

# 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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## 66 West 84 Street Owners Corp. – 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. Please be sure to provide all the information requested. 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.

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. Sublease Application (enclosed)
2. Executed Sublease Agreement (must be provided)
3. Financial Statement
4. Last two (2) year's Income tax Returns (include W-2's)
5. Signed Credit Report Release
6. Copy of purchaser's Drivers License
7. Letter from current landlord/management agent verifying status of tenancy
8. Letter from current employer verifying salary, position length of employment and likelihood of continued employment.
9. Three (3) personal letters of recommendation for each person to be named on the sublease agreement.
10. Letter of financial reference
11. House Rules Acknowledgement
12. Copies of Checking & Savings Account Statement for past three (3) months
13. New York City: Window Guard/Lead Paint Notice.

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### Schedule of Fees-Due with Application

1. **Move-out Deposit: \$ (1,000) Check**, payable to **(66 West 84<sup>th</sup> Street)**. This check will be returned to the shareholder 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 **(66 West 84<sup>th</sup> Street)**. This check will be returned to the tenant at the end of the lease term once the tenant moves out and no damage occurs, 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: \$150.00 per applicant.** This check is non-refundable and made payable to **Kyrous Realty Group, Inc.** This check must be certified check or money order.

### Sublet Fee will be as follows:

**\$100.00 a month for each month, for the first year**

**\$150.00 a month for each month for the second year**

**\*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.**

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

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## **Move In/Move Out Procedures**

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- 1.** The board of Directors must approve all sublets.
- 2.** Shareholders are not permitted to sublet to sublet for the first two years after the date of purchase and/or transfer of shares into their name. Therefore, all shareholders can sublet for two (2) out of every five (5) years. For the other three (3) years, the unit must be "owner occupied" (as defined in the house rules). The five (5) year count commences April 1, 2010, for all units, including those units already sublet or for those owners occupied. The initial two (2) years of ownership shall not be considered as part of the required three (3) years of owner occupancy. All sublets require a lease.
- 3.** Lease approval is for one-year term only. If you wish to renew with the existing tenant, you must provide sixty (60) days advance notice to the Board of Directors.
- 4.** All move in/move out are permitted on Monday-Friday only between the hours of 9:00 a.m. to 4:00 p.m.
- 5.** All moves must be coordinated with management at least 3 days in advance. Please call 212-302-1500 to coordinate. One move is allowed per day since there is only one elevator.
- 6.** If a moving company is hired, a Certificate of Insurance naming (Building address) and Kyrus Realty Group, Inc. as additional insured must be supplied to the management company prior to any move.
- 7.** No pets are permitted. All dogs currently residing in the are grandfathered in.

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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.

# KYROUS REALTY GROUP, INC.

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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: \_\_\_\_\_

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

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

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

### PREVIOUS EMPLOYER INFORMATION:

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

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

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

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

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

### SPOUSE'S EMPLOYER INFORMATION:

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

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

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

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

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

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

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

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

### BROKER INFORMATION:

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

### ATTORNEY INFORMATION:

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

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

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

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

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

Application: 66 West 84<sup>th</sup> Street Corporation

*-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: \_\_\_\_\_

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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: \_\_\_\_\_

KYROUS REALTY GROUP, INC.

Applicant Information

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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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Application: 66 West 84<sup>th</sup> Street Corporation

# KYROUS REALTY GROUP, INC.

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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 (See schedule)			To Others		
Investment In Own Business			Installment Accounts Payable:		
Accounts and Notes Receivables			Automobile		
Real Estate Owned (See schedule)			Other		
Automobiles: Year: Make:			Other Accounts Payable		
Personal Property & Furniture			Mortgages Payable on Real Estate (see schedule)		
Life Insurance			Unpaid Real Estate Taxes		
Cash Surrender Value			Unpaid Income Taxes		
Retirement Funds/IRA			Chattel Mortgages		
401K					
KBOGH			Outstanding Credit Card Loans		
Profit Sharing/Pension Plan			Other Debts (Itemize)		
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

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I (we) hereby authorize Kyrus Realty Group, Inc., on behalf of 66 West 84<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 Kyrus Realty Group, Inc. and 66 West 84<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: 66 West 84<sup>th</sup> Street Corporation

## RESOLUTION OF THE BOARD OF DIRECTORS OF THE 66 WEST 84 STREET OWNERS CORP.

The following resolution was duly adopted by the Board of Directors at a regular meeting held on May 16, 2013 to take effect as of **June 1<sup>st</sup> 2013**

**RESOLVED**, that effective **June 1<sup>st</sup> 2013**, the corporation will no longer allow subletting for an unlimited amount of time and the number of sublets at any given time will be limited. There will be a two year maximum on the years a unit owner will be allowed to sublet their unit. All unit owners who currently sublet their unit will be allowed to sublet for two years from the date this resolution takes effect.

