

PARK PLAZA OWNERS CORP.

61-15/61-25 97th Street

Rego Park, NY 11374

PROCEDURES TO SUBLEASE APARTMENT:

SUBLET POLICY

Shareholders who are the legal owners of their apartment may only sublet the recorder apartment after TWO YEARS of residence pending board approval

The sublet fee is 40% of the yearly maintenance payable to Park Plaza Owners Corp. by the shareholder. The sublet fee will be billed monthly over a 12 month period. The shareholder is responsible for the sublet fee for the duration of the lease.

RENEWAL TERMS

Upon the renewal of this lease and once it has been approved by the board of directors, the shareholder will be notified in writing by management. At the time of the renewal:

- A fee of \$150.00 must be submitted as a lease renewal fee payable to John B. Lovett & Associates, Ltd.
- A fee of \$150.00 must be submitted as a lease renewal fee payable to Park Plaza Owners Corp.

Please submit one (1) original & one (1) copy of the shareholders application. Your package must be sent to:

Jacqueline Barkoutsis

Park Plaza Owners Corp.

61-15/61-25 97th Street

Rego Park, NY 11374

Attention: Jacqueline Barkoutsis or JBarkoutsis@lovettrealty.com

1. \$350.00 Non-Refundable Application Fee, payable to John B. Lovett & Associates
2. \$350.00 Non-Refundable Processing Fee, payable to Park Plaza Owners Corp.
3. \$75.00 per person, Non-Refundable Credit Report Fee, (applies to the applicant(s) payable to Park Plaza Owners Corp.
4. \$200.00 per person Non-Refundable Criminal Background Check, (applies to the applicant(s) payable to Park Plaza Owners Corp.
5. \$250.00 Non-Refundable Move-In/Out Fee, payable to Park Plaza Owners Corp.
6. \$750.00 Refundable Move-In/Out Fee, payable to Park Plaza Owners Corp. (Paid by the tenant or shareholder)
7. If your applicant is interested in having this application expedited that is a possibility with a fee of \$350.00

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 Note The Following:

- Pest are allowed (Pet Registration is required)
- All adults who will reside in the apartment & are not listed on the application as an applicant must be present at the interview. Processing of your application takes approximately 1-2 weeks. Incomplete packages will be returned to the sender.
- All fees must be in the form of money orders, or certified bank checks and submitted with the application. No exceptions will be made. Do not bound or staple applications together. Binder clips or rubber bands are required.

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

Sincerely,

Jacqueline Barkoutsis

Office Manager

Phone: (718) 393-0028

Fax: (718) 592-5330

Email: JBarkoutsis@lovettrealty.com

Please Note: Move In/Out security deposits are refundable only after the move is complete, the House Rules have been adhere to, and no damage has been done to any part of the building.

Upon receipt of the complete application, packages will be forwarded to the Board of Directors for their review. After the interview process, applicants should contact Jacqueline Barkoutsis, Office Manager at (718) 393-0028 for the interview results.



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 Statement
 - IRA
 - CD'S
 - Savings

The Credit Agency Authorization Form in the application is the only form that requires your Social Security number. ONLY send one (1) Credit Agency Authorization Form to our office with your original application – do not make or send additional copies of the Credit Agency Authorization Form. The Credit Agency Authorization Form containing your Social Security number will be shredded in our office as soon as we submit the information to the Credit Agency and obtain your credit report.

If you have any questions please contact the Management Office.

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 one to two 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 Attorney. Please advise any 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, FedEx, 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 one to two week processing period.

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

Please provide an email address(es) 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.

Please note the Board of Directors requires that all Purchaser/Shareholders of an apartment obtain and maintain adequate insurance for liability for damage to the property of others. The Cooperative requires Purchasers to obtain General Liability Insurance Purchaser/Shareholders and their at a minimum of \$500,000 per occurrence. The Cooperative also strongly encourages adequate insurance for Purchaser/Shareholders personal property as determined by the Purchaser/Shareholders and their insurance agent. Any insurance should name Park Plaza Owners Corp. as well as John B. Lovett & Associates as additional insured parties. Please provide a copy of the coverage prior to closing to Belinda@baronlaw.com

Brokers: Replace your purchase and lease applications every three (3) months to make sure you have a current one. Submission of old packages will cause delays in the processing. Call our office and updated packages can be emailed to you.

