

**J. & C. LAMB  
Management Corp.**

**30 East 33<sup>rd</sup> Street, 7<sup>th</sup> Floor  
New York, NY 10016  
Tel: 212-779-6000  
Fax: 212-779-2911**

**150 EAST TENANTS CORP.  
150 East 61<sup>st</sup> Street  
New York, NY 10065**

**PURCHASE PACKAGE**

**1 Original of the package is required.**

**\*\*\*Effective January 1<sup>st</sup>, 2008 all copies of packages excluding the original must have all social security numbers and bank account numbers blacked/omitted.**

**Note:** 150 East 61<sup>st</sup> Street utilizes The Laurel online application to process its Board Packages.

You will need to have the following available to upload to The Laurel. You should have online access to web-sites where the required documents are located or have them already saved to your computer:

1. Tax returns for 2 years
2. Bank statements
3. Brokerage statements
4. Mutual Fund (and similar) statements
5. Reference letters, as follows:
  - a. Landlord: 1
  - b. Employer: 1 (Stating salary and length of employment)
  - c. Bank: 1

**Requirements:**

1. Purchase Application (Attached)
2. Contract of Sale – Fully executed
3. Credit Report Authorization Form (Attached)
4. House Rules and House Rules Receipt (Attached)
5. Window Guard Form/ Lead Paint Disclosure (Attached)
6. Consent Form (Attached)
7. Exemption Certificate (Attached)
8. Move-In/Move-Out Policy (Attached)
9. Occupancy Agreement (Attached)
10. Non-Smoking Agreement (Attached)

**150 EAST TENANTS CORP.**

150 East 61<sup>st</sup> Street  
New York, NY 10065

Page 2

**IF FINANCED: 70% is Permitted**

1. Loan Application
2. Bank Commitment letter
3. Three Original Aztech Recognition Agreements – must be originals, signed by the Bank and Purchaser(s)

Start your application by logging on to [www.thelaurelapp.com](http://www.thelaurelapp.com). At “Welcome”, click on “First time Applicant” and complete the “Pre-App” **The Building Code is VR970B.** After your “Pre-App” is accepted, you will then receive an e-mail with a Username and Access Number to complete your application on The Laurel.

Once the Username and Access Number is received, At “Welcome”, click on “returning Applicants”, enter the Username and Access Number, read “Welcome Applicant” and “What You Will Need To Complete This Application”, then click on “Personal Information” and begin the process.

**Please scan and attach all of the required documents which are listed as “Attached” on the requirement list under “Other Assets/Other Documents”**

Should you require assistance, please contact The Laurel directly at 212-867-7969 or the 24 hour “tech” support at 866-620-7594.

**Fees to be submitted with Original Package:**

**Payable by: Purchaser**

Application Fee: \$400  
Credit Report Fee: \$100 (per applicant)

**Payable to: J&C Lamb Management**

Laurel Application Fee: \$185

**Payable to: The Application People, LLC**

**FEES TO BE PAID AT CLOSING:**

**Transfer Fees Payable by the Seller**

Sale (with broker)	\$ 750.00
Sale (without broker)	\$ 950.00
Estate Sale	\$1,000.00
Tax stamps	5 cents per share

**Payable to: J. & C. Lamb Management Corp.**

**150 EAST TENANTS CORP.**

**150 East 61<sup>st</sup> Street**

**New York, NY 10065**

**Page 3**

Move-Out Deposit (Refundable)	\$1,500
Move-Out Fee (Non-Refundable)	\$600
Coop Fee	50 cents per share
Flip Tax	2% of Gross Sales Price

**(CERTIFIED CHECK ONLY – Funds from proceeds will not be acceptable)**  
**Payable to: 150 East Tenants Corp.**

**Transfer Fees Payable by the Purchaser**

Messenger Fees

Packages Weighing Up to 2 lbs. Per Set/Per Submission:	\$ 45.00
Packages Weighing Over 2 lbs. Per Set/Per Submission:	\$ 55.00
Packages With Guarantor:	\$ 65.00

If Financed \$400.00  
**Payable to: J. & C. Lamb Management Corp.**

Move-In Deposit (Refundable)	\$1,500
Move-In Fee (Non-Refundable)	\$600
Coop Fee	50 cents per share

**Payable to: 150 East Tenants Corp.**

**POWER OF ATTORNEY:**

If power of attorney is being used for a closing, please notify the closing department immediately and complete application form (will be faxed). The application and a copy of the power of attorney must be submitted two (2) weeks prior to closing, Blumberg Form T-44 preferred.  
Fee: \$150.00

**ESTATE REQUIREMENTS:**

If an Estate is involved, kindly contact Closing Department for list of requirements as soon as possible. All Management Fees and Legal Fees are the responsibility of the Seller.  
\*Please note that all estate documents will require review by the Co-op's attorney.

