

# **GROVER CLEVELAND TENANTS CORP.**

67-38 108<sup>TH</sup> STREET  
FOREST HILLS, 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 Grover Cleveland Tenants Corp.*

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

1. **\$350.00 Non-refundable Processing Fee**, payable to **John B. Lovett & Associates**
2. **\$75.00 per person, Non-refundable Credit Report fee**, payable to **John B. Lovett & Associates, Ltd.**
3. **\$200.00 PER APPLICANT/OCCUPANT, Non-Refundable Criminal Background Fee** per applicant/occupant. Please make the check payable to John B. Lovett & Associates, Ltd. **(Please note that everyone over the age of 18 must complete the authorization form)**
4. **\$750.00 Refundable Move-In Deposit**, payable to **Grover Cleveland Tenants Corp.**  
(Paid by the Purchaser)
5. **\$300.00 Non-Refundable Move In Fee**, payable to **Grover Cleveland Tenants Corp.**  
(Paid by the Purchaser)
6. **\$1,000.00 Refundable Carpet Security Deposit** payable to **Grover Cleveland Tenants Corp.** (Paid by the Purchaser)
7. **\$750.00 Refundable Move-Out Deposit**, payable to **Grover Cleveland Tenants Corp.**  
(Paid by the Seller)
8. **\$300.00 Non-Refundable Move-Out Fee**, payable to **Grover Cleveland Tenants Corp.**  
(Paid by the Seller)

**\*\*Please note that all applications are date stamped upon receipt and processed within 3-4 weeks in the order in which they are received. There is an option to have the application processed in our office within 72 hours and forwarded to the board. The expedite fee is not a mandatory fee, however, should you wish to use this service, the fee is \$250 payable to John B. Lovett & Associates, Ltd. and is a non-refundable fee. Please note that the expedite fee is only to have the application processed by our office within 72 hours of receipt. It does not expedite the board's review, nor does it guarantee that the application will be approved. If you decide to have your application expedited, please submit the \$250.00 fee along with the enclosed expedite authorization form with the completed application along with the above mentioned listed fees.\*\***

***Your completed package with ALL fess must be sent to:***

**John B. Lovett & Associates, Ltd.  
109-15 14<sup>th</sup> Avenue  
College Point, New York 11356**

**Attention: Donna Achaia Email: [donna@lovettrealty.com](mailto:donna@lovettrealty.com)/Phone: 718.559.0264**

***PLEASE NOTE: 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.***

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:** no pets allowed.
- **Flip Tax:** (due at closing) is calculated at \$3.00 per share.
- **Maximum Financing** will be permitted up to 70% of the purchase price (down payment cannot be lower than 30% of purchase price.
- **Open House Policy:** not allowed.
- **Time Frame:** processing of your application takes approximately 3-4 weeks
- **Incomplete Applications:** will be returned to sender.
- **Fees:** must be submitted in the form of money order or certified check.
- **Interviews:** all adult (s) who will reside in apartment & are not listed on application as an applicant must be present at the interview along with applicant (s).
- **Special Instructions:** do not bound or staple applications together. Binder clip or rubber band is required.
- **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:** Copies of the following **MUST** be submitted with the application: death certificate, stock certificate and Letter of Testamentary.

Should you have any questions, please do not hesitate to contact the undersigned.

Sincerely,  
John B Lovett & Associates, Ltd.

**Donna Achaia**  
Transfer Agent  
Phone (718) 559-0264  
Email donna@lovettrealty.com



*John B. Lovett & Associates, Ltd.*

REAL ESTATE MANAGEMENT

### **Authorization to Expedite Application**

I am aware, as is stated in the Resale and Sublease application agreement; it takes approximately 3 to 4 weeks for the Managing Agent to process, once the application is accepted as complete.

