

KYROUS REALTY GROUP, INC.

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

Phone: 212.302.1500 ♦ Fax: 212.302.3855

320 West 84th Corp.-Purchase Application and Required Documents

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 copy delivered to Kyrous Realty Group, Inc., 263 West 38th Street, Suite 15E, New York, NY 10018. **DO NOT DUPLICATE HOUSE RULES.** Please retain the copy included in this package for your information.

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. 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. 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 proprietary lease.
9. Letter of financial reference
10. 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.)**
11. Copies of Checking & Savings Account Statement for past three (3) months
12. New York City: Window Guard/Lead Paint Notice

Schedule of Fees-Due with Application

1. Move-out Deposit: \$500 Check, payable to 320 West 84th Corp. from the seller. This check will be returned to the seller after the move-out is complete. 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.
2. Move-in Deposit: \$600 Check, payable to 320 West 84th Corp. from the purchaser. \$500.00 of the move-in deposit is refundable. This check will be returned to the purchaser after the move-in is complete. 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. \$100.00 of the move-in deposit is non-refundable.
3. Application Processing Fee: \$550 certified check or money order payable to Kyrous Realty Group, Inc.
4. Credit Check Fee: \$100.00 per applicant. This check is non-refundable and made payable to Kyrous Realty Group, Inc. This check must be certified check or money order.

MAXIMUM FINANCING PERMITTED TO EIGHTY PERCENT (80%) OF THE PURCHASE PRICE.

Application: 320 West 84th Corp.

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Closings take place at the office of the Managing Agent for 320 West 84th Street:

Kyrous Realty Group, Inc.
263 West 38th Street, Suite 15E
New York, NY 10018

Please contact the Carine Coradin to schedule all closings.

Closing Fees:

1. Managing Agent fee for preparation of closing documents and for representing the interest of the Co-op at closing: \$600.00 check and a \$40.00 check for distribution payable by seller. Additional costs may be required at time of closing. Please make check payable to Kyrous Realty Group, Inc.
2. Processing fee for Recognition Agreements: \$200.00, payable to the Kyrous Realty Group, Inc.

Additional fees for messenger service, etc. will be billed at closing.

Upon closing, please contact the managing agent to schedule your move in date.

Please note that the move ins and move outs are permitted on Monday through Friday between the hours of 9:00 a.m.-4:00 p.m.(ONLY).

*Flip tax fee see paragraph 49 "Transfer Fee" on next page

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Move-In Procedures

1. Move-ins and Move-outs are permitted on Monday through Friday only between the hours of 9:00 a.m. to 4:00 p.m.
2. All moves must be coordinated with management at least 3 days in advance. Please call 212-302-1500 to coordinate the date of the move. Elevator padding must be put in the elevators prior to any move. Please call the superintendent Ziggy at 646-361-1561 to arrange for the padding of the elevator.
3. A refundable move in/move out deposit of \$600 in the form of a money order or certified check must be remitted to management prior to moving. \$500 of the move-in deposit is refundable. \$100 of the move-in deposit is non-refundable.
4. If a moving company is hired, a Certificate of Insurance naming 320 West 84th Corp. and Kyrous Realty Group, Inc. as additional insured must be supplied to the management company prior to any move
5. Failure to abide by the above rules will result in forfeiture of your moving deposit.

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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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Applicant Information

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: \$ _____

Length of Employment: _____

Business

Address: _____

Office Phone: _____

SPOUSE'S EMPLOYER INFORMATION:

Employer: _____

Length of Employment: _____

Office Phone: _____

Business

Address: _____

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: _____

PERSONAL REFERENCE#2:

Name: _____

Address: _____

Phone: _____

Relationship: _____

BUSINESS REFERENCES

Name: _____

Address: _____

Phone: _____

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

Name: _____

Address: _____

Phone: _____

FINANCIAL REFERENCES

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:

EMERGENCY CONTACT INFORMATION

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 <i>(See schedule)</i>			To Others		
Investment in Own Business			Installment Accounts Payable:		
Accounts and Notes Receivables			Automobile		
Real Estate Owned <i>(See schedule)</i>			Other		
Automobiles: Year: Make:			Other Accounts Payable		
Personal Property & Furniture			Mortgages Payable on Real Estate <i>(see schedule)</i>		
Life Insurance 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			TOTAL LIABILITIES		
TOTAL ASSETS			NET WORTH		
COMBINED ASSETS			COMBINED NET WORTH		