**LOST STOCK AND/OR PROPRIETARY LEASE:**

Kindly notify Closing Department immediately or this may delay, adjourn and/or cancel a closing. Seller(s) is responsible for all Management and Legal Fees. Additional documents may be required: Title Insurance, Affidavit of Lost Stock and Lease, Indemnity Agreement, or Bond.

**150 EAST TENANTS CORP.**

150 East 61<sup>st</sup> Street

New York, NY 10065

Page 4

**ESCROW:**

If the Board requires an Escrow Agreement, the Purchaser(s) is responsible for all Management, Escrow Agent and Legal Fees.

Fee: \$250.00 (If changes are requested to the Escrow Agreement the fee is \$400. Please be advised that such changes may not be agreed to by the Co-op Board.)

**POST CLOSING OCCUPANY AGREEMENT:**

If Seller is planning to occupy the apartment post closing, please notify the Closing Department immediately in case the Board requires a Sublet agreement to be signed by the Seller and Purchaser for the term of the occupancy agreement. Please be advised if the Closing Department is not notified in a timely manner, this may delay, adjourn and/or cancel a closing.

**GUARANTEE: (The following information is required)**

**Payable to:** J. & C. Lamb Management Corp

Guarantee Fee: \$500.00 plus any legal costs.

Credit Report \$100.00

Last 2 Years Tax Return

Net Worth Statement with verification (3-Bank & Brokerage Statements)

**ADJOURNMENT**

A fee of \$200 will be charged for closings cancelled without 24-hour notification.

**MONDAY AND FRIDAY CLOSINGS**

Closings are scheduled Tuesday through Thursday. There is a fee of \$300 for closings scheduled on Mondays or Fridays.

**CLOSINGS EXCEEDING 2-HOURS**

A fee of \$200 will be charged for closings exceeding 2-hours.

**HVAC UNITS**

All old HVAC units are required to be changed.

**EXPEDITED CLOSING FEE**

A fee of \$500 will be charged for closings scheduled less than 7 business days from approval.

**PURCHASE AND CREDIT APPLICATION**

Date: \_\_\_\_\_ Building Address: 150 East 61<sup>st</sup> Street \_\_\_\_\_

Apt#: \_\_\_\_\_ Shares: \_\_\_\_\_ Purchase Price of Stock: \$ \_\_\_\_\_ Maint.: \_\_\_\_\_ Bedrooms: \_\_\_\_\_

Down Payment Deposit: \$ \_\_\_\_\_ Percentage of Purchase Price: \_\_\_\_\_ % Amount Financing: \$ \_\_\_\_\_ Floor \_\_\_\_\_

This property will serve as a:

Primary Residence  Secondary Residence  Investment Property

Are you going to have a renovation?  Yes  No

If yes, please specify the scope of work and estimated cost of construction: \_\_\_\_\_

*(This Application shall not result in any legal obligation until a formal contract of purchase is executed by the parties concerned.)*

Name of Purchaser: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Sex \_\_\_\_\_

Present Address: \_\_\_\_\_ Home/Apt #: \_\_\_\_\_ How Long: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone \_\_\_\_\_ Ext: \_\_\_\_\_

Co-Purchaser: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SS#: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Sex \_\_\_\_\_

Present Address: \_\_\_\_\_ Apt #: \_\_\_\_\_ How Long: \_\_\_\_\_

Home Phone #- \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Purchaser's Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor's Name & Num \_\_\_\_\_ How Long: \_\_\_\_\_ Annual Salary: \$ \_\_\_\_\_ Bonus/Commissions \$: \_\_\_\_\_

Position Held: \_\_\_\_\_ Additional Income: Source \_\_\_\_\_ Amount \$ \_\_\_\_\_

Co-Purchaser's Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Supervisor's Name & Num \_\_\_\_\_ How Long: \_\_\_\_\_ Annual Salary: \$ \_\_\_\_\_ Bonus/Commissions \$: \_\_\_\_\_

Position Held: \_\_\_\_\_ Previous Purchaser's Employer: \_\_\_\_\_ Address: \_\_\_\_\_

How Long: \_\_\_\_\_ Annual Salary: \$ \_\_\_\_\_ Bonus/Commissions \$: \_\_\_\_\_

Previous Co-Purchaser's Employer: \_\_\_\_\_ Address: \_\_\_\_\_

How Long: \_\_\_\_\_ Annual Salary: \$ \_\_\_\_\_ Bonus/Commissions \$: \_\_\_\_\_

