

**PROCEDURES FOR THE SUBLEASE OF AN APARTMENT AT GAYNOR GARDENS
15-17 Gaynor Avenue, Manhasset, New York 11030**

SECTION A:

Subject to strict compliance with the following rules, the Proprietary Lease, House Rules and Coop's by-laws, and subject to the approval of the proposed sublessee by the Coop's Board of Directors, a shareholder shall be permitted to sublet his/her apartment after living in the apartment for 2 years.

1. Shareholder shall be required to occupy the apartment for the first two years of ownership.
2. The Board of Directors will consider requests to sublet only when a shareholder faces a hardship, such as, but not limited to, the following:
 - a. A job relocation that requires shareholder to be out of the state for an extended period of time; or,
 - b. The death of the owner if the estate/heirs cannot afford to make the payments on the apartment until estate is probated.
3. An annual subletting fee shall be due and payable by shareholder at the inception of the sublease in the amount of \$1,000.00. A monthly 15% surcharge will be assessed on any non-owner occupied unit. Sublease fees will not be waived for any shareholder.
4. Any extension beyond the first year of the sublease is at the sole discretion of the board of directors based on the facts and circumstances of each case. The parties agree to submit such updated information and documentation as shall be required by the Board of Directors. Shareholder and Sublessee acknowledge that the Cooperative Corporation shall not be obligated to consent to and extension, continuation or renewal of the sublease.
5. Shareholder must deposit with the Managing Agent a refundable \$1,000.00 move-out deposit with the application and the subtenant must deposit with the Managing Agent a refundable \$1,000.00 move-in deposit with the application and again when subtenant moves out. Said sum is to be held to reimburse the Cooperative Corporation for any damage to the building and grounds caused during the Shareholder's or Subtenant's move.
6. Shareholder and Sublessee are required to execute the accompanying Sublease Rider, which must be included as a rider to the Sublease Agreement by and between Shareholder and Sublessee. The Cooperative Corporation suggests that the parties consult with counsel of their own choosing prior to execution this Rider.
7. Shareholder and Subtenant shall each be required to execute the accompanying agreements with the Cooperative Corporation.

SECTION B:

The following must be submitted by the shareholder to the managing agent, RLH Management, Inc.:

- 1) A check payable to RLH Management, Inc. in the amount of \$500.00 representing payment of the required processing fee. This fee is non-refundable.
- 2) A refundable move-out deposit check in the amount of \$1,000.00.
- 3) A check made payable to Gaynor Gardens Owners Corp. for move out fee for super in the amount of \$100.

- 4) If shareholder currently has a mortgage, in accordance with the recognition agreement, shareholder must submit a letter of consent to the sublet from the lender.
- 5) The sublease document must state by the Term the following: **Lease may be extended subject to a written request not less than (90) days prior to said date each year by shareholder and consent of Board of Directors of Gaynor Gardens Owners Corporation.**

SECTION C:

Prospective Subtenant must submit five (1 original/ 4 copies) sets of the following to the managing agent, RLH Management, Inc., at time of request (photocopies are acceptable):

- (a) A signed copy of the last two (2) years IRS 1040 and W2 forms;
- (b) one letter of personal reference and one letter of business reference;
- (c) a signed copy of the sublease agreement between shareholder and subtenant;
- (d) a check made payable to RLH Management, Inc. for the credit verification service (**this is non-refundable**):
 - \$50.00 for an individual
 - \$100.00 for married couple sharing same last name
 - \$100.00 for two people with different last names;
- (e) the supplied resident emergency notification form;
- (f) the supplied Lead-based paint disclosure form and pamphlet;
- (g) the completed and signed Tenant Data Verification form for each proposed subtenant;
- (h) the completed Estimated Income and Expenses form;
- (i) a signed copy of Sublease Rider;
- (j) a signed copy of the House Rules
- (k) a check made payable to Gaynor Gardens Owners Corp. fomove in fee for super in the amount of \$100;
- (l) a refundable move-in deposit check in the amount of \$1,000.00;

Only when the complete information requested from the shareholder and prospective sub-lessee is provided to the managing agent will an interview of the sub-lessee with the admittance Committee be arranged. All sublease approvals will be at the sole discretion of the Admittance Committee/Board of Directors.