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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"/>
TOTAL			Ever filed for bankruptcy	Yes <input type="checkbox"/> No <input type="checkbox"/>	
COMBINED TOTAL			Explain		

PROJECTED COMBINED MONTHLY EXPENSES	Applicants
Maintenance	
Apartment Financing	
Other Mortgages	
Bank Loans	
Auto Loan	
TOTAL	

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SCHEDULE OF STOCKS AND BONDS

Amount of Shares	Description (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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CREDIT REPORT RELEASE

I (we) hereby authorize Kyrous Realty Group, Inc., on behalf of **320 West 84th 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 **320 West 84th 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: 320 West 84th Corp.

Changes
to be in
writing

Paragraph 47 shall continue to be regulated by the applicable rent laws, regulations and guidelines.

48. The provisions of this lease cannot be changed orally.

49. Transfer Fee:

(A) Lessor shall collect a transfer fee (the New "Transfer Fee"), in connection with all assignment of Proprietary Lease and transfer of the appurtenant shares of Lessor (such transfer or assignment being hereinafter referred to as "Resale") made after May 14, 2001, except for any Resale which is subject to the provisions of subparagraph (F) or (G) below.

(B) As used herein, the term "delivered" shall mean actually received not postmarked or mailed. The term "Gross Consideration" shall mean the value of all consideration (whether cash, promissory note, bond, letter of credit, tangible or intangible personal property or otherwise) received by the Lessee or transferred or paid at Lessees' direction or for his benefit. Any consideration received for personal property or fixtures located in the apartment of the Lessee or owned by the Lessee and transferred either simultaneously with the Proprietary Lease and the appurtenant Shares of Lessor or in connection therewith, shall be deemed to be a portion of the Gross Consideration. The term "Net consideration" shall mean the Gross Consideration, less the following three (3) expenses: (i) the actual cost of real estate brokerage commissions paid by the Lessee, not to exceed six (6%) percent of the Gross Consideration; (ii) actual attorneys' fees paid by the Lessee, not to exceed one (1%) percent of the Gross Consideration; and (iii) New York State and New York City real property transfer taxes and filing fees actually paid by the transferring Lessee on the transfer, but not

to exceed one and one-half (1 $\frac{1}{2}$ %) percent of the Gross Consideration. No other adjustment or deduction shall be permitted in determining Net Consideration. The term "Maximum Consideration" shall mean \$7,500.00.

(C) For all Resales made pursuant to fully executed contracts delivered to the managing agent of Lessor after 5:00 p.m. on May 14, 2001, the Transfer Fee shall equal to the lesser of the Maximum Fee or ten (10%) percent of the difference between the Net Consideration on each Resale and the Lessee's original purchase price for the Shares and Lease.

(D) Any dispute or question concerning the amount of calculation of the Gross or Net Consideration received or paid on a Resale or the amount of the Transfer Fee due the Lessor shall be determined by the majority vote of the members of the Board of Directors of the Lessor, whose decision shall be conclusive and binding on Lessor, its managing and transfer agents, Lessee and his purchaser or assignee.

(E) The Transfer Fee shall be paid to Lessor in addition to any fees fixed by Lessor to cover actual managing agent and legal fees charged in accordance with Paragraph 16(a)(iv) of the Proprietary Lease and Article V, Section 6 of the Bylaws of Lessor.

(F) For any Resales of shares of Lessor by a Lessee pursuant to a fully executed Contract of Sale actually delivered to managing agent of Lessor, on or before 5:00 p.m. on May 14, 2001, and for any Resale made at any time by a person or entity who is a current "holder of unsold shares", as such term is defined by Attorney General Regulation Section 18.3(w), no New Transfer Fee shall be charged. However, such exempt Lessee shall be liable for the fee of the managing agent and attorney for Lessor pursuant to Paragraph 16(a)(iv) of

the Proprietary Lease and Article V, Section 6 of the Bylaws, and the transferring Lessee who is not a Holder of Unsold Shares shall also be liable for the Old Transfer Fee calculated pursuant to the prior provisions of Paragraph 47 of this Lease, before the current provisions were adopted.

