



REAL ESTATE

Charles H. Greenthal Management

Four Park Avenue • Third Floor • New York, NY 10016-5339

Telephone: 1(212) 340-9300

FAX: 1(212) 447-1667

**32 GRAMERCY PARK OWNERS COPR.  
32 Gramercy Park South  
New York, NY 10003**

**SALE REQUIREMENTS**

**PLEASE PROVIDE ONE FULLY COMPLETED PACKAGES TO THE TRANSFER AGENT, ELLA GABAY, C/O CHARELS H. GREENTHAL MANAGEMENT CORP., 4 PARK AVENUE, NEW YORK, NY 1006 WITH THE NECESSARY FEES, TOGETHER WITH A COPY SENT AS A PDF FILE TO [egabay@greenthal.com](mailto:egabay@greenthal.com).**

The following items are required for board review by the purchaser(s):

1. Purchase Application (form enclosed)
2. Contract of Sale, fully executed
3. Financial Statement (form enclosed), please attach supporting documents
4. Copies of last two years tax returns complete with W-2 form
5. Bank reference letter, stating type of account, amount on deposit and the age of the account
6. Employment Verification Letter which includes annual salary, current position and length of employment
7. Landlord/Managing Agent reference letter including length of occupancy, monthly rent/maintenance charges, and history of payments
8. Two (2) business reference letters per applicant
9. Two (2) personal reference letters per applicant
10. Keysure Acknowledgment (form enclosed)
11. House Rules Acknowledgment (form enclosed)
12. Occupancy and Pet Acknowledgement (form enclosed)
13. Use of Premises Form (form enclosed)
14. Affidavit of Net Worth and Income (form enclosed)
15. Emergency Contact Form (form enclosed)
16. Window Guard Form (form enclosed)
17. Carbon Monoxide Acknowledgment (signed by seller and purchaser and notarized-form enclosed)
18. Lead Paint Disclosure (form enclosed)
19. Credit Authorization (form enclosed)
20. Fire Safety Plan (enclosed)

If the purchase is being financed, please provide the following:

- copy of commitment letter
- copy of loan application
- appraisal report
- three (3) original Aztech recognition agreements signed by the bank officer and purchaser(s)

**FEES DUE FROM THE SELLER:**

1. \$400.00 refundable Move Out Deposit made payable to 32 Gramercy Park Owners Corp.

**FEES DUE FROM THE PURCHASER:**

1. \$650.00 non-refundable Application Processing Fee made payable to Charles H. Greenthal Management.
2. \$150.00 per person non-refundable Credit Search Fee made payable to Charles H. Greenthal Management.

MEMBERS OF THE WEST GROUP OF COMPANIES

The Charles H. Greenthal Group Inc. • Charles H. Greenthal Management Corp. • Charles H. Greenthal Commercial Corp.  
Charles H. Greenthal Residential Rentals • Greensboro N.C., Associates  
West Properties, Inc. • Westampa Co. • Lilton, LLC, FL

[www.greenthal.com](http://www.greenthal.com)

**PLEASE BE ADVISED ALL CHECK MUST BE SUBMITTED WITH THE APPLICATION PACKAGE AND MUST EITHER BE CERTIFIED, BANK OR ATTORNEY CHECKS OR MONEY ORDERS ONLY. PLEASE DO NOT COMBINE CHECKS.**

**NOTE: NO GUARANTORS ALLOWED**

**Note: The Coop Corporation now requires all shareholders to provide proof of insurance prior to or at closing that reflects a minimum limit of liability of \$300K and \$250K for damage to property. Additionally, the policy must also include 32 Gramercy Park Owners Corp. and Charles H. Greenthal Management, as additional insured.**

TRANSFER FEES AND DOCUMENTS NEEDED FOR CLOSING  
32 GRAMERCY PARK OWNERS CORP.  
323 GRAMERCY PARK SOUTH  
NEW YORK, NY 10003

**SELLER**

ALL FEES PAID BY THE SELLER MUST BE PAID BY CERTIFIED OR ATTORNEY  
ESCROW CHECKS

MANAGING AGENT'S TRANSFER FEE \$750.00  
PAYABLE TO CHARLES H. GREENTHAL MANAGEMENT CORP.

NY STATE TRANSFER STAMPS \$.05 PER SHARE  
PAYABLE TO CHARLES H. GREENTHAL MANAGEMENT COPR.

MOVE OUT FEE \$750.00  
PAYABLE TO 32 GRAMERCY PARK OWNERS CORP.

YOUR PROPRIETARY LEASE AND STOCK CERTIFICATE MUST BE BROUGHT TO  
CLOSING.

**PURCHASER**

IF FINANCING, APPLICATION PROCESSING FEE \$500.00  
PAYABLE TO CHARLES H. GREENTHAL MANAGEMENT CORP.

MOVE IN FEE \$750.00  
PAYABLE TO 32 GRAMERCY PARK OWNERS CORP.

MOVE IN DEPOSIT \$400.00  
PAYABLE TO 32 GRAMERCY PARK OWNERS CORP.

FOLLOWING MONTHS MAINTENANCE  
PAYABLE TO 32 GRAMERCY PARK OWNERS CORP.

Insurance  
to be  
Purchased  
By Lessee

(d) Lessee shall, at the Lessee's sole cost and expense, obtain and keep in full force and effect throughout the term of this lease (1) comprehensive public liability and property damage insurance against any and all claims for personal injury, death or property damage (including, but not limited to, loss due to water damage) occurring in, upon, or from the apartment or any part thereof, naming the Lessor and the Lessor's managing agent as additional named insureds, and with a minimum limit of liability of \$300,000 for bodily injury or death arising out of one occurrence, and \$250,000 for damage to property, and (2) tenant's property damage insurance in respect of property damage occurring in, upon or from the apartment or building or any part thereof (including, but not limited to loss due to water damage). The Directors of Lessor may, from time to time, establish such other minimum limits of liability and types of insurance to be obtained by Lessee as it deems appropriate in its sole discretion. The insurance required herein shall be written by good and solvent insurance companies of recognized standing, admitted and licensed to do business in the State of New York. Upon ten (10) days' written notice from the Lessor, the Lessee shall deliver to the Lessor either a duplicate original or the aforesaid policies or certificates evidencing such insurance. The failure of the Lessee to obtain and maintain, throughout the term of this lease, the insurance required above shall be a default under this lease.

**CSI**

**CREDIT SEARCH INTERNATIONAL  
P.O. BOX 308  
POUND RIDGE, N.Y. 10576**

I hereby authorize Credit Search International to conduct inquiries concerning my credit history with any of the credit bureaus used by the above named organization for the purpose of verifying information on me for my Rental/Finance/Sale of Coop/Condo.

\_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Authorized Signature

The signatures of all applicants are required.