Please note that from the time the information is received by the managing agent, the credit application processed, the interview scheduled, and permission granted, three weeks may elapse. Do not make arrangement for moving before the interview is held, as additional information may be requested before permission to sublet is granted. Interviews are scheduled at the convenience of the Admissions Committee. The cooperative corporation permits moving in/out only as scheduled below: Monday - Friday: 9AM to 4 PM. No moving or deliveries are permitted on Saturday or Sunday is permitted. Please do not plan for your subtenant to take occupancy without taking the above rules into consideration.

Shareholder

Proposed Subtenant

Date

TENANT DATA VERIFICATION
15-17 Gaynor Gardens Owners Corp.

Name: _____ Phone: _____ SSN: _____ - _____ - _____
Last First M.I.

Current Address: _____ Birthdate: _____
Street City, State, Zip

Own/Rent (circle one) If rent, Landlord Name/Address: _____ How Long? : _____

If less than one year, list previous address: _____
Street City, State, Zip

Applicant employed by: _____ Position/Title: _____

Address: _____
Street City, State, Zip

How long: _____ Salary: \$ _____ Contact: _____ Phone: _____

If at this employer less than one year, list name of previous employer: _____

Address: _____
Street City, State, Zip

How long: _____ Salary: \$ _____ Contact: _____ Phone: _____

Other sources of income/contacts: _____

Bank references:

Checking: _____ Branch Location: _____ Acct #: _____

Savings: _____ Branch Location: _____ Acct #: _____

Accountant: _____ Address: _____ Phone: _____

Credit Cards (Name / Acct #): _____

PERSONS TO OCCUPY THE CO-OP:

Name: _____ Relationship to Tenant: _____

Name: _____ Relationship to Tenant: _____

Name: _____ Relationship to Tenant: _____

EMERGENCY CONTACT/PHONE: _____

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.

Applicant's Signature: _____ Date: _____

TENANT ESTIMATED INCOME AND EXPENSES

	<u>Occupant #1</u>	<u>Occupant #2</u>
Monthly Gross Income:		
Wages/Salary	_____	_____
Investment Income	_____	_____
Alimony/Child Support	_____	_____
Total Monthly Income:	_____	_____
Monthly Expenses:		
Rent	_____	_____
Loans (Student/Auto/Bank)	_____	_____
Auto/Fuel	_____	_____
Parking	_____	_____
Utilities	_____	_____
Telephone	_____	_____
Insurance (Auto/Home Life)	_____	_____
Groceries	_____	_____
Commutation	_____	_____
Entertainment	_____	_____
Credit Card Expenses	_____	_____
Miscellaneous	_____	_____
Total Monthly Expenses:	_____	_____

**AGREEMENT BETWEEN COOPERATIVE CORPORATION AND SHAREHOLDER PURSUANT TO
SHAREHOLDER'S REQUEST TO SUBLET APARTMENT**

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

Dear Shareholder:

Pursuant to any shareholder request to sublet his/her apartment, the Board of Directors of Gaynor Gardens Owners Corp. requires that the shareholder agree to the following prior to its granting its consent to the sublet. The Board strongly recommends that the shareholder consult with an attorney prior to signing below.

_____ (the "Shareholder") acknowledges that she/he is solely responsible for the payment of the maintenance to Gaynor Gardens Owners Corp. (the "Cooperative Corporation") pursuant to the Proprietary Lease between Gaynor Gardens Owners Corp., dated _____. In addition, Shareholder represents that the subtenant will pay rent only to Shareholder; notwithstanding this representation, the Cooperative Corporation reserves all rights provided to it under the Proprietary Lease to cure any default by Shareholder.

Shareholder further acknowledges that except with respect to the payment of maintenance, Shareholder is responsible to insure that its subtenant complies with all of the terms, provisions and conditions of the Proprietary Lease, By-Laws and House Rules, and that any violation by the subtenant shall be considered a default by Shareholder.

Shareholder agrees to indemnify and hold harmless the Cooperative Corporation and its representative from and against any and all claims, judgments, liability, costs and expense (including, without limitation, reasonable attorneys fees) resulting from any claims by the subtenant for an unlawful rent or any breach of Shareholder's responsibility or representation to subtenant.

Please sign below where indicated which acknowledges your understanding and consent. Thank you.

Very truly yours,
Gaynor Gardens Owners Corp.

