

GAYNOR GARDENS OWNERS CORP.
c/o RLH Management, Inc.
404 Main Street
Port Washington, NY 11050

Sales Package

Dear Applicant:

In an effort to facilitate your request to transfer (sell) the shares of your apartment, the following paperwork must be submitted by the prospective shareholder. **(1 Original/4 Copies):**

1. Purchaser/Transfer Application Questionnaire (on all persons occupying the subject apartment)
2. Fully Signed Contract of Sale(including Lead Paint Affidavits)
3. Bank Commitment Letter (if financing)
4. Two (2) letters of recommendations
5. Last two (2) years of Income Tax Returns, including the W2 form & 2 months pay stubs
6. Applicant's Release Form
7. A signed copy of the House Rules
8. Statement of Financial Condition. **NOTE:** Documentation of all Assets and/or Income must be attached. This does not include automobiles or personal property. Examples of documentation include real estate appraisals, social security award letters, bank statements, etc.
9. The following checks must accompany application:
 - \$100 for super for move in payable to Gaynor Gardens Owners Corp.
 - \$500 processing fee payable to RLH Management
 - \$600 building fee payable to Gaynor Gardens Owners Corp.
 - \$1,000 is held in escrow. After 30 days if no damage, \$1,000 will be refunded. If a shareholder moves in or out without notifying the management company, a \$500 assessment will be charged against the shareholder. Payable to Gaynor Gardens Owners Corp.
10. At the closing of the unit, there is a \$10.00 per share flip tax payable to Gaynor Gardens Owners Corp.

Shareholder must live in apartment for two (2) years before subletting apartment. There is an annual fee of \$600 for non-owner occupied units, paid by shareholder by March 1. All Sublessees must be approved by the Board of Directors.

The Managing Agent will contact the applicant(s) to arrange for a personal interview with the Board of Directors. An interview will not be scheduled until all of the above documents including the Commitment letter (pre-approval is acceptable) are received and reviewed by the Managing Agent.

If you have any questions, please call upon RLH Management and we will assist you in answering any questions that may arise in the application process.

Application is to be forwarded to: RLH Management
404 Main Street
Port Washington, N.Y. 11050

*****ONLY CERTIFIED, BANK OR MONEY ORDERS WILL BE ACCEPTED.**

**Gaynor Gardens Owners Corp.
Purchase Application**

APPLICANT'S Name _____ S.S. # _____

APPLICANT'S Name _____ S.S. # _____

Applicant's Attorney _____ Telephone _____

Attorney's Firm and Address _____

SELLER'S Name _____ S.S. # _____

Seller's Telephone _____ Forwarding Address _____

Seller's Attorney _____

Attorney's Firm and Address _____ Telephone _____

Closing Date and Time _____ Date of Possession _____

The undersigned hereby offers to purchase _____ shares of the capital stock/percent of the common interest of Gaynor Gardens and the accompanying proprietary lease for Apartment # _____ in the building located at _____ on the following terms and conditions:

Purchase Price _____ Current Monthly Maintenance _____

Deposit _____ FINANCING: NO YES AMOUNT _____

Bank _____ Address _____

Broker _____ Firm _____

Address _____ Telephone _____

Names of all persons and relationships who will reside in the apartment and if children, please state number and their approximate ages _____

Names of all residents in the building known by the applicant _____

INFORMATION REGARDING APPLICANT (S)

Home Address _____ Telephone _____

Date of Birth _____ How Long at current address _____

Present Landlord's Name & Address _____

Landlord's Phone Number _____

Car: Make _____ Year _____ License Plate _____

Driver's License # _____ State of _____

Applicant Employed by _____

Address _____ Telephone _____

Position _____ Length of Employment _____

Salary: \$ _____

If Present Employer is less than one year: Previous Employer _____

Address _____ Telephone _____

Position _____ Length of Employment _____

Salary: \$ _____

Other Source of Income _____

Contact Person _____ Telephone _____

References: Bank _____ Account # _____

Address _____

Emergency Name _____ Address _____

Telephone Number _____

CO-APPLICANT INFORMATION

Home Address _____ Telephone _____

Date of Birth _____ How Long at the above address _____

Present Landlord's Name & Address _____

Landlord's Phone Number _____

Car: Make _____ Year _____ License Plate _____

Driver's License #: _____ State of _____

Applicant Employed by _____

Address _____ Telephone _____

Position _____ Length of Employment _____

Salary: \$ _____

If Present Employer is less than one year: Previous Employer _____

Address _____ Telephone _____

Position _____ Length of Employment _____

Salary: \$ _____

Other Source of Income _____

Contact Person _____ Telephone _____

References: Bank _____ Account # _____

Address _____

Have you applied for any other coop/condominium within the last 12 months? No Yes

If yes, where? _____

Antennas are not allowed on any part of the roof or building. Management has renovation packages, which must be submitted to the Board of Directors before any renovations start.