(G) The application of the New Transfer Fee shall be subject to deferral, waiver, reduction or payment in any other manner and at such other times as the Board of Directors of Lessor shall so direct upon a vote of the majority of the members of the Board of Directors of Lessor receives a written opinion from counsel to Lessor or from the accountants who regularly service the books of Lessor that the receipt of payment of the Transfer Fee, in any instance or generally, upon the closing of any Resale, may adversely affect the status of Lessor as a qualified cooperative housing corporation under Section 216 of the Internal Revenue Code or may adversely affect Lessor and its shareholders under any other applicable statute or regulation of the United States government, the State of New York, or the City of New York, now or hereinafter in effect, governing or effecting the tax deductibility of any portion of the maintenance (rent) and other charges paid by shareholders to Lessor.

50. Insurance. Each Shareholder shall maintain public liability insurance and fixture and content insurance in such amounts as may be set forth in the Rules and Regulations of the Lessor or as may be determined, from time to time, by the Board of Directors. Certificates evidencing such insurance shall be delivered to the Board of Directors upon request, or as the Board of Directors may determine.

51. Window Guards. Lessee shall promptly notify Lessor in writing when a child or children under the age of eleven (11) lives or resides

(even temporarily) in the apartment. Lessor shall install, at Lessee's expense, the required window guards in all windows in the apartment. The cost of such window guards shall be deemed additional rent (maintenance) under this Lease. Lessee shall maintain all window guards installed in the apartment and shall not remove same until permitted by applicable law.

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 buildings, 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 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 (11:00) o'clock p.m. and the following eight (8:00) 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 abovementioned 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 have been 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 public portions of the building, or on the sidewalks 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 floors 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 foyers.

(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 ten (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 of such cleaning 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 Lessor shall be revocable at any time.

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

(28) 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 (3) inches from the parapet wall flashing, with a 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.

(29) 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 and 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.

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

RESOLUTION OF THE BOARD OF DIRECTORS OF 320 WEST 84 CORP

The following resolution was duly adopted by the Board of Directors at a regular meeting held on June 7, 2011 to take effect immediately:

RESOLVED, that there shall be no more subletting until an existing sublet's lease expires. Additionally anyone who wishes to sublet their apartment must indicate their desire to sublet by requesting to be placed on a sublet waiting list.

Prior to allowing a shareholder to sublet their apartment, the apartment unit must be owner occupied for a minimum of one year after their initial purchase. Current shareholders who have occupied their unit for more than one year may sublet immediately pending board approval. A three year maximum on the length allowed to sublet their apartment unit will continue to stay in effect.

- Monthly Sublet fees will be as follows:
 - 5% of Monthly Maintenance in the first year
 - 10% of Monthly Maintenance , in the second year
 - 15% of Monthly Maintenance, in the third year.

All sublets will continue to require Board approval.

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320 West 84th Corp.-Letter to Board of Directors

The Board of Directors
320 West 84th Corp.
New York, NY 10003

Re: 320 West 84th Corp.
Unit #: _____

Dear Board of Directors:

I (We) have received, read, understand and agree to abide by the House Rules for
320 West 84th Corp.

Signature of Applicant

Date

Signature of Applicant

Date

320 West 84th Street Corporation
 c/o Kyrous 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	Window Guards
<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>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, 2011
 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, 2010

320 West 84th Street Corporation
 c/o Kyrour Realty Group, Inc.
 263 West 38th Street, Suite 15E
 New York, NY 10018-5851

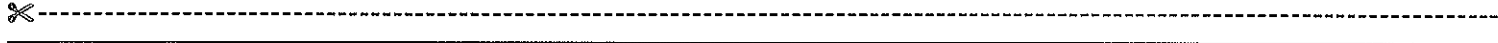
**KEEP
THIS COPY**

ANNUAL NOTICE
PROTECT YOUR CHILD FROM LEAD POISONING AND WINDOW FALLS

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
<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>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, 2011
 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, 2010



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/

Natural Resources Defense Council
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www.nrdc.org