions is the Shareholder's responsibility. Cooperative shareholders wishing to apply for available exemptions should visit the New York City website in order to do so. The exemption applications and additional information on all programs are available at the following web address:

<http://www1.nyc.gov/site/finance/benefits/property-benefit-forms/benefits-forms-property-owners.page>

Shareholders who have questions or are seeking additional information should refer to the above noted website, call 311 or consult your Douglas Elliman Property Management Account Executive.

2. Cover Letter Addendum

Please refer to the attached document for additional requirements.

Application Addendum

Additional requirements to be submitted with your application:

1. Tax Abatement Verification form to be completed by Buyer/s
2. Notice Regarding Tax Abatement and Exemption Filing (informational only)

COOPERATIVE PROPERTY TAX ABATEMENT
VERIFICATION FORM

RE: _____

Apartment _____

To whom it may concern:

- I hereby attest that the above mentioned apartment will NOT be my primary residence.
- I hereby attest that the above mentioned apartment WILL be my primary residence.

Number of apartments owned in the building prior to this purchase: _____

By signing below, I certify that all statements made on this verification form are true and correct to the best of my knowledge. I have made no willful false statements and understand that this information may be subject to audit by the New York City Department of Finance, who may determine that I do not qualify for property tax benefits. This determination is solely by this city agency and may result in my responsibility for all applicable tax benefits.

Buyer's Name: _____

Signature: _____

Date: _____

Social Security #: _____

*If the apartment shares will be held by an eligible trust, please include the social security number of the beneficiary that will use the apartment as his/her primary residence.

**IMPORTANT NOTICE REGARDING
TAX ABATEMENT AND EXEMPTION FILING**

As a result of your purchase of a Cooperative unit you may potentially be eligible for certain abatements and exemptions.

COOPERATIVE/CONDOMINIUM ABATEMENT (CCA):

Based on the closing of your unit you will be enrolled in the abatement program (Cooperative/Condominium Abatement (CCA)) by Douglas Elliman.

Abatements are typically distributed in the first half of each year as a credit on your maintenance account. Eligibility for the CCA is determined by the Department of Finance and is based on primary occupancy and date of closing (certain other restrictions apply as well).

For example:

- If you close between 01/06/18 and 01/05/19 you will be eligible for the abatement in the 2019/2020 fiscal year. As a result, your first abatement credit would be issued, upon receipt, in the Spring of 2020, assuming you are eligible.
- If you close between 01/06/19 and 01/05/20 you will be eligible for the abatement in the 2020/2021 fiscal year. As a result, your first abatement credit would be issued, upon receipt, in the Spring of 2021, assuming you are eligible.

EXEMPTIONS:

In addition to the CCA described above, currently available exemptions include Basic or Enhanced School Tax Relief (STAR), Disabled Homeowner (DHE), Senior Citizen Homeowner (SCHE), Veterans Exemptions (Basic, Combat and Disabled) and Clergy.

Unlike the Managing Agent's responsibility for filing the CCA forms, filing the exemption applications with the Department of Finance to ensure receipt of any available exemptions is the Shareholder's responsibility. Cooperative shareholders wishing to apply for available exemptions should visit the New York City website in order to do so. The exemption applications and additional information on all programs are available at the following web address:

<http://www1.nyc.gov/site/finance/benefits/property-benefit-forms/benefits-forms-property-owners.page>

Shareholders who have questions or are seeking additional information should refer to the above noted website, call 311 or consult your Douglas Elliman Property Management Account Executive.

Thank you,

Douglas Elliman Property Management

3. Contract of Sale

Please upload Copy of fully executed Contract of Sale.

4. Purchase Application

Please complete Purchase Application (enclosed).

300 WEST 23RD STREET OWNERS CORP.
300 West 23rd Street
New York, New York 10011-2240

COOPERATIVE APARTMENT PURCHASE APPLICATION

(To be completed by proposed purchaser)

Apartment No. _____

Proposed Purchaser(s) Information:

(If more than two persons, explain on additional sheets and provide relevant information)

1. Name: _____

Current Address: _____

_____ Years There*: _____ Tel: (000) 000-0000

Do you Rent? _____ Own your current residence? _____ Current Total Monthly Charges: _____

Employer: _____

Employer Address: _____

_____ Years There*: _____ Tel: (000) 000-0000

Type of Business: _____ Position: _____

2. Name: _____

Current Address: _____

_____ Years There*: _____ Tel: (000) 000-0000

Do you Rent? _____ Own your current residence? _____ Current Total Monthly Charges: _____

Employer: _____

Employer Address: _____

_____ Years There*: _____ Tel: (000) 000-0000

Type of Business: _____ Position: _____

- If less than two years, please attach additional page with information on prior address(es) and/or employer(s) information and number of years there.

Signature: X _____ Signature: X _____

Purchaser's Attorney Information:

Name: _____

Address: _____

_____ Tel: (000) 000-0000

Terms of Sale:

The proposed purchaser hereby makes application to purchase _____ shares of capital stock of 300 West 23rd Street Owners Corp. and the accompanying proprietary lease representing rights to the apartment # _____ at 300 West 23rd Street, New York, New York 10011 on the following terms and conditions:

Seller's Name: _____

Purchase Price: _____ Broker's Name: _____

Amount Financed: _____ Broker's Firm: _____

Percentage of Purchase Price Finance: _____ Broker's Tel: *(000) 000-0000*

Mortgage Lender _____

Proposed Closing Date: *MM/DD/YYYY* Date of Possession: *MM/DD/YYYY*

Special Conditions of Sale, if any: _____

Questionnaire:

Please list expected occupants of apartment, relationship to purchaser(s) and ages: _____

Signature: *X* _____ Signature: *X* _____

Will you continue to own or lease any other residences? ___ Yes ___ No. If Yes, please provide brief description, address, and financed amount and monthly charges (including real estate taxes). _____

Do you have any hobbies or special activities, which might affect your neighbors (e.g. musical instruments, unusual hours, etc.)? ___ Yes ___ No. If Yes, please describe. _____

Do you have any pets, which will be residing with you? ___ Yes ___ No. If Yes, please describe.

Do you plan any renovations or alterations to the apartment? ___ Yes ___ No. If Yes, please describe work planned, estimated total budget, expected construction time and probable start date. (Please note that a separate application to request permission for alterations must be submitted to and approved by the Board of Directors prior to the commencement of any construction.) _____

The undersigned, as purchaser(s) of the apartment # _____, located at 300 West 23rd Street, New York, N.Y. 10011, hereby acknowledge and agree that use of the apartment for non-residential purposes, including, without limitation, use as a medical or professional office, is not permitted.

The undersigned also acknowledges receipt of the policies with respect to apartment transfers, subletting and moving in or out of the building and agree to abide by it.

Signature: X _____ Signature: X _____

PLEASE READ AND SIGN THE ACKNOWLEDGEMENT BELOW.

The undersigned understands and acknowledges that transfer of the shares described herein is subject to the approval of the Board of Directors of 300 West 23rd Street Owners Corp. and subject to the terms and conditions of the Proprietary Lease. The undersigned also states that he or she has read, understands and accepts the rules and guidelines set forth in the Proprietary Lease, the by-laws, House Rules and Sublet Policy of 300 West 23rd Street Owners Corp. and agrees to abide by same.

Signatures of Prospective Purchaser(s):

X _____

X _____

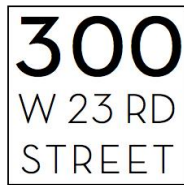
Dated: 20 _____

5. Employer Verification Letter

Please upload Employer reference letter stating job function, salary and length of employment.

6. Alteration Agreement

Alteration Agreement (enclosed for informational purposes).



Dear Shareholder:

The alteration policy of 300 West 23rd Street Owners Corp. requires that all Shareholders obtain written permission from the Board of Directors and the Managing Agent for any construction, demolition, alterations or improvements which the Shareholder desires to make in his apartment, and execute an Alteration Agreement in the form approved by the Corporation.

The Corporation will require its Architect to preliminarily review all plans, drawings, specifications and other documents submitted in connection with an Alteration Agreement. The Corporation's Architect will bill on an hourly basis to complete all reviews as required by the Corporation. **All costs associated with this review shall be borne by the Shareholder** and will be automatically billed to the maintenance account of the Shareholder.

Minor alterations and ordinary repairs, which do not change the structure of the apartment only, require the approval of the Board of Directors. The Board shall be the sole and exclusive authority to determine what particular alterations are minor and which are not. For these minor alterations, Shareholders should submit written notification to the Managing Agent indicating the type of work to be performed, the date said work will commence and terminate and provide certificates of insurance where deemed necessary by the Board of Directors.

If you have any questions, please contact **Ms. Marylou Tapalla / Ms. Amelia Ahne** of Douglas Elliman Property Management at **(212) 692-8421 / (212) 692-6156**.

Very Truly Yours,

300 West 23 Street Owners Corp.

INITIAL SUBMISSION CHECKLIST

- Submit fully executed alteration agreement (**including Exhibits and Attachments**) and proposed scope of work in **digital format and mail** a check in the amount of **\$150.00** (One Hundred Fifty Dollars and No Cents) made payable to **Douglas Elliman Property Management**.
- Scope of work should include the narrative scope of work, NYC code compliant plans/drawings, specifications, waterproofing, and soundproofing details depicting the scope of work contemplated.
- Provide plan of existing conditions depicting conditions as they exist now. Existing conditions should include, but are not limited to, the following: walls; doors; intercom panel; electrical panel; mechanical ventilation ducts; appliances; radiators, electrical outlets & switches; beams; columns or projections; windows; site plan; building key plan; proof plan (only when applicable); etc.
- Provide a listing and cut sheets of the fixtures and appliances.
- State existing size (capacity) of electrical panel and any proposed additional electrical loading contemplated. Provide electrical load letter.

A Security Deposit is required and will be determined upon review of the scope of work but will be no less than **\$1,500.00** (One Thousand Five Hundred Dollars and No Cents) and no more than **\$6,000.00** (Six Thousand Dollars and No Cents) made payable to **300 West 23rd Street Owners Corporation**.

Please submit to: Ms. Marylou Tapalla (marylou.tapalla@ellimanpm.com) / Ms. Amelia Ahne (amelia.ahne@ellimanpm.com) of Douglas Elliman Property Management. Their contact numbers respectively are: **(212) 692-8421 / (212) 692-6156**.

ALTERATION AGREEMENT

This Agreement, made as of this ____ day of _____, 20__ between 300 West 23rd Street Owners Corp. (the "**Corporation**") with an address c/o Douglas Elliman Property Management, 909 Third Avenue, 11th Floor, New York, NY 10022 (the "**Managing Agent**"), and _____ (the "**Shareholder**") having a mailing address of _____.

WITNESSETH:

WHEREAS, the Shareholder desires to install equipment and/or make alterations in apartment _____ (*Unit No.*) (the "**Apartment**") at 300 West 23rd Street, New York, NY 10011 (the "**Building**");

WHEREAS, the proprietary lease (the "**Lease**") between the Shareholder and the Corporation provides in substance that no equipment shall be installed and no alterations shall be made in the Apartment without the consent of the Corporation; and

WHEREAS, the Shareholder desires to obtain such consent;

NOW, THEREFORE, to induce the Corporation to give its consent to the "Work" (defined below) and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties agree as follows:

1. **Shareholder's Submissions.** Together with this Agreement, Shareholder is delivering to the Corporation:
 - a. detailed plans, drawings and specifications for the equipment proposed to be installed and/or the alterations proposed to be made which, if so required by the Corporation, have been prepared by a licensed architect or engineer. Such plans, drawings and specifications include a room-by-room list of the equipment to be installed and the alterations to be made in the form annexed hereto as Exhibit "A" (the "**Detailed List of All Plans, Drawings, and Specifications**").
 - b. a check in the sum of \$ _____ payable to the Corporation for the security deposit required to be posted by the Shareholder as provided for in Paragraph 14 of this Agreement (the "**Security Deposit**"), if required by the Corporation;
 - c. a check in the sum of \$ ____ payable to Douglas Elliman Property Management, the Managing Agent for the Building (the "**Managing Agent**"), as a processing fee in connection with this Agreement, as required by the Corporation.

2. **Review of Plans, Drawings and Specifications.** The plans, drawings and specifications of the alterations submitted by the Shareholder shall be subject to review by the Corporation and approval of the Corporation's architect and/or engineer (the "**Corporation's Designated Engineer**"), and the Shareholder shall make such changes in and to such plans, drawings and specifications as the Corporation or the Corporation's Designated Engineer shall require in order to obtain such approval. The term "**Plans**" as used in this Agreement shall refer to the plans, drawings and specifications showing the Work (defined below) as approved in writing by the Corporation's Designated Engineer and consented to by the Corporation, and any subsequent amendments or changes to the plans, drawings and specifications originally submitted that have been approved in writing by the Corporation's Designated Engineer and consented to by the Corporation. The term "**Work**" shall refer to all physical changes and alterations in or about the Apartment, and the equipment to be installed therein, called for by the Plans. After approval by the Corporation's Designated Engineer and consent by the Corporation of the Plans, the Work shall not be modified without the written approval of the Corporation's Designated Engineer and written consent of the Corporation. Please note the building's basic standards as annexed hereto as:

Exhibit "B": Plumbing/Waterproofing and Soundproofing Standards

Exhibit "C": Room Layouts and Construction

Exhibit "D": Installation of Appliances

Exhibit "E": Through-Wall Air-Conditioning Guidelines and Masonry Opening Guidelines

Notwithstanding any approval of the Plans by the Corporation's Designated Engineer or any consent by the Corporation, the Shareholder shall be solely responsible for the Plans, for insuring compatibility with the systems and facilities of the Building and for compliance with applicable laws and codes. Any such approval or consent shall not constitute an assumption by the Corporation, its Board or the Corporation's Designated Engineer of any responsibility or liability for the Work or the Plans, nor an approval, acknowledgment or admission of the accuracy, suitability or soundness of such Plans, or their conformity

with applicable laws, as well as codes, regulations, rules and requirements of any governmental authority having jurisdiction thereof (all of the foregoing are referred to herein as "**Legal Requirements**").

The Corporation's execution of this Agreement does not constitute consent to the proposed plans, and the Corporation retains all of its rights under the Lease to withhold consent. Only written approval of the Plans as provided for above shall constitute the Corporation's consent, and any such consent shall be subject to the terms of this Agreement, and any rules established by the Corporation for such Work.

3. **Pre-Conditions to Commencement of Work by Shareholder.** The Shareholder shall not commence the Work unless and until all of the following have occurred:

- a. The Corporation's Designated Engineer has approved in writing the Plans submitted by the Shareholder, the Corporation has consented in writing to such Plans, and the Shareholder shall have received a copy of such approval and consent. The Corporation's consent shall be in writing and in the form annexed hereto as Exhibit "F" (the "**Consent Letter**").
- b. The Shareholder has submitted to the Corporation: (i) a list of all contractors, subcontractors and suppliers who will perform or provide materials for the Work, and (ii) complete executed copies of all agreements entered into with such contractors, subcontractors and suppliers pertaining to the Work (the "**Contractor's Agreement**"). Each Contractor's Agreement shall include a provision pursuant to which the contractor or subcontractor (as applicable) agrees to defend (with attorneys chosen by the indemnifying party and "reasonably acceptable" to the Corporation), indemnify and hold harmless the "Indemnified Persons" from and against any and all "Claims, Liabilities and Expenses" for personal injury or property damage arising out of, or in connection with the performance of the Work to the extent undertaken by such contractor or subcontractor in the form annexed as Attachment "A" (the "**Indemnification Agreement**").
- c. The Shareholder has made all required filings with, and received all required permits, approvals, licenses and consents for the Work from, all governmental authorities having jurisdiction over the Work, including (but not limited to), if and to the extent applicable, the New York City Buildings Department, the New York City Fire Department and the Landmarks Preservation Commission, and the Shareholder shall have furnished copies of all such filings, permits, approvals, licenses and consents to the Corporation. The determination of the Corporation's Designated Engineer as to the need for any such filings, permits, approvals, licenses or consents shall be conclusive. The Shareholder shall be solely responsible for the content of, and any obligations or liabilities arising from, any and all such filings, permits, approvals, licenses and consents. A copy of the Building Code Compliance is annexed hereto as Exhibit "G" and Exhibit "G(a)" (the "**NYC Building Code Compliance**").
- d. The Shareholder shall deliver to the Corporation a copy of Shareholder's insurance policies as required hereunder or, at the Corporation's option, a certificate evidencing such insurance; **and** the Shareholder shall deliver or shall cause each of Shareholder's contractors and subcontractors to deliver to the Corporation the insurance policies for Contractor Required Insurance or, at the Corporation's option, certificates thereof.

The term "**Claims, Liabilities and Expenses**" means all claims, suits, actions, proceedings, disputes, controversies or litigation (collectively, "**Litigation**") brought before any court or governmental authority having jurisdiction, or any arbitration or mediation association or alternative dispute resolution body; all liabilities, judgments, awards, losses, damages, penalties, fines, costs and expenses (including, without limitation, reasonable legal fees and disbursements, court costs and associated Litigation expenses) in connection with, or resulting from, such Litigation; any other loss, cost, expense, fine, penalties, fees, etc., which may be incurred by or charged to the Corporation arising out of, or in connection with the Work and any act or omission of Shareholder, or any contractor or subcontractor or agent or Shareholder; together with the per diem interest thereon at the rate equal to the lower of twelve percent (12%) a year or the maximum legal rate, computed from the date each item of cost or expense is paid or incurred to the date reimbursement thereof is received.

The term "**Indemnified Persons**" means the Corporation, the Corporation's Officers, Directors and Shareholders, the Corporation's Designated Engineer, 300 West 23rd Street Condominium, the Condominium's Officers, Managers, Employees and the Managing Agent and the Occupants of the Building.

The term "**reasonably acceptable**" or words of similar import means the acceptance of the attorneys, insurer or other matter or item at issue shall not be unreasonably withheld, denied, delayed or conditioned.

4. **Shareholder to Give Notice Prior to Commencement of Work.** Prior to commencing the Work, the Shareholder shall give at least five (5) days' prior written notice to the Corporation's Designated Engineer, the Resident Manager of the Building and the Managing Agent of the date on which the Work will commence and the estimated duration of the Work.
5. **Insurance Requirements.**
- a. The Shareholder shall maintain during the period that the Work is being undertaken (and during any warranty period given to the Shareholder by the contractor or subcontractor) general liability insurance of not less than \$1,000,000.00 (One Million Dollars and No Cents), which insurance may be a part of a homeowner's insurance policy and/or a personal liability umbrella. Each of the Shareholder's contractors and subcontractors shall maintain throughout the duration of its portion of the Work (and any warranty period given to the Shareholder by the contractor or the subcontractor) the insurance policies described is annexed hereto as Exhibit "H" (the "**Contractor Insurance Requirements**").
- b. Both the Shareholder's and the Contractor Required Insurance policies (i) shall name the Shareholder and the Indemnified Persons as insured parties, (ii) shall be issued by companies licensed to do business and admitted in the State of New York, and reasonably acceptable to the Corporation and (iii) shall provide that they may not be cancelled or terminated without at least ten (10) days' prior written notice to the Corporation. Each insurance policy or certificate of insurance rejected by the Corporation shall be corrected as necessary and shall be resubmitted until approved. Failure to reject a certificate or a policy shall not relieve the Contractor or the Shareholder of the obligation to provide insurance in accordance with this Agreement. Such insurance shall apply as primary and non-contributing insurance before any other insurance or self-insurance, including any deductible maintained by the Indemnified Persons in the forms as annexed hereto as Exhibit "H(a)" (the "**Contractor Insurance Requirements**") and Attachment "A" (the "**Indemnification Agreement and Insurance Procurement**").
6. **Performance of the Work.**
- a. **In General.** The Shareholder shall cause the Work to be performed strictly in accordance with the Plans and shall not perform any work not called for by the Plans. In performing the Work, the Shareholder shall comply with (i) all applicable laws and legal requirements, (ii) the requirements of all insurance policies covering the Work, the Apartment or the Building, (iii) this Agreement, (iv) the Lease, (v) the House Rules, (vi) the requirements of the Corporation which may be promulgated and revised from time to time (the "**Work Rules**"), and (vii) any directions given by the Managing Agent, the Corporation's Designated Engineer or the Resident Manager of the Building as annexed hereto as Exhibit "I" (the "**General Additional Guidelines and Work Rules**").
- b. **Work Hours and Noise.** The Work shall be undertaken diligently and in a manner so as not to disturb other occupants of the Building. The Work shall be performed only on Mondays through Fridays (excluding holidays) between the hours of 9:00 a.m. and 4:30 p.m.; provided however, that any noisy Work which may disturb other occupants shall not be performed before 9:00 a.m. The Work shall not be performed on weekends or holidays. The Corporation shall be the sole arbiter should there be any doubt as to noise levels which may be disturbing. The use of jackhammers or other pneumatic devices may not be used without the specific written permission of the Corporation, which may be withheld or, if given, may limit the use thereof or set other conditions.
- c. **Labor Harmony.** The Shareholder shall cause its contractors and subcontractors to undertake the Work, and employ only such laborers, as shall not in any manner interfere or conflict with, or cause any labor disturbances or stoppages with, any of the unions whose members are either employees of the Corporation or employees of any contractor or other third party servicing the Building.
- d. **Required Completion Date.** The Shareholder shall cause the Work (other than decorative work such as painting, wallpapering and carpeting) to be completed within **120** (One Hundred Twenty) work days maximum after Governmental Approval, but in no event after the date set forth in the Consent Letter form as annexed as Exhibit "F" (the "**Consent and Notice to Proceed**"). The Corporation expresses no opinion regarding the feasibility of completion of the Work within that time period. If the Work (other than decorative work as aforesaid) shall not be completed on or before the Required Completion Date, the Shareholder shall be entitled to not more than **60** (Sixty) additional, consecutive work days (excluding weekends and holidays) to complete the Work (the "**Extension Period**") provided that and conditioned upon the payment by Shareholder to the Corporation, at least five (5) days before the Required Completion Date, the sum of **\$300.00** (Three Hundred Dollars and No Cents) per work day (excluding weekends and holidays) as consideration for each additional working day in the Extension Period. The Shareholder acknowledges that this payment is made in consideration for the Corporation's amending its initial consent to the Work; it being agreed by the parties that the initial consent, is granted pursuant to the Lease and reliance upon the Work being completed by the Required Completion Date, and that such timely completion was a

material inducement to the Corporation's consent to the proposed Work. After the Extension Period, there will be no further extensions, unless otherwise agreed to in writing by the Corporation. The determination of whether the Work is completed shall be made by the Corporation in its sole judgment, and the Corporation's determination shall be conclusive.

