

akam[®]

Associates, Inc.

Exceptional Management
Impeccable Reputation

An AKAM[®] Living Services Company

260 Madison Avenue
12th Floor
New York, New York 10016
Phone: 212.986.0001
Fax: 212.986.0002
www.akam.com

**TRUMP VILLAGE, SECTION 3, INC.
TRUMP VILLAGE ESTATES
BROOKLYN, NEW YORK 11224**

SALES APPLICATION

The following is a list of the items you are required to submit for the Board of Directors to review your application. Please be certain to provide ALL of the information requested. The Board requires prospective purchasers to submit one (1) original single sided and one (1) copy single sided of the following documents and information to the attention of the Closing Department at AKAM Associates, Inc.:

1. Notice of Sale. (Attached)
2. Basic Information Sheet. (Attached)
3. Acknowledgement Form. (Attached)
4. Fully Executed Contract of Sale.
5. Purchase Application. (Attached)
6. Statement of Financial Condition showing all personal assets and liabilities with documentation (brokerage statements, bank statements, etc.) supporting all assets listed from the last three (3) months. (Attached)
7. A letter from the prospective purchaser's employer verifying annual salary, position held & length of employment. If self-employed please provide a letter from your accountant detailing the same. If fewer than years three (3) years in present position, employment verifications from all previous employers during the three (3) year period containing the same information.
8. A copy of the three (3) years most recently filed signed Federal Tax Returns (Form 1040) including W-2's and all schedules. If any extension was filed, then a copy of the extension must be included.
9. Request for Transcript of Tax Return (4506-T) Form. (Attached).
10. Acknowledgment of Building Policies. (Attached)
11. Notice of Discrimination, Ownership of Multiple Apartments and Subletting. (Attached).
12. Emergency Contact form. (Attached)
13. Lead Paint Disclosure documents signed by both Seller & Purchaser. (Attached)
14. Consent Form - to be completed by all applicants/adult occupants. (Attached)
15. Window Guard Rider Form. (Attached)
16. Pet Registration Form. (Attached)
17. Applicant's Release. (Attached)
18. Agreement of Indemnity. (Attached)
19. Alteration Agreement Acknowledgement. (Attached)
20. Paper Materials Opt-Out Form. (Attached)
21. Copy of Seller's Stock Certificate.
22. Copy of Appraisal (for all purchases)
23. Copy of valid ID for all applicants and occupants

IF PURCHASE IS BEING FINANCED (No more than 80% of the purchase price may be financed):

****VARIABLE RATES AND ADJUSTABLE RATES ARE NOT PERMITTED****

1. Loan Application.
2. Letter of Commitment.
3. Three original Recognition Agreements (Aztech form only).

Notes:

- A personal interview of the purchaser is required and will be arranged according to the Interview Committee schedule. The interview will be conducted in the English language. The Applicant(s) must bring an interpreter to the interview, if needed. All persons 18 years of age or older who will be residing in the apartment must attend the interview with a government issued non-expired photo ID.
- Ensure all forms / contracts are signed (and initialed where necessary) by all relevant parties.
- All supporting documentation must be submitted in English (if original is in another language, please provide both original and translated versions).
- The amounts set forth on the Financial Statement form must be equal to the amounts on the supporting documentation.
- Financial Statement amounts and all supporting documentation must be in USD. If funds are held in overseas accounts, a certified bank letter verifying the USD value must accompany said documentation.
- Bank statements must clearly show Applicant's name and mailing address.
- The Work Number is not an acceptable form of employment verification.
- 1 dog under 35lbs is permitted with Board Approval.
- No more than three (3) names will be permitted on a Stock Certificate and Proprietary Lease.
- More than one tenant-shareholder may hold Shares and Proprietary Leases only in joint-tenancies with right of survivorship or in tenancies by the entirety. Tenancies in Common and other forms of ownership are NOT permitted.
- No tenant-shareholder may own or be named on the Shares and Proprietary Lease for more than two apartments that are not contiguous with each other.
- The Cooperative has a right of first refusal to purchase the Shares and Proprietary Lease.

Fees to be submitted with application (CERTIFIED CHECKS OR MONEY ORDERS ONLY):

1. \$125.00 per applicant/adult occupant credit check fee (non-refundable) payable to Trump Village Section 3, Inc.
2. \$200.00 move-in fee (non-refundable) payable to Trump Village Section 3, Inc. (from Purchaser)
3. \$200.00 move-out fee (non-refundable) payable to Trump Village Section 3, Inc. (from Seller)
4. \$300.00 move-in deposit (refundable) payable to Trump Village Section 3, Inc. (from Purchaser)
5. \$300.00 move-out deposit (refundable) payable to Trump Village Section 3, Inc. (from Seller)
6. \$157.37 application fee (non-refundable) payable to Trump Village Section 3, Inc. (from Purchaser)
7. \$125.10 application fee if second applicant (non-refundable) payable to Trump Village Section 3, Inc. (from Purchaser)
8. \$83.40 application fee if third applicant (non-refundable) payable to Trump Village Section 3, Inc. (from Purchaser)
9. \$83.40 application fee for occupant above 18 years of age (non-refundable) payable to Trump Village Section 3, Inc. (from Purchaser)

10. \$100.00 pet registration fee payable to Trump Village Section 3, Inc., if applicable.
11. \$25.00 pet registration tag fee payable to Trump Village Section 3, Inc., if applicable.

If the purchaser(s) is/are approved, the following checks will be required at closing:

1. Closing Fee: \$600.00, check must be certified or attorney escrow and made payable to AKAM Associates, Inc.
2. Recognition Agreement Fee (if financing): \$300.00, check must be certified or attorney escrow and made payable to Trump Village Section 3, Inc.
3. Power of Attorney Review Fee (if applicable): \$100.00, check must be certified or attorney escrow and made payable to Trump Village Section 3, Inc.
4. New York State Stamp Tax: .05 cents/share, made payable to AKAM Associates, Inc.
5. Flip Tax in the amount of 20% of the Purchase Price if the Seller's purchase occurred before July 3, 2007. Flip Tax in the amount of 5% of the Purchase Price if the Seller's purchase occurred after July 3, 2007.

*****This application was created using Adobe Acrobat. The forms can be opened, filled out, and printed using Adobe Acrobat or Adobe Acrobat Reader (versions 5.0 and above). If you do not have Adobe Acrobat Reader on your computer, you can download it free of charge from www.adobe.com. Where a signature is required, please sign after printing the application. Electronic signatures are not permitted.***

NOTICE OF SALE

Dear Cooperative:

You are hereby notified that a Contract of Sale (including all Riders), a true copy of which is attached has been entered into as follows:

Apartment____, at _____, Brooklyn, New York 11224

Seller(s)_____

Purchaser(s)_____

Selling Price \$_____

Contract Subject to Cooperative's Written Approval. The Contract of Sale contains a statement that transfer of the shares of stock of the Cooperative allocated to, and the Proprietary Lease for, the Apartment described above is subject to the Cooperative's written approval. If the Contract of Sale does not expressly contain that statement, Seller, Co-Seller(s), Purchaser and Co-Purchaser(s) agree that this Notice amends the Contract of Sale to add the provision described in the preceding sentence to such Contract of Sale.

Acknowledgment of Cooperative's Right of First Refusal. The undersigned Seller, Co-Seller(s), Purchaser and Co-Purchaser(s) acknowledge that pursuant to Article VII, Section 2, Paragraph C of the Bylaws of the Cooperative, a copy of which is attached to this Application, the Cooperative has thirty (30) days, from the date on which the Cooperative issues its notice to the Purchaser(s), at the address set forth in the Contract of Sale (including all Riders), that the Application Package is complete and that all required credit checks, background checks and home inspections have been completed, to exercise its option to purchase the Shares and Leases covered by the Contract of Sale (including all Riders) at the price set forth in the Contract of Sale (including all Riders), less the applicable fees provided for in Article VII of the Bylaws and the transfer fee provided for in Article VII, Section 2, Paragraph B and E of the Bylaws. Notice of the Cooperative's decision to exercise its option to purchase such Shares and Lease shall be given to the Seller(s) and Purchaser(s) at their respective addresses set forth in the Contract of Sale (including all Riders). The Cooperative exercise of its option is irrevocable and is binding on all Seller(s) and Purchaser(s).

Date:_____

Date:_____

Seller

Purchaser

Seller

Purchaser

Seller

Purchaser

akam[®]

Associates, Inc.