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

Park Plaza Owners Corp.
Sublease Application

Managed by:
John B. Lovett & Associates, Ltd.
109-15 14th Avenue
College Point, NY 11356

SUBLEASE APPLICATION

Table of Contents:

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SECTION 1

COOPERATIVE SUBLEASE APPLICATION

APPLICATION

Shareholders Information:

Shareholders Name: _____

Shareholders Address: _____

Day/Evening Telephone Number: _____

Email Address: _____

Apartment: # _____

Terms of Lease: From: _____ To: _____

Monthly Rent: _____

THIS PROPOSAL SHALL RESULT IN NO LEGAL OBLIGATION UNTIL A FORMAL LEASE IS EXECUTED BY THE PARTIES CONCERNED AND APPROVAL IS GRANTED BY PARK PLAZA OWNERS CORP.

Applicants Information:

Applicants Name: _____

Applicants Address: _____

Day/Evening Telephone Number: _____

Email Address: _____

Employer and Position: _____

Business Address: _____ Telephone Number: _____

Co-Applicants Information:

Applicants Name: _____

Applicants Address: _____

Day/Evening Telephone Number: _____

Email Address: _____

Employer and Position: _____

Business Address: _____ Telephone Number: _____

References:

Present Landlord or Agent: _____

Telephone Number: _____

Address: _____ Fax: _____

Approximate Length of Occupancy: _____

Previous Landlord or Agent (If less than 5 years) _____

Telephone Number: _____

Address: _____ Fax: _____

Address of Previous Residence: _____

Length of Occupancy: _____

Personal References:

Name and Address: _____

Telephone Number: _____

Name and Address: _____

Telephone Number: _____

Name and Address: _____

Telephone Number: _____

Banking and Credit References:

Bank Name: _____

Savings Account No. _____

Checking Account No. _____

Bank Name: _____

Savings Account No. _____

Checking Account No. _____

Vehicle Information:

Make: _____ Model: _____ Year: _____ Color: _____

License Plate Number: _____ State: _____ Driver's License Number: _____

Other Occupant Information:

How Many Persons Will Occupy The Apartment Unit: _____

Name: _____ Relationship to Applicant: _____ Age: _____

Name: _____ Relationship to Applicant: _____ Age: _____

Name: _____ Relationship to Applicant: _____ Age: _____

Emergency Contact Information:

In case of an emergency, subtenant requests you to notify:

Name: _____ Relationship to Applicant: _____

Daytime/Evening Phone Number: _____

Name: _____ Relationship to Applicant: _____

Daytime/Evening Phone Number: _____

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 Applicant: _____ Date: _____

Signature of Spouse/Co-Applicant: _____ Date: _____

SECTION 2

Please insert Sublease Agreement
(or feel free use the included standard sublease
agreement)

Here

SECTION 3

Insert Last 2 Years

Federal Tax Returns With W2 Forms

Here

(All schedules must be included & copies should be signed)

SECTION 4

Insert

Letter from previous landlord indicating length of stay &
current payment history

Here

Landlord:

Name: _____

Address: _____

Date: _____

To whom it may concern:

This letter certifies _____ has been a tenant of mine at the above address since _____. Their residency has been without incident and their monthly rent has been paid in a timely manner.

