

KYROUS REALTY GROUP, INC.

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

Phone: 212.302.1500 ♦ Fax: 212.302.3855

Lancaster Madison Apartment Corp. – Purchase Application and Required Documents

The following is a list of the items you are required to submit for the board to review your application. Please be sure to provide all the information requested. All of the required documents must be e-mailed to carine@kyousrealtygroup.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 Directors for review.

1. Purchase Application (enclosed)
2. Closing Fees
3. Schedule of Fees – Due with Application
4. Executed Contract of Sale
5. Net Worth Statement. Provide supportive documentation
6. Authorization to Release Information
7. Last two (2) year's Income tax Returns (include W-2's), if self employed include (3) year's Income Tax Returns, (K1's and/or 1099's).
8. Tax Information Authorization Form (8821) attached.
9. Signed Credit Report Release
10. Letter from current landlord/management agent verifying status of tenancy
11. Letter from current employer verifying salary, position length of employment and likelihood of continued employment.
12. Two (2) personal letters of recommendation for each person to be named on the proprietary lease.
13. Copies of last six (6) consecutive pay stubs for purchaser(s)
14. Letter of financial reference
15. If financing is involved, copies of the loan application, commitment letter and three (3) original AZTECH Recognition Agreements signed by the lender. The Recognition Agreements MUST include the bank's address and telephone number of loan department for notices. **(Any information not provided, will hold up the process.)**
16. Copies of Checking & Savings Account Statement for past three (3) months
17. New York City Housing Development Corporation Purchaser's Affidavit – (Exhibit B)
18. Reaffirmation Form
19. New York City Housing Development Corporation Purchaser's Income Eligibility Worksheet – (Exhibit C)
20. New York City Housing Development Corporation Seller's Affidavit – (Exhibit D)
21. New York City Housing Development Corporation Resale Profit Worksheet (enclosed)
22. New York City: Window Guard/Lead Paint Notice
23. DTF-505 Form — Authorization for Release of Photocopies of Tax Returns and/or Tax Information
24. IRS 4506 Form – Request for Copy of Tax Return

Only one version of this request listing DOI as third party is needed. Sections 1-4 are to be completed as appropriate. The type of tax return filed applicant is to be listed in Section 6. In Section 7, please list the ending date(s) of the year(s) or period(s) of the tax returns provided by the applicant. Please leave Section 8 (8b & 8c) blank. The applicant must sign, date and list their telephone number at the bottom of the form.

THIS FORM IS REQUIRED TO BE SUBMITTED WITH THE APPLICANT'S FILE TO HDC.
DO NOT SEND THIS FORM TO THE IRS.

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Schedule of Fees Due with Application

1. Move-out Deposit: \$1000/\$100 Move - Out Fee - Check (s), payable to Lancaster Madison Apartment Corp. from the seller. 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. The \$100.00 move-out fee is non-refundable.
2. Move-in Deposit: \$1000/Move - In Fee \$100 Check (s) , payable to Lancaster Madison Apartment Corp. from the purchaser. 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. The \$100.00 move-in fee is non-refundable.
3. Application Processing Fee: \$450 certified check or money order payable to Kyrous Realty Group, Inc.
4. Credit Check Fee: \$150 (per) applicant certified check or money order payable to Kyrous Realty Group, Inc.

*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.

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Closing Fees

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

Tara Snow, Esq.
Novitt, Sahr & Snow, LLP.
118-35 Queens Boulevard
15th Floor
Forest Hills, New York 11375
Phone (718) 544-8665
Facsimile (718) 544-5703
TSnow@NSSESQ.com

▪

- Processing fee for Recognition Agreements: \$200.00 Payable to Kyrous Realty Group, Inc.

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

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IMPORTANT NOTICE

Please Read Carefully

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

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Applicant Information

Name(s): _____

Occupants' _____

Present

Address: _____

Relationship _____

Years at this address: _____

Do you own your present residence?