Does applicant plan alterations to the apartment? No Yes

Specify _____

The applicant agrees not to take possession of the space applied for until after contracts have been signed by required parties, and closing has taken place, and premises surrendered by prior occupants.

In connection with my application for this cooperative, I authorize all banks, corporations, companies, credit agencies, accountants, employers and persons to release any information they have about me to Straight Arrow Screening or any other consumer reporting agencies and I release them from any and all liability or responsibility from doing so. Further I authorize the investigative consumer report and understand that such a report may contain information about my background, character, and personal reputation. I understand this notice will also apply to future updated reports that maybe requested. I understand that any misrepresentation by me maybe the cause of rejection by the Cooperative.

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

Once you sign this application it is agreed and understood that NO pets will be kept in this building. All residents must comply with recycle program.

Applicant

Co-Applicant

Date

Gaynor Gardens Owners Corp.
15-17 Gaynor Avenue
Manhasset, NY 11030

Applicant's Release

Re: Building Address: _____

Apartment #: _____

The undersigned applicant(s) is (are) submitting an application to purchase the above referenced apartment.

Applicant has submitted payment for certain fees including but not limited to fees to check applicants' credit and to process this application.

Applicant acknowledges that the application to purchase the apartment may or may not be approved by the Board of Directors of Gaynor Gardens Owners Corp. in its sole discretion and that if the application is not approved, no reason for the disapproval needs to be given. Whether the application is approved or not approved, certain costs and expenses will be incurred and the fees described above will not be refunded to the applicants(s).

The applicant releases both Gaynor Gardens Owners Corp. and RLH Management from any liability for the return of these funds incurred in processing the application, and agrees that in the event the applicant seeks recovery of such fees, the applicant shall be liable for all costs and expenses (including attorney's fees) incurred by Gaynor Gardens Owners Corp. and/or RLH Management.

Applicant

Applicant

Date: _____

Certification of Disclosure

RE: Building Address: _____

Apartment #: _____

Shareholder as Sublessor: _____

Prospective Sublessee: _____

The Residential Lead-Based Paint Hazard Reduction Act of 1992 (the "Act") and regulations promulgated by the Department of Housing and Urban Development and Environmental Protection Agency (the "Regulations") require that the Shareholder as Sub-lessor disclose, based upon actual knowledge, to the Prospective Sub-lessee the presence of any known lead based paint and/or lead based paint hazards in the apartment or common areas. The cooperative corporation must provide any information it has regarding the common areas.

The undersigned, being all the Shareholders as Sub-lessor and all Prospective Sub-lessee(s) of the above referenced apartment hereby certify to the Cooperative Corporation owning the building that:

- (i) They have received the information, if any, in the possession of the Cooperative Corporation regarding lead-based paint and/or lead based paint hazards in the common areas.
- (ii) They have complied in all respects with the Regulations.

The Shareholder(s) as Sub-lessor(s) and the Prospective Sub-lessee(s), each individually, hereby agrees to indemnify and defend the Cooperative Corporation, its directors, officers, employees and agents, (the "Indemnified Parties") against any and all claims, losses, liabilities, fines, penalties, damages, costs and expenses (including reasonable attorneys' fees) that may at any time be imposed upon the Indemnified Parties for failure to comply with the Regulations. The Prospective Sub-lessees hereby release the Indemnified Parties from any claims with respect to the existence of lead based paint in the apartment and common areas and any disclosure with respect thereto.

Shareholder(s) as Sub-lessor(s): _____

Prospective Sub-lessee(s): _____

Date: _____

STATEMENT OF FINANCIAL CONDITIONS

Name _____

Address _____

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

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

ASSETS		LIABILITIES	
Cash in Bank		Notes payable	
Savings & Loan Shares		To Banks	
Earnest Money Deposited		To Relatives	
Investments: Bonds & Stocks		To Others	
Investment in own Business		Installment Accounts Payable: Automobile	
Real Estate owned		Mortgages payable on Real Estate	
Year Make		Unpaid Real Estate Taxes	
Automobiles		Unpaid Income Taxes	
Personal property & furniture		Chattel Mortgages	
Life Insurance		Loans on Life Insurance Policies	
Cash Surrender Value		(Include Premium Advance)	
Other Assets - itemize		Other debts - itemize	
		TOTAL LIABILITIES	
		TOTAL ASSETS	
TOTAL ASSETS		NET WORTH	

