

# KYROUS REALTY GROUP, INC.

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

Phone: 212.302.1500 ♦ Fax: 212.302.1500

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## **500 Greenwich Street Condominium–Sublet Application and Required Documents**

The following is a list of the items you are required to submit for the Board to review your application. All of the required documents must be e-mailed to [carine@kyrousrealtygroup.com](mailto:carine@kyrousrealtygroup.com).

**DO NOT DUPLICATE HOUSE RULES.** Please retain the copy included in this package for your information.

Upon receipt of a complete package and after verification of all references, the application will be submitted to the Board of Managers for review.

1. Sublease Application
2. Executed Sublease Agreement ( REBNY or BLUMBERG Sublease Agreement for Condominiums
3. Financial Statements
4. Last two (2) year's Income Tax Returns (include W-2's)
5. Signed Credit/Criminal Report Release Form
6. Letter from current landlord/managing agent verifying status of tenancy
7. Letter from current employer verifying salary, position length of employment and likelihood of continued employment
8. Letter of financial reference
9. Signed House Rules Acknowledgement Form
10. New York City: Window Guard/Lead Paint Notice

**Incomplete applications will not be processed. Items missing will only delay the Managing Agent's review and submission to the Board.**

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### **Schedule of Fees–Due with Application**

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1. **Move–Out Deposit: \$1,000.00 check** payable to 500 Greenwich Street Condominium. 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 deducted from this deposit. This check must be in the form of a certified check or money order.
2. **Move–In Deposit: \$1,000.00 check** payable to 500 Greenwich Street Condominium. 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 deducted from this deposit. This check must be in the form of a certified check or money order.
3. **Application Processing Fee: \$500.00 check** payable to **Kyrous Realty Group, Inc.** This check must be in the form of a certified check or money order. This check is non-refundable.

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**Application: 500 Greenwich Street Condominium**

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Phone: 212.302.1500 ♦ Fax: 212.302.3855

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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

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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: \_\_\_\_\_

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

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

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

### PREVIOUS EMPLOYER INFORMATION:

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

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

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

Business

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

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

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

### SPOUSE'S EMPLOYER INFORMATION:

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

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

Business

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

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

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

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

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

### BROKER INFORMATION:

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

### ATTORNEY INFORMATION:

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

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

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

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

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

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*-continued*

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Are there any outstanding judgments against you? Yes  No

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

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

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

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

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

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

\_\_\_\_\_

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

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

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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? \_\_\_\_\_

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**PERSONAL & BUSINESS REFERENCES**

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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: \_\_\_\_\_

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FINANCIAL REFERENCES

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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: \_\_\_\_\_

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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 <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			<b>TOTAL LIABILITIES</b>		
<b>TOTAL ASSETS</b>			<b>NET WORTH</b>		
<b>COMBINED ASSETS</b>			<b>COMBINED NET WORTH</b>		

Application: 500 Greenwich Street Condominium

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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

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Amount Of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value

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## SCHEDULE OF REAL ESTATE

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Description	Cost	Actual Value	Mortgage Amount	Maturity Date

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## SCHEDULE OF NOTES PAYABLE

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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

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I (we) hereby authorize Kyrous Realty Group, Inc., on behalf of 500 Greenwich Street Condominium 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 500 Greenwich Street Condominium 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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## 500 Greenwich Street Condominium-Letter to Board of Managers

The Board of Managers  
500 Greenwich Street Condominium  
500 Greenwich Street  
New York, NY 10013

Re: 500 Greenwich Street Condominium  
Unit #: \_\_\_\_\_

Dear Board of Directors:

I (We) have received, read, understand and agree to abide by the House Rules for  
500 Greenwich Street Condominium.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## SCHEDULE A