Yes ☐ No ☐

CURRENT EMPLOYER INFORMATION:

Employer: _____

Office Phone: _____

Position: _____

Business

Address: _____

Annual Salary: \$ _____

Length of Employment: _____

Nature of Business: _____

PREVIOUS EMPLOYER INFORMATION:

Employer: _____

Office Phone: _____

Position: _____

Business

Address: _____

Annual Salary: \$ _____

Length of Employment: _____

SPOUSE'S EMPLOYER INFORMATION:

Employer: _____

BROKER INFORMATION:

Name: _____

Business

Address: _____

Address: _____

Nature of Business: _____

Phone: _____

Phone: _____

SS#: _____

ATTORNEY INFORMATION:

Name: _____

SS#: _____

Address: _____

Apartment to be occupied by:

Applicant(s) • ☐ Yes ☐ No

Phone: _____

Application: Lancaster Madison Cooperative (Market Units)

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: _____

BUSINESS REFERENCES

Name: _____

Address: _____

Phone: _____

PERSONAL REFERENCE#2:

Name: _____

Address: _____

Phone: _____

Relationship: _____

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

Name: _____

Address: _____

Phone: _____

FINANCIAL REFERENCES

PERSONAL ACCOUNTS: CHECKING

Bank Name: _____

Account No: _____

Address: _____

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/ PERSONAL
ACCOUNTS: SAVINGS

Bank Name: _____

Account No: _____

Address: _____

CLOSEST LIVING ADULT RELATIVE

(Not intending to reside with Applicant)

Name: _____

Address: _____

Phone: _____

Relationship: _____

Applicant Signature

Date:

Applicant Signature

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 (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 Cash Surrender Value			Unpaid Real Estate Taxes		
Retirement Funds/IRA			Unpaid Income Taxes		
401K			Chattel Mortgages		
KEOGH					
Profit Sharing/Pension Plan			Outstanding Credit Card Loans		
Other Assets			Other Debts (itemize)		
TOTAL ASSETS			TOTAL LIABILITIES		
			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 Kyrus Realty Group, Inc., on behalf of **Lancaster Madison Corp.**, 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 **Lancaster Madison Corp.**, 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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Lancaster Madison Cooperative – Letter to Board of Directors

The Board of Directors
Lancaster Madison Cooperative
c/o Kyrous Realty Group
263rd 38th Street – suite 15E
New York, NY 10018

Re: Lancaster Madison Cooperative
Unit #: _____

Dear Board of Directors:

I (We) have received, read, understand and agree to abide by the House Rules for
Lancaster Madison Cooperative.

Signature of Applicant

Date

Signature of Applicant

Date

LANCASTER MADISON APARTMENT CORP.

SHAREHOLDER INFORMATION FORM

Date: ____/____/____

Apt: _____

Name(s) of Shareholders(s)

Social Security #:

Please list all other occupants residing in unit:

Relationship: _____

Relationship: _____

Relationship: _____

Relationship: _____

Contact Information:

(#1) Name: _____

(#2) Name: _____

Work Number: _____

Work Number: _____

Cell Phone: _____

Cell Phone: _____

E-mail: _____

E-mail: _____

Other: _____

Other: _____

1820 Madison Avenue, New York, NY 10035

*1820 MADISON AVENUE
NEW YORK, NEW YORK 10035*



Welcome to Your New Home at The Lancaster Madison

Dear Shareholder,

On behalf of Kyrour Realty Group, the property managers of the **Lancaster Madison Cooperative**, we would like to warmly welcome you to your new home.

Please find a comprehensive summary of services available to you at **Lancaster Madison Cooperative** detailed on the following pages, which is a supplement to the Shareholder Information Package that you received when you closed on your home.

We hope this detailed summary of services will assist in making your transition a smooth one and that you will enjoy living in **Lancaster Madison Cooperative** for many years to come.

Please do not hesitate to contact us at (212) 302-1500 should you have any questions or concerns. We look forward to serving you. On behalf of the staff and myself, welcome!!!