However, I am under a time constraint and I am requesting the Managing Agent expedite the processing of my application. ***I am aware the expediting of my application only provides the application will be processed by the Managing Agent within 72 hours of receipt of receiving my completed application, and forwarded to the Board of Directors for consideration.***

I am aware that the expedite fee does not expedite the Board of Directors review of my application, nor does it guarantee approval by the Board of Directors.

Applicants Name \_\_\_\_\_

Applicants Signature \_\_\_\_\_

Building **Grover Cleveland Tenants, Corp.**

Apartment \_\_\_\_\_

Date \_\_\_\_\_



*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/blackout 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 Authorization Form AND Criminal Background Check Forms in the application are the only form that requires your Social Security number. These two forms containing your Social Security number will be shredded in our office as soon as we submit the information to the Agency used to obtain your reports.**

If you have any questions please contact the Management Office.

**ALL SOCIAL SECURITY NUMBERS SHOULD BE REMOVED/BLOCKED OUT FROM TAX RETURNS AND ANY OTHER DOCUMENTS.**



## 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.

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***Brokers:*** replace your purchase and lease applications by visiting our website, [www.lovettrealty.com](http://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.



***John B. Lovett & Associates, Ltd.***

REAL ESTATE MANAGEMENT

**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:

<b><u>ITEM</u></b>	<b><u>COST</u></b>	<b><u>CONTACT PERSON</u></b>	<b><u>CONTACT #</u></b>	<b><u>MISC. INFO</u></b>
<b>Questionnaire</b>	\$250	Mary Asantewah	(718) 445 9500 x160 <a href="mailto:masantewah@lovettrealty.com">masantewah@lovettrealty.com</a>	Please mail \$250 with questionnaire and reference the Building & Apartment #.
<b>Building Insurance</b>	\$0.00 (Free)	Front Desk	(718) 445 9500 x110 <a href="mailto:gmurphy@lovettrealty.com">gmurphy@lovettrealty.com</a>	Front Desk will provide Insurance Broker's name and phone number.
<b>Financials</b>	\$20	Front Desk	(718) 445 9500 x110 <a href="mailto:gmurphy@lovettrealty.com">gmurphy@lovettrealty.com</a>	Please note we charge \$20 for each year. Payment must be received with request
<b>By-Laws</b>	\$25	Front Desk	(718) 445 9500 x110 <a href="mailto:gmurphy@lovettrealty.com">gmurphy@lovettrealty.com</a>	Located in Offering Plan. Please note payment must be received with request.
<b>Most Recent Amendment</b>	\$25	Front Desk	(718) 445 9500 x110 <a href="mailto:gmurphy@lovettrealty.com">gmurphy@lovettrealty.com</a>	Located in Offering Plan. Please note must be received with request.
<b>Offering Plan (Black Book)</b>	\$300	Front Desk	(718) 445 9500 x110 <a href="mailto:gmurphy@lovettrealty.com">gmurphy@lovettrealty.com</a>	Please note payment must be received with request.

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

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

# Purchase Application

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# **SECTION I**

## **CO OPERATIVE PURCHASE APPLICATION**



**Grover Cleveland Tenants Corp.**  
67-38, 108<sup>th</sup> Street  
Forest Hills, New York 11375

**John B. Lovett & Associates, Ltd.**  
109-15 14<sup>th</sup> Avenue  
College Point, New York 11356

**PURCHASE APPLICATION FOR COOPERATIVE**

**PURCHASER (S) INFORMATION:**

Purchaser: \_\_\_\_\_  
Purchaser: \_\_\_\_\_  
Purchaser's Attorney: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Attorney's Firm and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBJECT BUILDING INFORMATION:**