Exceptional Management
Impeccable Reputation

An AKAM Living Services Company

260 Madison Avenue
12th Floor
New York, New York 10016
Phone: 212.986.0001
Fax: 212.986.0002
www.akam.com

BASIC INFORMATION SHEET

Date of Application: _____

Apartment Information:

Apartment Number: _____

Apartment Address: _____

Number of Bedrooms: _____

Number of Full Bathrooms: _____

Number of Half Bathrooms: _____

Number of Balconies: _____

Number of Terraces: _____



Exceptional Management
Impeccable Reputation

An AKAM® Living Services Company

260 Madison Avenue
12th Floor
New York, New York 10016
Phone: 212.986.0001
Fax: 212.986.0002
www.akam.com

Acknowledgments

To the Board of Directors of Trump Village Section 3, Inc.:

The undersigned hereby submit(s) this Application for the purchase or other transfer of shares of stock in Trump Village Section 3, Inc. (the "Cooperative") and for a Proprietary Lease ("Shares and Proprietary Lease") for Apartment _____ at _____, Brooklyn, New York 11224 (the "Apartment").

The undersigned acknowledges and agrees to the following;

- 1) Pursuant to the authority granted in the Proprietary Lease and By-Laws of the Cooperative, the Board of Directors will use this Application to obtain background information regarding the proposed purchaser(s) of the Cooperative's stock.
- 2) The Board of Directors may require additional information and will require that the Applicant(s) and all persona 18 years of age or older who will live in the Apartment appear for a personal interview. Other persons who will reside in the Apartment may also be required to appear at this interview.
- 3) The proposed purchase or other transfer of the Shares and Proprietary Lease (or of any interest in them) cannot be consummated without the prior written consent of the Board of Directors.
- 4) Each of the undersigned has received a copy of and read the Proprietary Lease, House Rules and Dy-Laws which govern the occupancy dale Apartment and the operation of the Cooperative and agree to abide by the terms, provisions, rules and limitations set forth in these documents.
- 5) In no event will the Cooperative, the Board of Directors or their agents or employees be responsible for any liabilities to or expenses incurred by an Applicant, regardless of whether the Application Is disapproved or approved.
- 6) While the Board of Directors will attempt to review and act upon this Application promptly, the Cooperative; -the Board of Directors and their agents and employees will not be responsible for expenses or liabilities resulting from any delay in this review, regardless of the reason for or cause of any such delay.
- 7) All statements and representations made by the Applicants in this Application are made under penalty of perjury. Falsification of any of the information contained in this Application, or omission of material information from the Application, or violation of any representation or agreement ma de by the undersigned in this Application, may result, without limitation, in rejection of the Application by the Board of Directors, revocation of any approval given and, after closing, termination of the Applicant's Proprietary Lease, it being agreed that such falsification or omission or violation constitutes a material breach of the Proprietary Lease entitling the Cooperative to invoke all the remedies prescribed in the Proprietary Lease for such breath.
- 8) The non-financed cash payment on account of the purchase price must be at least 20% of the gross selling price, at a fixed rate of interest.

The undersigned authorizes) the Cooperative and its designated representatives and agents and the Board of Directors to contact any of the employers, banks, landlords, educational institutions, references, etc., described in this Application for-information regarding this Application and the Applicant(s) and all persons over the age of 18 years who will reside in, the Apartment.

Each of the undersigned acknowledges and agrees that, if this Application is approved, the undersigned will NOT, without the prior written consent of the Board of Directors:

- pledge the undersigned's shares of the Cooperative's Stock to anyone
- make structural alterations to the Apartment
- sublease the Apartment
- permit persons other than those permitted by the Proprietary Lease to live in the Apartment
- use the Apartment for other than residential purposes
- permit any dog or other animal (as defined on Page M of this Application) in the Apartment

The undersigned further acknowledges and agrees that, if this Application is approved, the undersigned WIL

comply strictly with all the terms, conditions and limitations set forth in the Cooperative's Proprietary Lease, House Rules, By-Laws and other governing documents
promote the principles of cooperative living applicable to the Cooperative and its residents

The undersigned acknowledges and agrees that the Apartment is being acquired in "as is" condition and that the Cooperative has no obligation to perform any work in the Apartment.

The undersigned affirms, under the penalties of perjury, the accuracy of all of the information contained in this Application and all documentation submitted to the Cooperative by or on behalf of the undersigned in connection with this Application.

APPLICANT: _____
(Print Name)

DATE: _____

(Signature) _____

DATE: _____

APPLICANT : _____
(Print Name)

(Signature) _____



COOPERATIVE PURCHASE APPLICATION

Application Date: _____
 Applicant's Last Name(s): _____
 Unit #: _____

GENERAL INFORMATION

Building Name _____	Applicant's Name(s) _____ <i>(if Corporate Purchase, please provide Corporation Name)</i>
Building Address _____	
Purchase Price _____	# of Shares _____
Deposit Amount _____	Unit # _____
Amount Financed _____ <i>(enter "ALL CASH" if no financing)</i>	Monthly Maint. _____
	Is Source of Down Payment: <input type="checkbox"/> Gift <input type="checkbox"/> from a Trust
	<input type="checkbox"/> loan
Proposed Closing Date _____	Projected Date of Possession _____

SELLER'S INFORMATION

Seller's Name(s) _____	Home Phone _____
Current Address _____	Cell Phone _____
	Work Phone _____
Email Address _____	
Seller's Attorney _____	Firm Name _____
Firm Address _____	Office Phone _____
	Cell Phone _____
Email Address _____	Fax Number _____
Seller's Broker _____	Office Phone _____
Email Address _____	Cell Phone _____
	Fax Number _____

PURCHASER'S INFORMATION

Purchaser's Attorney _____	Firm Name _____
Firm Address _____	Office Phone _____
	Cell Phone _____
Email Address _____	Fax Number _____
Purchaser's Broker _____	Office Phone _____
Email Address _____	Cell Phone _____
	Fax Number _____
<i>Complete below if applicable:</i>	
Mortgage Lender _____	Office Phone _____
Attorney for Lender _____	Cell Phone _____
Email Address _____	Fax Number _____



COOPERATIVE PURCHASE APPLICATION

Application Date: _____
Applicant's Last Name(s): _____
Unit #: _____

FINANCIAL INFORMATION (Cont.)

3. Bank Name _____
 Address _____
 Account Type Checking Savings Loan Checking Savings Loan

4. Stockbroker, CPA or Executor (if any) _____
 Firm Name _____
 Address _____
 Phone _____
 Email Address _____

PERSONAL REFERENCES

1. Name: _____
 Phone: _____
 Email Address: _____

2. Name: _____
 Phone: _____
 Email Address: _____

3. Name: _____
 Phone: _____
 Email Address: _____

PROFESSIONAL REFERENCES

1. Name _____
 Phone _____
 Email Address _____

2. Name _____
 Phone _____
 Email Address _____

3. Name _____
 Phone _____
 Email Address _____

GUARANTOR / TRUST INFORMATION Not Applicable

Name of Guarantor _____ Guarantor Phone _____
 Relation to Applicant _____ Guarantor mail _____

EMPLOYMENT INFORMATION

Employment Status Full-Time Part-Time Self Employed Retired Student Unemployed

Profession _____ Name of Trust _____



COOPERATIVE PURCHASE APPLICATION

Application Date: _____
 Applicant's Last Name(s): _____
 Unit #: _____

Current Employer _____
 Empl. Address _____
 City/State/Zip _____
 Website _____
 Employment Dates From: _____ to _____
 Supervisor's Name _____
 Supervisor's Phone _____
 Annual Base Salary _____

FINANCIAL INFORMATION

1. Bank Name _____
 Address _____
 Account Checking Savings Loan

2. Bank Name _____
 Address _____
 Account Checking Savings Loan

ADDITIONAL INFORMATION

Name(s) _____
 shares will be _____
 held in: _____

Names & ages for all occupants: _____

Do you have pets? Yes No *(Please refer to the building rules regarding pets)*
 If yes, list type, breed and age: _____

Do any occupants smoke? (cigarettes, cigars, pipes, etc.) Yes No

Occupancy will be: Full Time Part Time Pied-A-Terre

Do you plan any alterations? Yes No

Do you plan to sublet the unit? Yes No

Will you receive mail at the unit? Yes No

If yes, please explain: _____

The foregoing application, including all personal and financial information, has been carefully prepared, and the undersigned hereby solemnly declare(s) and certifies that all the information is true and correct and that all financial information submitted is a true and accurate statement of the undersigned as of the date set forth by each signature. The agents neither bear nor assume any responsibility whatsoever for the verification of completeness of the information contained herein. In addition, the undersigned hereby authorize(s) the managing agent and condominium association to share such portions of the application as they may reasonably believe necessary to fulfill the purposes of this application with other parties, and further agree to hold the managing agent, its employees and agents harmless from any error or omission in the transfer of the information or the distribution of such information to third parties.

