

KYROUS REALTY GROUP, INC.

263 West 38th Street ♦ Suite 15E ♦ New York, NY 10018

Phone: 212.302.1500 ♦ Fax: 212.302.3855

Unadilla Owners Corp.-Purchase Application and Required Documents

Please forward one original copy of the complete package to the Closing Department at Kyrous Realty Group, Inc. Please do not submit incomplete packages. Incomplete packages are not processed. (8 x 11 copies preferred and all information must be legible). Interview of the applicant(s) is by the Admissions Committee and approval is by the Board of Directors. The Admissions Committee will not schedule an interview with the applicant(s) if any information is missing from the application. The Board of Directors and/or management reserve the right to request additional information at any time during the review and interview process. All proposed shareholders and occupants must be available to interview in person before the Board Admissions Committee.

Maximum Financing: 80%

1. Purchase Application (enclosed)
2. Executed Contract of Sale
3. Net Worth Statement. Provide supportive documentation
4. Last two (2) year's Income tax Returns (include W-2's)
5. Signed Credit Report Release
6. Applicant Releases for the Board and the Managing Agent to be executed by purchaser(s)
7. Letter from current landlord/management agent verifying status of tenancy
8. Letter from current employer verifying salary, position length of employment and likelihood of continued employment.
9. Three (3) personal letters of recommendation for each person to be named on the proprietary lease.
10. Letter of financial reference
11. House Rules Acknowledgement, Homeowners Insurance Acknowledgement
12. If financing is involved, copies of the loan application, commitment letter and three (3) original AZTECH Recognition Agreements signed by the lender. The Recognition Agreements MUST include the bank's address and telephone number of loan department for notices. (Any information not provided will hold up Refinancing process.)
13. Copies of Checking & Savings Account Statement for past three (3) months
14. New York City: Window Guard/Lead Paint Notice

Application: Unadilla Owners Corp.

Fees Due Upon Submission of Package

1. Check in the amount of \$100.00 per each individual applicant named on the contract and as a guarantor (if applicable), payable to Kyrour Realty Group, credit/criminal reports (non-refundable).
2. Application fee from purchaser in the amount of \$600.00 payable to Kyrour Realty Group, Inc. (non-refundable),
3. Packages Reproduction/Messenger Fee from purchaser of \$195.00 payable to Kyrour Realty Group, Inc. (non-refundable)

Fees Due at Closing

Please note that if the closing is not completed within two (2) hours, an additional charge of \$250.00 per hour will be added to the fee. If our transfer agent attends a closing that is not consummated, or if the closing is adjourned with less than 48 hours notice, there will be an additional charge of \$250.00.

1. Sellers Closing Fee of \$600.00 payable to Kyrour Realty Group, Inc, If this is an estate sale, this fee will be \$800.00 paid by the seller
2. Transfer Stamp Tax Fee of \$00.05 per share payable to Kyrour Realty Group, Inc, paid by the seller
3. Flip Tax Fee of 5% of the net profit (complete flip tax calculation form in application) made payable to Unadilla.
4. If financing a purchase, a processing fee of \$300.00 from purchaser made payable to Kyrour Realty Group, Inc.

The seller must be fully paid up on all maintenance charges, assessments and any other obligations to the Corporation prior to any transfer of shares. The proposed owner cannot occupy an apartment and no furniture may be moved in until after the closing.

Special Estate Transfer Requirements:

Please submit a fee of \$500.00 payable to Kyrour Realty Group, Inc. for the required review by in-house legal counsel.

- 1) Certified copy of Death Certificate
- 2) Original testamentary letters (within the last (6) six months).
- 3) Copy of the Decedent's Will with attorney Certification,
- 4) Affidavit as to the payments of Debts and Domicile,
- 5) Internal Revenue Service Certificate discharging property subject to Federal Estate Lien.
- 6) New York State Certificate discharging property subject to New York State Tax Lien.

Please be advised that a Power of Attorney will not be permitted for the Executor, The Executor must attend or have all documents pre-signed. If there is more than one executor, one must be present at closing and the other(s) must have all documents pre-signed.

