

**420 TENANTS CORPORATION
420 SHORE ROAD
LONG BEACH, NY 11561**

NEW TENANT APPLICATION

The applicant is required to submit(7 Collated Sets):

1. Completed application & Rider to Lease
2. Enclose a check in the amount of Four Hundred Dollars (\$400.00), payable to 420 Tenants Corporation for the purpose of processing.
3. Leave a check payable to 420 Tenants Corporation in the amount of Two Hundred Fifty Dollars (\$250.00), with the Screening Committee Chairperson on the evening of the interview for the purpose of insuring the cooperative's property against damage during the move in and move out process. This deposit will be returned when you move out if no damage is sustained as a result of either move.
4. A Two Hundred Fifty Dollar (\$250.00) non-refundable fee charged to the owner for each rental. Application is subject to the approval of the Board of Directors.
5. Two Reference Letters: one personal and one business.

420 Tenants Corporation assumes no responsibility to applicant for any delay in acting upon the application.

The following Board members of 420 Tenants Corporation have met with:

_____ on _____
Name of Applicant Date

_____ on _____
Board Member/Title Date

_____ on _____
Board Member/Title Date

_____ on _____
Board Member/Title Date

Application Approved: _____

Application Denied: _____

**420 TENANTS CORPORATION
420 SHORE ROAD
LONG BEACH, NY 11561**

NEW TENANT APPLICATION

Date: _____

Apt.: _____ Monthly Rent: \$ _____
Lessor: _____ Lease to Start on: _____ Length of Lease: _____
Sub-Tenant: _____ SS#: _____ DOB: _____
Present Address: _____ Email Address: _____
Home Phone: _____ Cell Phone: _____ Work Phone: _____

Names & relationships of others that will occupy apartment:

Name: _____	Relationship: _____	Age: _____
_____	_____	_____
_____	_____	_____

Present Landlord's Name & Address: _____

Landlord's Phone: _____

Length of Occupancy: _____ If less than five years list prior landlord information:

Employment:

Company: _____	Address: _____
Position: _____	Length of Employment: _____
Telephone: _____	Salary: \$ _____

Other Source of Income: _____

Checking Account: _____	Address: _____
Account #: _____	

Other Accounts: _____	Address: _____
Account #'s: _____	

Driver's License #: _____ State of _____

Emergency Name: _____	Address: _____
Telephone Number: _____	

CO-APPLICANT INFORMATION, if applicable

Co Sub-Tenant: _____	SS#: _____	DOB: _____
Present Address: _____	Email Address: _____	
Home Phone: _____	Cell Phone: _____	Work Phone: _____

Present Landlord's Name & Address: _____
Landlord's Phone: _____
Length of Occupancy: _____ If less than five years list prior landlord information:

Employment:

Company: _____ Address: _____
Position: _____ Length of Employment: _____
Telephone: _____ Salary: \$ _____

Other Source of Income: _____

Checking Account: _____ Address: _____
Account #: _____
Other Accounts: _____ Address: _____
Account #'s: _____
Driver's License #: _____ State of _____

Emergency Name: _____ Address: _____
Telephone Number: _____

The applicant agrees not to take possession of the space applied for until after leases have been signed by required parties, rent and required security has been paid in good funds, and premises surrendered by prior occupants.

I/we give our consent to obtain any and all information regarding our employment, depository accounts and other assets needed in consideration with this application, and any tenancy resulting therefore, credit obligations and all other credit matters which they may require in connection with our application for a rental.

This form may be reproduced and that copy shall be as effective as the original consent which I/we have signed.

Applicant

Co-Applicant

**420 TENANTS CORPORATION
420 SHORE ROAD
LONG BEACH, NY 11561**

RIDER TO LEASE

SHAREHOLDER

APARTMENT #

SUB-TENANT

SUB-TENANT

DATE OF OCCUPANCY

LEASE FROM _____ TO _____

AMOUNT OF RENT

SHAREHOLDER AND SUB-TENANT UNDERSTANDS AND ACKNOWLEDGES THAT, IN THE EVENT THE SHAREHOLDER IS MORE THAN 30 DAYS LATE IN MAINTENANCE PAYMENTS, THAT THE SHAREHOLDER AGREES THAT 420 TENANTS CORPORATION HAS THE RIGHT TO COLLECT THE RENT UNTIL THE MAINTENANCE IS CURRENT.

DATE

SHAREHOLDER

DATE

SUB-TENANT

SUB-TENANT 2

420 TENANTS CORPORATION

HOUSE RULES

Amended 9/18/14

1. Building Security

- a. No entranceway doors may be left open or unlocked for easy access to the building.
- b. All guests must be accompanied by the Owner or Tenant to the pool and gym area, lending keys and granting unsupervised access to the pool or gym is not permissible.
- c. All residents must provide a full set of keys to the Superintendent of the building. In the event of an emergency (fire, water breaks, medical, etc.), we must have immediate access to each unit and any tenant whose door must be forcibly opened because of missing keys is responsible for replacement costs of broken locks, doors, etc. Owners and Tenants will be notified immediately if access is needed to their apartment.

