

COURTVIEW OWNERS CORP.

123-35 82ND ROAD
KEW GARDENS, NEW YORK 11375

Procedure for Sale of Apartment:

The following procedure must be followed for the Resale of a Cooperative Apartment. No Resale may occur without first obtaining approval from the Board of Directors of Courtview Owners Corp.

Purchaser must submit **One (1) Original set of the application** with the following fees:

1. **\$350.00 Non-Refundable Processing Fee**, payable to **John B. Lovett & Associates, Ltd.**
2. **\$75.00 PER APPLICANT, non-Refundable Credit Report fee**, payable to **John B. Lovett & Associates, Ltd.**
3. **\$100.00 PER APPLICANT/OCCUPANT, Non-Refundable Criminal Background Fee** per applicant/occupant. Please make the check payable to **Courtview Owners Corp.** (Please note that everyone over the age of 18 must complete the authorization form)
4. **\$125.00 Non-Refundable Application Fee**, payable to **Courtview Owners Corp.** Paid by the Purchaser)
5. **\$1,500.00 Refundable Move-In Deposit**, payable to **Courtview Owners Corp.** (Paid by the Purchaser)
6. **\$500.00 Refundable Carpet Deposit**, payable to **Courtview Owners, Corp.** (Paid by the Purchaser)
7. **\$1,500.00 Refundable Move-Out Deposit**, payable to **Courtview Owners, Corp.** (Paid by the Seller)

The attached application must be submitted to:

John B. Lovett & Associates, Ltd.
109-15 14th Avenue
College Point, N.Y. 11356
Attention: Donna Achaia
Phone (718) 559-0264/Email donna@lovettrealty.com

Upon receipt of completed purchase application, packages will be forwarded to the Board of Directors for their review and approval. The Managing Agent will contact applicant(s) within thirty days of submitting the completed application package.

PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:

- **Pet Policy:** pets allowed. dogs are subject to attend interview
- **Corp Transfer Fee:** (due at closing) is calculated at \$1,500.00 paid by seller and \$1,500.00 paid by purchaser
- **Maximum Financing** will be permitted up to 80% of the purchase price(down payment cannot be lower than 20% of purchase price)

- **Debt to Income Ratio:** cannot exceed 33% (see attached explanation)
- **Interview:** All applicants/occupants age 18 and over must be present at the Board interview
- **Insurance:** New residents are required to obtain liability and property insurance with fire and water damage coverage equal to the value of the entire contents of the apartment; the policy must specifically insure a cooperative apartment (not a rental apartment)
- **Fees:** all fees must be submitted in the form of money order or certified check
- **Applications:** all incomplete applications will be returned to sender. Do not bound or staple applications together. Binder clip or rubber band is required
- **Processing Time Frame:** processing of your application takes approximately 3-4 weeks
- **Additional Information:** If this application is accepted, the applicant will NOT, without the prior written consent of the Board:
 - Pledge or create a security interest in the shares and Proprietary Lease for the apartment;
 - Make any structural alterations to the apartment;
 - Sublease the apartment WITHOUT Board Approval
 - Permit any person to reside in the apartment who is not so authorized by the Proprietary Lease;
 - Use the apartment for other than residential purposes;
 - Violate any provision of the Proprietary Lease, By-Laws or House Rules.
- **Move in/out:** Both seller and purchaser must adhere to the co-op's policy regarding moving in and out. Move in/out security deposits are refundable only after the move is complete, the House Rules have been adhered to, and no damage has been done to any part of the building. Moves are allowed Monday-Friday 8:30 am to 4:30 pm. NO WEEKEND MOVES.
- **Property of Application:** the original application and all submitted documents become the property of the cooperative/condo corporation. if the application is approved, the original application will not be returned for any reason. in the event an application is denied, the original application will be returned if requested in writing within 30 days of issuance of the denial letter
- **Power of Attorneys:** if the seller or buyer are being represented by a POA (power of attorney representative), please make sure to include a copy of the POA within the submission along with a full force affidavit if the POA was issued over 12 months ago (please contact your attorney for further details).
- **Estate Sales:** SELLERS MUST provide copies of death certificate and Letter of Testamentary indicating that they are the Executor of apartment and is authorized to sell the unit.

It should be noted that upon submission, the original application and all submitted documents become the property of the Cooperative Corporation. If the application is approved, the original application will not be returned for any reason. In the event an application is denied, the original application will be returned if requested in writing within 30 days of issuance of the denial letter.

Should you have any questions, please feel free to contact the undersigned.

Sincerely,
John B Lovett & Associates, Ltd.

Donna Achaia

Transfer Agent
Phone (718) 445 9500 x124
Email donna@lovettrealty.com
Revised 07/24/18 DAA



John B. Lovett & Associates, Ltd.

REAL ESTATE MANAGEMENT

IMPORTANT INFORMATION REGARDING YOUR SOCIAL SECURITY NUMBER

PROTECTING YOUR PRIVACY

In order to protect your privacy please **REMOVE/BLOCK OUT** your social security number from each financial institution document inserted into the application.

- Financial condition (net worth)
- Tax returns
- Personal loans
- Bank statements
 - IRA
 - CD's
 - Savings

The Credit Agency & Criminal Background Authorization Forms in the application are the only forms that requires your Social Security number. The Authorization Forms containing your Social Security number will be shredded in our office as soon as we submit the information to the Agency and obtain your credit report.

If you have any questions please contact the Management Office.