Applicant: _____ Date: _____

Co-Applicant: _____ Date: _____

(If Applicable)

Guarantor: _____ Date: _____

Financial Statement

Applicant: _____ Co-Applicant: _____

Address: _____ Address: _____

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

_____ day of _____ 20____

ASSETS			LIABILITIES		
	Applicant	Co-Applicant		Applicant	Co-Applicant
Cash in banks (Schedule A)			Notes Payable (Schedule E)		
Money Market Funds			To Banks		
Contract Deposit			To Relatives		
Investments: Stocks and Bonds (Schedule B)			To Others		
Investments in Own Business			Installment Accounts Payable:		
Accounts and Notes Receivable			Automobile		
Real Estate Owned (Schedule C)			Other		
Automobiles:			Other Accounts Payable		
Year			Mortgages Payable on Real Estate (Schedule F)		
Make			Unpaid Real Estate Taxes		
Personal Property and Furniture			Unpaid Income Taxes		
Life Insurance			Chattel Mortgages		
Cash Surrender Value			Loans on Life Insurance Policies (Include Premium Advances)		
Retirement Funds/ IRA			Outstanding Credit Card Debt		
401K			Other Debts (Schedule G)		
KEOGH			TOTAL LIABILITIES		
Profit Sharing/ Pension Plan			NET WORTH		
Other Assets (Schedule D)					
TOTAL ASSETS					
COMBINED ASSETS			COMBINED LIABILITIES		

SOURCES OF INCOME / MONTHLY		
	Applicant	Co-Applicant
Base Salary		
Overtime Wages		
Bonus and Commissions		
Dividends and Interest Income		
Real Estate Income (Net)		
Other Income Including Gifts (Schedule H)		
TOTAL		

PROJECTED EXPENSES / MONTHLY		
	Applicant	Co-Applicant
Maintenance		
Apartment Financing		
Other Mortgages		
Bank Loans		
Auto Loans		
Other:		
TOTAL		
COMBINED TOTAL		

GENERAL INFORMATION		
	Applicant	Co-Applicant
Personal Bank Accounts at		
Savings and Loan Accounts at		
Purpose of Loan		

CONTINGENT LIABILITIES			
An Endorser or Co-maker on Notes			
Alimony Payments (Annual)			
Child Support			
Are you a defendant in any legal action?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Are there any unsatisfied judgments?	<input type="checkbox"/>	Yes	<input type="checkbox"/>
Have you ever taken bankruptcy? Explain:	<input type="checkbox"/>	Yes	<input type="checkbox"/>

Itemized Schedules

Please include verification statements and proof of liquid assets as required by your coop or condo.

A: ITEMIZED SCHEDULE OF CASH

Applicant or Co-Applicant	Financial Institution	Type of Account	Account Balance

B: ITEMIZED SCHEDULE OF STOCKS AND BONDS

Amount/ No. of Shares	Description	Marketable Value	Non-Marketable Value

C: ITEMIZED SCHEDULE OF REAL ESTATE

Description and Location	Date Acquired	Cost	Actual Value	Mortgage Amount	Maturity Date	Monthly Operating Costs	Residential or Commercial (If commercial, what are the gross rents?)

D: ITEMIZED SCHEDULE OF OTHER ASSETS

Description	Amount

E: ITEMIZED SCHEDULE OF NOTES PAYABLE

To Whom Payable	Date	Amount	Due	Interest	Plodged as Security
				0.0000%	
				0.0000%	
				0.0000%	
				0.0000%	

F: ITEMIZED SCHEDULE OF MORTGAGES PAYABLE

To Whom Payable	Mortgage Amount	Princlpal Remaining	Maturity Date

G: ITEMIZED SCHEDULE OF OTHER LIABILITIES

Description	Amount	Date	Payments	Security

H: ITEMIZED SCHEDULE OF OTHER INCOME

Source	Amount Last Year	Is this recurring?

IF YOU ARE A PRINCIPAL OF OR ARE EMPLOYED BY A FAMILY BUSINESS, PLEASE COMPLETE THIS SECTION:

	Applicant	Co-Applicant
Dividend or partnership income (present year)		
Dividend or partnership income (prior year)		
Dividend or partnership income (second prior year)		

The foregoing application has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all information contained herein is complete, true, and correct. The information is submitted as being a true and accurate statement of the financial condition of the undersigned on the _____ day of _____, 20____.

X _____ Date _____
 Applicant

X _____ Date _____
 Co-Applicant

ACKNOWLEDGEMENT OF BUILDING POLICIES

Building: _____

Unit #: _____

Please initial each policy and sign the form below.

Owner Co-Owner Guarantor Acknowledgement

House Rules:

The Undersigned have received and read the House Rules for the above referenced building and understand that, as either a shareholder or as a subtenant, are bound by these House Rules and any subsequent revision thereto.

Damage Responsibility:

The Undersigned, as either shareholder or subtenant, agree to accept responsibility for any damage incurred to the elevators and public areas during my / our move into / out of the above referenced building.

Move In / Move Out Policy:

The Undersigned have received and read the Move In/Move Out Policy for the above referenced building and agree to, as either a shareholder or as a subtenant, follow the policy and pay all required fees and deposits.

Alterations Agreement:

The Undersigned have received and read the Alterations Agreement for the above referenced building and understand the procedures and requirements for any alterations to above referenced unit.

Pet Policy:

The Undersigned, as either a shareholder or a subtenant, have read and understand the Pet Policy for the above referenced building.

 Applicant's Name

 Co-Applicant's Name

 Applicant's Signature

 Co-Applicant's Signature

Date: _____

Date: _____

If Applicable:

 Guarantor's Name

 Guarantor's Signature

Date: _____



260 Madison Avenue
12th Floor
New York, New York 10 016
Phone: 212.986.0001
Fax: 212.986.0002
www.akam.com

Notice of Non-Discrimination

Approval of the sale of cooperative Apartments by the Board of Directors of Trump Village Section 3, Inc. will be granted without any limitation, specification or discrimination as to race, creed, color, national origin, religion, gender, age, disability, sexual orientation, marital status, alienage, citizenship or occupation or whether children are, may or would be residing with the purchaser of the Apartment.

Notice Regarding Ownership of Multiple Apartments

Applicant acknowledges (i) that the policy of Trump Village Section 3, Inc. (the "Cooperative") permits tenant-shareholders to own the stock allocated to, and the occupancy agreements for, no more than two (2) apartments at the Cooperative that are not contiguous with each other and (ii) that the Board of Directors of the Cooperative will not approve the acquisition or ownership by the Applicant(s) of the stock and occupancy agreements for more than two such non-contiguous apartments at any time. For purposes of this policy, two apartments are "contiguous" with each other only if the apartments: (a)(i) share a common wall or (ii) are directly vertical to each other, such that the floor of the upper apartment abuts the ceiling of the lower apartment and (b) are physically combined with each other by a breakthrough to be a single apartment, for which a single occupancy agreement and single stock certificate are issued by the Cooperative and held by the tenant-shareholder(s). Further, tenant-shareholder(s) who own the stock and occupancy agreements for two such non-contiguous apartments (x) may be required by the Cooperative, to enter into an agreement, in the form prescribed by the Cooperative, with the Cooperative with respect to the ownership of shares and occupancy agreements for non-contiguous apartments at the Cooperative and (y) will be governed by and obligated to comply with all conditions, rules and regulations of the Cooperative concerning ownership of non-contiguous apartments. Furthermore, the Cooperative and its Board of Directors reserves the right from time to time to modify the Cooperative's conditions for acquiring ownership of stock and occupancy agreements for non-contiguous apartments at the Cooperative.

Notice of Policy Regarding Subletting of Apartments

Applicant acknowledges that (a) it is the Cooperative's policy to allow a tenant-shareholder to sublet no more than one apartment for which the shareholder owns the stock and occupancy agreement, (b) each. Subletting of an apartment requires (i) the specific prior written approval of the Cooperative's Board of Directors and (ii) the payment of such subletting fees as may be determined from time to time by the Board, and (o) each subletting shall be subject to such limitations on the length of a subletting, and to such conditions and requirements for approving a sublet, including requirements for executing agreements with and/or prescribed by the Cooperative, as may apply from time to time pursuant to the occupancy agreement, the By-laws, and the policies and procedures of the Board of Directors of the Cooperative.

APPLICANT: _____
(Print Name)

DATE: _____

(Signature)

State of _____)

)ss:

County of _____,

Sworn to before me this _____ date of _____

Notary Public

APPLICANT: _____
(Print Name)

DATE: _____

(Signature)

State of _____)

)ss:

County of _____,

Sworn to before me this _____ date of _____

Notary Public

EMERGENCY CONTACT INFORMATION

Shareholder's Name:	Personal Email:
Business Name:	Business Email:
Address:	Cell Phone:
City/State/Zip:	Business Phone:
Please list any other contact information (vacation home, beeper)	

Co-Shareholder's Name:	Personal Email:
Business Name:	Business Email:
Address:	Cell Phone:
City/State/Zip:	Business Phone:
Please list any other contact information (vacation home, beeper)	

Emergency Contact Information: (other than Shareholder)	
Name:	
Relationship to Shareholder(s):	Email:
Home Phone:	Cell Phone:

Please list all names of any additional occupants who will reside on the premises, including children

Additional Occupant	Age	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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



Associates, Inc.