Sincerely Yours,

Lynn C. Tiews, Property Manager

Welcome Guide Table of Contents

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Building Staff

Building Superintendent

We are pleased to announce that Marcin Korzep is the Part – Time Superintendent of the Lancaster Madison. Marcin Korzep will be responsible for the daily operations of the building, attending to any and all emergencies that may arise and supervision of all employees (part-time porter). With his dedication to providing courteous and timely service, you will quickly come to feel at home. Marcin Korzep may be contacted at 347-573-3502 or via e-mail CLmadisonsuper@nycmail.com.

Property Manager

Kyrour Realty Group is the Management Company for Lancaster Madison Cooperative. You may contact Lynn C. Tiews, your Property Manager, or her associate Evelyn Santiago in the following ways:

Lynn C. Tiews

Phone number: (212) 302-1500, ext. 204

Fax: (212) 302-3855

Mailing Address: 263 West 38th Street, Suite 15E, New York, NY 10018

E-mail: Lynn@kyrourrealtygroup.com

Building Services

PHONE AND CABLE SERVICES

Contact Information

Time Warner Cable

(800) OK-CABLE

Customer Service

(212) 674 – 9100
www.twcnyc.com

Telephone service is available from both Verizon and Time Warner, as well as companies such as Packet8, Vonage, Viataalk, etc. that rely on broadband Internet connection for their Voice Over IP phone services.

Verizon Telephone/ Internet Service (888) 553-1555

www.verizon.com

Con Edison

To open your Con Edison (**electric**) account, call (1-800-752-6633). Con Edison Customer Service Representatives will set up your account over the telephone.

Note – It is imperative that you contact Con Edison on the date of your closing for existing services will be terminated by date of your closing.

To establish service at your new address we may need the following information:

- Name
- Service address
- Date that you assume responsibility
- Contact telephone number
- Date of birth
- Social security number
- If a social security number is not available, then a driver or non-driver license ID, passport, or alien ID number should be provided.
- If you are unable to provide them with the required identification, please note that a deposit will be charged to establish your account.
- Mailing address if you choose to have your bills mailed to a different address other than the service address.
- E-mail address to be added to your account
- Con Edison will need to know if you, someone in your household, or a tenant, use life-sustaining equipment such as an infant apnea monitor or electrically operated respirator.
- They will also need to know if you would like to enroll in the Direct Payment Plan. This is where your bills are automatically deducted out of a checking or savings account. If so, please be prepared to provide your bank's routing number along with your checking or savings account number.

Note: If the electricity is not already turned on at your new premises at the time of your call, it may take one business day to turn on the meter.

Exterminator

Suburban Pest Control - Exterminator services are scheduled for the _____ of each month between the hours _____. There will be a sign in sheet, located in the lobby on the bulletin board, for those residents that require services on the scheduled date.

Moving Procedures

Move-in Scheduling

Now that you have officially closed on the purchase of your apartment, you may schedule your move-in by contacting Lynn C. Tiews or Evelyn Santiago. All move-ins and furniture deliveries must be scheduled. No move-in or large delivery will be permitted without a pre-scheduled appointment. All move-ins and deliveries are scheduled on a first-come, first-serve basis for purchasers that have closed on their apartments. Scheduling is necessary to keep the building's elevator running consistently and smoothly for the use of all the residents.

All moves must be done through the front entrance of the building. Movers must obey any and all regulations regarding loading, unloading, parking, etc as required by the City of New York. It is each mover's responsibility to ascertain and abide by these requirements.

Moving Requirements

Your moving company must provide a Certificate of Insurance, including Workman's Compensation to the Management Office immediately after confirming your moving appointment. Please have your moving company fax or e-mail the certificate to the attention of Lynn C. Tiews –

Lynn@kyrousrealtygroup.com or 212-302-3855.

CERTIFICATE HOLDER IS: Unit Owner, building address and apartment number

The Certificate of Insurance must include as "additionally insured":

- Lancaster Madison Apartment Corp. c/o Kyrous Realty Group 263 West 38th Street, Suite 15E, New York, New York 10018
- Kyrous Realty Group, 263 West 38th Street, Suite 15E, New York, New York 10018

You are required to provide a refundable security deposit check in the amount of \$500.00 made payable to Lancaster Madison. This security deposit check is required to cover the cost to repair any damages that might occur during your move-in. This amount is fully refundable if no damages occur, or partially refundable if some damages occur. The property manager must have this security deposit check before, or at the time your movers arrive at the building and it will be returned upon completion and inspection.