The new sublet policy will be as follows:

- The total number of owner occupied units must exceed 50%. That means that the total number of sublets and sponsor owned units cannot exceed 50% or 14 units.
- In order to sublet your unit, you must live in the unit for a minimum of two years. Current unit owners who have lived in their unit for two years or more may sublet for no more than 2 years, providing the above parameters of the sublet policy are met.
- Unit owners who are currently subletting will be allowed to sublet for an additional two years from the date of this resolution.
- After unit owners reach the maximum amount of time allowed to sublet, that unit owner will no longer be allowed to sublet.

Sublet fees will continue to be as follows:

- \$100.00/month for each month, in the first year
- \$150.00/month for each month, in the second year
- \$200.00/month for each month for those who have been subletting for more than two years.

66 West 84 Street Owners Corp.  
66 West 84th Street  
New York, NY 10024

NOTICE OF AMENDMENT TO HOUSE RULES

TO: ALL SHAREHOLDERS  
FROM: BOARD OF DIRECTORS  
DATE: AUGUST 1, 2018

PLEASE TAKE NOTICE THAT THE BOARD OF DIRECTORS HAS AMENDED RULE  
#25 OF THE COOPERATIVES HOUSE RULES AS FOLLOWS:

25. As of the date of adoption of this rule, smoking is prohibited in all of the common areas of the building as required by all applicable laws, including in the elevators, hallways, stairways, roof, lobby, laundry room, air shafts as well as in areas within 25 feet of any entrance to or egress from the building. No person shall smoke in the areas where smoking is prohibited by this rule or permit smoking by any occupant, agent, tenant, invitee, guest, friend, or family member in such areas.

Provided that it does not create unreasonably disturbing secondhand smoke that interferes with the rights, comforts, or conveniences of other residents, and subject to applicable law and the cooperative's governing documents, smoking is currently permitted inside a resident's individual apartment unit. The unit owner is responsible for any secondhand smoke entering the common areas or other apartment units from the resident's individual apartment unit and has an obligation to put into effect measures to ensure secondhand smoke does not enter into common areas or other apartment units.

The term "smoking" as used in this rule includes inhaling, exhaling, burning, carrying or otherwise handling or controlling any lit, heated or smoldering cigar, cigarette, electronic cigarette, herbal cigarette or non-tobacco smoking product, water pipe, vaping device, pipe, or any form of lighted object or device which contains tobacco or tobacco products.

A notice setting forth this smoking policy will be displayed prominently in the building's lobby. The building's board reserves the right to revise and/or amend this current smoking policy.

## **HOUSE RULES**

**Amended- August 21, 2018"**

[Note: All references to "Shareholder" in these House Rules also apply to family, guests and subtenants of the Shareholder.]

- 1- The public halls and stairways of the building shall not be obstructed or used for any purpose other than an entrance to and exit from apartments in the building.
- 2-Children shall not play in the public halls, courts, stairways, fire escapes or elevators and shall not be permitted on the roof unless accompanied by a responsible adult.
- 3-No public hall above the ground floor of the building shall be decorated or furnished by and Shareholder in any manner without the prior consent of all the Shareholders on that floor,. If there is disagreement among Shareholders or a question about the decoration or furnishing of the ground floor, the Board of Directors shall decide.
- 4-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 windowsills of the building.
- 5-No baby carriages, bicycles, scooters or similar vehicles shall be stored in a passenger elevator nor shall any of the above mentioned vehicles be allowed to stand in the public halls, passageways or courts of the building.
- 6-Awnings or window air conditioning units, washing machines, dishwashers or dryers may not be used in or about the building except as shall have been expressly approved by the Corporation No objects shall be projected out of any window of the building without the express approval of the Corporation.
- 7-No sign, notice, advertisement or illumination shall be, written or hung from window or other part of the building, except as has been approved in writing by the Corporation or its managing agent.
- 8-No radio or television antenna shall be attached to or hung from the exterior of the building without the prior written approval from the Corporation.
- 9-No shareholder 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 shareholders. No shareholders shall play or allow to be played musical instruments or permit to be played a phonograph or a radio or television in a loud manner between the hours of eleven (11:00) o'clock p.m. and eight (8:00) o'clock a.m. the next morning so as to 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.