APPLICANT & SPOUSE SOURCE OF INCOME		PERSONAL INFORMATION	
Base Salary		Occupation or Type of Business	
S/E income			
Bonus & Commissions		Employer	
Dividends & interest income		Position Held	
Real Estate income (net)		Partner or Officer in any other venture or other Employment	
Spouse income (specify)			
Other income - itemize		Married	Divorced Children (Ages)
		Age	Age of Spouse Other Dependents
TOTAL			

APPLICANT & SPOUSE SOURCE OF INCOME		GENERAL INFORMATION	
As Endorser or Co-maker on Notes		Personal Bank Accounts carried at:	
Alimony payments (Annual)			
Are you a defendant in any legal action?		Savings and Loan Account at:	
Are there any unsatisfied judgements?			
Have you ever taken bankruptcy? Explain		Purpose of Loan	

COOPERATIVE SUBLEASES

Lesser (Tenant Shareholder)

Lessee (Subtenant)

Building Address: _____

Apt# _____

LEAD WARNING STATEMENT & DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS LEASES/SUBLEASES

HOUSING BUILT BEFORE 1978 MAY CONTAIN LEAD-BASED PAINT. LEAD FROM PAINT, PAINT CHIPS, AND DUST CAN POSE HEALTH HAZARDS IF NOT MANAGED PROPERLY. LEAD EXPOSURE IS ESPECIALLY HARMFUL TO YOUNG CHILDREN AND PREGNANT WOMEN. BEFORE RENTING PRE-1978 HOUSING, LESSORS MUST DISCLOSE THE PRESENCE OF KNOWN LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS IN THE DWELLING. LESSEES MUST ALSO RECEIVE A FEDERALLY APPROVED PAMPHLET ON LEAD POISONING PREVENTION.

Lesser's Disclosure (Tenant Shareholder)

- (a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):
(i) Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).
(ii) 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 (i) or (ii) below):
(i) 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).
(ii) Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (Subtenant) (Lessee(s) to initial (c) (d) below):

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

Agent's Acknowledgment (Agent (All Brokers) to initial (e) below):

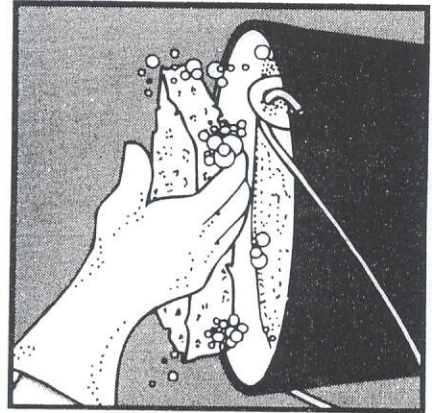
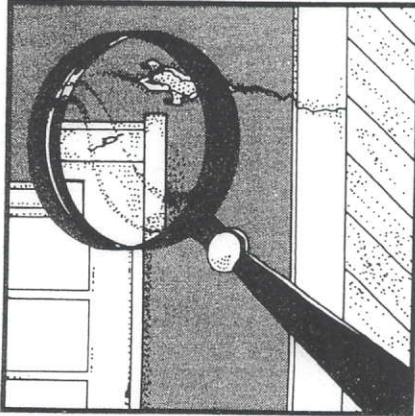
- (e) Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

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

Lesser Date Lessee Date
Lesser Date Lessee Date
Agent (Broker) Date Agent (Broker) Date

Protect Your Family From Lead In Your Home



United States
Environmental Protection
Agency



United States Consumer
Product Safety Commission

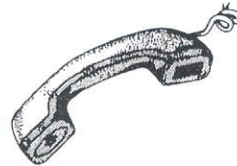
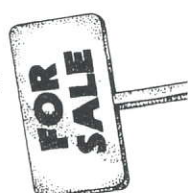
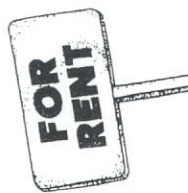
EPA747-K-94-001
May 1995

U.S. EPA Washington DC 20460
U.S. CPSC Washington DC 20207

Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.

By 1996, federal law will require that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



LANDLORDS will have to disclose known information on lead-based paint hazards before leases take effect. Leases will include a federal form about lead-based paint.

SELLERS will have to disclose known information on lead-based paint hazards before selling a house. Sales contracts will include a federal form about lead-based paint in the building. Buyers will have up to 10 days to check for lead hazards.

RENOVATORS will have to give you this pamphlet before starting work.