Building Name: \_\_\_\_\_ Building Address: \_\_\_\_\_  
Number of Shares: \_\_\_\_\_ Apt No.: \_\_\_\_\_  
Monthly Maintenance: \$ \_\_\_\_\_  
Purchase Price: \_\_\_\_\_  
Name 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: \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_  
Account Number: \_\_\_\_\_
- b.** Bank: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Type of Account: \_\_\_\_\_  
Account Number: \_\_\_\_\_
- c.** Bank: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Type of Account: \_\_\_\_\_  
Account Number: \_\_\_\_\_
- d.** Bank: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Type of Account: \_\_\_\_\_  
Account Number: \_\_\_\_\_
- e.** Bank: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Type of Account: \_\_\_\_\_  
Account 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:

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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: \_\_\_\_\_

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

### **ASSETS**

Cash in Banks: \_\_\_\_\_

Savings & Loan Shares: \_\_\_\_\_

Earnest Money Deposited \_\_\_\_\_

Investment in own Business: \_\_\_\_\_

Investments: Stocks & Bonds: \_\_\_\_\_

(See schedule)

Automobile: \_\_\_\_\_

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:

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 &amp; Location</u>	<u>Cost</u>	<u>Actual Market Value</u>	<u>Mortgage</u>	
			<u>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  
CONTRACT OF SALE  
HERE**

(Contract must be legible)

## **SECTION 4**

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

(Corporation requires a minimum cash down payment of 30% of the purchase price. The maximum financing is 70%)

## **SECTION 5**

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

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

## **SECTION 6**

**INSERT  
LETTER FROM PREVIOUS LANDLORD  
INDICATING LENGTH OF STAY  
& CURRENT PAYMENT HISTORY  
HERE**

(A letter of explanation should be included if you cannot provide one)

## **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 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 CORPORATION TAX RETURNS SHOULD BE SUBMITTED)**

## **SECTION 9**

**INSERT  
THREE (3) PERSONAL  
REFERENCE LETTERS  
FOR EACH APPLICANT  
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 (complete copies  
should be provided)...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.**

**PLEASE PROVIDE DOCUMENTATION TO  
SUPPORT STATEMENT**

## **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 14<sup>th</sup> 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**

**Grover Cleveland Tenants Corp.  
John B. Lovett & Associates, Ltd., Managing Agent  
109-15 14<sup>th</sup> Avenue  
College Point, New York 11356  
718-445-9500**

The undersigned hereby agree to comply with the provisions of the Rules and Regulations of ***Grover Cleveland Tenants 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 \$300.00 (Three hundred dollars), payable to *Grover Cleveland Tenants Corp.*, as a Non-Refundable move in fee.**
  - b. **By certified check, bank check, or money order, the amount of \$750.00 (Seven hundred & Fifty dollars), payable to *Grover Cleveland Tenants 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 \$300.00 (Three hundred dollars), payable to *Grover Cleveland Tenants Corp.*, as a Non-Refundable move out fee.**
  - b. **By certified check, bank check, or money order, the amount of \$750.00 (Seven Hundred & Fifty dollars), payable to *Grover Cleveland Tenants 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: Milan Jevic (718) 261-3070.** 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 14<sup>th</sup> 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 Grover Cleveland Tenants 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 **Grover Cleveland Tenants 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 **Grover Cleveland Tenants 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.

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**Cell Phone Number:**

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**Email address (Print):**

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## **SECTION 15**

# **CARPET SECURITY DEPOSIT AGREEMENT**

## **CARPET DEPOSIT AGREEMENT**

**GROVER CLEVELAND TENANTS CORP.  
67-38 108<sup>TH</sup> STREET FOREST HILLS, NY 11375**

John B. Lovett & Associates, Ltd., Managing Agent  
109-15 14<sup>th</sup> Avenue  
College Point, New York 11356  
718-445-9500

In order for the Board of Directors to consider the application being submitted by a prospective purchasers and in the event that prospective purchasers are approved by the Board of Directors as purchasers, in further consideration therefore, the undersigned hereby agree to comply with the provisions of the Rules and Regulations of Grover Cleveland Tenants 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 of an apartment must pay the following deposit at the time that he or she submits a purchase or application to the Managing Agent:

By certified check, bank, check or money order, the amount of **One Thousand Dollars (\$1000.00)**, payable to **Grover Cleveland Tenants Corp.** as a Carpet Security Deposit, which shall be refunded to the undersigned, subject to the conditions as hereafter provided.

