

**\*\* XXXXXX CONDOMINIUM \*\***

**APPLICATION FOR PURCHASE**

*Please submit one (1) original and one (1) set copy of the following documents for review by the Board of the Managers/Managing Agent. It will take up to 30 days of processing time for the Application:*

1. **Completed Sales Application**
2. **Fully executed Contract of Sale**
3. **Evidence that the Purchaser intends to purchase Home Owner's Insurance**
4. **Copies of valid picture ID for all applicants**

**A final walk through must be completed at least 3 days before closing.**

Application must be submitted with checks for the following:

\$300.00 - Application fee

Payable to: **4 Seasons International Management Inc.**  
**(Non-Refundable)**

\$125.00 - Fee for waiver of first right of refusal and up to date common charge letter (For those application been approved by Board)

Payable to: **4 Seasons International Management Inc.**  
**(Non-Refundable)**

\$1000.00 - Deposit for closing documents submission to our office

Payable to: **XXXXXX Condominium**  
**(Refundable)**

\$1000.00 - Deposit for move in (buyer) /move out (seller)

Payable to: **XXXXXX Condominium**  
**(Refundable)**

Bring your application to:

**4 Seasons International Management Inc.**  
**22-30 119<sup>th</sup> Street 2<sup>nd</sup> Floor**  
**College Point, NY 11356**

**Re: Sale of Apt. #** \_\_\_\_\_

**Name:** \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone#: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

How long at present address? \_\_\_\_\_

If less than three years, please list previous residence.

Landlord: \_\_\_\_\_

Occupation and Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Phone # \_\_\_\_\_ How long with present employer? \_\_\_\_\_

If less than three years, please list previous employer:

\_\_\_\_\_

Apartment to be occupied by: Applicant (s) \_\_\_\_\_ Yes \_\_\_\_\_ No

Occupants \_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pets to be kept in apartment: \_\_\_\_\_

Is financing for this transaction being applied for? \_\_\_\_\_ Yes \_\_\_\_\_ No

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**The following rules apply to moving in or out of the building:**

- A \$1,000 move in/out deposit will be required with new applications to purchase or sublet, deposit will returned if no damage was caused to hallways or grounds after 30 days.
- Moving hours are 9:00am to 5:00pm through Monday to Friday. NO allow weekend for any move in/out. Any resident violating this rule will be fined.
- Absolutely no trucks or cars permitted on sidewalks or lawns.

Apt. # \_\_\_\_\_

Name: \_\_\_\_\_

**4 SEASONS INTERNATIONAL MANAGEMENT INC.  
NOTIFICATION OF MOVE IN / OUT**

PROPERTY NAME \_\_\_\_\_

OWNER NAME \_\_\_\_\_ APT. # \_\_\_\_\_

TENANT NAME \_\_\_\_\_

BLDG. ADDRESS \_\_\_\_\_

OCCUPANCY DATE: \_\_\_\_\_, 20\_\_\_\_\_

REASON:

- LEASE UNIT
- PURCHASE UNIT

OTHER INFORMATION:

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

Deposit Amount: \_\_\_\_\_ Check#: \_\_\_\_\_

I understand the move-in deposit check of \$1,000.00 payable to **XXXXXX Condominium** will be deposited and the monies will be refunded to me in 30 days after move-in if there is no damage, noted by the Super, to the common areas, including the elevator, of the building.

\_\_\_\_\_  
PREPARED BY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPER

\_\_\_\_\_  
DATE INSPECTED

# 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

Owner/Tenant's  
Name: \_\_\_\_\_

(Print)

(Address/Apt. No.)

Owner/Tenant's Name: \_\_\_\_\_

(Signature)

Date \_\_\_\_\_

## RETURN THIS FORM TO:

**4 Seasons International Management Inc**  
22-30 19<sup>th</sup> Street 2<sup>nd</sup> Floor, College Point, NY 11356  
Tel: 718-961-3200 Fax: 718-961-1810

For further information call:  
Window Prevention (212) 676-2158

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

**XXXXXX CONDOMINIUM**

**Credit Check Authorization**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Home Address (Last Seven Years)

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

\*\*\*\*\*

In Connection with my purchase / leasing of property, I authorize the procurement of a credit report on myself. I further authorize all credit agencies, banks, lending institutions and persons to release information they may have about me a release them from any liability and responsibility from doing so. This authorization, in original or copy form, shall be valid for this and any future reports that may be requested. Further information may be available upon request within reasonable period of time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## DISCLOSURE OF INFORMATION ON LEAD BASED PAINT AND OR LEAD BASED PAINT HAZARDS

**Seller's Disclosure**

- a) Presence of lead based paint and or lead based paint hazards (initial ( i ) or ( ii ) below)
  - ( i )\_\_\_\_\_ Known lead based paint and or lead based paint hazards are present in the apartment (explain)
  - ( ii )\_\_\_\_\_ Seller has no knowledge of lead based paint and or lead based paint hazards in the apartment.