Agreed and Understood:

Representative for Cooperative

Shareholder

Date

Shareholder

SUBTENANT TO COMPLETE AND SUBMIT THE ATTACHED DOCUMENTS:

I have submitted five(one original/ four copies) complete sets of the requested items:

- (a) A signed copy of the last two (2) years IRS 1040 and W2 forms;
- (b) one letter of personal reference and one letter of business reference;
- (c) a signed copy of the sublease agreement between shareholder and subtenant;
- (d) a check made payable to RLH Management, Inc. for the credit verification service (**this is non-refundable**):
 - \$50.00 for an individual
 - \$100.00 for married couple sharing same last name
 - \$100.00 for two people with different last names;
- (e) the supplied resident emergency notification form;
- (f) the supplied Lead-based paint disclosure form and pamphlet;
- (g) the completed and signed Tenant Data Verification form for each proposed subtenant;
- (h) the completed Estimated Income and Expenses form;
- (i) a signed copy of Sublease Rider;
- (j) a signed copy of the House Rules;
- (k) a check made payable to Gaynor Gardens Owners Corp. for move in fee for super in the amount of \$100;
- (l) a refundable move-out deposit check in the amount of \$1,000.00;

I understand the sublease will not be effective unless the Cooperative Corporation's Board of Directors approve my application.

I authorize RLH Management, Inc., managing agent, to make inquiry into my credit standing, verify my income and assets and to report the findings to the Admissions Committee/Board of Directors. I enclose a check in the amount of \$_____ payable to RLH Management, Inc. for the credit report.

I understand that **NO PETS** are permitted in the Cooperative Corporation's building, nor may any business be conducted from the apartment.

I have read or waived a reading of the Cooperative Corporation's House Rules and Proprietary Lease and if my sublet is approved, I shall abide by all House Rules and By-Laws and by all applicable requirements of the Cooperative Corporation's Proprietary Lease as it exists or as it may be amended from time to time, as if they are a material part of my intended lease. A breach by me of the said Proprietary Lease, By-Laws or House Rules shall be deemed a material breach of my sublease, entitling the Cooperative Corporation to terminate the lease and to pursue any other remedies against me at law or in equity.

Notwithstanding anything to the contrary herein contained, I shall neither assign nor sublet my rights to the apartment. Notwithstanding anything to the contrary set forth in my lease, I have no right to renew my lease and I will not renew my lease without the express written consent of the Cooperative Corporation. I agree that any rights which I may have under the sublease agreement I have with the apartment owner will be modified by the above and this writing shall be deemed a part of my lease. I will, if approved, notify management immediately of any problems in or with the apartment and I agree to maintain said apartment in its present condition, reasonable wear and tear excepted.

I understand that if I will be moving my furniture and possessions into or out of the apartment, a security deposit of \$1,000.00 against damages to the building and grounds must accompany this application with the managing agent. This deposit will be returned to me promptly upon verification by the Cooperative Corporation's superintendent that no damage has been sustained as a result of the move.

Proposed Subtenant

Proposed Subtenant

Date

SUBLEASE RIDER
to the attached SUBLEASE AGREEMENT
and is made a part thereof

Shareholder: _____ **Shareholder:** _____

Subtenant: _____ **Subtenant:** _____

Premises: _____

Date: _____

Notwithstanding anything to the contrary set forth in any Sublease or other occupancy agreement entered into by and between Shareholder and Subtenant, the parties do hereby agree as follows:

1. The parties hereto acknowledge receipt of a copy of the sublet policy for Gaynor Gardens Owners Corp. (Inc. (hereinafter the "Cooperative Corporation") and understand that notwithstanding any right or option on the part of the Shareholder and/or Subtenant as may be set forth in this Sublease to extend, continue or renew the term of this Sublease beyond _____ year(s). The Cooperative Corporation shall be under no obligation to grant its consent to such extension, continuation or renewal. If the Cooperative Corporation shall elect not to grant its consent to any proposed extension, continuation or renewal of this Sublease, then Subtenant shall, on or before _____ deliver vacant possession of the premises to Shareholder.

2. Shareholder does hereby indemnify and hold the Cooperative Corporation free and harmless from and against any and all claims, judgments, liability, costs, suits and expenses (including without limitation, reasonable attorney's fees) resulting from any claims by the Subtenant for rent overcharge or any breach of Shareholder's obligations, representations or warranties to Subtenant.

3. The undersigned Shareholder and Subtenant acknowledge receipt of a copy of the Cooperative Corporation's Proprietary Lease, By-Laws and House Rules, copies of which are incorporated herein by reference, and represent and warrant that they have had sufficient opportunity to review such documents or have elected not to. Shareholder and Subtenant do hereby agree to comply with all of the terms, provisions and conditions set forth in the Proprietary Lease and By-Laws as presently existing or as may be modified from time to time. Any breach of the House Rules or Proprietary Lease, By-Laws shall be deemed to be a material breach by the Shareholder of his/her obligations under the Proprietary Lease appurtenant to these premises.