Exceptional Management
Impeccable Reputation

CONSENT FORM – DISCLOSURE OF INFORMATION

Applicant

Name: _____

Date of Birth: _____ Social Security #: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Co-Applicant

Name: _____

Date of Birth: _____ Social Security #: _____

Home Address: _____

City: _____ State: _____ Zip: _____

If Applicable

Guarantor/Other Adult

Name: _____

Date of Birth: _____ Social Security #: _____

Home Address: _____

City: _____ State: _____ Zip: _____

I hereby give consent for an investigative consumer report to be done on me for tenancy purposes. I hereby authorize, without reservation, any law enforcement agency, administrator, state agency, state repository, former employer, corporation, credit agency, educational institution, city, state, federal court, military institution, information service bureau, employer or insurance company contacted by AKAM Associates or Tenant Alert to furnish any and all information required. I do understand the investigation will include information from law enforcement agencies, state agencies and public records information, such as credit, social security, criminal, motor vehicle and workers' compensation in accordance with the American with Disabilities Act. This report will include information as to my character work habits, performance and experience, along with the reasons for termination of past employment from previous employers. This releases the aforesaid parties from any liability and responsibility for collecting the above information at any time.

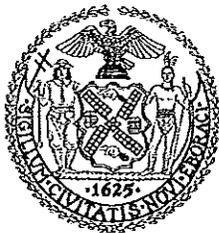
According to the Fair Credit Reporting Act (Law 91-508) SS 606:

A person may not procure or cause to be prepared an investigative consumer report on any consumer unless it is clearly and accurately disclosed to the consumers that an investigative consumer report including information as to his character, general reputation, personal characteristics and mode of living and employment history, whichever are applicable, may be made. I also understand that if I am denied tenancy because of the consumer investigation, it is my right to have the name of the agency or agencies disclosed to me within the time allowed. This authorization, in original or copy form, shall be valid for this and any further reports or updates that may be requested.

Applicant's Signature: _____ Date: _____

Co-Applicant's Signature: _____ Date: _____

Guarantor/Other Adult's Signature: _____ Date: _____



**THE CITY OF NEW YORK
DEPARTMENT OF HEALTH
AND MENTAL HYGIENE**

Michael R. Bloomberg Thomas R. Frieden, MD, MPH
Mayor Commissioner

WINDOW GUARDS REQUIRED

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.

CHECK ALL THAT APPLY

- | | |
|---|--|
| <input type="checkbox"/> CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT | <input type="checkbox"/> WINDOW GUARDS ARE INSTALLED IN ALL WINDOWS* |
| <input type="checkbox"/> NO CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT | <input type="checkbox"/> WINDOW GUARDS ARE NOT INSTALLED IN ALL WINDOWS* |
| <input type="checkbox"/> I WANT WINDOW GUARDS EVEN THOUGH I HAVE NO CHILDREN 10 YEARS OF AGE OR YOUNGER | <input type="checkbox"/> WINDOW GUARDS NEED MAINTENANCE OR REPAIR |
| | <input type="checkbox"/> WINDOW GUARDS DO NOT NEED MAINTENANCE OR REPAIR |

Occupant (Print) _____

Tenant's Signature: _____ Date _____

Tenant's Address _____ Apt No: _____

RETURN THIS FORM TO:

_____ **AKAM Associates, Inc.** _____
260 Madison Ave, 12th Floor
New York, NY 10016

*For Further Information Call:
Window Falls Prevention (212) 676-2162*

*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

PET REGISTRATION FORM

Building Name: _____ Unit #: _____

Name of Pet Owner: _____

Home/Cell Telephone: _____ Work Telephone: _____

PET INFORMATION

Please list all pets separately:

<u>Pet's Name</u>	<u>Type</u>	<u>Breed</u>	<u>Age</u>	<u>Weight</u>	<u>License of I.D # (NYC registered pet)</u>

PET REFERENCES

Veterinarian: _____ Phone: _____

Address: _____

PET'S EMERGENCY CARETAKER

Name: _____ Phone: _____

Address: _____

Please attach the following to this form:

- Recent photo of your pet(s)
- Copy of the registration with the City of New York
- Immunization records

I have read and understand the Rules and Regulations pertaining to the pet policy for the above referenced building, and I and members of my household promise to fully comply.

Pet owner Signature: _____ Date: _____

Approval Signature: _____ Title: _____ Date: _____

APPLICANT'S RELEASE

Re: _____

Unit #: _____

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

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/lease 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 approved or not approved, certain costs and expenses will be incurred and the fees described above will not be refunded to the applicant(s).

Applicant's Signature

Date: _____

Co-Applicant's Signature

Date: _____

Guarantor's Signature (if applicable)

Date: _____

AGREEMENT OF INDEMNITY

The Undersigned, being the current proprietary lessee of Unit _____ at _____ (the "Unit"), does hereby agree to be solely responsible to comply with and/or satisfy the requirements of New York City Local Law 1 of 2004 imposed on the "owner" of the Unit, and indemnify and save _____ (the "Corporation") and its managing agent (the "Agent") free and harmless on account any damage, injury, fine, penalty or expense imposed on or incurred by the Corporation or the Agent as a result of a violation or alleged violation of New York City Local Law 1 of 2004 occurring in the unit while the Undersigned remains the proprietary lessee.

In the event of a breach of this Agreement of Indemnity, the Corporation shall have the rights and remedies available to it under the terms of the Proprietary Lease allocated to the Unit and all applicable laws.

Unit #: _____

Applicant's Name

Co-Applicant's Name

Applicant's Signature

Co-Applicant's Signature

Date: _____

Date: _____

akam[®]

Associates, Inc.

Exceptional Management
Impeccable Reputation

260 Madison Avenue
12th Floor
New York, New York 10016
Phone: 212.986.0001
Fax: 212.986.0002
www.aKarn.com

Apartment Alteration and Break Through Acknowledgement

The undersigned Applicant acknowledges and agrees that all Apartment alterations including all break-throughs between Apartments, require the written permission of Trump Village Section 3, Inc. (the "Cooperative") and require the Shareholders to enter into the Cooperative's then current form of Apartment Alteration Agreement, which includes, but is not limited to, the following requirements on the part of the Shareholders:

1. Before any commences:

(a) To provide the Cooperative with a complete and conformed copy of every agreement made with contractors and suppliers.

(b) If required by law or Governmental regulations, to file plans with and procure the approval of all Governmental Agencies having jurisdiction over the work and, not more than ten days after receipt of such approval, to deliver to the Cooperative copies of the plans and specification for the proposed alterations and/or breakthroughs (the "work") and a copy of every permit or certificate issued. If there be any doubt as to the need for such approval, the Cooperative shall be the sole arbiter in resolving the doubt.

(c) To procure from the contractor, or contractors;

(i) Comprehensive personal liability and property damage insurance policies, each in the amount of \$1,000,000.00, which policies name the Cooperative, as well as the Shareholders, as parties insured. Such policies shall provide that they may not be terminated until at least ten days after written notice to the Cooperative; and

(ii) Workers' compensation and employees liability insurance policies, covering all employees of the contractor, contractors or subcontractors.

All such policies, or certificates evidencing their issuance, shall be delivered to the Cooperative.

2. In the Cooperative is required or shall deem it advisable to seek legal, engineering or architectural advice prior to granting permission, the Shareholders agree to reimburse the Cooperative, on demand, for reasonable fees and disbursements incurred, and if permission be granted, then, in any event, prior to commencement of any work.

3. To agree to the following:

(a) The Shareholders assume all risks of damage to the building and its mechanical systems, and to persons and property in the building which may result from or be attributable to the work being performed and all responsibility for the maintenance and repair of any alterations and Installations after completion. This responsibility covers all work, whether or not structural, weather-tightness of windows, exterior walls or roofs, waterproofing of every part of the building directly or indirectly affected by the work and maintenance of all heating, plumbing, air-conditioning and other equipment installed or altered pursuant hereto. If the operation of the building, or any of its equipment, is adversely affected by the work the shareholders shall, when so advised, promptly remove the cause of the problem.

(b) The Shareholders recognize that there will be no change in the operation of the building's heating system (or air-conditioning system, if any) to facilitate the functioning of any heating or air-conditioning units that may be installed.

(c) The Shareholders undertake to indemnify the Cooperative and tenant-cooperators or occupants of the building for any damages suffered to person or property as a result of the work performed, whether or not caused by negligence and to reimburse the Cooperative for any expenses (including, without limitation, attorneys' fees and disbursements) incurred as a result of such work.