**COURTVIEW OWNERS CORP.
123-35 82ND ROAD
KEW GARDENS, NEW YORK 11375**

Dear Applicant (s):

As a general rule, Courtview Owners Corp. requires an applicant's debt ratio* to be 33% or lower.

**Debt Ratio is calculated as follows:
*Annual debt divided by annual gross income***

Debt includes the following elements

- + Annual maintenance on purchase apartment;
- + Annual assessments on purchase apartment;
- + Annual mortgage for purchase apartment;
- + Annual payments on other outstanding mortgages;
- + Annual loan payments (cars, student loans, home equity, etc.);
- + Annual minimum credit card payments;
- + Other financial obligations;
- = Total Annual Debt.**

Example:

- 1. Gross Annual Income = \$100,000**
 - Exclude capital gains, if non re-occurring when entering annual Income
- 2. Total Annual Debt = \$33,000**
- 3. $\$33,000/\$100,000 = .33$ (33% Debt Ratio)**

IMPORTANT NOTES

Due to the large volume of calls, and applications, received by this office, we kindly ask that you refrain from calling for an update, during the three (3) week processing period. When an update is ready, we will contact your point person, which we recommend should be your Real Estate Broker, or in the absence of a Broker your Attorney. Please advise all parties involved and provide them with the brokers and/or attorney's contact information.

In an effort of fairness, we must process applications on a first come first serve basis.

If you are concerned about the receipt of the package, please use a method of return receipt via USPS, Fed Ex, messenger service or hand delivery, etc.

If there is a problem with the application submitted you will be notified accordingly.

Please be advised that submission of an incomplete package may extend the three week processing period.

After the application is processed and submitted to the Board you will be advised, via telephone, or e-mail, on the next step of the process.

Please provide an e-mail addresses below and advise our office who will be the point person, (main contact). Please be advised that all parties will not be called/emailed, only the main contact.

Brokers: replace your purchase and lease applications by visiting our website, www.lovettrealty.com for the most updated application. Submission of old packages will cause delays in the processing.

Please provide your bank/mortgage broker/appraiser with the attached information. Thank you for your cooperation.

**MOST REQUESTED ITEMS THAT YOU MAY NEED
FOR PURCHASE, REFINANCE & EQUITY LINE OF CREDIT:**

Please note personal checks will not be accepted. All payments must be in the form of Bank certified check, Money order or Company Checks, *payable to John B. Lovett & Associates, Ltd.* Credit Cards are not accepted. Please note all contact information and fees for the following items:

<u>ITEM</u>	<u>COST</u>	<u>CONTACT PERSON</u>	<u>CONTACT #</u>	<u>MISC. INFO</u>
Questionnaire	\$250	Front Desk	(718) 445 9500 x110	Please mail \$250 with questionnaire and reference the Building & Apartment #.
Building Insurance	\$0.00 (Free)	Front Desk	(718) 445 9500 x110	Front Desk will provide Insurance Broker's name and phone number.
Financials	\$20	Front Desk	(718) 445-9500 x110	Please note we charge \$20 for each year. Payment must be received with request
By-Laws	\$25	Front Desk	(718) 445-9500 x110	Located in Offering Plan. Please note payment must be received with request.
Most Recent Amendment	\$25	Front Desk	(718) 445-9500 x110	Located in Offering Plan. Please note must be received with request.
Offering Plan (Black Book)	\$300	Front Desk	(718) 445-9500 x110	Please note payment must be received with request.

ALL PAYMENTS, FORMS &/OR REQUESTS SHOULD BE SENT TO:

**JOHN B. LOVETT & ASSOCIATES, LTD.
109-15, 14TH AVENUE
COLLEGE POINT, NY 11356**

Purchase Application

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SECTION I

COOPERATIVE PURCHASE APPLICATION

Courtview Owners Corp.
123-35 82nd Road
Kew Gardens, New York 11375

John B. Lovett & Associates, Ltd.
109-15 14th Avenue
College Point, New York 11356

PURCHASE APPLICATION FOR COOPERATIVE

PURCHASER (S) INFORMATION:

Purchaser: _____
Purchaser: _____
Purchaser's Attorney: _____ Telephone: _____
Fax: _____
Attorney's Firm and Address: _____

SUBJECT BUILDING INFORMATION:

Building Name: Courtview Owners, Corp. Building Address: **123-35 82nd Road**
Number of Shares: _____ Apt No.: _____
Monthly Maintenance: \$ _____
Purchase Price: _____
Name that should appear on Stock Certificate and other documents: _____

BANK INFORMATION:

Financing: _____ No _____ Yes Amount: _____
Bank: _____

BROKER INFORMATION:

Broker: _____ Company: _____
Address: _____ Telephone: _____

SELLER (S) INFORMATION:

Seller's Name: _____
Seller's Name: _____
Forwarding Address: _____ Telephone: _____

Seller's Attorney: _____ Telephone: _____
Attorney's Firm and Address: _____

Anticipated Closing Date: _____
Anticipated Date of Possession: _____

INFORMATION REGARDING PURCHASER(S)

Purchaser: _____

Home Address: _____

Email: _____

Telephone: _____

Length of Occupancy: _____

Rent: _____

Employer's Company Name & Address: _____

Telephone: _____

Supervisor: _____

Salary Per Annum: _____

Commission & Bonus: _____

Spouse/Co-Applicant: _____

Employer's Company Name & Address: _____

Telephone: _____

Supervisor: _____

Salary Per Annum: _____

Commission & Bonus: _____

Name of all persons and relationships who will reside in apartment and, if children, please state age: _____

Name of all residents in the building known by applicant: _____

Does applicant wish to maintain any pets? If so, please specify: _____

Does Applicant plan alterations to apartment? If so, please specify: _____

LANDLORD REFERENCES:

Present Landlord or Agent: _____

Address: _____ Telephone: _____

Previous Landlord or Agent: _____

Address: _____

Address of previous residence and approximate length of occupancy:

FINANCIAL REFERENCES: (Please list **first** the bank, type of account (savings, checking, money market, etc.) and account number with the **most** assets).