4. Subtenant agrees to maintain the premises in its present condition, reasonable wear and tear excepted, and shall immediately notify management in the event of any water leaks, broken windows, fire or other emergency condition.

5. The parties hereto acknowledge and agree;
- (a) that the premises in only to be occupied for residential purposes; and
 - (b) that no business shall be operated out of this building.

6. This Sublease shall not be or become effective unless and until same shall have been approved by the Board of Directors of the Cooperative Corporation.

7. In the event this Sublease Rider shall in any way conflict with the form and/or any other rider to this Sublease, this Rider shall in all cases prevail.

8. Subtenant acknowledges and agrees that the terms and conditions of this sublease agreement are subject and subordinate to those set forth in the Proprietary Lease existing between Gaynor Gardens Owners Corp. (the "Cooperative Corporation") and the cooperative Shareholder(s) _____, who are/is referred to as the Landlord under this Sublease Agreement. The Cooperative Corporation's rules and regulations, as set forth in the Proprietary Lease and House Rules, are incorporated by reference and made a part of this Sublease Agreement. Subtenant is familiar with and hereby agrees to comply with all existing rules and regulations and those promulgated in the future.

9. It is further represented that, in addition to the undersigned, the following individual(s) reside in the apartment; however, it is understood that these individual(s) are not considered tenant(s) and are not afforded any rights under the terms of this sublease:

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

10. Notwithstanding anything to the contrary herein contained, subtenant shall neither assign nor sublet its rights to the apartment. Subtenant has no right to renew this lease and will not renew this lease without the express written consent of the Cooperative Corporation.

11. Subtenant agrees to maintain said apartment in it present condition, reasonable wear and tear excepted.

Shareholder

Subtenant

Shareholder

Subtenant

**GAYNOR GARDENS OWNERS CORP.
OWNER RECORD**

PLEASE COMPLETE THE OWNER CONTACT INFORMATION

OWNER(S): _____

APARTMENT: _____ MAILING ADDRESS: _____

HOME TELEPHONE: _____ WORK TELEPHONE: _____

CELL TELEPHONE: _____ EMAIL ADDRESS: _____

TWO PEOPLE WE CAN CALL IN AN EMERGENCY:

1. NAME: _____ HOME TELEPHONE: _____

WORK TELEPHONE: _____ CELL TELEPHONE: _____

ADDRESS: _____

2. NAME: _____ HOME TELEPHONE: _____

WORK TELEPHONE: _____ CELL TELEPHONE: _____

ADDRESS: _____

TENANT(S): _____

HOME TELEPHONE: _____ WORK TELEPHONE: _____

CELL TELEPHONE: _____ EMAIL ADDRESS: _____

SPECIAL INSTRUCTIONS: _____

PLEASE RETURN THIS FORM TO:

RLH MANAGEMENT
404 MAIN STREET
PORT WASHINGTON, NY 11050

RENTAL - DISCLOSURE FOR PRE-1978 HOUSING RENTAL AND LEASES
DISCLOSURE OF INFORMATION AND ACKNOWLEDGMENT
LEAD-BASED PAINT AND/OR LEAD-BASED PAINT HAZARDS

Lessor's Name: _____ Property Address: _____
City/State/Zip/Phone: _____

Lead Warning Statement

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 hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure (initial)

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

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

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

Lessee's Acknowledgment (initial)

- _____ (c) Lessee has received copies of all information listed above.
- _____ (d) Lessee has received the pamphlet *Protect Your Family From Lead in Your Home*.

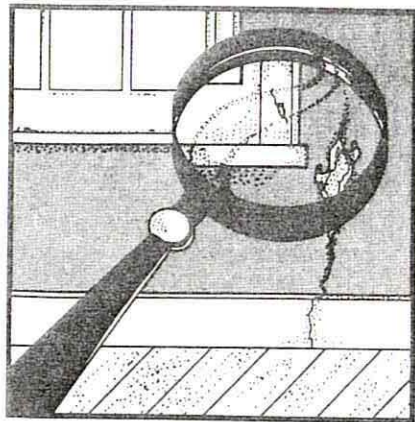
Agent's Acknowledgment (initial)

