

PRECISION PROPERTY MANAGEMENT, INC
131-42 234TH STREET, LAURELTON, N.Y. 11422
PHONE 718-525-7607 FAX 718-276-2044

RESALE PACKAGE

REQUIRED DOCUMENTS

1. Application form completed by proposed purchaser (Credit Check Authorization)
2. Executed contract
3. Mortgage Commitment
4. Last two years tax returns
5. Letter of acceptance of House Rules
6. Statement that proposed purchase shall not take occupancy prior to Board approval
7. Employment verification
8. Authorization for emergency repairs
9. Two written references- (1) personal, (1) business
10. Authorization for credit report (Credit Check Authorization)
11. Applicant must provide picture I.D.
12. **Please submit FIVE (5) (collated) copies of the above documentation** to Precision Property Management c/o Laurelton Gardens, 131-42 234 Street, Laurelton, NY 11422
13. A non-refundable Processing fee of \$250.00 for a single applicant, (NOTE: Each additional applicant is a separate \$50.00 non-refundable processing fee), payable to Precision Property Management must be sent along with the application paid by **bank check or money order** only.
14. A non-refundable Application fee of \$250.00 payable to Laurelton Gardens must be sent along with the processing fee paid by **bank check or money order** only.

All incomplete applications will be returned by mail to the applicant.

Interview

Purchase interviews will be conducted on the third Wednesday of each month. All paperwork is due in the management office by the second Wednesday of the month. Applicants may call the management office at 718-525-7607 the day after screening for notification of their approval.

Should you have any questions please feel free to contact Kelly Occhipinti, Monday- Friday at 718-525-7607.

LAURELTON GARDENS OWNERS CORPORATION HOUSE RULES

1. The Common Area and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the Building.
2. No patient of any doctor who has offices in the Building shall be permitted to wait in the hallway.
3. Children shall not play in the Common Area of Apartments or shall not be permitted on the roof.
4. No Lessee shall make or permit any disturbing noises in the building or do or permit anything to be done therein that will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television loud speaker in such Lessee's apartment between the hours of 11:00 p.m. and 8:00 a.m. if the same disturbs or annoys other occupants of the building. No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:30 a.m. and 5:00 p.m.
5. No articles shall be placed or stored in the hallway (e.g. shoes, brooms, mops, etc.).
6. No awnings, window air-conditioning units or ventilators shall be used in or about the building, except such as have been expressly approved by the Board or the managing agent, nor shall anything be projected out of any window of the Building without such approval.
7. No sign, notice, advertisement, or illumination shall be inscribed or exposed on or at any window or other parts of the Building, except those that have been approved in writing by the Board or the managing agent. No "FOR SALE" or "FOR RENT" or "OPEN HOUSE" advertisements or promotions are permitted.
8. No velocipedes, bicycles, scooters, or similar vehicles shall be allowed to stand in the common area or passageways.
9. No radio or television aerial shall be attached to or hung from the exterior of the building without the prior written approval of the Board or the managing agent.
10. The Lessee shall use the available laundry facilities only upon such days and during such hours as may be designated by the Board or the managing agent.
11. Unless expressly authorized by the directors in each case, the floors of each apartment must be covered with rugs or carpeting or equally effective noise reducing material, to the extent of at least 80 percent of the floor area of each room except kitchen, bathroom and closets.