Additional Income: Source \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**LANDLORD INFORMATION**

Purchaser's Landlord: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #- \_\_\_\_\_ Rent: \$ \_\_\_\_\_ How Long: \_\_\_\_\_

Co-Purchaser's Landlord: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone #- \_\_\_\_\_ Rent: \$ \_\_\_\_\_ How Long: \_\_\_\_\_

**FINANCIAL INFORMATION**

Are you receiving Social Security: \_\_\_\_\_ Or a Pension: \_\_\_\_\_ If so how much per month: \$ \_\_\_\_\_ Pension: \$ \_\_\_\_\_

Purchaser's Bank: \_\_\_\_\_ Address: \_\_\_\_\_ Bank Officer Name and Telephone #: \_\_\_\_\_

Checking Account's Balance: \$ \_\_\_\_\_ Saving Account's Balance: \$ \_\_\_\_\_

Co-Purchaser's Bank: \_\_\_\_\_ Address: \_\_\_\_\_ Bank Officer Name and Telephone #: \_\_\_\_\_

Checking Account's Balance: \$ \_\_\_\_\_ Saving Account's Balance: \$ \_\_\_\_\_

Other Accounts (Please List Bank, Account Numbers, Phone Numbers, Address, Account Value):

\$ \_\_\_\_\_

If Self Employed or if subject has outside income from Trusts, Rentals, Investments, Alimony SS, complete below and notify references that a Credit Check is being performed and to release information to Creditfacts.

Name of Business: \_\_\_\_\_ Type of Business: \_\_\_\_\_ How long Self Employed: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ Address: \_\_\_\_\_ Income Per Year: \$ \_\_\_\_\_ Telephone #: \_\_\_\_\_

Accountant: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Attorney: \_\_\_\_\_ Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Bank Financial Advisor: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Account Numbers: \_\_\_\_\_ Value of Portfolio: \$ \_\_\_\_\_ Trusts: \$ \_\_\_\_\_ Alimony: \$ \_\_\_\_\_

**ADDITIONAL INFORMATION REGARDING APPLICANT/S**

*Names of all persons who will reside in apartment, their age(s) and their relationship to purchaser(s)*

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Names of anyone in the building known to applicant: \_\_\_\_\_

Are any pets to be maintained in the apartment? If yes indicate number and kind: \_\_\_\_\_

Schools and colleges attended by applicants and occupants: \_\_\_\_\_

Name of organizations to which applicant belongs: \_\_\_\_\_

**REFERENCES**

**PERSONAL REFERENCES:**

**APPLICANT**

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_  
2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_  
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_

**CO-APPLICANT**

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_  
2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_  
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_

**BUSINESS AND PROFESSIONAL REFERENCES:**

**APPLICANT**

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_  
2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_  
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_

**CO-APPLICANT**

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_  
2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_  
3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Number \_\_\_\_\_

SPECIAL REMARKS:

Please give any additional information which may be pertinent or helpful \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TERMS AND CONDITIONS ON SALES OF COOPERATIVE APARTMENTS

1. J. & C. Lamb Management Corp. is acting as Agent for the Seller and makes no representations with respect to value of building or apartment and is to have no liability to the Purchaser concerning any act or failure to act on part of the Seller in connection with this application or in connection with any sale contemplated herein.
2. No written or oral representations or agreements by salesmen, brokers or others are to be binding on Seller or on Agent unless included in the Purchase Agreement.
3. Cooperative apartments are sold "as is" and unless specifically set forth, the Seller is not obligated to make any repairs or decorations.
4. The obligation to obtain possession of the apartment is on the Purchaser, unless otherwise set forth herein and in the contract of sale.
5. The purchaser of a cooperative apartment takes title subject to the provisions of the proprietary lease and assumes all of the seller's obligations thereunder and is obligated to sign such documents to accomplish such purposes as the owning corporation may require.

The Applicant(s) has filled out the information above and understands that this information is essential in order to evaluate this application. It is further understood that this application, when signed is to be subject to approval by the Seller or Authorized representative and to the terms and conditions indicated below.

