

200 Diplomat Drive Corporation
c/o Stillman Management, Inc.
100-200 Diplomat Drive Mt. Kisco, NY 10528

SUBLEASE APPLICATION AND PROCEDURES

Dear Shareholder:

Please find enclosed an application form and supporting documents, which must be completely filled out by you and your prospective subtenant(s).

We have listed below, under Section I, the requirements of the shareholder (s) and prospective sublessor (s). Under Section II we have provided additional information. Please follow the checklist attached when compiling your application for submission; we have also provided divider pages for your convenience.

The completed application form, all supporting document (s) and fees, are to be forwarded to the sales and leasing department **at Stillman Management, Inc. 440 Mamaroneck Ave Suite S-512, Harrison, NY 10528**. Once reviewed, and if complete, the package will be submitted to the Board of Directors. Please be advised that although an interview with the applicant (s) is part of the application process, the board also holds the right to deny the applicant (s) without an interview. Also note that an interview does not guarantee your applicant (s) will be or has been approved. You will be notified in writing by the Board whether your prospective purchaser (s) is/are approved or denied.

Please make certain that all request are complied with to insure that your application will be processed without delay. If a package is received by management and is missing required information, it will not be submitted to the Board and will be returned to the purchaser promptly. Please allow 6-8weeks for complete processing. The Board requires three to four weeks to review your application before scheduling an interview.

Please note that for purposes of processing requirements, the definition of applicant are all adults (including children over the age of 19) living in the unit whether or not named in the contract. Husband and wife are considered two (2) applicants.

Section I- Shareholder (s) and Prospective Subtenant (s) Requirements

A. Shareholder (s) Requirements:

1. Sublease Agreement signed by both shareholder(s) and prospective subtenant(s), a Blumberg lease is provided within the application for your convenience.
2. A Move Out Fee in the amount of \$250.00 payable to 200 Diplomat Drive Corp. (Non Refundable)
3. Shareholder(s) must submit a check for the sublet fee equal to \$1.00 per share payable to 200 Diplomat Drive Corp. The fee is due with the submission of the application.
4. Shareholder(s) must submit a check in the amount of \$500.00 for carpeting compliance. The check should be made payable to 200 Diplomat Drive corp. The compliance deposit

will be refunded after the carpet inspection, which will take place no later than 60 days after move in.

B. Prospective subtenant(s) Requirements:

1. A non-refundable application fee of \$350.00 payable to Stillman Management Inc., and a processing fee of \$100.00 payable to 200 Diplomat Drive Corp. (NON-REFUNDABLE)
2. A move-in deposit in the amount of \$250.00, payable to 200 Diplomat Drive Corp.
- 2a. Applicant (s) is to forward three (3) collated sets, including copies of the checks for each set.
3. Each applicant must complete the enclosed Sublet Application.
4. Each applicant must complete the enclosed Net worth Statement. The Net worth Statement and must indicate all applicants' information (can combine husband and wife on one statement) Please note you must include supporting documentation for entries on this form.
5. Each applicant is to complete the enclosed Authorization forms for credit and background check: (Tenant Data Verification Form and Background Inquiry form.)
6. Two (2) signed social letters must be submitted by each applicant. All applicants can be referenced on the letters. (Must be signed in ink)
7. Two (2) signed business letters must be submitted by each applicant. All applicants can be referenced on the letters. (Must be signed in ink)
8. A letter from present employer stating length of employment and annual salary. (Must be signed in ink)
9. A letter of reference from your present landlord or if the owner of a Coop or Condo, a letter from the managing agent stating timelines of maintenance payments. If you own a home please provide relevant information, i.e. mortgage statement, tax bill & insurance bill.
10. Copy of one month's most recent consecutive pay stubs from each applicant for all employers.
10a. If Self-employed, provide a current P&L Statement and a copy of the last three bank statements for the company (all pages for each applicant)
11. Each applicant must submit a copy of the two most recent bank & brokerage statements. (All Pages)
12. Each applicant must submit copies of the last two (2) years Federal & State income tax returns, with W-2's.
13. Signed House Rules
14. Lead base paint disclosure

Section II-Additional information

1. All checks, except the non-refundable application fee will be refunded if applicant (s) is/are not approved.

2. Applicant interviews are conducted only during regularly scheduled monthly Board Meetings. Completed applications must be submitted to Stillman Management, Inc. no later than 6-8 weeks prior to the interview. Applications submitted less than 6-8 weeks prior to a monthly Board meeting will not be considered until the following monthly meeting of Board. NO EXCEPTIONS.

3. Shareholders must provide the prospective subtenant (s) with the following: copy of the Proprietary Lease, copy of the By-Laws and a copy of the current House Rules.

4. Residents are not allowed to harbor dogs. Cats are permitted for both shareholders and subtenants.

5. Parking spaces are assigned and do not automatically transfer to the new owner. A space may be requested and your name will be added to the waiting list. If an additional space (s) is required, you must provide, in writing, your name and apartment number to the Property Manager and request to be placed on the waiting list. Additional spaces may be obtained for a few of \$35.00 per month subject to availability.

6. **Sublet Policy:** It is the policy of the Board of Directors of 200 Diplomat Drive Corporation that sublet applications will not be considered by the Board, until the expiration of at least Twenty-four (24) months of ownership of the unit.

**PLEASE SUBMIT ALL INFORMATION REQUESTED IN THE ORDER OF THE CHECKLIST.
AND THE DIVIDERS PROVIDED.**

**PAGES HAVE BEEN SUPPLIED FOR YOUR CONVENIENCE AND MUST BE INCLUDED IN ALL
COPIES. ALL INFORMATION WILL BE HELD IN THE STRICTEST OF CONFIDENCE**

Please submit all information requested in the order of the checklist. Divider pages have been supplied for your convenience and must be included in all collated copies of the application.

All information will be held in the strictest of confidence.

The undersigned understands and accepts all information and requirements as stated within this application.

Acknowledged and Accepted:

Applicant: _____ Date: _____

Applicant: _____ Date: _____

Please submit one (1) original and (8) collated copies of each and every page of the application. Please note you do not need to make copies of the AUTHORIZATION FORM FOR CREDIT and checks. Please use the attached dividers to organize your application. Please black out your social security number and bank account numbers except on the tenant data verification form and authorization form for a criminal background check.

Please submit the COMPLETE applications to the Sales & Leasing Department of Stillman
Management

STILLMAN MANAGEMENT, INC.
440 MAMARONECK AVENUE, SUITE S-512
HARRISON NY 10528
Attention: Rita Pita

Please note that an incomplete package will be mailed back to the applicant

NOTE: ALL INFORMATION WILL BE HELD IN THE STRICTEST CONFIDENCE. HOWEVER IT IS STRONGLY ENCOURAGED THAT ALL ACCOUNT NUMBERS AND SOCIAL SECURITY NUMBERS BE BLACKED OUT ON ALL THE COPIES OF THE APPLICATION. PLEASE DO NOT CROSS OUT SOCIAL SECURITY NUMBERS ON THE AUTHORIZATION FORMS TO OBTAIN A CREDIT REPORT AND A BACKGROUND CHECK.

200 DIPLOMAT DRIVE CORP.
SUBLEASE REQUIREMENTS
APPLICATION PACKAGE CHECKLIST:

- ☐ Non-refundable application fees
- ☐ Move-in and move-out fees AND carpeting compliance
- ☐ Complete SUBLEASE application
- ☐ Net worth statement (per applicant)
- ☐ Statement of monthly expenses
- ☐ Credit and criminal report authorization form
- ☐ Owner information sheet
- ☐ Forms and fees that need to be executed by shareholder
- ☐ Personal reference letters (2)
- ☐ Business reference letters (2)
- ☐ Letter of employment
- ☐ Reference letter from previous landlord
- ☐ 1 month of paystubs (consecutive)
- ☐ If self-employed, current P&L Statement and a copy of the last three bank statements for the company (all pages)
- ☐ Most recent bank statement
- ☐ Copy of W2 forms and complete tax returns for prior two (2) years
- ☐ Executed lease agreement (included in application)
- ☐ Signed house rules acknowledgement
- ☐ Lead based paint disclosure and window guard form

REMINDER: INCOMPLETE APPLICATIONS WILL BE REJECTED AND RETURNED TO SENDER. 8 COPIES PLUS THE ORIGINAL APPLICATION MUST BE SUBMITTED. EACH SET MUST INCLUDE COPIES OF THE CHECKS SUBMITTED.

**IMPORTANT INFORMATION REGARDING YOUR SOCIAL SECURITY
NUMBER PROTECTING YOUR PRIVACY**

**IN ORDER TO PROTECT YOUR PRIVACY PLEASE REMOVE/BLACK OUT YOUR SOCIAL SECURITY
NUMBER FROM EACH FINANCIAL INSTITUTION DOCUMENT INSERTED INTO THE
APPLICATION.**

FINANCIAL CONDITION (NET WORTH)

**TAX RETURNS
PERSONAL
LOANS**

BANK STATEMENTS

**IRA
STATEMENTS
CD'S**

SAVINGS, ETC.