- a. Bank: _____
Address: _____

Type of Account: _____
Last 4 Digits of Number: _____
- b. Bank: _____
Address: _____

Type of Account: _____
Last 4 Digits of Number: _____
- c. Bank: _____
Address: _____

Type of Account: _____
Last 4 Digits of Number: _____
- d. Bank: _____
Address: _____

Type of Account: _____
Last 4 Digits of Number: _____
- e. Bank: _____
Address: _____

Type of Account: _____
Last 4 Digits of Number: _____
- f. Certified Public Accountant, if any: _____
Address: _____

- g. For information regarding source(s) of income, contact: _____

BUSINESS PROFESSIONAL REFERENCES:

1. Name & Address: _____

2. Name & Address: _____

3. Name & Address: _____

4. Name & Address: _____

SPECIAL REMARKS:

Please give any additional information which may be pertinent or helpful:

The undersigned hereby affirms that the information contained in this application is true and accurate to the best of her knowledge and belief.

Signature of Purchase Applicant: _____

Signature of Spouse/Co-Applicant: _____

SECTION 2

FINANCIAL CONDITION (NET WORTH)

STATEMENT OF FINANCIAL CONDITION

Please note that all information listed here should have documentation

Name: _____

Address: _____

For the purpose of procuring credit from the above named company, or its assigns, the following is submitted as being a true and accurate statement of the financial condition of the undersigned on the _____ day of _____, 20__

FILL ALL BLANKS, WRITING "NO" OR "NONE" WHERE NECESSARY TO COMPLETE INFORMATION

ASSETS

Cash in Banks: _____

Savings & Loan Shares: _____

Earnest Money Deposited: _____

Investments: Stocks & Bonds: _____

(see schedule)

Investment in own Business: _____

Real Estate owned (see schedule)

Automobiles: (Year & Make)

Personal property & Furniture: _____

Life Insurance:

Cash Surrender Value: _____

Other Assets – itemize: _____

Total Assets: _____

LIABILITIES

Notes Payable:

To Banks: _____

To Relatives: _____

To Others: _____

Installment Accts Payable:

Automobile: _____

Other: _____

Other Accounts Payable: _____

Mortgages Payable on Real Estate:

(see schedule) _____

Unpaid Real Estate taxes: _____

Unpaid Income taxes: _____

Chattel Mortgages: _____

Loans on Life Insurance Policies:

(Include Premium Advance):

Other debts – itemize: _____

Net Worth: _____

PURCHASER & SPOUSE SOURCE OF INCOME

Purchaser

Base Salary: _____

Bonus & Commissions: _____

Dividends & Interest Income: _____

Real Estate Income (Net): _____

Other Income – itemize: _____

Other Income – itemize: _____

Total Annual Income: _____

Co-Purchaser

Base Salary: _____

Bonus & Commissions: _____

Dividends & Interest Income: _____

Real Estate Income (Net): _____

Other Income – itemize: _____

Other Income – itemize: _____

Total Annual Income: _____

CONTINGENT LIABILITIES

As Endorser or Co-maker on Notes: _____
Alimony Payments (Annual): _____
Are you a defendant in any legal action?: _____
Are there any unsatisfied judgments?: _____
Have you ever taken bankruptcy?: _____
Explain: _____

GENERAL INFORMATION

Personal Bank Accounts carried at: _____
Savings & Loan Account at: _____
Purpose of Loan: _____

SCHEDULE OF STOCKS AND BONDS

<u>Amount or No. Shares</u>	<u>Description</u>	<u>Marketable Actual Market Value</u>	<u>Non-Marketable (Unlisted Securities) Estimated Worth</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SCHEDULE OF CASH IN BANKS AND BROKERAGE

<u>Location</u>	<u>Account</u>	<u>Balance</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SCHEDULE OF REAL ESTATE

<u>Description & Location</u>	<u>Cost</u>	<u>Actual Market Value</u>	<u>Mortgage Amount</u>	<u>Maturity</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SCHEDULE OF NOTES PAYABLE

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

<u>To Whom Payable</u>	<u>Date</u>	<u>Amt</u>	<u>Due</u>	<u>Interest</u>	<u>Assets Pledged as Security</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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

Date: _____ Signature of Purchase Applicant: _____

Signature of Spouse/Co-Applicant: _____

SECTION 3

**INSERT LEGIBLE
CONTRACT OF SALE
HERE**

SECTION 4

**INSERT COMMITMENT LETTER,
LOAN APPLICATION
&
3 ORIGINAL AZTECH RECOGNITION
AGREEMENTS** (Signed by Bank officer &
applicant)
HERE

**(Corporation requires a minimum cash down payment of 20% of the
purchase price. The maximum financing is 80%)**

SECTION 5

**INSERT LAST 2 YEARS
FEDERAL TAX RETURNS WITH W-2
FORMS HERE**

(ALL SCHEUDLES MUST BE INCLUDED
& COPIES SHOULD BE SIGNED)