- a) Records and reports available to the seller ( initial ( i ) or ( ii ) below):
  - ( i )\_\_\_\_\_ Seller has provided the purchaser with all available records and reports pertain to lead based paint and / or lead paint hazards in the apartment (list documents below)
  - ( ii )\_\_\_\_\_ Seller has no records or records pertaining to lead based paint and / or lead based paint hazards in the apartment

**Purchaser's Acknowledgment (Initial)**

- a) \_\_\_\_\_ Purchaser has received copies of all information listed above
- a) \_\_\_\_\_ Purchaser has received the pamphlet Protect Your Family From Lead in Your Home.
- a) \_\_\_\_\_ Purchaser has ( initial ( 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 Acknowledgement (initial)**

- a) \_\_\_\_\_ Agent has informed the Seller of the Seller's obligation under 42 U.S.C. 4852d and is aware of agent's 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 provided is true and accurate.

Seller	Seller	Date
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Purchaser	Purchaser	Date
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Agent	Agent	Date
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## Smoke & Carbon Monoxide Detector Acknowledgement

Buyer's Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Smoke Detectors

Date Batteries Replaced \_\_\_\_\_ Date Tested \_\_\_\_\_

### Carbon Monoxide Detector(s)

Date Batteries Replaced \_\_\_\_\_ Date Tested \_\_\_\_\_

1. All smoke & carbon monoxide detectors and their batteries are the property address listed above and are not to be removed from the premises.
5. Occupants or guests will not remove battery, disconnect, disable, tamper with or otherwise to make a functional smoke or carbon monoxide detector inoperable.
6. Smoke & Carbon Monoxide detectors are intended for your safety ant that of others.
7. Failure to comply with the above rules is a violation to lease agreement and may result in termination of lease agreement and tenancy.

I/we have received and understand the above rules regarding the smoke & carbon monoxide detectors and agree to abide by these rules. I/we also acknowledge that the smoke & carbon monoxide detectors in my apartment have been tested in my/our presence and are in working order.

\_\_\_\_\_  
(Buyer Name)

\_\_\_\_\_  
(Seller Name)

\_\_\_\_\_  
(Buyer Signature)

\_\_\_\_\_  
(Seller Signature)



## House Rule

May/ 2011

**In hopes of providing a safe, clean, orderly and enjoyable living environment for all our residents and at the same time protect owners' valuable investment, the Board of Managers has adopted the following House Rules for XXXXXX Condominium ("Building"). The Board of Managers reserves the right to amend or abolish any of these rules at any time without advance notice. This new version supersedes all previous versions.**

**Important note: Any work requiring approval from Management Company must be requested at least 48 hours in advance (excluding weekends) unless otherwise noted.**

### **General Rule:**

1. Owners/residents are solely responsible for removing their own large furniture (e.g., sofa, stove, etc.) or bulk items.
2. Following rules govern Open House:
  - a. Open House event is subject to approval by the Building's Management Company. The Management Company must be notified at least 48 hours (not including weekends) in advance.
  - b. Broker/Owner must escort all potential buyers in and out of the building.
3. The Building's keys (main entrance, garage, elevator, etc.) are not permitted to be distributed to anyone that is not a resident/owner of the Building. Personal duplication of key is not permitted under any circumstances; all duplication must be managed through the Building's Management Company.
4. Smoking in any part of the Building's common areas is strictly prohibited.
5. Disposal of garbage (especially cigarette butts) over the balcony or in any common area is strictly prohibited; such action is unsanitary and a fire hazard, in the case, of a cigarette butt.
6. Both a smoke detector and a carbon monoxide detector must be installed and in working order, in each unit. The Board of Managers recommends that the resident test their detectors at least every 6 months and also change battery, if necessary.
7. Units' main doors and frames must comply with current color, look and structure. All unit residents **MUST keep the unit door close at all time.**

8. Residential units can be occupied by ONE family per unit. Residential units are strictly prohibited from being rented to multiple families, as a rooming house, or hotel. All tenants must be registered with the Management Company along with a copy of the lease and the following information:
  - a. Contact number
  - b. All names of occupants
9. No loud music, radio, TV, karaoke, musical instrument playing or other unacceptable noise is permitted between the hours of 10:00PM to 9:00AM.
10. Unit owners/residents are strictly prohibited from going out onto the Building's roof without prior approval from the Management Company except in the case of emergency.
11. Unit owners must furnish a copy of the current By-Laws to their rental tenant. A signed acknowledgement acknowledging the receipt of the latest By-Laws must be returned to the Management Company.
12. Owners are liable for any violations caused by their tenants or visitors.
13. Children are not permitted to play in the hallways or lobby (i.e., rollerblade, bike, scooter, ball playing, etc.)
14. The Building has a NO PET policy which includes dogs, cats, birds, and reptiles.
15. No signs and notes may be posted in any common areas of the Building without written approval from the Management Company.
16. The Board of Managers or Management Company will disregard notes posted anonymously. The proper channel to express your views or concerns is to attend the Board's monthly meeting.
17. SPITTING in public areas is unsanitary and promotes transmittal diseases and it is strictly prohibited in the Building's common areas (including elevators, compactor room, hallways, garages, lobby, etc.)
18. No outside supermarket or store carts are allowed into the Building.