**THE CREDIT AGENCY AUTHORIZATION FORM AND THE AUTHORIZATION FORM FOR A
BACKGROUND CHECK ARE THE ONLY FORMS THAT REQUIRE THE SOCIAL SECURITY
NUMBER. ONLY SEND ONE EACH OF THESE FORMS. ONCE THE REQUIRED FORMS ARE
OBTAINED THE AUTHORIZATION FORMS WILL BE SHREDDED AND YOUR SOCIAL SECURITY
NUMBER ON THE DOCUMENTS OBTAINED WILL BE BLACKED OUT.**

**IF YOU HAVE ANY QUESTIONS, PLEASE DO NOT HESITATE TO CONTACT THE SALES AND
LEASING DEPARTMENT AT STILLMAN MANAGEMENT.**

IMPORTANT NOTES

Due to the large volume of calls and applications received by this office, we kindly ask that you refrain from calling for an update, during the 1st 3 weeks after an application has been delivered to our office. When an update is ready, we will contact your point person, which we recommend should be your Real Estate broker, or in the absence of a broker your Attorney. Please advise all parties involved and provide them with the brokers and/or attorney's contact information.

In an effort of fairness, we must process applications on a first come first serve basis.

If you are concerned about the receipt of the package, please use a method of return receipt, via USPS, Fed Ex, messenger service or hand delivery, etc.

Please provide a name of the contact person an e-mail address below to act as the point person (main contact) to be contacted when there is an update to be provided about this application.

Name _____ Title _____ Phone _____

Email: _____



APPLICANTS RELEASE

Re: Building Address: _____

Apartment Number: _____

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

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

Applicant acknowledges that the application to purchase/sublease the apartment may or may not be approved by the Board of Directors of the Cooperative Corporation owning building in its sole discretion and that if the application is not approved; no reason for the disapproval needs to be given. Whether the application is approved or not approved, certain costs and expenses will be incurred and the fees described above will not be refunded to the applicant(s).

The applicant releases both the cooperative corporation and the managing agent from any liability for the return of these funds incurred in the processing of the application, and agrees that in the even the applicant seeks recovery of such fees, the applicant shall be liable for all costs and expense (including attorney's fees) incurred by the cooperative corporation and/or managing agent.

Applicant

Applicant

Date: _____

200 DIPLOMAT DRIVE CORP.
SUBLEASE APPLICATION FORM

Seller's Name: _____

Building and Apartment No. _____

Home Telephone No. _____

Applicant(s): _____ S.S. # _____

_____ S.S. # _____

Present Address: _____

Home Telephone No.: _____ Best Contact No.: _____

Email: _____

1. Persons to reside in the apartment with applicant (s):

Names

Relationship to applicant (s)

2. CURRENTLY:

Renting: _____ Landlord's Name, Address & Telephone No.:

Homeowner: _____

Other: (Specify): _____

Monthly rent or Mortgage Charges \$ Years at present address:

If less than two (2) years at present address, please give former address:

3. Address of any additional residence (s) owned or leased by applicant (s):

4. Name (s) of any resident (s) at 200 Diplomat Drive Corp. known to applicant (s):

FINANCIAL REFERENCE:

A. Name, address, telephone # at each bank (account # and type):

Name: _____ Acct. 1: _____

Address: _____ Acct. 2: _____

Telephone #: _____

Name: _____ Acct. 1: _____

Address: _____ Acct. 2: _____

Telephone #: _____

B. Other financial resources/income*

EMPLOYMENT HISTORY:

A. Applicant (A)

Current employer: _____

Address: _____

Position: _____

Monthly income: _____

Length of employment: _____

Amount of pay periods per year: _____

B. Co-applicant (Co-App)

Current employer: _____

Address: _____

Position: _____

Monthly income: _____

Length of employment: _____

Amount of pay periods per year: _____

COMPLETE THE FOLLOWING IF EMPLOYED IN CURRENT POSITON FOR LESS THAN TWO (2) YEARS:

Previous (A/Co-App)	Employer Position and address	Dates From/To	Monthly Income
_____	_____	_____	_____
_____	_____	_____	_____

Is there any special matter that the Board of Directors should consider when reviewing this application? _____

Are any of the following applicable to you or anyone who will reside at Diplomat?

Party to pending legal action? () Yes () No Name: _____

Have any outstanding judgments? () Yes () No Name: _____

In the past 7 years, declared () Yes () No Name: _____

Property foreclosed upon or given title or deed in lieu thereof? () Yes () No Name: _____

A co-maker or endorser of a note? () Yes () No Name: _____

Obligated to pay alimony, child support or separation maintenance? () Yes () No Name: _____

Is any part of the cash down payment borrowed? ☐ Yes ☐ No If Yes, how much? _____

Any YES answers to the above requires an explanation to be attached to the application, including financial figures.

Do you own an automobile(s)? ☐ Yes ☐ No

Registered Owner: _____ Year & Model: _____

Registered Owner: _____ Year & Model: _____

CREDIT CHECK:

In connection with this application, I/we authorize the procurement of a consumer investigative report. Further, I/we authorize all credit agencies, banks, lending institutions, former employers and persons to release any information that they may have about me/us, and release them from any liability and responsibility for doing so.

This authorization, in original or in copy form, shall be valid for this and any future reports that may be required. Further information may be available upon request, within a reasonable period of time. The undersigned understands that this information is necessary for evaluating his/her ability to pay monthly maintenance on time and in accordance with proprietary lease obligations.

It is further understood by this applicant (s) that this application must be approved by the Board of Directors of 200 Diplomat Drive Corp., and that the submission of this application is not binding in any way.

Applicant

Date

Co-Applicant

Date

SHAREHOLDER: PLEASE SUBMIT THIS FORM WITH THE APPLICATION FOR OUR RECORDS.

BUILDING NAME/ADDRESS AND UNIT NUMBER:

CONFIDENTIAL
INFORMATION SHEET

Stillman Management, Inc.

440 Mamaroneck Avenue S-512

Harrison, New York 10528

Telephone 914-813-1900 • Fax 914-813-1960

Forwarding Address and Contact Information of Seller(s):

Address: _____

Telephone #: home: _____

Name: _____ work: _____ cell: _____

Name: _____ work: _____ cell: _____

E-mail address: _____

All the above information is complete and accurate.

Seller Signature

Date

Seller Signature

Date

Please fill out and return it to Sales and Leasing Department, Stillman Management, Inc. at the above address or by fax at 914-813-1960

attention: Rita Pita

Emergency Contact Form

Apt Number _____ Address _____

Name: _____

Work Number: _____/Home Number: _____

Cell Phone Number: _____

E-mail Address: _____

Name: _____

Work Number: _____/Home Number _____

Cell Phone Number: _____

E-mail Address: _____

In the event of an emergency when a shareholder or owner cannot be reached, please provide the names of a person to contact:

1.

Name _____

Work Number: _____/Home Number: _____

Additional Information:

Pets _____

Emergency Information we should know:

If

applicable: _____

Other Relevant Information you think we should know in case of an emergency:

TERMS AND CONDITIONS OF SUBLEASING OF COOPERATIVE APARTMENTS

- 1. This application is subject to the approval of 200 Diplomat Drive Corporation.
- 2. 200 Diplomat Drive Corporation and/or any party connected with its business organization shall in no event be liable as respects any matter concerning this Application or concerning any act of the SHAREHOLDER or failure to act on the part of the SHEREHOLDER in connection with the Application or in connection with any sublease contemplated herein.
- 3. No representations or agreements by salesmen, brokers or others are binding on the 200 Diplomat Drive Corporation.

I/We acknowledge that I/We have read, understand and accept the foregoing terms and conditions. I/We have had access to a copy of the Proprietary Lease, House Rules and By-Laws and I/We accept them as obligations of ownership and residence.

All of the information set forth in this Application is deemed to be a true representation of facts, made for the purpose of obtaining approval of the Board of Directors of 200 Diplomat Drive Corporation of my/our application for Stock Purchase. I/We fully understand that in the event that any of the information set forth herein shall be determined to be untrue, the Board of Directors may revoke approval to purchase previously granted and terminate the Proprietary Lease.

Applicant

Date

Co-Applicant

Date

200 DIPLOMAT DRIVE CORPORATION
ADDENDUM TO SUBLEASE APPLICATION
CARPETING ADDENDUM

Pursuant to the current House Rules, all Shareholders are required to have 80% of the floors in their apartments covered with carpeting or rugs of not less than 30 oz. face weight of any popular fiber. In order to meet the standard of "sufficient quality and thickness so as not to deprive their neighbors of the quiet enjoyment of their home", the padding should be 40 oz. all fiber or its equivalent.

A deposit of \$500.00 is required upon notification of approval of a sublease application. Upon inspection and confirmation of compliance, deposit will be returned.

I certify that I have read and agree to this House Rule and that I am aware that my compliance is required within sixty (60) days of occupancy. In addition, I authorize 200 Diplomat Drive Corporation or Stillman Management, Inc. thereof to conduct an inspection as required, and to hold the carpeting security deposit until there is satisfactory compliance with this rule, or to forfeit same as liquidated damages, the exact amount of said damages for the failure to comply with this rule, as it may be amended from time to time, being difficult or impossible to determine.

