



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

SUBLEASE REQUIREMENTS
32 Gramercy Park Owners Corp.
32 Gramercy Park South
New York, NY 10003

The following documents are to be submitted for Board of Directors review:

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.

1. Sublease Application (enclosed)
2. Sublease Agreement (blumberg cooperative sublease forms only)
3. Employee Reference Letter, stating salary, position held and length of employment
4. Bank Reference Letter, stating type of account, amount in account, account number and date of establishment
5. Landlord Reference Letter
6. Three Personal Reference Letters
7. Two Years Federal and State Income Tax Returns with W2 Form
8. Credit Report Authorization Form (enclosed)
9. Window Guard Form (enclosed)
10. Carbon Monoxide Acknowledgement Form (signed by owner and tenant and notarized-form enclosed)
11. Lead Paint Rider (enclosed)
12. Use of Premises Form (enclosed)
13. Occupancy and Pet Statement Form (enclosed)
14. Keysure Acknowledgement (enclosed)
15. Photo Identification
16. Fire Safety Plan (enclosed)
17. Proof of Home Owners Insurance with 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

FEE:

\$650.00 Sublease Application Fee payable to Charles H. Greenthal Management Corp. (same fee applies for renewal leases)

\$150.00 Per Person Credit Fee payable to Charles H. Greenthal Management Corp.

\$400.00 refundable Move Out deposit payable by current occupant made payable to 32 Gramercy Park Owners Corp.

\$750.00 Move Out fee payable by current occupant made payable to 32 Gramercy Park Owners Corp.

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

\$400.00 refundable Move In deposit payable by applicant made payable to 32 Gramercy Park Owners Corp.

\$750.00 Move In fee payable by applicant made payable to 32 Gramercy Park Owners Corp.

Please submit ONE (1) original of the above documents along with all the necessary fees to Charles H. Greenthal Management Corp., 4 Park Avenue, New York, NY 10016 attention Ella Gabay.

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.

COOPER • SQUARE

REALTY,
INC.

6 East 43rd Street • New York, NY 10017 • Tel: 212-682-7373 • Fax: 212-682-5441

James Heller CPM®
Direct Dial: 212-634-8906
Email: jheller@coopersquare.com

Memorandum

To: Shareholders
From: James Heller
Date: June 18, 2003
Re: Sublet Fee **CORRECTION**

At the annual meeting last week several shareholders stated that they were not aware of the revised sublet fee policy. The policy is restated below:

1. Effective April 1, 2003 any shareholder wishing to sublet his or her apartment must own and have resided in the apartment for a minimum of two years prior to submitting a request to sublease.
2. A sublease may be for a term of one (1) year renewable only on approval from the Board of Directors annually. An apartment may be sublet for no more than five (5) years (approval is required upon each year's renewal) and then the shareholder will not be allowed to sublet for a minimum of two years prior to requesting to sublet their apartment again.

The following fees apply:

Year 1	15% of the annual maintenance
Year 2	20% of the annual maintenance
Year 3	25% of the annual maintenance
Year 4	30% of the annual maintenance
Year 5	<u>35%</u> of the annual maintenance

3. Upon approval of the subtenant, you will be charged the appropriate sublet fee which will be payable to "32 Gramercy Park Owners Corp." This sublet fee will appear monthly on your maintenance bill for the duration of the sublet.
4. The Board, upon application, will entertain an extension beyond the five year limit for an additional two years on a case by case basis. The fee would remain at 35% of the annual maintenance

CHARLES H. GREENTHAL MGMT.
4 Park Avenue - 3rd Floor
New York, NY 10016
(212) 340-9300



APPLICATION FOR SUBLEASE OF CO-OP OR LEASE OF CONDOMINIUM UNIT

Please Print or Type all information.

SPECIAL NOTE: ALL information MUST be provided;
otherwise, the application will be returned.