SECTION 6

**INSERT
LETTER FROM PREVIOUS
LANDLORD
INDICATING LENGTH OF STAY
& CURRENT PAYMENT HISTORY
HERE** (if applicable)

SECTION 7

**INSERT LIST OF ANY
PERSONAL LOANS
HERE**

SECTION 8

**INSERT
LETTER FROM EMPLOYER
STATING EMPLOYMENT PERIOD,
TITLE & CURRENT SALARY
& COPY OF LAST
THREE (3) PAY STUBS
HERE**

(IF RETIRED, PLEASE SUBMIT THE FOLLOWING: SOCIAL SECURITY AWARD LETTER, PENSION AWARD LETTER, BANK INTEREST FORM 1099 AND DIVIDEND FORM 1096)

(IF SELF-EMPLOYED, INCOME MUST BE VERIFIED BY ACCOUNTANT'S CERTIFICATION AND A BUSINESS FINANCIAL STATEMENT FROM YOUR ACCOUNTANT IS REQUIRED AS WELL AS LAST TWO YEARS BUSINESS OR COPROPARTION TAX RETURNS SHOULD BE SUBMITTED)

SECTION 9

**INSERT
TWO (2) PERSONAL REFERENCES
&
ONE (1) BUSINESS REFERENCE
LETTER HERE**

SECTION 10

**INSERT
SUBSTANTIATING DOCUMENTATION
SUCH AS, BANK STATEMENT, IRA,
CD, 401K, SAVINGS, AND ANY
OTHER ASSETS**

**(LAST 3 MONTH'S OF EACH STATEMENT...WHERE
APPLICABLE)**

HERE

SECTION 11

HOMEOWNERS INSURANCE

**(LETTER FROM APPLICANT (S) STATING THAT THEY WILL OBTAIN
HOMEOWNERS INSURANCE AND WILL SUPPLY PROOF/COPY OF INSURANCE
AT CLOSING)**

SECTION 12

**INSERT
STATEMENT FROM THE APPLICANT
EXPLAINING, IN DETAIL, THE
SOURCE OF FUNDS FOR THE
PURCHASE OF THE APARTMENT
HERE**

PLEASE PROVIDE DOCUMENTATION
TO SUPPORT STATEMENT if, NOT ALREADY
SUBMITTED IN SECTION 10.

SECTION 13

WINDOW GUARD QUESTIONNAIRE

WINDOW GUARD QUESTIONNAIRE

LEASE NOTICE TO TENANT

WINDOW GUARDS REQUIRED

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

OR

If a child 10 years of age or younger lives in your apartment.

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: _____

Tenant's Signature: _____ Date: _____

Tenant's Address: _____

Return this form to:

Owner/Manager: John B. Lovett & Associates, Ltd.
109-15 14th Avenue
College Point, New York 11356

For further information call: Window Falls Prevention 212-676-2158

SECTION 14

MOVE IN / MOVE OUT SECURITY DEPOSIT FORM

MOVE-IN/MOVE-OUT AGREEMENT

Courtview Owners Corp.
John B. Lovett & Associates, Ltd., Managing Agent
109-15 14th Avenue
College Point, New York 11356
718-445-9500

The undersigned hereby agree to comply with the provisions of the Rules and Regulations of ***Courtview Owners Corp.*** in the delivery (Move-In) or the removal (Move-Out) of furniture, furnishings, and personal property from the apartment identified below. In addition, the undersigned agrees to the following policy and procedures established by the Board of Directors:

1. The payment of the following fees at the time of scheduling and in advance of the **Move-In:**
 - a. **By certified check, bank check, or money order, the amount of \$1,500.00 (Fifteen hundred dollars),** payable to ***Courtview Owners Corp.***, as a **Refundable move in security deposit**, which shall be refunded after final inspection by the Superintendent that no damage has occurred during the move.
2. The payment of the following fees at the time of scheduling and in advance of the **Move-Out:**
 - a. **By certified check, bank check, or money order, the amount of \$1,500.00 (Fifteen Hundred dollars),** payable to ***Courtview Owners Corp.***, as a **Refundable move out security deposit**, which shall be refunded after final inspection by the Superintendent that no damage has occurred during the move.
3. **The date of the Move-In or Move-Out from the apartment must be scheduled with the Superintendent's Office 1-2 weeks in advance at the following number: Miguel Chajon (718) 261-0562.** It is understood that the total amount of the Security Deposit shall be forfeited if the resident fails to do the following:
 - a. Schedule the Move-In or Move-Out of property with the Superintendent's Office (or arranges for the delivery or removal of property from the apartment at other than the time scheduled.
 - b. Have the Approval-Inspection letter Signed by the Superintendent on the scheduled day of Move-In/Move-Out, and return such signed Approval-Inspection letter to the Management Office at 109-15 14th Avenue, College Point, New York 11356
 - c. **Moving in/out of the building must be done on weekdays ONLY between the hours of 8:30 a.m. and 4:30 p.m. ALL MOVES MUST BE COMPLETED BY 4:00 P.M. NO EXCEPTION WILL BE MADE.**
4. Any carrier engaged for the delivery or removal of property shall be advised to comply with the instructions of the Building Staff assigned for the monitoring and supervision of the Move-In or Move-Out.

