

KYROUS REALTY GROUP, INC.
Real Estate Management

STANDARD PURCHASE REQUIREMENTS
24 West 83rd Street

1. Purchase Application completed (enclosed)
2. Fully executed Contract of Sale
3. Financial Statement
5. Supporting documentation for Financial Statement (bank/brokerage statements)
6. Reference letter from buyer's present landlord or managing agent
7. Reference letter from employer stating job function, salary, and length of employment
8. Two (2) personal reference letters
9. Most recent Income Tax Returns with W's attached
10. House Rules Acknowledgment (attached)
11. Window Guard Notice (attached)
12. Credit Authorization Forms (attached) completed by each applicant
13. A non-refundable processing fee - \$500.00 check from buyer, payable to Kyrous Realty Group.
14. A non-refundable credit report/background check fee - \$150.00 per applicant payable to Kyrous Realty Group.
15. A non-refundable application fee - \$500.00 payable to 24 West 83 Owners Corp.
16. A non-refundable move-out fee - \$500.00 payable Check from seller to 24 West 83 Owners Corp.
17. A non-refundable move-in fee - \$500.00 payable Check from buyer to 24 West 83 Owners Corp.

SUBMIT THE ORIGINAL COMPLETE PACKAGE TO KYROUS REALTY GROUP via e-mail to: Carine Coradin at carine@kyrousrealtygroup.com.

Maximum financing allowed is 80%

Flip Tax is 2.5% of Purchase Price of the gross sales price will be levied on all apartment sales at the time of the closing for any unit sold with less than five (5) total years of occupancy by the current owner. Any time the unit is being sublet does not count towards the required period of owner occupancy.

KYROUS REALTY GROUP, INC.

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

Phone: 212.302.1500 ♦ Fax: 212.302.3855

Applicant Information

Name(s): _____

Address: _____

SPOUSE'S EMPLOYER INFORMATION:

Present

Employer: _____

Address: _____

Business

Address: _____

Years at this address: _____

Nature of Business: _____

Do you own your present residence?

Yes No

BROKER INFORMATION:

CURRENT EMPLOYER INFORMATION:

Name: _____

Employer: _____

Address: _____

Business

Address: _____

Phone: _____

Nature of Business: _____

SS#: _____

PREVIOUS EMPLOYER INFORMATION:

SS#: _____

Employer: _____

Apartment to be occupied by:

Business

Applicant(s) Yes No

Applicant Information

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-continued

Occupants

Relationship

Office Phone:

Position:

Annual Salary:

Are there any outstanding judgments against you? Yes q No q

If Yes, please explain:

have any diplomatic immunity or other special status? Yes q No q

If Yes, please explain:

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

If Yes, please explain:

Length of Employment:

Office Phone:

Length of Employment:

Office Phone:

Position:

Annual Salary:

Length of Employment:

ATTORNEY INFORMATION:

Name:

Address:

Phone:

Do you

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:

Applicant Information

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FINANCIAL REFERENCES

PERSONAL ACCOUNTS: CHECKING

Account

No: _____

Bank

Name: _____

Address:

Account

No: _____

Address:

PERSONAL ACCOUNTS: CHARGE CARD#1

Applicant Signature

Account Name:

Applicant Signature

Account No:

Exp. Date:

PERSONAL ACCOUNTS: CHARGE CARD#3

Account Name:

PERSONAL ACCOUNTS: SAVINGS

Account No:

Bank

Name: _____

Exp. Date:

Account

No: _____

BUSINESS ACCOUNTS: CHECKING

Address:

Bank

Name: _____

Applicant Information

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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)

EMERGENCY CONTACT INFORMATION

APPLICANT INFORMATION:

Person to call in the event of an emergency.

Contact Name:

Relationship:

Name:

Address:

Phone:

Relationship:

Date:

Date:

Residence Phone:

Office Phone:

KYROUS REALTY GROUP, INC.

263 West 38th Street Suite 15EwNew York, NY 10018

Phone: 212.302.1500 Fax: 212.302.3855

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		

SMOKE/CARBON MONOXIDE RIDER

DATE:

LANDLORD:

ADDRESS:

TENANT:

It is agreed and understood that the Landlord has provided the Tenant with fire department approved smoke and carbon monoxide detector(s) in good working order in the apartment.

Tenant warrants and represents that he/she is aware that the Tenant is solely responsible for the maintenance, servicing and repair of the detector(s) including, but not limited to, the replacement of any and all detector(s) which are stolen, removed, missing, or become inoperable during the entire term of the tenancy, except as provided by applicable law or statute.