- e. **Evidence of Completion.** Upon completion of the Work, the Shareholder shall obtain and deliver to the Corporation (i) a certificate from the architect or engineer who prepared the Plans (or a successor) certifying that the Work has been completed in accordance with all applicable laws, codes, legal requirements and the Plans, (ii) all required final governmental signoffs and approvals, including if the Corporation shall require, an amended certificate of occupancy and a certificate from the Board of Fire Underwriters, and (iii) "as built" drawings certified to by the architect or engineer who prepared the Plans originally submitted (or a successor). Such "as built" drawings will include any modifications, revisions or amendments to the original Plans submitted. The determination of the Corporation as to the need for an amended certificate of occupancy shall be conclusive.
 - f. **Consents.** Whenever consents are required or may be given by the Corporation under this Agreement, such consents must be in writing, and the granting or denying of such consents may be in the sole judgment of the Corporation. Notwithstanding anything to the contrary contained herein, all consents of the Corporation may be signed by either an officer of the Corporation, or by a duly authorized employee of the Managing Agent. No consents may be given by the superintendent or any other employee of the Corporation. "Consent" as used in this paragraph shall include any consents or approvals that in any way, or in any manner, amend the Plans or amend the provisions of this Agreement or the Lease.
7. **Inspection and Correction of the Work.** The Corporation shall have the right from time to time, and as often as it deems necessary, to inspect or observe the Work, and for this purpose the Shareholder shall provide access to the Apartment to Corporation's Designated Engineer, the Managing Agent, the Resident Manager of the Building, or any other person the Corporation may authorize. **Such inspections may be made without notice to the Shareholder at any time when Shareholder, his/her representative, a permitted occupant, or workers are present in the apartment.** The Shareholder shall promptly make all corrections required by the Corporation in order to conform to the Plans and the other requirements of this Agreement. If the Corporation so requires, such corrections shall include the removal and replacement of non-conforming work. The Corporation's failure to inspect shall not be considered a waiver of the Shareholder's obligation to comply with this Agreement.
8. **Damage or Adverse Effect Caused by the Work.** The Shareholder shall be responsible for any damage to, or any other adverse effect upon, the Apartment, the personal property and improvements in other apartments in the Building, and the Building (including the structure, shell, systems, equipment, fixtures and finishes of the Building) caused by or resulting from the Work, regardless of when such damage or adverse effect becomes apparent. If any such damage or adverse effect shall occur or arise, the Corporation may (a) require the Shareholder, at Shareholder's expense, promptly to repair the damage or remedy the condition giving rise to such adverse effect and/or (b) repair such damage or remedy such condition at the Shareholder's expense.

Without limiting the generality of the foregoing, the Shareholder specifically acknowledges the obligations under this Paragraph 8 shall be applicable to any damage to the carpeting, wall-coverings or other finishes in the Building's hallways, elevators and other common areas (including, without limitation, the cost of cleaning, shampooing, painting or repairing the same if soiled or otherwise damaged).

If the Managing Agent advises the Shareholder of any damage which, in the Managing Agent's opinion, was caused by the Work, the Shareholder shall promptly submit a claim to the Shareholder's insurance carrier and to Shareholder's contractor for submission to its insurance carrier, and the Shareholder agrees to use all reasonable efforts, and to cause the contractor(s) to use all reasonable efforts, to cause such insurance carriers to expeditiously review and settle all such claims for which they are responsible. The provisions of this subparagraph shall not limit the Shareholder's liability under this Paragraph 8.

9. **Indemnification by Shareholder.** The Shareholder shall defend (with attorneys chosen by the Shareholder and reasonably acceptable to the Corporation), indemnify and hold harmless the Indemnified Persons from and against any Claims, Liabilities and Expenses arising out of or related to the Work or any act or omission of the Shareholder or any of its contractors, subcontractors, architects, engineers or consultants. This agreement to indemnify specifically contemplates full and complete indemnity in the event liability is imposed against any one or more of the Indemnified Persons without any negligence on their part and based solely by reason of statute, operation of law or otherwise, and partial indemnity in the event of any actual negligence on the part of the applicable Indemnified Persons either causing or contributing to the underlying claim. In the event an Indemnified Person(s) is contributory negligent, indemnification shall be limited to any liability imposed over and above that percentage of liability attributable to such contributory negligence of the applicable

Indemnified Person(s), whether by statute, by operation of law or otherwise in the form annexed hereto as Attachment "A" (the "**Indemnification Agreement and Insurance Procurement**").

10. **Shareholder to Bear All Costs Associated with Work.** The Shareholder shall be responsible for all costs incurred by the Shareholder or the Corporation in connection with the Work, the Plans, or this Agreement, including the fees, charges, and disbursements of any attorney, architect, engineer or consultant retained by the Corporation in connection with the Work, the Plans or this Agreement. Without limiting the generality of the foregoing, the Shareholder specifically agrees to reimburse the Corporation (or pay as directed by the Corporation) within three (3) business days after a reasonably detailed demand is made (accompanied by copies of supporting bills), for all fees, disbursements and charges of the Corporation's Designated Engineer for the review of the plans, drawings and specifications submitted by the Shareholder (and any revisions thereto), for inspection of the Work or otherwise related to the Work or this Agreement.

11. **Additional Requirements.**

a. **No Change in Building Heating or Air-Conditioning.** The Shareholder recognizes that no change in the operation of the Building's heating system or air-conditioning system to facilitate the functioning of any heating or air-conditioning units that the Shareholder may be installing will be permitted.

b. **Prohibited Construction Methods.** The Shareholder shall not interfere with the Building's intercom, gas, electric, heating, air-conditioning or plumbing system or any other Building system or service. The Shareholder shall not penetrate any exterior wall of the Building.

c. **Accessibility of Valves.** The Shareholder shall insure that all water, steam, gas and other valves remain accessible during the performance of and after the completion of the Work. If any valve is enclosed in violation of this Agreement, then the Corporation may (i) require the Shareholder, at Shareholder's expense, promptly to remove such enclosure and/or (ii) remove such enclosure at the Shareholder's expense.

d. **Use of Public and Common Areas During Work.** The Shareholder shall not allow the halls, sidewalks, courtyards and other public areas in or around the Building to be used for the storage of building materials or debris. The Shareholder shall cause its contractor to cover with construction paper the floor of any back hall to be used in connection with the Work and shall also cause its contractor to take all precautions necessary to prevent damage to the carpeting, wall-coverings or other finishes in the Building's hallways, elevators and other common areas.

e. **Shareholder to Maintain Certain Safety Precautions.** Shareholder shall maintain functioning fire extinguishers and smoke alarms in the Apartment throughout the prosecution of the Work. Shareholder shall insure that the Work does not block access to any fire exits in the Building. Shareholder shall install smoke detectors within 15 feet of every sleeping area on the ceiling or wall pursuant to Local Law 62 of 1981 of the City of New York, and if a child 10 years old or under lives, or will live in the Apartment, Shareholder shall install window guards pursuant to Section 131.15 of the New York City Health Code.

f. **Shareholder to Control Refuse, Dirt, Dust.** Shareholder shall take all precautions to prevent dirt and dust from permeating other parts of the Building during the progress of the Work, and shall place all materials and rubbish in barrels or bags before removing the same from the Apartment. All such barrels and bags and all rubbish, rubble, discarded equipment, empty packing cartons and other materials shall be removed from the Apartment and taken out of the Building at Shareholder's expense. Shareholder recognizes that only the service elevator may be used for such removal and only at such times as the superintendent of the Building may direct. Shareholder shall not permit any dumpster or garbage container to be left overnight in front of the Building and shall not permit any dumpster or garbage container to be left for more than five (5) consecutive days at the side of the Building. Notwithstanding the foregoing, the placement of any dumpsters shall comply with all governmental regulations, including without limitation, obtaining any necessary permits. In the event that the Corporation, in its sole discretion, believes that the dirt or dust is unreasonable, the Corporation shall have the right to temporarily suspend the Work until a solution acceptable to the Corporation is found as annexed hereto as Exhibit "J" (the "**Dust Containment Procedure**").

g. **Installations by Shareholder.** Shareholder agrees that any air-conditioning units, terrace plantings and/or other structures installed as part of the Plan, wherever located in the Building, may be removed by the Corporation (at the

sole expense of Shareholder) for the purpose of repairs, upkeep or maintenance of the Building as annexed hereto as Exhibit "K" (the "**Terrace Guidelines and Submission Requirements**").

12. **Shareholder to Comply with Laws, etc.** The Shareholder shall not do or permit any act or thing to be done contrary to law or the legal requirements, or which will invalidate or be in conflict with any provision of any liability, casualty or other insurance policies carried by Shareholder or for Shareholder's benefit. The Shareholder shall comply with all federal, state and local laws, and all legal requirements pertaining to the Work, including any such laws, rules and regulations pertaining to lead-based paint, asbestos and other hazardous material as annexed hereto as Exhibit "L" (the "**Lead Containment and Removal Procedure**").
13. **Maintenance and Repair of the Work.** Notwithstanding anything to the contrary contained in the Lease and notwithstanding the consent by the Corporation of the Plans or the Work, the Shareholder shall be responsible for the maintenance, repair and replacement of the Work and any portions of the Apartment affected by the Work, and for all costs incurred by the Corporation or the Shareholder in connection therewith. In the event the Corporation must undertake any repairs in the Building (which are, pursuant to the Lease, the responsibility of the Corporation), any restoration of the Work after such repairs shall be the sole responsibility of the Shareholder, notwithstanding any provision of the Lease. Furthermore, the Shareholder releases the Corporation, the Managing Agent, the Corporation's Agents and Employees from any liability for damage to the Work or any portion of the Apartment affected by the Work however arising.
14. **Shareholder's Deposits; Additional Rent Under Lease.** As security for the faithful performance and observance by Shareholder of the terms and conditions of this Agreement, the Shareholder has deposited the sums indicated in Paragraph 1(b) with the Corporation. The Shareholder agrees that the Corporation may use, apply or retain the whole or any part of the Security Deposit and the interest earned thereon, if any, to the extent required for the payment of any sums due to the Corporation under this Agreement. If either the Security Deposit or the Review Deposit is diminished by one-half of the original amount, the Shareholder shall replenish it to the full amount within (3) days after written demand. The Shareholder's failure to so replenish such deposits shall be a material breach of this Agreement and shall entitle the Corporation to stop the Work, and/or exercise any remedies it has hereunder. If the Shareholder shall comply with all of the terms and conditions of this Agreement, the Security Deposit, the Review Deposit, and interest or remaining balance thereof, if any, shall be returned to the Shareholder after completion of the Work. The Corporation's release of either the Security Deposit or the Review Deposit shall not constitute acceptance of the Work by the Corporation or a waiver of any of the Corporation's rights under this Agreement. Any sums due to the Corporation under this Agreement and not recovered by application of either of the deposits shall be chargeable as additional rent under the Lease.
15. **Assumption by Purchaser.** The Shareholder (a) shall advise the person or persons to whom it transfers the Apartment ("**Purchaser**") of the Work undertaken by the Shareholder pursuant to this Agreement; (b) shall provide copies of the Plans and this Agreement to the Purchaser; and (c) shall cause the Purchaser to execute and deliver to the Corporation an agreement substantially hereto pursuant to which the Purchaser shall assume all of the obligations of Shareholder under this Agreement, including the obligation under this Paragraph 15 with respect to any transfer of the Apartment by the Purchaser in the form annexed hereto as Exhibit "M" (the "**Purchaser's Assumption of Alteration Agreement**").

The Shareholder hereby waives any claim against the Corporation on account of (a) the Corporation advising a potential Purchaser of the provisions of this Agreement, including this Paragraph 15, and/or (b) refusing to consent to or register the transfer of the Apartment to such potential Purchaser unless and until such potential Purchaser shall execute and deliver to the Corporation an agreement in the form annexed hereto as Exhibit "M" (the "**Purchaser's Assumption of Alteration Agreement**").

16. **Miscellaneous.**
 - a. This Agreement and the Lease represent the only agreements between the Corporation and the Shareholder relative to the subject matter hereto. This Agreement may not be changed orally. No amendment, revocation, supplement or change to this Agreement, nor any revisions to the Plans, nor any consents or waivers, may be made by anyone (including, but not limited to, the Corporation's superintendent or other employees), other than by (i) an officer of the Corporation, and (ii) an authorized employee of the Managing Agent, and in either case, only in writing.
 - b. This Agreement shall be binding on legal representatives, successors and authorized assigns.
 - c. Captions are for the purposes of convenience of reference only and are not to be considered in interpreting this Agreement.
 - d. The Corporation and Shareholder waive trial by jury in any action or proceeding under this Agreement.

- e. This Agreement shall be governed by, and interpreted and enforced in accordance with the laws of the State of New York, and the parties hereto agree that jurisdiction to any controversy shall be with the courts of New York and determined in the county in which the Building is located.
- f. Any word or term in this Agreement that is used in the singular shall include the plural and vice versa. Any word or term of any gender shall include any other gender.
- g. If the Corporation asserts any claim or institutes any action or proceeding under this Agreement to enforce the provision hereof or based on a default or violation thereof by the Shareholder, then the Shareholder shall be responsible for all reasonable legal fees and costs of the Corporation in connection with such claim or in connection with any such action or proceeding in which the Corporation is the prevailing party. All amounts due from the Shareholder hereunder shall constitute additional rent under the Lease.
- h. Each notice, request, consent, election, demand or other communication (collectively, "**notice**") to be given or made hereunder by either party hereto shall be in writing and delivered to the address first above written, and shall either be delivered by hand delivery or by a nationally recognized next day delivery service (e.g. FedEx). Such notice shall be deemed given on the next business day after such hand delivery or the notice is placed in the possession of the delivery service.
- i. All attachments and exhibits hereto are incorporated herein and made a part hereof.

17. **Shareholder's Breach and Corporation's Remedies.** Any breach by the Shareholder of any of the provisions of this Agreement shall constitute a breach of the Lease and shall entitle the Corporation to exercise all of the rights and remedies therein provided. In addition, the Corporation shall also have the right (a) to suspend the Work and prevent workers from entering the Apartment for any purpose other than to remove their tools, and/or (b) to revoke its consent to the Work, and/or (c) to require that the Apartment be restored to its former condition prior to the commencement of the Work, and/or (d) to exercise any of the rights and remedies provided for herein. The remedies provided for herein and in the Lease shall not be exclusive and the Corporation shall also be entitled to exercise any of the remedies provided by applicable law.

IN WITNESS WHEREOF, Shareholder and the Corporation have executed this Agreement.

300 West 23rd Street Owners Corp.

By: _____
 President or Authorized Representative

 Shareholder

 Shareholder

EXHIBIT "A"
TO THE ALTERATION AGREEMENT
DETAILED LIST OF ALL PLANS, DRAWINGS, AND SPECIFICATIONS

PLANS:

DRAWINGS:

SPECIFICATIONS:

EXHIBIT "B"
TO THE ALTERATION AGREEMENT
PLUMBING/WATERPROOFING AND SOUNDPROOFING STANDARDS

As provided in the Alteration Agreement, the Corporation reserves the right to require that any plumbing work, or a portion of plumbing work, be performed by a plumbing company designated by the Corporation. Any such work shall be performed at the Shareholder's sole cost and expense and shall be the Shareholder's sole responsibility.

Any time a Shareholder removes/replaces tile in a bathroom or cabinets in a kitchen, the shareholder must have the branch line (both supply and waste) pipes replaced to the point where these pipes join the waste or supply risers at the Shareholder's expense. In the event the Work involves exposing and/or moving plumbing pipes, the Corporation shall have the right to inspect and install new vertical risers where plumbing is in the original configuration.

Whenever new plumbing fixture(s) or gas pipe system(s) are installed or where any existing plumbing fixture or gas pipe system is altered, all plumbing lines, waste lines, vent lines, and gas lines shall be replaced in their entirety back to the riser/stack. New branch valves, check valves, shall be installed. In addition, new riser control valves must be installed on both the hot and cold water risers above the branch line connection.

New traps and steam control valves must be replaced/ installed on all radiators during demolition/renovation. The owner should be aware that if the T-stat control valves are used, the building still uses an independent timer that sends steam for a timed period when the outside temp is 55 degrees Fahrenheit.

Whenever a radiator is replaced and/or relocated, the supply and return steam/ condensate lines must be replaced back to the building's risers. Plumbing lines are to be removed and capped at the riser for any radiator chosen to be eliminated.

Replacement radiator installations shall also include new supply and return steam piping using black malleable steel pipes and fittings, new manual globe type isolation valves and optional automatic steam control valves, as well as new steam traps and associated piping. If a radiator enclosure is utilized, then an access panel must be furnished to facilitate servicing by building maintenance personnel.

Whenever adjacent walls or floors are disturbed during the Work affected steam lines must be replaced back to the Building's steam risers.

The Shareholder is responsible for the operation, maintenance and repair of fixtures and associated branch plumbing that form part of the Work.

All water control valves must be readily accessible at all times to allow rapid access in case of emergencies. Therefore, valves must never be buried within walls or solid partitions, or blocked by heavy furniture, bookcases and the like. Valves may be "out of sight," but with appropriate access provided.

Branch and riser valves must be easily and conveniently accessible for emergencies. Valves may be covered with access panels if such panels are installed directly in front of the valves and are large enough so that plumbing repairs to the valves and check valves can be accomplished reasonably. Panels shall be at least ten inches square and capable of being opened by hand or with a screwdriver. Access panels are not to be obstructed. **The Resident Manager of the Building must be consulted with regard to the minimum of clearance.** Any decorative cover panels or plates shall also be readily removable and not attached with screws. If an access panel is within cabinetry, nothing, including shelving, is permitted to prevent ready access.

Each fixture shall have individual fixture shutoff valves installed in an easily accessible convenient location.

All plumbing, valves, fittings, and associated material shall be New York City approved. All Work shall conform to the New York City Buildings Department rules and Consolidated Edison requirements.

Approval to install appliances, such as a dishwasher, ice maker, bidet, or steam unit is subject to review and approval of the reviewing architect and the Board and subject to the condition that, should there be complaints about noise, leaks, backing up of suds into other apartment, etc., the Corporation may require the appliance or fixture to be removed or the complaint resolved at the Shareholder's sole expense.

There shall be no reduction in the size of existing plumbing lines. It is the Shareholder's responsibility to ensure that all new branch lines are sized such that existing water and steam pressure and availability are sufficient for operation of the fixtures or other equipment being installed.

Relocation or offset of any plumbing riser, waste stack, vent stack, steam supply and return, or gas riser are expressly prohibited.

Waterproofing and soundproofing for complete bathroom replacement in the same location and/or tub to shower replacement:

- Any alteration that consists of the removal of the floor or wall finishes of a wet area, such as a bathroom or kitchen, must include the installation of continuous waterproofing membrane applied to the substrate. At bathtubs and showers, the membrane must extend the full height of the wall surrounds and as high as the tiles within the remainder of the bathroom area.
- All shower stalls, lead pans, must have an approved vinyl membrane installed under the shower pan. All lead pans must be made of "virgin lead", i.e., no pans made of recycled or recast lead will be permitted.
- Proposed application for installation of a new shower enclosure in the bathroom, all new showers must be installed over fully soldered lead pans with a minimum 4" upturn around the perimeter of the pan.-Per the requirements PC 417, waste outlets serving showers shall be at least 2" in diameter and shall have removable strainers not less than 3" in diameter with strainer openings not less than .25" in minimum dimension. The installation of the shower must include the replacement of the waste outlet. Shareholder's Architect is to provide a written methodology for the new trap installation without accessing the apartment below. Under no circumstances shall there be cutting, moving, and/or removing of the risers, supply, vent or drain lines.

Waterproofing and soundproofing for new kitchen floor and/or all floors:

- Where replaced, floors must have sound matting to reduce the sound and vibration transmission between floors.
- The underlying cinder fill may not be removed without specific approval of the Corporation, and only then if it can be demonstrated that the new construction will be significantly better in performance than the existing construction with regards to the transmission of sound and vibrations.
- Where pipes are located within the floor construction, the cinder fill may not be removed from the floors.
- At kitchen floors, the membrane must extend at least 8" up the perimeter walls. The contractor must follow industry standards for the installation of such materials as tile, stone, waterproofing, soundproofing, plumbing fixtures and fittings, etc. The Shareholder or the Shareholder's Designers will be responsible to submit complete construction details of the proposed installations for review by the Corporation's reviewing Architect/Engineer.

None of the foregoing shall limit any of the Corporation's rights under the Alteration Agreement.

EXHIBIT "C"
TO THE ALTERATION AGREEMENT
ROOM LAYOUTS AND CONSTRUCTION

1. Except as provided in paragraph 2 below, no alteration shall change the layout of apartment or materially change the use of its rooms in relation to apartments above or below it. No "noisy" rooms, such as a kitchen or bathroom, and no "noisy" appliances or other equipment, may be relocated or installed above or below a "quiet" room such as a bedroom or study.
2. All bathrooms and kitchens and associated plumbing must remain the same, *i.e.*, no "wet over dry" reconfigurations shall be permitted, provided however, that if clearly shown on the approved plans attached to this Alteration Agreement and specifically approved in writing, existing kitchens and bathrooms may be enlarged to incorporate adjacent areas, based on a determination by the Corporation that the potential detrimental impact thereof on the floor below will be de minimus. The Corporation shall have no responsibility to any party for such determination, and the Shareholder shall indemnify the Corporation in connection therewith, as provided in Alteration Agreement.
3. Where bathrooms or kitchens are expanded the floors of these rooms must have soundproofing and waterproofing installed as a part of the floor system. Waste and water piping in the extended portions of these rooms must be above the floor waterproofing.
4. All new interior walls shall be constructed of block and plaster or plaster on wire lath, or double sheetrock 5/8" thick. All construction shall be non-combustible and in accordance with the requirements of the New York City Building Code for Class I construction.
5. Carpeting and padding must cover at least 80% of the floor space of altered areas when the alteration is complete, excluding kitchens, pantries, bathrooms and entryways. No stone, ceramic tile, marble or other hard-surfaced flooring may be installed except within the original demising walls of the kitchen, pantry, bathroom or entryway unless the Corporation's approval is granted for an enlargement or rearrangement of these rooms, as described in paragraph 2 above, and the Corporation also specifically approves in writing an extension of the use of hard surface flooring.
6. In all cases where flooring is replaced the Corporation requires installation of a sound retardant underlayment beneath such floors.

None of the foregoing shall limit any of the Corporation's rights under the Alteration Agreement.

EXHIBIT "D"
TO ALTERATION AGREEMENT
INSTALLATION OF APPLIANCES

1. The Shareholder agrees not to cause or permit, without the Corporation's specific prior written approval, the enlargement of existing bathrooms or the installation of additional bathing facilities. **In no event shall an existing bathroom be enlarged or reconfigured or any additional bathing facilities be installed which would cause a "wet" area to be located over a "dry" area in the apartment below.**
2. In no event shall the Shareholder install a kiln or similar oven not for cooking purposes, or perform any alterations which would entail cutting into the floor or ceiling slab of the Apartment for electrical or plumbing work or for any other purpose.
3. The installation of clothes washer/dryer, electric ovens and electric dryers are prohibited. Installation of steam showers, jacuzzi/whirlpool tubs, electric radiant heaters are considered on a case by case basis.
4. No portable dishwasher shall be installed in the Apartment. All appliances must be installed directly into the Building's plumbing systems and installation must be approved by the Corporation's Architect.
5. The Shareholder further expressly agrees not to cause or permit the installation of any other appliance or fixture whatsoever unless the same shall have been labeled on the plans and specifications submitted to the Corporation herewith and approved by the Corporation in writing, provided, however, that appliances and fixtures may be installed in the place of appliances and fixtures set forth in the plans and specifications approved by the Corporation if such substitute appliances and fixtures are of like kind, function and basic specifications as the appliances and fixtures set forth in the plans and specifications approved by the Corporation.
6. In the event that there is a complaint concerning noise, vibration or exhaust heat from any appliance or other equipment installed, the Shareholder agrees to take immediate steps to eliminate the cause for the complaint and, in the event the situation is not resolved to the satisfaction of the Board of Directors, to remove such appliance or equipment.

None of the foregoing shall limit any of the Corporation's rights under the Alteration Agreement.