IMPORTANT NOTICE

Please Read Carefully

Kyrous Realty Group, Inc. realizes that this application contains sensitive personal information. We require the social security number for each applicant (and each other adult occupant of the apartment) on the authorization to obtain Credit Report Information (see Credit Report Release). This is the only place on the application requiring a social security number, but social security numbers may be contained on other documents that you are submitting (e.g. tax returns, contracts of sale). Before submitting these documents, please blacken out or otherwise obliterate the social security number as Kyrous Realty Group, Inc. cannot be responsible for the security of this information if it is included in these documents.

CREDIT REPORT RELEASE

I (we) hereby authorize Kyrous Realty Group, Inc., on behalf of Unadilla Owners Corp., to request and receive any and all information from any credit bureaus, previous employers, law enforcement agencies, and references.

I (we) will hold harmless and/or release Kyrous Realty Group, Inc. and Unadilla Owners Corp. from any and all claims and liability which may arise now or in the future with regard to the obtaining or the releasing of the above stated information for the purpose of doing credit checks, and criminal activity checks.

Each Applicant and all adults who will reside in the Unit must complete Credit Report Release.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name: _____

Date of Birth: _____

Social Security #: _____

Age: _____

Address: _____

Employer's Company Name

Address: _____

Applicant Signature

Date

*Duplicate for Additional Applicants

Application: Unadilla Owners Corp.

APPLICANT'S RELEASE

Re:

Apt.# _____

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

Applicant(s) has submitted payment for certain fees including but not limited to fees to check applicants' credit/criminal and to process this application.

Applicant(s) acknowledges that the application to Purchase 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 applicant 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).

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

Applicant Signature

Applicant Signature

HOMEOWNERS INSURANCE

Please be advised that it is a policy of Unadilla Owners Corp. that all shareholders carry Homeowners Insurance throughout their ownership. Therefore, we request that you include a copy of your insurance binder with this application.

Acknowledged and Agreed by:

Proposed Shareholder signature

Proposed Shareholder signature

Building Address: _____

Date: _____

AFFIDAVIT AS TO NET WORTH

Note: If purchaser, loan or sublease is being made by more than one person, each applicant must submit an affidavit as to the applicant's net worth.

State of New York }

}ss

County of New York}

_____being duly sworn, deposes and states the following; I submitted herewith a true statement of my assets, liability and current net income. I make this affidavit in order to induce the board of directors of (co-op name): to approve the following:

(Cross out inapplicable portion)

- 1) The transfer to me of stock of said corporation now owned by

and the assignment to me of the lease of apartment # _____at:

- 2) The borrowing by me of \$ _____ on the security of stock of (CO-OP NAME): _____,

which now is or hereafter will be owned by me.

Applicant's Signature

Applicant's Signature

PURCHASER(S) GENERAL INFORMATION

	Applicant	Co-Applicant
Name:	_____	_____
Address:	_____ _____	_____ _____
*Years at Residence:	_____	_____
Home Phone No.:	_____	_____
Social Security No.:	_____	_____
Citizenship:	_____	_____
Occupation:	_____	_____
Employer:	_____	_____
Address:	_____ _____	_____ _____
Business Phone No:	_____	_____
Nature of Business:	_____	_____
Period Employed:	_____	_____
Position Held:	_____	_____
Education and Professional Background:	_____	_____

If your residence or employer has changed in the last two years indicate on the back of this page your prior address of residence and the name, address and dates of employment of prior employment.

1. Name (s) in which cooperative stock will be held:

2. Names and relationship of proposed occupants of the apartments and ages of children, if any:

3. Will this apartment be your main residence? Yes _____ No _____

If not, the approximate number of days per month you will use this apartment: _____

4. Address and phone number of main residence: (if different)

5. Is this your first time purchasing a Co-op? _____ If no, where else have you owned?

Address: _____

6. Do you plan to do any renovation of the apartment? _____ If yes, please specify:

Please answer yes or no to the following questions:

	<u>APPLICANT</u>	<u>CO-APPLICANT</u>
a. Have you any outstanding judgments?	_____	_____
b. In the last 7 years, have you been declared bankrupt?	_____	_____
c. Have you had property foreclosed upon or given title of deed in lieu thereof?	_____	_____
d. Are you a party in a law suit?	_____	_____
e. Are you obligated to pay alimony, child support or separate maintenance?	_____	_____
f. Will any part of your cash payment be borrowed?	_____	_____
g. Do you or any member of your family have diplomatic status?	_____	_____
h. Are you a co-maker/guarantor for any loan?	_____	_____

If a "Yes" answer is given to a question in this column, please explain on the back of this page.