2. Public Areas

- a. Public hallways and stairways must be free of all obstructions. This is a Fire Department regulation. Therefore, bikes, carriages, wagons, milk boxes, area rugs, toys, newspapers or any other article cannot be stored in halls or stairways.
- b. Public hallways, stairways, garages, elevators and lobbies are access areas only. These areas must not be used for recreational purposes.
- c. No signs or decorations may be placed in any public area, including halls, doors, lobby, gym, or recreational room, without the approval of the Board of Directors and/or the Management Company.
- d. No form of advertisement, such as signs, notices, or light fixtures may be displayed in any window, hall, balcony, or public area without written approval of the Board of Directors and/or the Management Company.
- e. Owners are responsible for any damage they, their Tenants, or their guests cause to the building hallways, doors, elevators, lobby area, gym, recreational room, or to any public area of the building.
- f. No one under the age of 18 is permitted on the roof without an adult Owner or Tenant present.
- g. No Owner or Tenant shall install or remove any plantings or furniture from the front of the building, lobby, gym, recreation room or pool deck without written consent of the Board of Directors.
- h. No smoking is allowed in any interior public area such as hallways, lobby, gym, and recreation room.
- i. Tracking sand or water through public areas, including the elevator, is prohibited.

3. Pool

- a. Use of the pool is at your own risk, 420 Tenant Corp assumes no liability for injury or accident.
- b. The pool is closed to all at 9 pm.
- c. No guests are permitted in the pool or deck without the Owner or Tenant being present at all times.
- d. No one under the age of 16 is permitted in the pool without adult supervision, there is no lifeguard on duty, all children and non swimmers should be actively supervised. Only water diapers may be used around the pool area.
- e. If at any time the water is contaminated (i.e. diaper leak/accident) it must be reported immediately to the Superintendent or building management to remain compliant with the local health department.
- f. No smoking, diving or running on the pool deck.
- g. No food or drinks are permitted within the pool enclosure.
- h. No glass containers are permitted on the patio and pool deck.
- i. No pets are permitted on the pool or patio deck.
- j. Owners and Tenants must clean up after themselves, garbage and cigarettes are to be placed in the appropriate recyclable bin or garbage pail.

- k. You must wash all sand off all persons and beach items prior to entering the pool or the building. A shower and hose is available on the side of the building.
- l. Flotation devices are allowed in the pool as long as it does not interfere with any other swimmers.

4. Gym

- a. Use of the gym is at your own risk, 420 Tenant Corp assumes no liability for injury or accident.
- b. No one under the age of 16 is permitted in the gym area.
- c. No guests are permitted in the gym without the Owner or Tenant being present at all times.
- d. All equipment is to be maintained and used for its correct intent.
- e. Gym and media equipment is not to be removed from the gym area.
- f. All windows, media equipment, air conditioner and lights are to be closed or turned off when Owner or Tenant leaves the gym. The gym door and windows must be locked.
- g. All gym equipment is to be wiped down after each use.

5. Recreation Room

- a. A non-refundable \$50.00 user fee for the recreation room is to be paid to 420 Tenant Corp. when the room is reserved.
- b. All recreation room reservations are first come first served basis.
- c. Any property left in the recreation room is subject to disposal.
- d. Use of the recreation room is prohibited for the purpose of fund raising, solicitation, or if admission fee is charged, unless consent is granted in writing from the Board of Directors.
- e. During parties guests are not permitted in the pool area or on the pool deck without the presence of the Owner or Tenant. No one is permitted in the pool after 9 PM; all children must be accompanied by an adult Owner or Tenant during pool hours.
- f. Recreation room hours are (exceptions on Holidays are subject to Board approval):
 - ❖ When pool is closed 9 AM – 11 PM, Friday and Saturday
 - ❖ When pool is closed 9 AM – 9 PM, Sunday through Thursday
 - ❖ When pool is open 4 PM – 11 PM, Friday and Saturday
 - ❖ When pool is open 4 PM – 9 PM, Sunday through Thursday

6. Apartment Interior/Neighbor Consideration

- a. All Owners must submit their maintenance fee; any payments received after the 10th of the month will be subject to a late fee. After 3 consecutive or nonconsecutive late payments within one year, the Board of Directors has the right to not renew lease of garage parking spot. All delinquent accounts will be subject to Board review and can result in legal proceedings. (Please contact Management Company for specific questions on maintenance)
- b. Any auction sale or group exhibition of an apartment; or its contents requires the written approval of the Board of Directors and/or Management Company.
- c. Owners must receive approval by the Board of Directors or Management Company in order to host an open house. There must be an agent and/or seller in the lobby and in the apartment during the open house time frame.
- d. All floors of each unit must be covered with padded carpeting or rugs, or other equally effective noise-reducing material so that at least 80% of the floor area of each room is covered except for kitchens, bathrooms, closets, and foyers. The Management Company holds the right of inspection for compliance.
- e. Washers, dryers, and garbage disposals are not allowed in any apartment.
- f. Toilets, sinks and bathtubs shall be used only for the purpose for which they are intended and constructed. Obstructing plumbing or using any substance that will damage plumbing is not permitted. All leaks and blockages must be reported immediately to avoid further damage. Owners will be liable for damage caused by disregarding the above.