EXHIBIT “E”
TO THE ALTERATION AGREEMENT
THROUGH-WALL AIR-CONDITIONING GUIDELINES AND
MASONRY OPENING GUIDELINES

There is a fee for all new penetrations through the exterior walls of the building. This includes but is not limited to the installation of through wall air conditioner units, new windows, new doors, enlargement of existing openings. **No masonry openings or enlargement of openings are permitted on the north and east elevations in the building.** Masonry openings or enlargement of openings may be permitted on the west and south elevations on a case-by-case basis. For any Board approved new exterior opening (i.e. through-wall or split A/C units) there is a non-refundable fee of **\$1,000.00** (One Thousand Dollars and No Cents) **per opening** made payable to **300 West 23rd Street Owners Corporation.**

The through-wall air conditioner unit specifications and installation details shall be submitted for review and approval by the Corporation’s Architect/Engineer. The details shall indicate the new steel lintel, exterior wall flashing, vibration isolators, the outward pitch of the unit(s), and the louver style and finish. The following minimum notations are required for these installations:

- The new lintel steel shall bear a minimum of 4 inches onto the masonry on each side of the new condenser unit sleeve. Primer and finish coat enamel for steel lintels shall be a rust inhibitive alkyd based coating. Provide “Super Spec HP D.T.M. Alkyd Low Lustre P23” manufactured by Benjamin Moore, or approved equal.
- Waterproofing under the new sleeves should include integral end dams at least 4 inches high up the side walls.
- The new exterior architectural louvers are to be mounted flush with the face of the existing building masonry wall and must be centered beneath windows. The architectural louvers shall be aluminum, and shall match the building standard for color and finish.
- The building masonry wall cutting, repair work and through-the-wall AC unit installation guidelines and notes should be part of the proposed alteration plans. Any work to exterior masonry walls must be performed by a qualified masonry contractor. The contractor should be responsible for the safety of residents and should hold harmless the Corporation’s Board of Directors, their Agents and Representatives and Building staff from any liability which might occur during or as a result of the work by the contractor.
- If a new packaged terminal air conditioner (PTAC) unit is to be utilized, then it must be equipped with a steam heating coil. Such installations shall also include new supply and return steam piping using black malleable steel pipes and fittings, new manual globe type isolation valves and optional automatic steam control valves, as well as new steam traps and associated piping. An access panel must be furnished in the heating coil unit enclosure at the valves to facilitate servicing by building maintenance personnel.
- Sound data and manufacturer specifications must be submitted indicating that these units will not disturb any of the shareholder’s neighbors. Any recommendations from a sound consultant must be incorporated into the scope of work.

None of the foregoing shall limit any of the Corporation’s rights under the Alteration Agreement.

EXHIBIT "F"
TO THE ALTERATION AGREEMENT
CONSENT AND NOTICE TO PROCEED



[Date]

[Shareholder(s)]

[Shareholder's (') Address]

Re: **Alteration in Apt. ____ (the "Apartment")**

Dear [Shareholder(s)]:

We have reviewed the Alteration Agreement dated _____ submitted by you in connection with your proposed alterations of the Apartment. All capitalized words or phrases in this letter shall have the same meaning as defined in the Alteration Agreement.

The Corporation hereby consents to the proposed work referenced in the Alteration Agreement and specified in Exhibit "A" thereto. All of the plans submitted by you and approved by the Corporation's Architect, which sets forth the Work, shall be initialed by you, the Corporation's Architect, and an Officer of the Corporation. This consent is not effective until such Plans are fully initialed and have been delivered to the Corporation or its Managing Agent. Further, this consent is subject to all of the terms, conditions and provisions contained in the Lease and the Alteration Agreement.

This consent is also conditioned upon your commencement of the Work no later than _____, 20____, and the completion of the no later than _____, 20____ (the "Required Completion Date"), **120** (One Hundred Twenty) consecutive work days maximum after governmental approval. This deadline is material to our consent, and we have relied upon this representation by you in giving you this consent to proceed.

This consent is not a consent to any alterations other than those included in the Plans. Any deviation from the Plans, or additional alterations or work, must be consented to in writing by an officer of the Corporation or an authorized employee of the Managing Agent. Please note that neither the Superintendent nor any employee of the Corporation shall have the authority to give any consent or otherwise bind the Corporation.

Reminder: You must be in compliance with all pre-conditions set forth in Paragraphs 3 and 4 of the Alteration Agreement between us, including, but not limited to, the insurance requirements prior to the commencement of the Work.

Very Truly Yours,

300 West 23rd Street Owners Corp.

By: _____, President

EXHIBIT "G"
TO THE ALTERATION AGREEMENT
NYC BUILDING CODE COMPLIANCE

The Shareholder is responsible in ensuring that their hired "Architect/Engineer of Record" complies with ALL applicable laws, rules and regulations, a few as follows:

Three step process with regards to the New York City Department of Buildings (NYC DOB):

- Step 1: Filing of the Alteration Application
- Step 2: Issuance of a Building Permit
- Step 3: Sign-off

The Shareholder should provide copies of all forms filed with the City of New York for review by the building architect/engineer and for review by the Board. Unless the work is "signed-off" by a licensed professional and, for an Alteration Type I, a new/amended Certificate of Occupancy is issued, or, for an Alteration Type II or III a Letter of Completion is issued, the work is not considered completed by the DOB.

If the project is to be filed as an Alteration Type II under Directive 14, a Letter of Completion on NYC DOB letterhead at project completion must be provided.

The Shareholder must comply with the requirements of BC 28-106.1 by filing the appropriate Asbestos Forms as provided by a Certified New York City Asbestos Investigator.

If the work being proposed falls under the requirements of the NYECC. The architect must show/reflect/note in the plans either compliance with, or exception from this requirement (ECC 101.4.3).

All electrical work must be installed by a licensed electrician and filed at the New York City Bureau of Electrical Control (BEC).

All plumbing work must be installed by a licensed plumber and filed at the NYC DOB, typically in conjunction with the Alteration Application filed for the rest of the work. Provisions exist for the Plumber to file the work directly with the NYC DOB.

All work must comply with clearances as referenced in the American National Standards Institute (ANSI) Publication A117.1 (latest version) and with the provisions of Federal American with Disabilities Act, Federal FHA Requirements, and New York City Local Law 58/87. The most stringent provisions shall apply.

All new doors and walls must comply with clearances as referenced in the American National Standards Institute (ANSI) Publication A117.1 (latest version).

New electrical outlets, telephone outlets, etc. must be installed in compliance with American National Standards Institute (ANSI) Publication A117.1. None of these items "except where the use of special equipment dictates otherwise" shall be mounted less than 15" above the floor.

NOTE: Given the recent litigation by the Federal Government calling into question the validity of New York City's Local Law 58/87 standards, and the subsequent revisions/clarifications of the standards by the NYC DOB, we require that the shareholders' hired Architect to comply with the most stringent requirements as stated within the various laws.

Carbon monoxide detectors shall be installed in accordance with Local Law 7 of 2004, located within 15 feet of each room lawfully used for sleeping purposes.

New acoustical ceilings shall conform to the NYC Building Code. Clips, ceiling attachments and all other components of the suspension system must comply with Appendix R of the NYC Building Code. Hangers must be ¼" diameter steel rods and carrying channels must be 1 ½" cold-rolled .475#. The slab connection is cinder concrete, not stone concrete. The proposed method of anchorage to the slab is identified as a powder-actuated Hilti anchor which is **not permitted**. Use of an epoxy screen anchor (which Hilti also makes) would be acceptable. **A specific anchor should be approved by the reviewing architect or the Resident Manager of the Building prior to use.**

Per BC 1207, sound transmission between common walls, floor and ceilings must have a minimum STC (sound transmission class) rating of 50 and doors between apartments and common hallways must have a minimum STC rating of 35. In addition, structure borne sound between floors and ceilings shall have a minimum IIC (impact insulation class) of 50.

For any proposed reconfiguration of the apartment, the plan should indicate the dimensions and calculations on the drawing that the new aggregate floor area and the existing window opening complies with requirements as stated in BC 1205.2.1 for natural light.

There are three types of "kitchens" per the NYC Building Code. The first is a "kitchenette" which measures less than 80 s.f. and requires either a window or mechanical ventilation, the second is a "kitchen" which is 80 s.f. or greater and requires a window or mechanical ventilation within the room. Both of these types of kitchens are separated from the remainder of the apartment via walls, doors and or dropped smoke soffits (BC 1211.2). The third type is a "super kitchen" that can be part of a larger room (i.e. living room). Windows provided for natural ventilation must include the square footage of the kitchen space, the stove must be in a direct line to a window and the maximum total room depth is less than 30'. The apartment in which a super kitchen is located must be at least a one bedroom apartment. Shareholders' architect must note compliance in the drawings.

None of the foregoing shall limit any of the Corporation's rights under the Alteration Agreement.

EXHIBIT “G(a)”
TO THE ALTERATION AGREEMENT
NYC BUILDING CODE COMPLIANCE

300 West 23rd Street Owners Corp.

Policy and Guidelines in completing NYC Department of Building (DOB) On-Line Forms:

1. 300 West 23rd Street Owners Corp does not allow **self-certification / professional certification** filings with the NYC DOB. Only Directive 14 filing.
2. Please submit all completed draft/unsigned previews (in PDF format) of all NYC DOB NOW applications with the shareholder signing as owner. These draft applications need to be reviewed by the Co-op’s reviewing architect/engineer prior to their recommendation to the Board when they can be filed. Please allow at least a week to two weeks review time of the Corporation’s Architect or Engineer and until the managing agent confirms approval of filing the forms.
3. NO AMENDMENTS to any permit applications with the Department Of Building (DOB) NOW are PERMITTED unless reviewed by the Corporation’s reviewing architect / engineer and approved by the Board.
4. The plans to be filed in support of the permit application must be the exact plans approved by the Board as set forth in the alteration agreement.
5. *Description of Work:* Must include/ repeat the subject apartment number (not just apartment floor).
6. 300 West 23rd Street Owners Corp has rent stabilized and rent controlled apartment units.
7. No fee exemption request.

None of the foregoing shall limit any of the Corporation’s rights under the Alteration Agreement.

EXHIBIT "H"
TO THE ALTERATION AGREEMENT
CONTRACTOR INSURANCE REQUIREMENTS

Each of Shareholder's contractors shall provide insurance of the types and in not less than the limits set forth below with a company or companies satisfactory to the Corporation, licensed to do business in the State of New York, and all such policies shall name the Corporation, the Corporation's Officers, Directors and Shareholders, the Corporation's Architect and the Managing Agent, 300 West 23rd Street Condominium, and renovating Shareholder(s) as additional named insured. No diminution of limits of insurance will be permitted.

1. **WORKER'S COMPENSATION** as required by law, together with Employer's Liability Insurance and Disability Benefits Insurance as required by the State of New York.
2. **COMMERCIAL GENERAL LIABILITY**, including Contractor's Liability and Blanket Contractual Liability (oral or written), all on an occurrence basis with Personal Injury Coverage, which shall include mental anguish as well as standard conditions, and Broad Form Property Damage, without any exclusion relating to Explosion, Collapse and Underground Property Damage.

The policy will contain the "Broad Form Comprehensive General Liability" endorsement in Section 1 in such form; the exclusion pertaining to liability assumed by the Contractor under any contract or agreement (Section II Section B (1)) is to be deleted. The Completed Operations Coverage is to extend for a period of one year following termination of the Work and Contractual Indemnity Coverage is also to extend for one year following termination of the Work. The policy is also to include (a) Owners Protective Liability Coverage, (b) Knowledge of Occurrence and Notice of Occurrence endorsements, (c) Contingent Liability Coverage, (d) Contractual Liability Coverage, (e) a Blanket Contractors endorsement and (f) Unintentional Errors and Omissions clause. The policy shall also include coverage with respect to asbestos exposure if the Work involves any asbestos-containing material, and shall not include a sunset clause without the Corporation's consent.

\$2,000,000.00 (Two Million Dollars and No Cents) **BODILY INJURY & PROPERTY DAMAGE**
(combined single limit)

3. **COMPREHENSIVE AUTOMOBILE LIABILITY**, including non-ownership and hired car coverage, as well as owned vehicles:

\$1,000,000.00 (One Million Dollars and No Cents) **BODILY INJURY & PROPERTY DAMAGE** (combined single limit)

4. **UMBRELLA LIABILITY, BODILY INJURY, PERSONAL INJURY AND PROPERTY DAMAGE** If umbrellas are written in more than one company any layers above the first one shall follow the form of **the primary umbrella.**

\$3,000,000 (three million dollars and No Cents) to **\$5,000,000** (Five Million Dollars and No Cents) **COMBINED** (combined single limit)

The Lower umbrella limits can be utilized depending on the alteration and if the contractor has no exclusions for third party action over coverage a/k/a no exclusions for injury to, employees, volunteers, sub-contractors.

This approval is subject to approval based on the scope of work.

Prior to the commencement of any work hereunder, detailed certificates of insurance shall be furnished to the Corporation showing that such insurance is in full force and the premiums due thereunder have been paid. Such certificates shall provide that the said insurance may not be canceled, terminated or modified without ten (10) days' written advance notice thereof to the Corporation. The Contractor shall promptly furnish the Corporation with copies of any endorsements subsequently issued amending insurance coverage or limits.

In the event of the failure of the Contractor to furnish and maintain such insurance, the Corporation shall have the right, at its option, at any time:

- a) to revoke permission to perform the work and to deny entry into the Building of all workers, except that if such workers are escorted by a member of the Building's Staff, they shall be permitted to remove their tools and supplies, or

- b) to take out and maintain the said insurance for and in the name of the Corporation, the Contractor or the Shareholder and, in such a case, the Shareholder agrees to pay the cost thereof and to furnish all information and consents necessary to permit the Corporation to take out and maintain such insurance for and in the name of the Corporation, the Contractor or the Shareholder.

The Contractor's insurance policy shall also contain in substance the following endorsement:

This insurance shall not be invalidated should the insured waive, in writing, prior to a loss, any or all right of recovery against any party for the loss occurring to the property described herein.

Nothing in this Exhibit "H" shall constitute a waiver of or limitation of any other rights or remedies the Corporation may have for consequential damages or otherwise.

Compliance with the foregoing requirements to carry insurance and furnish certificates shall not relieve the Shareholder from liability assumed under any provisions of this Alteration Agreement.

None of the foregoing shall limit any of the Corporation's rights under the Alteration Agreement.

EXHIBIT "H(a)"
TO THE ALTERATION AGREEMENT
CONTRACTOR INSURANCE REQUIREMENTS

Liability/Automotive/Umbrella Insurance Certificates must be written as follows:

Certificate Holder:

Douglas Elliman Property Management
909 Third Avenue, 11th Flr
New York, NY 10022

Additionally Insured:

- (1) 300 West 23rd Street Owners Corporation
 - (2) 300 West 23rd Street Condominium
 - (3) Douglas Elliman Property Management
 - (4) _____ *
- Names of Renovating **Shareholder(s)** & Apt #

Workers' Compensation Certificates must be written as follows:

Certificate Holder:

- (1) Douglas Elliman Property Management, 909 Third Avenue, New York, NY 10022
 - (2) 300 West 23rd Street Owners Corporation, 300 West 23rd Street, New York, NY 10011
 - (3) 300 West 23rd Street Condominium, 300 West 23rd Street, New York, NY 10011
 - (4) _____ *
- Names of Renovating **Shareholder(s)** & Apt #

* Name of the shareholder(s)/tenant(s) of the apartment where the work will be performed.

PLEASE NOTE: Original Certificates of Insurance must be presented prior to any work commencing in the Building/Apartment.

All renovations or interior work or exterior work (including window cleaning) in the apartment must be approved by Douglas Elliman Property Management (DEPM), Building Architect, and Board of Directors prior to scheduling work.

Mr. Joel Powers, Resident Manager: Tel (212) 243-3030 / Fax (212) 243-3035
Ms. Marylou Tapalla, DEPM: Tel (212) 692-8421
Ms. Amelia Ahne, DEPM: Tel (212) 350-6156

The standard insurance requirements for General Liability and all contractors, regardless of your trade is General Liability limits of \$2 million per occurrence and \$3-5 million general aggregate***. To be clear, these limits **CAN NOT** be accomplished through a combination of General and Excess Liability. Refer to Exhibit H.

Please also be advised that this is not specific to any one project or any one contract, it is a global change in the minimum requirements needed to work. It is our understanding that this is an industry-wide change.

***\$3,000,000 (three million dollars and No Cents) to \$5,000,000 (Five Million Dollars and No Cents) COMBINED (combined single limit)

The Lower umbrella limits can be utilized depending on the alteration and if the contractor has no exclusions for third party action over coverage a/k/a no exclusions for injury to, employees, volunteers, sub-contractors.

This approval is subject to approval based on the scope of work.

EXHIBIT "I"
TO THE ALTERATION AGREEMENT
GENERAL ADDITIONAL GUIDELINES AND WORK RULES

1. All Work will be performed strictly in accordance with the approved plans and specifications. The Shareholder agrees that no amendments to the approved plans and specifications or any changes of any kind in the scope in the proposed alterations shall be made without the written approval of the Board of Directors and/or its Representatives duly appointed by the Board. If any Work, other than as described herein, is performed, the Corporation and/or its Representatives reserve the right to stop the entire job.
2. The Corporation, acting through the Resident Manager, the Managing Agent, the Corporation's Architect or other designated Representatives has the authority to order Work suspended, in whole or in part, if the Shareholder is in breach of the Shareholder's Alteration Agreement with the Corporation, or if there is reason to believe that any aspect of Work being done is unauthorized or unsafe or there is a failure to cooperate with Work policies.
3. Periodical inspections must be scheduled with the Resident Manager during demolition, roughing, and finish. Failure to adhere to these inspections will result in non-refunded deposits. These inspections must take place during the following times: (a) Before & after demolition; (b) when roughing has been completed (the rough is when the walls are still open and any plumbing and electrical work carried out in the walls is visible for inspection prior to concealment); (c) close to finish (prior to owners punch list completion); and (d) on completion. Please use form as annexed as Attachment "B" (the "**Contractors and Shareholder's Agreement**").
4. Under no circumstances shall there be cutting, trenching, and/or channeling of the concrete floor or ceiling slabs. The Shareholders' Architect must place this note on the drawings.
5. A construction schedule is required as part of the Alteration Application process.
6. No portion of the Work that may be the subject of inspection may proceed unless it shall have been inspected or, if the Shareholder has given the Corporation notice that the Work is available for inspection, the Corporation shall have waived such inspection in writing.
7. Only five (5) alterations are permitted to be on-going within the building at one time. As such, the Shareholder may be required to wait to perform their renovation.
8. If directed by the Board, any pre-existing conditions arising from renovation or other work by Shareholders or their predecessors shall be corrected by the current Shareholders at their own expense.
9. The Board in its discretion may direct that renovation work it considers unsatisfactory shall be completed at the Shareholder's expense by other contractors satisfactory to the Board.
10. Exhaust vents are not to be interfered with, sealed, or used for any purpose such as additional venting apparatuses or dryers.
11. **Power impact tools and sledgehammers are prohibited. No jackhammers are to be used.** The use of electric hammers, electric saws, electric grinding or percussive tools or other power tools which cause, or may cause, undue disturbance, vibration or other damage to the Building, other premises or to other persons occupying or using the Building is not permitted at any time, unless specifically approved in advance, in writing, by the Resident Manager of the Building or the Managing Agent, who may condition such approval on such tools being used only during certain hours, which hours may be more restrictive than the general work hours set forth above.
12. All cabinetry and finished trim components shall be fabricated off-site. The application of spray finishes is not permitted in the Building. Debris shall not be piled in one room in a manner which places an unduly heavy load on the floor.
13. All holes in the floors and slab as well as divots from suspended ceiling hangers will be sealed using a 3-hour fire rated cementitious mixture.
14. No threshold saddle between apartment and public hall may be raised above the existing height.
15. **No oil-based products are permitted.** Only water-based paint, polyurethane, lacquer are permissible. Prior to painting /staining/sealing process, the apartment must be completely SEALED (vents, doors, windows and all openings) to control the fumes of water-based materials from escaping the apartment.

16. Reasonable use of the service elevators will be permitted to transport renovation personnel, their tools and construction materials to the job site. Use of the service elevator must be minimized. Workers should arrive and leave together when possible. **At no time will the passenger elevator be used by renovation personnel or available to tradesmen for deliveries.** No mini containers in elevator. Accordingly, frequent use by renovation personnel is not practical, and the Resident Manager of the Building will schedule their use as he deems necessary to assure that the renovation does not unduly interfere with the normal operations of the building. Service elevator floors and walls and hallways must be protected with Masonite board.
17. Renovation personnel are expected to keep the public areas adjacent to the job site free from dust and debris. At least twice daily, they shall arrange to sweep, and damp mop these areas and shall assure that these areas are clean and free from debris when they leave at the end of the work day. Accumulations of debris on the job site are not permitted, and arrangements must be made with the Resident Manager of the Building for their regular removal. No debris from a renovation may be left in the basement area or in the yard outside the basement. Debris left on the street for collection shall be left in secure bags or containers and shall be neatly stacked. The contractor shall assure that all dust or dirt from the renovation debris transported through the basement is promptly and completely cleaned up. As soon as possible, but not later than the end of the demolition phase of the renovation, the contractor shall assure there are adequate sanitary facilities on the job site for all renovation personnel.
18. The operations of the Building are exceedingly complex. To ensure that renovation work proceeds as smoothly as possible without undue disruption of life in the building, cooperation with the Resident Manager of the Building and his Staff is essential. They are most knowledgeable about the intricacies of the building structure and systems, and their duties include trying to facilitate renovation work approved by the Board. The Board expects that they will be treated with the same respect and courtesy as it expects them to treat renovation personnel. At all times the Board expects that the renovation personnel will adhere to the requests of the Resident Manager of the Building and his Staff and that in an emergency their instructions will be obeyed promptly and fully.
19. Protection of the first floor service entrance is required for deliveries.
20. All holes and potential pathways for rodent and insect entry must be sealed.
21. Where new wall tile is to be installed on a wall common to a public corridor, such tile shall be applied over wonderboard or cement plaster over metal stud furring.
22. Glazing of tiles and tubs with epoxy mixture requires use of exhaust fan for 24 hours to ensure proper ventilation.
23. Lacquer finishes must be applied at contractors shop when possible. If lacquer or French polishing is impossible to apply off site then an exhaust system vented to the outside of building is required.
24. All water, steam, and gas valves and all electrical panels and junction boxes shall remain reasonably accessible both during and after completion of the Work. If any portion of the Work should enclose such valves, panels or junction boxes so that they are not easily accessible, such portion of the Work shall be removed at the Shareholder's expense.
25. Any cabinetwork that is to be attached to walls or is not easily movable must provide immediate access to heating, plumbing, gas, electrical and telephone lines. Specific details must be reviewed with the Resident Manager of the Building and the Corporation's Architect.
26. Functioning fire extinguishers and smoke alarms shall be maintained in the Apartment during the Work. If the Shareholder is not residing in the Apartment during the performance of the Work, an early warning fire detection system shall be maintained. The Work shall not block access to any fire exits in the Building.
27. All awnings must be navy blue canvas.
28. All through wall air-conditioner installations must comply with the A/C Guidelines for the Building.
29. All work on terraces must comply with the Terrace Guidelines for the Building. Irrigation systems are not permitted.
30. Workers will be allowed into Building at 8:45 a.m. to set up, work will commence at 9 a.m.
31. Daily clean-up of the job site will commence at 4 p.m. All workers must be out of the building at 4:30 p.m. and the apartment key returned at the front desk.
32. All renovation personnel shall log in at the front lobby before proceeding to the service entrance.