12. No Lessee shall install any plantings on the terrace, balcony without prior written approval of the Board. Plantings shall be contained in boxes of wood lined with metal or other material impervious to dampness and standing on supports at least two inches from the terrace, balcony or roof surface, and, if adjoining a wall, at least three inches from such wall. Suitable weep holes shall be provided in the boxes to draw off water. In special locations, such as a corner abutting a parapet wall, plantings may be contained in masonry or hollow tile walls, which shall be at least three inches from the parapet and flashing, with the floor of drainage tiles and suitable weep holes at the side to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good condition and the drainage tiles and weep holes in operating condition. All potted plants on the balconies and patios must have saucers or trays underneath them to catch excess water. Residents and shareholders are liable for the costs of cleaning and/or repairing of balcony damage due to water runoff from plants.
13. The managing agent, contractors or workmen authorized by the Board, may enter any apartment at any reasonable hour of the day for the purpose of inspection to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests. If the Board takes measure to control or exterminate carpet beetles, the cost thereof shall be payable by the Lessee. It is agreed and understood that the Board of Directions shall retain the right to inspect the premises with reasonable notice and submit a list to the unit shareholder for any and all repairs necessary and/or damages sustained, which shall be repaired within thirty (30) days. If after thirty (30) days, said repairs are not complete, the Board of Directors shall have the right to have any and all repairs made with the unit shareholder hereby agreeing to pay the bills submitted to them for said repairs.
14. Garbage may not be left on steps, common areas or any other area of the premises for any length of time. Place all garbage in their individual dumpster located throughout the property. All trash must be placed in tightly closed bags, preferable plastic bags with twist-ties, before being placed in the trash dumpsters. Shareholders and residents are responsible for picking up their own trash spilled in all common areas and for the disposal of trash in the proper containers or receptacles. No trash or debris is to be left in any area that is visible to other such as: walkways, common areas, terraces, and parking areas, etc. Do not throw cigarette butts or other items off your balcony or any other common area.
15. Front door must be kept closed when unattended.
16. No resident may enter apartment through the window. Notify the superintendent for assistance.
17. All windows and doors must be locked when apartment is empty.
18. Lessee may not buy and lease more than one apartment.
19. Shareholders who intend to lease or sell their apartment must have the prospective tenant/buyer screened by the Board of Directors. It is understood that the Board of Directors must be notified of a unit shareholder's intention to lease his/her unit and that

all pertinent information about the prospective tenant must be given to the Board. The unit shareholder must pay the Coop a \$2.50 per share yearly sublet fee. Failure to notify the Board of Directors will result in a \$300.00 fine to be levied after written notice from the Board of Directors of the Coop and the eviction of subtenant.

20. All residents must maintain a current Homeowners or Renters Insurance Policy. A copy must be given to the managing agent for their file.
21. All units must have fully functional smoke and carbon monoxide alarm systems.
22. Shareholders and/or any tenant shall comply with all of the laws, orders, rules and regulations of the governmental authorities having jurisdiction thereof, including zoning laws, building codes and as required by insurance underwriters. The respective Shareholder or his/her tenant shall obtain and pay for all permits required for such signs and/or canopy or awning and any necessary renewal fees and get board approval.
23. The Garage Unit must be used for parking of vehicles. NO explosive, flammable or hazardous substances should be stored inside garages. LGOC is NOT RESPONSIBLE for any lost or damage of items stored in the garage.
24. No group tour, exhibition or auction sale shall be conducted in any Residential Unit, without the consent of the Board of Directors or the Managing Agent in each instance.
25. No window decorations shall be used in or about any Residential Unit, except such as shall have been approved in writing by the Board of Directors or the Managing Agent. In no event, however, shall any exterior glass surface of any windows at the Property be colored or painted.
26. Each Shareholder or tenant shall keep his/her Unit in a good state of preservation and cleanliness and shall not sweep or throw any dirt or other substances from the doors or windows of a Unit. No clothes, sheets, blankets, or other articles of any kind shall be hung or shaken from any doors, windows, open terraces or open balconies or placed upon the window sills of the Building.
27. Water closets and other water apparatus in the Building shall not be used for any purposes other than those for which they were constructed; nor shall any sweepings, rubbish, rags, paper, ashes, or any other article be thrown into the same. Any damage resulting from misuse of any water closet or other apparatus shall be paid for by the Shareholder causing such damage.
28. All radio, television, or other electrical equipment of any kind or nature installed or used in each Unit shall fully comply with all rules, regulations, requirements, or recommendations of the New York Board of Fire Underwriters and the public authorities having jurisdiction, and the Shareholder alone shall be liable for any damage or injury caused by any radio, television, or other electrical equipment. Stereos, televisions, musical instruments, car alarms, party activities and any other noise sources (including barking dogs, car horns and extended warming-up of motor vehicle engines) shall be restricted at all times to a level that does not disturb other residents and which cannot be heard outside of the residential unit. It is the responsibility of all shareholders and residents to inform their guest of the above noise control rules.