**BALCONY:**

19. Hanging of any articles on any parts of the balcony is strictly prohibited.
20. Storage of any articles on the balcony is strictly prohibited.

21. Barbecuing is not permitted on the balcony.
22. No Satellite dish allow to install within the balcony or any part of the building. Balcony is for small plants and outdoor furniture (subject to Management Company's approval) only. No hanging plants or baskets.

### **WINDOWS:**

23. The only approved types of window coverings are blinds, curtains, or drapes and *exterior portion must be in a neutral color.*
24. Do not hang paper, sheets, bedspreads, or any other type of material on windows and balcony doors.

### **HALLWAYS:**

25. Do not place any floor mats or *other personal items in* front of your unit entrance door. No religious items should be hung outside your entrance. Seasonal decorations (such as for major holidays) are permitted two (2) weeks prior to and after the holiday.

### **ELEVATORS:**

26. Upon approval from the Management Company moving-in/moving-out is permitted Monday through Saturday between the hours of 9:00AM and 5:00PM. The Management Company must be notified at least 48 hours in advance (excluding weekends).
27. Upon approval from the Management Company, bulk deliveries are permitted. The Management Company must be notified at least 48 hours in advance (excluding weekends).
28. Holding elevator doors open by blocking the elevator door with any article is strictly prohibited. The Super should be contacted if it is necessary to keep the door open to load/unload from the elevator. Usage of both elevators at the same time is strictly prohibited.
29. Usage of the phones in the elevators is strictly prohibited. They are there for EMERGENCY USE ONLY.

### **COMPACTOR CHUTE:**

30. Disposal of liquid, glass, wood, metal or loose garbage in the compact chute is strictly prohibited.
31. Do not force large articles into the compactor chute.

32. All large garbage must be boxed and brought down to the basement area and left by garage compactor room.
33. All recyclable items (plastic, glass, can, paper, etc.) should be placed in the recycling bin.
34. All recyclable items (plastic, glass, can, paper, etc.) should be placed in the recycling bin.
35. Medical waste is not permitted to be left in front of the Building; it should to be disposed of properly by your medical waste company.
36. Placing garbage on the compactor room floor is strictly prohibited; all non-recyclable garbage must be disposed of properly into the compactor chute.

### **PARKING GARAGES:**

37. Disposal of any garbage (including emptying ash trays) in parking garages is strictly prohibited. All garbage (including dead battery, old tire, etc.) must be properly disposed of in garages' waste bin or recycled.
38. Cars must be parked in their assigned spaces and their assigned parking tag must visible through the windshield. All cars must be registered with the Management Company.
39. Cars must be parked within your space and it must fully rest between your space's yellow lines.
40. Owner/tenant parking space is responsible for keeping their space free of oil, garbage, etc.
41. Any illegally parked car will be "booted"; the "boot" cannot be removed until the fine has been fully paid by the car owner.
42. No changing of motor oil in the parking area.
43. No gate or any enclosure is allowed to be installed in your parking area.

### **RENOVATION and MAJOR REPAIR:**

44. The unit owner must inform the Board of Managers through the Management Company TWO (2) weeks in advance before the start of any renovation work.
45. The owner must provide to the Board of Managers and the Management Company before any work can commence:
  - a. A complete scope of work from the contractor.

- b. Liability insurance (minimum coverage of \$1 million) to cover the work and a copy of contractor's Home Improvement (HIC) license.
- c. A deposit of \$1,000.00 is required and is refundable if no damage to the Building's common area.
- d. All structural changes require City Department Building permit and architect drawings.
- e. Contractors are permitted to work between 9:00AM to 5:00PM, Monday through Friday.
- f. The Building's common area (hallways, elevators, etc.) must be properly protected during the construction period. The contractor must also clean-up after each day.
- g. Contractors are responsible for the removal all construction garbage from the Building's premises; it cannot be left inside/outside the Building.
- h. Installation of split unit cooling/heating system requires written approval from the Management Company.

**Any violation of above House Rules will be subject to a fine of \$500.00 for *each occurrence* unless otherwise stated. The Board of Managers reserves the right to impose additional fines if it determines the violation is very serious and/or unconscionable. Furthermore, the Board of Managers is the sole arbitrator in the determination of violations and fines. Beginning May 1<sup>st</sup>, 2011, the above "House Rules" will become effective and will be enforced by the Building's Management Company without prejudice.**

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Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature & Date: \_\_\_\_\_