

KYROUS REALTY GROUP, INC.

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

Phone: 212.302.1500 ♦ Fax:: 212.302.3855

Clinton Hill Village Condominium–Purchase Application and Required Documents

NOTICE: The following is a list of the items you are required to submit for the board to review your application. All the required documents must be e-mailed to carine@kyrousrealtygroup.com. **DO NOT DUPLICATE HOUSE RULES.** Please retain the copy included in this package for your information.

* Copies of all Financial Materials furnished will be returned to the applicant or destroyed *

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

1. Purchase Application (enclosed)
2. Executed Contract of Sale
3. Financial Statements
4. Last two (2) year's Income tax Returns (include W-2's)
5. Tax Information Authorization Form (8821) attached.
6. Signed Credit Report Release
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. Two (2) personal letters of recommendation for each person to be named on the proprietary lease.
10. Letter of financial reference
11. If purchase is to be financed, bank should provide a copy of your Commitment Letter (signed by the loan officer & buyer)
12. Copies of Checking & Savings Account Statement for past three (3) months
13. House Rules Acknowledgement
14. New York City: Window Guard/Lead Paint Notice & Bed Bug Disclosure

Schedule of Fees–Due with Application

1. **Move–out Deposit: \$500 Check**, payable to Clinton Hill Village 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 be deducted from this deposit. This check must be in the form of a certified check or money order.
2. **Move–in Deposit: \$500 Check**, payable to Clinton Hill Village Condominium. This check will be returned to the purchaser after the move–in is complete. In case of damage to the building, the cost of repairs will be deducted from this deposit. This check must be in the form of a certified check or money order.
3. **Application Processing Fee: \$650 certified check or money order** payable to Kyrus Realty Group, Inc.
4. **Credit Check Fee: \$150.00 per applicant.** This check is non–refundable and made payable to Kyrus Realty Group, Inc. This check must be certified check or money order.

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.

Application: Clinton Hill Village Condominium

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IMPORTANT NOTICE

Please Read Carefully

Kyrous Realty Group, Inc. realizes that this application contains sensitive personal information. We require the social security number for each applicant (and each other adult occupant of the apartment) on the authorization to obtain Credit Report Information (see Credit Report Release). This is the only place on the application requiring a social security number, but social security numbers may be contained on other documents that you are submitting (e.g. tax returns, contracts of sale). Before submitting these documents, please blacken out or otherwise obliterate the social security number as Kyrous Realty Group, Inc. cannot be responsible for the security of this information if it is included in these documents.

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Applicant Information

Name(s): _____

SS#: _____

SS#: _____

Present
Address: _____

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

Occupants _____

Years at this address: _____

Do you own your present residence?
Yes No

Relationship _____

CURRENT EMPLOYER INFORMATION:

Employer: _____

Business
Address: _____

Office Phone: _____

Nature of Business: _____

Position: _____

PREVIOUS EMPLOYER INFORMATION:

Employer: _____

Annual Salary: \$ _____

Business
Address: _____

Length of Employment: _____

Office Phone: _____

SPOUSE'S EMPLOYER INFORMATION:

Employer: _____

Length of Employment: _____

Business
Address: _____

Office Phone: _____

Nature of Business: _____

Position: _____

Annual Salary: \$ _____

Length of Employment: _____

BROKER INFORMATION:

Name: _____

ATTORNEY INFORMATION:

Address: _____

Name: _____

Phone: _____

Address: _____

Phone: _____

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: _____

Address: _____

Phone: _____

Relationship: _____

PERSONAL REFERENCE#2:

Name: _____

Address: _____

Phone: _____

Relationship: _____

BUSINESS REFERENCES

Name: _____

Address: _____

Phone: _____

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

Name: _____

Address: _____

Phone: _____

FINANCIAL REFERENCES

PERSONAL ACCOUNTS: CHECKING

Bank Name: _____

Account No: _____

Address: _____

PERSONAL ACCOUNTS: 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: _____

EMERGENCY CONTACT INFORMATION

APPLICANT INFORMATION:

Person to call in the event of an emergency

Contact Name: _____

Residence Phone: _____

Relationship: _____

Office Phone: _____

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The following is submitted as being a true and accurate statement of the financial condition of the undersigned on _____ day of _____, 20____.

Applicant Name

Applicant Name

Applicant Signature

Applicant Signature

Address: _____

Address: _____

Attach additional pages if necessary.