CHARLES H. GREENTHAL MANAGEMENT CORP.  
 FOUR PARK AVENUE, THIRD FLOOR  
 NEW YORK, NY 10016-5300  
 TELEPHONE (212) 340-9300 FACSIMILE (212) 340-9682  
 PURCHASE APPLICATION  
 COOPERATIVE/CONDOMINIUM  
 (PLEASE TYPE ALL RESPONSES)

**Real Estate**

THE UNDERSIGNED APPLIES FOR APPROVAL BY THE BOARD OF DIRECTORS OF THE CORPORATION LISTED BELOW OF THE PROPOSED PURCHASE OF SHARES OF THE CAPITAL STOCK IN CONNECTION WITH THE FOLLOWING APARTMENT/THE UNDERSIGNED OFFERS TO PURCHASE THE CONDOMINIUM UNIT:

COOPERATIVE/CONDOMINIUM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ APT: \_\_\_\_\_ NO. OF SHARES/PERCENTAGE: \_\_\_\_\_

PURCHASE PRICE: \$ \_\_\_\_\_ CURRENT MONTHLY MAINTENANCE/ COMMON CHARGES: \$ \_\_\_\_\_

FINANCING: YES  NO  LENDER: \_\_\_\_\_

AMOUNT TO BE FINANCED: \$ \_\_\_\_\_ PERCENTAGE: \_\_\_\_\_ %

PROPOSED CLOSING DATE: \_\_\_\_\_ PROPOSED OCCUPANCY DATE: \_\_\_\_\_

SELLER'S NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

SELLER'S NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: BUSINESS: \_\_\_\_\_ HOME: \_\_\_\_\_ FAX: \_\_\_\_\_

SELLER'S ATTORNEY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME OR NAMES MUST BE ENTERED BELOW IN THE MANNER THAT THE STOCK CERTIFICATE (COOPERATIVE) OR DEED (CONDOMINIUM) AND OTHER DOCUMENTS ARE TO BE DRAWN.

APPLICANT'S NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

CO-APPLICANT'S NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: BUSINESS: \_\_\_\_\_ HOME: \_\_\_\_\_ FAX: \_\_\_\_\_

APPLICANT'S ATTORNEY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BROKER'S NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

BROKER'S NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

FIRM: \_\_\_\_\_

APPLICANT INFORMATION

NAME: \_\_\_\_\_ CURRENT ADDRESS: \_\_\_\_\_

ANNUAL RENT OR MAINTENANCE: \_\_\_\_\_ DATES OF OCCUPANCY: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

PRESENT LANDLORD OR MANAGING AGENT: \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

PREVIOUS HOME ADDRESS: \_\_\_\_\_ DATES OF OCCUPANCY: \_\_\_\_\_

PREVIOUS LANDLORD OR MANAGING AGENT: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

EMPLOYMENT:

PRESENT EMPLOYER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_

PREVIOUS EMPLOYER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_

EDUCATION BACKGROUND:

HIGH SCHOOL: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

GRADUATE SCHOOL: \_\_\_\_\_

ACTIVITIES:

LIST MEMBERSHIP IN ALL CLUBS, SOCIETIES, WITH DATES: \_\_\_\_\_

LIST HOBBIES: \_\_\_\_\_

LIST VOLUNTEER/PHILANTHROPIC ACTIVITIES: \_\_\_\_\_

APPLICANT'S REFERENCES:

NAME OF BANK: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ TYPE OF ACCOUNT: \_\_\_\_\_

NAME OF BANK: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ TYPE OF ACCOUNT: \_\_\_\_\_

NAME OF ACCOUNTANT: \_\_\_\_\_ FIRM: \_\_\_\_\_ TYPE OF ACCOUNT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

BUSINESS REFERENCES:

NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

PERSONAL REFERENCES:

NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

CO-APPLICANT INFORMATION

NAME: \_\_\_\_\_ CURRENT ADDRESS: \_\_\_\_\_

ANNUAL RENT OR MAINTENANCE: \_\_\_\_\_ DATES OF OCCUPANCY: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

PRESENT LANDLORD OR MANAGING AGENT: \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

PREVIOUS HOME ADDRESS: \_\_\_\_\_ DATES OF OCCUPANCY: \_\_\_\_\_

PREVIOUS LANDLORD OR MANAGING AGENT: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

EMPLOYMENT:

PRESENT EMPLOYER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_

PREVIOUS EMPLOYER: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_ POSITION HELD: \_\_\_\_\_ ANNUAL SALARY: \_\_\_\_\_

EDUCATION BACKGROUND:

HIGH SCHOOL: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

GRADUATE SCHOOL: \_\_\_\_\_

ACTIVITIES:

LIST MEMBERSHIP IN ALL CLUBS, SOCIETIES, WITH DATES: \_\_\_\_\_

LIST HOBBIES: \_\_\_\_\_

LIST VOLUNTEER/PHILANTHROPIC ACTIVITIES: \_\_\_\_\_

APPLICANT'S REFERENCES:

NAME OF BANK: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ TYPE OF ACCOUNT: \_\_\_\_\_

NAME OF BANK: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ TYPE OF ACCOUNT: \_\_\_\_\_

NAME OF ACCOUNTANT: \_\_\_\_\_ FIRM: \_\_\_\_\_ TYPE OF ACCOUNT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

BUSINESS REFERENCES:

NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

PERSONAL REFERENCES:

NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_

NAME: \_\_\_\_\_ FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO: \_\_\_\_\_



ADDITIONAL INFORMATION:

LIST NAMES AND AGES OF CHILDREN: \_\_\_\_\_

LIST NAMES AND RELATIONSHIP OF PROPOSED OCCUPANTS OF THE APARTMENT: \_\_\_\_\_

WILL THE APARTMENT BE YOUR PRINCIPAL RESIDENCE?      YES       NO

NAMES OF RESIDENTS IN THE BUILDING KNOWN TO THE APPLICANT(S): \_\_\_\_\_

DOES APPLICANT WISH TO MAINTAIN PETS IN THE APARTMENT? IF SO SPECIFY NUMBER AND TYPE OF PET: \_\_\_\_\_

ANY ADDITIONAL INFORMATION WHICH MAY BE PERTINENT OR HELPFUL IN SUPPORT OF THIS APPLICATION: \_\_\_\_\_

CERTIFICATION

THE UNDERSIGNED APPLICANT(S) CERTIFIES THAT ALL THE INFORMATION SET FORTH IN THIS APPLICATION IS A COMPLETE AND ACCURATE STATEMENT OF FACTS. IT IS UNDERSTOOD THAT THE BOARD OF DIRECTORS OF THE COOPERATIVE CORPORATION OR THE BOARD OF MANAGERS OF THE CONDOMINIUM WILL RELY ON THE INFORMATION FURNISHED IN CONSIDERING THIS APPLICATION. THE UNDERSIGNED AUTHORIZES THE BOARD OF DIRECTORS/MANAGERS AND ITS AGENTS TO CONTACT ANY EMPLOYERS, BANKS, LANDLORD, EDUCATIONAL INSTITUTIONS, REFERENCES, AND CREDIT INVESTIGATORY AGENCIES FOR INFORMATION BEARING UPON THIS APPLICATION.

IN NO EVENT WILL THE COOPERATIVE CORPORATION/CONDOMINIUM, ITS BOARD OF DIRECTORS/MANAGERS, ITS AGENT OR ITS REPRESENTATIVES BE RESPONSIBLE FOR ANY DAMAGE, COST, EXPENSE OR LIABILITY RESULTING FROM OR RELATING TO ANY DELAY IN THE REVIEW PROCESS, THE DISAPPROVAL OF THE APPLICATION OR OTHERWISE.

THE APARTMENT/UNIT IS SOLD "AS IS" AND UNLESS SPECIFICALLY SET FORTH TO THE CONTRARY, THE SELLER IS NOT OBLIGATED TO MAKE ANY REPAIRS OR DECORATIONS. THE OBLIGATION TO OBTAIN POSSESSION OF THE APARTMENT/UNIT IS THAT OF THE PURCHASER. THE PURCHASER OF AN APARTMENT/UNIT TAKES, SUBJECT TO THE PROVISIONS OF THE PROPRIETARY LEASE, BY-LAWS AND RULES AND REGULATIONS (COOPERATIVE) OR THE BY-LAWS, DECLARATION AND RULES AND REGULATIONS (CONDOMINIUM), AND ASSUMES ALL OF THE SELLER'S OBLIGATIONS THEREUNDER.

