

# KYROUS REALTY GROUP, INC.

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

Phone: 212.302.1500 ♦ Fax: 212.302.3855

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## Clinton Hill Village 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. 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.

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

1. Sublet Application (enclosed)
2. Executed Sub-lease Agreement (Please use REBNY or Blumberg Form-Lease of a Condominium Unit.
3. Last two (2) year's Income tax Returns (include W-2's)
4. Signed Credit Report Release
5. Letter from current landlord/management agent verifying status of tenancy
6. Signed House Rules Acknowledgement
7. New York City: Window Guard/Lead Paint Notice & Bed Bug Disclosure

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### Schedule of Fees–Due with Application

1. **Move-out Deposit:** The Unit Owner must submit a check in the amount of \$500.00 with this application payable to Clinton Hill Village Condominium. 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:** The tenant must submit a check in the amount of \$500.00 with this application payable to Clinton Hill Village Condominium. 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.
5. **The sublet fee is 10% of the common charge paid by the unit owner.**

Sublets are for a one year term only. After the first year term, the Unit Owner may request an additional one year extension for extenuating circumstances only, including but not limited to financial hardship or short term job relocation.

Requests for a second year term must be submitted to management, in writing at least 60 days prior to the Lease expiration. At the end of the final term, the tenants must vacate the premises and the Unit Owner must move back or sell the unit.

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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): \_\_\_\_\_

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

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

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

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

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

Apartment to be occupied by:  
Applicant(s)  Yes  No

Do you own your present residence?  
Yes  No

Occupants \_\_\_\_\_

### CURRENT EMPLOYER INFORMATION:

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

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

Relationship \_\_\_\_\_

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

### PREVIOUS EMPLOYER INFORMATION:

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

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

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

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

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

### SPOUSE'S EMPLOYER INFORMATION:

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

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

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

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

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

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

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

### BROKER INFORMATION:

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

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

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

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

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

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Application: Clinton Hill Village Condominium

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

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:

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FINANCIAL REFERENCES

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PERSONAL ACCOUNTS: CHECKING

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

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

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

PERSONAL ACCOUNTS: SAVINGS

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

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

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

PERSONAL ACCOUNTS: CHARGE CARD#1

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

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

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

PERSONAL ACCOUNTS: CHARGE CARD#2

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

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

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

PERSONAL ACCOUNTS: CHARGE CARD#3

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

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

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

PERSONAL ACCOUNTS: CHARGE CARD#4

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

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

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

BUSINESS ACCOUNTS: CHECKING

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

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

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

CLOSEST LIVING ADULT RELATIVE

*(Not intending to reside with Applicant)*

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

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

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

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

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

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

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

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

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EMERGENCY CONTACT INFORMATION

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APPLICANT INFORMATION:

Person to call in the event of an emergency

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

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

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

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

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## CREDIT REPORT RELEASE

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I (we) hereby authorize Kyrous Realty Group, Inc., on behalf of Clinton Hill Village 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 Clinton Hill Village 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: \_\_\_\_\_  
\_\_\_\_\_

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

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

\*Duplicate for Additional Applicants

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Application: Clinton Hill Village Condominium