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

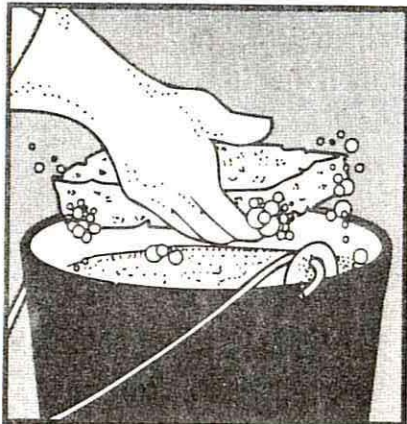
Certification of Accuracy

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

Lessor: _____ Date: _____ Lessor: _____ Date: _____
Lessee: _____ Date: _____ Lessee: _____ Date: _____
Agent: _____ Date: _____ Agent: _____ Date: _____



Protect Your Family From Lead In Your Home



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

 **EPA**
United States
Environmental Protection
Agency



United States Consumer
Product Safety Commission

EPA747-K-94-001
May 1995

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:



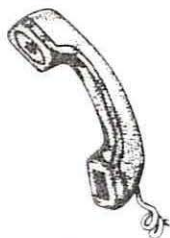
LANDLORDS will have to disclose known information on lead-based paint hazards before leases take effect. Leases will include a federal form about lead-based paint.



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**.

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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.

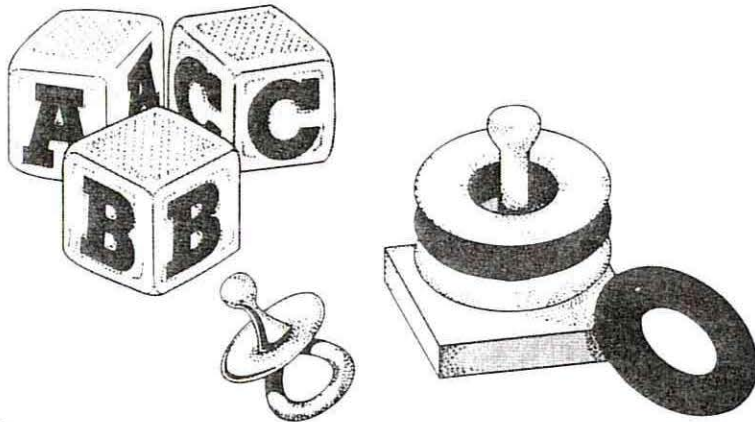
Even children who appear healthy can have dangerous levels of lead.

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.



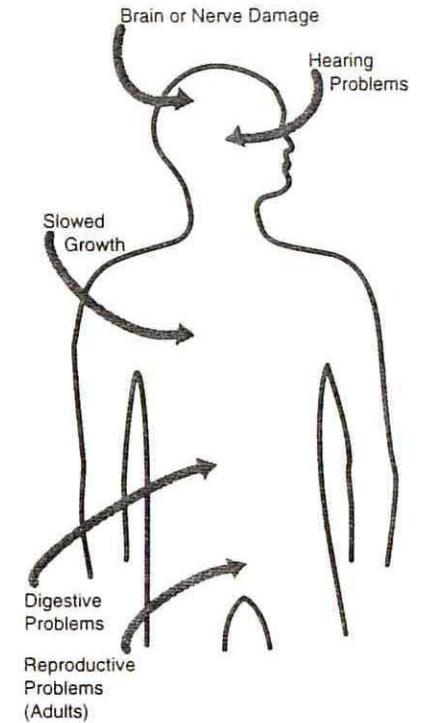
Lead's Effects

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-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:

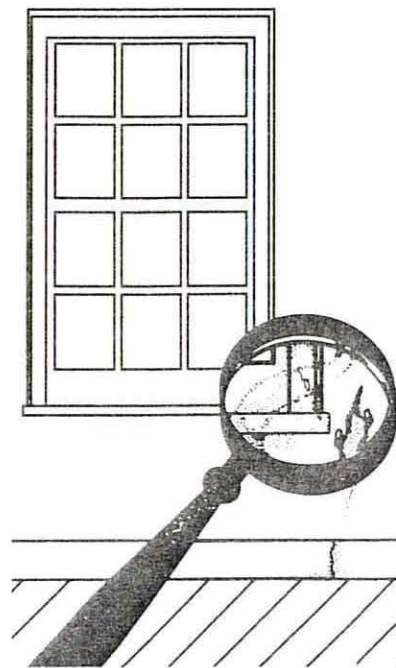
- ◆ Windows and window sills.
- ◆ Doors and door frames.
- ◆ Stairs, railings, and banisters.
- ◆ Porches and fences.