REFERENCES

FINANCIAL:

Institution	Address	Account #
_____	_____	_____
_____	_____	_____
_____	_____	_____

PERSONAL:

BUSINESS:

NOTES TO BALANCE SHEET

Note 1	Account #	Name and Address of Banking Institution	Balance
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Note 2	No.	Type of Shares	Issuer	Market Value	Monthly Dividend & Interest
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

(Please submit brokerage statements or other reports)

Note 3	Address of Property	Type of Property	Cost of Property	Market Value	Amt. of Mort. & Other Loans
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	Monthly Gross Rental Income	Monthly Mort. Pyt.	Monthly Tax Maintenance & Misc. Pyts.	Monthly Rental Income	
	_____	_____	_____	_____	
	_____	_____	_____	_____	
	_____	_____	_____	_____	

Note 4 Make and Year of Vehicle: _____

Note 5 Briefly Describe Other Assets: _____

Note 6 Please provide the following for all Debt:

Creditor's Name and Address	Acct. No.	Monthly Payments	Unpaid Left	Balance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Note 7 Briefly describe any other liabilities:

ANNUAL INCOME STATEMENT

Income (Annual)	Applicant	Co-Applicant
Salaries	_____	_____
Bonus	_____	_____
Commission	_____	_____
Div/Interest	_____	_____
Alimony/Child Support	_____	_____
Rental Income	_____	_____
Sale of Capital	_____	_____
Other	_____	_____
(Itemize Separately)		
	1. _____	_____
	2. _____	_____
	3. _____	_____
	4. _____	_____
TOTAL INCOME:	_____	_____

.....
 Purchase Price for Stock \$ _____ Amount to be financed \$ _____

Loan Type: Fixed Rate: _____ or Adjustable Rate: _____

Interest Rate: _____ % Term: _____ yrs Monthly Payment: \$ _____ per month

Source of funds for each portion of purchase: _____

Monthly Maintenance: \$ _____ per month

Liquid assets after purchase: \$ _____

ESTIMATED ANNUAL HOUSING EXPENSES

Maintenance	_____
Mortgage	_____
Other Financing	_____
Real Estate Taxes	_____
Loans	_____
Other	_____
Total housing expense	_____
HOUSING TO INCOME RATIO:	_____

UNADILLA OWNERS CORP

SELLERS FLIP TAX CALCULATION REQUIREMENT.

PLEASE COMPLETE THIS FORM AND SUBMIT THE REQUIRED DOCUMENTS IN ORDER FOR MANAGEMENT TO CALCULATE THE FLIP TAX DUE.

Flip tax due to Unadilla Owners Corp. is 5% of net profit

Selling price: _____

Original purchase price: _____

Brokerage commission: (%) _____

Attorney allowance: **\$500.00**

Please submit:

- 1. Copy of the original contract for original purchase of apartment**
- 2. Broker commission bill(s).**

Thank You

Closing Department

TO: BOARD OF DIRECTORS

The undersigned hereby submit this application to purchase _____ shares of stock in (the "Corporation") and the Proprietary Lease for apartment _____ located at

We/I hereby acknowledge our/my understanding of the following.

1. Pursuant to authority granted in the Proprietary Lease and By-Laws of the Corporation, the Board of Directors will utilize this application to obtain background information regarding proposed purchases of the Corporation's stock.
2. The Board of Directors may require additional information and will require that applicant(s) appear for a personal interview.
3. The proposed purchase cannot be consummated without the Board's consent.
4. We/I have read the Proprietary Lease, By-Laws and House Rules which govern occupancy of the apartment and which would govern the occupancy by the applicant.
5. In no event will the Corporation, the Board of Directors or its agents be responsible for any liabilities or expenses incurred by an applicant whose application is disapproved.
6. While the Board of Directors will attempt to review all applicants promptly, the Corporation, the Board of Directors, and its agents assume no responsibility for expense or liabilities resulting from and delay in its review.
7. Falsification of any of the enclosed information, or omission of material information herefrom, may result, without limitation, in revocation of the Board of Directors' approval and termination of the applicant's Proprietary Lease.

The undersigned hereby authorize(s) the Board of Directors to contact any of the employers, banks, landlords, educational institutions, references, etc. described herein in order to elicit information bearing upon this application.

The undersigned hereby makes this application to purchase shares of stock in the Corporation and the Proprietary Lease for the apartment described above.

The undersigned acknowledges that, if this application is accepted, the undersigned, will not without prior written consent of the Board of Directors: pledge the shares of the Corporation's stock; make structural alterations to the apartment; sublease the apartment; permit non-family members to reside in the apartment for more than one month; use the apartment for other than residential purposes; or violate any provision of the Proprietary Lease, House Rules, By-laws. The undersigned acknowledges that the undersigned is acquiring the apartment in an "as is" condition.

The undersigned confirms the accuracy of all of the information contained herein.

Applicant: _____
Signature

Date: _____

Co-Applicant: _____

Date: _____

Guarantor (if applicable): _____
Signature

Date: _____

HOUSE RULES

- (1) The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building, and the fire towers shall not be obstructed in any way.
- (2) No patient of any doctor who has offices in the building shall be permitted to wait in the lobby.
- (3) Children shall not play in the public halls, courts, stairways, fire towers or elevators and shall not be permitted on the roof unless accompanied by a responsible adult.
- (4) No public hall above the ground floor of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of all of the Lessees to whose apartments such hall serves as a means of ingress and egress; in the event of disagreement among such Lessees, the Board of Directors shall decide.
- (5) No Lessee shall make or permit any disturbing noises in the building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television loud speaker in such Lessee's apartment between the hours of eleven o'clock p.m. and the following eight o'clock a.m. if the same shall disturb or annoy other occupants of the building. No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:30 a.m. and 5:00 p.m.
- (6) No article shall be placed in the halls or on the staircase landings or fire towers, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the window sills of the building.
- (7) No awnings, window air-conditioning units or ventilators shall be used in or about the building except such as shall have been expressly approved by the Lessor or the managing agent, nor shall anything be projected out of any window of the building without similar approval.
- (8) No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Lessor or the managing agent.
- (9) No velocipedes, bicycles, scooters or similar vehicles shall be allowed in a passenger elevator and baby carriages and the above-mentioned vehicles shall not be allowed to stand in the public halls, passageways, areas or courts of the building.

- (10) Messengers and tradespeople shall use such means of ingress and egress as shall be designated by the Lessor.
- (11) Kitchen supplies, market goods and packages of every kind are to be delivered only at the service entrance of the building and through the service elevator to the apartments when such elevator is in operation.
- (12) Trunks and heavy baggage shall be taken in or out of the building through the service entrance.
- (13) Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the superintendent or the managing agent of the building may direct.
- (14) Water closets and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closets or other apparatus shall be paid for by the Lessee in whose apartment it shall have been caused.
- (15) No Lessee shall send any employee of the Lessor out of the building on any private business of a Lessee.
- (16) No bird or animal shall be kept or harbored in the building unless the same in each instance be expressly permitted in writing by the Lessor; such permission shall be revocable by the Lessor. In no event shall dogs be permitted on elevators or in any of the public portions of the building unless carried or on leash. No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or other public portions of the building, or on the sidewalk or street adjacent to the building.
- (17) No radio or television aerial shall be attached to or hung from the exterior of the building without the prior written approval of the Lessor or the managing agent.
- (18) No vehicle belonging to a Lessee or to a member of the family or guest, subtenant or employee of a Lessee shall be parked in such manner as to impede or prevent ready access to any entrance of the building by another vehicle.
- (19) The Lessee shall use the available laundry facilities only upon such days and during such hours as may be designated by the Lessor or the managing agent.
- (20) The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.

(21) Unless expressly authorized by the Board of Directors in each case, the floor of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least 80% of the floor area of each room excepting only kitchens, pantries, bathrooms, maid's rooms, closets and foyer.

(22) No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Lessor or its managing agent.

(23) The Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during 10 days after notice in writing from the Lessor or the managing agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right, by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the Lessee.

(24) The passenger and service elevators, unless of automatic type and intended for operation by a passenger, shall be operated only by employees of the Lessor, and there shall be no interference whatever with the same by Lessees or members of their families or their guests, employees or subtenants.

(25) Complaints regarding the service of the building shall be made in writing to the managing agent of the Lessor.

(26) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.

(27) If there be a garage in the building, the Lessee shall abide by all arrangements made by the Lessor with the garage operator with regard to the garage and the driveways thereto.

(28) The following rules shall be observed with respect to incinerator equipment:

(i) All wet debris is to be securely wrapped or bagged in small package size to fit easily into the hopper panel.

(ii) Debris should be completely drip-free before it leaves the apartment and carried to the incinerator closet in a careful manner and in a drip-proof container, then placed into the flue hopper so it will drop into the flue for disposal.

(iii) No bottles or cans shall be dropped down the flue before 10:00 a.m. or after 5:00 p.m., but shall be left in a neat manner in service elevator area, if such items must be disposed of before 10:00 a.m. or after 5:00 p.m.

(iv) Cartons, boxes, crates, sticks of wood or other solid matter shall not be stuffed into hopper opening. Small items of this nature may be left in a neat manner on the incinerator closet floor. Bulky items should be left at service elevator area between 10:00 a.m. and 6:00 p.m. and service employee summoned to dispose of them by way of the service elevator.

(v) Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any other inflammable, explosive, highly combustible substances or lighted cigarettes or cigar stubs be thrown into the incinerator flue.

(vi) Vacuum cleaner bags must never be emptied into the flue. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then be placed through hopper door panel into flue.

(vii) The superintendent shall be notified of any drippings, or moist refuse, appearing on incinerator closet floor and corridors.

(29) No Lessee shall install any plantings on the terrace, balcony or roof without the prior written approval of the Lessor. Plantings shall be contained in boxes of wood lined with metal or other material impervious to dampness and standing on supports at least two inches from the terrace, balcony or roof surface, and if adjoining a wall, at least three inches from such wall. Suitable weep holes shall be provided in the boxes to draw off water. In special locations, such as a corner abutting a parapet wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet and flashing, with the floor of drainage tiles and suitable weep holes at the sides to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition.

(30) The agents of the Lessor, and any contractor or workman authorized by the Lessor, 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 Lessor takes measures to control or exterminate carpet beetles, the cost thereof shall be payable by the Lessee, as additional rent.

(31) These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor.

HOUSE RULES

I (we) acknowledge hereby my understanding of the house rules and all terms of the proprietary lease stated herein. I (we) recognize that by acting 'to the contrary on any terms of the proprietary lease and the house rules

I (we) shall, be in violation of terms and conditions of the proprietary lease and its supplements. I (we) also state that I (we) have read the house rules of the apartment corporation and give my (our) assurance that all members of my household and guests will conform to them.

Applicant Signature

Applicant Signature

Date

Unadilla Owners Corp.
 c/o Kyrour Realty Group, Inc.
 263 West 38th Street, Suite 15E
 New York, NY 10018-5851

**RETURN
THIS COPY**

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

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.

- You must notify your landlord in writing if a child under 6 comes to live with you during the year.
- If a child under 6 lives with you, your landlord must inspect your apartment and provide you with the results of these paint inspections.
- ***Always report peeling paint to your landlord. Call 311 if your landlord does not respond.***
- Your landlord must use safe work practices to repair all peeling paint and other lead paint hazards.

These requirements apply to buildings with 3 or more apartments built before 1960. They also apply to buildings to buildings built between 1960 and 1978 if the landlord knows that lead paint is present.

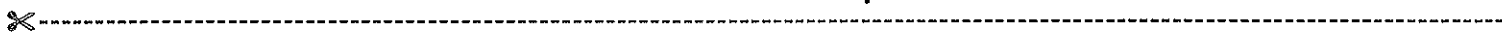
Window Guards

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).

- 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.
- 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.
- Window guards must be installed so there is no space greater than 4¹/₂ inches above or below the guard, on the side of the guard, or between the bars.

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.



Please check all boxes that apply

- A child age 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) lives in my apartment:
 - I want window guards installed anyway.
 - I have window guards, but they need repair.