I HEREBY AUTHORIZE CREDITFACTS TO CONDUCT INQUIRIES CONCERNING MY EMPLOYMENT, CREDIT HISTORY, FINANCIALS AND LANDLORD VERIFICATIONS FOR THE PURPOSE OF MY APPLICATION FOR A NEW APARTMENT. I ALSO GIVE PERMISSION FOR THIS INFORMATION TO BE RELEASED TO CREDITFACTS

Witness/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Purchaser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Purchaser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

J & C LAMB MANAGEMENT CORP.  
TEL - 212-779-6000  
FAX - 212-779-2911

30 East 33<sup>rd</sup> Street, 7<sup>th</sup> Floor  
NEW YORK, NY 10016

CREDIT REPORT APPLICATION

BUILDING ADDRESS APPLYING FOR \_\_\_\_\_ APARTMENT \_\_\_\_\_

NAME OF APPLICANT \_\_\_\_\_ SOCIAL SECURITY \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ APT \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ HOME TELEPHONE NUMBER \_\_\_\_\_

LENGTH OF RESIDENCY \_\_\_\_\_ MONTHLY RENT \$ \_\_\_\_\_ MORTGAGE \$ \_\_\_\_\_ MAINTENANCE \$ \_\_\_\_\_ SHARE \$ \_\_\_\_\_

CURRENT RESIDENCE IS A HOME \_\_\_\_\_ Co-OP \_\_\_\_\_ CONDO \_\_\_\_\_ RENTAL \_\_\_\_\_ SUBLET \_\_\_\_\_ SHARE \_\_\_\_\_

MARITAL STATUS \_\_\_\_\_ SPOUSES NAME \_\_\_\_\_ # OF DEPENDENTS \_\_\_\_\_

AGE AND NAME OF DEPENDANTS \_\_\_\_\_ WILL THEY BE MOVING WITH YOU \_\_\_\_\_

IF YOU ARE SELLING YOUR RESIDENCE, WHAT IS PRICE YOU WILL BE RECEIVING \$ \_\_\_\_\_ WHEN ARE YOU SELLING \_\_\_\_\_

LANDLORDS NAME \_\_\_\_\_ LANDLORDS ADDRESS \_\_\_\_\_

LANDLORDS TEL# \_\_\_\_\_ LEASE EXPIRES \_\_\_\_\_

DO YOU OWN REAL ESTATE ELSEWHERE? YES \_\_\_\_\_ NO \_\_\_\_\_ IF YES PLEASE STATE LOCATION, VALUE & USE OF THE PROPERTY \_\_\_\_\_

ARE YOU RECEIVING SOCIAL SECURITY \_\_\_\_\_ OR A PENSION \_\_\_\_\_ IF SO, HOW MUCH PER MONTH \$ \_\_\_\_\_ PENSION \$ \_\_\_\_\_

CURRENT EMPLOYER \_\_\_\_\_ ADDRESS \_\_\_\_\_

POSITION \_\_\_\_\_ DATE OF HIRE \_\_\_\_\_ TEL# \_\_\_\_\_

ANNUAL SALARY \$ \_\_\_\_\_ BONUS \$ \_\_\_\_\_ COMMISSIONS \$ \_\_\_\_\_ OTHER \$ \_\_\_\_\_

NAME OF SUPERVISOR \_\_\_\_\_ TEL # \_\_\_\_\_

PRIOR EMPLOYMENT \_\_\_\_\_ ADDRESS \_\_\_\_\_

TEL # \_\_\_\_\_ POSITION \_\_\_\_\_ DATE OF HIRE \_\_\_\_\_ DATE OF DEPARTURE \_\_\_\_\_ SALARY \$ \_\_\_\_\_

NAME OF YOUR BANK \_\_\_\_\_ ADDRESS \_\_\_\_\_

NAME OF BANK OFFICER \_\_\_\_\_ TEL# \_\_\_\_\_

CHECKING ACCT # \_\_\_\_\_ BAL \$ \_\_\_\_\_ SAVINGS ACCT # \_\_\_\_\_ BAL \$ \_\_\_\_\_

OTHER ACCOUNTS (PLEASE LIST BANK, ACCOUNT NUMBERS, PHONE NUMBER, ADDRESS AND ACCOUNT VALUE) \_\_\_\_\_

IF SELF EMPLOYED OR IF SUBJECT HAS OUTSIDE INCOME FROM TRUSTS, RENTALS, INVESTMENTS, ALIMONY SS, COMPLETE BELOW AND NOTIFY REFERENCES THAT A CREDIT CHECK IS BEING PERFORMED AND TO RELEASE INFORMATION TO CREDITFACTS