33. It is essential that no unauthorized persons be allowed in the Building. Architects and contractors are responsible for assuring that all personnel, including but not limited to those of their subcontractors and suppliers, involved in the renovation (hereafter termed "renovation personnel") comply with the building's security procedures. Contractors shall provide the Resident Manager with a list of names of all subcontractors who are expected to have personnel working in the building before any will be allowed on the job site.
34. Contractors must abide by the following holidays (no work/construction):

Federal holidays (New Year's day, Martin Luther King Day, President's day, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving, Day after Thanksgiving and Christmas Day); Union holidays and other religious holidays. Rosh Hashanah, work will cease at 4 p.m. day before and no work Rosh Hashanah; Yom Kippur, work will cease at 4 p.m. day before and no work Yom Kippur; and Hanukah (work will cease at 4 p.m. day before and no work Hanukah).
35. General contractor must maintain a daily record of all workers in and out of the apartment.
36. Contractor must assign one person to open and close the job site.
37. If possible, one toilet for workers use on the job site must be provided and maintained by the contractor for the duration of the project. The contractor must also provide the paper towels and toilet paper for his workers.
38. No loud radio playing.
39. There must be an English-speaking supervisor at job site every day.
40. Prior to the commencement and during the progress of any work, the contractor shall be responsible for the prevention of hazards to personal property, including that of the Shareholder, the Building residents and the public. The contractor and his subcontractors shall be responsible for compliance with the Occupational Safety and Health Act (OSHA) and all applicable City, County and State laws and regulations. Walls common to another apartment or public hall must be sealed to prevent the transmission of dust, dirt, odors and noise.
41. Architects and contractors are responsible for assuring that all renovation personnel comply with applicable safety rules and procedures. Use of "service stairs" in the building by renovation personnel is limited to **bonafide** emergencies, except as specifically authorized in writing by the Resident Manager of the Building or his duly designated deputy.
42. Emergency contact numbers must be posted on site at highly visible location next to elevator doors on apartment landings.
43. Absolutely **NO SMOKING INSIDE THE APARTMENTS, LANDINGS AND FIRE STAIRS OR WITHIN THE BUILDING/PREMISES.**
44. Contractors must (1) prominently display "no smoking" signs, (2) remove all ashtrays, (3) inform individuals smoking on the job site and in the Building that they are not in compliance with the law and may be subject to fines and penalties, and (4) instruct individuals found smoking to immediately extinguish any smoking materials.
45. Absolutely **NO CONSUMPTION OF ALCOHOLIC BEVERAGES, ILLICIT USE OF DRUGS, SMOKING AND INAPPROPRIATE CONDUCT BY ANY WORKERS ENGAGED IN CONNECTION WITH THE WORK ARE PROHIBITED EVERYWHERE IN OR ABOUT THE BUILDING.**
46. During demolition zip doors must be installed at the front entrance, inside the front entrance, and service doors.
47. Access to building shut off valves shall not be covered or sealed off.
48. New bathrooms and kitchens must be supplied with isolating shut-off valves.
49. All extensive plumbing and electrical work must be executed according to NYC code and performed by a licensed technician. All required permits must be obtained and submitted to the Managing Agent prior to scheduling the work and all sign-offs must be obtained and submitted to the Managing Agent at the end of the job.
50. All piping exposed during alteration work, both new and existing, must be wrapped with durable, condensation absorbing, insulating material and supported with non-reactive materials. A minimum clear distance of 2" is required between hot and cold-water pipes (separation must be filled by fiberglass insulation) and there must be no metal-to-metal contact between piping, conduit, BX, etc.

51. Abandoned plumbing lines are to be removed and capped at the risers.
52. Whenever a plumbing fixture is replaced and/or relocated, the branch lines for water supply, waste and venting must be replaced back to the Building's waste and vent riser stack.
53. Branch lines including water, steam and drain as well as vents must be replaced up to their respective risers.
54. Stainless steel ball valves must be installed at riser locations. All access doors must allow free movement of these valves.
55. All pipes (water pipes and steam lines must be insulated) including branch drains must be insulated before cemented to prevent any acidic reaction.
56. Lead pans shall have a standing water test of 24 hours.
57. Any exposed vertical risers will be inspected by the Resident Manager of the Building for defects. Please contact the Resident Manager of the Building once exposed.
58. Relocated gas lines must be pressure tested from the meter and the contractor is responsible to obtain a "BLUE CARD" certifying compliance.
59. A minimum of 4 elbow swings for the hot water lines to allow for expansion.
60. No wood, plywood, or sheetrock shall be installed in bathrooms.
61. No single lever faucets in sinks or showers are allowed without check valves.
62. All pipe chases and other openings in cavity walls must be plastered over before any cabinets or furniture is built in. The Resident Manager of the Building must inspect prior to covering over of such openings. The integrity of the cavity and party walls must be maintained.
63. All work involving the replacement of plumbing fixtures which require a water line or gas line shutdown must be cleared with the Resident Manager of the Building one week prior to commencement of work.
64. Garbage disposals, clothes washers/dryers and electric cook tops or ovens are not allowed in the Building.
65. Jacuzzis / steam showers, electric radiant heaters are allowed on a case-by-case basis.
66. Commercial quality ovens/stoves requiring separate ventilation are permitted on a case-by-case basis.
67. No copper or other tubing may be embedded in cement walls or floors.
68. Refrigerator and/or icemaker tubing must be copper and must be sheathed in plastic - installation must be observed and approved by the Resident Manager of the Building.
69. Replacement toilets are to be the 1.6-gallon models specified by the Department of Environmental Protection.
70. All new windows must match the existing windows on the building that includes the installation of Graham 3000 Double Hung Windows, Graham 7100 Series Out Swing Balcony Doors, and Optimum Fire Rated Lot Line Windows, baked enamel finish, 1" insulated glass, sweep lock and ultra lift balances including:
 - a) Product shall be Graham Series 3000 D.H., Graham 7100 Series Out Swing Balcony Door, and Optimum Steel Fire Rated D.H. Windows.
 - b) Color to be Black. Finish shall be baked enamel.
 - c) Glass shall be 1/8" annealed over 1/8" annealed.
 - d) Exterior frame shall be Flange. Panning is excluded.
 - e) Interior finish shall be Black baked enamel.
71. The Board in the exercise of its discretion may amend these rules at any time. In such case, the Board will provide concerned Shareholders and their renovation personnel with copies of the amended rules, which shall become binding immediately after they are received.

72. Nothing in these rules shall be deemed to limit in any way the discretionary authority of the Board to carry out its obligations relating to the proper operation of the Building or to assuring the continued safety, security, service and quality of life in the building.
73. The Board, Managing Agent, and other Building Agents are not responsible for renovating Shareholder's design. The Corporation makes no representations as to the design, feasibility, functionality or efficiency of the Alterations or obtain any required Permits therefore. Without limiting the generality of the foregoing and notwithstanding the consent to the Alterations, none of the Corporation, its Board of Directors, Employees or Agents that have made representation, are no way responsible to the Shareholder, for the location of any of the Systems or utilities.
74. The Corporation has no financial responsibility for renovating Shareholder to correct unforeseen conditions. The existence of any unforeseen, hidden or dangerous conditions discovered during the performance of the Alterations or for any increased cost, arising as a result of such discovery. Upon discovery of any such Systems, utility or unforeseen, hidden or dangerous condition, the Shareholder shall immediately cease any work affected thereby, notify the Corporation's Managing Agent and not to recommence any such work without the Corporation's written approval. The Corporation will bear no responsibility, financial or otherwise, arising from the withholding by its Agents of any approval or the granting of such approval upon any Agent's conditions. The determination of what constitutes "unforeseen", "hidden" or "dangerous" conditions shall be made by the Corporation's Board of Directors in its sole discretion, but shall in all events include the discovery or exposure of ACM, the presence of which shall be corrected at the Shareholder's cost and expense by a licensed experts and in compliance with all relevant Laws.

None of the foregoing shall limit any of the Corporation's rights under the Alteration Agreement.

EXHIBIT "J"
TO THE ALTERATION AGREEMENT
DUST CONTAINMENT PROCEDURE

In connection with any demolition, alteration or construction, the Shareholder shall comply, and cause its contractors and workers to comply, with the following procedure:

1. Materials

- a) Polyethylene sheeting: Provide 6.0 mils thick minimum flame-resistant polyethylene sheeting that conforms to requirements set by the National Fire Protection Association Standard 701, Small Scale Fire Test for Flame-Resistant Textiles and Films. Provide largest size possible to minimize seams.
- b) Reinforced Polyethylene Sheeting: Provide 10 mils thick minimum translucent, nylon reinforced or woven polyethylene, laminated flame-resistant, polyethylene film that conforms to requirements set forth by the National Fire Protection Association Standard 701, Small Scale Fire Test for Flame Resistant Textiles and Films. Provide largest size possible to minimize seams.
- c) Duct Tape: Provide duct tape in 2" of 3" width as indicated, with an adhesion which is formulated to stick aggressively to sheet polyethylene.

2. Construction of Dust Control Work Areas

- a) Completely isolate work areas from other parts of the Building so as to prevent dust or debris from passing beyond the isolated area.
- b) Individually seal all ventilation openings (supply and exhaust), doorways, windows, convectors, door grills, and other openings inside the work area with duct tape alone or with polyethylene sheeting at least 6 mil in thickness, taped securely in place with duct tape. Maintain seal until all work is completed. Take care in sealing of convector to avoid melting or burning of sheeting.
- c) Dust control enclosures (zip doors) shall be constructed at the entrance to the work area (in front of the apartment and inside the apartment door). The dust control enclosures shall have a flap opening (of at least 5' high x 3' wide) in one vertical side of the enclosure by sealing an extra layer of polyethylene sheeting with duct tape to the top side of the enclosure.
- d) Install an exhaust fan, which must develop not less than 0.125" static pressure, which shall be operated until midnight during the drying of high volatile paint or staining operations.
- e) Cover floors and any carpeting in public hall with one layer of reinforced polyethylene sheeting at least 10 mils in thickness. Place corrugated cardboard or "masonite" sheets on top of the polyethylene sheeting.
- f) Sheet Plastic: Protect surfaces on the work area with one layer of plastic sheeting on floor and walls.
- g) Cover floor of the work area with one layer of polyethylene sheeting, each at least 6 mils in thickness, turned up walls at least 12 inches. Form a sharp right angle bend at junction of floor and wall so that there is no radius which could be stepped on causing the wall attachment to be pulled loose. Duct tape all seams in floor covering. Locate seam in top layer six feet from, or a right angles to, seam in bottom layer. Install sheeting so that the top layer can be removed independently of bottom layer.

- h) Cover all perimeter walls in work area with one layer of polyethylene sheeting, at least 6 mil in thickness, mechanically supported and sealed with duct tape (overlap sheets 4" - 6") in the same manner. Tape all joints including the joining with the floor covering with duct tape.
- i) At the discretion of the Corporation, foam sealant or a similar product may be required to be used in pipe chases or other slab penetrations so as to minimize traveling dust or debris.
- j) At the discretion of the Corporation, the Managing Agent or the Resident Manager additional dust containment requirements may be asked to be installed.

None of the foregoing shall limit any of the Corporation's rights under the Alteration Agreement.

EXHIBIT "K"
TO THE ALTERATION AGREEMENT
TERRACE GUIDELINES AND SUBMISSION REQUIREMENTS

In order to obtain approval for the installation of planters, decking, exterior cladding or other semi-permanent items on any of the Building terraces or roofs, the Shareholder must supply in advance the following information to the Managing Agent for review by the Board of Directors and Building Architect if required:

A drawing at minimum 1/4" = 1'-0" scale showing the terrace/roof and the proposed layout of planters and/or other items. The plan shall show the calculated weight of each planter and the location relative to existing pavers, decking sleepers or other supports that bear directly on the roof membrane.

Unless a Registered Architect or Professional Engineer (RA/PE) is engaged to design the layout of planters and other elements on the terrace, the following limitations shall apply:

PLANTERS:

1. Planter boxes shall not exceed 9 cubic feet in size. Any combination of dimensions may be used to achieve this volume unless the dimensions create a footprint that exceeds the bearing capacity of the membrane system below. The maximum weight of any planter box with soil shall be 200 lbs. Planter box "fill" shall not exceed 65 lbs. /SF gross weight for saturated soil (soil to consist of 1/3 perlite, 2/3 topsoil). Plants within planters shall be anchored with guy wires to planter box to prevent uprooting in high winds. The boxes shall be filled with Styrofoam "peanuts" for drainage, in lieu of stones. The depth of the peanuts shall be a minimum of 4".

2. Boxes shall be arranged within the terrace perimeter with the following restrictions:

a) Planters shall be placed a minimum of 1'-0" away from any wall, drain, or other roof penetration (NOTE: Importantly, no planters shall be placed over removable pavers or decking covering drain locations),

b) Planters shall not block the required egress from roof or terrace,

c) Planters shall be spaced so as not to create weight in excess of 30 lbs./SF over any area of 40 SF or more,

d) Planters shall not be placed/hung on any parapet, railing, raised roofing structure, penthouse wall, or other building element,

e) Planters shall not be placed directly upon a roof membrane or gravel ballast,

f) Nor shall the total gross weight of all planters placed on the terrace exceed 5 lbs. per square foot on the total terrace area (thus a 500 SF terrace may have up to 2,500 lbs. of planters).

g) Nor shall the weight placed on the roofing system by any one support exceed 16 lbs. per square inch.

3. No plants shall be allowed to exceed 6'-0" in height. Plants that exceed this height limitation shall be tied back to the building in a manner designed by the Building Architect.

4. Planter boxes shall be constructed of: a) treated or a "rot" resistant wood species, or b) plastic/resin material. No stone, concrete or clay containers are permitted due to weight considerations as well as moisture retention issues.

5. Any fasteners used are to be non-ferrous.

6. Drainage holes shall be provided at the bottom of all planters.

TRELLIS STRUCTURES:

1. No trellis is to exceed 12'-0" in height.

2. Trellis shall be open a minimum of 50% over their surface areas.

3. No trellis shall block the view of adjacent Unit Owners, unless written permission is given.

4. Trellis shall be physically attached to the building structure in a manner approved by the Building Architect. Again, any fasteners used must be non-ferrous.

5. Trellis to be constructed for easy removal, i.e. bolted connections in lieu of nailed.

FURNITURE:

1. Furniture to be stored in such manner as to prevent “blow-off” due to wind forces.

2. Canopies and umbrellas are to be physically attached to the building structure in a manner approved by the Building Architect. Note, new awnings are not likely to be approved; this rule applies to awnings already in place.

OTHER ISSUES:

In the case of some terraces additional capacity may be available due to the presence of structural beams and even columns within the field of the terrace. If these structural elements exist, then larger sized plants may be allowable if placed directly on top of these points. In the case of a column point, the size of the planter can be large. Any Shareholder considering increasing the weight of planters in these areas shall submit calculations by their RA/PE showing that the capacity of these elements is not exceeded. In no case shall the planters, however, exceed the crushing capacity of the roof system, which shall be calculated as 16 lbs. per square inch including existing pavers or other traffic surfaces. As a matter of course, no element of the roofing structure or membrane may be removed or altered to accommodate a planter or item of furniture or décor.

Attachment - All methodologies of attachment of items on the terrace shall be submitted to the Building’s Architect for review. The Shareholder’s RA/PE shall submit calculations showing attachment complies with NYC Building Code Requirements. The Building’s RA/PE reserves the right to make changes to the submitted details with regards to their impact on common elements of the building, and the water tightness of the condition.

Crucially, the Shareholder is responsible for the maintenance of all plant materials and containers and shall maintain all drains to be kept clear of dirt, leaves and other debris on a continuous basis. The Shareholder is financially responsible for any and all damage to the Building, other units or any property resulting from failure to keep drains clear and flowing at ALL TIMES. Violations are subject to the maximum penalty permitted under the Cooperatives by-laws and House Rules.

Ivy - In some terraces unit owners allow ivy to grow on their brick masonry walls. This practice is detrimental to the masonry joints. Ivy roots in the mortar joints and breaks apart the mortar allowing water to enter into the Building. If unit owners desire ivy on the walls a wood trellis shall be installed.

Wood Decking - The Building Code of the City of New York limits the amount of wood decking to 20% of the roof area at that level. The Board of Directors may grant consent to a unit owner to install wood decking over a larger percentage of their terrace if other unit owners on the same level do not have wood decks on their terraces. Permission, however, will be granted on a case-by-case basis, with “revocable consent” on individual coverage that exceeds 20% of their personal area. Installation of wood decks shall be submitted with protection details for the waterproof membrane system.

Outdoor structures including greenhouses, sheds, large storage units are not permitted.

Outdoor carpeting is strictly prohibited for reasons of moisture retention.

Automatic watering systems are not permitted in any circumstance.

Outdoor cooking/barbeque equipment is strictly prohibited including gas, electric, propane, charcoal, and any other form of fuel.

The Shareholder is responsible to move, at their expense, the planters for roof inspections, replacement, and repairs, if so directed by the Board of Directors. The repair of damage to common building elements caused by the placement or moving of the planters shall be solely borne by the Shareholder.

All drawings supplied by the Shareholder with regards to the planter layout shall be maintained in a file by the Board of Directors and/or Building Managing Agent. Any elements not approved and shown on the plans shall be removed by the Shareholder within two (2) weeks of notification by the Board or it’s Representative.

None of the foregoing shall limit any of the Corporation’s rights under the Alteration Agreement.

EXHIBIT "L"
TO THE ALTERATION AGREEMENT
LEAD CONTAINMENT AND REMOVAL PROCEDURE

All Work that disturbs lead based paint shall be performed by persons who are knowledgeable, qualified, and trained in the removal, treatment, handling and disposal of materials containing or contaminated with lead, and the subsequent cleaning of the affected environment. All such Work shall be conducted in accordance with all requirements, guidelines and recommendations of public authorities having jurisdiction in New York City relating to the conduct of alterations or renovations in the presence of lead-based materials, regardless of whether the same are legally binding, including, but not limited to:

1. OSHA Lead in Construction Regulations (29 CFR 1926.62);
2. USEPA RCRA Hazardous Waste Regulations (40 CFR Parts 260 through 271);
3. *Guide to Local Law #1 of 2004 Safe Work Practices* (New York City Department of Housing Perseveration and Development) (portions pertaining to licensing and training, work methods, prohibited methods and occupant protection); and
4. *HUD Technical Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing* (issued pursuant to Section 1017 of the Residential Lead-Based Paint Hazard Reduction Act of 1992).

Without limiting the foregoing,

1. The following methods must not be used while performing Work that disturbs lead-based paint or paint of unknown lead content:
 - a) Open flame burning or torching;
 - b) Machine sanding or grinding without HEPA (high efficiency particulate air filter) local exhaust control;
 - c) Abrasive blasting or sandblasting without HEPA local exhaust control;
 - d) Heat guns operating above 700 degrees Fahrenheit or charring the paint;
 - e) Dry sanding or dry scraping;
 - f) Use of methylene chloride or paint stripping in a poorly ventilated space using a volatile stripper that is a hazardous substance in accordance with regulations of the United States Consumer Product Safety Commission at 16 CFR §1500.3, and/or a hazardous chemical in accordance with the United States Occupational Safety and Health Administration regulations at 29 CFR §§1910.1200 or 1926.59, as applicable to the Work; or
 - g) Use of compressed air.
2. The following general work practices must be followed:
 - a) Wet sanding, wet scraping, removal, enclosure, encapsulation, replacement, abatement and other maintenance and repair activities must be performed using standard construction and treatment methods, and in accordance with manufacturer's instructions, where applicable.
 - b) All surfaces where lead-based paint or paint of unknown lead content has been disturbed must be sealed and finished with appropriate materials. Underlying surface substrates must be dry and protected from future moisture before applying a new protective coating or paint, and all paints and coatings must be applied in accordance with the manufacturer's recommendations.
3. Demolition of materials containing lead-based paint shall be performed in accordance with the following special requirements:
 - a) Demolish in a manner which minimizes the spread of lead contamination and generation of lead dust.

- b) Implement dust suppression controls, such as misters, local exhausts ventilation, etc. to minimize the generation of airborne lead dust.
 - c) Segregate work areas from non-work areas through the use of barrier tape, poly sheeting, etc., including adhering to the requirements of Exhibit 9(e) to the Alteration Agreement involving dust containment procedures.
 - d) Clean up immediately after demolition has been completed
4. In addition to proper containment methods and engineering controls respecting lead emissions and contamination, the following clean-up activities shall be required:
- a) All lead waste material and visible accumulations of debris, paint chips and associated items shall be removed and containerized.
 - b) During clean-up, rags and sponges wetted with lead-specific detergent and water shall be utilized throughout. HEPA filtered vacuum equipment shall be employed to minimize dust exposure levels. All mop heads, wastewater, broom heads, rags, and sponges used in the clean-up activity shall be disposed of as lead contaminated waste.

None of the foregoing shall limit any of the Corporation's rights under the Alteration Agreement.

EXHIBIT "M"
TO THE ALTERATION AGREEMENT
PURCHASER'S ASSUMPTION OF ALTERATION AGREEMENT¹

WHEREAS, by a certain instrument of assignment, dated _____, _____; (collectively, "Assignee") will acquire all of the right, title and interest of _____ (collectively, "Assignor") in and to a certain lease (the "Lease"), dated _____, between 300 West 23rd Street Owners Corp. ("Lessor Corporation"), as lessor, and Assignor, or Assignor's predecessor in interest, as lessee, for Apartment ____ ("Apartment") in premises known as 300 West 23rd Street, New York, New York 10011; and

WHEREAS, the Assignee will assume all of the obligations of Assignor as Lessee under the Lease, and is about to become the lessee of the Apartment by virtue of the execution of a new lease; this includes any alterations or additions to the structure, systems, appliances, finishes or fixtures of the Apartment (collectively, "Alterations");

NOW, THEREFORE, in consideration of the premises and the consent of Lessor Corporation or its directors to the assignment of the Lease to Assignee and to the transfer to Assignee of the shares of Lessor Corporation which accompany the Lease, Assignee hereby ASSUMES AND AGREES TO PERFORM AND COMPLY, at Assignee's sole cost and expense, all obligations: (i) pertaining to maintenance, repair, removal or restoration of the Alterations and all structures, fixtures, appliances or other items installed or built in connection therewith, including but not limited to, any of the same that may be required to facilitate any building repairs or renovations or compliance with applicable legal requirements, and (ii) pertaining to liability to the Lessor Corporation and third parties, including, but not limited to liability to other shareholders, resulting from failure of or defect in the Alterations, and failure by Assignee to fulfill its obligations hereunder, and any impact on the Building or other shareholders deriving therefrom.

Any dispute as to whether a structure, fixture, finish or other improvement was installed by the Assignor, or a predecessor lessee, and thus falls within the scope of this Assumption Agreement, shall be submitted for a binding determination to an architect or engineer licensed in the State of New York, designated by, but unaffiliated with, the architect for the Lessor Corporation, whose fees shall be divided equally between the Lessor Corporation and Assignee.

Any breach of this Assumption Agreement or the obligations assumed or undertaken hereby shall be a breach of the Lease.

Where the Assignee is more than one person, all obligations under this Assumption Agreement shall be joint and several. This Assumption Agreement and all of its provisions shall be binding on Assignee and Assignee's estate, heirs, executors, administrators, personal representatives, successors and assigns.

New York, New York

Date: _____

Apartment: _____

Signed:

_____, Assignee
Name(s):

_____, Assignee
Name(s):

State of New York }
 }
County of New York }

On this _____ day of _____, _____, before me personally came _____, to me known and known to me to be the individual described in and who executed the foregoing instrument, and duly acknowledged to me that [he] [she] executed the same.