Should you have any other specific questions you may contact me at: _____

Sincerely,

SECTION 5

Insert

Letter from Employer Stating Employment Period,
Title, Current Salary & Copy of Last Two 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 6

Insert Substantiating Documentation Such As, Bank Statement, IRA, CD, 401K, Saving, and Other Assets

(Last 2 Months of Each Statement)

Complete Copies Should Be Provided Where Applicable

SECTION 7

Renter's Insurance

All Applicants Must Provide Proof of Insurance

(Policy must be attached to the application)

Please note the Board of Directors requires that all Purchaser/Shareholders of an apartment obtain and maintain adequate insurance for liability for damage to the property of others. The cooperative requires purchasers to obtain general liability insurance (at a minimum of \$500,000 per occurrence). The cooperative also strongly encourages adequate insurance for Purchaser/Shareholders personal property as determined by the Purchaser/Shareholders and their insurance agent. Any insurance should name Park Plaza Owners Corp. as well as John B. Lovett & Associates as additional insured parties. Please provide a copy of the coverage prior to closing to Belinda@baronlaw.com

SECTION 8

Acknowledgments

&

Authorizations



30 YEARS OF EXCELLENCE MANAGING AND SELLING
RESIDENTIAL PROPERTIES IN NEW YORK CITY

ACKNOWLEDGMENT OF HOUSE RULES FOR PARK PLAZA OWNERS CORP.

To Whom It May Concern:

I, the undersigned acknowledge that I have received a copy of the House Rules for Park Plaza Owners Corp.

I have read them, and agree to abide by same.

Apartment #: _____

Shareholder: _____
Signature

Print Name

Subtenant: _____
Signature

Print Name

Date: _____

John B. Lovett & Associates, Ltd. • The Lovett Company, LLC. Lovett Realty, Inc.

www.lovettrealty.com

1270 Broadway, Suite 408, New York, NY 10001 • 212.736.3440

109-15 14th Avenue, College Point, NY 11356 • 718.445.9500

PARK PLAZA OWNER'S COR P.

MANAGEMENT OFFICE 61-15 97th STREET REGO PARK, NEW YORK
11374

TEL: 718-393-0028

HOUSE RULES

Park Plaza's primary concern is the safety and enjoyment of shareholders. Showing courtesy and consideration for others in the manner in which we conduct ourselves in the community results in minimum guidelines needed. The listed are basic House Rules for the safety and welfare of all residents and guests.



1

Public Area Facilities

1. The public areas including hallways, catwalks, stairways and passageways shall not be obstructed in any way, or used for any purpose other than access to or from the apartments in the building. Nothing shall be allowed to block any of those areas at any time.
2. No public halls or common areas of the building are to be decorated or furnished by any resident in any manner.
3. No article shall be placed in the halls or on the staircase landings, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the windowsills of the building.
4. Awnings, window air conditioning units or ventilators shall not be used on or about the building, nor shall anything be projected out of any window of the building. All air conditioners must be placed in sleeves, as provided.
5. Advertisement, signs, notices or illumination are not allowed to be exposed on or at any window or other part of the building. Residents' advertisements can be posted only on the bulletin boards in the laundry rooms.

6. Tricycles, bicycles, scooters or similar vehicles or shopping carts are not allowed in the lobby and same shall enter through the service entrance. None of the above mentioned and/or shall be allowed to stand in the public hallways, passageways, lobby or the doorman storage. Tricycles, bicycles, scooters, skateboards, roller blades, or similar are not allowed to be ridden on catwalks or through any common area of the building or to be stored in the terraces.

7. No items of any kind shall be placed or stored anywhere outside your apartment or vestibules. Nothing shall be attached, hung or suspended on the exterior of your apartment including windows and doors except appropriate and tasteful holiday decorations on a temporary basis during the holiday season. All decorative items must be removed within 14 days after the appropriate holiday has ended.

8. Residents and their guests shall not litter on or within the Park Plaza Owners property.

APARTMENTS

9. Management and any designated contractors or workmen may enter any apartment at reasonable hours 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 any pets and for the purpose of taking such measures as necessary.

10. It is recommended that the floors of each apartment be covered with rugs or **effective noise-reducing material** to the extent of at least 80% of the floor area of each room except for bathrooms, kitchens and closets. Any complaints received by Management regarding overhead noise will result in notification from management to the shareholder to install carpeting or noise reducing material within 7 days.

11. No "Open House" 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 Management office. Real estate brokers may show apartments on behalf of shareholders with written consent from shareholders on file between the hours of 9:00 a.m. and 8:00 p.m.

