

KYROUS REALTY GROUP, INC.

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

Phone: 212.302.1500 ♦ Fax: 212.302.3855

139 East 66th Street Corporation-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** delivered to Kyrous Realty Group, located at 263 West 38th Street, Suite 15E, and **(1) (PDF) copy** e-mailed to carine@kyrousrealtygroup.com. **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 the 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. 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: \$1,000 Check**, payable to **139 East 66th Street Corporation**. 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: \$1,000 Check**, payable to **139 East 66th Street Corporation**. 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.

3. **Application Processing Fee: \$650 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 FIFTY PERCENT (50%) OF THE PURCHASE PRICE.

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Closing Fees

- All fees must be paid by Certified Check, Money Order, or Attorney Escrow Check.
- All closings take place at the office of the Managing Agent:

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

- Processing fee for Recognition Agreements: \$200.00 Payable to Kyrous Realty Group, Inc.
- Managing Agent's fee for preparation of closing documents, and for representing the interest of the Coop at closing: \$700.00 payable by Seller. Payable to Kyrous Realty Group, Inc.
- Flip Tax: Two percent (2%) of purchase price, payable by the seller. Payable to 139 East 66th Street Corporation.

Please note that there are additional fees for messenger service, etc.

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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): _____

Present

Address: _____

Years at this address: _____

Do you own your present residence?

Yes No

CURRENT EMPLOYER INFORMATION:

Employer: _____

Business

Address: _____

Nature of Business: _____

PREVIOUS EMPLOYER INFORMATION:

Employer: _____

Business

Address: _____

SPOUSE'S EMPLOYER INFORMATION:

Employer: _____

Business

Address: _____

Nature of Business: _____

BROKER INFORMATION:

Name: _____

Address: _____

Phone: _____

SS#: _____

SS#: _____

Apartment to be occupied by:

Applicant(s) Yes No

Occupants _____

Relationship _____

Office Phone: _____

Position: _____

Annual Salary: \$ _____

Length of Employment: _____

Office Phone: _____

Position: _____

Annual Salary: \$ _____

Length of Employment: _____

ATTORNEY INFORMATION:

Name: _____

Address: _____

Phone: _____

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Applicant Information

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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: _____ Name: _____
Address: _____ Address: _____
Phone: _____ Phone: _____
Relationship: _____ Relationship: _____

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

BUSINESS REFERENCES

Name: _____ Name: _____
Address: _____ Address: _____
Phone: _____ Phone: _____

PERSONAL REFERENCE#2:

KYROUS REALTY GROUP, INC.

Applicant Information

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FINANCIAL REFERENCES

PERSONAL ACCOUNTS: CHECKING

Bank Name: _____
Account No: _____
Address: _____

PERSONAL ACCOUNTS: CHARGE CARD#1

Account Name: _____
Account No: _____
Exp. Date: _____

PERSONAL ACCOUNTS: CHARGE CARD#3

Account Name: _____

Account No: _____

Exp. Date: _____

BUSINESS ACCOUNTS: CHECKING

Bank Name: _____

Account No: _____

Address: _____

Applicant Signature

Applicant Signature

PERSONAL ACCOUNTS: SAVINGS

Bank Name: _____

Account No: _____

Address: _____

PERSONAL ACCOUNTS: CHARGE CARD#2

Account Name: _____

Account No: _____

Exp. Date: _____

PERSONAL ACCOUNTS: CHARGE CARD#4

Account Name: _____

Account No: _____

Exp. Date: _____

CLOSEST LIVING ADULT RELATIVE

(Not intending to reside with Applicant)

Name: _____

Address: _____

Phone: _____

Relationship: _____

Date: _____

Date: _____

Applicant Information

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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		

Application: 139 East 66th Street Corporation

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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

SCHEDULED 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 139 East 66th 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 66th 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: _____

Date: _____

Applicant Signature:

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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 66th Street
New York, NY 10065

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 the 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 lease in any manner without the prior consent of the all the leases to whose apartments such hall serves as a way of ingress and egress.

Four. No lease shall make or permit any disturbing noises I noises in the building or do or permit anything to be done therein which will interfere with the rights, comforts 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 leasee's apartment between the hours of eleven o'clock P.M. and the following nine o'clock A.M. if any day or between the hours of six o'clock P.M. and the following nine o'clock A.M.

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

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 windowsills, or 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 member of their families or their guests, employees, or under-tenants.

Ten. No velocipedes, bicycle, 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 trades people 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 leases and nurses of guests or under tenants of the leases may use the passenger elevator when accompanying children of said leases, 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 apartment.

Thirteen. Garage 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, rage, or any other article be thrown into the same. Any damage resulting from misuses of any water-closets or other apparatus shall have been caused.

Fifteen. No leases 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 is 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 agent 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-tenants 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 designed by the Lessor.

Twenty-one. The Lessor shall have the right from time to time 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 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 hours rules by the Lessor shall be revocable at any time.

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