DATE: _____, 19____

ADDRESS OF BUILDING APPLYING FOR: _____ APT. NO.: _____

SHAREHOLDER/OWNER'S NAME: _____

SHAREHOLDER/OWNER'S ADDRESS: _____ CITY/STATE: _____

TELEPHONE: BUSINESS: (____) _____ HOME: (____) _____ FAX: (____) _____

TERM OF LEASE: _____ COMMENCEMENT DATE: _____

EXPIRATION DATE: _____ ANNUAL RENT: \$ _____

MONTHLY RENT: \$ _____ SECURITY: \$ _____ POSSESSION DATE: _____

NAME OF ALL PERSONS TO OCCUPY APARTMENT & RELATIONSHIP TO APPLICANT: _____

APPLICANT NAME: _____

PRESENT ADDRESS: _____ TELEPHONE NO.: _____

PREVIOUS ADDRESS: _____ DATES OF OCCUPANCY: _____

SOCIAL SECURITY NO.: _____ DATE OF BIRTH: _____

DRIVER'S LICENSE NO.: _____ STATE: _____

EMPLOYER: _____ LENGTH OF EMPLOYMENT: _____

BUSINESS ADDRESS: _____ TELEPHONE NO.: _____

NATURE OF BUSINESS: _____ POSITION HELD: _____ SALARY: \$ _____

PREVIOUS EMPLOYER: _____ LENGTH OF EMPLOYMENT: _____

PREVIOUS BUSINESS ADDRESS: _____

CO-APPLICANT'S NAME: _____

PRESENT ADDRESS: _____ TELEPHONE NO.: _____

PREVIOUS ADDRESS: _____ DATES OF OCCUPANCY: _____

SOCIAL SECURITY NO.: _____ DATE OF BIRTH: _____

DRIVER'S LICENSE NO.: _____ STATE: _____

CO-APPLICANT'S EMPLOYER: _____ BUSINESS ADDRESS: _____
CO-APPLICANT'S OCCUPATION: _____ BUSINESS TELEPHONE: _____
FIRM: _____ SS#: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PERSONAL REFERENCES:

1. NAME: _____ FIRM: _____ TELEPHONE NO.: (____) _____
ADDRESS: _____
2. NAME: _____ FIRM: _____ TELEPHONE NO.: (____) _____
ADDRESS: _____
3. NAME: _____ FIRM: _____ TELEPHONE NO.: (____) _____
ADDRESS: _____

FINANCIAL REFERENCES:

NAME OF BANK: _____ ADDRESS: _____ TYPE OF ACCT: _____
NAME OF BANK: _____ ADDRESS: _____ TYPE OF ACCT: _____
NAME OF ACCOUNTANT, CPA, EXECUTOR (IF ANY): _____
FIRM: _____ ADDRESS: _____ TELEPHONE NO.: (____) _____
CHARGE ACCT.: _____ ACCT. NO.: _____ EXPIRATION DATE: _____
CHARGE ACCT.: _____ ACCT. NO.: _____ EXPIRATION DATE: _____

BROKER'S NAME: _____ TELEPHONE: (____) _____ FAX: (____) _____
FIRM: _____ SS#: _____
CO-BROKER'S NAME: _____ TELEPHONE: (____) _____ FAX: (____) _____
FIRM: _____ SS#: _____

Applicant(s) have read the attached Lead Warning Statement and complied with all Federal requirements pertaining thereto.

APPLICANT'S SIGNATURE: _____ DATE SIGNED: _____

CO-APPLICANT'S SIGNATURE: _____ DATE SIGNED: _____

LEAD PAINT DISCLOSURE

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 TAKEN CARE OF PROPERLY. LEAD EXPOSURE IS ESPECIALLY HARMFUL TO YOUNG CHILDREN AND PREGNANT WOMEN. BEFORE RENTING PRE-1978 HOUSING, LANDLORDS MUST DISCLOSE THE PRESENCE OF KNOWN LEAD-BASED PAINT HAZARDS IN THE DWELLING. TENANTS MUST ALSO RECEIVE A FEDERALLY APPROVED PAMPHLET ON LEAD POISONING PREVENTION.

TENANT(S) ACKNOWLEDGES RECEIPT OF THE LEAD PAINT PAMPHLET, "PROTECT YOUR FAMILY FROM LEAD IN YOUR HOME," ISSUED BY THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY AND THE UNITED STATES CONSUMER PRODUCT SAFETY COMMISSION, HAS READ THE LEAD WARNING STATEMENT IN THE PARAGRAPH ABOVE, AND HAS BEEN ISSUED A LEAD PAINT DISCLOSURE FORM FOR EXECUTION.