NAME OF BUSINESS \_\_\_\_\_ TYPE OF BUSINESS \_\_\_\_\_ HOW LONG SELF EMPLOYED \_\_\_\_\_

FEDERAL TAX ID # \_\_\_\_\_

ADDRESS \_\_\_\_\_ INCOME PER YEAR \$ \_\_\_\_\_ TEL # \_\_\_\_\_

ACCOUNTANT \_\_\_\_\_ ADDRESS \_\_\_\_\_ TEL# \_\_\_\_\_

ATTORNEY \_\_\_\_\_ ADDRESS \_\_\_\_\_ TEL# \_\_\_\_\_

BROKER OR FINANCIAL ADVISOR \_\_\_\_\_ TEL # \_\_\_\_\_

ACCOUNT NUMBERS \_\_\_\_\_ VALUE OF PORTFOLIO \$ \_\_\_\_\_ TRUST \$ \_\_\_\_\_ ALIMONY \$ \_\_\_\_\_

I HEREBY AUTHORIZE CREDITFACTS TO CONDUCT INQUIRIES CONCERNING MY EMPLOYMENT, CREDIT HISTORY, FINANCIALS AND LANDLORD VERIFICATIONS FOR THE PURPOSE OF MY APPLICATION FOR A NEW APARTMENT. I ALSO GIVE PERMISSION FOR THIS INFORMATION TO BE RELEASED TO CREDITFACTS

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



**Creditfacts Inc**  
79 Madison Ave  
New York, NY 10016

212-481-6502  
www.creditfacts.com

## **AUTHORIZATION TO RELEASE INFORMATION**

It is recognized and understood that the Fair Credit Reporting Act provides that anyone "who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses" shall be fined not more than \$2,500 or imprisoned not more than a year, or both. In connection with my application, I understand that investigative background inquiries are to be made on me which may include Landlord / Management payment history, consumer credit, criminal convictions, motor vehicle, and other reports. These reports may include information as to my character, work habits, performance, education and experience along with reasons for termination of employment from previous employers. Further, I understand that you will be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences.

I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from any liability and responsibility for doing so. I hereby consent to obtaining the above information from Creditfacts Inc" and/or any of their licensed agents. This authorization and consent shall be valid in original, fax or copy form. I further authorize ongoing procurement of the above mentioned reports at any time during my tenancy.

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

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **150 East Tenants Corp – House Rules – Updated April 2018**

For the purpose of the below house rules:

Lessee/Shareholder shall mean the person owning / residing in the apartment.

Managing Agent shall mean the company managing 150 East Tenants Corp. Currently, J & C Lamb Co, is our managing agent.

Lessor/Board of Directors shall mean the 7 elected members of the 150 East Tenants Board of Directors.

1. The public halls and stairways of the building shall not be obstructed or used for any purpose other than to access and exit apartments. Stairways shall not be obstructed and the doors should remain closed.

2. No public hallway or above ground floor of the building shall be decorated or furnished by anyone without prior consent of the board.

3. No Lessee or guests shall make or permit any disturbing noises in the building or do or permit anything to be done herein, which shall interfere with the rights, comfort or convenience of other Lessees.

4. Shareholders shall maintain a good state of repair and cleanliness within their apartments, and shall refrain from sweeping or throwing waste and other items out of their doors, windows or balconies. The floors of the living room and bedroom(s) should be covered with rugs or carpets.

5. The hallways, landings, and doors of the building will remain vacant of any personal belongings. Repeated offenses by a Shareholder may result in fines assessed by the Board.

6. Only window guards, ventilators and air conditioning units approved by board, shall be used in or about the building. Any existing window air conditioning units will be allowed to remain as long as the current lessee owns it and it is in good condition. Upon sale of the shares, the unit will be removed.

7. No sign, signal, illumination, notice or advertisement shall be inscribed or exposed on or at any window or other part of the building unless it has been approved in writing by the board.

8. All bicycles and similar vehicles shall use the service elevator and are not allowed in the passenger elevators. All of the above mentioned vehicles shall not be allowed to stand unattended in the public halls, passageways, stairways or areas or courts of the building.

9. Messengers, tradespeople, contractors, and all service workers must use the service elevator. Any repairs and/or construction shall be limited to Monday through Friday during

the hours of 9am-4:45pm. All construction is prohibited on weekends and designated holidays.

**10.** Trunks and heavy baggage should be taken in or out of the building through the service elevator.

**11.** Garbage and refuse from the apartment shall be disposed of at times and in the manner guided by the superintendent of the building or managing agent and as required by Law. All boxes are to be broken down. Large refuse items/ boxes are to be deposited in bins located in basement. Repeated offenses by a Shareholder may result in fines assessed by the Board.

**12.** Besides the obvious, nothing should be disposed of, or flushed down toilets. The Lessee shall pay for any damage resulting from the misuse of any toilet, or other water apparatus or from whose apartment it shall have been caused.

**13.** Dogs should take the service elevator with their owners or walkers. In no event are dog walkers allowed to bring outside dogs into the building.