29. No Shareholder or any visitor, guest, patient, employee or any client of a Shareholder shall be allowed in the heating, electrical or mechanical equipment areas without the express permission of the Board of Directors.
30. All damage to the Building or Common Elements caused by the moving or carrying of any article therein shall be paid for by the Shareholder responsible for the presence of such article.
31. No Shareholder shall use or permit to be brought into the Building any flammable oils or fluids such as gasoline, kerosene, naphtha, benzene, or other explosives or articles deemed hazardous to life, limb, or property without in each case obtaining the written consent of the Board or Managing Agent. No storage of flammable or hazardous materials is permitted on the balcony. Propane gas, electrical, and charcoal barbecue grills are permitted.
32. No Shareholder shall be allowed to put his/her name on any entry of the Building or entrance to any Unit, except in the proper places approved by the Board of Directors for such purposes.
33. Any damage to the Building or equipment caused by Shareholders, Shareholder's family members, their guests, visitors, clients, patients or employees shall be repaired at the expense of the said Shareholder.
34. The sidewalks, entrances, vestibules, or appurtenant to the Building shall not be obstructed or used for any purpose other than ingress to and egress from the Units. No vehicle belonging to a Shareholder, to a family member of a Shareholder, or to a guest, tenant, subtenant, licensee, invitee, employee, or agent of a Shareholder shall be parked in such a manner as to impede or prevent ready access to any entrance to, or exit from, the Building by another vehicle.
35. No immoral, improper, offensive, or unlawful use shall be made of the Property or any part thereof, and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction thereof shall be observed. Violations of laws, orders, rules, regulations or requirements of any governmental agency having jurisdiction thereof, relating to any portion of the Property, shall be eliminated, by and at the sole expense of the Shareholders, or the Board of Directors, whichever shall have the obligation to maintain or repair such portion of the Property.
36. All shareholders must provide a telephone number where they can be reached in case of an emergency. If unit is under lease, both the shareholder's and tenant's telephone numbers must be provided. This information must be given to the management company.
37. All units shall be used for single-family residential purposes only.
38. Shareholders who choose to lease or rent their unit continue to be fully responsible for all damages, assessments, legal fees, if any, for their tenant, if not promptly settled by tenant directly.
39. Shareholders are required to supply their new tenant with a copy of the House Rules and ensure proper understanding.

40. All maintenance payments are due the first of each calendar month. Payments will be considered late if made after the 15th and a \$50.00 fee will be charged. All unpaid balances after the 30th will be sent to legal for collection. All legal expenses incurred will be charged back to the shareholder.
41. All assessments will be billed with the monthly maintenance charge.
42. Any emergency must be handled immediately, and management company should be notified as quickly as possible.
43. Every shareholder must perform promptly all maintenance and repair work to his/her unit which, if omitted, would affect common areas, a part belonging to other shareholders of the building in general.
44. Shareholders must arrange with repairmen and outside contractors regarding repairs to the inside of their apartment. It is the shareholder's responsibility to ensure that the workmen are licensed and have adequate insurance coverage for any damage that may be caused to the building. Shareholder must also submit scope (plan) of intended repairs and a copy of contractor's license and insurance certificate to management before commencement of renovation.
45. No animals are allowed to reside or to be cared for in the buildings or on the grounds. Those animals that were residing in the buildings prior to October 1989 are considered "Grandfathered". These pets are registered with the Board of Directors. Shareholders of the "Grandfathered" animals are responsible for any damage incurred by their pets and are subject to assessment. The cost of repairing or cleaning shall also be added to the assessment. We realize that accidents do happen, but you must take responsibility for any damage incurred by "Grandfathered" animals. Once the pet dies it cannot be replaced. No animals such as livestock or poultry may be kept, raised, or bred within any residential units or anywhere on the property. No food or water shall be left on patios, porches, or on common area that might attract wild or stray animals.
46. Any unauthorized personal property remaining in common areas will be removed by management, if it is not removed by shareholder within 48 hours of notification from management.
47. It is the responsibility of the shareholder to make sure all necessary care is taken when moving in or out and that the moving company is adequately insured for damages or injury while they are moving.
48. No commercial vehicles may be parked overnight on the property. Parking in fire zones or handicapped space (without a permit) is prohibited. Cars parked illegally will be towed at shareholder's expense. No person shall park a vehicle in or obstruct another parking space. Parking spaces are for one (1) car only. Parking permits must be displayed in vehicles in parking lots. Motor vehicles of any type are not allowed to be operated or parked on any sidewalks, any common area or any other areas not specially designated for automobile traffic.
49. Windows can be covered only by drapes or interior shades/blinds and cannot be painted or covered by foil, paper, towels, sheets or other similar materials.