IF YOU WANT MORE INFORMATION on these requirements, call the National Lead Information Clearinghouse at **1-800-424-LEAD**.

This document is in the public domain. It may be reproduced by an individual or organization without permission. Information provided in this booklet is based upon current scientific and technical understanding of the issues presented and is reflective of the jurisdictional boundaries established by the statutes governing the co-authoring agencies. Following the advice given will not necessarily provide complete protection in all situations or against all health hazards that can be caused by lead exposure.

IMPORTANT!

Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

FACT: Lead exposure can harm young children and babies even before they are born.

FACT: Even children that seem healthy can have high levels of lead in their bodies.

FACT: People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips with lead in them.

FACT: People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.

FACT: Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

Lead Gets in the Body in Many Ways

1 out of every 11 children in the United States has dangerous levels of lead in the blood-stream.

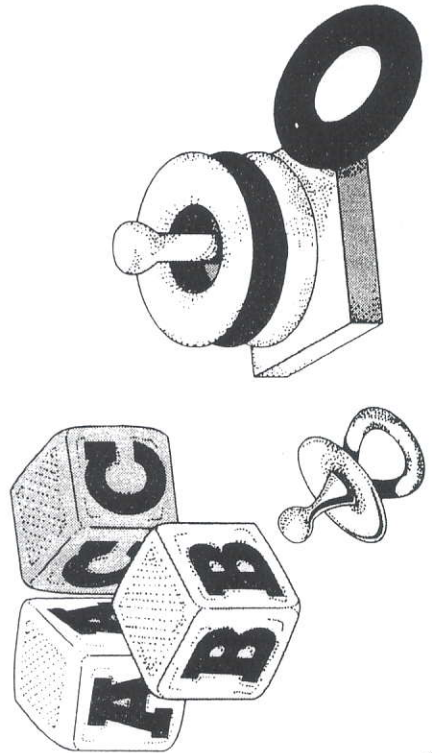
Even children who appear healthy can have dangerous levels of lead.

People can get lead in their body if they:

- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).

Lead is even more dangerous to children than adults because:

- ◆ Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.
- ◆ Children's growing bodies absorb more lead.
- ◆ Children's brains and nervous systems are more sensitive to the damaging effects of lead.



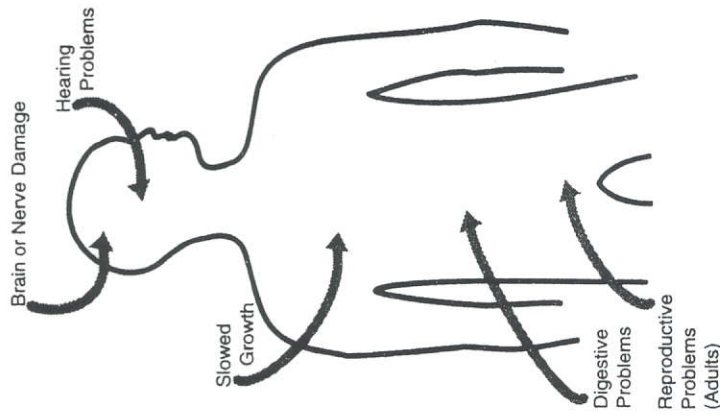
Lead's Effects

If not detected early, children with high levels of lead in their bodies can suffer from:

- ◆ Damage to the brain and nervous system
- ◆ Behavior and learning problems (such as hyperactivity)
- ◆ Slowed growth
- ◆ Hearing problems
- ◆ Headaches

Lead is also harmful to adults. Adults can suffer from:

- ◆ Difficulties during pregnancy
- ◆ Other reproductive problems (in both men and women)
- ◆ High blood pressure
- ◆ Digestive problems
- ◆ Nerve disorders
- ◆ Memory and concentration problems
- ◆ Muscle and joint pain



Lead affects the body in many ways.

Checking Your Family for Lead

Get your children tested if you think your home has high levels of lead.

A simple blood test can detect high levels of lead. Blood tests are important for:

- ◆ Children who are 6 months to 1 year old (6 months if you live in an older home with cracking or peeling paint).
- ◆ Family members that you think might have high levels of lead.

If your child is older than 1 year, talk to your doctor about whether your child needs testing.

Your doctor or health center can do blood tests. They are inexpensive and sometimes free. Your doctor will explain what the test results mean. *Treatment can range from changes in your diet to medication or a hospital stay.*

Where Lead-Based Paint Is Found

In general, the older your home, the more likely it has lead-based paint.