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.



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



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.

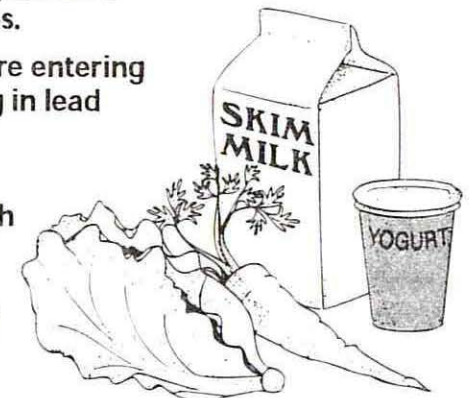
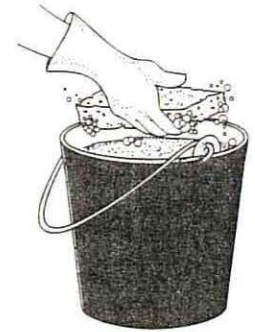
Home test kits for lead are available, but recent studies suggest that they are not always accurate. Consumers should not rely on these tests before doing renovations or to assure safety.



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:

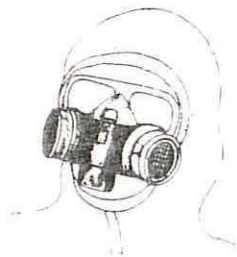
- ◆ If you rent, notify your landlord of peeling or chipping paint.
- ◆ Clean up paint chips immediately.
- ◆ Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. **REMEMBER: 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.

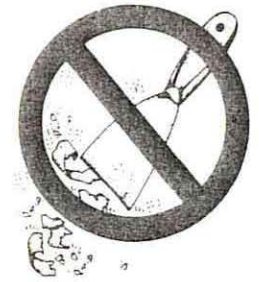
Call your state agency (see page 12) for help with locating qualified contractors in your area and to see if financial assistance is available.

Remodeling or Renovating a Home With Lead-Based Paint

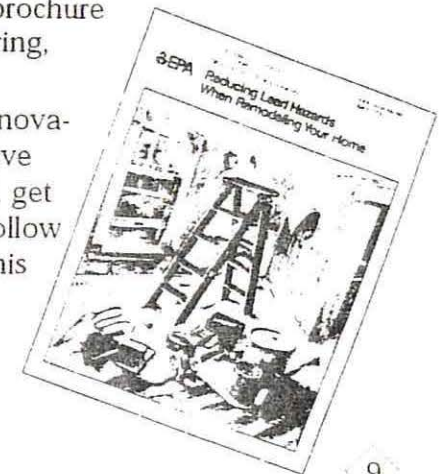
Take precautions before you begin remodeling or renovations that disturb painted surfaces (such as scraping off paint or tearing out walls):

- ◆ **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.

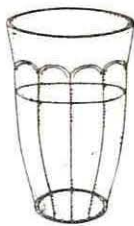
If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



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).

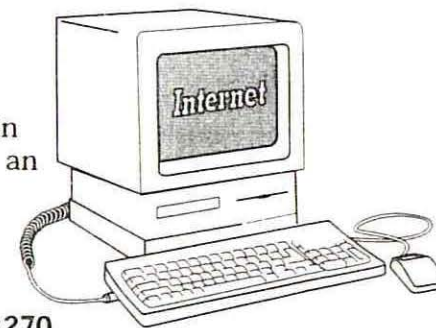


EPA's Safe Drinking Water Hotline

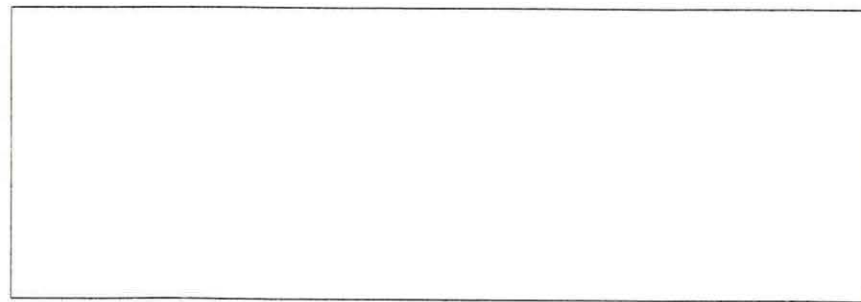
Call **1-800-426-4791** for information about lead in drinking water.

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.



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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