Furthermore, it is understood that the Landlord is relying on the warranties and representations contained herein, and made by the Tenant, for the protection of the health, safety and welfare of all Tenants and property. Thus, the Tenant shall be liable to the Landlord for any damage resulting from the Tenant's failure to keep the smoke and carbon monoxide detector(s) in good working order.

LANDLORD

TENANT

TENANT

Pest Control Rider

This rider is attached to and forms part of the Lease dated _____ 20____ executed on the date hereof, between _____, as Land Lord and _____, Tenant (s) for apartment _____.

Tenants authorizes all exterminating technicians contracted by Landlord to enter Tenant's apartment to perform pest control services in the events that Tenant is not home on the date and time that service is to be rendered.

It is further understood that the Building Management / superintendent and / or their agents will accompany any service technicians to Tenant's apartment in the event that Tenant is not home on the date of service.

It is further understood that Tenant will work in cooperation with Landlord to seek resolution of any issue that may arise as a result of any infestation whether discovered by Tenant, the pest control technician, or the Landlord. Tenant acknowledged that based on the extent of infestation certain items may need to be disposed of as part of the pest control treatment, which will be determined on a case by case basis by Landlord in conjunction with the exterminating technicians. Tenant understands that Tenant will not be compensated for items that must be discarded in order to curtail an infestation.

Tenants further acknowledges that the Landlord's obligation under applicable law and regulations is to provide exterminating/eradication services in the subject apartment to control pests, however Tenant is responsible for the care and maintenance of Tenant's personal property. Accordingly Tenant covenants and agrees that Tenant shall at his or her own cost and expense: (i) clean and maintain Tenant's personal property in order to avoid and/or eradicate pest infestation; and (ii) fully cooperate with the exterminating technician contacted by Landlord to prepare the apartment and Tenant's personal property for the proper exterminating/eradication services.

Failure to cooperate with the Landlord is a substantial and material default of my obligations under my lease.

This acknowledgement shall remain in effect until such time as it is canceled by the undersigned.

Acknowledged, understood and agreed

Tenant

Tenant

Landlord

Witness

HOUSE RULES

1. The halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building. No velocipedes, bicycles, scooters, baby carriages or similar vehicles shall be allowed to stand in the public passageways, areas, or courts of the building.
2. Children shall not play in the public halls or stairways 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 any Lessee in any manner without the prior consent of all the Lessees whose apartments such hall serves as a means of ingress and egress. In the event of disagreement among such Lessees, the Board of Directors shall decide.
4. No Lessee 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 Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television or loudspeaker in such, Lessee's apartment between the hours of eleven o'clock p.m. and the following eight o'clock a.m. if the same shall 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.
5. No article shall be placed in the halls or on the staircase landings nor shall anything be hung or shaken from the doors, windows, terraces, or balconies or placed upon the windowsills of the building.
6. No awnings, window air conditioning units or ventilators shall be used in or about the building except such as shall have been expressly approved by the Lessor or managing agent, nor shall anything be projected out of any window of the building without similar approval.

7. No sign, notice, advertisement, or illumination shall be inscribed or exposed on or in any window or other part of the building, except such as shall be approved in writing by the Lessor or the managing agent.
8. 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. Garbage must be disposed of in cans only. If all cans are full, disposal must be made in heavy-duty commercial bags, properly sealed. Each lessee must make every effort to keep trash area neat and clean. Each apartment is responsible for separating its own garbage. Lessees are encouraged rinse their recyclable materials before discarding and place articles in receptacles on Tuesday mornings as collection takes place on Wednesdays.
9. Water closets and other apparatus 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 article, including flushable wipes, be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closets or other apparatus shall be paid for by the Lessee in whose apartment it shall have been caused.
10. Lessee shall send any employee of the Lessor out of the building on any private business of a Lessee.
11. No bird or animal shall be kept or harbored in the building unless the same in each instance is expressly permitted in writing by the Lessor; such permission shall be expressly revocable by the Lessor. In no event shall dogs be permitted in any public portions of the building unless carried or on leash. No pigeons or other birds or animals shall be fed from the windowsills, terraces, balconies or in the yard, court spaces or other public portions of the building, or on the sidewalk or street adjacent to the building.
12. No radio or television aerial shall be attached to or hung from the exterior of the building without the prior written approval of the Lessor or the managing agent.
13. Permitted Laundry room hours are from 9:00 a.m. until 10:00 p.m. daily.