50. Holiday lighting and/or decorations are permitted from the Wednesday before Thanksgiving Day until January 15th of the following year.
51. Parents/guardians are responsible for proper supervision of their children and are responsible for any damage caused or incurred by their children and/or guests. Shareholders are responsible for payment of the cost of repairs for all damage to the common area or property caused by themselves, members of their families, guests, tenant or pets.
52. No batting of balls, ball playing or other sporting games such as: baseball, basketball, football, volleyball, soccer or any other throwing games are permitted. Ball playing is prohibited within grassy areas of the common grounds and between buildings or other structures.
53. Climbing of trees, fences, or roofs, shrubs and railings is not allowed at any time, under any circumstances.
54. The selling and/or use of all illegal drugs is strictly prohibited on the property.
55. Abusive behavior including, but not limited to, the use of profanity on the part of residents toward the employees, contractors, etc., of our association is not appropriate and will not be tolerated. Upon notification of such behavior, the Managing Agent is authorized to investigate each incident, and take appropriate action which may include, but are not necessarily limited to, a verbal warning, written reprimand, temporary suspension from the use of an association facility(ies) for a period of time.
57. Under no circumstances shall the tenants reassign the lease or sublet the premises, whether in whole or in part, whether furnished or unfurnished without Board of Directors written permission.
58. Large boxes, cartons and containers must be broken down to a reasonable size and tied before being placed in the trash dumpster. Large discarded items and construction materials such as furniture, beds, mattresses appliances, lumber, etc., do not belong in the trash dumpsters. Dispose of these items properly at the bulk area.
59. Prolonged storage of vehicles (over 2 weeks) is not allowed and all vehicles must be in operable condition. A vehicle will be considered stored and/or inoperable if the vehicle has not moved within the two (2) week period and/or the vehicle is not properly registered with the Department of Motor Vehicles. Please inform the Management Office regarding your vehicle(s) if you're planning to be away or on vacation.
60. Automobile servicing and/or repairs, such as oil changes, engine repairs or overhauls, draining or flushing of radiators, liquids, or any other fluids of a vehicle is specifically prohibited on community property. Do not have your family, relatives or friends wash their vehicle on the property.
61. Shareholders must notify the Building Captain or the Board of any prolonged absence.
62. Keys to the unit or to any vehicle left on the premises should be deposited with a friend, relative or neighbor. The location of the keys must be reported to the Building Captain or Board. This recommendation is promulgated for your best interest and for the

protection of your property. Failure to report the location of key(s) means the unit shareholder(s) will be held responsible for any damage and/or cost incurred in gaining access to their units and/or automobile in the event of an emergency.

63. The Board/Management must be notified of any change of address of the unit shareholder. Failure to do so, resulting in mail being returned to the Association, will not absolve the shareholder from his/her financial or any other obligation.
64. It is the obligation and duty of each resident to report violations, in writing, to the Managing Agent or Board of Directors. Notice of actual violations will be brought, in writing, to the attention of the tenant and/or shareholder by the Managing Agent, carrying out the policies established by the Board of Directors.
65. In the event that the tenant continuously and flagrantly violates the rules and regulations and its By-Laws and/or creates a nuisance, then a possible fine may be levied upon the shareholder at the discretion of the Board of Directors: and if the nuisance is ongoing, then the Board of Directors shall have the right to demand that the lease be terminated and that the tenant be expelled from the unit. The Board of Directors shall have the right to commence summary proceedings to evict said tenant in the Boards name and shall have the right to name the unit shareholder as a party to said proceeding. Unit shareholder shall be liable to the Board of Directors for all damages suffered by the Board in consequences of tenant's actions hereunder.
66. These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors.