12. The Lessee shall keep the interior and exterior windows of the apartment clean. In the case of refusal or neglect of the lessee during ten days after notice in writing from the office to clean the windows, such a cleaning may be done by the lessor, which shall have the right to by its officers or authorized agents, to enter the apartment for that purpose and to charge the cost of such cleaning to the lessee.

13. Shareholders are required to obtain homeowner's insurance to cover liability, damages to the apartment, and personal belongings. Tenants are required to obtain renter's insurance, to cover personal belongings. All Policies must be included with the application package when submitted for processing.

14. Plumbing within the apartment shall not be used for any other purpose other than those for which they were designed. Sweeping, trash, rags or any other articles must not be flushed down the toilets. The cost of repairing any damage resulting from the misuse of any plumbing items or other apparatus will be billed back to the shareholder.

15. "Jacuzzi" and any other whirlpool type of bath tubs, and or oversized bath tubs (tubs larger than those originally installed in the apartment) are not permitted.

NOISE, SMELLS, ODORS

16. 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.

Residents shall not play loud music, play any musical instrument and push heavy furniture, etc., before 9AM and after 10PM. If the same shall disturb or annoy other occupants in the building.

17. Any construction or repair work or installation involving noise shall be conducted during weekdays (not including legal holidays) only between the hours of 9AM and 5PM.

18. Smoking is prohibited in all public areas and common areas on the property. Smokers are responsible to prevent all second-hand smoke from disturbing the fresh air rights of their neighbors.

19. Park Plaza Owners, Corp. has adopted a smoke policy to protect all shareholders rights to the enjoyment of their apartments and to comply with the required city ordinances concerning this matter. A copy is ready available in the building office.

20. No resident shall make any disturbing odors or smells in the building or on the terrace which will interfere with the comfort or fresh air of other residents.

TERRACES

21. No fencing, structures, enclosures, or other objects shall be hung from or installed on the walls, partitions or ceilings of the terraces. Laundry, rugs, etc., may not be hung on the terraces or terrace railings..

22. No Lessee shall install any planting nor shall any Lessee install indoor/outdoor or other carpeting or mats on the terrace, nor shall any mats or carpeting be permitted on catwalks. Planting shall be contained in flower boxes hanging on the inside of the terrace railings. The hanging brackets must be made of vinyl rubber or plastic coated to prevent rust staining the terrace railing. Any damage caused to the building or any portion thereof. As a result of the placement of plantings, painting of walls or any other area of the terraces shall be repaired at the sole cost and expense of the lessee. No pots of plants are allowed on the terrace floor.

23. Cooking and barbecuing on terraces is prohibited. All terraces must be of uniform color. Residents are not permitted to paint bricks or the partitions between terraces. Additionally, terrace railings may be painted, but the color must be silver, and must be the same shade as the other silver railings throughout the building.

24. Outdoor weatherproof cabinets are permitted, but they must not exceed the height of the railing on your terrace, and the maximum dimensions are 17 inches deep by 25 inches wide by 36 inches high. The cabinet must be of neutral color only (i.e. white, beige, almond, gray or tan), there is a limit of one cabinet per terrace. Outdoor lighting is permitted if the light is a permanent weatherproof fixture of low wattage, not exceed 75 watts, installed by a licensed electrician and approved by the Board of Directors. All proposals for such installation shall be at the sole cost and expense of the lessee and shall otherwise be deemed to be an alteration governed by the Proprietary Lease.

25. Terraces must be kept in a clean, neat and orderly condition. Terraces are not to be used as a storage space or for housing pets. No terrace shall be used by your pet as a relieving area. No appliances, equipment or indoor furniture are to be kept in the terraces.

26. Feeding or harboring pigeons or other animals on your terrace will cause an insanitary condition that may affect your health and the health of your neighbors. Anyone in violation of this rule may be subject to administrative fees.

27. Satellite dishes on the terraces are allowed, but must be mounted according to precise installation specifications for safety reasons. Contact the management office for complete details.

28. It shall be the responsibility of the occupant/lessee, at their own cost, to remove any item from the terrace without limitation, so as to permit inspections and/or repairs as deemed necessary by Park Plaza Owners, Corp. or the Department of Buildings.