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)	_____
TOTAL INCOME	_____

EXPENSES:

TAXES

Federal	_____
State and Local	_____
FICA	_____

HOUSING

Monthly Rental Expenses	_____
-------------------------	-------

OTHER

Indebtedness*	_____
Food	_____
Clothes	_____
Utilities	_____
Telephone	_____
Insurance (Medical, car, personal)	_____
Medical expenses	_____
Transportation/Parking	_____
Entertainment	_____
Travel	_____
Miscellaneous*	_____
TOTAL EXPENSES	_____
MONTHLY SAVINGS	_____

NOTE: *Please list ALL assumptions by footnote. Use additional sheets as necessary.

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

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: _____



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

_____,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

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:

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

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 and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor'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) _____ 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 (i) or (ii) below):

(i) _____ 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).

(ii) _____ 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



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?

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.
- 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.

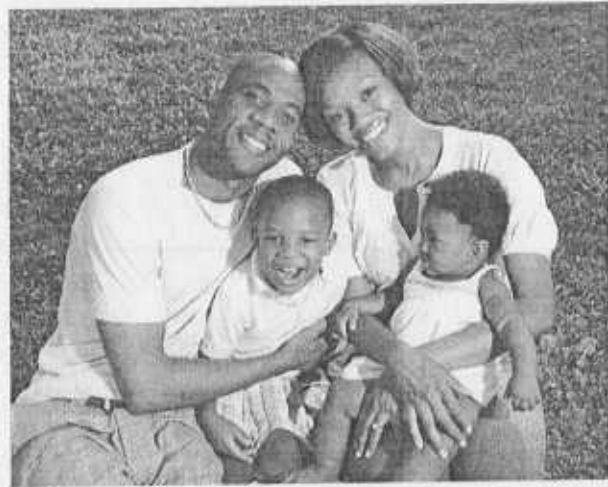
Lead Gets into the Body in Many Ways

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.

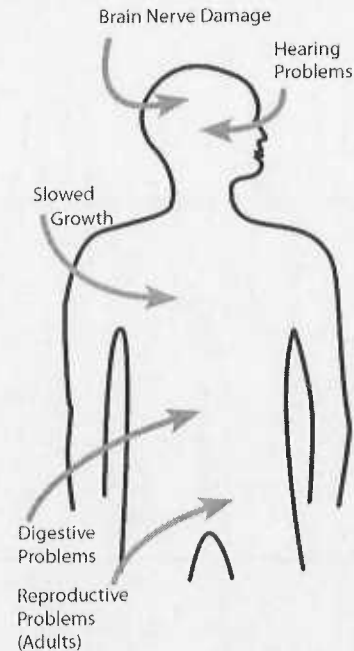
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

Health Effects of Lead

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

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

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

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.²

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.

¹ "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.

² "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

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

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

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, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.³

³ 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

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

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

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, or call 1-800-424-LEAD.

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

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, or read *The Lead-Safe Certified Guide to Renovate Right*.

Other Sources of Lead

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 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.⁴
- 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.

⁴ 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

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 and 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 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 or 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, 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

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)

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)

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

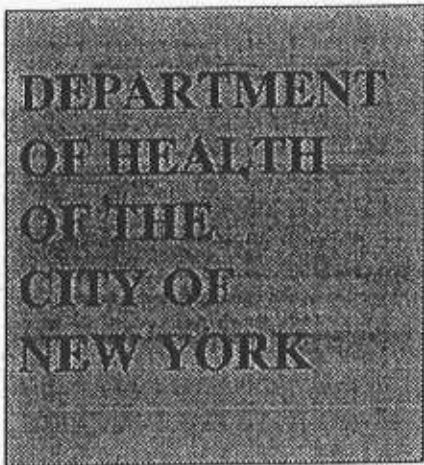
451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/offices/lead/

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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).



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: _____ (Signature) _____ Date _____

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.

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
Bronx	(718) 999-3333
Brooklyn	(718) 999-4444
Queens	(718) 999-5555
Staten Island	(718) 999-6666

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.

**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 ~~Tessee~~ [type or print]

Name of ~~Lesse~~ [type or print]

Signature of ~~Tessee~~

Signature of ~~Lessor~~

Sworn to before me this _____
date of _____

Sworn to before me this _____
date of _____

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.