IT IS UNDERSTOOD THAT CHARLES H. GREENTHAL MANAGEMENT CORP. IS ACTING AS AN AGENT FOR THE COOPERATIVE CORPORATION/CONDOMINIUM AND MAKES NO REPRESENTATION WITH RESPECT TO THE VALUE OF THE BUILDING OR THE APARTMENT/UNIT OR OTHERWISE, AND ASSUMES NO LIABILITY TO THE UNDERSIGNED OR ANY OTHER PERSON ARISING OUT OF OR RELATING TO THIS APPLICATION OR THE SALE CONTEMPLATED HEREBY.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

CO-APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

# FINANCIAL STATEMENT

Name: \_\_\_\_\_

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

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**Assets:**

Total of cash in banks, CMA's, CD's, etc. (see Schedule A)	\$ _____
Securities (see Schedule B)	\$ _____
Real Estate (see Schedule C)	\$ _____
Pension Funds (see Schedule D)	\$ _____
Life Insurance: Cash Surrender Value (see Schedule E)	\$ _____
Escrow deposit on apartment	\$ _____
Other Assets (see Schedule F)	\$ _____
<b>TOTAL ASSETS</b> .....	<b>\$ _____</b>

**Liabilities:**

Mortgages payable (see Schedule C)	\$ _____
Other Liabilities (see Schedule G)	\$ _____
<b>TOTAL LIABILITIES</b> .....	<b>\$ _____</b>
<b>NET WORTH</b> (excess of assets over liabilities) .....	<b>\$ _____</b>

**Income:**

Salary (or earned income)	\$ _____
Dividends & Interest	\$ _____
Other (see Schedule H)	\$ _____
<b>TOTAL INCOME</b> .....	<b>\$ _____</b>

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## FINANCIAL STATEMENT: Supplementary Schedule

**A. Cash, Bank, Money Fund, CD, CMA, or other**

Name, Address	Type of Account	Cash Balance

**B. Securities**

Description of security	No. of shares	Market Value

**C. Real Estate**

Location of Property	Market Value	Mortgage Balance

**D. Pension Funds**

Description	Amount

**FINANCIAL STATEMENT: Supplementary Schedule**

**E. Life Insurance**

Beneficiary, Insurance Co.	Cash Surrender Value

**F. Other Assets**

Description	Amount

**G. Other Liabilities**

Description	Amount

**H. Other Income**

Source of Income	Amount



## CASH FLOW STATEMENT

Please use a form similar to that which is set forth below to indicate your cash flow on a monthly basis.

**INCOME:**

Salary	\$	
Dividends	\$	_____
Other Income (specify)	\$	_____
<b>TOTAL INCOME</b>	<b>\$</b>	_____

**EXPENSES:**

**TAXES**

Federal	\$	
State & Local	\$	_____
FICA	\$	_____

**CO-OP**

Maintenance	\$	
Mortgage payments	\$	_____

**OTHER**

Indebtedness*	\$	
Food	\$	_____
Clothes	\$	_____
Utilities	\$	_____
Telephone	\$	_____
Insurance (Medical, car, personal)	\$	_____
Medical expenses	\$	_____
Transportation/Parking	\$	_____
Entertainment	\$	_____
Travel	\$	_____
Miscellaneous*	\$	_____

<b>TOTAL EXPENSES</b>	<b>\$</b>	_____
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<b>MONTHLY SAVINGS</b>	<b>\$</b>	_____
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**NOTE: \*Please list ALL assumptions by footnote. Use additional sheets as necessary.**

**AFFIDAVIT OF COMPLIANCE  
WITH CARBON MONOXIDE DETECTOR REQUIREMENT  
FOR ONE- AND TWO-FAMILY DWELLINGS,  
COOPERATIVE APARTMENTS AND CONDOMINIUM UNITS**

State of New York     )  
  ) ss.:  
County of \_\_\_\_\_ )

— The undersigned, being duly sworn, depose and say under penalty of perjury that they are the grantor and grantee of the real property or of the cooperative shares in a Cooperative Corporation / Condominium owning real property located at \_\_\_\_\_ [Street address], \_\_\_\_\_ [Unit/Apt.], \_\_\_\_\_ [Borough] New York, \_\_\_\_\_ [Block], \_\_\_\_\_ [Lot] (the "Premises");

That the Premises is a one or two family dwelling, or a cooperative apartment or condominium unit, and that installed in the Premises is an approved and operational carbon monoxide detecting device in compliance with the provisions of § 378 of the Executive Law of the State of New York concerning carbon monoxide detecting devices;

That they make this affidavit in compliance with New York City Administrative Code Section 11-2105(g). (The signatures of at least one grantor and one grantee are required, and must be notarized).

\_\_\_\_\_  
Name of Grantor [type or print]

\_\_\_\_\_  
Name of Grantee [type or print]

\_\_\_\_\_  
Signature of Grantor

\_\_\_\_\_  
Signature of Grantee

Sworn to before me this \_\_\_\_\_  
date of \_\_\_\_\_ 20

Sworn to before me this \_\_\_\_\_  
date of \_\_\_\_\_ 20

These statements are made with the knowledge that a willfully false representation is unlawful and is punishable as a crime of perjury under Article 210 of the Real Property Law.

**KEYSURE ACKNOWLEDGMENT**  
**32 GRAMERCY PARK OWNERS COPR.**  
**32 Gramercy Park South**  
**New York, NY 10003**

RE: Apartment #: \_\_\_\_\_

This is to acknowledge that we are required to comply with the House Rules requiring me/us to provide the key(s) to apartment \_\_\_\_\_. Keys will be provided for the "KEYSURE" box within three days of purchasing the apartment. If at anytime the locks are either changed or re-keyed, we acknowledge that it is our responsibility to notify the Superintendent and have new keys placed in the "KEYSURE" box.

I/We acknowledge that if, as a result of the proper keys not being in the "KEYSURE" box and available to Building Staff in an emergency situation, all expenses incurred resulting from this failure to gain entry will be charged to the apartment account, and immediate payment will be due.

\_\_\_\_\_  
Prospective Purchaser/Sublessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Purchaser/Sublessee

\_\_\_\_\_  
Date

**CERTIFICATION AND ACKNOWLEDGEMENT**

The undersigned certifies and affirms that the information and enclosures provided with this application are true and correct. In addition, I/We have received a copy of the House Rules and agree to abide by same.

Please be advised that Charles H. Greenthal Management Corp., as managing agent, does not make any representation regarding the acceptance of this application. All fees paid pursuant to this purchase application are nonrefundable.

Agreed to and Acknowledged by \_\_\_\_\_ Date: \_\_\_\_\_  
Purchaser's Signature

Agreed to and Acknowledged by \_\_\_\_\_ Date: \_\_\_\_\_  
Purchaser's Signature



I/We acknowledge the following:

1. The undersigned has filled out this application and understands that the information is essential in considering this application, and further confirms the accuracy.
2. By authority granted in the Proprietary Lease and By-Laws of the Corporation, the Board of Directors may use this application to obtain background information regarding proposed purchasers of the Corporation stock.
3. The proposed purchase cannot be consummated without the consent of the Board of Directors. In no event will the Corporation, the Board of Directors or its agents be responsible for any liabilities or expenses incurred by an applicant whose application is not approved.