10-If there is a garage in the building, the shareholder will abide by all arrangements made by the Corporation with the garage operator with regard to the garage and the driveways thereto.

11-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..

12-Toilets and other plumbing fixtures in the building shall not be used for any purposes other than those for which they are constructed, nor shall any sweepings, rubbish, rags or any other articles be thrown in toilets. The cost of repairing any damage resulting from misuse of any toilets or other plumbing fixtures shall be paid for by the Shareholder responsible for the damage.

13-No shareholder shall send any employee of the Corporation out of the building on any private business of a shareholder..

14-In no event shall any bird, reptile or animal be permitted in any of the public portions of the building, unless carried or on a leash. No pigeons or other birds or animals shall be fed from the window sills or other public portions of the building or on the sidewalk or street adjacent to the building.

15-Dogs, cats or other common household pets, not to exceed two (2) per apartment, may be kept in apartments, subject to the rules and restrictions adopted by the board of directors, and subject further to removal upon a vote of Shareholders owning not less than sixty-six and 2/3 percent (66 2/3%) of the shares of the Apartment Corporation, for reasons such as aggression against people or other animals, quantity limitations, noise, odor, hygiene or the Shareholders repeated breach of the pet rules promulgated by the Board of Director. In no event will any dog be permitted in any portion of the common areas of the Building unless carried or on a leash.

16-No vehicle belonging to a Shareholder or to a member of the family or guest, roommate, subtenant or employee of a Shareholder shall be parked in such a manner as to impede or prevent ready access to any entrance of the building by another vehicle.

17-The Shareholder shall use the available laundry facilities, if any, only upon such days and during such hours as the Corporation may designate.

18-The Corporation shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.

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

20-Any consent or approval given under these House Rules by the Lessor shall be revocable at any time, unless contrary to applicable law.

21-No Lessee shall install any plantings on the terrace, balcony, roof, or fire escapes without the prior written approval of the Board of Directors. Plantings shall be contained in boxes that are impervious to dampness and that stand on supports at least two inches from the terrace, balcony, roof, or fire escape, and if the plant box adjoins a wall, at least three inches from such wall. Suitable weep holes shall be located in the boxes to draw off water. In special locations, such as a corner abutting a parapet wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet and flashing, with the floor of drainage tiles and suitable weep holes at the sides to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition. At all times, the Lessor reserves the right to have all plantings removed from the terrace, balcony, roof, or fire escape.

22-In the event that the Lessor has reasonable cause to believe that it is necessary to inspect an apartment for the purpose of determining whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests; to look for the cause of leaks of gas or water; to determine the source of any noxious odors or for other harmful but non emergency reasons, then the Lessor shall give the tenant 7 days written notice of the need to enter the apartment. If the lessee has provided the Lessor with a telephone number and/or e-mail address notice shall also be given via telephone and/or e-mail. If the lessee does not provide access to the apartment within the seven days then, with the approval of the President of the Board of the Lessor, 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; to look for the cause of leaks of gas or water; to determine the source of any noxious odors or to assist in controlling other harmful conditions. The President of the Board shall consult with the other members of the Board before giving approval to the entering of a lessee's apartment. If required, the Lessor may take measures necessary to control or exterminate insects or vermin, to repair leaks of gas or water or to ameliorate noxious odors or control other harmful conditions. Whenever a contractor or workman is authorized by the Lessor to enter the premises pursuant to this paragraph he/she shall be accompanied by a representative of the Lessor such as a managing agent, superintendent or Board member.

23-A penalty equivalent to ten percent (10%) of a shareholder's monthly maintenance charge will be imposed for any shareholder and/or their tenants violating the house rules. The penalty shall continue to be imposed for each month that the shareholder remains in violation. In addition to any specific charges set forth in these rules, the shareholder shall be responsible for the cost of remedying any condition which has been created as a result of a violation of the house rules.