Many homes built before 1978 have lead-based paint. The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- ◆ In homes in the city, country, or suburbs.
- ◆ In apartments, single-family homes, and both private and public housing.
- ◆ Inside and outside of the house.
- ◆ In soil around a home. (Soil can pick up lead from exterior paint, or other sources such as past use of leaded gas in cars.)

Where Lead Is Likely To Be a Hazard

Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards

Lead-based paint that is in good condition is usually not a hazard.

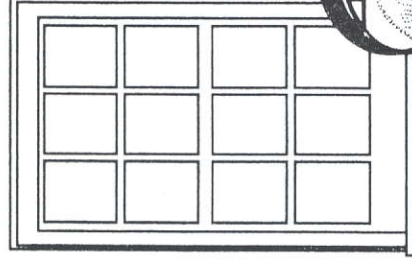
Peeling, chipping, chalking, or cracking lead-based paint is a hazard and needs immediate attention.

Lead-based paint may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear. These areas include:

- ◆ Windows and window sills.
- ◆ Doors and door frames.
- ◆ Stairs, railings, and banisters.
- ◆ Porches and fences.

Lead dust can form when lead-based paint is dry scraped, dry sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when people vacuum, sweep, or walk through it.

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. Call your state agency (see page 12) to find out about soil testing for lead.



Checking Your Home for Lead Hazards

Just knowing that a home has lead-based paint may not tell you if there is a hazard.

- You can get your home checked for lead hazards in one of two ways, or both:
- ◆ A **paint inspection** tells you the lead content of every painted surface in your home. It won't tell you whether the paint is a hazard or how you should deal with it.
 - ◆ A **risk assessment** tells you if there are any sources of serious lead exposure (such as peeling paint and lead dust). It also tells you what actions to take to address these hazards.

Have qualified professionals do the work. *The federal government is writing standards for inspectors and risk assessors. Some states might already have standards in place.* Call your state agency for help with locating qualified professionals in your area (see page 12).

- Trained professionals use a range of methods when checking your home, including:
- ◆ Visual inspection of paint condition and location.
 - ◆ Lab tests of paint samples.
 - ◆ Surface dust tests.
 - ◆ A portable x-ray fluorescence machine.

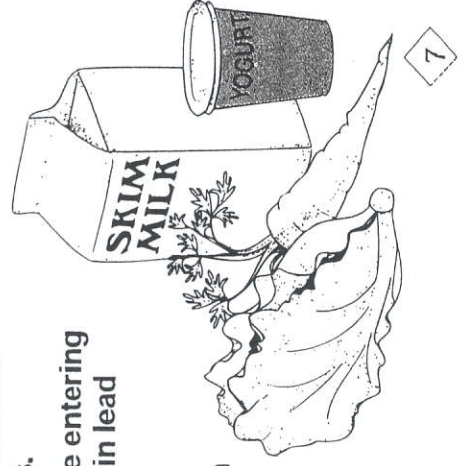
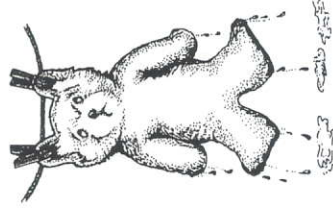
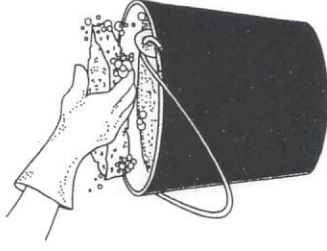
Home test kits for lead are available, but recent studies suggest that they are not always accurate. Consumers should not rely on these tests before doing renovations or to assure safety.



What You Can Do Now To Protect Your Family

If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

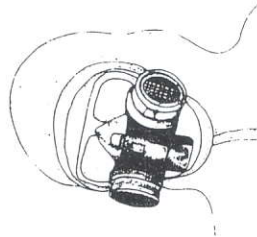
- ◆ If you rent, notify your landlord of peeling or chipping paint.
- ◆ Clean up paint chips immediately.
- ◆ Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. **REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.**
- ◆ Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- ◆ Wash children's hands often, especially before they eat and before nap time and bed time.
- ◆ Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- ◆ Keep children from chewing window sills or other painted surfaces.
- ◆ Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- ◆ Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and low-fat dairy products. Children with good diets absorb less lead.



How To Significantly Reduce Lead Hazards

Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

Always use a professional who is trained to remove lead hazards safely.



In addition to day-to-day cleaning and good nutrition:

- ◆ You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called "interim controls") are not permanent solutions and will need ongoing attention.
- ◆ To **permanently** remove lead hazards, you must hire a lead "abatement" contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not enough.