\_\_\_\_\_

Signature of Applicant

Date \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant

Date \_\_\_\_\_

# 32 GRAMERCY PARK SOUTH

## House Rules

April 2003

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
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, stairways or elevators. Children under the age of 16 shall not be permitted on the roof unless accompanied by a responsible adult.
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 the Lessor.
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 radio or television loud speaker or other apparatus in such Lessee's apartment between the hours of eleven (11:00) o'clock p.m. and the following eight (8) 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 9:00 a.m. and 4:30 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 windowsills or parapet walls of the building.
7. No awnings, window air-conditioning unit 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 building, except such as shall have been approved in writing by the Lessor or the managing agent.
9. No bicycles, scooters, baby carriages, sporting equipment or shopping carts shall be allowed to stand in the public halls, passageways, areas or courts of the building, including lobby.
10. Messengers and trades people shall use such means of ingress and egress as shall be designated by the Lessor.
11. Garbage and refuse from the apartments shall be disposed of only at times and in such manner as the superintendent or managing agent of the building may direct duly noting the following:

- All apartment garbage and refuse must be placed down the garbage chute. NO GARBAGE OR REFUSE SHOULD BE LEFT ON THE INCINERATOR FLOOR OR IN THE HALLWAYS. Any item too large for the chute should be properly secured and taken down to the basement.
  - All recyclable items are to be placed in the proper receptacles. All items are to be cleaned before discarded.
  - All boxes/cartons must be taken to basement and placed neatly for disposal.
12. No Lessee shall send any employee of the building out of the building on any private business while the employee is on duty.
  13. No bird or animal shall be kept in the building unless the Lessor expressly permits the same, in each instance; such permission shall be revocable by the Lessor. In no event are dogs permitted on elevators or the public portions of the building unless carried or on a leash. No pigeons or other birds or animals shall be fed from the windowsills, terraces, balconies or other public portions of the building, or on the sidewalk or street adjacent to the building.
  14. No radio, television aerial or reception device shall be attached to or hung from the exterior of the building without the prior written approval of the Board of Directors.
  15. The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
  16. The floors of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least eighty (80%) percent of the floor area of each room excepting only kitchens, pantries, bathrooms, closets and foyers.
  17. An Owner wishing to conduct an "open house" or a group tour or exhibition of an apartment or its contents, or to hold an auction sale in an apartment, shall obtain the prior approval of the Managing Agent and comply with such scheduling and other rules as the Managing Agent may from time to time prescribe, subject to the approval of the Board. It shall be the responsibility of the Owner to ensure that any broker acting on his or her behalf is aware of these rules and adheres to them.
  18. The Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during ten (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 the purpose of such cleaning and to charge the cost of such cleaning to the Lessee.
  19. Complaints regarding the service of the building shall be made in writing to the managing agent.
  20. Any consent of approval given under these House Rules shall be revocable by the Lessor or its representatives at any time.
  21. No Lessee shall install any plantings on the terrace or roof without the 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 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, planting may be contained in masonry or hollow tile walls 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 condition and the drainage tiles and weep holes in operating condition.

22. The agents of the Lessor, and any contractor or workman authorized by the Board of Directors, 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 measures as may be control or exterminate any such vermin, insects or other pests. If the Lessor takes measures to control or exterminate any such vermin, insects or other pests the cost thereof shall be payable by the Lessee as maintenance surcharge.
23. Any contractor work must be approved by the Lessor and / or Managing Agent before access to the building will be granted.
24. All Contractors must submit one (\$1,000,000.00) million dollars of insurance coverage. Naming the Corporation and the managing agent as additional insured.
25. Moving and/or deliveries of furniture must be scheduled with the building superintendent. Deliveries will be allowed Monday through Friday, except Holidays, between the hours of 10:00 a.m. and 4:00 p.m. All moving and or deliveries of furniture will be done through the basement and not through the lobby of the building.
26. A refundable move in/move out deposit of \$400.00 and a non-refundable move-in/move out fee of \$500 payable to 32 Gramercy Park Owners Corporation must be submitted prior to the moving date. In addition a One million dollar Certificate of Insurance from the Moving Company must be provided naming the Corporation and the Managing Agent as additional insured for all move in/move out's.
27. Building elevators must be properly padded before each move in/move out or delivery.
28. No washing machines or dryers are permitted in apartments at any time.
29. The Lessor reserves the right to fine any Lessee for violation of the above House Rules.
30. The Roof Garden hours are from 7:00 a.m. to 11:00 p.m. As a courtesy to your neighbors, please refrain from loud music and excessive noise. There are no pets allowed, and an adult must accompany all children under the age of 16.
31. These House Rules may be amended, added to, or repealed at any time by resolution of the Board of Directors of the Lessor.

**OCCUPANCY STATEMENT**

RE: 32 Gramercy Park South, New York, NY 10003

Apartment: \_\_\_\_\_

I, (We) \_\_\_\_\_, proposed purchaser(s)/sublessee(s), of the above referenced unit, state that the following individual(s) will occupy the apartment.

NAME	AGE	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

**ANIMAL ACKNOWLEDGMENT FORM**

Date \_\_\_\_\_

Purchaser (s) \_\_\_\_\_  
\_\_\_\_\_

Apartment \_\_\_\_\_ (the "Apartment")

\_\_\_\_\_  
New York, New York

I(we) acknowledge the following:

1. I (we) may keep an animal in the apartment only if I (we) are granted prior written permission to do so from 32 Gramercy Park Owners Corp.(the "Corporation")
2. If my (our) purchase of the apartment is approved and permission is granted to keep an animal therein, I (we) will sign the current form of an Animal Letter Agreement ("the agreement"), a copy of which is attached hereto, at the closing.
3. No animals shall be raised, bred or kept in the apartment or in the common areas of the building by me (us) or anyone occupying the apartment other than those for which specific permission is granted in the agreement. My (our) failure or refusal to comply with this provision shall be deemed a nuisance and objectionable conduct within the meaning of the Proprietary Lease and the House Rules of the Corporation.
4. I (we) understand that if any action or proceeding is instituted by the Corporation or other steps are taken by the Corporation to enforce the Agreement, I (we) will pay all costs of enforcement, including, without limitation, reasonable attorneys' fees, whether or not a lawsuit is commenced, and that all such costs shall be deemed rent as that term is defined in the Proprietary Lease. I (we) acknowledge that the rights of the Corporation under this Agreement may be enforced by injunctive relief or specific performance, in addition to any other remedies which may be available to the Corporation.

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
(MANAGING AGENT)

Your failure or refusal to comply with this Agreement shall be deemed a nuisance, and objectionable conduct within the meaning of the Proprietary Lease and House Rules of the Lessor. In addition, you agree that if it is necessary for the Lessor to enforce this Agreement, you will pay all costs of such enforcement, including, without limitation, reasonable attorneys' fees, whether or not an action or proceeding is commenced, and that all such costs shall be deemed rent as that term is defined in the Proprietary Lease; (ii) in addition to any other remedies which may be available to the Lessor, the rights of the Lessor under the Agreement may be enforced by injunctive relief or specific performance; and (iii) any service of process to enforce the rights of the Corporation under this Agreement may be served on you by registered or certified mail, return receipt requested, postage prepaid, addressed to the you at \_\_\_\_\_, New York, New York \_\_\_\_\_ and that such service shall be deemed personal service.

You acknowledge that in the future, you will need to request the Lessor's permission to keep any replacement, additional or other animal(s) in the Apartment and it shall be within the Lessor's sole discretion to grant or deny such permission. Finally, you acknowledge that this Agreement shall be binding upon you and your heirs, successors and permitted assigns.

\_\_\_\_\_  
, Agent

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
Name: \_\_\_\_\_

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

\_\_\_\_\_  
Name: \_\_\_\_\_

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

\_\_\_\_\_,200\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Re: Apartment \_\_\_\_\_ ("the Apartment")

MANAGING AGENT \_\_\_\_\_

Dear \_\_\_\_\_

I write as agent for 32 Gramercy Park Owners Corp.(the "Lessor"), to advise you that the Lessor has granted you permission to keep your animal as described: \_\_\_\_\_ and a \_\_\_\_\_ and a \_\_\_\_\_, in the apartment. Such permission is contingent upon, among other things, your signing and returning this Animal Letter Agreement (the Agreement).