**14.** No radio or television aerial, fan, ventilator or air conditioning device shall be attached to or hung from the exterior of the building, nor be permitted to extend or protrude beyond the walls of the building without written approval of the Lessor. If approval has been given, each Lessee will keep the device in good appearance and mechanical repair. The device should be maintained without leaking, or making noise, which disturbs other shareholders. If any such device shall become rusty or discolored, the Lessee will have it painted in a good workmanlike manner and in a standard color, which the Lessor may select for the building. If any Lessee shall fail to keep such a device in good order and repair and properly painted, the Lessor in its discretion may remove such device and charge the cost of removal to the Lessee and it may not be replaced until put in proper condition and only with the further written consent of the Lessor.

**15.** Shareholders will adhere to the operation hours of the laundry room, when using the laundry facilities. The service elevator should be used for transporting laundry.

**16.** The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.

**17.** Shareholders should provide the superintendent with a spare key to their apartment for authorized entry as provided in the guidelines of this lease. No new lock shall be installed or altered without first providing a new key to the superintendent.

**18.** Complaints regarding the service of the building shall be made in writing to the managing agent or Board of Directors of the Lessor.

**19.** No fences, structures, lattices, flower boxes or equipment for planting purposes shall be erected or installed on the terraces, balconies or roofs of the building without prior written approval of the Lessor; any such installation and any planting may be removed by the Lessor at the expense of the Lessee for the purpose of repairs, upkeep, cleanliness of the terrace, drains and maintenance of the building. No cooking shall be permitted on any terraces, balconies or roofs of the building, nor shall Lessees thereof paint the walls without the prior

written approval of Lessor.

**20.** The agents of the Lessor and any contractor or workman authorized by the Lessor, may enter any apartment at any reasonable time for the purpose of inspecting the apartment to ascertain whether measures are necessary to control or exterminate vermin, insects, bugs or other pests. In addition they may enter because of water or gas leaks or any and all other purposes that affect the safety of the building and its occupants.

**21.** Shareholders shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during ten days after notice in writing from the Lessor to clean the windows, the Lessor, who shall have the right by its Officers and authorized agents, to enter the apartment for the purpose and to charge the cost of cleaning to the shareholder, may do cleaning.

**22.** To service the HVAC units properly, it is the responsibility of the lessee to keep the riser pipe access doors fully accessible. Any built in furniture, walls etc. obstructing this access shall be removed if access becomes necessary. The superintendent or designated contractor will attempt to preserve any built-in, etc., but, if this cannot be done, the cost of the repair shall fall on the Lessee.

**23.** Smoking is highly discouraged within the apartment and building. If smoking occurs within the apartment, a board approved air filtration system must be used. If smoking continues to impact other shareholders, and creates complaints, the lessee will be asked to cease smoking within the apartment.

**24.** The Lessee is responsible for all of his or her guests. Overnight guests will only be permitted when the Lessee is present unless approval has been requested and granted by the Lessor and/or the Board of Directors.

**25.** Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.

**26.** These House Rules may be added to, amended or repealed at any time by resolution of the Lessor's Board of Directors.

**27.** In the event cigarette, electric, cigar, pipe, marijuana, hash, hookah smoke or any other kind of smoke and/or odor leaves an apartment and enters the hallway, public area of the Building or another apartment, the Board of Directors shall have the right to obtain a court order enjoining the occupant of the apartment from which the smoke emanated from smoking in the Building and the Board of Directors shall have the right to seek the eviction of an occupant who smokes in the Building. In addition to all other remedies available to the Board of Directors, violation of this House Rule shall subject the Lessee owning the apartment from which the smoke emanates to: (i) a fine in an amount to be determined from time to time by the Board of Directors and (ii) reimbursement of any fees or expenses (including legal and professional fees) incurred by the Corporation to cause the smoke infiltration into the Building to cease and/or in enforcing this provision.

**HOUSE RULES RECEIPT**

The undersigned acknowledges receipt of the attached House Rules of 150 East Tenants Corp. I/We have reviewed said Rules and understand same.

This is to confirm that I/We will abide by all House Rules as now in existence or as amended in the future.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

To: Tenant

From: Landlord

150 EAST TENANTS CORP.

Date:

c/o J. & C. LAMB MANAGEMENT CORP.

### ANNUAL NOTICE

#### PROTECT YOUR CHILD FROM LEAD POISONING AND WINDOW FALLS

New York City law requires that tenants living in buildings with 3 or more apartments complete this form and return it to their landlord before February 15, each year. If you do not return this form, your landlord is required to visit your apartment to determine if children live in your apartment.