_____ Shareholder Signature	_____ Date
_____ Name (print)	_____ Date
_____ Applicant Signature	_____ Date
_____ Name (print)	_____ Date
_____ Co-Applciant Signature	_____ Date
_____ Name (print)	_____ Date

PLEASE INCLUDE DEPOSIT WITH APPLICATION

SMOKE DETECTORS

This is to acknowledge the requirement of the Board of Directors of the **200 Diplomat Drive Corporation** for the installation of a smoke detector in my unit.

We acknowledge that as owner(s) of the apartment/unit, we must and will comply with this installation and that neither the Corporation nor Management have any responsibility for said installation or its future maintenance.

I certify that I have read and agree to this requirement and that I/We are aware that my/our compliance is required at closing, in accordance with New York State Law.. In addition, I authorize **200 Diplomat Drive Corporation** or the Property Manager thereof to conduct an inspection as required to ascertain compliance. I may also be required to execute an affidavit, in form and substance as determined by The Board of Directors, to prove the compliance with said rule during my ownership of said premises, and I agree to cooperate in a timely manner with any such request.

Shareholder Signature

Date

Name (print)

Date

Applicant Signature

Date

Name (print)

Date

Co-Applicant Signature

Date

Name (print)

Date

Building and Apartment Number

200 DIPLOMAT DRIVE CORPORATION
SUBLEASE AFFIDAVIT

STATE OF NEW YORK

: SS:

COUNTY OF WESTCHESTER

I/We _____, Applicant and Proposed Occupant of the Apartment/Unit known as ____ in Building No. ____ at Diplomat Towers, 200 Diplomat Drive, Mt. Kisco, NY 10549, hereby acknowledge that I/we are aware and understand the Board policy prohibiting the installation of washing machines/dryers, and represent and covenant to the Board of Directors and I/we do not own a washing machine/dryer nor will I/we install a washing machine/dryer in the unit at Diplomat Towers.

I/We also hereby acknowledge that I/we are aware and understand the Board policy prohibiting the keeping or harboring, even temporarily or for any period of time, a dog on the property or in the apartment [and the keeping or harboring of any other pet without the prior express written consent of the Board of Directors.]

Further, I/we also acknowledge that I/we have read, understand and accept the terms and conditions as stated in the Proprietary Lease, House Rules and By-Laws (as these documents may be amended from time to time) and accept them as obligations of ownership and residence,

I/we make these representations and covenants in order to induce **200 Diplomat Drive Corporation** to approve my/our purchase of shares and I/we understand that the Board of Directors has justifiably relied on these representations and covenants in granting the approval to my/our proposed purchase. In the event that any of these representations and covenants are untrue or violated, I/we understand that this will constitute a default of our Proprietary Lease and grounds for termination of our Proprietary Lease and the commencement of summary (eviction) proceedings.

Signature of Applicant

Signature of Co-Applicant

Date

Date

Sworn to before me this

_____ day of _____, 20____

Notary Public

200 DIPLOMAT DRIVE CORPORATION

STATE OF NEW YORK

) ss:

COUNTY OF WESTCHESTER

_____ being duly sworn, do depose and say:
(Print name)

I am an owner and shareholder for (or resident of) apartment, at _____ New York, known as 200 Diplomat Drive Corporation, and on ____ I have caused to be properly Installed In each of the bedroom(s) of said apartment, a battery operated (or plug-In) smoke detector, and at least one carbon monoxide detector Installed In the apartment unit but not In the kitchen, and have tested each of the Installed detectors and as of this date, each such detector is fully functioning and operable. I also acknowledge that it is my continuing responsibility to maintain these detectors in operating condition, test them regularly, and to replace them at the end of their useful life. I will not disable any of these devices or remove any batteries in any unit unless immediately replacing same, or discarding the spent device having installed a new detector to replace it.

(Signature of owner-shareholder or subtenant resident)

Signature

Sworn to before me this _____
day of _____, 20____

Notary Public

200 Diplomat Drive Corporation

Board of Directors, Suite 1D
200 Diplomat Drive
Mount Kisco, New York 10549

Telephone: 914.241-2419
Fax: 914-244-8563

NOTICE

TO: ALL RESIDENTS
FROM: BOARD OF DIRECTORS
DATE: JUNE 14, 2012
RE: ANNUAL SURVEY

PLEASE COMPLETE THE SURVEY ON THE OTHER SIDE OF THIS NOTICE AND RETURN IT TO THE PROPERTY MANAGER (OR DROP IN THE DIRECTORS BOX) AS SOON AS POSSIBLE (BUT NOT LATER THAN JUNE 30, 2012).

THE INFORMATION CONTAINED IN THE SURVEY IS NEEDED IN THE OFFICE, ESPECIALLY IN THE EVENT OF AN EMERGENCY SITUATION AFFECTING INDIVIDUALS OR THE COMMUNITY AT LARGE.

THANK YOU IN ADVANCE FOR YOUR COOPERATION.

BOARD OF DIRECTORS

DIPLOMAT TOWERS — ANNUAL SURVEY

For New and Existing Residents

Please complete this survey and soon as possible and return it to the Property Manager
ALL INFORMATION WILL BE KEPT CONFIDENTIAL

Bldg. _____ Apt. _____ Home Phone # _____ Mobile # _____

Email Address (es): _____

List Names of All Occupants Below:

Relationship

1. _____
2. _____
3. _____
4. _____
5. _____

Please List the Following Work Information

Name

Work Location

Work Telephone #

_____	_____	_____
_____	_____	_____

Work Email (Optional) : _____

In the Event of an Emergency, Please Contact:

Name

Relationship

Phone #

Mobile #

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please List Automobile Information;

Space #

Make/Model

Color

Plate #

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If your apartment door has a top lock/special cylinder you must provide the Property Manager with a duplicate key

The lessor (200 Diplomat Drive Corporation) and its agents and their authorized workmen **shall be permitted to visit, examine and enter any unit at any reasonable hour upon notice**, or at any time without notice in the event of an emergency, to make or facilitate repairs, etc.

PERSONAL NET WORTH STATEMENT OF: _____

March 15, 2014

ASSETSLIABILITIES, PLEDGED ASSETS AND NET WORTH

<u>DESCRIPTION</u>	<u>CASH OR MARKET VALUE</u>	<u>CREDITORS NAME ADD & ACCT NO.</u>	<u>MO.PMT</u>	<u>MOS.LEFT</u>	<u>UNPAID BALANCE</u>
Cash Deposit Toward Purchase: Held by: _____	\$ _____	Installment Debts (include "revolving" charge accounts)			
Checking, Savings, and Brokerage Account (show Name of Institutions and Account Numbers)	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
Stocks and Bonds (No./Description)	\$ _____	Other Debts including Stock Pledges			
_____	\$ _____	_____	\$ _____	_____	\$ _____
Life Insurance Net Cash Value (Face Amount \$ _____)	\$ _____	Real Estate Loan(s)			
SUBTOTAL LIQUID ASSETS:	\$ _____	_____	\$ _____	_____	\$ _____
Real Estate Owned (Enter Market Value)	\$ _____	Automobile Loan(s)			
Vested Interest in Retirement Fund:	\$ _____	_____	\$ _____	_____	\$ _____
Net Worth of Business Owned (Attach Financial Statement):		Alimony, Child Support and Separate Maintenance Payments Owed			
Automobile(s) (Make and Year):	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
Furniture and Personal Property:	\$ _____	SUBTOTAL MONTHLY PAYMENTS	\$ _____	xxxxxxxx	xxxxxxxx
Other Assets (Itemize):	\$ _____	TOTAL LIABILITIES	xxxxxxxx	xxxxxxxx	\$ _____
_____		NET WORTH (Total Assets minus Liabilities)	xxxxxxxx	xxxxxxxx	\$ _____
_____		TOTAL LIABILITIES AND NET WORTH	xxxxxxxx	xxxxxxxx	\$ _____

19 TOTAL ASSETS	\$ _____				

200 DIPLOMAT DRIVE CORP

PERSONAL NET WORTH STATEMENT OF: _____

March 15, 2014

ASSETSLIABILITIES, PLEDGED ASSETS AND NET WORTH

<u>DESCRIPTION</u>	<u>CASH OR MARKET VALUE</u>	<u>CREDITORS NAME ADD & ACCT NO.</u>	<u>MO.PMT</u>	<u>MOS.LEFT</u>	<u>UNPAID BALANCE</u>
Cash Deposit Toward Purchase: Held by: _____	\$ _____	Installment Debts (include "revolving" charge accounts)			
Checking, Savings, and Brokerage Account (show Name of Institutions and Account Numbers)		_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
Stocks and Bonds (No./Description)	\$ _____	Other Debts including Stock Pledges			
_____	\$ _____	_____	\$ _____	_____	\$ _____
Life Insurance Net Cash Value (Face Amount \$ _____)	\$ _____	Real Estate Loan(s)			
		_____	\$ _____	_____	\$ _____
SUBTOTAL LIQUID ASSETS:	\$ _____	Automobile Loan(s)			
Real Estate Owned (Enter Market Value)	\$ _____	_____	\$ _____	_____	\$ _____
Vested Interest in Retirement Fund:	\$ _____	_____	\$ _____	_____	\$ _____
Net Worth of Business Owned (Attach Financial Statement):		Alimony, Child Support and Separate Maintenance Payments Owed			
Automobile(s) (Make and Year):	\$ _____	_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____	_____	\$ _____
Furniture and Personal Property:	\$ _____	SUBTOTAL MONTHLY PAYMENTS	\$ _____	xxxxxxxx	xxxxxxxx
Other Assets (Itemize):	\$ _____	TOTAL LIABILITIES	xxxxxxxx	xxxxxxxx	\$ _____
_____		NET WORTH (Total Assets minus Liabilities)	xxxxxxxx	xxxxxxxx	\$ _____
_____		TOTAL LIABILITIES AND NET WORTH	xxxxxxxx	xxxxxxxx	\$ _____