Point of Entry

For security, safety and maintenance purposes we ask that all owners, residents and guests refrain from holding doors open for people they do not recognize and/ or propping doors open.

Deliveries to the Building

Please make arrangements for any and all deliveries after you have moved into the building through the management office.

All shareholders should direct their service personnel, cleaning personnel and delivery personnel arriving at the building to the superintendent where they will receive proper instructions on how to proceed.

Video Doorman is expected to be installed by the end of April "2012". Notification will be sent out by management of what is the procedure and protocol of deliveries of small items that are delivered to the building such as UPS packages, Fed Ex packages, dry cleaning, etc. In the meantime, please work with the building superintendent if you are expecting a special delivery. No furniture, large equipment or other bulk items will be permitted to be stored in the Package Room.

In order to ensure residents safety and security, unescorted deliveries to your residence are not permitted.

Please make arrangements for any and all deliveries after you have moved into the building through the management office.

All Unit Owners should direct their service personnel, cleaning personnel and delivery personnel arriving at the building to the concierge desk where they will receive proper instructions on how to proceed.

Apartment Alterations

If you are intending to do any alteration work in your apartment, you must contact Lynn C. Tiews or Adam Holand at (212) 302-1500 at Kyrus Realty Group for requirements and approval procedures. The requirements and approval procedures include but are not limited to the submission and review of a scope of work and shop drawings if applicable.

Sales and Sublet Policies

For full details on re-sale and sublet policies of the Lancaster Management, please contact Lynn C. Tiews or Evelyn Santiago at 212-302-1500.

Local Services & Points of Interest

<u>Local Services</u>	<u>Located At</u>	<u>Contact Information</u>
Post Office Triborough Station	167 E 124 th Street – 10035	(800) 275-8777 (212) 534-0381

Fire Department

Engine 91	242 East 111 th Street	
Ladder 26		
FDNY HEADQUARTERS		(718) 999-2000
For Emergencies please call		911

Police Precinct

The Lancaster Madison comes under the **25th Precinct** headed by Capt. Nilda Hoffman.

The offices of the 25th Precinct are located at 120 East 119th Street, New York, NY, 10035. The 25th Precinct is a mixed area consisting of commercial, residential and both public and private housing. There are six main commercial strips in the precinct: East 166th St. from Pleasant Ave. to Madison Ave., East 125th St. from 2nd Ave. to 5th Ave., 3rd Ave. from East 115th St. to East 125th St., Lexington Ave. from East 115th St. to East 124th St. and 2nd Ave. from East 115th St. to East 124th Street.

Contact Information

- Precinct: (212) 860-6511
- Community Affairs: (212) 860-6526
- Crime Prevention: (212) 860-6519
- Domestic Violence: (212) 860-1675
- Youth Officer: (212) 860-6521
- Auxiliary Coordinator: (212) 860-6432
- Detective Squad: (212) 860-6536

Hospitals

Harlem Hospital Center	506 Lenox Avenue	(212) 862-8564
Mt. Sinai Medical center	1190 5 th Avenue	(212) 241-6500

Veterinary

Cathedral Dog & Cat Veterinary Hospital	229 West 110 th Street	(212) 864-3631
Oliver's Dog & Cat Clinic	2232 First Avenue	(212) 348-7070
Banfield the Pet Hospital	517 East 117 th Street	(212) 996-3238

Parks

Marcus Garvey Park is located northwest of the property between 120th and 124th Streets.

Thomas Jefferson Park is located southeast of the property at First Avenue and 111th Street.

Central Park North begins at 110th Street and Fifth Avenue.