# CLINTON HILL VILLAGE CONDOMINIUM

## HOUSE RULES

1. The common public stairways and common balconies of the building shall not be obstructed or used for any purpose other than entering and exiting the apartments in the buildings. Accordingly, personal items such as umbrellas, shoes, bicycles, toys, BBQ grills, and baby strollers shall not be placed in the common areas, including staircase landings and the mail room, nor shall any personal items be allowed to stand or be stored in the common areas, including the common basements of the building.
2. No common area of the building shall be decorated or furnished by any Resident in any manner. Nothing shall be hung on or shaken from the windows, terraces, or balconies or placed on the doors or windows of the building.
3. No sign, notice, advertisement, or illumination shall be inscribed or exposed on or at any window or other part of building except if approved in writing by the Board or the managing agent. No radio, satellite dish, or television aerial shall be attached to or hung from the exterior of the building without the written authorization of the Board or the managing agent.
4. No one is permitted on the roof at any time.
5. Please note that for the purposes of this rule, Children are defined as being 12 years of age or younger. Children are not allowed to play or be left unattended in the common areas of the building, including the courtyard. At no time, even if attended, are children allowed to play on the staircase, balconies, mail room, or parking area. No building staff or employee of the building may be asked to watch over children.
6. Residents shall neatly dispose of their trash, both recyclables and regular, in the trash cans provided in the trash area. No resident may let stand or leave their trash in any part of the common areas except for the trash area. Garbage and refuse from apartments shall be disposed of in accordance with the recycling laws of the state and city of New York and as the managing agent any direct from time to time. A \$250.00 fine will be charged to any individual not placing their garbage properly inside of the trash cans provided by the Condominium.
7. Residents shall keep the courtyard facing windows of their apartment clean. In case of refusal or neglect of the Resident to clean the windows after 10 days written notice from the Board or managing agent, the cleaning may be done by the Board which shall have the right, through its officers or authorized agents, to enter the apartment for the purpose of such cleaning and to charge the cost of the cleaning to the Resident.
8. Renovation and repair work shall be done only Monday through Friday, from 8:30AM to 5:00PM, except designated holidays, and with proper insurance and other documents as required by the managing agent. At no time are items allowed to be hoisted through windows or onto terraces or balconies of the building without prior approval of the managing agent or the Board.
9. When having delivered or taking out large items, Residents should use the front gate, and not the mail room. A resident may acquire a gate key from the managing agent for the current fee at the time of the request.
10. The building has a limit of no more than three dogs or cats in any one unit. Temporary dog sitting will be allowed with the prior approval of the managing agent and only for a maximum period of 4 weeks in any calendar year. Dog sitting is defined as guests staying in a unit for the purposes of caring for your pet. Pets in common areas must be leashed at all times, in addition pets are not to play or be left unattended in any common area, period. Pets are allowed on the balconies or terraces only when accompanied by the Resident owner or caretaker and must be leashed, and said leash may not be attached to the railings or balconies at any time. A pet may not be permitted to perform excretory functions in the common areas.



## **CLINTON HILL VILLAGE CONDOMINIUM HOUSE RULES**

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11. Dog Walkers may only bring one other dog into the building at any time. Dog walkers shall take due care to avoid problems with their dogs in or around the building. The Resident pet owner/caretaker is responsible for ensuring that their dog walker acts responsibly and in accordance with the buildings rules.
12. No group tour, open house, or exhibition of any apartment shall be held in any apartment without the consent of the Board or managing agent.
13. No Resident shall install any plantings on the terrace, balcony, or any common structure without the prior written approval of the managing agent or the Board.
14. The superintendent, managing agent, Board members, or any contractor or workman authorized by the Board, 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 contain a leak or to control or exterminate any insects, fire hazards, or gas emission and for the purpose of taking such measures as may be necessary to control the situation. If the condo takes measures to control or remediate a situation which is the responsibility of the Resident the cost shall be charged to the Resident.
15. Any nuisance created by a Resident or any action taken or not taken by a Resident which, in the opinion of the Board, unreasonably disturbs or interferes with the rights, comfort, or convenience of other Residents, will be subject to review and action by the Board or managing agent. Complaints regarding the service of the building, or disturbance or non-compliance with the House Rules shall be made in writing to the managing agent. Upon receiving and reviewing a complaint, the Board reserves the right to inspect or have inspected an apartment within 48 hours of the Resident being notified. If the Board finds the complaint has resulted from an infraction of the House Rules or Bylaws, the Resident will be notified and must correct the situation prior to a follow-up inspection in the next 30 days by the Board, managing agent, or its authorized agents. If a situation involving a pet is perceived to constitute a nuisance or danger, as reflected in a valid written complaint(s), then the Board, after due consideration, taking into account the views of interested parties and the law, shall determine the course of action. Every effort will be made to work with the concerned parties to rectify the situation, but the Board shall have final say in any resolution which may include eviction of the pet from the building.
16. Any damage to any element of the common property or building resulting from the negligence or misconduct of a Resident, including damage caused by a Resident's guests, contracted workers, children, or pets, shall be the responsibility of the Resident. All costs and legal fees associated with the repair of or harm to building property shall be borne by the Resident. Additionally, all costs and legal fees incurred by the building relating to the eviction or possible eviction of a pet as a result of their misbehavior or aggression, as determined by the Board, shall be borne by the Resident pet owner/caretaker.
17. Any consent or approval given under these House Rules by the Board, managing agent, or superintendent shall be revocable at any time.
18. These House Rules may be added to, amended, or repeated at any time by resolution of the Board.
19. Amendments to these House Rules supersede and replace all prior versions.
20. No vehicle, for ANY purpose, shall be permitted onto the property, other than those Residents who have parking rights, and specifically, only those cars that parking Residents have registered with the Board or managing agent.