Peeling Lead Paint	Window Guards
By law, your landlord is required to inspect your apartment for peeling paint and other lead paint hazards at least once a year if a child under 6 years of age (5 years or younger) lives with you.	By law, your landlord is required to install window guards in all your windows if a child under 11 years of age (10 years or younger) lives with you, OR if you request them (even if no children live with you).
<ul style="list-style-type: none"> <li>▪ You must notify your landlord in writing if a child under 6 comes to live with you during the year.</li> <li>▪ If a child under 6 lives with you, your landlord must inspect your apartment and provide you with the results of these paint inspections.</li> <li>▪ Your landlord must use safe work practices to repair all peeling paint and other lead paint hazards.</li> <li>▪ <b>Always report peeling paint to your landlord. Call 311 if your landlord does not respond.</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ It is against the law for you to interfere with installation, or remove window guards where they are required. Air conditioners in windows must be permanently installed.</li> <li>▪ Window guards must be installed so there is no space greater than 4½ inches above or below the guard, on the side of the guard, or between the bars.</li> <li>▪ ONLY windows that open to fire escapes, and one window in each first floor apartment when there is a fire escape on the outside of the building, are legally exempt from this requirement.</li> </ul>
These requirements apply to buildings with 3 or more apartments built before 1960. They also apply to buildings built between 1960 and 1978 if the landlord knows that lead paint is present.	These requirements apply to all buildings with 3 or more apartments, regardless of when they were built.

Fill out and detach the bottom part of this form and return it to your landlord.

*of*

Please check all boxes that apply:

- A child under 6 years of age (5 years or younger) lives in my apartment.
- A child under 11 years of age (10 years or younger) lives in my apartment and:
  - Window guards are installed in all windows as required.
  - Window guards need repair.
  - Window guards are NOT installed in all windows as required.
- No child under 11 years of age (10 years or younger) live in my apartment:
  - I want window guards installed anyway.
  - I have window guards, but they need repair.

<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
150 EAST 61ST STREET		
<b>Street Address</b>	<b>Apt. #</b>	<b>City State Zip Code</b>
<b>Signature</b>	<b>Date</b>	<b>Telephone Number</b>

Return form to: Name and address of landlord or managing agent. Call 311 for more information on preventing lead poisoning and window falls.

DOHMH-approved: October 15, 2007

## CONSENT

In the event the undersigned purchases shares of 150 East Tenants Corp., he and/or she agrees to execute a proxy or form of consent at the closing of the purchase of such shares approving and agreeing to the amendment of Paragraph 7.12 of the Proprietary Lease of the Corporation in accordance with the Notice of Special Meeting of Shareholders and Proxy Statement of the Corporation dated January 18, 1988, permitting amendment of all Proprietary Leases by at least two-thirds of the outstanding shares.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**EXEMPTION CERTIFICATE**

Re: Building Address: \_\_\_\_\_  
\_\_\_\_\_

Apartment #: \_\_\_\_\_

Seller: \_\_\_\_\_

Seller: \_\_\_\_\_

Purchaser: \_\_\_\_\_

Purchaser: \_\_\_\_\_

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

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

Seller's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Seller's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Purchaser's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Purchaser's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## MOVE IN/MOVE OUT POLICY

### Rules

1. Move in or out is permitted Monday through Friday between 9:00 am and 5:00 pm only.
2. Superintendent must be notified at least one week in advance.
3. Only the service elevator may be used to move.
4. The hallway carpet must be covered with clean construction board, which shall be inspected daily by the superintendent or the building staff (who may determine that the board proposed for use is unsuitable and must be replaced).
5. The Tenant is responsible for all aspects of the move and must reimburse the cooperative corporation for any damage to the building incurred in connection with the move.

### Fees and Charges

1. There are two fees for moving in or out of the building. The first is a refundable deposit of \$1,500. The second, non-refundable fee is \$600.
2. Construction board may be borrowed from the cooperative corporation for day for a fee of \$80.
3. The Superintendent will prepare a report of any damage and may commence repairs immediately. All repair costs will be deducted from the aforementioned \$1,500 security deposit. If the costs exceed \$1,500, the Tenant must pay the excess within 30 days after receipt of the Superintendent's report (the excess costs will be added to maintenance fee for the apartment and will be subject to late fees).
4. All checks must be payable to "150 East Tenants Corp." The fees and deposits must be remitted to the Superintendent prior to the date of the move.
5. The moving company must provide a Certificate of Insurance naming 150 East Tenants Corp. and J & C Lamb Management Corp. as additional insureds. The Tenant must be named as the certificate holder. The moving company must carry a minimum of \$1,000,000 in general liability coverage.