5. **In addition, a Certificate of Insurance from your moving company for Workmen's Compensation and Public Liability Insurance in the amount of \$500,000 property damage and \$500,000/\$1,000,000 bodily injury must be provided to the Managing Agent. The certificate must name Courtview Owners Corp. and John B. Lovett & Associates, Ltd. as Additional Insured. Upon submission of this certificate, building superintendent will advise the moving company with proper service entrance for move in/out.**
6. The undersigned shall be responsible for damages caused in the common elements of the **Courtview Owners Corp.** during the process of the Move-In or Move-Out.
7. The cost for repairs and replacements for damages to the common elements caused by and during the Move-In or Move-Out shall be deducted from the amount of the Security Deposit. The amount of the cost for any repairs and replacements resulting from the damages attributed to the Move-In or Move-Out from the apartment shall be the sole determination of the Managing Agent which shall be based upon prevailing costs for similar repairs and replacements.
8. It is understood that **Courtview Owners Corp.**, shall return to the undersigned the full amount of the Security Deposit or the net amount of the Security Deposit after deducting the amount of the cost of repairs and replacements, if any, within thirty (30) days after the date of determination of the cost thereof. In the event of a Move-Out the refund should be sent to the forwarding address indicated below.
9. It is further understood that the amount due or payable to the undersigned from the **SECURITY DEPOSIT** may not be assigned to another party.

AGREED:

DATE OF MOVE:_____

Name of Shareholder:_____ Apt. No.:_____

Signature of Shareholder:_____ Date:_____

Name of Purchaser/Subtenant:_____ Date:_____

Signature of Purchaser/Subtenant:_____

Forwarding address for return of **Move-Out Deposit** (Please print name and address clearly.) If the unit is currently vacant and a Move-Out Deposit is not required, please indicate "N/A" below.

Cell Phone Number:_____

Email address (Print):_____

SECTION 15

AUTHORIZATION FOR CREDIT CHECK (S) & CRIMINAL BACKGROUND CHECK (S)

CREDIT AGENCY AUTHORIZATION

Authorization for John B. Lovett & Associates, Ltd. **to obtain a credit report**

In order to comply with the provisions of 15 U. S. C. Section 1681(d) of the Federal Fair Credit Reporting Act, I (we) authorize, John B. Lovett & Associates, Ltd. which agency may obtain, prepare and furnish an investigative consumer report including information on my character and general reputation, personal characteristics and mode of living, whichever are applicable, as well as information regarding employment, credit, criminal, and current financial position. If this is an application, I (we) further authorize John B. Lovett & Associates, Ltd., at its discretion, to make a copy of such credit report available to the owner of the unit, which I (we) propose to lease. In addition, within a reasonable period of time, upon written request to John B. Lovett & Associates, Ltd., I (we) may obtain a complete and accurate disclosure of the nature and scope of the investigation requested.

Receipt is acknowledged to the summary of rights enclosed herewith.

Purchaser/Lessee (Print): _____

Purchaser/Lessee Signature: _____

Social Security #: _____

Address: _____

Purchaser/Lessee (Print): _____

Purchaser/Lessee Signature: _____

Social Security #: _____

Address: _____

Date: _____

LOCATION AND RECOVERY SERVICE, INC.
P.O. BOX 7175
Freeport, New York 11520
Tel: 516-868-9888 or 866-982-7191
Fax 866-929-4877

AUTHORIZATION AGREEMENT

I/We authorize Location and Recovery Service Inc. to perform nationwide and statewide criminal and sex offender searches.

Purchaser/Shareholder/Lessee (Print): _____

Purchaser/Shareholder/Lessee Signature: _____

Address: _____

Social Security #: _____

Date: _____

Purchaser/Shareholder/Lessee (Print): _____

Purchaser/Shareholder/Lessee Signature: _____

Address: _____

Social Security #: _____

Date: _____

(FOR OFFICE USE ONLY)

LOCATION AND RECOVERY SERVICE, INC. PLEASE RETURN REPORT(S) TO:

JOHN B. LOVETT & ASSOCIATES

ATTN: DONNA ACHAIA

VIA EMAIL: DONNA@LOVETTREALTY.COM or FAX 718 445-9704

BUILDING REFERENCE: Courtview (Hampton House)/APT# _____

SECTION 16

NAMEPLATE REQUEST & KEY APPROVAL

NAME PLATE REQUEST & KEY APPROVAL

**Courtview Owners Corp.
John B. Lovett & Associates, Ltd.
109-15 14th Avenue
College Point, New York 11356
718-445-9500**

Please complete the information requested on the form and acknowledge that you will supply the superintendent with a set of keys upon moving into your apartment.

Apt. No.: _____

Name on Mailbox: _____

Name on Directory: _____

I (we) acknowledge that a set of keys to the apartment must be given to the superintendent upon moving in.

Signature: _____

Date: _____

SECTION 17

ACKNOWLEDGMENT OF HOUSE RULES

Courtview Owners Corporation House Rules

Last Revised July 24, 2018

(1) Maintenance fees are due the 1st of each month. Failure to pay maintenance fees for 3 consecutive months will result in action from the Board of Directors of Courtview Owners Corp. ("Lessor") or its managing agent against the Lessee. This action will include legal action and collections.

(2) The public 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, and the fire towers shall not be obstructed in any way.

a. No bicycles, scooters, baby carriages or similar vehicles shall be allowed to stand in the public halls, passageways, areas or courts of the building.

(3) The entrances, public hall, vestibules and lobbies shall not be cluttered or impeded with baggage or other personal belongings and shall be kept free of such articles except for a brief period when loading and unloading.

(4) No public hall of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of all the Lessees to 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.