Always hire a person with special training for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. If possible, hire a certified lead abatement contractor. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Call your state agency (see page 12) for help with locating qualified contractors in your area and to see if financial assistance is available.

Remodeling or Renovating a Home With Lead-Based Paint

Take precautions before you begin remodeling or renovations that disturb painted surfaces (such as scraping off paint or tearing out walls):

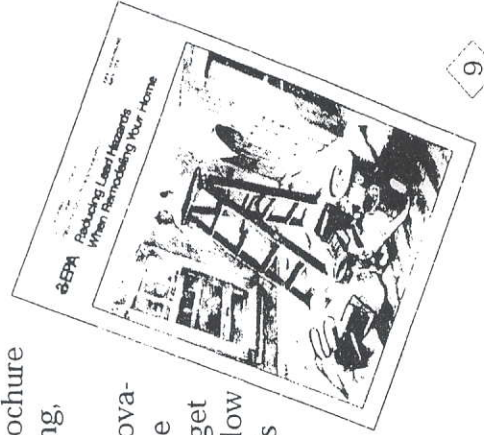
- ◆ **Have the area tested for lead-based paint.**
- ◆ **Do not use a dry scraper, belt-sander, propane torch, or heat gun** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.

- ◆ **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

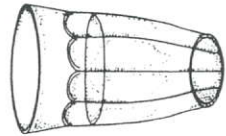
If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



If not conducted properly, certain types of renovations can release lead from paint and dust into the air.



Other Sources of Lead



While paint, dust, and soil are the most common lead hazards, other lead sources also exist.

◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:

- Use only cold water for drinking and cooking.
- Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.

◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your clothes separately from the rest of your family's.

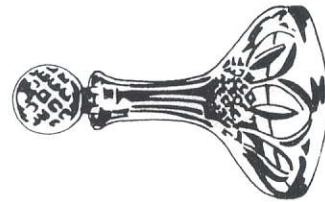
◆ **Old painted toys and furniture.**

◆ **Food and liquids stored in lead crystal or lead-glazed pottery or porcelain.**

◆ **Lead smelters** or other industries that release lead into the air.

◆ **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.

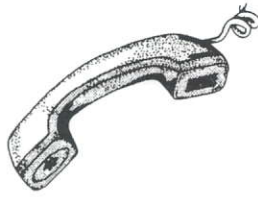
◆ **Folk remedies** that contain lead, such as "greta" and "azarcon" used to treat an upset stomach.



For More Information

The National Lead Information Center

Call **1-800-LEAD-FYI** to learn how to protect children from lead poisoning. For other information on lead hazards, call the center's clearinghouse at **1-800-424-LEAD**. For the hearing impaired, call, **TDD 1-800-526-5456** (FAX: **202-659-1192**, Internet: **EHC@CAIS.COM**).

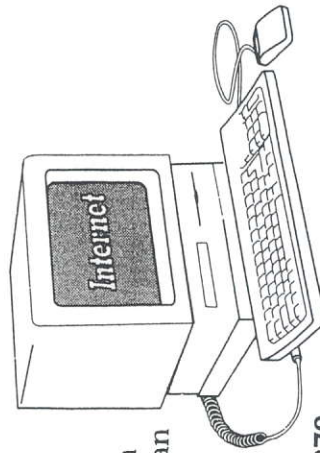


EPA's Safe Drinking Water Hotline

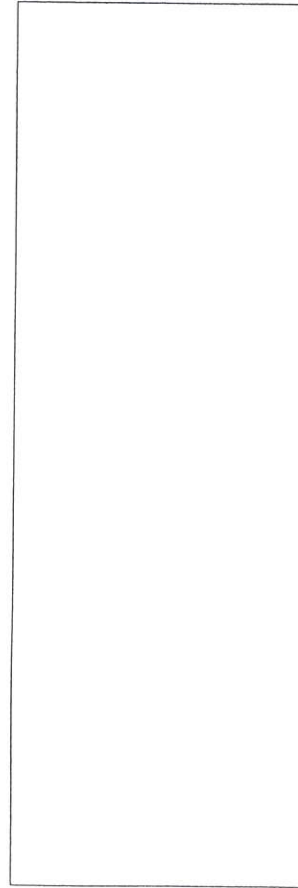
Call **1-800-426-4791** for information about lead in drinking water.

Consumer Product Safety Commission Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**. (Internet: **info@cpsc.gov**). For the hearing impaired, call **TDD 1-800-638-8270**.



Local Sources of Information



State Health and Environmental Agencies

Some cities and states have their own rules for lead-based paint activities. Check with your state agency (listed below) to see if state or local laws apply to you. Most state agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards.