By signing your name(s) below, you acknowledge that such permission is being granted in accordance with the House Rules passed February 2010. You agree that no animals shall be raised, bred or kept in the Apartment or common areas of the building by you or anyone occupying the Apartment, other than those for which specific permission is granted in this Agreement. Further, by signing your name(s) below, you indicate your agreement to comply with all applicable provisions of the House Rules and Proprietary Lease with regard to your animal, as same may be amended from time to time. Further, you acknowledge that the permission granted to you by the Lessor to keep your animal in the Apartment, is revocable at any time, at the Lessor's sole option and within its discretion. In addition, in the event that the permission granted to you hereunder to maintain your animal in the Apartment is revoked for any reason, you agree to promptly and permanently remove such animal from the Apartment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





PET REGISTRATION

<u>DOG</u>	<u>CAT</u>	<u>BIRD</u>	<u>OTHER</u>
BREED: _____	BREED: _____	BREED: _____	BREED: _____
COLOR/MARKINGS: _____	COLOR/MARKINGS: _____	COLOR/MARKINGS: _____	COLOR/MARKINGS: _____
AGE: _____	AGE: _____	AGE: _____	AGE: _____
NAME: _____	NAME: _____	NAME: _____	NAME: _____
WEIGHT: _____	WEIGHT: _____	WEIGHT: _____	WEIGHT: _____

UNIT # \_\_\_\_\_

NAME \_\_\_\_\_

---

I have read, understand and hereby acknowledge that I have received a copy of the 32 Gramercy Pak Owners Corp. Pet Policy, and I and members of my household promise to fully comply, including being held responsible for any damage or injury caused by my/our pet(s).

\_\_\_\_\_  
Signature of Pet Owner

\_\_\_\_\_  
Date

I have reviewed the above pet registration form and approve this pet.

\_\_\_\_\_  
Artur Avoricani/ Resident Mgr

\_\_\_\_\_  
Date

## USE OF PREMISES

TO: The Board of Directors  
32 Gramercy Park Owners Corp.

Building Address: 32 Gramercy Park South  
New York, New York 10003

RE: Use of Premises

Gentlemen:

The undersigned, as purchaser(s) or sublessee(s) of the apartment listed below, located at 32 Gramercy Park South, hereby acknowledge and agree that use of the apartment for non-residential purposes, including, without limitation, use as a medical or professional office, is not permitted.

The undersigned also acknowledges receipt of your policies as detailed in the Proprietary Lease, the Corporation By-Laws and the House Rules and agree to abide by same.

Very truly yours,

---

Purchaser or Sublessee

---

Purchaser or Sublessee

---

Apartment #

---

Date

To: The Board of Directors  
32 Gramercy Park Owners Corp.

Apartment: \_\_\_\_\_

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

The undersigned hereby request the approval of the sale/sublet of the cooperative unit known as \_\_\_\_\_. I/We hereby certify that we have complied with the disclosure requirements as mandated by the U.S. Environmental Protection Agency concerning lead based paint and hazards and have supplied all required documents and information to the purchaser/sublessee. I/We agree to indemnify the Cooperative Corporation, its agents and representatives, against any liability arising out of our failure to make such required disclosure.

I/We hereby understand and consent that (i) the Cooperative Corporation will allow the purchaser/subtenant a ten (10) day period after receipt of this application to conduct an inspection or testing as the Purchaser/Subtenant deems necessary (ii) the Cooperative Corporation will not review this application until the Purchaser/Subtenant has submitted a certification that they have received all required disclosure materials and no further testing or inspection is needed.

\_\_\_\_\_  
Shareholder (Seller)

\_\_\_\_\_  
Shareholder (Seller)

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

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

Forward Address:

\_\_\_\_\_

\_\_\_\_\_

FINANCIAL STATEMENT  
AFFIDAVIT AS TO NET WORTH AND INCOME

Note: If purchase, loan, or sublease is being made by more than one person, each applicant must submit an affidavit as to the applicant's net worth and income.

State of New York                    )  
  ) ss  
County of New York                )

\_\_\_\_\_, being duly sworn, deposes and states the

following:

I submit herewith a true statement of my assets, liabilities and current net income. I make this affidavit in order to induce the Board of Directors of 32 Gramercy Park Owners Corp. ("The Apartment Corporation") to approve the following:

1. The transfer to me of \_\_\_\_\_ shares of stock of said corporation now owned by \_\_\_\_\_ and the assignment to me of the lease of Apartment \_\_\_\_\_ at 32 Gramercy Park South, New York, NY 10003.
2. The borrowing of me of \$ \_\_\_\_\_ on the security of stock of the Apartment Corporation, which now is or hereafter will be owned by me.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

32 GRAMERCY PARK OWNERS COPR.  
32 Gramercy Park South, New York, NY 10003

EMERGENCY CONTACT INFORMATION

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Shareholder's name as it should appear on maintenance bills

Apartment Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_  
Home Business

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address (if you wish to receive maintenance bills and other correspondence at an address other than the building):

Alternate Address: \_\_\_\_\_

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Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Emergency Contact Persons:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Names of occupants who will reside in the premises (including children):

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

**Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards**

**Lead Warning Statement**

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

**Seller's Disclosure**

- (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.

**Purchaser's Acknowledgment (initial)**

- (c) \_\_\_\_\_ Purchaser has received copies of all information listed above.
- (d) \_\_\_\_\_ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home*.
- (e) Purchaser has (check (i) or (ii) below):
  - (i) \_\_\_\_\_ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or
  - (ii) \_\_\_\_\_ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

**Agent's Acknowledgment (initial)**

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

**Certification of Accuracy**

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

_____	_____	_____	_____
Seller	Date	Seller	Date
_____	_____	_____	_____
Purchaser	Date	Purchaser	Date
_____	_____	_____	_____
Agent	Date	Agent	Date



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# Protect Your Family From Lead in Your Home

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United States  
Environmental  
Protection Agency



United States  
Consumer Product  
Safety Commission



United States  
Department of Housing  
and Urban Development

## Are You Planning to Buy or Rent a Home Built Before 1978?

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Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

**Read this entire brochure to learn:**

- How lead gets into the body
- About health effects of lead
- What you can do to protect your family
- Where to go for more information

**Before renting or buying a pre-1978 home or apartment, federal law requires:**

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

**If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:**

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).





## Simple Steps to Protect Your Family from Lead Hazards

### **If you think your home has lead-based paint:**

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at [epa.gov/lead](http://epa.gov/lead).
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children avoid fatty (or high fat) foods and eat nutritious meals high in iron and calcium.
- Remove shoes or wipe soil off shoes before entering your house.

## Lead Gets into the Body in Many Ways

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### **Adults and children can get lead into their bodies if they:**

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

### **Lead is especially dangerous to children under the age of 6.**

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



### **Women of childbearing age should know that lead is dangerous to a developing fetus.**

- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

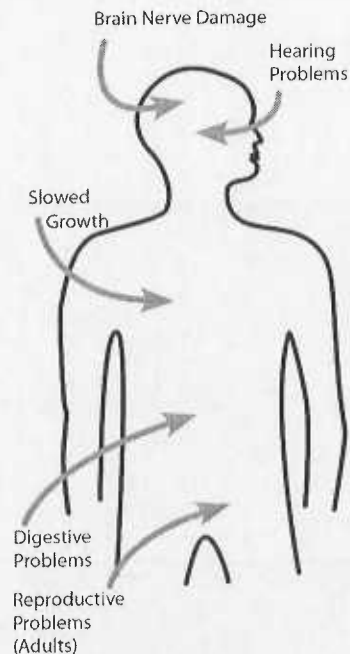
## Health Effects of Lead

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**Lead affects the body in many ways.** It is important to know that even exposure to low levels of lead can severely harm children.