- g. Any fine imposed by a City Agency for violation of City regulations, will be the responsibility of the apartment owner.
- h. Plans for alterations must be submitted in writing to the Board of Directors for approval prior to any work being done. Plans should detail any type of alteration, rooms involved, kitchen cabinet replacement, plumbing, electrical work, name of contractor etc. When plans are approved, contractor must submit license and insurance coverage to the management company.
- i. Any insect or rodent infestation, including bed bugs and flees, should be reported to the Management Company to allow for proper extermination.
- j. All residents (tenants and owners), must be considerate of their neighbors' comfort and convenience:
 - ❖ Excessive and repetitive loud music, television, radios, and foot traffic are not permitted and will result in review of carpeting compliance. (see 6c)
 - ❖ Construction and/or repair work is only permissible Monday through Saturday (No work is allowed on Sundays or legal holidays) between 9 AM and 7 PM. (see 8b)

7. Balconies and Exterior Walls

- a. Nothing may be swept, suspended or shaken from outside doors, terraces, balconies, or windows.
- b. Awnings, air conditioners, ventilators, or any other device may not project from any window unless pre-approved by the Board of Directors and/or the Management Company.
- c. No radio or television antenna dish may be attached or hung from the exterior of the building or balcony without approval of the Board of Directors.
- d. No charcoal or propane grills are allowed on any of the terraces, only electric grills are permitted.
- e. Any plantings on the terraces and/or balconies shall be contained in material resistant to dampness. Drainage holes shall be provided in the box to draw off excess water into a catch basin. Water should not drain onto another terrace.

8. Deliveries/Construction Materials and Moves

- a. All moves in and out of the building must be coordinated by the Management Company, at least two days in advance, with only one move per day allowed.
- b. All deliveries of furniture, appliances, construction materials, or any bulk items must be made through the garage entrance to the building and should be coordinated by the Management Company in order to pad the elevators.
- c. All moves must be made Monday through Friday (excluding holidays) from 8 AM until 9 PM.

9. Corporation Employees

- a. During work hours, employees of the Corporation are not to perform private business on behalf of any Owner/Tenant without prior approval of the Board of Directors and/or Management Company. Additionally, no employee may be sent off building premises to conduct any private business for an Owner/Tenant while on duty.

10. Pets

- a. Only one pet per unit is permitted at a time. The description of "pets" includes but is not limited to: dogs of any size, cats, birds, reptiles. Exotic or illegal pets are not permitted at any time.
- b. No pet shall be permitted in any public area or elevator unless it is accompanied by the owner and leashed.
- c. Terraces, the roof, and the garage are not to be used as pet bathrooms.
- d. Pet owners are held responsible for any damage done to the elevator, floors, carpets, or walls of the building by their pet. Towels are available near the garage entrance door to clean up after your pet.
- e. No pets are allowed on the patio/pool area at any time.
- f. Pet owners are expected to ensure no neighbor is disturbed by excessive noise/barking or pet odors.

- g. Notwithstanding any rule permitting pets in the building, no Subtenant or Subtenants, who obtain possession of the cooperative apartment after December 15, 2009, the effective date of this rule, shall keep any pet whatsoever in the cooperative apartment after the effective date of this rule.

11. Parking/Garage

- a. 420 Tenants Corp is not liable for any damage or loss to vehicles parked within the garage.
- b. Owners and Tenants using the garage shall abide by all the rules and regulations set by the Board of Directors (including but not limited to the below) and to obey all posted signs, failure to do so will result in the termination of parking lease and removal from eligibility (wait list).
- c. All parking spots are leased on a month to month basis and can be terminated by the Board or Directors or the lessee each month. Garage spots will be forfeited upon moving out, either by selling or subletting.
- d. The garage is not be used for personal storage, with the exception of bikes, all items left in the garage are subject to disposal.
- e. No vehicle belonging to a resident of the building or their guests can be parked in a manner that obstructs access to the building or garage.
- f. Garage space shall be assigned according to eligibility and placement on a wait list. Preference on waiting list will be in this order: owners then renters. Exceptions were granted due to grandfather clauses.
- g. Such spaces are leased on a month to month basis and no Lessee (Owner or Tenant) may occupy more than one space for any period during which the need for such space has not been satisfied (i.e. existence of a wait list)
- h. No Lessee (Owner or Tenant) may assign or sublet their space without the written consent of the Board of Directors.
- i. If a Lessee (Owner or Tenant) is more then 10 days in arrears with their maintenance payment and/or garage lease payment, for three consecutive or nonconsecutive months, at any time in the life of their lease, their lease agreement will not be renewed the following month and the space will be re-assigned based on the wait list.
- j. Cars must be registered in the name of the Lessee (Owner or Tenant).