State/Region	Phone Number	Missouri	(314) 526-4911
Alabama	(205) 242-5661	Montana	(406) 444-3671
Alaska	(907) 465-5152	Nebraska	(402) 471-2451
Arkansas	(501) 661-2534	Nevada	(702) 687-6615
Arizona	(602) 542-7307	New Hampshire	(603) 271-4507
California	(510) 450-2424	New Jersey	(609) 633-2043
Colorado	(303) 692-3012	New Mexico	(505) 841-8024
Connecticut	(203) 566-5808	New York	(800) 458-1158
Washington, DC	(202) 727-9850	North Carolina	(919) 715-3293
Delaware	(302) 739-4735	North Dakota	(701) 328-5188
Florida	(904) 488-3385	Ohio	(614) 466-1450
Georgia	(404) 657-6514	Oklahoma	(405) 271-5220
Hawaii	(808) 832-5860	Oregon	(503) 248-5240
Idaho	(208) 332-5544	Pennsylvania	(717) 782-2884
Illinois	(800) 545-2200	Rhode Island	(401) 277-3424
Indiana	(317) 382-6662	South Carolina	(803) 935-7945
Iowa	(800) 972-2026	South Dakota	(605) 773-3153
Kansas	(913) 296-0189	Tennessee	(615) 741-5683
Kentucky	(502) 564-2154	Texas	(512) 834-6600
Louisiana	(504) 765-0219	Utah	(801) 536-4000
Massachusetts	(800) 532-9571	Vermont	(802) 863-7231
Maryland	(410) 631-3859	Virginia	(800) 523-4019
Maine	(207) 287-4311	Washington	(206) 753-2556
Michigan	(517) 335-8885	West Virginia	(304) 558-2981
Minnesota	(612) 627-5498	Wisconsin	(608) 266-5885
Mississippi	(601) 960-7463	Wyoming	(307) 777-7391

EPA Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

EPA Regional Offices

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
John F. Kennedy Federal Building
One Congress Street
Boston, MA 02203
(617) 565-3420

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)
Building 5
2890 Woodbridge Avenue
Edison, NJ 08837-3679
(908) 321-6671

Region 3 (Delaware, Washington DC, Maryland, Pennsylvania, Virginia, West Virginia)
841 Chestnut Building
Philadelphia, PA 19107
(215) 597-9800

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
345 Courtland Street, NE
Atlanta, GA 30365
(404) 347-4727

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
77 West Jackson Boulevard
Chicago, IL 60604-3590
(312) 886-6003

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
First Interstate Bank Tower
1445 Ross Avenue, 12th Floor, Suite 1200
Dallas, TX 75202-2733
(214) 665-7244

Region 7 (Iowa, Kansas, Missouri, Nebraska)
726 Minnesota Avenue
Kansas City, KS 66101
(913) 551-7020

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
999 18th Street, Suite 500
Denver, CO 80202-2405
(303) 293-1603

Region 9 (Arizona, California, Hawaii, Nevada)
75 Hawthorne Street
San Francisco, CA 94105
(415) 744-1124

Region 10 (Idaho, Oregon, Washington, Alaska)
1200 Sixth Avenue
Seattle, WA 98101
(206) 553-1200

CPSC Regional Offices

Eastern Regional Center
6 World Trade Center
Vesey Street, Room 350
New York, NY 10048
(212) 466-1612

Central Regional Center
230 South Dearborn Street
Room 2944
Chicago, IL 60604-1601
(312) 353-8260

Western Regional Center
600 Harrison Street, Room 245
San Francisco, CA 94107
(415) 744-2966

Simple Steps To Protect Your Family From Lead Hazards

If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, dry scraper, or dry sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.