### **In children, exposure to lead can cause:**

- Nervous system and kidney damage
- Learning disabilities, attention deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and, in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

### **In adults, exposure to lead can cause:**

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

## Check Your Family for Lead

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**Get your children and home tested if you think your home has lead.**

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

**Your doctor can explain what the test results mean and if more testing will be needed.**

## Where Lead-Based Paint Is Found

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In general, the older your home or childcare facility, the more likely it has lead-based paint.<sup>1</sup>

**Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint.** In 1978, the federal government banned consumer uses of lead-containing paint.<sup>2</sup>

Learn how to determine if paint is lead-based paint on page 7.

### **Lead can be found:**

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- 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.)

Learn more about where lead is found at [epa.gov/lead](http://epa.gov/lead).

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<sup>1</sup> "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

<sup>2</sup> "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

## Identifying Lead-Based Paint and Lead-Based Paint Hazards

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**Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or damaged 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, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

**Lead-based paint is usually not a hazard if it is in good condition** and if it is not on an impact or friction surface like a window.

**Lead dust** can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) and higher for floors, including carpeted floors
- 250  $\mu\text{g}/\text{ft}^2$  and higher for interior window sills

**Lead in soil** can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

**Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.**

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

## Checking Your Home for Lead

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You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
  - Portable x-ray fluorescence (XRF) machine
  - Lab tests of paint samples
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
  - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
  - Sample dust near painted surfaces and sample bare soil in the yard
  - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

## Checking Your Home for Lead, continued

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In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit [epa.gov/lead](http://epa.gov/lead), or call **1-800-424-LEAD (5323)** for a list of contacts in your area.<sup>3</sup>

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<sup>3</sup> Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8399.



## What You Can Do Now to Protect Your Family

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

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your 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, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children avoid fatty (or high fat) foods and eat nutritious meals high in iron and calcium. Children with good diets absorb less lead.

## Reducing Lead Hazards

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**Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.**

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified 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 permanent control.



**Always use a certified contractor who is trained to address lead hazards safely.**

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

## Reducing Lead Hazards, continued

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**If your home has had lead abatement work done** or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) for floors, including carpeted floors
- 250  $\mu\text{g}/\text{ft}^2$  for interior windows sills
- 400  $\mu\text{g}/\text{ft}^2$  for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit [epa.gov/lead](http://epa.gov/lead), or call 1-800-424-LEAD.

## Renovating, Remodeling, or Repairing (RRP) a Home with Lead-Based Paint

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**If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:**

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



**RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:**

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
  - Open-flame burning or torching
  - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment and
  - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects visit [epa.gov/getleadsafe](http://epa.gov/getleadsafe), or read *The Lead-Safe Certified Guide to Renovate Right*.

## Other Sources of Lead

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**While paint, dust, and soil are the most common sources of lead, other lead sources also exist:**

- **Drinking water.** Your home might have plumbing with lead or lead solder. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might contain lead:

- 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.

Call your local health department or water supplier to find out about testing your water, or visit [epa.gov/lead](http://epa.gov/lead) for EPA's lead in drinking water information.

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.<sup>4</sup>
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon,**" used to treat an upset stomach.

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<sup>4</sup> In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint (16 CFR 1303). In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products (76 FR 44463).

## For More Information

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### **The National Lead Information Center**

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at [epa.gov/lead](http://epa.gov/lead) and [hud.gov/lead](http://hud.gov/lead), or call **1-800-424-LEAD (5323)**.

### **EPA's Safe Drinking Water Hotline**

For information about lead in drinking water, call **1-800-426-4791**, or visit [epa.gov/lead](http://epa.gov/lead) for information about lead in drinking water.

### **Consumer Product Safety Commission (CPSC) Hotline**

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at [cpsc.gov](http://cpsc.gov) or [saferproducts.gov](http://saferproducts.gov).

### **State and Local Health and Environmental Agencies**

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most 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. Receive up-to-date address and phone information for your state or local contacts on the Web at [epa.gov/lead](http://epa.gov/lead), or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

# U. S. Environmental Protection Agency (EPA)

## Regional Offices

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The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

**Region 1** (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact  
U.S. EPA Region 1  
5 Post Office Square, Suite 100, OES 05-4  
Boston, MA 02109-3912  
(888) 372-7341

**Region 2** (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact  
U.S. EPA Region 2  
2890 Woodbridge Avenue  
Building 205, Mail Stop 225  
Edison, NJ 08837-3679  
(732) 321-6671

**Region 3** (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact  
U.S. EPA Region 3  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-2088

**Region 4** (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact  
U.S. EPA Region 4  
AFC Tower, 12th Floor, Air, Pesticides & Toxics  
61 Forsyth Street, SW  
Atlanta, GA 30303  
(404) 562-8998

**Region 5** (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact  
U.S. EPA Region 5 (DT-8J)  
77 West Jackson Boulevard  
Chicago, IL 60604-3666  
(312) 886-7836

**Region 6** (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)

Regional Lead Contact  
U.S. EPA Region 6  
1445 Ross Avenue, 12th Floor  
Dallas, TX 75202-2733  
(214) 665-2704

**Region 7** (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact  
U.S. EPA Region 7  
11201 Renner Blvd.  
WWPD/TOPE  
Lenexa, KS 66219  
(800) 223-0425

**Region 8** (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact  
U.S. EPA Region 8  
1595 Wynkoop St.  
Denver, CO 80202  
(303) 312-6966

**Region 9** (Arizona, California, Hawaii, Nevada)

Regional Lead Contact  
U.S. EPA Region 9 (CMD-4-2)  
75 Hawthorne Street  
San Francisco, CA 94105  
(415) 947-4280

**Region 10** (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact  
U.S. EPA Region 10  
Solid Waste & Toxics Unit (WCM-128)  
1200 Sixth Avenue, Suite 900  
Seattle, WA 98101  
(206) 553-1200

## **Consumer Product Safety Commission (CPSC)**

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The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

### **CPSC**

4330 East West Highway  
Bethesda, MD 20814-4421  
1-800-638-2772  
cpsc.gov or saferproducts.gov

## **U. S. Department of Housing and Urban Development (HUD)**

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HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

### **HUD**

451 Seventh Street, SW, Room 8236  
Washington, DC 20410-3000  
(202) 402-7698  
hud.gov/offices/lead/

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# **IMPORTANT!**

## **Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly**

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

# FIRE SAFETY GUIDE

## FIRE EMERGENCY INFORMATION

**BUILDING ADDRESS:** 32 Gramercy Park South, New York, NY 10003

**BUILDING OWNER/REPRESENTATIVE:**

**Name:** Charles H. Greenthal Management Corp.  
**Address:** Four Park Avenue, New York, NY 10016  
**Contact:** 212-340-9300 **Telephone:** 212-473-2988

**BUILDING INFORMATION:**

**Year of Construction:** circa 1957

**Type of Construction:**  Combustible  Non-Combustible

**Number of Floors:** 18 Aboveground 1 Belowground

**Sprinkler System:**  Yes  No

**Sprinkler System Coverage:**  Entire Building  Partial (*complete all that apply*):

- Dwelling Units: No
- Hallways: No
- Stairwells: No
- Compactor Chute: Unit and room
- Other: Garage and basement laundry rooms

**Fire Alarm:**  Yes  Transmits Alarm to Fire Dept/Fire Co  No  
 Location of Manual Pull Stations: N/A

**Public Address System:**  Yes  No

**Means of Egress:**

Type of Egress	Identification	Location	Leads to
Exit		Gramercy park South side of Building	Main entrance 1st floor exiting directly onto Gramercy Park South
Exit		West end of Basement	Basement to Gramercy park South via unenclosed stairs
Enclosed Stairwell	A	Middle of Building	Roof to basement
Enclosed Stairwell	B	Middle of Building	Roof to lobby
Exit		Garage, West side of Building	Garage exit to Gramercy park South via vehicle ramp

**Other Information:** There is no access to any adjoining building from roof level.

**DATE PREPARED:** 10/01/02, revised 10/21/09

# FIRE SAFETY PLAN

## PART II - FIRE EMERGENCY INFORMATION

32 Gramercy Park South  
New York, NY 10003

THIS FIRE SAFETY PLAN IS INTENDED TO HELP YOU AND THE MEMBERS OF YOUR HOUSEHOLD PROTECT YOURSELVES IN THE EVENT OF FIRE. THIS FIRE SAFETY PLAN CONTAINS:

- Basic fire **prevention** and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.
- Basic **information** about **your building, including** the type of construction, the different ways of exiting the building, and the types of fire safety systems it may have.
- Emergency fire safety **and evacuation instructions** in the event of fire in your building.