(5) The bulletin boards in the building shall be used by the Board of Directors and management for transmitting information to the residents of the building and their notices take priority over any other notice within the discretion of the Board. Such bulletin board may not be used for commercial purposes. A bulletin board is available in the laundry room for general use.

(6) No notices of any sort shall be posted in the hallways, elevators or garage of the buildings, except by management, nor shall such be affixed to the doors or walls of any public area or slipped underneath resident's doors.

a. Refer to the Corporation's bylaws for rules on campaign materials.

(7) No vehicle belonging to a Lessee or to a member of the family or guest, subtenant or employee of a Lessee shall be parked in such manner as to impede or prevent ready access to any entrance of the building by another vehicle.

(8) 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 window sills of the building.

(9) No group tour or 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. Any licensed broker may be used to sell apartments.

(10) No client of a professional who has offices in the building shall be permitted to wait in the lobby.

(11) Messengers and trades people shall use such means of ingress and egress as shall be designated by The Lessor.

(12) No playing is allowed in the public areas, which includes the lobby, halls, courts, stairways, fire towers, elevators, any scaffolding, air conditioning unit or any structure of the building. Residents must supervise children in public areas of the building.

(13) The garage roof is for fire egress only and shall not be used for any other purpose.

(14) 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 radio or television loud speaker 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 8:30am and 5:00 p.m. .

(15) No Lessee shall send any employee of the Lessor out of the building on any private business of a Lessee.

(16) Garbage and refuse from the apartments shall only be disposed of in the following ways- down the hopper panels and in the appropriate trash bins across from the laundry rooms. No garbage shall be placed in the hallways or on the floor of the incinerator closet or in the sink.

(a) All wet debris is to be securely wrapped or bagged in small package size to fit easily into the hopper panel.

(b) Debris should be completely drip-free before it leaves the apartment and carried to the incinerator closet in a careful manner and in a drip-proof container then placed into the flue hopper so it will drop into the flue for disposal.

(c) No bottles, cans, newspapers, rugs, or other recyclable items shall be dropped down the flue. Such items must be disposed of in the proper recycling bins and containers located next to the laundry rooms. Rugs, flammables and other oversized items must also be disposed of next to the laundry rooms.

(d) Cartons, boxes, crates, sticks of wood or other solid matter shall not be stuffed into the hopper opening. Bulky items should be left in front of the laundry rooms with the garbage bins.

(e) Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any other inflammable, explosive, highly combustible or noxious substances or lighted cigarettes or cigar stubs be thrown into the incinerator flue .

(f) Vacuum cleaner bags must never be emptied into the flue. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then be placed through hopper door panel into flue.

(g) The superintendent shall be notified of any drippings or moist refuse appearing on incinerator closet floor and corridors.

(17) Water closets and other water 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 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.

(18) No dogs or snakes shall be kept or harbored in the building unless the same in each instance have been expressly permitted in writing by the Lessor: such permission can be revoked by the Lessor at any time. In no event shall dogs be permitted on elevators or in any of the public portions of the building unless carried or on a leash. No pigeons or other birds or stray animals shall be fed from the window sills, terraces, and balconies or in the yard, court spaces or other public portions of the building or on the sidewalks or street adjacent to the building.

a. Pet ownership is a privilege. Approval from the Board is required to get a new dog and/or an additional dog. All dogs must be registered with the building.

b. If a dog is found to be a nuisance to the building and other residents or found to be unsafe the Board reserves the right to have the dog removed.

c. Dogs are prohibited from being walked through the lobby and must be on a leash when taken through the building.

d. All apartments that house dogs are subject to inspection for compliance with the 80% rug carpet coverage rule. (See rules in #20).

(19) No lessee shall be entitled to maintain a washing machine or dryer in an apartment in the building.

(20) Unless expressly authorized by the Board of Directors in each case, the floors of each apartment must be covered with heavy large area rugs or carpeting to the extent of at least 80% of the floor area of each room including foyers. Only the kitchen, bathrooms and closets are exempt. All rugs and carpet must have heavy padding underneath. In bedrooms there must be rugs or carpets under the bed.

(21) No awnings, nor shall anything be projected out of any window of the building.

(22) No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Lessor or the managing agent.

(23) The following guidelines are to be followed regarding use of the terraces:

a. No items may be left on the brick terrace railing/ledge or walls.

b. Items such as hanging flowers, baskets, etc. may not be attached to the ceiling and/or walls. Nothing may be screwed into the brickwork of any kind.

c. Terrace ceilings may be painted by the lessee with the approval of the Board of Directors. Latte is the color of paint to be used.

d. Brickwork cannot be painted.

e. Terrace floors may be painted at Lessee's expense with paint specified and approved by the

Lessor. No tiles or carpeting may be placed on the terraces without the consent of the Board.

f. Drains on the terrace floor may not be covered and it is the Lessee's responsibility to take reasonable efforts to make sure they are free of debris and are not blocked in anyway.

g. Terraces may not be used as a storage area.

h. Items on the terrace must be kept secure at all times to prevent them from blowing off the terrace and causing damage or injury. (See 23 a.)

i. Terraces may not be enclosed with screens or other permanent enclosures.

j. No barbecue grills or hibachi (gas, propane or charcoal) may be used on the terraces. Objectionable noises or odors may not emanate from the terrace.

k. Lessees may replace terrace doors and screen doors. These doors must be pre-approved by the board and are to be white.