Notary Public

ATTACHMENT "A"

TO THE ALTERATION AGREEMENT
CONTRACTOR'S INDEMNIFICATION & INSURANCE AGREEMENT

Whereas _____ ("Contractor") is and will be performing certain work for _____ ("Shareholder") at 300 West 23rd Street Owners Corp. ("Corporation") located at _____ pursuant to oral and/or written agreements and/or Purchase Orders. As to all such work, Corporation, Shareholder and Contractor agree as follows:

INDEMNIFICATION AGREEMENT

To the fullest extent permitted by law, Contractor agrees to indemnify, defend and hold harmless, Corporation, 300 West 23rd Street Condominium, managing agent, architect and Shareholder from any and all claims, suits, damages, liabilities, professional fees, including attorneys' fees, costs, court costs, expenses and disbursements related to death, personal injuries or property damage (including loss of use thereof) arising out of or in connection with the performance of the work of the Contractor, its agents, servants, subcontractors or employees, or the use by Contractor, its agents, servants, subcontractors or employees, of facilities owned by Corporation. This agreement to indemnify specifically contemplates full indemnity in the event of liability imposed against the Corporation, 300 West 23rd Street Condominium, managing agent, architect and Shareholder without negligence and solely by reason of statute, operation of law or otherwise, and partial indemnity in the event of any actual negligence on the part of Corporation, 300 West 23rd Street Condominium, managing agent, architect and Shareholder either causing or contributing to the underlying claim. In that event, indemnification will be limited to any liability imposed over and above that percentage attributable to actual fault, whether by statute, by operation of law or otherwise. If Contractor fails to procure insurance as required, recoverable damages shall not be limited to the cost of premiums for such additional insurance, but shall include all sums expended, and damages incurred by Corporation, 300 West 23rd Street Condominium, managing agent, architect and Shareholder, and their respective insurers, which would have otherwise been paid by the Contractor's required insurance.

INSURANCE PROCUREMENT

Contractor shall obtain and maintain at all times while performing work for or at the request of the Shareholder, at its sole cost and expense, the following insurance (a) workers compensation insurance with statutory limits and employer's liability coverage of not less than \$500,000; (b) commercial general liability insurance with a minimum limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, which insurance shall cover the following: premises and operations liability, products/completed operations, broad form property damage, broad form contractual liability, personal injury and independent contractor's liability; (c) automobile liability insurance covering owned, hired and non-owned vehicles, with a minimum limit of liability of \$1,000,000; and (d) umbrella liability insurance with a limit of \$5,000,000 per occurrence and a general aggregate of \$5,000,000. Contractor shall, by specific endorsements to its primary and umbrella/excess liability policy, cause Corporation, 300 West 23rd Street Condominium, managing agent, architect, and Shareholder to be named as additional insureds. Contractor shall, by specific endorsement to its primary liability policy, cause the coverage afforded to the additional insureds thereunder to be primary to and not concurrent with other valid and collectible insurance available to the additional insureds. Contractor shall, by specific endorsement to its umbrella/excess liability policy, cause the coverage afforded to the additional insureds hereunder to be first tier umbrella/excess coverage above the primary coverage afforded to the additional insureds and not concurrent with or excess to other valid and collectible insurance available to the additional insured.

If the terms of this Agreement directly conflict with any other written agreements and/or Purchase Orders between the parties, the term contained in this Agreement shall supersede in that instance.

Contractor
Signature:

Corporation
Signature:

Shareholder
Signature:

Name:

Name:

Name:

Date:

Date:

Date:

ATTACHMENT "B"
TO THE ALTERATION AGREEMENT
CONTRACTORS AND SHAREHOLDERS AGREEMENT

Subject: **300 West 23rd Street, Apt.** _____
New York, NY 10011

Renovation work must comply with building policies pertaining to periodical inspections. Periodical inspections must be scheduled with the Resident Manager during demolition, roughing, and finish. Failure to adhere to these inspections will result in non-refunded deposits.

These inspections must take place during the following times:

a) **Before & after demolition:**

Sign off _____ Date: _____

b) **When roughing has been completed** (the rough is when the walls are still open and any plumbing and electrical work carried out in the walls is visible for inspection prior to concealment):

Sign off _____ Date: _____

c) **On finish** (prior to owners punch list completion):

Sign off _____ Date: _____

d) **On completion:**

Sign off _____ Date: _____

Please be advised this Agreement does not hold the Board of Directors and Officers of 300 West 23rd Street Owners Corp. and 300 West 23rd Street Condominium, Resident Manager & Employees, Reviewing Professionals for the Cooperative and Douglas Elliman Property Management and/ or any other third party of 300 West 23rd Street Owners Corp. and 300 West 23rd Street Condominium liable or responsible for any present or future incidents that may occur due to ill workmanship other than the contractor and / or the shareholder(s) (refer to the Alteration Agreement).

Violation of the rules will lead to access denial to the building and job/work shut-down.

I understand and agree fully:

Print Company Name of Contractor

Print Name of Shareholder

Name and Title of Authorized Representative of the Contracting Co.

Signature of the Shareholder

Signature of the Authorized Representative of the Contracting Co.

Date:_____ Contact #:_____

Date:_____ Contact #:_____

ATTACHMENT "C"
TO THE ALTERATION AGREEMENT
W-9 FORM

Form **W-9**
 (Rev. March 2024)
 Department of the Treasury
 Internal Revenue Service

**Request for Taxpayer
 Identification Number and Certification**
 Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
 requester. Do not
 send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)		
	2	Business name/disregarded entity name, if different from above.		
	3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>		
	5	Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)	
	6	City, state, and ZIP code		
	7	List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
or									
Employer identification number									

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
------------------	--------------------------	------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

ATTACHMENT "D" TO THE ALTERATION AGREEMENT BUREAU OF ELECTRIC INFORMATION

Checklist

- If you are not sure if the work you intend to do requires an electrical permit, call the Electrical Division at 212-566-3812.
- Hire a New York City licensed electrician for work that requires an electrical work permit.
To find a licensed electrician, contact the New York Electrical Contractors Association at 212-481-0530. Also, you may log on to NYC.gov/buildings to see if an electrician is licensed.
- Have your licensed electrician complete and submit to the Department an application for a Certificate of Electrical Inspection.
The licensed electrician performing the work must sign all electrical applications. In addition to the licensee's signature any electrical application which is filed for work that is relative to a new or amended Certificate of Occupancy (CO), the owner or the owner's authorized representative must sign. Also, any application which requires an electric meter or an outage or requests to energize a service, requires the signature of the owner.
- Upon proper completion, the application will be entered into the Department's central computer database, and given a control number. A permit will then be mailed to the licensed electrician.
If the application is not completed properly, it will be returned by mail to the electrician with an attached form itemizing the errors.
- When the electrical work is completed, the electrician must contact the Department's Electrical Division and schedule an appointment for an inspection.
If the work complies with the NYC Electrical Code, the inspector will approve the application. Once the property owner pays all applicable fees, a Certificate of Electrical Inspection is mailed to the licensed electrician.
To ensure that the work was completed properly and inspected by the Department, ask your licensed electrician for a copy of the Certificate of Electrical Inspection.

New York City Department of Buildings

Executive Offices / 212-566-5000
280 Broadway, New York, NY 10007

Manhattan Borough Office / 212-566-0042
280 Broadway, New York, NY 10007

Bronx Borough Office / 718-579-6920
1932 Arthur Avenue, Bronx, NY 10457

Brooklyn Borough Office / 718-802-3675
210 Joralemon Street, Brooklyn, NY 11202

Queens Borough Office / 718-286-0600
120-55 Queens Boulevard, Kew Gardens, NY 11424

Staten Island Borough Office / 718-816-2300
10 Richmond Terrace, Borough Hall, Staten Island, NY 10310

Department of Investigation / 212-825-3631
80 Maiden Lane, New York, NY 10038

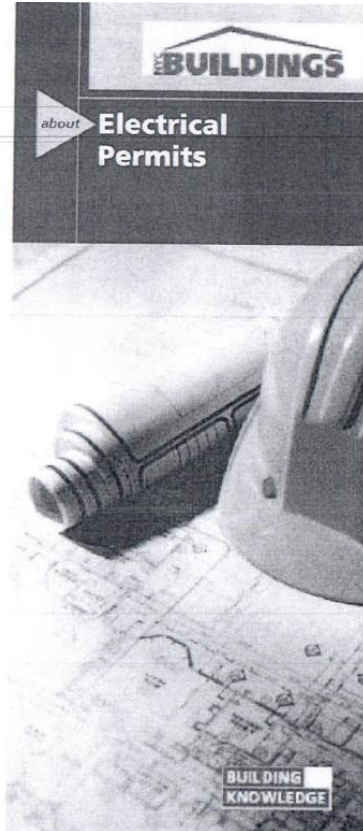
Call 311 for non-emergency complaints or information for Building Department services.
Use 911 only for life threatening emergencies.

Visit NYC.gov/buildings to:

- Access comprehensive information about the Department
- Check the status of a filing on the Building Information System (BIS)
- Download plan/work approval forms and the Building Code

Mission
The NYC Department of Buildings ensures the safe and lawful use of buildings and properties by enforcing the Building Code and Zoning Resolution. We facilitate development with integrity, efficiency and professionalism.

Michael R. Bloomberg, MAYOR
Patricia J. Lancaster, FAIA, COMMISSIONER



Electrical work is defined by the NYC Electrical Code as "the installation, alteration, maintenance or repair of any electric wires and wiring apparatus and other appliances used or to be used for the transmission of electricity for light, heat, power, signaling, communication, alarm or data transmission." For example, changing a lightbulb is not considered electrical work, but changing the light switch or fixture is. The Electrical Code was enacted to establish standards to protect both the public and property in the City of New York.

▶ Electrical license and permit requirements

Electricians must be licensed by the Department of Buildings in order to perform electrical work in New York City.

An electrical permit is required for most electrical work, including handling of electrical wires that is performed in a residential home or business.

The Department of Buildings' Electrical Division issues electrical permits. Upon receipt of a properly completed application, permits are typically issued within five business days.

▶ To verify an electrician's license

To verify that the electrician you are planning to hire is licensed, call the Department's Licensing Division at 212-566-4100 or log on to the Department's website at NYC.gov/buildings.

▶ Application and permit fees

Application fees are subject to change. Contact the Electrical Division at 212-566-5149 for information regarding current application fees, or log on to NYC.gov/buildings.

Permit fees are based on the scope of the proposed work. Refer to the fee schedule printed on the back of the permit application.

▶ Consequences of working without a permit

If electrical work is performed without a permit, the owner of the building, as well as the individual who performed the illegal work, may be subject to violations, summonses, court appearances and fines. Furthermore, an unlicensed electrical contractor who performed the work may be fined for working without a license.

To resolve electrical violations, you must hire a licensed electrician to file an application with the Department and correct the violation.

To report work that is performed without a permit, call 311.

To report unprofessional conduct by a licensed electrician, call our Investigations Unit at 212-825-3631.

▶ NYC Adopts National Electrical Code

In 2003, the City adopted the 2002 National Electric Code (NEC)—a recognized industry standard with local amendments that adapt it to the unique conditions found in New York City.

The new electrical code incorporates technological advances that have occurred since the 1960s, including low voltage systems, fiber optics, digital control systems, and solar and fuel cell technologies. These will enhance efficiency and speed to the approval process for jobs involving these systems. The new code is updated on a tri-annual basis.

This brochure provides general guidelines. If you have specific questions, call the Department of Buildings' Electrical Division at 212-566-4988 or your licensed electrician.

ATTACHMENT "E"
TO THE ALTERATION AGREEMENT
DOB LETTER RE: NEW MASONRY OPENING

July 24, 2006

RE: Department of Buildings Filing requirements
for Through Wall Air Conditioner installations

Attached please find a copy of a letter issued by The Department of Buildings regarding new through wall air conditioning installations.

The Department of Buildings has changed their position regarding filing for through wall air conditioners. The DOB now requires the following:

1. A licensed Engineer or Architect must file an Alteration Type II with the Department of Buildings,
2. A contractor must obtain a Work Permit
3. The application must be signed off at the jobs completion.

Please note that filing with the Landmarks Preservation Commission (where applicable), is in addition to filing with the Department of Buildings.

If you have any questions please contact our office.



NYC Department of Buildings
240 Broadway, New York, NY 10007

Patricia J. Lancaster, FAIA, Commissioner

July 17, 2006

James P. Colgate, R.A., Esq.
Executive Architect
Office of Technical Affairs
Phone: (212) 598-3204
Fax: (212) 598-3788
jamescol@buildings.nyc.gov

Re: Through-wall Air Conditioning Units

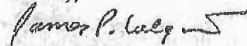
Please be advised that any work cutting through an exterior wall, such as for a new window opening or for a new through the wall air conditioner, is defined as "work not constituting minor alteration or ordinary repairs" pursuant to Building Code § 27-126(a). Therefore, if a new opening in an exterior wall is proposed to accommodate an air conditioner, a work permit is required pursuant to § 27-147.

Such an alteration is distinguished from an ordinary repair, such as removal and replacement of up to 10 square feet of one wythe of brick as outlined in TPPN 1/99. The reason is that in an ordinary repair, the replacements are "equivalent materials or equipment parts that are made in the ordinary course of maintenance," and such repairs "do not in any way affect health or the fire or structural safety of the building," as per § 27-125. A new opening in the exterior wall, on the other hand, is a change in a building -- one that requires an architect or engineer to make a determination as to whether the alteration would have structural implications, would create noncompliances with regard to Building Code Table 3-4, and that the installation is completed in accordance with the requirements of the code.

Please also be advised that an electrical permit may be required if a dedicated receptacle of the required amperage is not located at the new air conditioner location. Additionally, an equipment work permit and equipment use permit may be required, such as where a new air conditioner is to be located on a protected opening on a lot line, or is more than 3 tons rated capacity, etc., per §§ 27-180, 27-184. Lastly, if the building is Landmarked or in an historic district, permission may be required by the Landmarks Preservation Commission.

If you have any further questions, please do not hesitate to write.

Sincerely,


James P. Colgate

Cc: Patricia J. Lancaster, FAIA, Commissioner
Fatma M. Amer, PE, Deputy Commissioner
Leslie Torres, Assistant Commissioner
Ronald K. McCain, RA, Director
William Nesley, Landmarks Preservation Commission

#34250

NYC.gov/buildings

ATTACHMENT "F"
TO THE ALTERATION AGREEMENT
SHAREHOLDER'S INDEMNIFICATION & INSURANCE AGREEMENT

Whereas _____ ("Shareholder") is and will be performing renovation work in apartment No. _____ in 300 West 23rd Street Owners Corp ("Corporation") located at 300 West 23rd Street, New York, NY 10011 pursuant to decoration or alteration agreements. As to all such work, the Shareholder and Corporation hereby agree:

INDEMNIFICATION AGREEMENT

To the fullest extent permitted by law, Shareholder agrees to indemnify, defend and hold harmless Corporation, 300 West 23rd Street Condominium, managing agent and architect from any and all claims, suits, damages, liabilities, professional fees, including attorneys' fees, costs, court costs, expenses and disbursements related to death, personal injuries or property damage (including loss of use thereof) arising out of or in connection with the performance of the work of the Shareholder, its agents, servants, contractors, subcontractors or employees. This agreement to indemnify specifically contemplates full indemnity in the event of liability imposed against the Corporation, managing agent and/or architect without negligence and solely by reason of statute, operation of law or otherwise, and partial indemnity in the event of any actual negligence on the part of Corporation, 300 West 23rd Street Condominium, managing agent and/or architect either causing or contributing to the underlying claim. In that event, indemnification will be limited to any liability imposed over and above that percentage attributable to actual fault, whether by statute, by operation of law or otherwise. If Shareholder fails to procure insurance as required, recoverable damages shall not be limited to the cost of premiums for such additional insurance, but shall include all sums expended, and damages incurred by Corporation, 300 West 23rd Street Condominium, managing agent and architect and their respective insurers, which would have otherwise been paid by the Shareholders required insurance.

INSURANCE PROCUREMENT

Shareholder shall obtain and maintain at all times during the term of this agreement, at its sole cost and expense, personal liability insurance with a minimum limit of \$5,000,000 (with contractual liability) Shareholder shall, by specific endorsements cause Corporation, 300 West 23rd Street Condominium, managing agent and architect to be named as additional insureds. Shareholder shall, by specific endorsement, cause the coverage afforded to the additional insureds thereunder to be primary to and not concurrent with other valid and collectible insurance available to the additional insureds.

If the terms of this Agreement directly conflict with any other written agreements between the parties, the term contained in this Agreement shall supersede in that instance.

Corporation:

Shareholder:

Signature: _____

Signature: _____

Name: _____

Name: _____

Date: _____

Date: _____

Shareholder:

Signature: _____

Name: _____

Date: _____

End

7. New Shareholder Fact Sheet

New Shareholder Fact Sheet (enclosed for informational purposes only).



Dear New Shareholder:

Welcome to 300 West 23rd Street!

This letter is not intended to contain all you wish to learn about the building, its rich history, its finances or governance ... rather it is to focus only upon those items essential to orienting you as a new shareholder to your residence, and is distributed upon closing.

You may find additional and useful information regarding 300 West 23rd Street Owners such as the Corporation's Audited Financials, Tax Letters, House Rules and Terrace Guidelines, Application for Purchase and Refinancing, Sublet Policy and Application, Guest Policy and Form, Alteration Submission Package, Move In / Out Procedures, Work Order Procedures, Air Conditioner Policy, Building Staff and Board Members, Emergency Contact Form and Fire Safety Plan, Seasonal Building Newsletters, etc. on the Corporation's website, www.300w23coop.com.

Property Management

Douglas Elliman Property Management (DEPM) is the Corporation's Management Company. The agent assigned to our building, and the person most questions should be addressed, is **Amelia Ahne-Blume**. Her contact for your records is **212-692-6156 / amelia.ahne@ellimanpm.com**. Amelia will guide you to other colleagues at DEPM such as accounts receivable or closing if needed.

Building Management and Staff

The building resident manager is **Joel Powers**. His contact for your records is **212-243-3030 / resident.manager@300w23coop.com**. Joel lives in the building during weekdays and has an office in the basement. Joel's staff in the building consists of 24-hour doormen, porters, and handyman that are available to assist shareholders as needed. Please see Joel should you need assistance with building or individual apartment repair matters.

Moving In / Out and Certificate of Insurance

Move ins/outs must be scheduled in advance with Joel Powers and only between the hours of 9:00am to 4:00pm on Monday to Friday. Move ins/outs are not permitted on weekends or holidays. Your moving company must fax to Amelia Ahne-Blume at DEPM (212-692-6156) or email (amelia.ahne@ellimanpm.com) their Certificate of Insurance and proof of Workers Comp Insurance, naming the Corporation, 300 West 23rd Street Owners Corp., the Condominium, 300 West 23rd Street Condominium, Douglas Elliman Property Management, and you and your apartment number as additional insured. You may provide the attached Certificate of Insurance instructions to your moving company.

Apartment Access

All shareholders are required to provide Joel Powers with keys to access shareholders' apartments in the event of an emergency or required building services. Joel Powers or building staff will not enter your apartment without prior notification except in an emergency.

Visitors

All building visitors and food deliveries must be announced by the building doorman through the building intercom system and permission granted by the resident to enter prior to visitors or food deliveries being allowed to go to your apartment. Safety of residents and the building is essential!



Recycling / Trash

Each floor has containers in the building North Stairwell A for separate purposes clearly marked: **Paper and Cardboard Recycling** and **Glass/Plastic/Metal Recycling**. Garbage should be bagged and tied securely and placed in the garbage chute in the same stairwell. Large cardboard boxes should be collapsed and placed adjacent to the freight elevator in the other building South Stairwell B on each floor. In addition, we have located in the laundry room a container in the front to discard your old batteries, CD/DVD's, etc. In the back of the laundry room, you'll find the book / media recycling shelves, a recycle container for discarded electronic equipment and small electrical appliances and a separate donation container for clothes, shoes, and handbags. Please assist us in our efforts to properly recycle, as the building is a recycle friendly environment, as well as it being New York City law with penalties and fines enforced by the city for not properly separating recyclable items.

Composting

Composting of ALL Leaf and Plant Waste, Food Scraps, and Food-Soiled Paper Products is mandatory and a New York City law with penalties and fines by the city for not properly separating compostable items. This includes fruits, vegetables, meat, bones, dairy, prepared foods, soiled napkins and paper towels, tea bags, coffee filters, and uncoated soiled paper plates and pizza boxes. Therefore, **DO NOT** put this compostable trash down the garbage chutes and only into the new compost bin. Bring your compost down in an appropriate sealed bag to the Basement where the sealed bin will be located outside the compactor room in the middle of the hallway. The building will supply you the appropriate sealed bag from a dispenser outside the Basement compactor room door.

Furniture Deliveries

All deliveries must be scheduled in advance with Joel Powers and the delivery company must provide a Certificate of Insurance naming the Corporation, 300 West 23rd Street Owners Corp., the Condominium, 300 West 23rd Street Condominium, Douglas Elliman Property Management, and you and your apartment number as additional insured. You may provide the attached Certificate of Insurance instructions to your moving company. Deliveries only allowed between the hours of 9:00am to 4:00pm, Monday to Friday. Deliveries are not permitted on weekends or holidays.

Utility Expenses

All building utility expenses (heat, water, electricity and gas) are included in maintenance charges. Nonetheless, every shareholder is asked to conserve usage, as we collectively are responsible, and since it directly impacts our maintenance charges.

Laundry

The building has a laundry facility in the basement. Machines operate by using a prepaid card that is available for purchase in the laundry room. You can pay for the prepaid card with your credit or debit card.

Library

You are welcome to borrow, read, keep, or return books that are available in the building library, located in the laundry room. You may also offer your own books for others' enjoyment too.

Thank you, and again, **Welcome to 300 West 23rd Street!**



CERTIFICATE MUST BE SENT IN ADVANCE OF MOVE IN / OUT OR DELIVERIES

Contractor policies cannot include any Labor Law exclusions and must include coverage for employees and subcontractors

Insurance Requirements for:

300 West 23rd Street Owners

300 West 23rd Street

New York, NY 10011

Mandatory Coverage:

- General Liability – Coverage of at least \$2,000,000
- Umbrella - \$5M
- Automobile Liability
- Workers Compensation

Certificate Holder:

300 West 23rd Street Owners
c/o Douglas Elliman Property Management
909 Third Avenue, 11th Floor
New York, NY 10022

Additional Insured:

- 300 West 23rd Street Owners Corp.
- 300 West 23rd Street Condominium
- Douglas Elliman Property Management
- Your client (Unit Owner and Address, Unit Number)

Description Box: (Please include the following information)

- Unit Owner's Name:
- Unit Owner's Address: **300 West 23rd Street, New York, NY 10011**
- Unit Owner's Apt.#:
- Date of Move / Delivery:

NOTE: Please send all completed certificates either via fax or email to:

Amelia Ahne-Blume
Douglas Elliman Property Management
Phone: 212-692-6156
Fax: 646-843-2685
Email: amelia.ahne@ellimanpm.com

Joel Powers
Resident Manager
Phone: 212-243-3030
Fax: 212-243-3035
Email: resident.manager@300w23coop.com

8. House Rules Acknowledgement

House Rules Acknowledgement (enclosed). Copy of House Rules is enclosed for informational purposes.

House Rules Acknowledgement

Re: Apartment: _____

I (we) _____ have received and read the House
Rules for _____ (Building) and agree
to abide by the same.

X _____
Signature of Applicant

X _____
Signature of Co-Applicant

MM/DD/YYYY _____
Date

300 West 23rd Street Owners Corp.

HOUSE RULES

RESIDENTS' POLICIES & PROCEDURES



Issued October 1997

AMENDED October 2023

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Failure to Comply with House Rules

After an initial warning notice ("Notice") has been sent to the Shareholder and/or Tenant, the Board of Directors of the Corporation shall have the authority to impose upon a Shareholder and/or Tenant fines for violation of the House Rules of the Corporation or engages in conduct detrimental to the best interests of the Corporation. The amount of \$500.00 for the first violation occurring after issuing of Notice, \$1,000.00 for a second violation occurring after issuance of Notice, and \$2,500.00 for each succeeding violation occurring after issuance of Notice. All fines shall be deemed "additional maintenance" under the Proprietary Lease. The Board of Directors reserves the right to review and change the amount of the fines, at any time and from time to time.