## OFFICE RULES AND REGULATIONS

1. The rights of a Unit Owner, its tenants, licensees, invitees or other occupants of a Unit (collectively, "Occupant") in the entrances, corridors and elevators of the Building are limited to ingress to and egress from the Occupant's premises for its and their employees, licensees and invitees, and no Occupant shall use, or permit the use of the entrances, corridors or elevators for any other purpose. No Occupant shall invite to its premises, or permit the visit of, persons in such numbers or under such conditions as to interfere with the use and enjoyment of any of the entrances, corridors, elevators and other facilities of the Building by other Occupants. Fire exits and fire stairways are for emergency use only, and they shall not be used for any other purpose by the Occupants, their employees, licensees or invitees. No Occupants shall encumber or obstruct, or permit the encumbrance or obstruction of, any of the sidewalks, entrances, corridors, elevators, fire exits or stairways of the Building. A designee of the Board of Managers or Managing Agent (the "Designee") shall control and operate the public portions of the Building and the public facilities, as well as facilities furnished for the common use of the Occupants, in such manner as it deems best for the benefit of the Occupants generally.
2. The Designee may refuse admission to the Building outside of ordinary business hours to any person not known to the watchman in charge or not having a pass issued by the Designee or the Occupants whose premises are to be entered or not otherwise properly identified, and may require all persons admitted to or leaving the Building outside of ordinary business hours to register. Any person whose presence in the Building at any time shall, in the reasonable judgment of the Designee be prejudicial to the safety, character, reputation and interests of the Building or of its Occupants may be denied access to the Building or may be ejected therefrom. In case of invasion, riot, public excitement or other commotion, the Designee may prevent all access to the Building during the continuance of the same, the closing of doors or otherwise, for the safety of the Occupants and protection of property in the Building. The Designee may require any person leaving the Building with any package or object to exhibit a pass from an Occupant permitting such package or object to be removed. The Designee shall, in no way, be liable to any Occupant for damages or loss arising from the admission, exclusion or ejection of any person to or from the Occupant premises or the Building under the provisions of this rule. Canvassing, soliciting or peddling in the Building is prohibited.

3. No Occupant shall obtain or accept for use in its premises ice, drinking water, food, beverage, towel, barbering, boot blacking, floor polishing, lighting maintenance, cleaning or other similar services from any persons not authorized by the Designee in writing to furnish such services, provided that the charges for such services by persons authorized by the Designee are not excessive and, where appropriate and consonant with the security and proper operation of the Building, sufficient persons are so authorized for the same service to provide Occupants with a reasonably competitive selection. Such services shall be furnished only at such hours, in such places within the Occupant's premises and under such reasonable regulations as may be fixed by the Designee. However, notwithstanding anything to the contrary set forth in this Rule No. 3 or elsewhere in these Rules and Regulations, each Occupant shall have the right to license and control the use and installation of vending machines in its premises for the sale of food, cigarettes and beverages to its employees, executives and business invitees.

4. No awning, lettering, sign, advertisement, notice or object shall project outside of, or be displayed in, on, or over the windows or doors, or on the outside of any Occupant's premises, or at any point inside any premises where the same might be visible outside of such premises, or at any point inside any premises where the same might be visible outside of such premises, except that the name of the Occupant and its standard graphics may be displayed on the entrance door of the Occupant's premises, and in the elevator lobbies of the floors which are occupied entirely by any Occupant, subject to the approval of the Designee as to the size, color and style of any such display.

5. The Designee shall have the right to prescribe the weight and position of safes and other objects of excessive weight, and no safe or other object whose weight exceeds the lawful load for the area upon which it would stand shall be brought into or kept upon an Unit. If, in the reasonable judgment of the Designee, it is necessary to distribute the concentrated weight of any heavy object, the work involved in such distribution shall be done at the expense of the Occupant. The moving of safes and other heavy objects shall take place only outside ordinary business hours upon previous notice to the Designee, and the persons employed to move the same in and out of the Building shall be reasonably acceptable to the Designee and, if so required by law, shall hold a Master Rigger's license. Freight, furniture, business equipment, merchandise and bulky matter of any description shall be delivered to and removed from the premises only in the freight elevator and through the service entrances and corridors, and only during hours and in a manner approved by the Designee, which approval shall not be unreasonably withheld or delayed. Arrangements will be made by the Designee with any Occupant for moving large quantities of furniture and equipment into or out of the Building.