Gaynor Gardens

House Rules

- (1) The public halls and stairways of the Building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the Building, and the fire towers shall not be obstructed in any way.
- (2) No patient of any doctor who has offices in the Building shall be permitted to wait in the lobby.
- (3) Children shall not play in the public halls, courts, stairways, fire towers, driveways, and walks, and no one shall be permitted on the roof unless accompanied by a representative of the Lessor.
- (4) No public hall above the ground floor of the Building shall be decorated or furnished by any Lessee in any manner without the prior consent of all of the Lessees to whose apartments such hall serves as a means of ingress and egress, and in the event of disagreement among such Lessees, the Board of Directors shall decide.
- (5) No Lessee shall make or permit any disturbing noises in the Building or do or permit anything to be done therein, which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or radio or television loud speaker in such Lessee's apartment between the hours of ten o'clock p.m. and the following nine o'clock a.m., if the same shall disturb or annoy other occupants of the Building. No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal holidays), and only between the hours of 8:30 a.m. and 5:00 p.m.
- (6) No article shall be placed in the halls or on the staircase landings or fire towers, nor shall anything be hung or shaken from the doors, windows, terraces, or balconies, or placed upon the window sills of the Building.
- (7) No awnings, window air-conditioning units or ventilators shall be used in or about the Building except such as shall have been expressly approved by the Lessor or the managing agent, nor shall anything be projected out of any window of the Building without similar approval.
- (8) No sign, notice, advertisement, or illumination shall be inscribed or exposed on or at any window or other part of the Buildings, except such as shall have been approved in writing by the Lessor or the managing agent.
- (9) No velocipedes, bicycles, scooters, or similar vehicles or baby carriages shall be allowed to stand in the public halls, passageways, areas or courts of the Buildings.

- (10) Messengers and tradespeople shall use such means of ingress and egress as shall be designated by the Lessor.
- (11) Kitchen supplies, market goods and packages of every kind are to be delivered only at the service entrance of the Buildings.
- (12) Trunks and heavy baggage shall be taken in or out of the Buildings through the service entrance.
- (13) Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the superintendent or the managing agent of the Buildings may direct.
- (14) Water closets and other water apparatus in the Buildings shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closets or other apparatus shall be paid for by Lessee in whose apartment it shall have been caused.
- (15) No Lessee shall send any employee of the Lessor out of the Buildings on any private business of a Lessee.
- (16) The Lessee is permitted one cat per apartment. No other animals shall be kept or harbored in the Buildings unless the same in each instance be expressly permitted in writing by the Lessor; such permission shall be revocable by the Lessor. In no event shall dogs be permitted in any of the public portions of the Buildings unless carried or on leash.
- (17) No radio, citizens' band or television aerial shall be attached to or hung from the exterior of any Buildings without the prior written approval of the Lessor or the managing agent.
- (18) No vehicle belonging to a Lessee or to a member of the family or guest, subtenant or employee of a Lessee shall be parked in such manner as to impede or prevent ready access to any entrance of any Building by another vehicle.
- (19) 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 managing agent.
- (20) The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
- (21) Unless expressly authorized by the Board of Directors in each case, the floors of each apartment must be covered with rugs or carpeting or equally effective noise reducing material, to the extent of at least 80% of the floor area of each room excepting only kitchens, pantries, bathrooms, closets, and foyer.

- (22) No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Lessor or its managing agent.
- (23) The Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during 10 days after notice in writing from the Lessor or the managing agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right, by its officers or authorized agents, to enter the apartment for such purpose and to charge the cost of such cleaning to the Lessee.
- (24) Complaints regarding the service of the Building shall be made in writing to the managing agent of the Lessor.
- (25) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.
- (26) No Lessee shall install any plantings on the terrace, balcony or roof without the prior written approval of the Lessor. Plantings shall be contained in boxes of wood lined with metal or other material impervious to dampness and standing on supports at least two inches from the terrace, balcony or roof surface, and if adjoining a wall, at least three inches from such wall. Suitable weep holes shall be provided in the boxes to draw off water. In special locations, such as a corner abutting a parapet wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet and flashing, with the floor of drainage tiles and suitable weep holes at the sides to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good conditions, and the drainage tiles and weep holes in operating condition.
- (27) The agents of the Lessor, and any contractor or workman authorized by the Lessor, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests, and for the purpose of taking such measures as may be necessary to control and exterminate any such vermin, insects or other pests.
- (28) Subject to the provisions of paragraph 38(d) of the Proprietary Lease, these House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor.
- (29) No washing machines are allowed.
- (30) Improvements made to the Lessee's unit, aesthetic or structural, require Board review and documented pre-approval prior to work beginning. All licensing and documentation requested by the Board must be provided. Should the Lessee not obtain Board approval, a minimum fine of \$250 will be issued. Fine amount may

increase at the discretion of the Board and is dependent upon the degree of the work and potential damage caused to the building or shared spaces. A security deposit may be obtained prior to work beginning to mitigate the risk of damage to shared spaces. Improvements may include, but are not limited to:

- Air conditioning and heating systems
- Carpentry work
- Kitchen or bathroom fixture replacement
- Plumbing
- Ceramic tile and marble
- Doors and windows
- Dry wall
- Fences and railings
- Floor installation and refinishing
- General contracting
- Insulation
- Masonry work
- Painting
- Reglazing/porcelain refinishing

Proposed Subtenant

Proposed Subtenant