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY PLAN AND TO DISCUSS IT WITH THE MEMBERS OF YOUR HOUSEHOLD. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE,

### CALL 911

OR THE FIRE DEPARTMENT DISPATCHER, AT

Manhattan	(212) 999-2222
<b>Bronx</b>	(718) 999-3333
Brooklyn	(718) 999-4444
Queens	(718) 999-5555
Staten Island	(718) <b>999-6666</b>

OR TRANSMIT AN ALARM FROM  
THE NEAREST FIRE ALARM BOX

## BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every apartment should be equipped with at least one smoke detector. (All apartment buildings constructed after July 2009 are required to be equipped with multiple interconnected smoke alarms that sound throughout an apartment.) Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Replace the batteries in the spring and fall when you move your clocks forward or back an hour, and whenever a smoke detector chirps to signal that its battery is low. The smoke detector should be replaced on a regular basis in accordance with the manufacturer's recommendation, but at least once every ten years.
2. Carelessly handled or discarded cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won't tip over. Never leave a lit or smoldering cigarette on furniture.
3. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.
4. Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your oven is off and any coffeepot or teapot is unplugged.
5. Never overload electrical outlets. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit-breakers.
6. Keep all doorways and windows leading to fire escapes free of obstructions, and report to the owner any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.
7. Install window gates only if it is absolutely necessary for security reasons. Install only approved window gates. Do not install window gates with key locks. A delay in finding or using the key could cost lives. Maintain the window gate's opening device so it operates smoothly. Familiarize yourself and the members of your household with the operation of the window gate.
8. Familiarize yourself and members of your household with the location of all stairwells, fire escapes and other means of egress.
9. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.
10. Exercise care in the use and placement of fresh cut decorative greens, such as Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.

## BUILDING INFORMATION

### Building Construction

In a fire emergency, the decision to leave or to stay in your apartment will depend in part on the type of building you are in.

Residential buildings built before 1968 are generally classified either as “fireproof” or “non-fireproof.” Residential buildings built in or after 1968 are generally classified either as “combustible” or “non-combustible.” The type of building construction generally depends on the size and height of the building.

A “non-combustible” or “fireproof” building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or part thereof in which they start and less likely to spread inside the building walls to other apartments and floors. **THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE.** While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat and large amounts of smoke, which can travel throughout the building, especially if apartment or stairwell doors are left open.

A “combustible” or “non-fireproof” building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of the fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat and smoke that can be generated by the burning of the contents of the building.

**Be sure to check Part I (Building Information Section) of this fire safety guide to see what type of building you are in.**

### Means of Egress

All residential buildings have at least one means of egress (way of exiting the building), and most have at least two. There are several different types of egress:

**Interior Stairs:** All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed. Unenclosed stairwells (stairs that are not separated from the hallways by walls and doors) do not prevent the spread of flame, heat and smoke. Since flame, heat and smoke generally rise, unenclosed stairwells may not ensure safe egress in the event of a fire on a lower floor. Enclosed stairs are more likely to permit safe egress from the building, if the doors are kept closed. It is important to get familiar with the means of egress available in your building.

Exterior Stairs: Some buildings provide access to the apartments by means of stairs and corridors that are outdoors. The fact that they are outdoors and do not trap heat and smoke enhances their safety in the event of a fire, provided that they are not obstructed.

Fire Tower Stairs: These are generally enclosed stairwells in a “tower” separated from the building by air shafts open to the outside. The open air shafts allow heat and smoke to escape from the building.

Fire Escapes: Many older buildings are equipped with a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes are considered a “secondary” or alternative means of egress, and are to be used if the primary means of egress (stairwells) cannot be safely used to exit the building because they are obstructed by flame, heat or smoke.

Exits: Most buildings have more than one exit. In addition to the main entrance to the building, there may be separate side exits, rear exits, basement exits, roof exits and exits to the street from stairwells. Some of these exits may have alarms. Not all of these exits may lead to the street. Roof exits may or may not allow access to adjoining buildings.

**Be sure to review Part I (Building Information Section) of this fire safety guide and familiarize yourself with the different means of egress from your building.**

#### Fire Sprinkler Systems

A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Sprinkler systems are very effective at preventing fire from spreading beyond the room in which it starts. However, the fire may still generate smoke, which can travel throughout the building.

Apartment buildings constructed before March 1999 were generally not required to have fire sprinkler systems. Some apartment buildings are equipped with sprinkler systems, but only in compactor chutes and rooms or boiler rooms. All apartment buildings constructed after March 1999 are required by law to be equipped with fire sprinkler systems throughout the building.

**Be sure to review Part I (Building Information Section) of this fire safety guide to learn whether your building is equipped with fire sprinkler systems.**

### Interior Fire Alarm Systems

Although generally not required, some residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually-activated (must be pulled by hand) and do not automatically transmit a signal to the Fire Department, so a telephone call must still be made to 911 or the Fire Department dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building.

**Be sure to review Part I (Building Information Section) of this fire safety guide to learn whether your building is equipped with an interior fire alarm system and whether the alarm is transmitted to the Fire Department, and familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.**

### Public Address Systems

Although generally not required, some residential buildings are equipped with public address systems that enable voice communications from a central location, usually in the building lobby. Public address systems are different from building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells.

Starting in July 2009, residential buildings that are more than 125 feet in height are required by law to be equipped with a one way voice communication system that will enable Fire Department personnel to make announcements from the lobby to building occupants in their apartments or in building stairwells.

**Be sure to review Part I (Building Information Section) of this fire safety guide to learn whether your building is equipped with a public address system.**

### EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS

**IN THE EVENT OF A FIRE, FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. HOWEVER, THERE MAY BE EMERGENCY SITUATIONS IN WHICH YOU MAY BE REQUIRED TO DECIDE ON A COURSE OF ACTION TO PROTECT YOURSELF AND THE OTHER MEMBERS OF YOUR HOUSEHOLD. THIS FIRE SAFETY GUIDE IS INTENDED TO ASSIST YOU IN SELECTING THE SAFEST COURSE OF ACTION IN SUCH AN EMERGENCY. PLEASE NOTE THAT NO FIRE SAFETY GUIDE CAN ACCOUNT FOR ALL OF THE POSSIBLE FACTORS AND CHANGING CONDITIONS; YOU WILL HAVE TO DECIDE FOR YOURSELF WHAT IS THE SAFEST COURSE OF ACTION UNDER THE CIRCUMSTANCES.**

## **General Emergency Fire Safety Instructions**

1. Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on the scene of a fire within minutes of receiving an alarm.
2. Because flame, heat and smoke rise, generally a fire on a floor below your apartment presents a greater threat to your safety than a fire on a floor above your apartment.
3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
4. If you decide to exit the building during a fire, close all doors as you exit to confine the fire. Never use the elevator. It could stop between floors or take you to where the fire is.
5. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl. Take short breaths, breathing through your nose.
6. If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

## **Evacuation Instructions If The Fire Is In Your Apartment** **(All Types of Building Construction)**

1. Close the door to the room where the fire is, and leave the apartment.
2. Make sure EVERYONE leaves the apartment with you.
3. Take your keys.
4. Close, but do not lock, the apartment door.
5. Alert people on your floor by knocking on their doors on your way to the exit.
6. Use the nearest stairwell to exit the building.
7. DO NOT USE THE ELEVATOR.
8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
9. Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.