24-The Lessee shall provide the Lessor and its managing agent a telephone number where the Lessee may be reached at home and at the Lessee's place of business or mobile and shall also provide the Lessor an emergency contact name and telephone number.

25-As of the date of adoption of this rule, smoking is prohibited in all of the common areas of the building as required by all applicable laws, including in the elevators, hallways, stairways, roof, lobby, air shafts as well as in areas within 25 feet of any entrance door egress from the building. No person shall smoke in the areas where smoking is prohibited by this rule or permit smoking by any



occupant, agent, tenant, invitee, guest, friend, or family member in such areas.

Provided that it does not create unreasonably disturbing secondhand smoke that interferes with the rights, comforts, or conveniences of other residents, and subject to applicable law and the cooperative's governing documents, smoking is currently permitted inside a resident's individual apartment unit. The shareholder is responsible for any secondhand smoke entering the common areas or other apartment units from the resident's individual apartment unit and has an obligation to put into effect measures to ensure secondhand smoke does not enter into common areas or other apartment units.

The term "smoking" as used in this rule includes inhaling, exhaling, burning, carrying or otherwise handling or controlling any lit, heated or smoldering cigar, cigarette, electronic cigarette, herbal cigarette or non-tobacco smoking product, water pipe, vaping device, pipe, or any form of lighted object or device which contains tobacco or tobacco products.

A notice setting forth this smoking policy will be displayed prominently in the building's lobby. The building's board reserves the right to revise and/or amend this current smoking policy.

26-No one is permitted on the roof except in an emergency.

27-All paper, plastic, glass, metal, and foil deemed appropriate by city ordinance for recycling shall be disposed of in the appropriate containers located outside of the building.

28-All guests staying in the apartment in the absence of the owner for more than two weeks must register with the managing agent. Such guests are not allowed to stay in the apartment for a period of more than thirty days without the owner's presence. After thirty days, such guests must complete a sublet package and be approved by the Board or Directors, and sublet fees shall be applicable. This rule is consistent with paragraph fourteen of the Proprietary Lease where it provides for occupancy from time to time by guests for periods of time not exceeding one month. The Proprietary Lease provides that no guests may occupy the apartment unless one or more of the permitted adult residents are then in occupancy. In occupancy as used in the Lease refers to the lessee maintaining the premises as an apartment for their use and enjoyment and not having vacated the apartment by removal of their personal items.

29-Residents of the COOP may hire the building's superintendent to do certain work for them, provided that such work is not the type of work that would require the Board of Directors' approval. Any such agreement shall be a separate agreement between the superintendent and the resident, and in no way shall any actions of the superintendent be construed as actions of the COOP, nor shall the superintendent be acting as an agent of the COOP in these situations. The COOP shall not be a party to these agreements, and as such will not be liable under same.

30-Any delivery, either in or out of the building, of large items such as furniture or appliances, must be scheduled in advance with the managing agent. The resident is responsible for any damage caused to any of the common areas of the building during a delivery of items to or from the resident's apartment. The elevator is to be protected with padding during any move of such items.

To the extent that the resident or the delivery company does not have such protective padding, the resident shall coordinate with the managing agent or the superintendent to obtain the building's elevator padding.

31- Pursuant to the proprietary lease, building personnel have a legal right to force entry into the apartment in the event of an emergency and the Lessee is obligated to pay for repairs. A resident who has provided the managing agent and/or the building superintendent with duplicate keys to his/her apartment may reduce the cost of such repairs.

32-In the event the building receives a violation or fine as the result of the action or inaction of any Lessee or the failure of a Lessee to comply with local, state or federal rules, regulations or laws, the cost of such fines or removing such violations shall be borne by the Lessee.

33-It is permissible to move into or out of the building only Monday through Friday, excluding legal holidays- 9:30 am to 4:30 pm. No move into or out of the building will be allowed unless it is scheduled five business days in advance with the managing agent. The superintendent will oversee all moves to help expedite the move, insure minimal disruption to other residents and to ascertain if any damage occurred to the premises as a result of the move. The individual moving into or out of the building shall pay for all repairs that must be made to the common areas of the building as a result of the move. All such repairs, restorations, and replacements shall be in quality and class equal to the original work or installations.