l. No sharp objects may be placed on the terrace floor causing damage to the platform. Furnishings with hard/sharp legs must use protective caps to prevent damage. Objects such as rakes, ice shovels, ice picks, spades, and other garden tools should not come in contact with the concrete surface or railings of the terraces.

m. Outdoor furnishings should be limited to table and chairs. No heavy furniture or stored items are allowed.

n. Heavy planters are not allowed on the terraces. Only two small lightweight planters that can be moved easily by one person should be used.

o. Lessor will consider requests for engineer-approved retractable awnings for terraces on the top floor. The resident will be responsible for all costs associated with the purchase and installation.

p. No pools, tubs or large containers of water or other liquids are allowed on the terraces.

q. Lessees should immediately inform Lessor or its managing agent when there are any cracks or damage to their terrace floor, ceiling or parapet walls; any visible leakage and/or clogged drains.

r. The use of fertilizers and other chemicals are not allowed on the terraces. Fertilizers and other chemicals can stain or otherwise damage terrace concrete.

s. No umbrellas or clothes lines or drying racks are allowed on the terraces.

t. Any violation of these rules that causes damage to a terrace or terraces will be repaired at the lessee's expense and are subject to possible fine.

u. Terraces are subject to an inspection by lesser or its managing agent before any Lessee is to move out of the building. Any unapproved alterations must be corrected and any damages found will be repaired at the Lessee's expense before the Lessor will approve any transfer of the apartment to a new Lessee

(24) 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.

(25) Each Lessee must leave with the superintendent a key or keys to his or her apartment. No lessee shall alter or install a new lock on any door leading into the apartment of such lessee without notifying the superintendent. If such action is taken, the lessee shall provide the superintendent with a key of Lessor's use. If this rule is not observed and it becomes necessary for any reason to break into an apartment, the lessee shall be liable for all damages to the door and for all damages to any other parts of the building caused by delay in obtaining access to the apartment.

a. Apartment keys will be maintained by the Lessor or its managing agent in a secure manner and in the event Lessee shall withdraw the key, Lessee shall be required to sign a receipt therefor. The keys so deposited are intended for the Lessor's use in case emergency entrance is needed; they are not deposited for routine use of a Lessee or resident member of lessee's family.

b. In the event access to the apartment by exterminator or building personnel is requested or required by lessee, it is suggested that a separate key shall be provided on such occasion and the emergency key shall remain undisturbed.

(26) Laundry rooms rules:

- a. Residents must use laundry rooms on their side of the building.
- b. Residents should follow the instructions for machine usage.
- c. residents should remove their wash on a timely basis
- d. Residents should not use all the machines at once.

(27) All residents must abide by all rules and arrangements of using the garage and driveways.

a. All parking space requests are distributed in order based on a waiting list.
b. Garage fees are to be paid monthly and are due on the 1st of the month. Failure to pay garage fees for 3 consecutive months will result in Lessee's parking privileges being revoked unless written and signed arrangements are made between the Lessee, and the Lessor or its management agent.

c. Each car parked in the garage must display a valid sticker identifying the eligibility to park in the garage. Any car parked without a sticker is subject to removal of the garage at the Lessee's expense.

(28) Complaints regarding the service of the building shall be made in writing to the managing agent or the Lessor and to the Board of Directors.

(29) Any consent or approval given under these House Rules by the Lessor may be revocable at any time.

(30) As per Local Law 147, we are required to notify owners that the smoking of cigarettes, cigars pipes, electronic cigarettes, "vapes" or any other substance from which smoke or vapors emanate is prohibited from taking place in all common areas of the Courtview building property, including but not limited to lobbies, hallways, stairwells, elevators, roof, basement, amenity spaces as well as 25 feet of the front, side service and or basement entrances to the Courtview building. Owners must also take reasonable steps required to prevent smoke from escaping from their units in a manner which could create objectionable odors in the nature of second hand smoke. The Board of Directors reserves the right in its sole discretion, to amend this policy and the same must be read in conjunction with the existing by-laws and house rules and regulations.

(31) These House rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor.

ACKNOWLEDGMENT OF HOUSE RULES

**John B. Lovett & Associates, Ltd.
109-15 14th Avenue
College Point, New York 11356
718-445-9500**

**COURTVIEW OWNERS CORP.
123-35 82ND ROAD
KEW GARDENS, NEW YORK 11415**

By signing below, I (we) acknowledge receipt of the **Courtview Owners Corp.** House Rules and also acknowledge and accept and agree to follow the policy of “**PETS ALLOWED WITH BOARD APPROVAL**” at the **Courtview Owners Corp**

Apt. No.: _____

Name of Purchaser(s): _____

Signature of Purchaser(s): _____

Date: _____

SECTION 18

LEAD DISCLOSURE STATEMENTS

DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND LEAD-BASED PAINT HAZARDS

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead Poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure (initial)

- _____ a) Presence of lead-based paint and/or lead-based paint hazards (check one below):
() Known lead-based paint and/or lead-based hazards are present in the housing
(explain): _____

() Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
- _____ b) Records and reports available to the seller (check one below):
() Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

() Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgments (initial)

- _____ c) Purchaser has received copies of all information listed above.
- _____ d) Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home*.
- _____ e) Purchaser has (check one below):
() Received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards;
or
_____ () Waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Agent's Acknowledgment (initial)

- _____ (f) Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852(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.