(d) No work shall be done, except between the hours of 8 AM. and 5 P.M., Saturdays, Sundays and holidays excluded, and any work which can produce unusual noises, which might be disturbing to building occupants, shall not be done before 10 AM.

(e) All precautions will be taken to prevent dirt and dust from permeating other parts of the building during the progress of the alteration. Materials and rubbish will be placed in barrels or bags, before being taken out of the Apartment. All such barrels or bags, rubbish, rubble, discarded equipment, empty packing cartons and other materials will be taken out of the building and removed from the premises at the undersigned's expense.

(f) The Shareholders will bear the entire cost of alterations and installations, and pay all bills incurred in connection therewith, not later than thirty days after completion of the work. If any mechanic's liens be filed for work claimed to have been done or materials alleged to have been supplied, the Shareholders shall cause such liens to be discharged within thirty (30) days after such filing. If the Shareholders fail so to do, the Cooperative may exercise any or all of its rights and remedies under the Proprietary Lease or this agreement.

(g) At the completion of the work, the Shareholders will deliver to the Cooperative an amended Certificate of Occupancy and a certificate of the board of Fire Underwriters, if either be required, and such other proof as may be necessary to indicate all work has been done in accordance with all applicable laws, Ordinances and Government regulations.

(h) The Shareholders recognize that by granting consent to the work, the Cooperative does not profess to express any opinion as to the design, feasibility, legality or efficiency of the work.

(i) Successors to the Shareholders (i.e., purchasers, etc.) shall be required to assume the obligations and liabilities relating to the alterations.

CONTINUED ON NEXT PAGE



PAPER MATERIALS OPT-OUT FORM

Duplicating materials like Board minutes and notices is expensive and wasteful. Join the e-documents list and help us reduce these costs.

I / We would like to participate in the "opt-out" option and receive official building materials via email. I / We understand it is my / our responsibility to keep AKAM Associates, Inc. informed of any changes to my / our email address*.

**In the event of multiple owners, please select only one contact for distribution of materials.*

Owner's Name: _____ Unit #: _____

Email Address: _____

Home phone: _____

Comments: _____



IMPORTANT BUILDING DOCUMENTS TO REVIEW

Please read these documents carefully before initialing and signing the "ACKNOWLEDGEMENT OF BUILDING POLICIES" document.

Please keep these documents for your reference and do not submit them with your application.

Documents contained herein:

- Building House Rules
- Tax Abatement Information
- Lead Paint Safety Brochure

**Rules and Regulation Attached to
and Made a Part of Lease of
Trump Village Section 3, Inc.**

1. **Creation and Purpose of House Rules.** Pursuant to Paragraph 9 of the Agreement of Lease (the "Lease"), Trump Village Section 3, Inc. (the "Company") has adopted the Rules and Regulations set forth hereinafter for the safety, care, cleanliness and appearance of the Trump Village Section 3 Development and for the common good of all Cooperators.

(a) The Board of Directors of the Company may, from time to time, in its discretion alter, amend or repeal any of these Rules and Regulations. Any such change shall take effect upon the Company's giving the Cooperator written notice of the same. The Company also reserves the right to make new policies and rules and regulations to carry out corporate purposes, and after adoption by the Board and notice to the Cooperator, such additional policies and rules and regulations shall become part of these Rules and Regulations.

(b) The Board of Directors may set such fees, fines and/or administrative charges as it deems reasonable and proper, to further the observance of the Rules and Regulations.

(c) The Cooperator has covenanted by the Lease to comply with the Rules and Regulations of the Company and to see that they are faithfully observed by the Cooperator's invitees, licensees, employees, agents, contractors and others as are permitted to co-reside in the Apartment with the Cooperator hereunder. Breach of a Rule or Regulations by any of these parties shall be a default under the Lease.

(d) The Company shall not be responsible or liable to the Cooperator for the nonobservance or violation of these Rules and Regulations by any other cooperator or person.

2. **Water Closets and Windows.** The water and wash closets and plumbing fixtures shall not be used for any purpose other than those for which they were designed or built and no sweepings, rubbish bags, acid or other substances or improper articles shall be placed in them. The Cooperator shall be responsible to the Company for any breakage, or stoppage and any damage resulting from misuse or the disobedience of this rule by the Cooperator. The Cooperator shall be responsible for replacing broken windows unless the Company determines that the breakage was caused by the negligence or willful misconduct of the Company's employees.

3. **Awnings, Projections and Signs.** (a) No awnings, window air conditioning units, ventilators or any other object shall be attached to the outside walls of the Buildings, nor shall any such object be hung or allowed to project from windows or the exterior of the Buildings or the perimeter of terraces or balconies, without the prior written consent of the Company, except that window air conditioners shall be permitted in windows overlooking terraces, provided they are installed in accordance with the Company's guidelines and requirements. Clotheslines are not permitted to be strung on terraces or balconies.

(b) The Cooperator shall not utilize any terrace or balcony for storage of boxes, furniture or other items that in the Company's judgment are hazardous or create a hazardous condition or present an unsightly appearance to neighbors or passersby.

4. **No Obstruction of Public Spaces and Passageways.** (a) The Cooperator shall not obstruct stairways, elevators, public halls, lobbies, vestibules, entrances, plazas, sidewalks, walkways, passages, driveways or other public spaces in the Building or the Development (hereinafter referred to as "Public Spaces"). No trash receptacles, bicycles, carriages, shopping carts or similar objects shall be placed or left unattended in the Public Spaces. The public halls and stairways shall be used only for ingress to and egress from the apartments in the Development.

(b) No person shall loiter in the Public Spaces, and no person shall play in them except in the designated areas and in accord with these Rules and Regulations or other regulations promulgated by the Board of Directors or by the Company's Manager.

5. **Laundry.** The laundry and drying apparatus of the Company shall be used in such manner and at such times as the Company may direct. The Cooperator shall not dry or air clothes on the roof, balcony or terraces.

6. **Refuse.** No garbage cans, ice, milk bottles, diaper pails, mats or other articles shall be placed in the halls or on the staircase landings, nor shall anything be hung from the windows, terraces or balconies, or placed upon the window sills. Nor shall any linens, clothes, curtains, rugs or mops be shaken or hung from or on any of the windows, doors, balconies or terraces.

7. **Work by Company's Employees.** No employee of the Company shall perform any private work or services for the Cooperator, or other occupants of the Apartment or the Cooperator's employees, invitees or contractors unless the Company has authorized its employees to perform such work and only at such times and in accord with such regulations as the Company may prescribe from time to time. The Company shall have no responsibility or liability whatsoever with respect to any private work or services performed by its employees regardless of whether or not such work was authorized.

8. **Keys.** No Cooperator may install any lock or knocker on any door or window of the Apartment except to the extent and in the manner allowed by law and immediately upon making any such installation, the Cooperator shall notify the Company or its agent thereof. No changes shall subsequently be made to the locks or mechanism thereof without the consent of the Company. Each Cooperator must, upon the termination of the tenancy, return to the Company all keys, either furnished to, or otherwise obtained by such Cooperator from the Company or elsewhere, and in the event of the loss of any keys furnished by the Company, the Cooperator shall pay to the Company the cost of replacing them.

9. Pets. (a) No dogs or animals of and kind shall be kept or harbored in the Apartment, unless in each instance it be expressly permitted in writing by the Company, and such consent, if given, shall be revocable by the Company at any time for good cause. **BECAUSE OF THE HEALTH HAZARD AND POSSIBLE DISTURBANCE OF OTHER COOPERATORS WHICH ARISE FROM THE PRESENCE OF ANIMALS, ESPECIALLY DOGS, IN THE BUILDING, THE STRICT ADHERENCE TO THE PROVISIONS OF THIS RULE BY EACH COOPERATOR IS A MATERIAL REQUIREMENT OF EACH AGREEMENT. ANY FAILURE OF THE COOPERATOR TO OBEY THIS RULE AND REGULATION SHALL BE DEEMED A SERIOUS VIOLATION OF AN IMPORTANT OBLIGATION OF THE COMPANY UNDER THE LEASE, AND THE COMPANY MAY ELECT TO END THE LEASE BASED UPON SUCH VIOLATION.**

(b) Without waiving any of the provisions of Subsection (a) hereof, in the event that any Cooperator harbors a dog or other animal in his, her or their apartment, notwithstanding that such harboring may be permitted under Section 27-2009 of the Administrative Code of the City of New York or other applicable statute or ordinance, such Cooperator must strictly comply with the following:

(i) Keep such dog or other animal under control on a leash no more than five (5) feet in length whenever the dog or other animal is outside the Cooperator's apartment but otherwise on the Company's property.