20 TOTAL ASSETS	\$ _____				

STATEMENT OF MONTHLY EXPENSES

(This represents the monthly expenses you currently have which will continue, **in addition** to those you are incurring via this purchase)

	(1)	(2)
Co-op Mortgage (this purchase):	\$ _____	\$ _____
Co-op maintenance:	\$ _____	\$ _____
Other Mortgage, etc.	\$ _____	\$ _____
Utilities	\$ _____	\$ _____
Cable TV/Internet	\$ _____	\$ _____
Cell Phone(s)	\$ _____	\$ _____
Credit Cards:	\$ _____	\$ _____
Installment Debt: Payments:	\$ _____	\$ _____
Auto Payments	\$ _____	\$ _____
Auto Insurance	\$ _____	\$ _____
Auto Repairs	\$ _____	\$ _____
Commuting Exp. (incl. gas)	\$ _____	\$ _____
Alimony/ Child Support	\$ _____	\$ _____
Day Care Expenses	\$ _____	\$ _____
Unreimbursed Medical Expenses	\$ _____	\$ _____
Other Living Expense (Food, clothing, etc.)	\$ _____	\$ _____
Other	\$ _____	\$ _____
 Total Monthly Payments:	 \$ _____ (D)	 \$ _____ (D)
 Monthly Excess Cash or Deficit (C) minus (D)	 \$ _____	 \$ _____

***NOTICE:** Alimony, child support, or separate maintenance income need not be revealed if the Applicant (s) does not choose to have it considered as a basis for paying maintenance charge.

TENANT DATA VERIFICATION

6

Building _____ Rent/Purchase _____
 Address of Building _____
 Lease begins _____ Lease Expires _____ Apartment # _____
 Name of Applicant _____ Tel. # _____
 Present Address _____ State _____
 _____ (include zip code)

How long at above address _____ Social Security # _____
 Date of Birth _____
 Present Landlord _____ Address _____
 Telephone # _____ Lease Expires _____

If less than one year please list previous address _____

Previous Landlord _____ Tel. # _____
 Address _____ Date Vacated _____

Applicant employed by _____ Position _____
 Address _____ Telephone _____
 How Long _____ Salary _____ Contact Person _____

If present employer is less than one year
 Previous employer _____ Position _____
 Address _____ Telephone _____
 How Long _____ Date Left _____ Salary _____ Contact Person _____

Other sources of Income _____
 Contact person _____ Tel. # _____

Bank Reference:
 Name of Bank _____ Type of Acct. _____ Acct # _____
 _____ Type of Acct. _____ Acct # _____
 _____ Type of Acct. _____ Acct # _____

Accountant _____ Address _____
 Tel. # _____

Do you have Credit Cards _____

Name of Persons not on the Lease to occupy the Apartment

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

In Case of Emergency Notify _____ Telephone# _____
 Address _____

In connection with my application for this apartment, I authorize all banks, corporations, companies, Credit agencies, accountants, persons and employers, to release any information that they have about me to Tenant Data Verification Co. Inc., or its agency and I release them from any and all liability or responsibility from doing so. Further I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character and personal reputation. I understand this notice will also apply to future update reports that may be requested. I understand that any misrepresentation by me may be the cause of rejection by the landlord.

Applicant's Signature _____ Date _____

Agent _____ March 15, 2014 _____

TENANT DATA VERIFICATION

6

Building _____ Rent/Purchase _____
 Address of Building _____
 Lease begins _____ Lease Expires _____ Apartment # _____
 Name of Applicant _____ Tel.# _____
 Present Address _____ State _____
 (include zip code)

How long at above address _____ Social Security # _____
 Date of Birth _____
 Present Landlord _____ Address _____
 Telephone # _____ Lease Expires _____

If less than one year please list previous address _____

Previous Landlord _____ Tel.# _____
 Address _____ Date Vacated _____

Applicant employed by _____ Position _____
 Address _____ Telephone _____
 How Long _____ Salary _____ Contact Person _____

If present employer is less than one year
 Previous employer _____ Position _____
 Address _____ Telephone _____
 How Long _____ Date Left _____ Salary _____ Contact Person _____

Other sources of Income _____
 Contact person _____ Tel. # _____

Bank Reference:
 Name of Bank _____ Type of Acct. _____ Acct # _____
 _____ Type of Acct. _____ Acct # _____
 _____ Type of Acct. _____ Acct # _____

Accountant _____ Address _____
 Tel. # _____

Do you have Credit Cards _____

Name of Persons not on the Lease to occupy the Apartment

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In Case of Emergency Notify _____ Telephone# _____
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Applicant's Signature _____ Date _____

Agent _____ March 15, 2014 _____

RELEASE OF INFORMATION AUTHORIZATION

AUTHORIZATION TO OBTAIN A CRIMINAL REPORT AND SEX OFFENDER REPORT

I HEREBY AUTHORIZE ANY INDIVIDUAL, COMPANY, OR
INSTITUTION TO RELEASE TO _____
AND/OR ITS REPRESENTATIVE ANY AND ALL INFORMATION
THAT THEY HAVE CONCERNING ANY CRIMINAL ACTIVITY AND
SEX OFFENDER HISTORY...

I HEREBY RELEASE THE INDIVIDUAL, COMPANY, OR
INSTITUTION AND ALL INDIVIDUALS CONNECTED THEREWITH
FROM ALL LIABILITY FOR ANY DAMAGE WHATSOEVER
INCURRED IN FURNISHING SUCH INFORMATION...

Print Name: _____ Date Of Birth _____

Signature: _____

Address: _____

City : _____

State : _____ Zip Code _____

Social Security #: _____

RELEASE OF INFORMATION AUTHORIZATION

AUTHORIZATION TO OBTAIN A CRIMINAL REPORT AND SEX OFFENDER REPORT

I HEREBY AUTHORIZE ANY INDIVIDUAL, COMPANY, OR
INSTITUTION TO RELEASE TO _____
AND/OR ITS REPRESENTATIVE ANY AND ALL INFORMATION
THAT THEY HAVE CONCERNING ANY CRIMINAL ACTIVITY AND
SEX OFFENDER HISTORY...

I HEREBY RELEASE THE INDIVIDUAL, COMPANY, OR
INSTITUTION AND ALL INDIVIDUALS CONNECTED THEREWITH
FROM ALL LIABILITY FOR ANY DAMAGE WHATSOEVER
INCURRED IN FURNISHING SUCH INFORMATION...

Print Name: _____ Date Of Birth _____

Signature: _____

Address: _____

City : _____

State : _____ Zip Code _____

Social Security #: _____

LEASE AGREEMENT

The Landlord and Tenant agree to lease the Apartment at the Rent and for the Term stated on these terms:

LANDLORD:

TENANT:

.....

.....

Address for Notices.....

.....

.....

.....

Apartment (and terrace, if any).....at.....

Lease date:	Term	Yearly Rent	\$.....
..... 20	beginning..... 20	Monthly Rent	\$.....
	ending..... 20	Security	\$.....
Broker*			