Museums

Museo Del Barrio	1230 5 th Avenue	(212) 831-7272
Museum of the City of New York	1220 5 th Avenue	(212) 534-1677
Studio Museum	144 W 125 th Street	(212) 864-4500
Afro Arts Center	163 West 12 th Street	(212) 749-00827

Markets

Associated Market	125 East 116 th Street	(212) 828-4743
Associated Market	2212 Third Avenue	(212) 876-1500
La Marqueta	111 th to 116 th Streets & Park Avenue	

Capri Bakery	186 East 116 th Street	(212) 410-1876
La Tropezienne Bakery	2131 First Avenue	(212) 860-5324
Levain Bakery	2167 Eighth Ave	(646) 455-0952

Restaurants

Joy Burger Bar

1567 Lexington Avenue, corner of 100th Street
212-289-6222

Giovanna's Restaurant and Pizzeria

1567 Lexington Avenue at 100th Street
212-360-6300

Itzocan Bistro

1575 Lexington Avenue at 101st Street
212-423-0255

Serves wine and beer

www.itzocanbistro.com

Moustache Pitza

1621 Lexington Avenue, corner of 102nd Street
212-828-0030

Serves wine and beer

www.moustachepitza.com

Jimmy's Classic Diner

1634 Lexington Avenue at 103rd Street
212-722-5422

www.jimmysclassicdiner.com

East Harlem Café

1651 Lexington Avenue at the corner of 104th Street
212-996-2080

www.eastharlemcafe.com

El Paso Taqueria
1642 Lexington Avenue at 104th Street
212-831-9831
www.elpasotaqueria.com

Nightlife

Lenox Lounge	288 Lenox Ave	(212) 427-0253
Smoke Jazz & Supper Club	106 th Street and Broadway	(212) 864-6662
Moca Bar & Grill	2210 Eighth Ave	(212) 665-8081
Chocolat Restaurant Lounge	2217-23 Eighth Ave	(212) 222-4545

Art / Entertainment

Harbor Conservatory for The Performing Arts	1 East 104 th Street	(212) 427-2244
Apollo Theater	253 West 125 th Street	(212) 531-5300
Comic Strip Live	1568 Second Avenue	(212) 861-9386
Dwyer Cultural Center	258 Saint Nicholas Ave	(212) 222-3060

Art / Entertainment

Harlem Lanes	2116 Seventh Ave	(212) 678-2695
Miller Theater at Columbia University	2960 Broadway	(212) 854-7799
Renaissance Fine Arts	2075 Adam Clayton Powell Blvd	(212) 866-1660



Building Maintenance & Operations

Utilities

Gas

Your cooking gas service will be provided by Con Edison and payment will be included in your monthly common charges.

Electricity

The electricity will be provided to your unit by Con Edison and individual accounts must be set up for each apartment prior to closing.

Elevators

There is 1 passenger elevator in the main lobby. The elevator may be accessed through the main lobby entrance. Dogs and other pets are permitted access to the passenger elevator provided that the pets are properly and securely leashed.

Trash/ Rubbish Removal

- All regular household garbage must be securely tied and deposited in the garbage chute located in the trash room on each floor.
- Please do not deposit lit cigarettes, liquids, or loose garbage in the garbage chute.
- The recommended garbage size is the typical "kitchen" garbage bag (15 gal).
- Please contact the lobby attendant/resident superintendent in order to arrange for the disposal of large or bulk items.

Recycling

- All recycling items are to be placed in the blue recycling bins on the floor of the trash chutes on your floor. Items can be placed in the bins loose or in blue recycling bags only.
- Newspapers, magazines and catalogs should be placed in the appropriate recycling bin in the trash chute closet.
- Please be sure to rinse and dry all materials before depositing.
- There is no need to remove lids or labels.
- *If you have any questions about regular or recycling garbage, please ask the resident manager

Invoices and Maintenance Charges

Payments are due on the 1st of every month, and should be mailed to the payment address that appears on your monthly statement. As a reminder, statements are distributed prior to the first of each month to all unit owners. On the 15th of each month, a late fee will be assessed if your account is not paid in full. Distribution of the statements is a courtesy and all unit owners should be aware that payments are due by the first of the month even if a statement is not received. In the event that you do not receive a statement, we recommend that you mail your payment to the Kyrour Realty Group office by the 1st to avoid incurring a late fee.

Any questions or comments regarding your account, arrears, charges or any adjustments should be directed to your property manager.