(ii) Carry such dog or other animal in the elevators, lobbies, stairwells halls and other Public Spaces or use a muzzle in these areas if the dog or other animal is too heavy to carry.

(iii) Not walk such dog or other animal or permit such dog or other animal to run free on the Company's lawns or any other Public Spaces where Cooperators are not permitted to walk.

(iv) Remove and properly dispose of pet waste and curb the dog or other animal in the public streets and not in the Buildings, grounds, walkways or other Public Spaces of the Company.

(v) Not permit or suffer such dog or other animal to be present in any interior Public Spaces except such areas as are required for entry to and egress from the Building and only to the extent necessary to enter or exit the Building.

(vi) Register such dog or other animal with the Company's Management Office annually, such registration to include:

(A) proof of compliance with all Federal, State and Local licensing requirements;

(B) certification of Inoculations;

(C) information sufficient to identify such dog or other animal, including breed, gender, approximate size, weight and coloring together with a color photograph of the dog; and

(D) name, address and telephone number of at least one adult person who will have agreed to care for the pet in an emergency.

(vii) Not permit such dog or other animal to cause any damage, discomfort, annoyance, nuisance or in any other way inconvenience, or cause complaints from any other resident of the Company.

(c) A violation of any provision of Subsection (b) hereof shall be deemed a substantial violation of the Cooperator's tenancy and Lease and, in addition to and not in place of the remedies that the Company has in both law and equity, shall subject the Cooperator to an administrative charge of \$ 100.00 for each and every violation of Subsection (b) which sum shall be paid to the Company, on demand, as additional rent.

10. **Visual and Audio Equipment.** No radio, C.B., or television installation shall be made without the written consent of the Company. Any aerial erected on the roof, balcony, terrace or exterior walls of the Building without the consent of the Company in writing, may be removed by the Company without notice at the expense of the Cooperator.

11. **Noise.** No Cooperator shall make or permit any disturbing noises in the Building by the Cooperator, the Cooperator's family, guests, employees, or visitors, nor do or permit anything to be done by such persons that will interfere with the rights, comforts or convenience of other Cooperators. No Cooperator shall play upon, or allow to be played upon, any musical instrument or operate or allow to be operated a tape machine, phonograph, VCR, radio, television set or any instrument in the Apartment if it shall disturb or annoy any other occupant of the Building between the hours of 11:00 o'clock in the evening and the following 8:00 o'clock in the morning. Cooperator shall not give vocal or instrumental instruction in the Apartment at any time.

12. **Controlled Substance.** No Cooperator or any member of the Cooperator's family or any guests or other person invited or permitted into the Apartment by the Cooperator shall use or occupy the premises or any part thereof, including the Public Spaces of the Building or Buildings and of the Development, or allow same to be used or occupied for the unlawful trade, manufacturer, distribution, storage, and/or sale of marihuana or of any controlled substance as more specifically defined and set forth in Section 3306 of the Public Health Law and Section 332 of the Penal Law of the State of New York, or for possession of a controlled substance such as would constitute a violation of Section 220.16, Section 220.18, or Section 220.21 of the Penal Law of the State of New York, as the same may be amended.

13. Weapons. No Cooperator, member of the Cooperator's family, guest or other person invited or permitted into the Apartment or Public Spaces of the Development by the Cooperator or by a member of the Cooperator's family in occupancy with the Cooperator, shall engage in conduct which would constitute the unlawful possession of a "weapon" as defined in Article 256.00 of the Penal Law of the State of New York, nor shall such person use or display a "weapon" as defined in Section 265.00 of the Penal Law of the State of New York, as the same may be amended either in the Apartment or in the Public Spaces of the Development.

14. Appliances. No dish washing machines, freezing units or air conditioning units shall be placed in the Apartment without prior written consent of the Company. No electric stoves, clothes washing machines or clothes drying machines shall be placed in the Apartment.

(a) The Cooperator shall install all major appliances (such as stoves, refrigerators, dishwashers and air conditioners) in accordance with all applicable provisions of the Lease, including the Company's written consent if and when required, and of law, and shall notify the Company's Manager in advance of all such installations. All work required to be done by a person licensed to perform the work, such as plumbing and electrical work, shall be performed only by duly licensed persons.

(b) The Company shall have the right to conduct periodic audits of the Cooperator's appliances. At its discretion, the Board of Directors may levy a charge with respect to appliances, and may levy that charge retroactively on appliances later discovered to have been installed without the Cooperator giving the required notification or without the Company's consent if and when such consent is required.

(c) The Cooperator shall be responsible for promptly correcting and fully stopping any leak or drip coming from any appliance in the Cooperator's Apartment, particularly as the same applies to air conditioners.

(d) The Cooperator shall pay a cartage fee as set from time to time by the Board of Directors for the removal and disposal of broken or unwanted large appliances such as refrigerators, stoves and air-conditioners and large items of furniture. Neither the Cooperator nor anyone in the Cooperator's household or employ shall dispose of any appliance or other property in the hallways, basement or other Public Spaces, or store any such appliance in the Company's storage rooms, unless and until written permission is obtained from the Company's Manager and the Cooperator pays the cartage fee to the Company.

15. Deliveries. Supplies, goods, furniture and packages of any kind shall be delivered or removed only at the entrance provided therefor, to the Cooperator, or in such manner as the Company may provide, and the Company shall not be responsible for the loss or damage of any such property, notwithstanding that such loss or damage may occur. All such deliveries and removals must receive prior approval of the Company and can only take place between the hours of 9:00 in the morning and 5:00 in the afternoon from Mondays through Saturdays. The Company reserves the right, in addition to other remedies, to prevent or halt any delivery or move which violates the Rules and Regulations.

16. Trash and Garbage. (a) The Cooperator shall be responsible for placing garbage and non-recyclable trash into the compactor chute. Recyclable, hazardous and oversized trash shall be separated by the Cooperator and disposed of in such manner as the Board of Directors or the Company's Manager may prescribe. The Cooperator will faithfully observe the following procedures with respect to the use of the incinerator or compactor chute: (a) wrap dust, floor and powdered waste in compact packages before depositing the same; (b) thoroughly drain and wrap in paper all garbage before depositing the same; (c) refrain from forcing large bundles into the flue; (d) crush into tight bundles all loose papers before placing the same in the hopper door; (e) cause all bundles of waste to slide out of the hopper into the flue; and (f) refrain from depositing waste of an explosive or inflammable nature therein. All liability, expenses, costs and fees incurred by the Company in connection with any damage or injury or in connection with any violation issued against the Company, by reason of the Cooperator's failure to abide by this rule and regulation, shall be the responsibility of the Cooperator and payable to the Company as additional rent.

(b) No Cooperator shall allow anything whatever to fall from the windows, doors or balconies/terraces of the Apartments, nor sweep or throw from the Apartment any dirt or other substance into any of the corridors, halls, elevators or ventilators, or elsewhere in the Building.

17. Vandalism. There shall be no abuse or destruction of the Company's equipment, premises or landscaping, or vandalism or graffiti on any property or premises of the Company.

18. Use of Public Spaces. Bicycle riding, roller-skating, roller-blading, skateboarding or ball playing in the public halls, lobbies or other prohibited areas of the Public Spaces of the Development are prohibited.

19. Smoking. Smoking in the public hallways, stairwells, laundry rooms, lobbies, elevator or other Public Spaces of the Development is prohibited.

20. Behavior. Anti-social behavior or conduct resulting in a violation of the penal law of the State of New York or the laws of the City of New York, or the rules and regulations of the Company are prohibited.

21. Barbecuing. Storage or use of barbecues on the terraces is prohibited.

22. Parking. (a) Speeding in the parking lot or disobeying a stop sign is prohibited.

(b) If and to the extent parking in or at the Development is made available to Cooperators, the same shall be in accordance with rules and regulations adopted by the Board of Directors. Violation of any such rule or regulation, or breach of any parking agreement by the Cooperator, shall constitute a default under the Lease. Violation of any provision under the Lease shall constitute a default under the parking agreement.

(c) No vehicle belonging to the Cooperator or to the Cooperator's invitees, licensees, employees, contractors, and co-residents shall be parked anywhere in the Development except in the designated parking areas, nor shall any such vehicles be parked in such manner as to impede or prevent ready access to any entrance of the Buildings by another vehicle or by pedestrians.

23. Access. The Cooperator cannot refuse to grant access to the Cooperator's Apartment to the Company or its agents, for legitimate purposes, after the Cooperator has been notified by the Company of the need to enter the Apartment or, in the case of emergency, without notice.

24. Roofs. No person shall be permitted access to roofs of the Buildings. The Company shall have the right to erect equipment on the roof, including radio and television aerials and antennas, for its use and the use of the cooperators in the Buildings and shall have the right of access to the Apartment for such installations and for the repairs thereof.