1. Use
- The Apartment must be used only as a private Apartment to live in and for no other reason. Only a party signing this Lease and the spouse and children of that party may use the Apartment.
2. Failure to give possession
- Landlord shall not be liable for failure to give Tenant possession of the Apartment on the beginning date of the Term. Rent shall be payable as of the beginning of the Term unless Landlord is unable to give possession. Rent shall then be payable as of the date possession is available. Landlord will notify Tenant as to the date possession is available. The ending date of the Term will not change.
3. Rent, added rent
- The rent payment for each month must be paid on the first day of that month at Landlord's address. Landlord need not give notice to pay the rent. Rent must be paid in full and no amount subtracted from it. The first month's rent is to be paid when Tenant signs this Lease. Tenant may be required to pay other charges to Landlord under the terms of this Lease. They are to be called "added rent." This added rent is payable as rent, together with the next monthly rent due. If Tenant fails to pay the added rent on time, Landlord shall have the same rights against Tenant as if Tenant failed to pay rent. Payment of rent in installments is for Tenant's convenience only. If Tenant defaults, Landlord may give notice to Tenant that Tenant may no longer pay rent in installments. The entire rent for the remaining part of the Term will then be due and payable.
4. Security
- Tenant has given Security to Landlord in the amount stated above. If Tenant fully complies with all of the terms of this Lease, Landlord will return the Security after the Term ends. If Tenant does not fully comply with the terms of this Lease, Landlord may use the Security to pay amounts owed by Tenant, including damages. If Landlord sells or leases the Building, Landlord may give the Security to the buyer or lessee. Tenant will look only to the buyer or lessee for the return of the Security.
5. Services
- Landlord will supply: (a) heat as required by law, and (b) hot and cold water for bathroom and kitchen sink. Stopping or reducing of service(s) will not be reason for Tenant to stop paying rent, to make a money claim or to claim eviction. Damage to the equipment or appliances supplied by Landlord, caused by Tenant's act or neglect, may be repaired by Landlord at Tenant's expense. The repair cost will be added rent.
- Tenant must pay for all electric, gas, telephone and other utility services used in the Apartment and arrange for them with the public utility company.
- Landlord may stop service of the plumbing, heating, elevator, air cooling or electrical systems, because of accident, emergency, repairs, or changes, until the work is complete. If unable to supply any service because of labor trouble, Government order, lack of fuel supply or other cause not controlled by Landlord, Landlord is excused from supplying that service. Service shall resume when Landlord is able to supply it.
6. Furnishings
- If the Apartment is furnished, the furniture and other furnishings are accepted "as is." If an inventory is supplied each party shall have a signed copy.
7. Repairs, alterations
- Tenant must keep, and at the end of the term return the Apartment and all appliances, equipment, furniture, furnishings and other personal property clean and in good order and repair. Tenant is not responsible for ordinary wear and damage by the elements. If Tenant defaults, Landlord has the right to make repairs and charge Tenant the cost. The cost will be added to and payable as rent. Tenant must not alter, decorate, change or add to the Apartment.
8. Fire, accident, defects, damage
- Tenant must give Landlord prompt notice of fire, accident, damage or dangerous or defective condition. If the Apartment can not be used because of fire or other casualty, Tenant is not required to pay rent for the time the Apartment is unusable. If part of the Apartment can not be used, Tenant must pay rent for the usable part. Landlord shall have the right to decide which part of the Apartment is usable. Landlord need only repair the damaged structural parts of the Apartment. Landlord is not required to repair or replace any equipment, fixtures, furnishings or decorations unless originally installed by Landlord. Landlord is not responsible for delays due to settling insurance claims, obtaining estimates, labor and supply problems or any other cause not fully under Landlord's control.
- If the fire or other casualty is caused by an act or neglect of Tenant or guest of Tenant, or at the time of the fire or casualty Tenant is in default in any term of this Lease, then all repairs will be made at Tenant's expense and Tenant must pay the full rent with no adjustment. The cost of the repairs will be added rent.
- Landlord has the right to demolish or rebuild the Building if there is substantial damage by fire or other casualty. Even if the Apartment is not damaged, Landlord may cancel this Lease within 30 days after the fire or casualty by giving Tenant notice of Landlord's intention to demolish or rebuild. The Lease will end 30 days after Landlord's cancellation notice to Tenant. Tenant must deliver the Apartment to Landlord on or before the cancellation date in the notice and pay all rent due to the date of the fire or casualty. If the Lease is cancelled Landlord is not required to repair the Apartment or Building.

*If no broker, insert "None."

9. Liability

Landlord is not liable for loss, expense, or damage to any person or property, unless due to Landlord's negligence. Tenant must pay for damages suffered and money spent by Landlord relating to any claim arising from any act or neglect of Tenant. Tenant is responsible for all acts of Tenant's family, employees, guests or invitees.

10. Landlord may enter, signs

Landlord may at reasonable times, enter the Apartment to examine, to make repairs or alterations, and to show it to possible buyers, lenders or tenants.

11. Assignment and sublease

Tenant must not assign this Lease or sublet all or part of the Apartment or permit any other person to use the Apartment. If Tenant does, Landlord has the right to cancel the Lease as stated in the Default section.

12. Subordination

This Lease and Tenant's rights, are subject and subordinate to all present and future: (a) leases for the Building or the land on which it stands, (b) mortgages on the leases or the Building or land, (c) agreements securing money paid or to be paid by a lender, and (d) terms, conditions, renewals, changes of any kind and extensions of the mortgages or leases or Lender agreements. Tenant must promptly execute any certificate(s) that Landlord requests to show that this Lease is so subject and subordinate. Tenant authorizes Landlord to sign these certificate(s) for Tenant.

13. Condemnation

If all of the Apartment or Building is taken or condemned by a legal authority, the Term, and Tenant's rights shall end as of the date the authority takes title to the Apartment or Building. If any part of the Apartment or Building is taken, Landlord may cancel this Lease on notice to Tenant. The notice shall set a cancellation date not less than 30 days from the date of the notice. If the Lease is cancelled, Tenant must deliver the Apartment to Landlord on the cancellation date together with all rent due to that date. The entire award for any taking belongs to Landlord. Tenant gives Landlord any interest Tenant may have to any part of the award. Tenant shall make no claim for the value of the remaining part of the Term.

14. Tenant's duty to obey laws and regulations

Tenant must, at Tenant's expense, promptly comply with all laws, orders, rules, requests, and directions, of all governmental authorities, Landlord's insurers, Board of Fire Underwriters, or similar groups. Notices received by Tenant from any authority or group must be promptly delivered to Landlord. Tenant may not do anything which may increase Landlord's insurance premiums. If Tenant does, Tenant must pay the increase in premium as added rent.

15. Tenant's defaults and Landlord's remedies

A. Landlord may give 5 days written notice to Tenant to correct any of the following defaults:

1. Failure to pay rent or added rent on time.
2. Improper assignment of the Lease, improper subletting all or part of the Apartment.
3. Improper conduct by Tenant or other occupant of the Apartment.
4. Failure to fully perform any other term in the Lease.

B. If Tenant fails to correct the defaults in section A. within the 5 days, Landlord may cancel the Lease by giving Tenant a written 3 day notice stating the date the Term will end. On that date the Term and Tenant's rights in this Lease automatically end and Tenant must leave the Apartment and give Landlord the keys. Tenant continues to be responsible for rent, expenses, damages and losses.

C. If the Lease is cancelled, or rent or added rent is not paid on time, or Tenant vacates the Apartment, Landlord may in addition to other remedies take any of the following steps:

1. Enter the Apartment and remove Tenant and any person or property;
2. Use dispossession, eviction or other lawsuit method to take back the Premises.

D. If the Lease is ended or Landlord takes back the Apartment, rent and added rent for the unexpired Term becomes due and payable. Landlord may re-rent the Apartment and anything in it for any Term. Landlord may re-rent for a lower rent and give allowances to the new Tenant. Tenant shall be responsible for Landlord's cost of re-renting. Landlord's cost shall include the cost of repairs, decorations, broker's fees, attorney's fees, advertising and preparation for renting. Tenant shall continue to be responsible for rent, expenses, damages and losses. Any rent received from the re-renting shall be applied to the reduction of money Tenant owes. Tenant waives all rights to return to the Apartment after possession is given to the Landlord by a Court.

16. Waiver of jury, counterclaim, set off

Landlord and Tenant waive trial by a jury in any matter which comes up between the parties under or because of this Lease (except for a personal injury or property damage claim). In a proceeding to get possession of the Apartment, Tenant shall not have the right to make a counterclaim or set off.

17. Notices

Any bill, statement or notice must be in writing. If to Tenant, it must be delivered or mailed to the Tenant at the Apartment. If to Landlord it must be mailed to Landlord's address. It will be considered delivered on the day mailed or if not mailed, when left at the proper address. A notice must be sent by certified mail. Landlord must send a written notice to Tenant if Landlord's address is changed.

18. No waiver, illegality

Landlord's acceptance of rent or failure to enforce any term in this Lease is not a waiver of any of Landlord's rights. If a term in this Lease is illegal, the rest of this lease remains in full force.

19. Bankruptcy, insolvency

If (1) Tenant assigns property for the benefit of creditors, (2) Tenant files a voluntary petition or an involuntary petition is filed against Tenant under any bankruptcy or insolvency law, or (3) a trustee or receiver of Tenant or Tenant's property is appointed, Landlord may give Tenant 30 days notice of cancellation of the Term of this Lease. If any of the above is not fully dismissed within the 30 days, the Term shall end as of the date stated in the notice. Tenant must continue to pay rent, damages, losses and expenses without offset.

20. Rules

Tenant must comply with these Rules. Notice of new Rules may be given to Tenant from time to time. Landlord need not enforce Rules against other Tenants. Landlord is not liable to Tenant if another tenant violates these Rules. Tenant receives no rights under these Rules:

(1) The comfort or rights of other Tenants must not be interfered with. This means that annoying sounds, smells and lights are not allowed.

(2) No one is allowed on the roof. Nothing may be placed on or attached to fire escapes, sills, windows or exterior walls of the Apartment or in the hallways or public areas.

(3) Tenant must give to Landlord keys to all locks. Locks may not be changed or additional locks installed. Doors must be locked at all times. Windows must be locked when Tenant is out.

(4) Apartment floors must be covered by carpets or rugs. No waterbeds are allowed in Apartments.

(5) Dogs, cats or other animals or pets are not allowed in the Apartment or Building.