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)).

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 _____

Text

STATE OF NEW YORK

5212--A

2013-2014 Regular Sessions

IN SENATE

May 14, 2013

Introduced by Sens. FLANAGAN, FUSCHILLO, MARTINS -- read twice and ordered printed, and when printed to be committed to the Committee on Judiciary -- committee discharged, bill amended, ordered reprinted as amended and recommitted to said committee

AN ACT to amend the real property law, in relation to sprinkler system notice in residential leases

THE PEOPLE OF THE STATE OF NEW YORK, REPRESENTED IN SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. The real property law is amended by adding a new section 231-a to read as follows:

S 231-A. SPRINKLER SYSTEM NOTICE IN RESIDENTIAL LEASES. 1. EVERY RESIDENTIAL LEASE SHALL PROVIDE CONSPICUOUS NOTICE IN BOLD FACE TYPE AS TO THE EXISTENCE OR NON-EXISTENCE OF A MAINTAINED AND OPERATIVE SPRINKLER SYSTEM IN THE LEASED PREMISES.

2. FOR PURPOSES OF THIS SECTION, "SPRINKLER SYSTEM" SHALL HAVE THE SAME MEANING AS DEFINED IN SECTION ONE HUNDRED FIFTY-FIVE-A OF THE EXECUTIVE LAW.

3. IF THERE IS A MAINTAINED AND OPERATIVE SPRINKLER SYSTEM IN THE LEASED PREMISES, THE RESIDENTIAL LEASE AGREEMENT SHALL PROVIDE FURTHER NOTICE AS TO THE LAST DATE OF MAINTENANCE AND INSPECTION.

S 2. This act shall take effect on the one hundred twentieth day after it shall have become a law, and shall apply to leases entered into on or after such date.

EXPLANATION--Matter in ITALICS (underscored) is new; matter in brackets [] is old law to be omitted.

LED10953-03-3

Memo

BILL NUMBER: S5212A

TITLE OF BILL: An act to amend the real property law, in relation to sprinkler system notice in residential leases

PURPOSE: To require all residential leases to include conspicuous notice as to the existence or non-existence of a sprinkler system in the leased premises.

SUMMARY OF PROVISIONS:

Section 1:

The first section provides that all leases entered into on or after January 1, 2014 shall provide conspicuous notice in bold face type as to the existence or non-existence of a maintained and operative sprinkler system in the leased premises. "Sprinkler system" has the same definition as is provided in section 155-a of the executive law. It further provides that if there is a maintained and operative sprinkler system in the leased premises, that the residential lease shall also provide information regarding the last date of the maintenance and inspection.

Section 2: The second section is the effective date.

JUSTIFICATION: On January 21, 2012, Kerry Rose Fitzsimons, Eva Block, and Kevin Johnson were tragically killed in an off-campus fire while attending Marist College. The fire was so strong and so fast that none of the three students were able to escape.

What is known for certain was that there was no sprinkler system installed in the off-campus home. According to the Fire Sprinkler Initiative, the availability of smoke detectors, coupled with a maintained and operative sprinkler system installed in a residence, decreases the risk of dying in a fire by over 80%.

Currently, sprinkler systems are only required in newly constructed apartment buildings outside of the "Big 5" cities in New York. Older apartment buildings, and any other type of residential dwelling, therefore, do not currently require sprinkler systems. This legislation would require that every residential lease entered into on or after January 1, 2014 provide conspicuous notice as to the existence or non-existence of a sprinkler system. Being provided notice as to the existence or non-existence of a sprinkler system will help prospective tenants make an informed decision about where they choose to live.

In honor of Kerry Rose, Eva, and Kevin it is imperative that we provide all future tenants with the knowledge and peace of mind of the existence or non-existence of a fire sprinkler system on the premises before they sign a lease.

LEGISLATIVE HISTORY: New bill.

FISCAL IMPLICATIONS: None to the state.

EFFECTIVE DATE: This act shall take effect on the one hundred twentieth day after it shall have become a law, and shall apply to leases entered into on or after such date.



State of New York
Division of Housing and Community Renewal
 Office of Rent Administration
 Web Site: www.nysdhcr.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: _____