25. Conservation. The Cooperator shall use the Cooperator's best efforts to conserve consumption of water, electricity and gas in order to keep carrying charges down. The Cooperator shall promptly report to the Company's Manager, or to the emergency maintenance staff on weekends, any leaking faucets, running toilets or other problems relating to water, gas or electricity, so that repairs can be made with dispatch.

26. Community Rooms. Any Community Rooms in the Buildings may be used by the Company, Cooperators, other residents, and their invitees for meetings and social gatherings in accordance with rules and regulations and any fees established by the Company. Such use may be curtailed or withdrawn without in any manner affecting the Cooperator's obligations.

27. Clean Windows; Displays. The Cooperator shall keep the windows of the Apartment clean. In case of refusal or neglect by the Cooperator within ten (10) days after notice in writing from the Company or the Manager to clean the windows, such cleaning may be done by the Company, which shall have the right, by its officers, employees or agents, to enter the Apartment for this purpose and to charge the costs of such cleaning to the Cooperator. Window displays shall be subject to the Company's regulations regarding hours, lighting and the like.

28. Vermin. The Company or its designated agents, and any contractor or worker authorized by the Company, may enter any Apartment at any reasonable hour of the day for the purpose of inspecting such Apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests. If the condition requiring such control or extermination was caused by the Cooperator, then the costs thereof shall be payable by the Cooperator as additional rent.

29. Messengers and Tradespeople. All messengers and tradespeople shall use such means of ingress and egress, and shall comply with such rules and regulations, as shall be prescribed by the Company or the Company's Manager.

30. Elevators. There shall be no interference in the operation of the elevators by the Cooperator or the Cooperator's invitees, licensees, employees, contractors and co-residents. Use of the elevators in connection with construction or other work done by or for the Cooperator in the Apartment, or moves in or out, or large deliveries to or removals from the Apartment, shall be subject to such rules and regulations and such deposits and fees as the Board of Directors may, from time to time, establish.

31. Plantings. The Cooperator shall not install any plantings on the terrace or balcony which do not comply with the Company's rules regarding such plantings. The Cooperator shall be responsible for all damage or injury caused by any such plantings.

32. Clean up of spills, etc. Neither the Cooperator, nor any person residing in the Apartment nor any employee, guest or invitee of the Cooperator or of any person residing in the Apartment shall intentionally spill, drop, scatter, place or leave dirt, debris or other unsightly or objectionable liquids or materials in any portion of the Public Spaces of the Development. The Cooperator shall promptly clean up all such dirt, debris or unsightly or objectionable materials or liquids intentionally or accidentally spilled, dropped, scattered, placed or left in any portion of the Public Spaces of the Development by the Cooperator or by any person residing in the Apartment or any employee, guest or invitee of the Cooperator or of any person residing in the Apartment.

33. Use of Water on Balconies and Terraces. The Cooperator, all other persons residing in the Apartment, their employees, guests and invitees shall exercise due care to ensure that water used in the cleaning of balconies and terraces and water used for other purposes in connection with the balconies and terraces does not overflow the balcony or terrace, to keep all drains installed on balconies or terraces unplugged and unclogged and to notify the Housing Company promptly when any such drain does not function properly.

34. Revocable Consent. Any consent or approval given under or in connection with these Rules and Regulations by the Company shall be revocable at any time.

35. Amendment of and Addition to the Rules and Regulations. These Rules and Regulations may be added to, amended or repealed at any time by resolution of the Board of Directors of the Company, and such addition, amendment or repeal shall become effective upon written notice thereof to the Cooperators conspicuously posted in the Buildings' lobby or delivered to the Cooperators under the doors of the Cooperators' apartment or sent to the Cooperators by regular mail.



Protect Your Family From Lead in Your Home



United States
Environmental
Protection
Agency



United States
Consumer
Product Safety
Commission



United States
Department of Housing
and Urban
Development

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

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

Read this entire brochure to learn:

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

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

- Sellers must disclose known information on lead-based paint or 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.

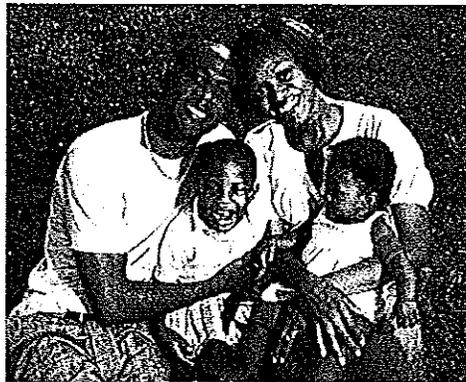
Lead Gets into the Body in Many Ways

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.

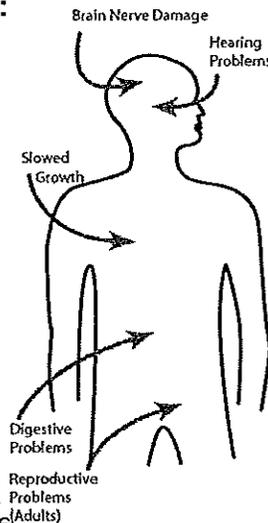
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

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

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

What You Can Do Now to Protect Your Family

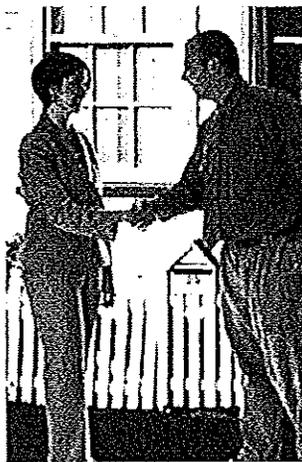
If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

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

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

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



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

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment and
 - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

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

Other Sources of Lead

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

- **Drinking water.** Your home might have plumbing with lead or lead solder. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might contain lead:

- Use only cold water for drinking and cooking.
- Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.

Call your local health department or water supplier to find out about testing your water, or visit epa.gov/lead for EPA's lead in drinking water information.

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- **Old toys and furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.⁴
- Food and liquids cooked or stored in **lead crystal or lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon**," used to treat an upset stomach.

⁴In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint (16 CFR 1303). In 2008, the federal government banned lead in most children's products. The federal government

currently bans lead in excess of 100 ppm by weight in most children's products (76 FR 44463).

For More Information

The National Lead Information Center

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

EPA's Safe Drinking Water Hotline

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

Consumer Product Safety Commission (CPSC) Hotline

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

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the 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/

This document is in the public domain. It may be produced by an individual or organization without permission. Information provided in this booklet is based upon current scientific and technical understanding of the issues presented and is reflective of the jurisdictional boundaries established by the statutes governing the co-authoring agencies. Following the advice given will not necessarily provide complete protection in all situations or against all health hazards that can be caused by lead exposure.

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).

Request for Transcript of Tax Return

- ▶ Do not sign this form unless all applicable lines have been completed.
- ▶ Request may be rejected if the form is incomplete or illegible.
- ▶ For more information about Form 4506-T, visit www.irs.gov/form4506t.

OMB No. 1545-1872

Tip. Use Form 4506-T to order a transcript or other return information free of charge. See the product list below. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946. If you need a copy of your return, use Form 4506, Request for Copy of Tax Return. There is a fee to get a copy of your return.

1a Name shown on tax return. If a joint return, enter the name shown first.	1b First social security number on tax return, individual taxpayer identification number, or employer identification number (see instructions)
2a If a joint return, enter spouse's name shown on tax return.	2b Second social security number or individual taxpayer identification number if joint tax return
3 Current name, address (including apt., room, or suite no.), city, state, and ZIP code (see instructions)	
4 Previous address shown on the last return filed if different from line 3 (see instructions)	
5 If the transcript or tax information is to be mailed to a third party (such as a mortgage company), enter the third party's name, address, and telephone number.	

Caution: If the tax transcript is being mailed to a third party, ensure that you have filled in lines 6 through 9 before signing. Sign and date the form once you have filled in these lines. Completing these steps helps to protect your privacy. Once the IRS discloses your tax transcript to the third party listed on line 5, the IRS has no control over what the third party does with the information. If you would like to limit the third party's authority to disclose your transcript information, you can specify this limitation in your written agreement with the third party.