Acknowledged: \_\_\_\_\_

# Occupancy Agreement

\_\_\_\_\_ and \_\_\_\_\_, as the proposed owner(s) of \_\_\_\_\_ shares of 150 East 61<sup>st</sup> Street Tenants Corp (the "Shares") allocated to apartment # \_\_\_\_\_ at 150 East 61<sup>st</sup> Street, New York, New York (the "Apartment"), and the proposed lessee (the "Lessee") under the proprietary lease (the "Proprietary Lease") appurtenant to the Shares, in consideration of, and as an inducement to, the transfer by 150 East 61<sup>st</sup> Street Tenants Corp. (the "Apartment Corporation") on the books and records of the Apartment Corporation of the Shares and Proprietary Lease to the Lessee, hereby agree as follows:

- i) Under no circumstances may anyone other than the Lessee occupy the Apartment without the express prior written consent of the Apartment Corporation, as required by the Proprietary Lease.
- ii) The Lessee shall not sublet the Apartment without the express written consent of the Apartment Corporation, as required by the Proprietary Lease.

Dated: \_\_\_\_\_  
New York, New York

\_\_\_\_\_  
(Lessee)

\_\_\_\_\_  
(Lessee)

ABOVE TERMS AGREED TO  
AND ACCEPTED:

Dated: \_\_\_\_\_  
New York, New York

150 EAST 61<sup>ST</sup> STREET TENANTS CORP.

By: \_\_\_\_\_  
Steven Orenstein, President

## NON-SMOKING AGREEMENT

This agreement is entered into as of the \_\_\_ day of \_\_\_\_\_ 20\_\_\_, by and between:

(a) 150 East Tenants Corp. (the "Lessor"), a corporation duly organized and existing pursuant to the laws of the State of New York; and,

(b) \_\_\_\_\_ ("Proposed Lessee", having an address of \_\_\_\_\_.

WHEREAS, Lessor is in receipt of an application submitted by \_\_\_\_\_ ("Seller") who is seeking the consent of the Board of Directors of the Lessor (the "Board") to assign his/her proprietary lease (the "Lease") for apartment \_\_\_ (the "Apartment"), at 150 East 61<sup>st</sup> Street, New York, New York (the "Building") and sell the shares which are appurtenant thereto (the "Shares") to Proposed Lessee; and

WHEREAS, Proposed Lessee acknowledges and admits that the approval of the Board is required for an assignment of the Lease and/or purchase of the Shares; and

WHEREAS, Proposed Lessee acknowledges and admits that the Board has the authority to withhold its consent to the aforesaid proposed assignment of the Lease and sale of the Shares, and further, that the Board can condition its approval of said assignment and sale.

NOW, THEREFORE, for good and valuable consideration the receipt of this is hereby acknowledged, IT IS HEREBY AGREED AND ACKNOWLEDGED AS FOLLOWS:

1. Provided Proposed Lessee fully and timely complies with its obligations hereunder, the Board conditionally grants its approval of the proposed assignment of the Lease and sale of the Shares to Proposed Lessee.

2. Proposed Lessee hereby agrees that Proposed Lessee (and/or the family members, guests, tenants and invitees thereof) shall not smoke or permit smoking (including, but not limited to, smoking cigarettes, electric cigarettes, cigars, pipes, marijuana, hash, hookahs and/or any other substance that emits smoke) in the Apartment or permit any smoke or other objectionable odors therein or to escape therefrom.

3. In the event Proposed Lessee violates the provision of paragraph 2 hereof, such conduct shall not only be grounds for the revocation of the consent granted herein, but shall further constitute a breach of the Lease entitling the Lessor to the full range of remedies available at law and/or in equity available for a substantial and material breach of the terms of the Lease including that set forth in paragraph 4 hereof. Without limiting the foregoing in any way, the violation of paragraph 2 hereof shall constitute a violation of the covenants of the Lease as referenced in Section 1.8 thereof.

4. The Lessor shall have the right to obtain a court order enjoining the Proposed Lessee or any occupant of the Apartment from smoking in the Apartment or the public areas of the Building and shall have the right to seek the eviction of the Proposed Lessee or any occupant of the Apartment, who smokes in the Apartment or the public areas of the Building. In addition to all other remedies available to the Lessor, violation of this policy shall subject the Proposed Lessee to: (i) a fine in an amount to be determined from time to time by the Board of Directors, and (ii) reimbursement of any fees or expenses (including legal and professional fees) incurred by the Lessor to cause the smoke infiltration into another apartment or the public areas of the Building to cease and/or in enforcing this provision.

Proposed Lessee:

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

150 East Tenants Corp.

By: \_\_\_\_\_  
Name:  
Title: