

# KYROUS REALTY GROUP, INC.

263 West 38<sup>th</sup> Street ♦ Suite 15E ♦ New York, NY 10018

Phone: 212.302.1500 ♦ Fax: 212.302.3855

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## 139 East 66<sup>th</sup> Street Corporation—Sublet Application

The following is a list of the items you are required to submit for the board to review your application. Please be sure to provide all the information requested. All of the required documents must be assembled into a complete package of **one (1) original and five (5) collated copies** and delivered to Kyrus Realty Group, Inc., 263 West 38<sup>th</sup> Street, Suite 15E, New York, NY 10018. **DO NOT DUPLICATE HOUSE RULES.** Please retain the copy included in this package for your information.

Copies of all Financial Materials furnished will be returned to applicant or destroyed.

Upon receipt of a completed package and after verification of all financial data and references, the application will be submitted to the Board of Directors for review.

1. Sublet Application (enclosed)
2. Executed Sublease Agreement
3. Financial Statement
4. Last two (2) year's Income tax Returns (include W-2's)
5. Signed Credit Report Release
6. Letter from current landlord/management agent verifying status of tenancy
7. Letter from current employer verifying salary, position length of employment and likelihood of continued employment.
8. Two (2) personal letters of recommendation for each person to be named on the Sublease Agreement.
9. Copies of Checking & Savings Account Statement for past three (3) months
10. Signed Window Guard/Lead Paint Notice

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### Schedule of Fees—Due with Application

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1. Move-in/out Deposit from applicant: \$1,000.00 Check, payable to 139 East 66th Street Corporation. In case of damage to the building, the cost of repairs will be deducted from this deposit. This check must be in the form of a certified check or money order. The deposit will be refunded at the end of the lease term.
2. Move-Out deposit from Shareholder: \$1,000.00 Check, payable to 139 East 66th Street Corporation. In case of damage to the building, the cost of repairs will be deducted from this deposit. This check must be in the form of a certified check or money order.
3. Application Processing Fee: \$550.00 certified check or money order payable to Kyrus Realty Group, Inc.
4. Credit Check Fee: \$100.00 per applicant. This check is non-refundable and made payable to Kyrus Realty Group, Inc. This check must be certified check or money order.

\*Subletting is permitted for one year term (only).

\*Please note that application packages must contain all required documentation. Items missing will only delay the Managing Agent's review and submission to the Board.

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Application: 139 East 66<sup>th</sup> Street Corporation

# KYROUS REALTY GROUP, INC.

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## 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.

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## CREDIT REPORT RELEASE

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I (we) hereby authorize Kyrous Realty Group, Inc., on behalf of 139 East 66<sup>th</sup> Street Corporation, 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 139 East 66<sup>th</sup> Street Corporation, 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

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Application: 139 East 66<sup>th</sup> Street Corporation

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## Applicant Information

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Name(s): \_\_\_\_\_

SS#: \_\_\_\_\_

\_\_\_\_\_

SS#: \_\_\_\_\_

Present

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

Apartment to be occupied by:

Applicant(s)  Yes  No

\_\_\_\_\_

Occupants \_\_\_\_\_

Years at this address: \_\_\_\_\_

Do you own your present residence?

Yes  No

Relationship \_\_\_\_\_

### CURRENT EMPLOYER INFORMATION:

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

Business

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

Office Phone: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Position: \_\_\_\_\_

### PREVIOUS EMPLOYER INFORMATION:

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

Annual Salary: \$ \_\_\_\_\_

Business

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

Length of Employment: \_\_\_\_\_

Office Phone: \_\_\_\_\_

### SPOUSE'S EMPLOYER INFORMATION:

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

Length of Employment: \_\_\_\_\_

Business

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

Office Phone: \_\_\_\_\_

Position: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Annual Salary: \$ \_\_\_\_\_

Length of Employment: \_\_\_\_\_

### BROKER INFORMATION:

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

### ATTORNEY INFORMATION:

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

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

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

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

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

*-continued*

Are there any outstanding judgments against you? Yes  No

If Yes, please explain: \_\_\_\_\_

Do you have any diplomatic immunity or other special status? Yes  No

If Yes, please explain: \_\_\_\_\_

Have you ever declared bankruptcy or are involved in a bankruptcy procedure? Yes  No

If Yes, please explain: \_\_\_\_\_

Names of all clubs and society memberships, fraternities and honorary societies to which applicant belongs: \_\_\_\_\_

Schools and colleges attended by husband, wife and children: \_\_\_\_\_

Names of all residents in the building known by the applicant: \_\_\_\_\_

Does applicant wish to maintain any pets in the apartment, and if so, please specify with full information: \_\_\_\_\_

Do you own or rent another residence, and if so, where? \_\_\_\_\_

**PERSONAL & BUSINESS REFERENCES**

PERSONAL REFERENCE#1:

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

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

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

Relationship: \_\_\_\_\_

BUSINESS REFERENCES

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

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

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

PERSONAL REFERENCE#2:

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

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

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

Relationship: \_\_\_\_\_

Person to verify Applicant's Employment or Applicant's Supervisor

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

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

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

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FINANCIAL REFERENCES

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PERSONAL ACCOUNTS: CHECKING

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

Account No: \_\_\_\_\_

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

PERSONAL ACCOUNTS: SAVINGS

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

Account No: \_\_\_\_\_

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

PERSONAL ACCOUNTS: CHARGE CARD#1

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

Account No: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

PERSONAL ACCOUNTS: CHARGE CARD#2

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

Account No: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

PERSONAL ACCOUNTS: CHARGE CARD#3

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

Account No: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

PERSONAL ACCOUNTS: CHARGE CARD#4

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

Account No: \_\_\_\_\_

Exp. Date: \_\_\_\_\_

BUSINESS ACCOUNTS: CHECKING

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

Account No: \_\_\_\_\_

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

CLOSEST LIVING ADULT RELATIVE

*(Not intending to reside with Applicant)*

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

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

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

Relationship: \_\_\_\_\_

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature

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

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**EMERGENCY CONTACT INFORMATION**

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**APPLICANT INFORMATION:**

Person to call in the event of an emergency

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

Residence Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Office Phone: \_\_\_\_\_

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The following is submitted as being a true and accurate statement of the financial condition of the undersigned on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature

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

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

Attach additional pages if necessary.

| ASSETS   | Applicant | Co-Applicant | LIABILITIES  | Applicant | Co-Applicant |
|--|-----------|--------------|--|-----------|--------------|
| Cash in banks  |           |              | Notes Payable:   |           |              |
| Money Market Funds                                   |           |              | To Banks   |           |              |
| Contract Deposit                                     |           |              | To Relatives   |           |              |
| Investments: Bonds & Stocks<br><i>(See schedule)</i> |           |              | To Others  |           |              |
| Investment in Own Business                           |           |              | Installment Accounts Payable:                                |           |              |
| Accounts and Notes Receivables                       |           |              | Automobile   |           |              |
| Real Estate Owned<br><i>(See schedule)</i>           |           |              | Other  |           |              |
| Automobiles:<br>Year:<br>Make:                       |           |              | Other Accounts Payable                                       |           |              |
| Personal Property & Furniture                        |           |              | Mortgages Payable on<br>Real Estate<br><i>(see schedule)</i> |           |              |
| Life Insurance<br>Cash Surrender Value               |           |              | Unpaid Real Estate Taxes                                     |           |              |
| Retirement Funds/IRA                                 |           |              | Unpaid Income Taxes  |           |              |
| 401K   |           |              | Chattel Mortgages  |           |              |
| KEOGH  |           |              | Outstanding Credit Card Loans                                |           |              |
| Profit Sharing/Pension Plan                          |           |              | Other Debts <i>(Itemize)</i>                                 |           |              |
| Other Assets   |           |              | <b>TOTAL LIABILITIES</b>                                     |           |              |
| <b>TOTAL ASSETS</b>                                  |           |              | <b>NET WORTH</b>   |           |              |
| <b>COMBINED ASSETS</b>                               |           |              | <b>COMBINED NET WORTH</b>                                    |           |              |



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| SOURCE OF INCOME                | Applicant | Co-Applicant | CONTINGENT LIABILITIES         | Applicant  | Co-Applicant   |
|---------------------------------|-----------|--------------|--------------------------------|--|--|
| Base Salary                     |           |              | Endorser or Co-maker on Notes  |  |  |
| Overtime Wages                  |           |              | Alimony Payments (Annual)      |  |  |
| \$Bonus & Commissions           |           |              | Child Support                  |  |  |
| \$Dividends and Interest Income |           |              | Defendant in any legal action? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Other Income ( <i>itemize</i> ) |           |              | Any unsatisfied judgments      | Yes <input type="checkbox"/> No <input type="checkbox"/> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <b>TOTAL</b>                    |           |              | Ever filed for bankruptcy      | Yes <input type="checkbox"/> No <input type="checkbox"/> |  |
| <b>COMBINED TOTAL</b>           |           |              | <b>Explain</b>                 |  |  |

| PROJECTED COMBINED MONTHLY EXPENSES | Applicants |
|-------------------------------------|------------|
| Maintenance                         |            |
| Apartment Financing                 |            |
| Other Mortgages                     |            |
| Bank Loans                          |            |
| Auto Loan                           |            |
| <b>TOTAL</b>                        |            |

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## SCHEDULE OF STOCKS AND BONDS

| Amount of Shares | Description<br>(Extended Valuation in Column) | Marketable Value | Non-Marketable Value |
|------------------|---|------------------|----------------------|
|                  |   |                  |                      |
|                  |   |                  |                      |
|                  |   |                  |                      |
|                  |   |                  |                      |
|                  |   |                  |                      |
|                  |   |                  |                      |
|                  |   |                  |                      |

## SCHEDULE OF REAL ESTATE

| Description | Cost | Actual Value | Mortgage Amount | Maturity Date |
|-------------|------|--------------|-----------------|---------------|
|             |      |              |                 |               |
|             |      |              |                 |               |
|             |      |              |                 |               |
|             |      |              |                 |               |
|             |      |              |                 |               |
|             |      |              |                 |               |
|             |      |              |                 |               |
|             |      |              |                 |               |

## SCHEDULE OF NOTES PAYABLE

Specify any assets pledged as collateral, including the liabilities they secure:

| To Whom Payable | Date | Amount | Due | Interest | Pledged As Security |
|-----------------|------|--------|-----|----------|---------------------|
|                 |      |        |     |          |                     |
|                 |      |        |     |          |                     |
|                 |      |        |     |          |                     |
|                 |      |        |     |          |                     |

The foregoing statements and details pertaining thereto, both printed and written, have been carefully read and the undersigned hereby solemnly declares and certifies that the same is a full and correct exhibit of my/our financial condition.

\_\_\_\_\_  
Applicant Signature

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

\_\_\_\_\_  
Applicant Signature

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

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139 East 66th Street Corporation-Letter to Board of Directors

The Board of Directors  
139 East 66th Street Corporation  
139 East 66<sup>th</sup> Street  
New York, NY 10007

Re: 139 East 66th Street Corporation  
Unit #: \_\_\_\_\_

Dear Board of Directors:

I (We) have received, read, understand and agree to abide by the House Rules for  
139 East 66th Street Corporation

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## HOUSE RULES

One. The public halls and stairways of the building shall not be obstructed or used for any other purpose than ingress to and egress from the apartments in the building, and the fire towers and fire escapes shall not be obstructed in any way.

Two. Children shall not play in the public halls, stairways, fire towers or elevators, and shall not be permitted in the service elevator of the building.

Three. 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 way of ingress and egress.

Four. 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, comforts or conveniences 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 nine o'clock A.M. if the same disturb or annoy other occupants of the building, and in no event shall practice or suffer to be practiced either vocal or instrumental music for more than two hours in any day or between the hours of six o'clock P.M. and the following nine o'clock A.M.

Five. Each lessee shall keep such lessee's apartment in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown therefrom, or from the doors, windows, terraces or balconies thereof, any dirt or other substance.

Six. No article shall be placed in the halls or on the staircase landings, fire towers or fire escapes, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the window sills of the building.

Seven. No shades, awnings, window guards, ventilators or air conditioning devices shall be used in or about the building except such as shall have been approved by the Lessor.

Eight. No sign, signal, 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; nor shall anything be projected out of any window of the building without similar approval.

Nine. The passenger and service elevators in the

building, 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 under-tenants.

Ten. No velocipedes, bicycles, scooters or similar vehicles shall be allowed in the passenger elevators and no baby carriages or any of the above-mentioned vehicles shall be allowed to stand in the public halls, passageways, areas or courts of the building.

Eleven. Servants, messengers and tradespeople shall use the service elevator in the building, when attended, for ingress and egress and shall not use the passenger elevator for any purpose, except that nurses in the employ of lessees and nurses in the employ of guests or undertenants of lessees may use the passenger elevator when accompanying children of said lessees, their guests or under-tenants.

Twelve. 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, when attended, to the apartments.

Thirteen. Garbage and refuse from the apartments shall be sent to the basement of the building only at such times and in such manner as the superintendent of the building may direct.

Fourteen. Water-closets and other water apparatus in the building shall not be used for any purpose other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the same. 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.

Fifteen. No lessee shall send any employee of the Lessor out of the building on any private business of a lessee.

Sixteen. 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. In no event shall dogs be permitted on elevators or in any of the public portions of the building unless carried or on leash.

Seventeen. No radio or television aerial shall be attached to or hung from the exterior of the building without the written approval of the Lessor.

Eighteen. 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.

Nineteen. No vehicle belonging to a lessee or to a member of the family or guest, under-tenant or employee of a lessee shall be parked in such manner as to impede or prevent ready access to the entrance canopy of the building by another vehicle.

Twenty. Except where the Lessee has been granted the exclusive use of a laundry, the Lessee shall use the laundry facilities available only upon such days and during such hours as may be designated by the Lessor.

Twenty-one. The Lessor shall have the right from time to time to curtail or re-locate any space devoted to storage or laundry purposes.

Twenty-two. No air conditioning device shall be installed by the Lessee without the prior written approval of the Lessor as to the type, location and manner of installation of such device.

Twenty-three. Complaints regarding the service of the building shall be made in writing to the managing agent of the Lessor.

Twenty-four. Any consent or approval given under these house rules by the Lessor shall be revocable at any time.

Twenty-five. These house rules may be added to, amended or repealed at any time by resolution of the board of directors of the Lessor.

**139 East 66th Street Corporation**  
 c/o Kyrous Realty Group, Inc.  
 263 West 38<sup>th</sup> 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.**

| <b>Peeling Lead Paint</b>   | <b>Window Guards</b>   |
|---|--|
| <p><b>By law</b>, 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"> <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> | <p><b>By law</b>, 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"> <li>• <b>It is against the law</b> 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> |
| <p>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.</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 and return it to your landlord.**

✂-----

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, 2015**

**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 16, 2014**

**139 East 66th Street Corporation**  
 c/o Kyrour Realty Group, Inc.  
 263 West 38<sup>th</sup> Street, Suite #15E  
 New York, NY 10018-5851

**KEEP  
THIS COPY**

| <b>ANNUAL NOTICE</b>   |   |
|--|---|
| <b>PROTECT YOUR CHILD FROM LEAD POISONING AND WINDOW FALLS</b>   |   |
| <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 <b>February 15</b>, each year. <b>If you do not return this form, your landlord is required to visit your apartment to determine if children live in your apartment.</b></p>  |   |
| <p style="text-align: center;"><b>Peeling Lead Paint</b></p> <p><b>By law</b>, 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"> <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> | <p style="text-align: center;"><b>Window Guards</b></p> <p><b>By law</b>, 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"> <li>• <b>It is against the law</b> 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 4<sup>1</sup>/<sub>2</sub> inches above or below the guard, on the side of the guard, or between the bars.</li> <li>• <b>ONLY</b> 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> |
| <p>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.</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 and return it to your landlord.**

✂

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, 2015**

**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 16, 2014**





# 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](http://www.ci.nyc.ny.us/html/dos/html/bw_home/index.html)

To find this guide online, go to [www.nrdc.org/cities/recycling/](http://www.nrdc.org/cities/recycling/)

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