Last Name	First Name	Middle Initial		
Street Address	Apt. #	City	State	Zip Code
Signature	Date	Telephone Number		

Deadline for return: February 15, 2012

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: November 05, 2011

Unadilla Owners Corp.
 c/o Kyrous Realty Group, Inc.
 263 West 38th Street, Suite 15E
 New York, NY 10018-5851

**KEEP
THIS COPY**

ANNUAL NOTICE	
PROTECT YOUR CHILD FROM LEAD POISONING AND WINDOW FALLS	
<p>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.</p>	
<p style="text-align: center;">Peeling Lead Paint</p> <p>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.</p> <ul style="list-style-type: none"> • You must notify your landlord in writing if a child under 6 comes to live with you during the year. • If a child under 6 lives with you, your landlord must inspect your apartment and provide you with the results of these paint inspections. • <i>Always report peeling paint to your landlord. Call 311 if your landlord does not respond.</i> • Your landlord must use safe work practices to repair all peeling paint and other lead paint hazards. 	<p style="text-align: center;">Window Guards</p> <p>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).</p> <ul style="list-style-type: none"> • 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. • 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. • Window guards must be installed so there is no space greater than 4¹/₂ inches above or below the guard, on the side of the guard, or between the bars.
<p>These requirements apply to buildings with 3 or more apartments built before 1960. They also apply to buildings to buildings built between 1960 and 1978 if the landlord knows that lead paint is present.</p>	<p>These requirements apply to all buildings with 3 or more apartments, regardless of when they were built.</p>

Fill Out and Detach the bottom part of this form.

✂-----

Please check all boxes that apply

A child age 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) lives in my apartment:

I want window guards installed anyway.

I have window guards, but they need repair.

Last Name	First Name	Middle Initial		
Street Address	Apt. #	City	State	Zip Code
Signature	Date	Telephone Number		

Deadline for return: February 15, 2012

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: November 05, 2011



NEW YORK CITY Residential Recycling Guide

Full recycling is back in America's largest city! Here are some simple pointers on what to recycle and how.

Paper & Cardboard

YES

Newspapers, magazines & catalogs

White or colored paper

All mail (even envelopes with plastic windows), wrapping paper, etc.

Smooth cardboard

Cereal and other dry-food boxes, etc.

Paper bags

Flattened cardboard

NO

Plastic- or wax- coated paper

Candy wrappers, take-out containers, etc.

Carbon paper

Heavily soiled paper or cardboard

Hardcover books

Place paper and cardboard recyclables in a clear bag or green-labeled container. Note that paper milk and juice cartons (rinsed) should be placed in the container with metal, glass and plastic.

Metal, Glass & Plastic

YES

Metal cans

Food, aerosol (empty), etc.

Foil wrap & trays

Plastic bottles & jugs

For detergent, soda, milk, juice, water, etc.

-any bottle where the neck is smaller than the body

Glass bottles & jars

Milk and other beverage cartons

Household metal including:

- Wire hangers
- All metal appliances (from washing machines and stoves to toasters and irons)*
- All indoor and outdoor metal furniture, including cabinets and window screens
- Metal pots and pans, cutlery and utensils

*Call 311 before discarding appliances that contain CFC gas, such as refrigerators and air conditioners.

NO

Motor oil or chemical containers

Styrofoam

Cups, egg cartons, etc.

Food containers

For yogurt, margarine, take-out, salad bar, etc.

Plastic bags, wrap or film

Sandwich wrap, grocery or dry cleaning bags, etc.

Plastic trays or tubs

For microwave, etc.

Plastic utensils, plates, cups, bowls

Plastic appliances, toys, furniture

Lightbulbs

Pane glass

Pump spray nozzles

Caps or lids

Household batteries

Rinse metal, glass and plastic items and place them in a clear bag or blue-labeled container. Throw away caps and lids with your regular trash. To collect the 5-cent deposit on beverage containers such as beer and soda bottles and cans, redeem them at a neighborhood store instead of putting them in with your recycling.

For more information, call the city information line at 311 or visit the New York City Recycles website at www.ci.nyc.ny.us/html/dos/html/bw_home/index.html

To find this guide online, go to www.nrdc.org/cities/recycling/

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