14. The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
15. Unless expressly authorized by the Board of Directors in each case, the floors of each apartment must be covered with thick rugs or carpeting and padding or equally effective noise-reducing material, to the extent of at least 80% of the available floor area of each room excepting only kitchens, pantries, bathrooms, maid's rooms, closets, and foyer. Due to the hardwood floors, carpeting must be thick enough to substantially reduce noise between apartments. Unacceptable floor covering would include thin, unpadded scatter rugs. (6/25/87).
16. No group tour exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Lessor or its managing agent.
17. Windows and window dressings shall be kept clean and neat when viewed from the exterior of the building (6/25/87). The Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during 10 days after notice in writing from the Lessor or the managing agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right, by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the Lessee.
18. Complaints regarding the service of the building shall be made in writing to the managing agent of the Lessor.
19. Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.
20. No Lessee shall install any plantings on the terrace, balcony, or roof without the prior written approval of the Lessor. Plantings shall be contained in boxes of wood lined with metal or other material impervious to dampness and standing on supports at least two inches from the terrace, balcony, or roof surface, and if adjoining a wall, at least three inches from such wall. Suitable weep holes shall be provided in the boxes to draw off water. In special locations, such as a corner abutting a parapet wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet and flashing, with the floor of drainage and suitable weep holes at the sides to draw off water. It shall be the responsibility of the Lessee

to maintain the containers in good condition, and the drainage tiles and weep holes in operating conditions.

21. The agents of the Lessor, and any contractor or workman authorized by the Lessor, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects, or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests. If the Lessor takes measures to control or exterminate carpet beetles, the cost thereof shall be payable by the Lessee, as additional rent.
22. After one written warning from the managing agent, anyone violating the House Rules will be fined \$50 per similar incident (10/27/96).
23. A non-refundable fee in the amount of \$500.00 must be submitted with all Purchase and Sublet applications. Checks are payable to 24 West 83rd Street Owners Corp.
24. The fee to Move-in is \$500. The fee to Move-out is \$500. Both of these fees are non-refundable and applies to Sales and Sublets. These fees shall apply as protection for the public areas (entranceway, doors, stairwells, walls and all other common or public areas of the building, both inside and out). Checks should be made payable to 24 West 83rd Street Owners Corp. for the full amount of this fee.
25. A flip tax of Two and a Half percent (2.5%) of the gross sales price will be levied on all apartment sales at the time of closing for any unit sold with less than five years of occupancy by the current owner. The five-year occupancy can be accrued over the period the shareholder occupied the apartment. It does not have to be a contiguous five-year span directly before the time the unit was sold.
26. The down payment policy for the building is 20%, changed from 25% previously (2/1/93).
27. Late charges are \$75 per month and are imposed on payments not received by the 2nd of the month (1/8/92).
28. Any legal expenses of the Co-op caused by a successful eviction of a shareholder, or their sublessee will be paid by that shareholder

(2/3/88).

29. Only owners can attend meetings. Guests may attend only if specifically invited. If you cannot attend a meeting, you must give another owner, your written proxy. If you cannot attend and do not give a written proxy, then your shares will be eliminated for voting purposes (1/26/84).

30. All owners not willing to give their keys to another owner are responsible for the cost of a locksmith in emergency situations. When an owner has given his key to another owner and that person is unavailable, the owner is then responsible for the cost of a locksmith in emergency situations (1/26/84).

31. SUBLETTING POLICY The Board reiterates its stated policy of not being inclined to look favorably on the subject of subletting, and further, that subletting should be restricted to extraordinary situations. The Board further recognizes that subletting places undue and costly burdens on the Cooperative as a whole and on the individual owners by, among other things:

- Placing greater management responsibility on the remaining owner-occupants,
- Increasing operation costs for the building by requiring the remaining owner-occupants to contract out increasing numbers of tasks and operations and to rely to a greater extent on the services of non-owners to accomplish regular maintenance and repairs,
- Creating obstacles for prospective purchasers (and therefore, the owner who is trying to sell) by making it more difficult to obtain financing due to the reluctance of lending institutions to make loans in buildings with low owner-occupancy levels,
- Causing the building to be generally less well-maintained, and contributing to a decline in condition and appearance, and
- Diminishing the opportunity of owner occupants who have not sublet to do so (1/29/91).