CREDIT CHECK AUTHORIZATION

Building _____ Rent/Purchase _____
Address of Building _____
Lease begins _____ Lease Expires _____ Apartment # _____
Name of Applicant _____ Tel.# _____
Present Address _____ State _____
(Include zip code)

How long at above address _____ Social Security # _____
Date of Birth _____
Present Landlord _____ Address _____
Telephone # _____ Lease Expires _____

If less than one year please list previous address _____

Previous Landlord _____ Tel.# _____
Address _____ Date Vacated _____

Applicant employed by _____ Position _____
Address _____ Telephone _____
How Long _____ Salary _____ Contact Person _____

If present employer is less than one year

Previous employer _____ Position _____
Address _____ Telephone _____
How Long _____ Date Left _____ Salary _____ Contact Person _____

Other sources of income _____
Contact person _____ Tel. # _____

Bank Reference:
Name of Bank _____ Type of Acct. _____ Acct # _____
_____ Type of Acct. _____ Acct # _____
_____ Type of Acct. _____ Acct # _____

Accountant _____ Address _____
Tel. # _____

Do you have Credit Cards _____

Name of Persons not on the Lease to occupy the Apartment

Name	Age	Relationship
_____	_____	_____
_____	_____	_____

In Case of Emergency Notify _____ Telephone# _____
Address _____

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. Inc., 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.

Applicant's Signature _____ Date _____

Agent _____

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

Lead Warning Statement

Every purchaser 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 of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure

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

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

.....
.....
.....

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

(b) Records and reports available to the seller (*Check (i) or (ii) below*):

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

.....
.....

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

Purchaser's Acknowledgment (*initial*)

(c) _____ Purchaser has received copies of all information listed above.

(d) _____ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home*.

(e) _____ Purchaser has (*check (i) or (ii) below*):

(i) received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(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 Acknowledgment (*initial*)

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

Certification of Accuracy

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

SELLER	DATE	SELLER	DATE
PURCHASER	DATE	PURCHASER	DATE
AGENT	DATE	AGENT	DATE

**PRECISION PROPERTY MANAGEMENT
131-42 234TH STREET LAURELTON, NY 11422
PHONE 718-525-7607 FAX 718-276-2044**

AUTHORIZATION FOR EMERGENCY REPAIRS

I, _____, hereby authorize the managing agent and staff of Laurelton Gardens Corp. to enter into my apartment, located at _____ for the purpose of commencing repairs which may effect or endanger the comfort, health or well-being of another resident in the building.

I understand that I will be solely responsible for the cost incurred by the corporation for the said repair.

Shareholder

Shareholder

Date



**THE CITY OF NEW YORK
DEPARTMENT OF HEALTH**

Rudolph W. Giuliani
Mayor

Neal L. Cohen, MD
Commissioner

Notice to Tenant or Occupant

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

Your landlord is required by law to install window guards in your apartment if a child 10 years of age or younger lives in your apartment,

OR

if you ask him to install window guards at any time (you need not give a reason).

It is a violation of law to refuse, interfere with installation, or remove window guards where required, or to fail to complete and return this form to your landlord. If this form is not returned promptly, an inspection by the landlord will follow.

CHECK WHICHEVER APPLY:

CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT

WINDOW GUARDS ARE INSTALLED IN ALL WINDOWS*

NO CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT

WINDOW GUARDS ARE NOT INSTALLED IN ALL WINDOWS*

I WANT WINDOW GUARDS EVEN THOUGH I HAVE NO CHILDREN 10 YEARS OF AGE OR YOUNGER

WINDOW GUARDS NEED MAINTENANCE OR REPAIR

WINDOW GUARDS DO NOT NEED MAINTENANCE OR REPAIR

Tenant's Name: _____ (Print) _____ (Address/Apt. No.)

Tenant's Name: _____ (Signature) Date _____

RETURN THIS FORM TO:

Owner, Precision Management
131-42 234th Street
Laurelton, NY 11422

Owner,

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

*Except windows giving access to fire escapes or a window on the first floor that is a required means of egress from the dwelling unit.