Any Shareholder who violates these House Rules or its Proprietary Lease, or whose co-occupant, Tenant, guest, invitee, or workmen violates these House Rules, shall be deemed to have agreed to indemnify, defend and hold harmless the Corporation from, against and with regard to any loss or damage which the Corporation may incur, or any claim that may be asserted against the Corporation, as a result of such violation of this policy, including, without limitation, the amount of attorneys' fees and disbursements incurred by the Corporation in connection therewith.

Penalty for Late Payments

Shareholders will be charged an administrative processing fee of \$100.00 per month for any maintenance payment received by the managing agent after the 10th day of the month with any type of outstanding balance. This outstanding balance would include, but not limited to, monthly maintenance, assessments, storage fees, work order fees, alteration fees, sublet fees, etc.

Move- In/Move-Out Rules

Household Moves - The service/freight elevator is available to shareholders moving in or out of the building weekdays (Monday, Tuesday, Wednesday and Friday) between 8 a.m. and 4 p.m. and Thursday, between 8 a.m. and 2 p.m. (these are the hours the staff is present to operate the service elevator), provided arrangements are made in writing with the Resident Manager and approved at least **ONE (1) WEEK in advance** of the move. There will be no moves on weekends and holidays; check with the Resident Manager to confirm to which holidays this applies. The passenger elevators are never to be used during a move, with the occasional exception of very delicate items that should not go on the conveyor belt. In these cases, the shareholder must sign a statement acknowledging that they are responsible for any damage to the passenger elevator cab or floor. Further, the shareholder must make sure that building staff have adequate notice to put in place protective padding on the cab walls and floor. Such arrangements, regarding the passenger elevators, must be made in writing with the Resident Manager and approved at least **ONE (1) WEEK in advance**. Mover/Moving Company must provide the proper endorsed insurance certificates prior to the scheduling of any move-in or move-out. There are also applicable non-refundable move-in and move-out fees and a refundable security deposit.

Large Package Deliveries - The service/freight elevator is available to shareholders for large package deliveries weekdays (Monday, Tuesday, Wednesday and Friday) between 8 a.m. and 4 p.m. and Thursday, between 8 a.m. and 2 p.m., provided arrangements are made with the Resident Manager and approved **in advance**. **Large packages are not to be delivered through the front door and conveyed in the passenger elevators, and doormen are not available to receive and catalog such large items.**

Elevator Operations

Only employees of the Corporation may operate the service/freight elevator.

Work Orders

Work orders requesting repairs within individual apartments must be completed at the doorman's station. Only repairs associated directly with the building and its upkeep, such as repairs to plumbing lines reaching an apartment, will be made by building staff. All other repairs are the responsibility of the shareholder or tenant. Building staff can assist in an emergency, such as in the handling of a plumbing leak, though they are not available to effectuate permanent repairs of apartment fixtures. Those are the shareholder's responsibility.

Personal Services by Building Staff

No resident may employ any of the building staff for personal business during the employee's working hours.

Messenger Access

Messengers and trades people must use building entrances and exits as designated by the Resident Manager, building staff or managing agent. Trades people, such as contractors, electricians, painters, etc. must register with the doorman before entering the building. Some of these, if carrying tools, may be directed to use the service/freight entrance that is to be operated by a building staff person. Trades people may work ONLY in the building between 9 a.m. and 4:30 p.m. Monday – Friday (except holidays).

Building Staff Access

The agents of the Corporation, and any contractor or workman authorized by the Corporation, may enter any apartment at any hour of the day to deal with an emergency. Examples include but are not limited to: vermin, gas leak, water leak, medical care, etc.

Non-Resident Access

Any shareholder who intends to permit non-residents access to his/her apartment must provide written authorization at the doorman station before such access will be granted. Shareholders authorizing such access must make arrangements directly with their visitors regarding keys. "House Keys" (shareholder apartment keys kept at the doorman's station) can be loaned to visitors only when a shareholder has given permission in advance, in writing. Shareholders are required to make sure that the doorman has a set of keys for use in emergencies.

In addition to written authorization by the shareholder, non-resident visitors are required to sign the visitor log upon each arrival and departure of the building.

Finally, shareholder guests must be in compliance with the stipulations of the proprietary lease.

Keys for Apartment Access

"House Keys" - It is required that residents maintain a set of "House Keys" at the front desk to be used by staff to gain admittance to apartments during emergencies: fire, burst water pipe, medical emergency, etc. The cost of gaining emergency entry to an apartment (locksmith, door replacement, etc.) whose owner has not provided a "House Key" will be charged to the shareholder.

"Guest Keys" - Residents are also encouraged to maintain a set of "Guest Keys" separate from the House Keys at the front desk. Shareholders must either arrange for these keys to be transferred to their guests or provide written authorization in advance of a guest's arrival. Otherwise, under no circumstances will the doorman loan keys to non-residents outside the presence of the shareholder.

Lobby Commercial/Professional Space

No part of the lobby shall serve as a waiting area for the practice of any professional occupying the Lobby's Commercial/Professional Space. No clients or patients shall be permitted to sit, stand or wait in the lobby.

Use of Halls and Stairs

The public halls, stairways, fire towers, balconies of the building shall not be obstructed or used for any purpose other than entering or existing apartments. No bicycles, scooters, baby carriages or similar vehicles shall be allowed to stand in these areas at any time.

Public Area Furnishing/Decorating

No public hall of the building shall be decorated or furnished by any resident in any manner without the prior written consent of the Board. No objects shall be placed in the halls, stairways, balconies, or fire towers, nor shall any objects be hung, draped or exhibited from the doors, windows, terraces or balconies or placed on the exterior window sills of the building. This includes mats placed on the hallway floors.

Monitoring of Children in Public Areas

Children shall not be permitted to play in the public halls, stairways, fire towers, balconies or elevators and shall not be permitted on terraces unless accompanied by an adult.

No Smoking

The term "smoking" and similar terms means inhaling, exhaling, burning, or carrying any lighted cigar, pipe, cigarette, e-cigarette or other tobacco or non-tobacco smoking product in any manner or in any form. All Shareholders/Unit Owners, tenants, occupants, or any other person (including, but not limited to, invitees, guests or contractors) occupying or visiting an apartment shall comply with this smoking policy. Smoking is prohibited in all interior and exterior common areas of the building, including, but no limited to: entrances, elevators, hallways, basement, stairwells, fire stairs, yards, courtyards, roofs, terraces and any area where smoking is prohibited by law (all of the foregoing collectively, "Prohibited Smoking Locations"). Smoking is permitted in apartments. Each Shareholder shall inform his/her household staff, co-occupants and guests of this policy. Shareholders are responsible to prevent smoke and odors from emanating from their apartment into Prohibited Smoking Locations or other apartment.

Pets/Animals

No animal of any kind may be kept or harbored in the building unless expressly permitted in writing by the Corporation. In no event shall dogs be permitted on elevators or in any of the public areas of the building, including hallways and lobby, unless carried or leashed and under strict control. The Corporation reserves the right, on behalf of shareholders, to require any animal not under strict control to be removed permanently from the building.

No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies or other public areas of the building, or on the sidewalks or streets adjacent to the building.

Apartment Floor Covering Requirements

Unless expressly authorized by the Board of Directors, apartment floors must be covered with rugs with ¼" thick minimum sound absorptive underlayment/pad, carpeting, or equally effective noise-reducing material. A minimum of 80 percent of the main floor areas must be covered. Kitchens, pantries, bathrooms, closets, and foyers are exempt from this requirement.

Noise-Making

No resident shall make or permit any disturbing noises in the building that will interfere with the rights, comfort or convenience of other residents.

No resident shall operate a radio or other sound system, television, or musical instrument before 9 a.m. or after 9 p.m. at a level or in a manner that disturbs neighbors. No construction, repair work, or other installation involving noise is permitted in any apartment except as described in Alterations Applications in Section II.

Window Displays

No sign, notice, advertisement or illumination shall be inscribed or displayed on or at any window or other part of the building unless approved in writing by the Corporation or its Managing Agent.

Window Cleaning Requirements

Shareholders are required to keep apartment windows clean. Residents may be notified in writing to clean their apartment windows within thirty (30) days. Should a resident not comply with this request, the Corporation reserves the right to authorize agents to enter the apartment for this purpose. The cost of such cleaning shall be borne by the shareholder.

Terrace Planting

No resident may install any structures or significant plantings on any terrace without prior written approval of the Corporation through its Managing Agent. Comprehensive rules applying to terrace structures, plantings and use are available from the Managing Agent. These guidelines and rules for plantings address such issues as weight, drainage, planter placement and maintenance. These rules are critical to maintaining the structural integrity of our building and are important to the economics of the building as a whole. Remember, terraces are actually roof structures and require proper management and care.

The Corporation, through building staff, shall conduct inspections of terrace plantings semi-annually or more often as warranted. Should repairs or alterations be required, the shareholder shall have thirty (30) days to complete them unless there is a situation requiring immediate remediation for the sake of the roof integrity or another similarly pressing matter. Should damage be caused by negligence or non-compliance with the rules governing terrace plantings and terrace maintenance, all costs for repairs shall be borne by the resident. **The maintenance of a shareholder's terrace, including the clearance and functioning of terrace drains, is the responsibility of that shareholder, regardless of the source of any debris or other matter that may interfere with terrace integrity or drainage.**

Refer to Appendix A on page 12 for Complete Terrace Guidelines and Submission Requirements.

Antenna Installation

No radio, television antenna, or satellite dish may be attached to or hung from the exterior of the building.

Air Conditioner Restrictions

Air-conditioners, fans or ventilators may be installed **ONLY** under the supervision of the Resident Manager and his staff and in accordance with the authorized rules of the Corporation. Specifications are available through Resident Manager. Only a licensed, bonded installer may perform this work. Building staff is not permitted to install air conditioners. The safe installation of air conditioners requires both a safety bar that prevents the unit from being mounted directly against a window sash as well as brackets/braces under the unit to further support it. The proper mounting of air conditioners is a very serious, important safety concern. This is a priority intended to prevent the accidental falling of air conditioners from windows onto the sidewalk below, an obvious, grave and potentially lethal hazard. Shareholders are encouraged to purchase newly available portable air conditioners that remain entirely indoors and that employ only a ventilation hose that is placed in a window opening.

Laundry

No washing machines or dryers are permitted in apartments. Residents may use the card-operated laundry facilities located in the basement 24 hours a day. Residents are expected to show consideration to their neighbors by attending promptly to their laundry and by cleaning up after themselves.

Bike Room

Bike storage is available and on a limited basis in the building's Basement. Initial arrangements must be made through the Resident Manager.

Prohibit Lithium Ion Batteries and Items Powered Thereby

No bicycle, e-bike, scooter, skateboard, Segway, Onewheel, hoverboard, or other micromobility device that is intended to be powered by a lithium ion battery shall be permitted in any Apartment, on any terrace or balcony thereof, or any other area appurtenant thereto, or any common area or other portion of the Building (including but not limited to the public halls, lobbies, basement, elevators, vestibules, stairways and storage rooms/areas of the Building), whether or not such device is then connected to such a lithium ion battery.

No lithium ion battery that is designed to power a micromobility device or automobile shall be permitted in any Apartment, on any terrace or balcony thereof, or any other area appurtenant thereto, or any common area or other portion of the Building (including but not limited to the public halls, lobbies, basement, elevators, vestibules, stairways and storage rooms/areas of the Building), whether or not such battery is then connected to a micromobility or other device.

The foregoing provisions shall not be applicable to wheelchairs or other micromobility devices that are intended to provide mobility to a disabled person.

In the event of a violation of the foregoing policy, and a fire or other casualty at the Building shall result, then, in addition to all other rights and remedies that the Lessor shall have, the Lessee who (or whose co-occupant, guest, employee, agent, contractor, sublessee or tenant) brought such micromobility device or battery into the Building shall be fully responsible for, and shall indemnify, defend, and hold harmless the Lessor, its managing agent, and all Directors, officers and shareholders of the Lessor, and all residents of the Building, from, against and with regard to, all claims arising from all damage resulting from such fire or other casualty.

Limitation on Group Tours/Auction Sales

No group tour or exhibition of any apartment or its contents may be conducted, nor may any auction be held in any apartment without the written consent of the Corporation or its Managing Agent.

Open House

An open house for the purpose of selling an apartment may be held between the hours of 9 a.m. and 9 p.m. Please inform the doorman prior to scheduling.

Governing Use of Apartments for Film Shoots

300 West 23rd Street Owners Corp. (the "Cooperative") prohibits the use of Apartments for film shoots, photo shoots, and use as location for any visually-recorded production (collectively "Filming"), except in strict compliance with the following, as may be amended from time to time by the Board of Directors of the Cooperative.

1. No Apartment may be used for Filming without the prior written consent of the Cooperative.
2. A tenant/shareholder who desires to use his/her Apartment for Filming must apply in writing to the Cooperative for a Filming permit, not less than fifteen (15) days prior to the desired commencement of Filming, on such form as the Board shall promulgate. A check payable to the Cooperative in the amount of \$500.00 (payable by the tenant/shareholder), which represents a non-refundable Filming permit application fee must accompany the application.

3. Only shareholders may apply for Filming permits; tenants of Units, and other non-shareholders, may not apply.
4. The Filming permit application must include the identification of the parties involved, the number of people involved, a detailed schedule, and details regarding any expected usage of common areas such as the lobby, hallways, stairs and elevators.
5. The Filming permit application must also be accompanied by a certificate of general liability insurance covering the proposed Filming from the person or entity that will conduct the Filming, naming the Cooperative and the Managing Agent as additional insureds, in a minimum benefit amount of \$2 million.
6. In the event that the Board shall permit the Filming to occur, no Filming shall be allowed to occur unless and until the tenant/shareholder shall have paid to the Cooperative a security deposit. A check payable to the Cooperative in the minimum amount of \$5,000.00 (payable by the tenant/shareholder and exact amount determined by the Board and Managing Agent), which represents a refundable deposit to secure the Cooperative against any damage to the Building caused during the Filming.
7. In the event that the Board shall permit the Filming to occur, the tenant/shareholder shall become obligated to pay to the Cooperative a Filming fee. A check payable to the Cooperative in the amount of \$10,000.00 (payable by the tenant/shareholder), which represents a Filming location fee for each day (or portion thereof) on which Filming shall occur. The Cooperative shall have all rights to collect and enforce such payment obligation as it possesses with regard to maintenance and assessments.
8. In the event that Filming is not completed within the time period scheduled, the tenant/shareholder shall become obligated to pay to the Cooperative an additional Filming fee. A check payable to the Cooperative in the amount of \$15,000.00 (payable by the tenant/shareholder), which represents a Filming location fee for each such additional day (or portion thereof) on which Filming shall occur. The Cooperative shall have all rights to collect and enforce such payment obligation as it possesses with regard to maintenance and assessments.
9. No tenant/shareholder shall be permitted to have Filming in his/her Apartment for more than four (4) consecutive weekdays (Monday - Friday except holidays).
10. Filming shall occur only on weekdays (Monday - Friday except holidays) and only between 9:00 a.m.- 4:30 p.m.
11. No more than one Filming shall be ongoing in the Building at any time. In the event that two or more tenant/shareholders shall apply for Filming permits for the same time period, preference will be given to the tenant/shareholder(s) who have not previously had Filming in their Apartment(s) during such calendar year.
12. Not less than 48 hours prior to the commencement of a Filming, the tenant/shareholder sponsoring it must deliver to the resident manager of the Building a written list of the names of all persons who will intend to enter the Building in connection with the Filming. Each participant in a Filming will be required to check-in, with photo identification, with Building staff at the commencement of each day of the Filming.
13. No equipment involved with the Filming shall be stored, or allowed to remain overnight, in any common area of the Building.
14. No Filming shall occur in any common area of the Building without the prior written consent of the Board. No person involved with Filming shall be present in any common area of the Building (except incidentally in connection with transit to and from the Unit) without the prior written consent of the Board.

15. No Filming shall be permitted by the Board, and no Filming may commence, if the tenant/shareholder sponsoring same is then delinquent in the payment of any maintenance, assessments, or other amounts due to the Cooperative.
16. The Board shall be permitted to halt a Filming before its scheduled completion date if such Filming is not in conformity with the information previously supplied by the tenant/shareholder, or if such Filming shall unreasonably disturb any other resident of the Building, or unreasonably interfere with the operations of the Building.
17. The tenant/shareholder sponsoring a Filming shall be deemed to have agreed to indemnify, hold harmless and defend the Cooperative, the members of the Board, all employees of the Cooperative, and all other residents of the Building, from, against, and with regard to all claims, losses, damages, damage, suits, actions, proceedings, judgments, impositions, fines, penalties and expenses (including but not limited to reasonable attorneys fees and Court costs), that any such indemnitee may suffer or incur, or which may arise, or which may be asserted against any such indemnitee, by virtue of the Filming.
18. Any tenant/shareholder who conducts, or attempts to conduct, a Filming in his/her Apartment without compliance with this House Rule shall: (i) nevertheless be obligated to pay all amounts that would otherwise be due to the Cooperative hereunder as if the Cooperative's permit had been granted, (ii) be subject to all rights and remedies that are available to the Cooperative pursuant to the Proprietary Lease and applicable law, including the imposition of such fines as the Board shall deem appropriate, and (iii) be barred from using his/her Apartment for Filming prospectively.

Complaints Regarding Building Services or Common Life

Complaints regarding the service of the building shall be made in writing to the Managing Agent with copies also sent to the Resident Manager and Board, deliverable via the doorman.

Modifying Policies and Procedures

These House Rules may be expanded, amended or repealed at any time by resolution of the Board of Directors of the Corporation, provided that such resolution is adopted by the affirmative vote of not less than two-thirds of the Directors then in office.

Revocation of Consents

Any consent or approval given under these rules by the Corporation may be revoked at any time.

SECTION II - SUBLEASE AND RESALE POLICIES

The following sublease and resale policies have been adopted by the Board of Directors:

1. Sublease Application and Fees

To preserve the status of the building as largely owner-occupied, a shareholder must have owned his/her apartment for at least one (1) year before subletting will be considered. A sublease application must be completed and fees paid by the shareholder for consideration by the Corporation's Admissions Committee and Board of Directors. Personal interview of prospective subtenants by members of the Admissions Committee is required. All prospective co-subtenants must attend this interview.

The Admissions Committee will submit a recommendation to the full Board of Directors based on its review of the application and personal interview. The Board will consider the application, and the Managing Agent will advise the shareholder and/or subtenant of the Board's decision within **four (4) weeks** of the application date. Processing of sublease applications and communications about application deliberations are handled by the Corporation's Managing Agent.

A sublease must be acceptable to the Board of Directors in form and substance and must include a standard sublease rider approved by the Board. Riders are available through the Managing Agent.

A sublease, if approved by the Board of Directors, will be for a minimum term of one (1) year, and is subject to annual review by the Board of Directors. A sublease can be renewed for a maximum of one (1) year, for a maximum sublease of two (2) years (Board interview of the sub-lessee is not required for such a renewal). Sixty (60) days prior to the first anniversary of the sublease term a form must be submitted to the Managing Agent to request a one (1) year lease extension. To obtain this form, contact the Managing Agent directly. **Please also note for sublet renewals, that the monthly sublet charge will continue to be applied and there will be a check made payable to the Managing Agent in the amount of \$300.00 (payable by the sublessor), which represents a non-refundable sublet renewal processing fee.**

If, for any reason, a sublease is not renewed, the subtenant will have sixty (60) days to vacate the apartment. Should the subtenant not vacate in time, an additional fifteen percent (15%) of the monthly maintenance, plus costs and attorney's fees associated with any eviction proceedings, will be imposed against the shareholder.

The following fees are payable upon submission of a sublease application:

- a.) A check payable to the Managing Agent in the amount of \$500.00 (payable by the sublessee), which represents a non-refundable processing fee.
- b.) A check payable to 300 West 23rd Street Owners Corporation in the amount of \$1,000.00 (payable by both the sublessor and sublessee), which represents a refundable move-in / move-out deposit against damages that occur. Costs to repair any such damages will be deducted from the deposit. The deposit is refundable after the move and refunded in full if there are no damages.
- c.) A check payable to 300 West 23rd Street Owners Corporation in the amount of \$300.00 (payable by both the sublessor and sublessee), which represents a non-refundable move-in / move-out fee.
- d.) A check payable to the Managing Agent in the amount of \$50.00 PER applicant (payable by the sublessee/s), which represents a non-refundable payment of the credit report fee. If there are two (2) applicants, each must complete a Tenant Data Verification form.
- e.) A check payable to 300 West 23rd Street Owners Corporation in the amount of \$100.00 (payable by the sublessor), which represents a non-refundable administrative fee.

An amount representing an additional 15 percent (15%) of the monthly maintenance payable by the shareholder will be applied to the monthly maintenance statement and must be paid to the Corporation upon commencement of an approved sublease for the shareholder's apartment and shall continue through the termination of the sublet. The amount due in connection with the apartment sublease shall be additional maintenance billed and payable on the first (1st) day of every month.

2. Apartment Resale Applications

Shareholders intending to sell their shares are required to have their prospective buyer submit an apartment resale application for review by the Corporation's Admissions Committee and Board of Directors. Personal interview of prospective purchasers by members of the Admissions Committee is required. For such interviews all prospective co-purchasers must attend.

The Admissions Committee will submit a recommendation to the full Board of Directors based on its review of the application and personal interview. The Board will consider the application and advise the shareholder and/or prospective buyer of its decision within **four (4) weeks** of the application date. Processing of resale applications and communications about application deliberations are handled by the Corporation's Managing Agent.

Please note the maximum amount allowable for financing initial share purchases or refinancing of an existing mortgage is eighty percent (80%) of the purchase price or in the case of a refinancing of the appraised value.

3. Alteration Application and Fees

Shareholders intending to remodel or renovate their apartments (including but not limited to the refinishing of floors, installation of new kitchen cabinets or plumbing fixtures, alteration of existing structures within apartments, etc.) must complete an alteration application, which must include an alteration agreement signed by the shareholder, for review by the Corporation's Board of Directors. The review may require the submission of additional documentation to be determined by the Board. Changes to the form or structure of the apartment or the plumbing or electrical must be formally reviewed by the Corporation's Architect and any related fees will be borne by the shareholder.

Furthermore, a refundable security deposit of \$1,500.00 to \$6,000.00 (based on the extent of the alteration and determined by the Managing Agent and Board) must be submitted with the application, which will be held by the Corporation to secure against damages to the building. After the work is completed and has been inspected by the building staff, the deposit will be refunded in full if no damages have occurred as a result of the alteration work.

The cost to repair any damage will be deducted from the deposit before the net amount is refunded. Alteration work may be performed on Monday - Friday 9 a.m. to 4:30 p.m. (except for Holidays).

Importantly, any time a shareholder removes/replaces tile in a bathroom or cabinets in a kitchen, the shareholder must have the branch-line (both supply and waste) pipes replaced to the point where these pipes join the waste or supply risers. This is essential because branch lines are vulnerable to leakage once they have been disturbed by any sort of renovation, based on their having been put in place when the building was originally constructed (1931). This branch line replacement must be performed by a licensed plumber as part of any renovation/remodeling project and undertaken with oversight and approval by the Resident Manager. Branch line replacement is the financial responsibility of the shareholder.

Lastly, for alterations that go longer than the allowed one hundred twenty (120) working days, the Corporation must be notified for approval to continue with another maximum sixty (60) additional working days with an additional charge of \$300.00 per day.

Complete guidelines and fees for alterations can be found in the Alteration Agreement.

SECTION III - PROPRIETARY LEASE AND BY-LAWS

Several years ago shareholders voted to amend the by-laws to establish a transfer fee, payable to the Corporation prior to the sale of shares allocated to an assignment of a proprietary lease.