34-A move in/out deposit fee of \$1000 is required to be given to the managing agent prior to the move. For a move out on a sale of an apartment, payment must be by certified check. For a subtenant, shareholder is responsible if subtenant does not pay or pays by a check that is dishonored. The deposit will be returned after it has been determined that there was no damage done to the building. If there has been damage the deposit may be retained and damages sought for all damage caused by the move.

35-The term "residents", "tenants" or "Lessee" is intended to include shareholders, lessee/shareholders, lessees, and sub lessees who reside in the building pursuant to subleases approved by the Board of Directors in accordance with the proprietary lease. In addition, guests, subtenants, and occupants of a lessee apartment (whether or not approved by the lessor in accordance with the proprietary lease) shall be subject to and abide by the House Rules and proprietary lease. A violation of the House Rules by such occupants, subtenant or guests shall be deemed a violation of the proprietary lease or House Rules as applicable, by the shareholder whose apartment is occupied, subleased, or is visited by such occupant or guest. All references to term "lessor" or "corporation" or "COOP" shall mean the 66 W. 84<sup>th</sup> Street Cooperative, the Board of Directors, the managing agent or any authorized agent. These terms are used interchangeably throughout. However, references to the Board of Directors shall refer to the Board of Directors only.

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

Duly adopted by the Board of Directors of the 66 W. 84<sup>th</sup> St. COOP on the 21<sup>st</sup> day of August, 2018.

# 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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66 West 84<sup>th</sup> Street Corporation-Letter to Board of Directors

The Board of Directors  
66 West 84<sup>th</sup> Street Corporation  
66 West 84<sup>th</sup> Street  
New York, NY 10010

Re: 66 West 84<sup>th</sup> Street Corporation  
Unit #: \_\_\_\_\_

Dear Board of Directors:

I (We) have received, read, understand and agree to abide by the House Rules for  
66 West 84<sup>th</sup> Street Corporation.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

---

Application: 66 West 84<sup>th</sup> Street Corporation

66 West 84 Street Owners Corp.  
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.

#### Peeling Lead Paint

By law, your landlord is required to inspect your apartment for peeling paint and other lead paint hazards at least once a year if a child under 6 years of age (5 years or younger) lives with you.

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

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

#### Window Guards

By law, your landlord is required to install window guards in all your windows if a child under 11 years of age (10 years or younger) lives with you, OR if you request them (even if no children live with you).

- ONLY windows that open to fire escapes, and one window in each first floor apartment when there is a fire escape on the outside of the building, are legally exempt from this requirement.
- It is against the law for you to interfere with installation, or remove window guards where they are required. Air conditioners in windows must be permanently installed.
- Window guards must be installed so there is no space greater than 4 $\frac{1}{2}$  inches above or below the guard, on the side of the guard, or between the bars.

These requirements apply to all buildings with 3 or more apartments, regardless of when they were built.

Fill Out and Detach the bottom part of this form.

Please check all boxes that apply

- ☐ A child age under 6 years of age (5 years or younger) lives in my apartment.
- ☐ A child under 11 years of age (10 years or younger) lives in my apartment and:
  - ☐ Window guards are installed in all windows as required.
  - ☐ Window guards need repair.
  - ☐ Window guards are NOT installed in all windows as required.
- ☐ No child under 11 years of age (10 years or younger) lives in my apartment:
  - ☐ I want window guards installed anyway.
  - ☐ I have window guards, but they need repair.

Last Name

First Name

Middle Initial

Street Address

Apt. #

City

State

Zip Code

Signature

Date

Telephone Number

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**

66 West 84 Street Owners Corp.  
c/o Kyrous Realty Group, Inc.  
263 West 38<sup>th</sup> Street, Suite 15E  
New York, NY 10018-5851

KEEP  
THIS COPY

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- 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 4½ inches above or below the guard, on the side of the guard, or between the bars.

These requirements apply to all buildings with 3 or more apartments, regardless of when they were built.

**Fill Out and Detach the bottom part of this form.**

Please check all boxes that apply

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**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/)

Natural Resources Defense Council  
40 West 20th Street, New York, NY 10011 | 212 727-2700  
[www.nrdc.org](http://www.nrdc.org)