- (6) Garbage disposal rules must be followed. Wash lines, vents and plumbing fixtures must be used only for their intended purpose.
- (7) Laundry machines, if any, are used at Tenant's risk and cost. Instructions must be followed. Landlord may stop their use at any time.
- (8) Moving of furniture, fixtures or equipment must be scheduled with Landlord. Tenant must not send Landlord's employees on personal errands.
- (9) Improperly parked cars may be removed without notice at Tenant's cost.
- (10) Tenant must not allow the cleaning of the windows or other parts of the Apartment or Building from the outside.
- (11) Tenant shall conserve energy.
- (12) Tenant may not operate manual elevators. Smoking is not permitted in elevators. Messengers and trade people must only use service elevators and service entrances. Bicycles are not allowed on passenger elevators.

21. Representations

Tenant has read this Lease. All promises made by the Landlord are in this Lease. There are no others.

22. Landlord unable to perform

If due to labor trouble, government order, lack of supply, Tenant's act or neglect, or any other cause not fully within Landlord's reasonable control Landlord is delayed or unable to (a) carry out any of the Landlord's promises or agreements, (b) supply any service to be supplied, (c) make any required repair or change in the Apartment or Building, or (d) supply any equipment or appliances, this Lease shall not be ended or Tenant's obligations affected.

23. End of term

At the end of the Term, Tenant must: leave the Apartment clean and in good condition, subject to ordinary wear and tear; remove all of Tenant's property and all Tenant's installations and decorations; repair all damages to the Apartment and Building caused by moving; and restore the Apartment to its condition at the beginning of the Term. If the last day of the Term is on a Saturday, Sunday or State or Federal holiday the Term shall end on the prior business day.

24. Space "as is"

Tenant has inspected the Apartment and Building. Tenant states they are in good order and repair and takes the Apartment "as is."

25. Quiet enjoyment and habitability

Subject to the terms of this Lease, as long as Tenant is not in default Tenant may peaceable and quietly have, hold, and enjoy the Apartment for the Term. Landlord states that the Apartment and Building are fit for human living and there is no condition dangerous to health, life or safety.

26. Landlord's consent

If Tenant requires Landlord's consent to any act and such consent is not given, Tenant's only right is to ask the Court to force Landlord to give consent. Tenant agrees not to make any claim against Landlord for money or subtract any sum from the rent because such consent was not given.

27. Lease binding on

This Lease is binding on Landlord and Tenant and those that lawfully succeed to their rights or take their place.

28. Landlord

Landlord means the owner, or the lessee of the Building, or a lender in possession. Landlord's obligations end when Landlord's interest in the Building is transferred. Any acts Landlord may do may be performed by Landlord's agent or employees.

29. Paragraph headings

The Paragraph headings are for convenience only.

30. Changes in lease

This Lease may be changed only by an agreement in writing signed by and delivered to each party.

31. Effective date

This Lease is effective when Landlord delivers to Tenant a copy signed by all parties.

32. Broker

Landlord and Tenant recognize the above Broker as the Broker who brought about this Lease. Landlord is responsible to pay for the above Broker's commission.

Rider Additional terms on.....page(s) initialed at the end by the parties is attached and made a part of this Lease.

Signatures

Landlord and Tenant have signed this Lease as of the date at the top.

LANDLORD:

TENANT:

WITNESS:

200 DIPLOMAT DRIVE CORPORATION

200 Diplomat Drive
Mt. Kisco, NY 10549

SUBLEASE AGREEMENT

The parties agree as follows:

DATE: _____

OVERTENANT: (Proprietary Lessee)
Address for Notices:

You, the SUBTENANT:
Address for Notices:

If there is more than one Overtenant or Subtenant, the words "Overtenant" and "Subtenant" used in this Sublease includes all the persons so named.

LANDLORD: 200 DIPLOMAT DRIVE CORPORATION (Proprietary Lessor)
Address for Notices:

Board of Directors
200 Diplomat Drive Corporation
200 Diplomat Drive
Mt. Kisco, NY 10549

OVERTENANT: (Proprietary Lessee)

DATE OF PROPRIETARY LEASE: _____

of any of the terms of the Sublease or of the Proprietary Lease, shall not prevent a subsequent act of the Subtenant of a similar nature from being a violation of the Sublease.

B. The receipt by the Overtenant of the rent with knowledge that the Subtenant is not living up to one or more provisions of the Proprietary Lease or Sublease shall not be a waiver of any such violation or violations. No agreement of the Sublease can be waived by the Overtenant unless such waiver is in writing signed by the Overtenant.

C. No payment by the Subtenant or receipt by the Overtenant of a lesser amount than the monthly rent as agreed in the Sublease shall be considered to be other than in payment of the earliest portion of the agreed rent then unpaid.

D. No act and agreement to accept surrender of the Apartment from the Subtenant shall be legal and enforceable unless in writing signed by the Overtenant and no employee of the Overtenant or the Overtenant's agent has any authority to accept the keys of the Apartment before the end of the Sublease and the delivery of keys by or on behalf of the Subtenant to any such employee shall not end the Sublease, even if such employee accepts such delivery.

9. All notices in the Sublease shall be sent by Certified Mail, "Return Receipt Requested," addressed to the Subtenant at the Apartment, or at the last known residence address or business address of the Subtenant. Any notice by the Subtenant to the Overtenant shall be sent by Certified Mail, "Return Receipt Requested," addressed to the Overtenant at the address set forth on page 1 of this Sublease or at such other address of which the Overtenant shall inform the Subtenant, in writing.
10. The Sublease is subject to the Proprietary Lease and House Rules. The Subtenant states that he/she has read and initialed the Proprietary Lease and will not violate it in any way. Copies of the Proprietary Lease and House Rules have been given to the Subtenant and the Subtenant agrees to be bound thereby and to the obligations thereunder.
11. The parties acknowledge that as a condition precedent and in order for this Sublease to become effective, the express written consent of the Board of Directors and any party having a security interest in the individual apartment, is necessary. The Subtenant has made or agrees to make application and to submit all the necessary information as required by the Board of Directors. The Subtenant acknowledges and verifies that all statements set forth in the application are true. Any misrepresentation contained in the application is grounds for revocation of the Consent of the Board of Directors and therefore cancellation of this Sublease.
12. A. The Subtenant shall make no changes, alterations or improvements of any kind in or to the Apartment without the Overtenant's prior written consent.

Receipt of a copy of the Proprietary Lease is acknowledged by the Subtenant as an important and integral part of the Sublease.

1. Term: One (1) Year

Beginning: _____ Ending: _____

2. Apartment _____ Building: _____

3. The premises may be used for residential purposes only, and use is strictly limited to those persons so identified on the application previously submitted to the Board of Directors of said Cooperative Corporation.

4. The yearly rent is \$ _____. The Subtenant will pay this yearly rent to the Overtenant in twelve (12) equal monthly payments of \$ _____. Payments shall be paid in advance on the first day of each month during the Term, without any deduction on account of any set-off or claim which the Subtenant may have against the Overtenant.

5. The security for the Subtenant's performance is \$ _____. The Overtenant acknowledges receipt of same. The Overtenant shall hold the security in an interest-bearing account in trust for the Subtenant pursuant to New York State laws. It is agreed that if the Subtenant fails to obey any part of the Sublease, the Overtenant may apply or keep all or any part of said security which shall also include any interest earned on such sum, to the extent necessary for the payment of any rent or damage to the Overtenant resulting from the breach of the Sublease by the Subtenant. Such security, minus any part thereof kept by the Overtenant based upon any breach of the Subtenant of the Sublease, and minus any amount permitted by law to be kept by the Overtenant, as administration expenses, shall be returned by the Overtenant to the Subtenant after the end of the Sublease and after the Subtenant has vacated the apartment.

6. **THE PROVISIONS OF THE PROPRIETARY LEASE ARE PART OF THIS SUBLEASE. ALL THE PROVISIONS OF THE PROPRIETARY LEASE WHICH APPLY TO THE OVERTENANT ARE BINDING ON THE SUBTENANT.** In the event of a breach of the terms of the Proprietary Lease or House Rules by the Subtenant, it will be deemed a breach of this Sublease and grounds for cancellation in addition to any other remedy at law or equity, that either the Cooperative Corporation or the Overtenant may have. The Subtenant agrees to waive and give up his right to a trial by jury on any issue.

7. The Overtenant sublets the premises to the Subtenant for the Term. The Overtenant states that it has the authority to do so. The Subtenant agrees to pay the Rent and other charges as required in the Sublease. The Subtenant agrees to do everything required of him/her in the Sublease.

8. A. The failure of the Overtenant on one or more previous occasions to take any action against the Subtenant for violation of, or to insist upon the strict performance

redécórate the Apartment, without elimination or reduction of rent, or any allowance to the Subtenant and such acts shall not change or end the Sublease.

D. If, at any time the Subtenant is not personally present to open and permit the Overtenant or the Overtenant's representatives to enter the Apartment, when for any reason such entry therein shall be reasonably necessary or allowed under the terms of the Sublease, the Overtenant or the Overtenant's representatives may enter the Apartment through use of force, if necessary, without the Overtenant or such representatives being responsible to the Subtenant (unless during such entry the Overtenant or the Overtenant's representative is negligent and misuses the Subtenant's property) and without in any way changing the agreements of the Sublease.