12. Laundry Room

- a. 420 Tenant Corporation assumes no responsibility for any damage to or loss of clothing. It is advised to remove your clothing once the wash and dry cycles are complete to allow others to use the machines.
- b. Laundry rooms are available during the following hours:
 - ❖ Monday-Friday 7:00 AM to 11:00 PM
 - ❖ Saturday & Sunday 8:00 AM to 11:00 PMThese hours are subject to change by the Board of Directors.
- c. Laundry facility charges are subject to change by the Board of Directors
- d. Nothing should be left or stored in the laundry area.

13. Disputes and Complaints

- a. All complaints by residents should be in writing and directed to the Management Company at RLH Management, Inc. 404 Main Street, Port Washington, NY 11050.
- b. Disputes between residents which are resolved by community mediation, will preclude the assessment of fines.
- c. Complaints concerning building maintenance, services, etc. must be made in writing by the apartment owner to the Management Company with a copy to the Board of Directors.

14. Garbage Disposal/Building Maintenance

- a. All wet debris is to be securely wrapped or bagged before it leaves the apartment to avoid dripping in the hallway. All debris should be of a size to easily fit into the compactor hopper.

- b. The compactor room shall be kept neat and free of obstruction. All items of refuse shall be put down the chute with the exception of recyclables which are to be placed in the appropriate bins in the garage.
- c. Trash shall be packaged in tied up plastic bags prior to being thrown down the trash chute, any spills are to be promptly cleaned or reported to avoid bug infestations.
- d. No trash is to be left in the garage, with the exception of bulky items and recyclables.
- e. Because the City of Long Beach utilizes recycling, the following items must be separated and placed in their respective containers in the garage:
 - ❖ All glass bottles, metal containers, and plastic containers with a recycling code are to be placed in the bin provided.
 - ❖ All newspapers, magazines, or periodicals are to be placed in the appropriate receptacle.
- f. Bulky items must be placed in the garage. Packing cartons or any large paper or cardboard items must be placed to the right of the doorway. Furniture, construction materials, or any large item not made of cardboard or paper must be placed to the left of the garage doorway.
- g. No construction debris, appliances, large furniture may be left in the garage without the approval of the building superintendent.
- h. Vacuum cleaner bags may not be emptied into the compactor. They should be securely wrapped or bagged before they leave the apartment to prevent leakage in the hallway.

15. Transfer & Sublet Fees

- a. A transfer fee, equal to 2% of the sale price of the shares to be paid by the purchaser, is due to 420 Tenant Corp at the date of closing. This fee will be held in the corporate reserve fund used at the discretion of the Board of Directors to maintain or improve upon the building.
- b. There is a monthly 8% sublet fee of the maintenance when a shareholder sublets their apartment.

16. Board of Directors/Management Company

- a. All Board Directors shall, at all times, exercise the utmost good faith in all matters related to 420 Tenants Corp.
- b. No Board member shall use his/her position or confidential information he/she has obtained to his/her personal advantage and be influenced in the discharge of his/her duties by any financial interest or relationship.
- c. At any time that there is a conflict of interest or the Board member cannot remain objective, independent, or act in good faith, they must excuse themselves from that instance and decision making.
- d. Board members cannot solicit or accept gifts, gratuities, payments or other consideration of any kind on account of any person or organization that is a contractor, Owner or Tenant of 420 Shore Road.
- e. The house rules may be added to, amended, or repealed at any time by resolution of the Board of Directors.
- f. The Board of Directors will be nominated and voted into office for a term of 1 year by the stockholders at the annual meeting.

FINE SCHEDULE FOR HOUSE RULES VIOLATIONS

Violations of the House Rules will be handled in the following manner:

- ❖ An Owner or Tenant will be informed of a first violation by a written notification from the Managing Agent via "Certified Mail"
- ❖ Subsequent violations will incur the following fines:

2 nd Violation	\$100.00
3 rd Violation	\$200.00
4 th Violation	LEGAL ACTION

By signing this document you are stating that you understand and agree to comply with all house rules for 420 Tenant Corp.

Agreed and Accepted for Owners and Tenants after 12/15/2009:

Owner/Tenant Apt. #

Board Member Title

Owner/Tenant

Date