ASSETS	Applicant	Co-Applicant	LIABILITIES	Applicant	Co-Applicant
Cash in banks			Notes Payable:		
Money Market Funds			To Banks		
Contract Deposit			To Relatives		
Investments: Bonds & Stocks <i>(See schedule)</i>			To Others		
Investment in Own Business			Installment Accounts Payable:		
Accounts and Notes Receivables			Automobile		
Real Estate Owned <i>(See schedule)</i>			Other		
Automobiles: Year: Make:			Other Accounts Payable		
Personal Property & Furniture			Mortgages Payable on Real Estate <i>(see schedule)</i>		
Life Insurance Cash Surrender Value			Unpaid Real Estate Taxes		
Retirement Funds/IRA			Unpaid Income Taxes		
401K			Chattel Mortgages		
KEOGH			Outstanding Credit Card Loans		
Profit Sharing/Pension Plan			Other Debts <i>(itemize)</i>		
Other Assets			TOTAL LIABILITIES		
TOTAL ASSETS			NET WORTH		
COMBINED ASSETS			COMBINED NET WORTH		

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SOURCE OF INCOME	Applicant	Co-Applicant	CONTINGENT LIABILITIES	Applicant	Co-Applicant
Base Salary			Endorser or Co-maker on Notes		
Overtime Wages			Alimony Payments (Annual)		
\$Bonus & Commissions			Child Support		
\$Dividends and Interest Income			Defendant in any legal action?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Income (<i>itemize</i>)			Any unsatisfied judgments	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL			Ever filed for bankruptcy	Yes <input type="checkbox"/> No <input type="checkbox"/>	
COMBINED TOTAL			Explain		

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

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SCHEDULE OF STOCKS AND BONDS

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

SCHEDULE OF REAL ESTATE

Description	Cost	Actual Value	Mortgage Amount	Maturity Date

SCHEDULE OF NOTES PAYABLE

Specify any assets pledged as collateral, including the liabilities they secure:

To Whom Payable	Date	Amount	Due	Interest	Pledged As Security

The foregoing statements and details pertaining thereto, both printed and written, have been carefully read and the undersigned hereby solemnly declares and certifies that the same is a full and correct exhibit of my/our financial condition.

Applicant Signature

Date: _____

Applicant Signature

Date: _____

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CREDIT REPORT RELEASE

I (we) hereby authorize Kyrous Realty Group, Inc., on behalf of 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

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 may 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 Kyrour Realty Group, Inc.
 263 West 38th Street, Suite 15E
 New York, NY 10018-5851

**RETURN
THIS COPY**

ANNUAL NOTICE

PROTECT YOUR CHILD FROM LEAD POISONING AND WINDOW FALLS

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

Peeling Lead Paint	Window Guards
<p>By law, your landlord is required to inspect your apartment for peeling paint and other lead paint hazards at least once a year if a child under 6 years of age (5 years or younger) lives with you.</p> <ul style="list-style-type: none"> • You must notify your landlord in writing if a child under 6 comes to live with you during the year. • If a child under 6 lives with you, your landlord must inspect your apartment and provide you with the results of these paint inspections. • <i>Always report peeling paint to your landlord. Call 311 if your landlord does not respond.</i> • Your landlord must use safe work practices to repair all peeling paint and other lead paint hazards. 	<p>By law, your landlord is required to install window guards in all your windows if a child under 11 years of age (10 years or younger) lives with you, OR if you request them (even if no children live with you).</p> <ul style="list-style-type: none"> • ONLY windows that open to fire escapes, and one window in each first floor apartment when there is a fire escape on the outside of the building, are legally exempt from this requirement. • It is against the law for you to interfere with installation, or remove window guards where they are required. Air conditioners in windows must be permanently installed. • Window guards must be installed so there is no space greater than 4¹/₂ inches above or below the guard, on the side of the guard, or between the bars.
<p>These requirements apply to buildings with 3 or more apartments built before 1960. They also apply to buildings to buildings built between 1960 and 1978 if the landlord knows that lead paint is present.</p>	<p>These requirements apply to all buildings with 3 or more apartments, regardless of when they were built.</p>

Fill Out and Detach the bottom part of this form.

Please check all boxes that apply

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

Last Name	First Name	Middle Initial		
Street Address	Apt. #	City	State	Zip Code
Signature	Date	Telephone Number		

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

**KEEP
THIS COPY**

ANNUAL NOTICE
PROTECT YOUR CHILD FROM LEAD POISONING AND WINDOW FALLS

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<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



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

To find this guide online, go to www.nrdc.org/cities/recycling/

Natural Resources Defense Council

40 West 20th Street, New York, NY 10011 | 212 727-2700

www.nrdc.org