16. The Subtenant shall be liable for the cost of all electricity used in the demised premises which is separately metered.
17. The Overtenant will supply one (1) set of keys and in the event of loss, the Subtenant shall be liable for all lock changes and replacement thereof.
18. The Sublease shall not be ended or in any way affected because the Overtenant is unable to carry out any of the Overtenant's agreements or is unable to supply or is delayed in supplying any service to be supplied or is unable to make or is delayed in making any repair, additions, changes or decorations in the Apartment or building, or is unable to supply or is delayed in supplying any equipment or fixtures, if the Overtenant is prevented or delayed from doing so by reason of strike or labor troubles, including strikes by the Cooperative's employees, or any other cause beyond the Overtenant's reasonable control.
19. This Sublease may not be renewed except by the written consent of the Board of Directors.
20. The Subtenant agrees to obtain such insurance coverage as the Board of Directors may require.
21. The parties acknowledge the right of the Board of Directors or their agent, to institute summary proceedings to enforce the terms of this Sublease. The Subtenant shall be liable for the reasonable attorneys' fees attendant thereto, in addition to the costs and disbursements of such action.
22. Prior to the Subtenant entering and moving into said premises, arrangements for same must be made with the Board of Directors, or their agents.
23. The Subtenant has no authority to contract or make any agreement with the Cooperative Corporation except as set forth herein, about the premises or the Overlease. The Subtenant may not pay rent or other charges to the Cooperative Corporation, but only to the Overtenant.

B. The Subtenant shall not deface any part of the Apartment, nor shall the Subtenant deface the inside or the outside of the building.

C. The Subtenant shall not install any dishwashing, clothes washing or drying machines, electric stoves or garbage disposal unit or heating, ventilating/air conditioning equipment, nor place in the apartment any water-filled furniture without written permission of the Overtenant, and Board of Directors, if applicable, pursuant to the Proprietary Lease and House Rules. Prior to the expiration or cancellation of the Sublease, the Subtenant will, at his/her own cost and expense, remove any wall covering, bookcases, bookshelves, cabinets, mirrors, painted murals, or any attachments the Subtenant may have installed. This agreement shall continue in effect and survive after the end, renewal, or extension of the Sublease.

13. The Subtenant shall take good care of the Apartment and shall neither permit nor do any damage to the Apartment, ordinary wear and tear excepted. Any repairs to the Apartment or building resulting from the misuse or the negligence of the Subtenant, servants, visitors, guests or members of the Subtenant, servants, visitors, guests or members of the Subtenant's family, may be made by the Overtenant at the expense of the Subtenant. The cost of such repairs shall be paid by the Subtenant to the Overtenant as additional rent within five (5) days after the Subtenant's receipt of the Overtenant's bill or statement concerning such costs. Except as agreed in the Sublease, there shall be no allowance to the Subtenant and no liability of the Overtenant to the Subtenant because of any inconvenience or annoyance arising from the making by the Overtenant of repairs, changes or additions to the Apartment or to the building.

14. The Subtenant has inspected the Apartment and has full knowledge of its condition. The taking of occupancy of the Apartment by the Subtenant shall be conclusive and final evidence that the Apartment was in good and satisfactory condition at the time such occupancy was taken by the Subtenant, except as to any hidden defects.

15. A. The Overtenant may erect, use and maintain pipes and conduits in and through the present walls and ceilings of the Apartment. The Overtenant or the Overtenant's representatives may enter the Apartment during reasonable hours to inspect the Apartment, and to make such repairs and changes as the Overtenant may deem necessary, and the Overtenant shall be allowed to take all material into the Apartment that may be necessary for such reasons. The rent to be paid by the Subtenant under the Sublease shall not be reduced while such repairs and changes are being made, because of any such work.

B. For a period of ninety (90) days before the end of the Sublease, the Overtenant may enter the Apartment for the purpose of showing it to persons who wish to rent it.

C. If, during the last month of the Sublease, the Subtenant shall have removed all or most all of the Subtenant's property from the Apartment, with the intention of vacating the premises, the Overtenant may immediately enter the Apartment and change, renovate and

24. Unless otherwise stated, the Sublease is binding on all parties who lawfully succeed to the rights or take the place of the Overtenant or the Subtenant. Examples are an assignee, heir, or a legal representative such as a will executor or estate administrator.
25. This Sublease can be changed only by an agreement in writing signed by the parties to the Sublease.
26. THE PARTIES REPRESENT THAT THE TERMS OF THIS SUBLEASE ARE IN COMPLIANCE WITH ALL FEDERAL, STATE, COUNTY AND MUNICIPAL STATUTES, CODES AND GOVERNMENTAL REGULATIONS AND THE LIKE. THE PARTIES AGREE TO INDEMNIFY AND HOLD THE APARTMENT CORPORATION HARMLESS FROM ANY LOSS, COST, CLAIM, LIABILITY OR EXPENSE INCURRED BY OR TO IT, AS A RESULT OF, OR ARISING FROM A BREACH OF THE ABOVE REPRESENTATION.

OVERTENANT:

SUBTENANT:

CONSENTED AND AGREED TO:

200 DIPLOMAT DRIVE CORPORATION
Mt. Kisco, NY 10549

BY: _____
President

APPENDIX A

Re: Apartment: Building:

WINDOW GUARDS REQUIRED
LEASE NOTICE TO TENANT or OCCUPANT

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

Your Landlord is required by law to install window guards in your apartment.

If you ask him to put in window guards at any time (you need not give a reason). OR

❖ If a child 10 years of age or younger lives in your apartment.

IT IS A VIOLATION OF LAW to refuse, interfere with installation, or remove window guards where required.

CHECK ONE:

- _____ CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT NO CHILDREN 10
_____ YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT

_____ I WANT WINDOW GUARDS IN MY APARTMENT EVEN THOUGH I HAVE NO CHILDREN 10
_____ YEARS OR YOUNGER IN MY APARTMENT.

PURCHASER/TENANT (PRINT AND SIGN)

PURCHASER/TENANT (PRINT AND SIGN)

FOR FURTHER INFORMATION CALL: Window Falls
Prevention Program
New York City Department of Health 125 Worth Street,
Room 222 A
New York, New York 10013
(212) 566 - 8082

200 DIPLOMAT DRIVE CORPORATION

ACKNOWLEDGMENT OF ACCEPTANCE OF HOUSE RULES

I/We, the undersigned, have read and understand the House Rules for **200 Diplomat Drive Corporation**, located at 200 Diplomat Drive, Suite **1D**, Mt. Kisco, NY 10549, and agree to abide by these rules, any Amendments made to these rules, while a resident in Apartment No. (Fill in apartment) of 200 Diplomat Drive Corporation.

Further it is understood and acknowledged by the Prospective Purchaser(s) that the Board of Directors of 200 Diplomat Drive Corporation have the authority, based upon our execution of a Proprietary Lease, upon the breaking any of the said terms of said Proprietary Lease or House Rules by an occupant or guest of my/our apartment, to which terms and Rules I/we have agreed as evidenced by my/our signature, to levy and collect administrative charges for such infractions, payable to the Corporation upon notification of the violation of such terms and rules, and to notify my/our lender of said violations, and to commence Summary (Eviction) Proceedings in a court of competent jurisdiction, and to terminate our Proprietary Lease in accordance with its terms.

Applicant Signature

Date

Name (print)

Date

Applicant Signature

Date

Name (print)

Date

PLEASE MAKE SURE TO READ THE HOUSE RULES

PLEASE KEEP THE HOUSE RULES INCLUDED IN THIS APPLICATION

200 Diplomat Drive Corporation

Board of Directors, Suite 1D
200 Diplomat Drive
Mount Kisco, New York 10549

Telephone: 914-241-2419
Fax: 914-244-8563

HOUSE RULES

**200 DIPLOMAT DRIVE CORPORATION
MOUNT KISCO, NEW YORK**

REVISED OCTOBER 2012

200 Diplomat Drive Corporation

Board of Directors, Suite 1D
200 Diplomat Drive
Mount Kisco, New York 10549

Telephone: 914-241-2419
Fax: 914-244-8563

HOUSE RULES

Dear Shareholders and Residents:

In early 1985, the first Board of Directors of 200 Diplomat Drive Corporation enacted a set of House Rules for our cooperative. Over the past years, there have been several amendments, additions and clarifications to those rules.

Attached is the most recently AMENDED and complete set of House Rules which apply to all residents and shareholders. Please review them carefully and where appropriate, make your children aware of their responsibilities to your neighbors. We would ask that all residents make every effort to comply faithfully with the rules which were enacted for your comfort and convenience.

The Board believes that enforcement of the House Rules should be handled initially by our Property Manager. If the Property Manager is unable to successfully resolve a problem, she will refer it to the Board of Directors for review and appropriate action. The process, the potential charges for continuing violation of these rules and the more formal hearing process, is set forth at the end of the House Rules document.

The Board of Directors welcomes suggestions about the rules from all residents and shareholders. Please address your specific comments to us at any time.