Someone is considered a sublessor if they have not lived in the apartment with the owner for the six months immediately preceding the owner's departure or are not the owner's spouse or legally recognized domestic partner. Anyone who will be in an apartment for more than 30 days without the owner present must be approved by the Board (10/8/03).

However, since unusual situations occur, we have adopted the following resolutions regarding subletting. When and if there is a conflict, this document supersedes any previous references to subletting. As stated in the proprietary lease, there is no limitation on the right of the Corporation to grant or withhold consent to sublet for any reason or for no reason.

As further stated in the proprietary lease, any consent by the Corporation to sublet may be subject to such conditions as the Corporation may impose. The Corporation states that if and when it grants consent to sublet, its usual policy will be to impose the following conditions:

- a) Lessee may sublet upon Corporation approval for a minimum of six months not to exceed a three-year period over a five-year period. Third year is subject to approval. No more than one sublet per year of an apartment will be allowed.
- b) The sublease must be presented and shall be subject to approval of the Corporation. The subtenant shall be subject to approval of the Corporation in the same manner as a prospective shareholder. The sublease and the subtenant shall be subject to a review every six months.
- c) The sublease shall provide that it is subject to the proprietary lease and to the House Rules, and copies of the proprietary lease and the House Rules shall be appended to the sublease. Non-adherence to these rules may be grounds for eviction.
- d) There will be a \$500 non-refundable application fee for any potential subtenants. This fee is payable to the corporation and must be paid before the Corporation will consider the sublease.
- e) A sublet fee of \$300 per month will be added to the shareholder's maintenance and must be paid in accordance with the proprietary lease (3/14/24 increased from \$200 per month).

32. The coop will only consider applications to buy from prospective owners who will be occupying the apartment.

33. To maintain a safe and hospitable environment, smoking is prohibited in all common areas of the building (including tobacco, cannabis, vape, e-cigarettes or any other smoking product).

34. These House Rules may be added to, amended, or repealed at any time by resolution of the Board of Directors of 24 West 83rd Street Owners Corp.

Hoose Rules Revised: September 10, 2024

**ACKNOWLEDGMENT
AND
AGREEMENT TO ABIDE BY
HOUSE RULES AND REGULATIONS**

The undersigned parties do hereby acknowledge the following:

1. I (we) understand that there are Rules and Regulations of 24 West 83 Owners Corp.
2. I (we) have received a copy of the House Rules and Regulations of 24 West 83 Owners Corp.
3. I (we) agree to abide by the Rules and Regulations of 24 West 83 Owners Corp.

Agreed and Accepted By:

Signature of New Unit Owner/Tenant

(Print)

Date: _____ 20__

Unit: _____

Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Tenants must also receive a Federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (initial)

_____ (a) Presence of lead-based paint or lead-based paint hazards (check one below):

☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

☐ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

_____ (b) Records and reports available to the lessor (check one below):

☐ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

☐ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

_____ (c) Lessee has received copies of all information listed above.

_____ (d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (initial)

_____ (e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4582(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Lessor Date

Lessor Date

Lessee Date

Lessee Date

Agent Date

Agent Date





THE CITY OF NEW YORK
DEPARTMENT OF HEALTH
AND MENTAL HYGIENE

Michael R. Bloomberg Thomas R. Frieden, MD, MPH
Mayor Commissioner

WINDOW GUARDS REQUIRED

Lease Notice to Tenant

You are required by law to have window guards installed in all windows if a child 10 years of age or younger lives in your apartment.

Your landlord is required by law to install window guards in your apartment: if a child 10 years of age or younger lives in your apartment,

OR

if you ask him to install window guards at any time (you need not give a reason).

It is a violation of law to refuse, interfere with installation, or remove window guards where required.

CHECK ONE

- ☐ CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT
- ☐ NO CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT
- ☐ I WANT WINDOW GUARDS EVEN THOUGH I HAVE NO CHILDREN 10 YEARS OF AGE OR YOUNGER

Tenant (Print)

Tenant's Signature:

Date

Tenant's Address

Apt No.

RETURN THIS FORM TO:

Owner/Manager

Owner/Manager's Address

For Further Information Call:
Window Falls Prevention (212) 676-2162

KYROUS REALTY GROUP, INC.

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

Phone: 212.302.1500 ♦Fax: 212.302.3855

CREDIT REPORT RELEASE

I (we) hereby authorize Kyrous Realty Group, Inc., on behalf of 24 West 83 Street., 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 24 West 83 Street 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