DELIVERIES, BUILDING ENTRANCES, SECURITY, MOVE-INS & MOVE-OUTS

29. Residents shall not hold the doors open for other whose residency is unknown. No residents are permitted to use the intercoms or telephones at the Doorman station. They are not House Phones, nor are they to be used

for social purposes. They are to be used by the doormen for announcing guests and deliveries only.

30. All residents shall promptly claim packages and mail left with the doorman and shall make proper arrangements for deliveries of large and bulky items, the door staff will not accept oversized packages for storage in the package room.

31. Kitchen supplies, market goods and large packages are to be delivered only at the service entrance of the building and no deliveries of such items shall be permitted through the lobby.

32. Furniture and appliances deliveries are only permitted Monday through Friday from 9 AM to 4:30 PM. Emergency deliveries of small appliances are permitted on Saturdays with proper notification to the super's office.

33. Trunks and heavy baggage shall be taken in or out of the building through the service entrance.

34. All move-ins and move-outs must be arranged in advance with the Management office in the building and followed up with the building Superintendent. Moves are only allowed Monday through Friday, 9AM to 4:30 PM. Moves are not permitted on weekends or holidays. Visit the Management office for complete details.

35. No lessee shall hire any Park Plaza employee for the private business of the lessee during normal business hours without the express permission of the Management office or Board of Directors.

GARBAGE, RECYCLING, BULK GARBAGE

36. Garbage and refuse from the apartment shall be disposed of only at such a time and in such a manner as the Superintendent or Management office in the building may direct.

37. Compactor rooms shall not be used for any other purposes than those

for which they were constructed, nor shall any rubbish, rags or any other articles be thrown into the compactor rooms. The cost of repairing any damage resulting from misuse of any compactor rooms, chute or equipment or other apparatus shall be paid for by the resident from whose apartment it shall have been caused.

38. Residents shall not leave anything on the floor of the compactor room. If the garbage cannot fit into the garbage chute, it must be properly prepared for disposal and brought down to the dumpster at the back of your building designated area. This includes cartons, boxes, crates, sticks of wood, etc.

39. The following rules shall be observed with respect to refuse disposal:

- a. All wet debris is to be securely wrapped or bagged in small package size to fit easily into the chute.
- b. Debris should be completely drip-free before it leaves the apartment and carried to the compactor room in a careful manner and in a drip-proof container; then placed into the chute hopper so it will drop into the chute for disposal.
- c. No cans or other recyclables shall be dropped down the chute but shall be neatly packaged and placed in appropriate recycling containers within the compactor rooms.
- d. 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 flammable, explosive, highly combustible or noxious substance or cigar stubs, be thrown into the compactor chute.
- e. Vacuum cleaner bags, dust and dirt should be wrapped, bagged and securely tied before discarding into the garbage chute. Car litter may never be thrown down the chute. It must be bagged and brought down to the basement.
- f. Disposal of old mattresses which must be covered in plastic, furniture, air conditioners, appliances, etc. must be arranged in advance with the Management Office to ensure proper disposal. Such items are not to be left in the hallway, by the elevator, or anywhere else.

- g. Shareholders performing apartment renovations are responsible for the proper removal of all unwanted materials from the renovation from the building.

PARKING, LAUNDRY, STORAGE

- 40. Residents are limited to park for 30 minutes on the ramp leading to the garage entrances. No vehicle belonging to the lessee or family member or guest, shall be parked in such a manner as to impede or prevent ready access to any entrance of the building by another vehicle.
- 41. No items of any kind shall be stored or placed in your garage parking space.
- 42. The speed limit in the parking garage and ramps is 5 MPH. Violation of this rule will result in cancellation of your parking contract.
- 43. Parking spaces are for the sole use of shareholders. Shareholder must submit their requests for a parking space in writing to the Management office in the building and provide proper documentation. No verbal requests will be accepted.
- 44. Unauthorized vehicles or vehicles exceeding the allowed limit will be subject to and including towing at the expense of the owner.
- 45. The lessee shall use the available laundry facilities only upon such days and during such hours as may be designated by the lessor or the Management office. The lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes. Do not remove laundry carts from laundry room. Do not allow children to ride in laundry carts.