- 1. Within sixty (60) days of occupancy of 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, closets and foyers. The purchaser 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 Sixty (60) days of occupancy of the subject apartment. However, an additional sixty (60) days may be requested upon completion of renovations
3. 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.
4. In the event that the prospective purchaser is not approved by the Board of Directors, the Security Deposit shall be returned in full within thirty (30) days after disapproval.
5. This Security Deposit is due for ALL apartments regardless of the apartment location.

### **AGREED:**

Name of Purchaser(s): \_\_\_\_\_

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

Signature of Purchaser: \_\_\_\_\_

Apartment \_\_\_\_\_

Signature of Purchaser: \_\_\_\_\_

## **SECTION 16**

### **AUTHORIZATION FOR CREDIT & CRIMINAL BACKGROUND CHECKS**

## CREDIT AGENCY AUTHORIZATION

### Authorization for THE LOVETT GROUP 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 you to retain CREDIT VIEW, INC. 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.*

**PLEASE PRINT CLEARLY**

**Purchaser/Lessee (Print):** \_\_\_\_\_

**Purchaser/Lessee Signature:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_

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

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**Purchaser/Lessee (Print):** \_\_\_\_\_

**Purchaser/Lessee Signature:** \_\_\_\_\_

**Social Security #:** \_\_\_\_\_

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

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

**BUILDING REFERENCE:** Grover Cleveland/APT# \_\_\_\_\_

**RELEASE OF INFORMATION AUTHORIZATION  
AUTHORIZATION TO OBTAIN A CRIMINAL REPORT**

I hereby authorize any individual, company or institution to release to John B. Lovett & Associates, Ltd., and/or its representative any and all information that they have concerning any criminal activity.

I hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred in furnishing such information.

**PLEASE PRINT CLEARLY**

Print Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address: \_\_\_\_\_ Sex: Male ☐ Female ☐

City/State/Zip: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Signature: \_\_\_\_\_

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Print Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address: \_\_\_\_\_ Sex: Male \_\_\_\_\_ Female \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

Signature: \_\_\_\_\_

<b>BUILDING REFERENCE:</b> <u>GROVER CLEVELAND</u> /APT# _____
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## **SECTION 17**

### **NAMEPLATE REQUEST & KEY APPROVAL**

**NAME PLATE REQUEST & KEY APPROVAL**

**GROVER CLEVELAND TENANTS CORP.  
67-38 108<sup>TH</sup> STREET  
FOREST HILLS, NEW YORK 11375**

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 18**

# **ACKNOWLEDGMENT OF HOUSE RULES**



**ACKNOWLEDGMENT OF HOUSE RULES**

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

**GROVER CLEVELAND TENANTS CORP.  
67-38 108<sup>TH</sup> STREET  
FOREST HILLS, NEW YORK 11375**

By signing below, I (we) acknowledge receipt of the Grover Cleveland Tenants Corp. House Rules and also acknowledge and accept the policy of **NO PETS ALLOWED** at the **Grover Cleveland Tenants Corp.**

Apt. No.: \_\_\_\_\_

Name of Purchaser(s): \_\_\_\_\_

\_\_\_\_\_

Signature of Purchaser(s): \_\_\_\_\_

\_\_\_\_\_

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

## **SECTION 19**

# **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 being 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 20**

# **PURCHASER'S ASSUMPTION OF ALTERATION AGREEMENT**

## PURCHASER'S ASSUMPTION OF "AS IS" CONDITIONS

**Transferor:** \_\_\_\_\_  
**Transferee:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**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.

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Seller

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Buyer

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Seller

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Buyer

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**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

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**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**