Seller: _____ Date: _____ Seller: _____ Date: _____

Agent: _____ Date: _____ Agent: _____ Date: _____

Purchaser: _____ Date: _____ Purchaser: _____ Date: _____

SECTION 19

CARPET DEPOSIT

SIGN OFF

CARPET DEPOSIT AGREEMENT

Courtview Owners Corp. (Hampton House)
John B. Lovett & Associates, Ltd., Managing Agent
109-15 14th Avenue
College Point, New York 11356
718-445-9500

In consideration of the Board of Directors considering the application being submitted by prospective purchasers or sublessors and in the event that prospective purchasers or sublessors are approved by the Board of Directors as purchasers or sublessors, in further consideration therefore, the undersigned hereby agree to comply with the provisions of the Rules and Regulations of Courtview Owners Corp. regarding the carpeting requirements. In addition, the undersigned agrees to the following policy and procedures established by the Board of Directors:

A prospective purchaser or sublessor of an apartment must pay the following deposit at the time that he or she submits a purchase or sublet application to the Managing Agent:

By certified check, bank check or money order, the amount of **Five Hundred Dollars (\$500.00)**, payable to Courtview Owners Corp. as a Security Deposit/Carpet Deposit, which shall be refunded to the undersigned, subject to the conditions as hereafter provided.

- 1. Within ninety (90) days of closing of title or signing a sublease to the subject apartment, the floors of the subject apartment must be covered with rugs or carpeting or equally effective noise-reducing material, with synthetic padding, to the extent of at least 80% of the floor area of each room excepting only kitchens, bathrooms and closets. The purchaser or sublessor shall be responsible for arranging for an inspection of the subject apartment by the superintendent to confirm compliance.**
2. The full amount of the Security Deposit shall be forfeited for failure to comply with the above within ninety (90) days of closing title to the subject apartment.
3. In addition to the forfeiture of the Security Deposit, the apartment corporation reserves the right to declare a default under the proprietary lease for the apartment and to seek the purchaser's or sublessor's eviction therefrom.
4. The amount of the Security Deposit, less any deductions, shall be refunded to the undersigned within 30 days' after the Managing Agent's receipt of the Superintendent's Approval-Inspection Letter. The amount due or payable to the undersigned from the security deposit may not be assigned to another party.
5. In the event that the prospective purchaser or sublessor is not approved by the Board of Directors, the Security Deposit shall be returned in full within thirty (30) days after disapproval.

AGREED:

Name of Purchaser(s)/Sublessor: _____

Date: _____

Signature of Purchaser/Sublessor: _____

Apartment _____

Signature of Purchaser/Sublessor: _____

PURCHASER'S ASSUMPTION OF "AS IS" CONDITIONS

Transferor: _____
Transferee: _____
Address: 123-35 82ND ROAD KEW GARDENS, NY 11415
Unit _____ (the "Premises")
Date: _____, 20____

I/We acknowledge and represent and warrant that I/we have inspected the Premises and am/are taking possession of the **Premises AS IS**.

I/we acknowledge that it is my/our obligation to insure that the Premise is in good condition and that it complies with the Rules and Regulations of the Cooperative. In no event shall the Cooperative or John B. Lovett & Associates, Ltd., the Management Company, be responsible to the Purchaser (s) or to any other party for any condition in or caused by the Premises other than obligations of the Cooperative which are specifically set forth in the Proprietary Lease.

I/we understand that the Cooperative or Management has not inspected the Premises and that any alterations which may have been made to the Premises by the Transferor, or prior owners of the Premises, including alterations not made in conformity with the cooperative's Proprietary Lease, house rules, or local building codes are the sole responsibility of the Purchaser(s). The Cooperative makes no representation that any alterations to the Premises is, or was, approved by the Cooperative.

I/we agree that, in the event that there are or were any illegal or improper alterations to the Premises, or if there are repairs otherwise needed to the Premises necessitated by the conduct of the Transferor or former owners of the Premises, the correction of and the cost of such correction(s) and/or repair(s) shall be borne solely by the Purchaser.

[If applicable] I/we have been provided with copies of the annexed alteration agreements provided by the Transferor or former owners of the Premises to the cooperative to perform alterations to the Premises (the "Alteration Agreement"). In order to induce the Corporation to consent to, and register on the records of the Corporation, the transfer of the Shares and Lease to the Premises to the undersigned, for good and valuable consideration, the receipt and sufficiency of which consideration is hereby acknowledged, the Seller hereby assigns and the Buyer ASSUMES AND AGREES TO PERFORM AND OBSERVE all the terms, covenants and conditions of the Alteration Agreement as if they were a signatory thereto. Henceforth, the term "Shareholder" as used in the Alteration Agreement shall mean the undersigned with the same force and effect as though the undersigned had been the original Shareholder thereunder. Any breach of this Assumption of the Alteration Agreement or of the Alteration Agreement shall constitute a breach of the Lease appurtenant to the Apartment. This Assumption of Alteration Agreement shall be binding on, and enforceable against, the undersigned and the undersigned's estate, heirs, executors, administrators, personal representatives, successors and assigns.

Seller

Buyer

Seller

Buyer

State of New York } ss
County of }

On this _____ day of _____, 20_____, before me personally came _____, to me known and known to me to be the individual described in and who executed the foregoing instrument, and duly acknowledged to me that she/he executed the same.

Notary Public

State of New York } ss
County of }

On this _____ day of _____, 20_____, before me personally came _____, to me known and known to me to be the individual described in and who executed the foregoing instrument, and duly acknowledged to me that she/he executed the same.

Notary Public

**LAST
PAGE
OF THIS
DOCUMENT**