**CLINTON HILL VILLAGE CONDOMINIUM  
HOUSE RULES**

PAGE 3

21. The Board or the Managing Agent shall be given a key by the unit owner which will be stored in a locked, coded, key box. If any lock altered or replaced, the Board or Managing Agent shall be provided with a new key immediately. If the unit owner is not personally present to open and permit an entry to his or her unit at any time when an entry therein is necessary or permissible under these House Rules and the owner has not furnished a key to the Board or Managing Agent, then the Board or such Managing Agent or their agents (except in an emergency, only when specifically authorized by an officer of such Board or the Managing Agent) may forcibly enter such unit without liability for damages or trespass by reason thereof (if during such entry reasonable care under the circumstances is given to such unit owners property).

22. Unless expressly authorized by the Board in each case, at least 80% of the floor area of each unit (excepting only kitchens, pantries, bathrooms, closets and foyers) must be covered by rugs, carpeting or equally effective noise reducing

23. A \$250.00 fine will be imposed against any individual not placing their garbage properly inside of the trash cans provided by the condo.

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## Clinton Hill Village Condominium–Letter to Board of Managers

The Board of Managers  
Clinton Hill Village Condominium  
963–965 Kent Avenue  
Brooklyn, NY 11211

Re: Clinton Hill Village Condominium  
Unit #: \_\_\_\_\_

Dear Board of Managers:

I (We) have received, read, understand and agree to abide by the House Rules for Clinton Hill Village Condominium.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



State of New York  
Division of Housing and Community Renewal  
Office of Rent Administration  
Web Site: www.nysdhcr.gov

**NOTICE TO TENANT  
DISCLOSURE OF BEDBUG INFESTATION HISTORY**

Pursuant to the NYC Housing Maintenance Code, an owner/managing agent of residential rental property shall furnish to each tenant signing a vacancy lease a notice that sets forth the property's bedbug infestation history.

Name of tenant(s):

Subject Premises:

Apt. #:

Date of vacancy lease:

**BEDBUG INFESTATION HISTORY**  
(Only boxes checked apply)

- There is no history of any bedbug infestation within the past year in the building or in any apartment.
- During the past year the building had a bedbug infestation history that has been the subject of eradication measures. The location of the infestation was on the \_\_\_\_\_ floor(s).
- During the past year the building had a bedbug infestation history on the \_\_\_\_\_ floor(s) and it has not been the subject of eradication measures.
- During the past year the apartment had a bedbug infestation history and eradication measures were employed.
- During the past year the apartment had a bedbug infestation history and eradication measures were not employed.
- Other: \_\_\_\_\_

Signature of Tenant(s): \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Owner/Managing Agent: \_\_\_\_\_ Dated: \_\_\_\_\_

**Clinton Hill Village Condominium**  
 c/o Kyrus Realty Group, Inc.  
 263 West 38<sup>th</sup> Street, Suite 15E  
 New York, NY 10018-5851

**RETURN  
THIS COPY**

**ANNUAL NOTICE**

**PROTECT YOUR CHILD FROM LEAD POISONING AND WINDOW FALLS**

New York City law requires that tenants living in buildings with 3 or more apartments complete this form and return it to their landlord before February 15, each year. If you do not return this form, your landlord is required to visit your apartment to determine if children live in your apartment.

<b>Peeling Lead Paint</b>	<b>Window Guards</b>
<p>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		

**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**

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Street Address	Apt. #	City	State	Zip Code
Signature	Date	Telephone Number		

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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

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.

#### NO

##### Plastic- or wax- coated paper

Candy wrappers, take-out containers, etc.

##### Carbon paper

##### Heavily soiled paper or cardboard

##### Hardcover books

### 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)