## Evacuation Instructions If The Fire Is Not In Your Apartment

### “NON-COMBUSTIBLE” OR “FIREPROOF” BUILDINGS:

1. Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
2. If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
3. If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
4. If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
5. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
6. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
7. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

### “COMBUSTIBLE” OR “NON-FIREPROOF” BUILDING

1. Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
2. Exit your apartment and building if you can safely do so, following the instructions above for a fire in your apartment.
3. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.
4. If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
  - A. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
  - B. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
  - C. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
  - D. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

DEPARTMENT  
OF HEALTH  
OF THE  
CITY OF  
NEW YORK

## Notice to Tenant or Occupant

You are required by law to have window guards installed in your windows\* if a child 10 years of age or younger lives in the apartment.

Your landlord is required by law to install window guards in your apartment if a child 10 years of age or younger lives in the apartment,  
OR

if you ask him to install window guards at any time (you need not give a reason).

It is a violation of law to refuse, interfere with installation, or remove window guards where required, or to fail to complete and return this form to your landlord. If this form is not returned promptly, an inspection by the landlord will follow.

### CHECK WHICHEVER APPLY:

- |   |  |
|---|--|
| <input type="checkbox"/> CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT                       | <input type="checkbox"/> WINDOW GUARDS ARE INSTALLED IN ALL WINDOWS*     |
| <input type="checkbox"/> NO CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT                    | <input type="checkbox"/> WINDOW GUARDS ARE NOT INSTALLED IN ALL WINDOWS* |
| <input type="checkbox"/> I WANT WINDOW GUARDS EVEN THOUGH I HAVE NO CHILDREN 10 YEARS OF AGE OR YOUNGER | <input type="checkbox"/> WINDOW GUARDS NEED MAINTENANCE OR REPAIR        |
|   | <input type="checkbox"/> WINDOW GUARDS DO NOT NEED MAINTENANCE OR REPAIR |

Tenant's Name. \_\_\_\_\_  
(Print) (Address/Apt.No.)

Tenant's Name: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

TEL# \_\_\_\_\_

### RETURN THIS FORM TO:

CHARLES H. GREENTHAL MGMT.  
4 PARK AVE, 3RD FL  
NEW YORK, NY 10016  
ATTN: MARTHA MUCCIO

For Further Information Call:  
Window Falls Prevention (212)676-2158

\*Except windows giving access to fire escapes or a window on the first floor that is a required means of egress from the dwelling unit.



## GUEST POLICY

The Board has received some questions regarding the guest policy memo that was distributed last week. The policy was distributed as a reminder to shareholders, as some residents have abused the policy in recent months.

It is not a NEW policy. The memo summarized it, but for clarity, this is what the Proprietary Lease states:

*The Lessee may occupy or use the apartment or permit the same or any part thereof to be occupied or used as a private dwelling for the Lessee and the Lessee's spouse or domestic partner, their children, grandchildren, parents, grandparents, brothers and sisters and domestic employees, and for such purposes as may be permitted under applicable zoning laws and are otherwise legal. In no event shall more than one married couple occupy the apartment without the written consent of the Lessor. In addition to the foregoing, the apartment may be occupied from time to time by guests of the Lessee for a period of time not exceeding one month, unless a longer period of time is approved in writing by the Lessor, but no guests may occupy the apartment unless one or more of the permitted adult residents are then in occupancy or unless consented to in writing by the Lessor.*

If you have any further questions, please contact our account executive Victor J Kavy at [vkavy@greenthal.com](mailto:vkavy@greenthal.com)

Thank you.

*Board of Directors*



## GUEST REGISTRATION FORM

DATE: \_\_\_\_\_

### SHAREHOLDER INFORMATION

Name: \_\_\_\_\_

Apartment # \_\_\_\_\_

Number of Guests: \_\_\_\_\_

### GUEST INFORMATION

Name (s): \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone / Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to Shareholder: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_

Date of Departure: \_\_\_\_\_

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

**THE REAL ESTATE BOARD OF NEW YORK, INC.  
SPRINKLER DISCLOSURE LEASE RIDER**

Pursuant to the New York State Real Property Law, Article 7, Section 231-a, effective December 3, 2014 all residential leases must contain a conspicuous notice as to the existence or non-existence of a Sprinkler System in the Leased Premises.

Name of tenant(s): \_\_\_\_\_  
Lease Premises Address: \_\_\_\_\_  
Apartment Number: \_\_\_\_\_ (the "Leased Premises")  
Date of Lease: \_\_\_\_\_

**CHECK ONE:**

- 1.  There is NO Maintained and Operative Sprinkler System In the Leased Premises.
- 2.  There is a Maintained and Operative Sprinkler System In the Leased Premises.
  - A. The last date on which the Sprinkler System was maintained and inspected was on \_\_\_\_\_.

A "Sprinkler System" is a system of piping and appurtenances designed and installed in accordance with generally accepted standards so that heat from a fire will automatically cause water to be discharged over the fire area to extinguish it or prevent its further spread (Executive Law of New York, Article 6-C, Section 155-a(5)).

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**Acknowledgment & Signatures:**

I, the Tenant, have read the disclosure set forth above. I understand that this notice, as to the existence or non-existence of a Sprinkler System is being provided to me to help me make an informed decision about the Leased Premises in accordance with New York State Real Property Law Article 7, Section 231-a.

Tenant :      Name: \_\_\_\_\_      Date \_\_\_\_\_  
                  Signature: \_\_\_\_\_  
  
                  Name: \_\_\_\_\_      Date: \_\_\_\_\_  
                  Signature: \_\_\_\_\_  
  
Owner        Name: \_\_\_\_\_      Date \_\_\_\_\_  
                  Signature \_\_\_\_\_



State of New York  
**Division of Housing and Community Renewal**  
 Office of Rent Administration  
 Web Site: www.nysdhr.gov

**NOTICE TO TENANT  
 DISCLOSURE OF BEDBUG INFESTATION HISTORY**

Pursuant to the NYC Housing Maintenance Code, an owner/managing agent of residential rental property shall furnish to each tenant signing a vacancy lease a notice that sets forth the property's bedbug infestation history.

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

Subject Premises: \_\_\_\_\_

Apt. #: \_\_\_\_\_

Date of vacancy lease: \_\_\_\_\_

**BEDBUG INFESTATION HISTORY**

(Only boxes checked apply)

- There is no history of any bedbug infestation within the past year in the building or in any apartment.
- During the past year the building had a bedbug infestation history that has been the subject of eradication measures. The location of the infestation was on the \_\_\_\_\_ floor(s).
- During the past year the building had a bedbug infestation history on the \_\_\_\_\_ floor(s) and it has not been the subject of eradication measures.
- During the past year the apartment had a bedbug infestation history and eradication measures were employed.
- During the past year the apartment had a bedbug infestation history and eradication measures were not employed.
- Other: \_\_\_\_\_

Signature of Tenant(s): \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Owner/Managing Agent: \_\_\_\_\_ Dated: \_\_\_\_\_