1. Apartment Transfer Fee ("Flip Tax")

The Corporation charges a Transfer Fee ("Flip Tax") of either one percent (1%) of the gross sales price or \$10.00 per share payable to the Corporation before the transfer of any shares and assignment of a proprietary lease. The specifics of the Transfer Fee ("Flip Tax") can be found in the Amendment to Paragraphs 16(a) and 16(iv) of the Proprietary Lease effective April 1, 2016.

The material presented here may change over time and be superseded because of revisions, expansions or modifications. All matters with respect to these policies are subject to and superseded by the Corporation's most current policies; current rules should always be consulted. The Corporation assumes no responsibility for errors or omissions.

APPENDIX A - COMPLETE TERRACE GUIDELINES AND SUBMISSION REQUIREMENTS:

In order to obtain approval for the installation of planters, decking, exterior cladding or other semi-permanent items on any of the building terraces or roofs, the Owner/Shareholder must supply in advance the following information to the Managing Agent for review by the Board of Directors and Building Architect if required:

A drawing at minimum 1/4" = 1'-0" scale showing the terrace/roof and the proposed layout of planters and/or other items. The plan shall show the calculated weight of each planter and the location relative to existing pavers, decking sleepers or other supports that bear directly on the roof membrane.

Unless a Registered Architect or Professional Engineer (RA/PE) is engaged to design the layout of planters and other elements on the terrace, the following limitations shall apply:

PLANTERS:

1. Planter boxes shall not exceed 9 cubic feet in size. Any combination of dimensions may be used to achieve this volume unless the dimensions create a footprint that exceeds the bearing capacity of the membrane system below. The maximum weight of any planter box with soil shall be 200 lbs. Planter box "fill" shall not exceed 65 lbs. /SF gross weight for saturated soil (soil to consist of 1/3 perlite, 2/3 topsoil). Plants within planters shall be anchored with guy wires to planter box to prevent uprooting in high winds. The boxes shall be filled with styrofoam "peanuts" for drainage, in lieu of stones. The depth of the peanuts shall be a minimum of 4".

2. Boxes shall be arranged within the terrace perimeter with the following restrictions:

a) Planters shall be placed a minimum of 1'-0" away from any wall, drain, or other roof penetration (NOTE: Importantly, no planters shall be placed over removable pavers or decking covering drain locations),

b) Planters shall not block required egress from roof or terrace,

c) Planters shall be spaced so as not to create weight in excess of 30 lbs./SF over any area of 40 SF or more,

d) Planters shall not be placed/hung on any parapet, railing, raised roofing structure, penthouse wall, or other building element,

e) Planters shall not be placed directly upon roof membrane or gravel ballast,

f) Nor shall the total gross weight of all planters placed on the terrace exceed 5 lbs per square foot on the total terrace area (thus a 500 SF terrace may have up to 2,500 lbs. of planters).

g) Nor shall the weight placed on the roofing system by any one support exceed 16 lbs. per square inch.

3. No plants shall be allowed to exceed 6'-0" in height. Plants that exceed this height limitation shall be tied back to the building in a manner designed by the Building Architect.

4. Planter boxes shall be constructed of: a) treated or a "rot" resistant wood species, or b) plastic/resin material. No stone, concrete or clay containers are permitted due to weight considerations as well as moisture retention issues.

5. Any fasteners used are to be non-ferrous.

6. Drainage holes shall be provided at the bottom of all planters.

TRELLIS STRUCTURES:

1. No trellis is to exceed 12'-0" in height.

2. Trellis shall be open a minimum of 50% over their surface areas.

3. No trellis shall block the view of adjacent Unit Owners, unless written permission is given.

4. Trellis shall be physically attached to the building structure in a manner approved by the Building Architect. Again, any fasteners used must be non-ferrous.

5. Trellis to be constructed for easy removal, i.e. bolted connections in lieu of nailed.

FURNITURE:

1. Furniture to be stored in such manner as to prevent "blow-off" due to wind forces.

2. Canopies and umbrellas are to be physically attached to the building structure in a manner approved by the Building Architect. Note, new awnings are not likely to be approved; this rule applies to awnings already in place.

OTHER ISSUES:

In the case of some terraces additional capacity may be available due to the presence of structural beams and even columns within the field of the terrace. If these structural elements exist then larger sized plants may be allowable if placed directly on top of these points. In the case of a column point, the size of the planter can be large. Any Unit Owner considering increasing the weight of planters in these areas shall submit calculations by their RA/PE showing that the capacity of these elements is not exceeded. In no case shall the planters, however, exceed the crushing capacity of the roof system, which shall be calculated as 16 lbs. per square inch including existing pavers or other traffic surfaces.

As a matter of course, no element of the roofing structure or membrane may be removed or altered to accommodate a planter or item of furniture or décor.

Attachment - All methodologies of attachment of items on the terrace shall be submitted to the Building's RA/PE for review. The Unit Owner's RA/PE shall submit calculations showing attachment complies with NYC Building Code Requirements. The Building's RA/PE reserves the right to make changes to the submitted details with regards to their impact on common elements of the building, and the water tightness of the condition.

Crucially, the Unit Owner is responsible for the maintenance of all plant materials and containers and shall maintain all drains to be kept clear of dirt, leaves and other debris on a continuous basis. The Unit Owner is financially responsible for any and all damage to the building, other units or any property resulting from failure to keep drains clear and flowing at ALL TIMES. Violations are subject to the maximum penalty permitted under the Cooperatives by-laws and House Rules.

Ivy - In some terraces unit owners allow ivy to grow on their brick masonry walls. This practice is detrimental to the masonry joints. Ivy roots in the mortar joints and breaks apart the mortar allowing water to enter into the building. If unit owners desire ivy on the walls a wood trellis shall be installed.

Wood Decking - The Building Code of the City of New York limits the amount of wood decking to 20% of the roof area at that level. The Board of Directors may grant consent to a unit owner to install wood decking over a larger percentage of their terrace if other unit owners on the same level do not have wood decks on their terraces. Permission, however, will be granted on a case-by-case basis, with "revocable consent" on individual coverage that exceeds 20% of their personal area. Installation of wood decks shall be submitted with protection details for the waterproof membrane system.

Outdoor structures including greenhouses, sheds, large storage units are not permitted.

Outdoor carpeting is strictly prohibited for reasons of moisture retention.

Automatic watering systems are not permitted in any circumstance.

Outdoor cooking/barbeque equipment is strictly prohibited including gas, electric, propane, charcoal, and any other form of fuel.

The Unit Owner is responsible to move, at their expense, the planters for roof inspections, replacement, and repairs, if so directed by the Board of Directors. The repair of damage to common building elements caused by the placement or moving of the planters shall be solely borne by the Unit Owner.

All drawings supplied by the Unit Owner with regards to the planter layout shall be maintained in a file by the Board of Directors and/or Building Management. Any elements not approved and shown on the plans shall be removed by the Unit Owner within two (2) weeks of notification by the Board or its representative.

9. Tenant Data Verification Form

Please complete Tenant Data Verification Form (enclosed).

TENANT DATA VERIFICATION, CO. INC.

[Credit Report Authorization Form]

Subject Building Address _____ Apartment _____

Name of Applicant _____ Telephone # *(000) 000-0000* _____

Date of Birth *MM/DD/YYYY* _____ Social Security # *000-00-0000* _____

Name of Co-Applicant _____ Telephone # *(000) 000-0000* _____

Date of Birth *MM/DD/YYYY* _____ Social Security # *000-00-0000* _____

Present Address _____ How long at this address _____

Present Landlord _____

Address _____ Telephone # *(000) 000-0000* _____

If less than one year, please list previous address:

Previous Landlord _____

Address _____

Applicant employed by _____ Salary _____

Address _____ Telephone # *(000) 000-0000* _____

If present employer is less than one year:

Previous Employer _____ Telephone # *(000) 000-0000* _____

Address _____ How long _____

Position _____ Salary _____

Co-Applicant employed by _____ Salary _____

Address _____ Telephone # *(000) 000-0000* _____

If present employer is less than one year:

Previous Employer _____ Telephone # *(000) 000-0000* _____

Address _____ How long _____

Position _____ Salary _____

Other Source of income _____

Contact Person _____ Telephone # *(000) 000-0000* _____

Reference:

Bank	Branch	Account
_____	_____	_____
_____	_____	_____
_____	_____	_____

Accountant _____

Address _____ Telephone # *(000) 000-0000* _____

In connection with my application for this apartment, I authorize all banks, corporations, companies, credit agencies, accountants, persons and employers, to release any information that they have about me to TENANT DATA VERIFICATION CO., or its agency and I release them from any and all liability or responsibility from doing so. Further, I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background/character and personal reputation. I understand this notice will also apply to future update reports that may be requested. I understand that any misrepresentation by me may be the cause of rejection by the landlord.

X _____ *MM/DD/YYYY*
Applicant's Signature Date

X _____ *MM/DD/YYYY*
Co-Applicant's Signature Date

10. Tax Abatement Letter

Please complete Tax Abatement Letter (enclosed).

ACKNOWLEDGEMENT REGARDING
TAX ABATEMENT/REFUND/CREDIT

We, the undersigned seller(s) and purchaser(s) of cooperative unit # _____ (the "Unit") in the building located at _____ (Building Address) hereby represent and warrant that: (i) we recognize that a real estate tax abatement/refund/credit/ with regard to the Unit for a current or past municipal tax year may be issued by the New York City Department of Finance subsequent to the date hereof, and a credit or assessment by the building may result (ii) we have made our own arrangements for any adjustment between us, or we have waived same, with regard to any such abatement/refund/credit/assessment, and (iii) we hereby release _____ (the Corporation) and Douglas Elliman Property Management and any past or future managing agents or owners from any responsibility and liability with regard hereto.

Seller's Name

X

Seller's Signature

MM/DD/YYYY

Date

Seller's Name

X

Seller's Signature

MM/DD/YYYY

Date

Purchaser's Name

X

Purchaser's Signature

MM/DD/YYYY

Date

Purchaser's Name

X

Purchaser's Signature

MM/DD/YYYY

Date

11. Sprinkler Disclosure Form

Please complete Sprinkler Disclosure Form (enclosed).

**THE REAL ESTATE BOARD OF NEW YORK, INC. SPRINKLER DISCLOSURE
LEASE RIDER**

Pursuant to the New York State Real Property Law, Article 7, Section 231-a, effective December 3, 2014 all residential leases must contain a conspicuous notice as to the existence or non-existence of a Sprinkler System in the Leased Premises.

Name of Tenant(s)/Sub-Tenants/
Occupants: _____

Lease Premises Address: _____

Apartment Number: _____ (the Leased Premises)

Date of Lease: MM/DD/YYYY

CHECK ONE:

- 1. There is NO Maintained and Operative Sprinkler System in the Leased Premises.
- 2. There is a Maintained and Operative Sprinkler System in the Leased Premises.

A. The last date on which the Sprinkler System was maintained and inspected was on MM/DD/YYYY.

A Sprinkler System is a system of piping and appurtenances designed and installed in accordance with generally accepted standards so that heat from a fire will automatically cause water to be discharged over the fire area to extinguish it or prevent its further spread (Executive Law of New York, Article 6-C, Section 155-a(5)).

Acknowledgment & Signatures:

I, the Tenant/Sub-Tenant/Occupant, have read the disclosure set forth above. I understand that this notice, as to the existence or non-existence of a Sprinkler System is being provided to me to help me make an informed decision about the Leased Premises in accordance with New York State Real Property Law Article 7, Section 231-a.

Tenant/Sub-Tenant/Occupant:

Name: _____

Signature: X _____ Date: MM/DD/YYYY

Name: _____

Signature: X _____ Date: MM/DD/YYYY

Owner:

Name: _____

Signature: X _____ Date: MM/DD/YYYY

12. Applicant's Release

Please complete Applicant's Release form (enclosed).

Applicants' Release

Re: Building Address _____

Apartment: _____

The undersigned applicant(s) is (are) submitting an application to purchase/sublease the above referenced apartment.

Applicant has submitted payment for certain fees including but not limited to fees to check applicants credit and to process this application.

Applicant acknowledges that the application to purchase/sublease the apartment may or may not be approved by the Board of Directors of the Cooperative Corporation owning the building in its sole discretion and that if the application is not approved, no reason for the disapproval needs to be given. Whether the application is not approved certain costs and expenses will be incurred and the fees described above will not be refunded to the applicant(s).

The applicant releases both the cooperative corporation and the managing agent from any liability for the return of these funds incurred in processing the application, and agrees that in the event the applicant seeks recovery of such fees, the applicant shall be liable for all costs and expenses (including attorneys fees) incurred by the cooperative corporation and/or managing agent.

Applicant

Applicant

Date: MM/DD/YYYY

13. Lead Based Paint Disclosure Forms

These documents must be completed in their entirety and submitted for review with the Board package. The Board package will not be sent to the Board of Directors for review unless the Lead Based Paint Disclosure documents are included. **NO EXCEPTIONS** will be made. Enclosed is a summary of the Lead Paint information.

RE: ADDITIONAL SALE REQUIREMENTS
COOPERATIVE

LEAD-BASED PAINT DISCLOSURE INFORMATION

Shareholders in buildings built prior to 1978 seeking to sell their shares and assign their proprietary leases or sublease their apartments must comply with certain regulations promulgated by the Environmental Protection Agency and the Department of Housing and Urban Development regarding disclosure of lead-based paint (the "Regulations"). Note that "0" bedroom apartments, which covers most studios, need not comply. (See Below) In order to ensure compliance with the Regulations, shareholders are urged to discuss this matter with their attorneys prior to entering into a contract of sale or sublease affecting their apartment. Attached is a brief summary of the Regulations.

Exhibit A - Also enclosed is a form entitled "Cooperative Information Regarding Lead-Based Paint in Common Areas" which contains the information available to the Cooperative Corporation regarding the presence of Lead-Based Paint and/or Lead-Based Paint Hazards in your building. If there are any reports or records of lead-based paint, they will be listed on the form and copies enclosed. The Board of Directors requires the following steps:

The following documents must be included in your package as submitted to us as the managing agent. **IF ANY ITEM IS MISSING OR INCOMPLETE, YOUR ENTIRE PACKAGE WILL BE RETURNED TO YOU.**

1. Exhibit B - Lead Warning Statement and Disclosure of Information - Sellers/Purchasers

The Lead Warning Statement and Disclosure of Information - This form or one similar to it must be completed with all available information, (including that contained in Exhibit A, if any) initialed and signed by all the seller(s) and prospective purchaser(s) and by any agent (the brokers) hired and paid by the seller to find a purchaser for the apartment. Two copies must be returned with the completed Board application/package.

2. Exhibit C - Certification of Disclosure - The top portion of this form must be completed and signed by all the sellers and prospective purchasers. Two copies must be returned with the completed Board application/package.

For owners of a "0" Bedroom Apartment - Exemption Certificate

The exemption certificate attached as Exhibit D is for sellers and prospective purchasers who understand and certify that the apartment involved in the transaction is a "0" bedroom apartment in a building built prior to 1978 and is exempt from the Federal Disclosure Regulation regarding lead-based paint and/or lead-based paint hazards. It must be signed and dated by the seller(s) and by the prospective purchaser(s). In this case only, the other documents need not be completed. One original and two copies of this certificate must be returned with the completed application/package.

Also, enclosed is a copy of the pamphlet "Protect Your Family from Lead in Your Home". The reports, if any and the pamphlet must be given to the prospective purchaser(s).

These items and a \$75 transaction fee payable to the managing agent, must be forwarded to the Transfer Department along with all other materials required as part of the application procedure for the prospective purchaser(s).

IT IS IMPORTANT THAT YOU CONSULT YOUR ATTORNEY REGARDING THESE MATERIALS. NEITHER DOUGLAS ELLIMAN PROPERTY MANAGEMENT NOR YOUR BOARD OF DIRECTORS MAKE ANY REPRESENTATION THAT THE FOREGOING PROCEDURES WILL ENSURE COMPLIANCE WITH THE REGULATIONS. SHAREHOLDERS ARE ALSO ADVISED THAT THE CORPORATION WILL NOT CONSENT OR CLOSE UNLESS ALL REQUIRED DOCUMENTS ARE PROPERLY EXECUTED AND RETURNED.

ALSO NOTE THE COOPERATIVE'S DISCLOSURE PROVIDED HEREIN CONTAINS ONLY THE KNOWLEDGE THAT THE COOPERATIVE CORPORATION HAS REGARDING LEAD-BASED PAINT IN THE COMMON AREAS. IF YOU HAVE ANY ADDITIONAL KNOWLEDGE, THEN IT IS YOUR RESPONSIBILITY TO INCLUDE IT IN THE DISCLOSURE FORMS.

FEDERAL REGULATIONS SUMMARY

Generally, the Regulations require a seller (i.e., the shareholder selling his shares) or a lessor (i.e., a shareholder subleasing his apartment) (the "Selling Shareholder" or the "Subleasing Shareholder" respectively) to comply with the following activities before a potential purchaser or sublessee is obligated under a contract of sale or sublease:

1. A Selling Shareholder or a Subleasing Shareholder must provide the prospective purchaser or sublessee with an EPA approved lead hazard information pamphlet.

2. A Selling Shareholder or a Subleasing Shareholder must disclose to the prospective purchaser or sublessee, based upon any actual knowledge, if any, the presence of any known lead-based paint in the apartment, as well as provide the purchaser or sublessee with any records or reports available to such shareholder about lead-based paint in the apartment.

3. The Selling Shareholder or Subleasing Shareholder must obtain from the Corporation, and the Corporation must provide to such shareholder, based upon any actual knowledge, if any, the presence of any known lead-based paint in the common areas of the buildings, as well as provide any records or reports available to it about lead-based paint in the common areas. Common areas may include but are not limited to lobbies, hallways, stairwells, laundry and recreational rooms and playgrounds. The Selling Shareholder or Subleasing Shareholder is also obligated to disclose to the prospective purchaser or sublessee any information and reports provided by the Corporation.

4. If the transaction involved an agent (Broker) hired and paid for by the Selling Shareholder/Subleasing Shareholder to find a purchaser or sublessee for the apartment, such Shareholder must disclose to such agent (Broker), based upon actual knowledge, the presence of any known lead-based paint in the apartment or common areas (as the case may be) and the existence of any available records or reports about lead-based paint. In turn, the agent (Broker) is required to inform the shareholder of the disclosure requirements.

5. A Selling Shareholder (but not a Subleasing Shareholder) must permit the purchaser a 10 day period (unless the parties mutually agree, in writing, upon different period of time or to waive such obligation) to conduct a risk assessment or inspection for the presence of lead-based paint.

THIS IS FOR INFORMATIONAL PURPOSES. ALL APARTMENT OWNERS ARE DIRECTED TO READ THE REGULATIONS AND/OR CONSULT WITH AN ATTORNEY TO FULLY UNDERSTAND THEIR CONTENT.

COOPERATIVE SALES

Cooperative Information Regarding Lead-Based Paint in Common Areas

Cooperative Corporation:

Building Address:

Date:

The above referenced Cooperative Corporation has the following information regarding lead-based paint and/or lead-based paint hazards in the common areas of the building.

Attached hereto are copies of the reports or records pertaining to lead-based paint and/or lead-based paint hazards:

THE REPRESENTATIONS SET FORTH HEREIN ARE MADE SOLELY TO THE TENANT-SHAREHOLDER REQUESTING SUCH INFORMATION AND ARE NOT USED FOR ANY OTHER PURPOSE OR RELIED UPON BY ANY PERSON OTHER THAN SUCH TENANT-SHAREHOLDER.

Cooperative Corporation

DOUGLAS ELLIMAN PROPERTY MANAGEMENT
Managing Agent

By:

Date:

LEAD-BASED PAINT DISCLOSURE

Property Address _____

Unit _____

Every purchaser/lessee of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller/lessor of any interest in residential real property is required to provide the buyer/lessee with information on lead-based paint hazards from risk assessments or inspections in the seller/lessor's possession and notify the buyer/lessee of any known lead-based hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase/ lease.

DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS

Seller/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 Unit and/or commons areas (explain).

ii. Seller/Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the Unit and/or commons areas.

b. Records and reports available to the Seller/Lessor (check (i) or (ii) below):

i. Seller/Lessor has provided the Purchaser/Lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the Unit and/or commons areas (list documents).

ii. Seller/Lessor has no records or reports pertaining to lead-based paint and/or lead-based paint hazards in the Unit and/or commons areas.

Purchaser(s)/Lessee(s)'s Acknowledgment (initial (c) and (d) below):

c. _____ Purchaser/Lessee has received copies of all information listed above.

d. _____ Purchaser/Lessee has received the pamphlet Protect Your Family from Lead in Your Home.

e. Purchaser/Lessee has (check (i) or (ii) below):

i. Received a 10-day opportunity (or other mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint.

ii. Waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Agent's (Broker) Acknowledgment to initial (f) below):

f. _____ Agent (All Brokers) has informed the Seller/Lessor of the Seller's/Lessor's obligation under 42 U.S.C. 4852d and is aware of Agent's (All Brokers) independent 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.

X _____
Seller/Lessor #1 Signature

MM/DD/YYYY

Date

X _____
Purchaser/Lessee #1 Signature

MM/DD/YYYY

Date

X _____
Seller/Lessor #2 Signature

MM/DD/YYYY

Date

X _____
Purchaser/Lessee #2 Signature

MM/DD/YYYY

Date

X _____
Seller/Lessor's Agent Signature

MM/DD/YYYY

Date

X _____
Purchaser/Lessee's Agent
Signature

MM/DD/YYYY

Date

COOPERATIVE SALES

CERTIFICATION OF DISCLOSURE

RE: Building Address: _____

Apartment #: _____

Seller: _____

Purchaser: _____

The Residential Lead-Based Paint Hazard Reduction Act of 1992 (the Act) and regulations promulgated by the Department of Housing and Urban Development and Environmental Protection Agency (the Regulations) require that the Unit Owner as Seller disclose, based upon actual knowledge, to the Prospective Purchaser the presence of any known lead based paint and/or lead based paint hazards in the apartment or common areas. The cooperative association must provide any information it has regarding the common areas.

The undersigned, being all the Unit Owner(s) as Seller(s) and all Prospective Purchaser(s) of the above referenced apartment hereby certify to the Cooperative Association owning the building that:

(i) They have received the information, if any, in the possession of the Cooperative Association regarding lead based paint and/or lead based paint hazards in the common areas.

(ii) They have complied in all respects with the Regulations.

The Unit Owner(s) as Seller(s) and the Prospective Purchaser(s), each individually, hereby agrees to indemnify and defend the Cooperative Association, its directors, officers, employees and agents, (the Indemnified Parties) against any and all claims, losses, liabilities, fines, penalties, damages, costs and expenses (including reasonable attorneys fees) that may at any time be imposed upon the Indemnified Parties for failure to comply with the Regulations. The Prospective Purchasers hereby release the Indemnified Parties from any claims with respect to the existence of lead based paint in the apartment and common areas and any disclosure with respect thereto.

Sellers: X _____

Purchaser: X _____

Date: _____ 20 _____

COOPERATIVE SALES

EXEMPTION CERTIFICATE

Re: **BUILDING ADDRESS:** _____

APARTMENT #: _____

SELLER: _____

SELLER: _____

PURCHASER: _____

PURCHASER: _____

The undersigned, being all the sellers and purchasers on the transfer of the above referenced unit understand that this unit is in a building built prior to 1978 and is subject to the Federal Disclosure Regulations regarding lead-based paint.

The undersigned certify that the above unit is a "0" bedroom apartment as defined in the Federal Regulations and therefore the Disclosures otherwise required to be made are not applicable.

SELLER: **X** _____

Date: _____

SELLER: **X** _____

Date: _____

PURCHASER: **X** _____

Date: _____

PURCHASER: **X** _____

Date: _____



Protect Your Family From Lead in Your Home



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
- How lead affects health
- 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 lead-based 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.
- 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 eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- 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.