Make payments payable to:

Lancaster Madison Apartment Corp.

Mailing address:

Kyrour Realty Group
263 West 38th Street, suite 15E
New York, NY 10018

Homeowners Insurance

As a Shareholder of the Lancaster Madison, your insurance needs are different from home owners. The master policy purchased by your cooperative covers your unit's building, the common areas, and the unit owners' collective liability. But that policy does not cover damage to your personal belongings or property within your unit that is caused by fire, theft, vandalism or other perils. Nor does it cover your personal liability in the event of a lawsuit. Therefore, it is imperative that you purchase homeowners insurance for your apartment to cover any additional personal losses you may incur. A policy with improvements and betterments coverage should be purchased in order to protect you for all apartment alterations.

Emergency Procedures

Accidents or Incidents

In the event of an accident or incident in the building, please notify the management immediately.

Apartment Lockouts

We must remind you that lockouts are not considered emergencies, although as a courtesy, the building staff will accommodate your needs. If you lose your key(s) or get locked out of your apartment, please check with management and or building superintendent.

Smoke Detectors and Carbon Monoxide Detectors

Each unit is equipped with combo units, smoke detector and carbon monoxide detector. The units are to be tested periodically and any faulty units must be replaced immediately.

Sprinkler Heads

The buildings fire sprinkler system is fully operational and is required in case of a fire. In addition, each apartment has been equipped with sprinkler heads that are also fully operational. Unit Owners are not permitted to paint, or in any way tamper with or cover any sprinkler head in the unit. Painting, tampering with or covering will render the sprinkler heads inoperative and not repairable.

Flooding

If your apartment has a serious water leak, such as the failure of a plumbing fixture or a leak from the ceiling, notify the superintendent immediately. Minor leaks should also be reported in a timely manner due to the cumulative effects of water damage. If there is damage to your personal items, we recommend that after notifying the superintendent, you notify your individual homeowners' insurance carrier.

Theft or Any Other Criminal Acts

If there are any situations that pose a threat to your safety or the safety of others in the building, immediately call 911 for police action. Any and all criminal acts should be reported to the local police department. An incident report will be taken by the resident manager or management and appropriate follow-up action will be taken. The Local Police Dept. is the 26th Police Precinct.

PLEASE NOTE THAT THE INFORMATION SUPPLIED IN THIS SUMMARY IS SUBJECT TO CHANGE.

HOUSE RULES

[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 as entrance to and exit from the 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 Shareholder 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 were constructed, nor shall any sweepings, rubbish, rags or any other articles be thrown into 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) 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.
- (16) The Shareholder shall use the available laundry facilities, if any, only upon such days and during such hours as the Corporation may designate.
- (17) The Corporation shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
- (18) Complaints regarding the service of the building shall be made in writing to the Corporation or its managing agent.
- (19) The Corporation may revoke at any time any consent or approval which it has given under these House Rules.
- (20) Shareholder shall observe all rules about the security of the building and its residents which the Board of Directors approves and issues in writing to the Shareholders.

KYROUS REALTY GROUP, INC.

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

Phone: 212.302.1500 ♦ Fax: 212.302.3855

Lancaster Madison Cooperative – Letter to Board of Directors

The Board of Directors
Lancaster Madison Cooperative
c/o Kyrous Realty Group
263st 38th Street – suite 15E
New York, NY 10018

Re: Lancaster Madison Cooperative
Unit #: _____

Dear Board of Directors:

I (We) have received, read, understand and agree to abide by the House Rules for Lancaster Madison Cooperative.

Signature of Applicant

Date

Signature of Applicant

Date

Lancaster Madison Apartment Corp.
c/o Kyrous 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

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 4¹/₂ 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

Deadline for return: February 15, 2014

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: October 16, 2013

Lancaster Madison Apartment Corp.

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

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 - ☐ I have window guards, but they need repair.

Last Name

First Name

Middle Initial

Street Address

Apt. #

City

State

Zip Code

Signature

Date

Telephone Number

Deadline for return: February 15, 2015

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: October 16, 2014



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

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