46. Washing machines are prohibited within apartments as they affect water pressure and temperature. All violators will be responsible for all legal fees and other fees incurred. Violators who do not comply after receiving the first 'notice of violation' will incur an initial Administrative fee of \$500 plus \$100 for each day the appliance is not removed.
47. Storage spaces are available for rent for the convenience of shareholders. All request for a storage space must be submitted to the Management office in writing.
48. All storage renters must keep their belongings inside the designated area. No articles are permitted to be placed outside the designated storage space. No flammable items, tires or gas cans, etc. shall be kept in the storage space. Management reserves the right to inspect all storage spaces with proper notice.

SUBLETS, PETS

49. Shareholders who have resided in their apartments for a period of two years are permitted to sublet their units. A complete sublet application must be submitted to the Management office for processing and approval of the Board of Directors prior to the subtenant moving-in. Subletting shall be permitted for a period of one-year terms only. Renewals of one-year duration are subject to Board approval.
50. The Board will not approve a sublet if the shareholder owes back maintenance, assessments, late fees or any other charges. In the event that a shareholder sublets their apartment without first receiving Board approval, the shareholder shall pay any and all legal and or court fees incurred by the Cooperative due to the illegal sublet of the premises as additional maintenance. The Board of Directors shall not be required to entertain any application to sublet an apartment which has been or is at any time illegally sublet.
51. Park Plaza Owners, Corp. is a pet friendly building. Permission to keep a pet is granted at the Board of Directors and Management's sole discretion and is

subject to the shareholders' strict adherence to all aspects of the Park Plaza 'pet policy'.

52. Any lessee who wishes to keep a pet must comply with all requirements to include registration requirements and fees as established in the 'pet policy'. A copy of the 'pet policy' is available in the Management office.

53. No pets under any circumstances are allowed to disturb the rights, safety, comfort or convenience of other residents. Pets must not make excessive noise, carry fleas or act in an uncontrolled manner. Pets must enter and exit the building through the service entrance during the hours of 6AM and 10PM.

54. Complaints regarding the service of the building shall be made in writing to the Management Office in the building.

Any consent or approval given under these House Rules by the Management can be revoked at any time.

These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors

Authorizations
For
Credit Agency

(Each Applicant Must Complete a
Credit Authorization Form)

CREDIT AGENCY AUTHORIZAZATION

Authorization for The Lovett Group to Obtain a Credit Report

In order to comply with provisions of 15U.5.C Section 168 1(d) of the Federal Fair Credit Reporting Act, I (we) authorize **The Lovett Group**, to obtain, prepare and furnish an investigative employment, credit, criminal, and 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 **The Lovett Group**, 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 **The Lovett Group**.

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 here with.

Purchaser/Shareholder/Lessee (Print): _____

Purchaser/Shareholder/Lessee Signature: _____

Address: _____

Social Security #: _____

Purchaser/Shareholder/Lessee (Print): _____

Purchaser/Shareholder/Lessee Signature: _____

Address: _____

Social Security #: _____

Date: _____

Building Reference: _____

Apt. # _____

Authorizations
For
Criminal Background Check

(Each Applicant Must Complete a Credit Authorization Form)

RELEASE OF INFORMATION AUTHORIZATION FOR THE LOVETT GROUP TO
OBTAIN A CRIMINAL, SEX OFFENDER AND TERRORIST WATCH US TO INQUIRY

I hereby authorize an individual, company or institution to release to The Lovett Group, and/or its representative any and all information that they have concerning any criminal activity on a State and/or Federal Level.

I hereby release the individual, company or institution and all individuals connected there with from all liability for any damage what so ever incurred in furnishing such information.