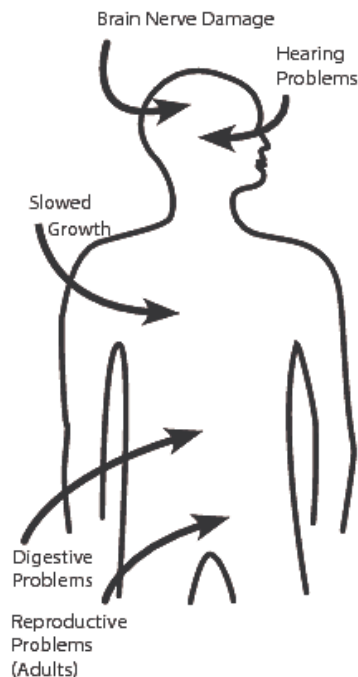
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

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.

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.

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:

- 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, 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 1-800-877-8339.

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 eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

Reducing Lead Hazards

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 lead-contaminated 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 state-certified 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, Repairing or Painting 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
 - 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, or read *The Lead-Safe Certified Guide to Renovate Right*.

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800 424-LEAD.*

Call your local health department or water company to find out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

Other Sources of Lead, continued

- **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.

⁴ In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. 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.

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/safewater 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 the Web at epa.gov/safewater, 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 toll-free 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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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).

14. Fire Safety Plan and Brochure

Fire Safety Plan and Brochure (enclosed).

FIRE SAFETY PLAN
PART II - FIRE EMERGENCY INFORMATION

BUILDING ADDRESS: 300 WEST 23RD STREET, NEW YORK, NY 10011

THIS FIRE SAFETY PLAN IS INTENDED TO HELP YOU AND THE MEMBERS OF YOUR HOUSEHOLD PROTECT YOURSELVES IN THE EVENT OF FIRE. FIRESAFETY PLAN CONTAINS:

- ❖ Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.
- ❖ Basic information about your building, including the type of construction, the different ways of exiting the building, and the types of fire safety systems it may have.
- ❖ Emergency fire safety and evacuation instructions in the event of fire in your building.

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY PLAN AND TO DISCUSS IT WITH THE MEMBERS OF YOUR HOUSEHOLD. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE

CALL 911

OR THE FIRE DEPARTMENT DISPATCHER, AT

Manhattan	(212) 999-2222
Bronx	(212) 999-3333
Brooklyn	(718) 999-4444
Queens	(718) 999-5555
Staten Island	(718) 999-6666

**OR TRANSMIT AN ALARM FROM
THE NEAREST FIRE ALARM BOX**

BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every apartment should be equipped with at least one smoke detector. Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Replace the batteries in the spring and fall when you move your clocks forward or back an hour, and whenever a smoke detector chirps to signal that its battery is low. The smoke detector should be replaced on a regular basis in accordance with the manufacturer's recommendation, but at least once every ten years.
2. Carelessly handled or discarded cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won't tip over. Never leave a lit or smoldering cigarette on furniture.
3. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.
4. Do not leave cooking unattended. Keep stovetops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your oven is off and any coffeepot or teapot is unplugged.
5. Never overload electrical outlets. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit breakers.
6. Keep all doorways and windows leading to fire escapes free of obstructions, and report to the owner any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.
7. Install window gates only if it is absolutely necessary for security reasons. Install only approved window gates. Do not install window gates with key locks. A delay in finding or using the key could cost lives. Maintain the window gate's opening device so it operates smoothly. Familiarize yourself and the members of your household with the operation of the window gate.
8. Familiarize yourself and members of your household with the location of all stairwells, fire escapes and other means of egress.
9. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.
10. Exercise care in the use and placement of fresh cut decorative greens, such as Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.

BUILDING INFORMATION

Building Construction

In a fire emergency, the decision to leave or to stay in your apartment will depend in part on the type of building you are in.

Residential buildings built before 1968 are generally classified either as “fireproof” or “non-fireproof.” Residential buildings built in or after 1968 are generally classified either as “combustible” or “non-combustible.” The type of building construction generally depends on the size and height of the building.

A “non-combustible” or fireproof building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or in space in which they start and less likely to spread inside the building walls to other apartments and floors. **THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE.** While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat and large amounts of smoke, which can travel throughout the building, especially if apartment or stairwell doors are left open.

A “combustible” or “non-fireproof” building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat and smoke that can be generated by the burning of the contents of the building.

Be sure to check Part I (Building Information Section) of this fire safety plan to see what type of building you are in.

Means of Egress

All residential buildings have at least one means of egress (way of exiting the building), and most have at least two. There are several different types of egress:

Interior Stairs: All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed. Unenclosed stairwells (stairs that are not separated from the hallways by walls and doors) do not prevent the spread of flame, heat and smoke. Since flame, heat and smoke generally rise, unenclosed stairwells may not ensure safe egress in the event of a fire on a lower floor. Enclosed stairs are more likely to permit safe egress from the building, if the doors are kept closed. It is important to get familiar with the means of egress available in your building.

Exterior Stairs: Some buildings provide access to the apartment by means of stairs and corridors that are outdoors. The fact that they are outdoors and do not trap heat and smoke enhances their safety in the event of a fire, provided that they are not obstructed.

Fire Tower Stairs: These are generally enclosed stairwells in a “tower” separated from the building by airshafts open to the outside. The open airshafts allow heat and smoke to escape from the building.

Fire Escapes: Many older buildings are equipped with a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes are considered a “secondary” or

alternative means of egress, and are to be used if the primary means of egress (stairwells) cannot be safely used to exit the building because they are obstructed by flame, heat or smoke.

Exits: Most buildings have more than one exit. In addition to the main entrance to the building, there may be separate side exits, rear exits, basement exits, roof exits and exits to the street from stairwells. Some of these exits may have alarms. Not all of these exits may lead to the street. Roof exits may or may not allow access to adjoining buildings.

Be sure to review Part I (Building Information Section) of this fire safety plan and familiarize yourself with the different means of egress from your building.

Fire Sprinkler Systems

A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with fire sprinkler systems.

Interior Fire Alarm Systems

Although generally not required, some residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually activated (must be pulled by hand) and do not automatically transmit a signal to the Fire Department dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building.

Be sure to review part I (Building Information Section) of this safety plan to learn whether your building is equipped with an interior fire alarm system and whether the alarm is transmitted to the Fire Department, and familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.

Public Address Systems

Although generally not required, some residential buildings are equipped with public address systems that enable voice communications from a central location, usually in the building lobby. Public address systems are different from the building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells.

Be sure to review part I (Building Information Section) of this safety plan to learn whether your building is equipped with a public address system.

EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS

IN THE EVENT OF A FIRE, FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. HOWEVER, THERE MAY BE EMERGENCY SITUATIONS IN WHICH YOU MAY BE REQUIRED TO DECIDE ON A COURSE OF ACTION TO PROTECT YOURSELF AND THE OTHER MEMBERS OF YOUR HOUSEHOLD.

THIS FIRE SAFETY PLAN IS INTENDED TO ASSIST YOU IN SELECTING THE SAFEST COURSE OF ACTION IN SUCH AN EMERGENCY. PLEASE NOTE THAT NO FIRE SAFETY PLAN CAN ACCOUNT FOR ALL OF THE POSSIBLE FACTORS AND CHANGING CONDITIONS; YOU WILL HAVE TO DECIDE FOR YOURSELF WHAT IS THE SAFEST COURSE OF ACTION UNDER THE CIRCUMSTANCES

General Emergency Fire Safety Instructions

1. Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on the scene within minutes.
2. Because flame, heat and smoke rise, generally a fire on a floor below your apartment presents a greater threat to your safety than a fire on a floor above your apartment.
3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have clear a path of retreat from the room.
4. If you decide to exit the building during a fire, close all doors as you exit to confine the fire. Never use the elevator. It could stop between floors or take you to where the fire is.
5. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl. Take short breaths, breathing through your nose.
6. If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

Evacuation Instructions If The Fire Is In Your Apartment (All Types of Building Construction)

1. Close the door to the room where the fire is, and leave the apartment.
2. Make sure EVERYONE leaves the apartment with you.
3. Take your keys.
4. Close, but do not lock, the apartment door.
5. Alert people on your floor by knocking on their doors on your way to the exit.
6. Use the nearest stairwell to exit the building.
7. **DO NOT USE THE ELEVATOR.**

8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
9. Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.

Evacuation Instructions If The Fire Is Not In Your Apartment

“NON – COMBUSTIBLE” OR “ FIREPROOF” BUILDINGS:

1. Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
2. If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
3. If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
4. If you cannot exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
5. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
6. Open windows a few inches at the top and bottom unless flames and smoke are coming from below. Do not break any windows.
7. If conditions in the apartment appear life – threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
8. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

“COMBUSTIBLE” OR “NON – FIREPROOF” BUILDING

1. Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat of fire.
2. Exit your apartment and building if you can safely do so, following the instructions above for a fire in your apartment.
3. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children
4. If you cannot use the stairs or the fire escape, call 911 and tell them your address, apartment number and the number of people in your apartment.
 - A. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.

- B. Open windows a few inches at the top and bottom unless flames and smoke are coming from below. Do not break any windows.
- C. If conditions in the apartment appear life – threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- D. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible retreat to a balcony or terrace away from the source of the smoke, heat or fire.

15. Financial Statement

Please complete Notarized Financial Statement & Statement of Net Worth (enclosed). Please upload last three (3) months of bank statements of all accounts as backup to the Statement of Net Worth.

STATEMENT OF NET WORTH As of, 20 _____

Prospective Purchaser(s): _____

Assets:

Cash Held in Banks:

Checking Accounts: _____
Savings Account: _____
Certificates of Deposit: _____

Total Cash Held in Banks: _____

Liabilities:

Loans Payable (State Balance Outstanding):

Bank Loans: _____
Student Loans: _____
Automobile Loans*: _____
Other Loans: _____

Total Loans Payable: _____

Marketable Securities (State Current Market Value)*:

Treasury Bills and Notes: _____
Bonds: _____
Stocks: _____
Total Marketable Securities: _____

Installment Credit (List Credit Cards and Balances):

Total Installment: _____

Real Estate and Personal Assets (Please list)*:

Mortgage Payable*: _____

Other Liabilities (Please list)*: _____

TOTAL ASSETS: _____

TOTAL LIABILITIES: _____

APPLICANT

CO-APPLICANT

Base Salary:	_____	Base Salary:	_____
Investment Income:	_____	Investment Income:	_____
Bonus & Commissions:	_____	Bonus & Commissions:	_____
Dividends and Interest Income:	_____	Dividends and Interest Income:	_____
Real Estate Income (net):	_____	Real Estate Income (net):	_____
Spouse Income (specify):	_____	Spouse Income (specify):	_____
Other Income-Itemize:	_____	Other Income-Itemize:	_____
Alimony Payments (annual):	_____	Alimony Payments (annual):	_____
As Endorser or Co-maker on Notes:	_____	As Endorser or Co-maker on Notes:	_____
Are you a defendant in any legal action?	_____	Are you a defendant in any legal action?	_____
Are there any unsatisfied judgments?	_____	Are there any unsatisfied judgments?	_____
Have you ever taken bankruptcy? Explain:	_____		

TOTAL PROJECTED INCOME:	_____		_____
NET WORTH (Total Assets less Total Liabilities): _____			

**Please provide additional information as indicated below for certain items marked on previous page:*

Real Estate

<i>Description and Location</i>	<i>Cost</i>	<i>Current Mar... Value</i>	<i>Outstanding Mortgage Amount</i>	<i>Total Monthly Charges</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

16. Cash in Bank(s)

Please upload applicable supporting statements.

17. Money Market(s)

Please upload applicable supporting statements.

18. Contract Deposit

Please upload applicable supporting documentation.

19. Investments: Stocks and Bonds

Please upload applicable supporting statements.

20. Investments in Own Business

Please upload applicable supporting statements/documentation.

21. Accounts and Notes Receivable

Please upload applicable supporting statements/documentation.

22. Real Estate Owned

Please upload applicable supporting documentation.

23. Life Insurance Cash Surrender Value

Please upload applicable supporting documentation.

24. Retirement Funds

Please upload applicable supporting statements.

25. Other Assets

Please upload applicable supporting statements/documentation.

26. Notes Payable

Please upload applicable supporting statements.

27. Mortgages Payable on Real Estate

Please upload applicable supporting statements.

28. Installment Accounts Payable

Please upload applicable supporting statements.

29. Tax Returns

Please upload complete copies of the past two (2) years of Tax Returns (1040) for each applicant. Please attach W-2's to the tax return.

30. Reference Letters (Business)

Please upload Two (2) Business Letters of Reference.

31. Reference Letters (Personal)

Please upload Two (2) Personal Letters of Reference.

32. Bank Verification Letter

Please upload Bank Verification Letter(s) stating type of account, amount on deposit in dollars and age of the account.

33. If Financing

Please upload: A. Bank Loan Application (up to 80% of the appraised value is permitted). B. Copy of Bank Commitment Letter. C. Appraisal Report. D. Three (3) Aztech Recognition Agreements (originals) signed by an officer of the lending institution and applicant.

34. Power of Attorney

Power of Attorney must be submitted one (1) week prior to closing
(Blumberg form T44 preferred).

35. Estate Requirements

Estate Requirements have been enclosed for informational purposes.

ESTATE REQUIREMENTS

The following are the basic requirements for the Estate transfer of cooperative apartments. It is suggested that the Estate papers be delivered to the transfer agent at Douglas Elliman Property Management that handles your property together with the application if applicable.

This documentation will be sent to corporate counsel for review. All legal costs in connection with the review of estate papers will be billed to the estate and will have to be paid at or prior to closing.

- Complete copy of the decedent's will (the Will should be attorney certified to state: This is a true and complete copy of the will admitted to probate by the New York Surrogate's Court (or other court) on (date), under Surrogate's Court (file number) and that it has not been amended.

- Certificate of Letters Testamentary evidencing the appointment of the Executor(s) (must be dated six months to closing).

- New York State Release of Lien of Estate Tax (Form ET-117).

- United States Certificate Discharging Property Subject to Estate Tax (IRS Form 792) or IRS Letter 1352 together with IRS Form 4422 (Application for Certificate Discharging Property Subject to Estate Tax Lien).

- Affidavit of Debts and/or Domicile.

- Certified copy of Death Certificate.

Special Note: Power of Attorney will not be permitted for the Executor or administrator. The Executor or administrator of the Estate must be present at the closing.

36. Lost Stock and/or Proprietary Lease

Douglas Elliman Property Management must be notified a minimum of one (1) week prior to the closing date.

**AMENDMENT TO PARAGRAPHS 16(a) (iv) OF THE PROPRIETARY LEASE
EFFECTIVE APRIL 1, 2016**

Assignment

16. Except as provided in Paragraphs 38 and 39 of this lease:

(a) The Lessee shall not assign this lease or transfer the shares to which it is appurtenant or any interest therein, and no such assignment or transfer shall take effect as against the Lessor for any purpose, until:

Sums Due

(iv) All sums due from the Lessee shall have been paid to the Lessor, together with a sum to be fixed by the Directors to cover reasonable legal and other expenses of the Lessor and its managing agent in connection with such assignment and transfer of shares (subject to Paragraphs 38 and 39 hereof). In addition to the foregoing, at, and as a condition for the occurrence of, the closing of the transfer of such assignment and transfer by a Lessee who had initially acquired this lease and the shares appurtenant hereto prior to the date of the adoption of this amendment (hereinafter a "Pre-Adoption Lessee"), the transferring Pre-Adoption Lessee shall pay to the Lessor a transfer charge equal to TEN DOLLARS (\$10.00) per share so transferred. However, such transfer fee shall not apply to: (1) a transfer for no consideration pursuant to the last will of a deceased Pre-Adoption Lessee (or for no consideration as part of the administration of a Lessee who is a Pre-Adoption Lessee who died intestate); (2) a transfer for no consideration to a spouse, parent or adult child (including step-child) of a Pre-Adoption Lessee, or to a trust established by or for the benefit of a Pre-Adoption Lessee; and (3) a transfer for no consideration from one Pre-Adoption Lessee to his/her joint tenant, tenant by the entirety or tenant in common with regard to the apartment. Notwithstanding anything to the contrary herein, with regard to a transferring Lessee who initially acquired this lease and the shares appurtenant hereto on or after the date of the adoption of this amendment (a "Post-Adoption Lessee"), the transfer charge upon his/her transfer of this lease and the shares appurtenant hereto shall be an amount equal to ONE PERCENT (1%) of the gross sales price (or other consideration) for this lease and the shares appurtenant hereto, as set forth in the contract of sale or other transaction document; and

(BALANCE OF PARAGRAPH NOT AFFECTED BY SUCH AMENDMENT)

AMENDMENT TO PARAGRAPH 16(a) (iv) OF THE PROPRIETARY LEASE

Frequently Asked Questions

What is a "pre-adoption lessee" as laid out in the amendment?

A "pre-adoption" lessee is a shareholder whose shares are dated before the proposed amendment's adoption date (if it were to pass). In short, current shareholders of the building and voting on this amendment.

What is a "post-adoption lessee" as laid out in the amendment?

A "post-adoption" lessee is a shareholder whose shares are dated after the proposed amendment's adoption date (if it were to pass). In short, future shareholders not able to vote on this amendment.

What happens if I buy another unit after this amendment passes and add to my shares? Will all my shares be considered "pre-adoption" or "post-adoption"? UPDATED: Upon feedback from shareholders and review by the Board: the interpretation of the amendment has been revised to the following:

Any current shareholder at the time of passage of this amendment will have all of his or her shares treated the same regardless of when the shares are purchased. This means that if you purchase a new unit in the building after this amendment passes, those shares will still be treated as "pre-adoption" lessee shares because you are a current shareholder.

Some specific examples:

- > You purchase a second apartment in order to combine it with your current apartment and create a larger overall home. Your original apartment's shares were purchased prior to this amendment passing. Your new apartment's shares were purchased after this amendment has passed. All shares will be treated the same: as "pre-adoption" lessee shares. When you go to sell your larger, combined unit, all shares will be assessed the current \$10.00 / share transfer fee.
- > You 'trade up' to a larger apartment in the building and, in doing so, sell you original apartment and its shares. You buy the new apartment after this amendment has passed. Your new apartment's shares will still be treated as "pre-adoption" lessee shares due to your current status as a shareholder. When you go to sell your 'trade-up' apartment all shares will be assessed the current \$10.00 / share transfer fee.

What happens if I transfer my shares to my spouse?

Those shares will transfer to your spouse as "pre-adoption" lessee shares, and neither person's shares will be assessed the proposed the 1% transfer fee at time of sale.

Instead, at sale those shares will be assessed the current transfer fee of \$10.00 / share.

What happens if I transfer my shares to my child?

Those shares will transfer to your child as "pre-adoption" lessee shares, and neither person's shares will be assessed the proposed the 1% transfer fee at time of sale.

Instead, at sale those shares will be assessed the current transfer fee of \$10.00 / share.

What happens if I transfer my shares to my legal domestic partner?

Those shares will transfer to your legal domestic partner as "pre-adoption" lessee shares as long as the property is being held as joint tenants, tenants by the entirety, or tenants in common, and neither person's shares will be assessed the proposed the 1% transfer fee at time of sale. Instead, at sale those shares will be assessed the current transfer fee of \$10.00 / share.

37. Residential Flood Disclosure

Please complete Residential Flood Disclosure (enclosed).

NEW YORK STATE FLOOD HISTORY AND RISK NOTICE TO RESIDENTIAL TENANTS

Pursuant to and in accordance with New York State Real Property Law 231-b et seq, all residential leases shall provide notice of previous flood history and current flood risk of the leased premises.

The owner of _____ (Leased Premises) hereby provides such notice by checking one of the following options:

- any of all of the Leased Premises is located wholly or partially in a Federal Emergency Management Agency ("FEMA") designated floodplain.
- any of all of the Leased Premises is located wholly or partially in the Special Flood Hazard Area ("SFHA"; "100-year flood-plain") according to FEMA's current Flood Insurance Rate Maps for the leased premises' area.
- any of all of the Leased Premises is located wholly or partially in a Moderate Risk Flood Hazard Area ("500-year floodplain") according to FEMA's current Flood Insurance Rate Maps for the leased premises' area.
- the leased premises has experienced any flood damage due to a natural flood event, such as heavy rainfall, coastal storm surge, tidal inundation, or river overflow which is detailed as follows:

- None of the above conditions apply to any portion of the Leased Premises.

NOTICE TO TENANT: Flood insurance is available to renters through the Federal Emergency Management Agency's (FEMA's) National Flood Insurance Program (NFIP) to cover your personal property and contents in the event of a flood. A standard renter's insurance policy does not typically cover flood damage. You are encouraged to examine your policy to determine whether you are covered.

_____	X	_____	<i>MM/DD/YYYY</i>
Tenant Name (Print)		Tenant Signature	Date
_____	X	_____	<i>MM/DD/YYYY</i>
Owner or Managing Agent Name (Print)		Owner or Managing Agent Signature	Date

38. Move in/out, Apartment Staging and Furniture/Large Deliveries

Move in/out Procedure (enclosed)



MOVE IN / OUT, APARTMENT STAGING, or FURNITURE / LARGE DELIVERIES

REQUIREMENTS FOR 300 WEST 23RD STREET OWNERS CORP.

300 West 23rd Street, New York, NY 10011

REQUIREMENTS MUST BE SENT AND FEES PAID IN ADVANCE BEFORE SCHEDULING A MOVE IN / OUT, APARTMENT STAGING, or FURNITURE / LARGE DELIVERIES.

A move in / out or apartment staging fee of \$300 (per occasion) and security deposit of \$1,000 (fully refundable if there is no damage caused) payable to **300 West 23rd Street Owners Corp** is required. The fee is for usage of the service elevator during move ins / outs, staging of apartments, and delivery and removal of big furniture or other large items.

NOTE: No fee and security deposit required for single furniture / large deliveries.

MANDATORY MINIMUM COVERAGE

1. Commercial General Liability Insurance: Minimum limit of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, which insurance shall cover the following: premises and operations liability, products / completed operations, broad form property damage, broad form contractual liability, personal injury, and independent contractor's liability.
2. Automobile Liability: Covering owned, hired, and non-owned vehicles, with a minimum limit of liability of \$1,000,000.
3. Excess / Umbrella Liability: A limit of \$3,000,000 - \$5,000,000 per occurrence and a general aggregate of \$3,000,000 - 5,000,000.
4. Workers Compensation with statutory limit and employer's liability coverage of not less than \$500,000.

FOLLOWING MUST BE NOTED "**AS ADDITIONAL INSUREDS WITH REGARDS TO GENERAL LIABILITY PER FORM CG2033 WHERE REQUIRED BY WRITTEN CONTRACT**"

1. 300 West 23rd Street Owners Corp.
2. 300 West 23rd Street Condominium
3. Douglas Elliman Property Management
4. Name of Shareholder, Apartment #, 300 West 23rd Street, New York, NY 10021

Certificate Holder:

300 West 23rd Street Owners Corp
c/o Douglas Elliman Property Management
909 Third Avenue, 11th Floor
New York City, NY 10022

WHERE TO SEND REQUIREMENTS

Fee payments for Move In / Out and Delivery and Removal of Items Related to Staging of Apartment

If related to pending sales or sublease applications – provide copies of receipts of payment to BoardPackager. Otherwise, checks made payable to 300 West 23rd Street Owners Corp must be sent along with properly endorsed insurance certificate to below.

Insurance Certificates

Marylou Tapalla / Susan Dileo
Douglas Elliman Property Management Phone:
212-692-8421 / 212-692-8368
Email: Marylou.Tapalla@ellimanpm.com /
Susan.Dileo@ellimanpm.com

Joel Powers
Resident Manager
Phone: 212-243-3030
Fax: 212-243-3035
Email: resident.manager@300w23coop.com