6. No machines or mechanical equipment of any kind, other than typewriters, lamps, audio-visual equipment and other office machines, may be installed or operated in any Unit without the Board of Managers' prior written consent, which consent shall not be unreasonably withheld or delayed, and in no case shall any machines or mechanical equipment be so placed or operated as to disturb other Occupants but machines and mechanical equipment which may be permitted to be installed and used in any Unit shall be so equipped, installed and maintained as to prevent any disturbing noise, vibration or electrical or other interference from being transmitted from such Unit to any other area of the Building.
7. No noise, including the playing of any musical instruments, radio or television, which, in the reasonable judgment of the Designee, might disturb other Occupants in the Building, shall be made or permitted. Nothing shall be done or permitted in any Unit, and nothing shall be brought into or kept in any Unit, which would impair or interfere with any of the Building services or the proper economic heating, cleaning or other servicing of the Building or the premises, or the use or enjoyment by any other Occupant of any other premises, nor shall there be installed by any Occupant any ventilating, air conditioning, electrical or other equipment of any kind which, in the reasonable judgment of the Designee, might cause any such impairment or interference. No dangerous, inflammable, combustible or explosive object or material shall be brought into the Building by any Occupant. Notwithstanding the foregoing, Occupants shall be allowed to store and use in an Unit art supplies, including paints and solvents, provided same are utilized and stored in such a careful, prudent manner with reasonable fire prevention precautions observed. Any red-label items shall be handled and stored in accordance with the laws and requirements of public authority, including, without limitation, the N.Y.C. Fire Department and the Board of Fire Underwriters or any successor thereto and such of the requirements of all applicable fire and extended coverage insurance.
8. No acids, vapors or other materials shall be discharged or permitted to be discharged into the waste lines, vents or flues of the Building which may damage them. The water and wash closets and other plumbing fixtures in or serving any Occupant's premises shall not be used for any purpose other than the purposes for which they were designed or constructed, and no sweepings, rubbish, rags, acids or other foreign substances shall be deposited therein.
9. Each Occupant shall give to the Designee a key to its premises and no additional locks or bolts of any kind shall be placed upon any of the doors, or windows in any Unit and no lock on any door therein shall be changed or altered in any respect,

unless the Designee is first given a copy of the key or keys or some other means of access to the premises with respect thereto.

10. All entrance doors in each Unit shall be left locked and all windows shall be left closed by the Occupant when the Occupant's premises are not in use. Entrance doors shall not be left open at any time.

11. Hand trucks not equipped with rubber tires and side guards shall not be used within the Building.

12. The sashes, skylights, windows and doors that reflect or admit light and air into the halls, passageways or other public places in the Building shall not be covered or obstructed by Tenant, nor shall any bottles, parcels or other articles be placed on the windowsills.

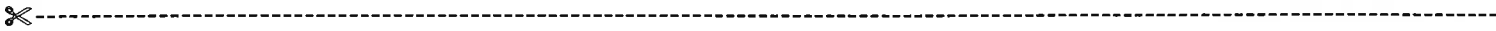
500BYLAW.313  
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500 Greenwich Street Condominium  
 c/o Kyrous Realty Group, Inc.  
 263 West 38<sup>th</sup> Street, Suite 15E  
 New York, NY 10018-5851

**RETURN  
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 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;"><b>Peeling Lead Paint</b></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"> <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>• <b><i>Always report peeling paint to your landlord. Call 311 if your landlord does not respond.</i></b></li> <li>• Your landlord must use safe work practices to repair all peeling paint and other lead paint hazards.</li> </ul>	<p style="text-align: center;"><b>Window Guards</b></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"> <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> <li>• It is against the law for you to interfere with installation, or remove window guards where they are required. Air conditioners in windows must be permanently installed.</li> <li>• Window guards must be installed so there is no space greater than 4<sup>1</sup>/<sub>2</sub> inches above or below the guard, on the side of the guard, or between the bars.</li> </ul>
<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**



500 Greenwich Street Condominium  
 c/o Kyrour Realty Group, Inc.  
 263 West 38<sup>th</sup> 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.

<b>Peeling Lead Paint</b>	<b>Window Guards</b>
<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"> <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>• <b><i>Always report peeling paint to your landlord. Call 311 if your landlord does not respond.</i></b></li> <li>• Your landlord must use safe work practices to repair all peeling paint and other lead paint hazards.</li> </ul>	<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"> <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> <li>• It is against the law for you to interfere with installation, or remove window guards where they are required. Air conditioners in windows must be permanently installed.</li> <li>• Window guards must be installed so there is no space greater than 4<sup>1</sup>/<sub>2</sub> inches above or below the guard, on the side of the guard, or between the bars.</li> </ul>
<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](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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