Print Name: _____
Address: _____
City/State/Zip: _____
Social Security Number: _____
Signature: _____

Date of Birth: _____
Sex: _____ Male or _____ Female

Print Name: _____
Address: _____
City/State/Zip: _____
Social Security Number: _____
Signature: _____

Date of Birth: _____
Sex: _____ Male or _____ Female



RELEASE OF INFORMATION AUTHORIZATION FOR THE LOVETT GROUP TO
OBTAIN A CRIMINAL, SEX OFFENDER AND TERRORIST WATCH US TO INQUIRY

I hereby authorize and individual, company or institution to release to The Lovett Group, and/or its representative any and all information that they have concerning any criminal activity on a State and/or Federal Level.

I hereby release the individual, company or institution and all individuals connected there with from all liability for any damage what so ever incurred in furnishing such information.

Print Name: _____

Date of Birth: _____

Address: _____

Sex: _____ Male or _____ Female

City/State/Zip: _____

Social Security Number: _____

Signature: _____

Print Name: _____

Date of Birth: _____

Address: _____

Sex: _____ Male or _____ Female

City/State/Zip: _____

Social Security Number: _____

Signature: _____

(For Office Use Only)

Please Retune To:

The Lovett Group

Attn:

Fax: (718) 445-9704

Building Ref.: _____ Apt. # _____

ACKNOWLEDGMENT
OF
HOUSE RULES

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 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 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

Shareholder: _____

Shareholder Signature: _____

Date: _____

Tenant: _____

Tenant's Signature: _____

Date: _____

Tenant's Address: _____

Return this form to: Jacqueline Barkoutsis

Park Plaza Owners Corp.

61-15/61-25 97th Street

Rego Park, NY 11374

For further information call: Window Fall Prevention (212) 676-2158

NAMEPLATE REQUEST
&
KEY APPROVAL

NAME PLATE REQUEST & KEY APPROVAL

John B. Lovett & Associates, Ltd.

109-15 14th Avenue

College Point, New York 11356

Phone Number: (718) 445-9500

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

Apt. No.: _____

Name on mailbox: _____

Name on directory: _____

Intercom code number: _____

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

Signature: _____

Date: _____

MOVE-IN/MOVE-OUT AGREEMENT

Park Plaza Owners Corp.

John B. Lovett & Associates, Ltd. Managing Agent

109-15 14th Avenue

College Point, New York 11356

Phone Number: (718) 445-9500

The undersigned hereby agree to comply with the provisions of the Rules and Regulations of Park Plaza 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 under signed 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 \$1000.00, payable to Park Plaza Owners Corp. (\$750.00 **Refundable**) which shall be refunded after inspection by the Superintendent that no damage has occurred during the move to the unit or the building.
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 \$1000.00 payable to Park Plaza Owners Corp. (\$750.00 **Refundable**) which shall be refunded after final inspection by the Superintendent that no damage has occurred during the move to the unit or the building.
3. The date of the Move-In or Move-Out from the apartment must be scheduled with the Superintendent's Office in advance at the following number: Rafael Guillermo (718) 592-0630. 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-Inspected on the 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 Attention: Jacqueline Barkoutsis
 - c. **Moving In/Out of the building must be done on weekdays ONLY between the hours of 8:30am and 4:30pm All MOVES MUST BE COMPLETED BY 4:00pm NO EXCEPTIONS 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 Park Plaza 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 Park Plaza 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 Park Plaza Owners Corp., shall return to the undersigned the amount of \$750.00 in the event there are no damages done to the unit and/or building. 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. # _____

Signature of Shareholder: _____ Date: _____

Name of Purchaser/Subtenant: _____

Signature of Purchase/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.

Address: _____

Cell Phone Number: _____

Email Address: _____

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 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. These 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.

Shareholder 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):

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

- b. Records and reports available to the seller (check one below):
 - Shareholder 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 document below).

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

Tenant's Acknowledgments (initial):

- c) Tenant has received copies of all information listed above.
- d) Tenant has received the pamphlet Protect Your Family from Lead in Your Home
- e) Tenant 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 hazards

Agent's Acknowledge (initial)

_____ (I) 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.

Shareholder _____ Date _____ Shareholder _____ Date _____
Agent _____ Date _____ Agent _____ Date _____
Tenants _____ Date _____ Tenants _____ Date _____

LAST PAGE OF THIS DOCUMENT