- 6 **Transcript requested.** Enter the tax form number here (1040, 1065, 1120, etc.) and check the appropriate box below. Enter only one tax form number per request. ▶
- a **Return Transcript**, which includes most of the line items of a tax return as filed with the IRS. A tax return transcript does not reflect changes made to the account after the return is processed. Transcripts are only available for the following returns: Form 1040 series, Form 1065, Form 1120, Form 1120-A, Form 1120-H, Form 1120-L, and Form 1120S. Return transcripts are available for the current year and returns processed during the prior 3 processing years. Most requests will be processed within 10 business days
 - b **Account Transcript**, which contains information on the financial status of the account, such as payments made on the account, penalty assessments, and adjustments made by you or the IRS after the return was filed. Return information is limited to items such as tax liability and estimated tax payments. Account transcripts are available for most returns. Most requests will be processed within 10 business days
 - c **Record of Account**, which provides the most detailed information as it is a combination of the Return Transcript and the Account Transcript. Available for current year and 3 prior tax years. Most requests will be processed within 10 business days
- 7 **Verification of Nonfiling**, which is proof from the IRS that you did not file a return for the year. Current year requests are only available after June 15th. There are no availability restrictions on prior year requests. Most requests will be processed within 10 business days
- 8 **Form W-2, Form 1099 series, Form 1098 series, or Form 5498 series transcript.** The IRS can provide a transcript that includes data from these information returns. State or local information is not included with the Form W-2 information. The IRS may be able to provide this transcript information for up to 10 years. Information for the current year is generally not available until the year after it is filed with the IRS. For example, W-2 information for 2011, filed in 2012, will likely not be available from the IRS until 2013. If you need W-2 information for retirement purposes, you should contact the Social Security Administration at 1-800-772-1213. Most requests will be processed within 10 business days

Caution: If you need a copy of Form W-2 or Form 1099, you should first contact the payer. To get a copy of the Form W-2 or Form 1099 filed with your return, you must use Form 4506 and request a copy of your return, which includes all attachments.

9 **Year or period requested.** Enter the ending date of the year or period, using the mm/dd/yyyy format. If you are requesting more than four years or periods, you must attach another Form 4506-T. For requests relating to quarterly tax returns, such as Form 941, you must enter each quarter or tax period separately.

	/	/	/	/	/	/	/
--	---	---	---	---	---	---	---

Caution: Do not sign this form unless all applicable lines have been completed.

Signature of taxpayer(s). I declare that I am either the taxpayer whose name is shown on line 1a or 2a, or a person authorized to obtain the tax information requested. If the request applies to a joint return, at least one spouse must sign. If signed by a corporate officer, 1 percent or more shareholder, partner, managing member, guardian, tax matters partner, executor, receiver, administrator, trustee, or party other than the taxpayer, I certify that I have the authority to execute Form 4506-T on behalf of the taxpayer. **Note:** For transcripts being sent to a third party, this form must be received within 120 days of the signature date.

Signatory attests that he/she has read the attestation clause and upon so reading declares that he/she has the authority to sign the Form 4506-T. See instructions.

Signature (see instructions)	Date	Phone number of taxpayer on line 1a or 2a
Title (if line 1a above is a corporation, partnership, estate, or trust)		
Spouse's signature	Date	

Sign Here

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

Future Developments

For the latest information about Form 4506-T and its instructions, go to www.irs.gov/form4506t. Information about any recent developments affecting Form 4506-T (such as legislation enacted after we released it) will be posted on that page.

General Instructions

Caution: Do not sign this form unless all applicable lines have been completed.

Purpose of form. Use Form 4506-T to request tax return information. You can also designate (on line 5) a third party to receive the information. Taxpayers using a tax year beginning in one calendar year and ending in the following year (fiscal tax year) must file Form 4506-T to request a return transcript.

Note: If you are unsure of which type of transcript you need, request the Record of Account, as it provides the most detailed information.

Tip. Use Form 4506, Request for Copy of Tax Return, to request copies of tax returns.

Automated transcript request. You can quickly request transcripts by using our automated self-help service tools. Please visit us at IRS.gov and click on "Get a Tax Transcript..." under "Tools" or call 1-800-908-9946.

Where to file. Mail or fax Form 4506-T to the address below for the state you lived in, or the state your business was in, when that return was filed. There are two address charts: one for individual transcripts (Form 1040 series and Form W-2) and one for all other transcripts.

If you are requesting more than one transcript or other product and the chart below shows two different addresses, send your request to the address based on the address of your most recent return.

Chart for individual transcripts (Form 1040 series and Form W-2 and Form 1099)

If you filed an individual return and lived in:	Mail or fax to:
Alabama, Kentucky, Louisiana, Mississippi, Tennessee, Texas, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team Stop 6716 AUSC Austin, TX 73301 512-460-2272
Alaska, Arizona, Arkansas, California, Colorado, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Utah, Washington, Wisconsin, Wyoming	Internal Revenue Service RAIVS Team Stop 37106 Fresno, CA 93888 559-456-7227
Connecticut, Delaware, District of Columbia, Florida, Georgia, Maine, Maryland, Massachusetts, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, West Virginia	Internal Revenue Service RAIVS Team Stop 6705 P-6 Kansas City, MO 64999 816-292-6102

Chart for all other transcripts

If you lived in or your business was in:	Mail or fax to:
Alabama, Alaska, Arizona, Arkansas, California, Colorado, Florida, Hawaii, Idaho, Iowa, Kansas, Louisiana, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, Oregon, South Dakota, Texas, Utah, Washington, Wyoming, a foreign country, American Samoa, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, or A.P.O. or F.P.O. address	Internal Revenue Service RAIVS Team P.O. Box 9941 Mail Stop 6734 Ogden, UT 84409 801-620-6922
Connecticut, Delaware, District of Columbia, Georgia, Illinois, Indiana, Kentucky, Maine, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia, Wisconsin	Internal Revenue Service RAIVS Team P.O. Box 145500 Stop 2800 F Cincinnati, OH 45250 859-669-3592

Line 1b. Enter your employer identification number (EIN) if your request relates to a business return. Otherwise, enter the first social security number (SSN) or your individual taxpayer identification number (ITIN) shown on the return. For example, if you are requesting Form 1040 that includes Schedule C (Form 1040), enter your SSN.

Line 3. Enter your current address. If you use a P.O. box, include it on this line.

Line 4. Enter the address shown on the last return filed if different from the address entered on line 3.

Note: If the addresses on lines 3 and 4 are different and you have not changed your address with the IRS, file Form 8822, Change of Address. For a business address, file Form 8822-B, Change of Address or Responsible Party — Business.

Line 6. Enter only one tax form number per request.

Signature and date. Form 4506-T must be signed and dated by the taxpayer listed on line 1a or 2a. If you completed line 5 requesting the information be sent to a third party, the IRS must receive Form 4506-T within 120 days of the date signed by the taxpayer or it will be rejected. Ensure that all applicable lines are completed before signing.

 You must check the box in the signature area to acknowledge you have the authority to sign and request the information. The form will not be processed and returned to you if the box is unchecked.

Individuals. Transcripts of jointly filed tax returns may be furnished to either spouse. Only one signature is required. Sign Form 4506-T exactly as your name appeared on the original return. If you changed your name, also sign your current name.

Corporations. Generally, Form 4506-T can be signed by: (1) an officer having legal authority to bind the corporation, (2) any person designated by the board of directors or other governing body, or (3) any officer or employee on written request by any principal officer and attested to by the secretary or other officer. A bona fide shareholder of record owning 1 percent or more of the outstanding stock of the corporation may submit a Form 4506-T but must provide documentation to support the requester's right to receive the information.

Partnerships. Generally, Form 4506-T can be signed by any person who was a member of the partnership during any part of the tax period requested on line 9.

All others. See section 6103(e) if the taxpayer has died, is insolvent, is a dissolved corporation, or if a trustee, guardian, executor, receiver, or administrator is acting for the taxpayer.

Note: If you are Heir at law, Next of Kin, or Beneficiary you must be able to establish a material interest in the estate or trust.

Documentation. For entities other than individuals, you must attach the authorization document. For example, this could be the letter from the principal officer authorizing an employee of the corporation or the letters testamentary authorizing an individual to act for an estate.

Signature by a representative. A representative can sign Form 4506-T for a taxpayer only if the taxpayer has specifically delegated this authority to the representative on Form 2848, line 5. The representative must attach Form 2848 showing the delegation to Form 4506-T.

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to establish your right to gain access to the requested tax information under the Internal Revenue Code. We need this information to properly identify the tax information and respond to your request. You are not required to request any transcript; if you do request a transcript, sections 6103 and 6109 and their regulations require you to provide this information, including your SSN or EIN. If you do not provide this information, we may not be able to process your request. Providing false or fraudulent information may subject you to penalties.

Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, and cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by section 6103.

The time needed to complete and file Form 4506-T will vary depending on individual circumstances. The estimated average time is: Learning about the law or the form, 10 min.; Preparing the form, 12 min.; and Copying, assembling, and sending the form to the IRS, 20 min.

If you have comments concerning the accuracy of these time estimates or suggestions for making Form 4506-T simpler, we would be happy to hear from you. You can write to:

Internal Revenue Service
Tax Forms and Publications Division
1111 Constitution Ave. NW, IR-6526
Washington, DC 20224

Do not send the form to this address. Instead, see *Where to file* on this page.