Board of Directors

Sharon Camacho, President
Pat Gregorio, Vice President
Cindy Irizarry, Treasurer
Camille Rapisarda, Secretary
Jonathan Friedman, Director
Kathleen Hatzell, Director

Revised: October 2012

HOUSE RULES

200 DIPLOMAT DRIVE CORPORATION

Revised and Adopted by the Board of Directors October 2012

Supersedes House Rules in Black Book Offering Plan

PREAMBLE

In order to promote and maintain a desirable quality of life, it is imperative that all residents abide by these house rules. The cooperation of all residents is required and all residents are expected to cooperate with management and conduct themselves in a professional manner to ensure the proper operations of the facility. These rules may be amended, expanded or repealed at any time by action of the Board of Directors. The rules will be enforced for the benefit of all residents. Persistent and flagrant violations of these rules may result in action being taken by the corporation to terminate the proprietary lease.

1. HALLS, LOBBIES AND STAIRWAYS

The public halls, lobbies and stairways of the buildings shall not be obstructed in any way or used for any purpose other than entering and leaving apartments in the buildings.

2. CHILDREN

Children shall not play or congregate in the public halls, lobbies or stairways and are not permitted to be on the roof of either building. Parents and guardians shall be held financially responsible for all damage resulting from the conduct of their children.

3. DECORATIONS

The public halls and common areas, including apartment doors may not be decorated or furnished by any resident in any manner without the prior consent of the Board of Directors.

4. NOISE

a. No resident shall make or permit to be made any disturbing noises in the building which interfere with the rights, comfort or convenience of other residents; nor shall any resident engage in abusive, dangerous, threatening or destructive behavior on the property. Musical instruments, radios, televisions, stereos, audio equipment or other electronic equipment shall not be operated between the hours of 10:00 pm and 8:00 am if the same shall disturb, annoy and adversely affect the comfort or convenience of other residents.

b. The floors of each apartment must be covered with rugs or carpeting, with appropriate padding, or equally effective noise-reducing material, to the extent of at least 80% of the exposed floor area of each room excepting only kitchens, bathrooms, closets or foyers.

5. CONSTRUCTION

Construction, repairs or installation involving noise is permitted only during the hours of 8:00 am and 8:00 pm Monday through Friday and Saturday from 10:00 am to 6:00 pm. No construction is permitted on Sunday. All construction within a unit must be pre-approved by the Board of Directors. Major alterations to the unit must be pre-approved by the Property Manager. Contractors must be licensed and insured and evidence of such licensing and insurance along with construction plans, diagrams, drawings, etc. must be provided to the Property Manager for approval before work begins.

6. MISCELLANEOUS ARTICLES

No article shall be placed in the public halls or stairways, nor shall anything be hung or shaken from doors, windows, terraces or patio fences. Items placed on interior window sills should not create unsightly views from outside the building. Patios and terraces should not be used as storage facilities resulting in an unsightly appearance to neighbors and the community.

7. ADDITIONS

No awnings, air-conditioning units, screens, greenhouses, overhangs or ventilators shall be used about the building exterior without the express approval of the Board of Directors. All air conditioners shall be properly installed and snugly fit into the air conditioning sleeves so as to prevent excess water dripping. Air conditioners may not be placed in windows. No item may be projected from any window, terrace or balcony of the buildings without express Board approval. No article shall be dropped or thrown from any window or terrace. All terrace plant boxes must be made of material impervious to dampness, they must have proper drainage so that soil will not come out of the planters, and they must be properly secured to brackets inside the terrace area, etc., so that they are not safety hazards. Residents should be careful not to over water terrace plants to avoid excess water dripping onto the terraces below causing a nuisance to neighbors. If complaints of water dripping persist, the person causing this nuisance will be required to remove the plants or the air conditioner.

8. SIGNS

No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window, terrace or door or other part of the common areas of the buildings without the prior express approval of the Board of Directors. Other public notices may be posted on the non-glass enclosed bulletin boards in the mail rooms. The glass enclosed bulletin boards are reserved for official notices of the Board of Directors, Property Manager and Managing Agent.

9. MOVING IN OR OUT/DELIVERIES

a. Fees in effect at the time of a move into the complex are contained in the application paperwork and must be delivered at the same time as the application paperwork in order for the purchase or sublease to be approved by the Board of Directors.

b. The Property Manager must be given a minimum of five (5) business days notice for deliveries or moving. A specific moving date must be pre-approved by the Property Manager. Moving in or out, or receiving deliveries through the lobbies is prohibited. Moving in or out of the buildings and deliveries shall be limited to Monday through Saturday between the hours of 8:00 am to 4:00 pm. Moving in or out and deliveries on major holidays and Sundays is prohibited. The elevator pads shall be installed when necessary.

c. Trunks, bicycles, shopping carts, baby carriages, carpeting, appliances and furniture shall be removed from or brought into the buildings through the first floor only. Any resident found in violation of this policy shall be charged up to \$100, to be added to the monthly maintenance.

10. TOILETS, DRAINS & OTHER PLUMBING FIXTURES; GENERAL CONSTRUCTION & ELECTRICAL WORK

a. Toilets, drains and other water apparatus in the buildings may not be used for any purposes other than those for which they were constructed. Sweepings, rubbish, rags, paper towel products, feminine hygiene products, baby diapers, wipes, cat litter, clothing or other articles are not to be thrown into toilets or drains. The cost of repairs resulting from misuse of toilets, showers, tubs or drains shall be borne by the resident in whose apartment it shall have been caused.

b. The installation and use of any plastic, vinyl, glass, PVC or other non-metallic piping for sinks, dishwashing machines, tubs, toilets or any other plumbing fixtures is strictly prohibited. In addition to the imposition of a charge up to \$100 under these rules for a violation thereof, the Board of Directors reserves the right to require the shareholder to remove any plumbing installation in violation of this rule.

c. All plumbing electrical and other construction work performed within apartments must conform to the local and state building codes standards. All work must be pre-approved by the Board of Directors and must be performed by licensed and insured Board approved contractors.

11. WASHING MACHINES AND DISPOSAL UNITS

The use of washing machines/dryers and disposal units within individual apartments is strictly prohibited. Such units presently existing in apartments are to be removed. Any resident using such machines will be immediately subject to an initial charge of \$100, after which, and until such machine(s) is removed. The amount of subsequent charge will be determined at the discretion of the Board on a monthly basis.

12. EMPLOYEES

No resident shall send, or cause to be sent, any employee of the corporation out of the building on private business of the resident during working hours. If private contractual arrangements are made for non-working hours, the resident shall reimburse the employee upon mutually acceptable terms and it is understood that the employee is not acting as an agent or employee of the corporation.

13. PETS

Current or incoming residents of Diplomat Towers may not own, possess or otherwise house a dog on the premises.

a. In addition, Residents may not have dogs "visit" their apartment for any period of time, regardless of duration of the visit, nor may residents use their apartment to "dog sit" or otherwise house a dog belonging to someone else. Any resident found in violation of this policy shall be assessed a charge of \$100, to be added to the monthly maintenance. The Board reserves the right to direct the removal of any such "visiting dog".

b. All pets are to be listed on your Apartment Survey. The Board of Directors reserves the right to limit the number of pets in each apartment.

c. Pets are not permitted in the elevators or lobbies or other public areas of the buildings or grounds without prior Board approval and must exit the buildings through the first floor exits.

d. Under no circumstances may pets be left unattended in the hallways, terraces or patios.

e. Pigeons, birds or other animals are not to be fed from the window sills, terraces or balconies, or in the yard, court spaces or other public portions of the buildings or grounds.

f. The Board reserves the right to direct the removal of any pet not kept in accordance with this Rule. In addition, legal action will be commenced against the offending resident after the imposition of a charge.

g. Violation of Rule #13 a. through f. will result in charges as set forth in Rule # 28 unless otherwise specified in this Rule #13.

14. ANTENNAS

Radio and television antennas and satellite dishes shall not be attached to or hung from the exterior of the buildings or individual terraces..

15. VEHICLES

a. No vehicle shall be parked in such a manner as to impede or prevent ready access to other parking spaces or entrances of buildings.

b. Vehicles parked in the designated "guest parking" area shall display the name of the resident, building and apartment number of the resident who is hosting the visitor. All shareholders must advise the Property Manager of any vehicle that is to be parked in the "guest parking" area overnight. Failure to notify the Property Manager may result in the vehicle being towed from the property.

c. Loading zone parking is limited to thirty (30) minutes and to the posted hours.

d. Parking in fire zones is forbidden. Only vehicles bearing handicap plates or tags are permitted in handicap zones.

e. Abandoned vehicles, including vehicles that do not display license tags or a current registration sticker, may not be parked on corporation property.

f. Parking spaces will not be assigned to recreational vehicles, boats or trailers.

g. The corporation reserves the right to remove by towing any vehicle in violation of these rules, the expense to be borne by the vehicle owner, the shareholder or the subtenant. The Board of Directors reserves the right to assign or reassign parking spaces and parking areas, including reassignment at the time of sale or rental of an apartment.

h. Each apartment is entitled to only one (1) parking space which shall be assigned by the Property Manager. This applies equally to shareholder/owners and renters. A specifically numbered parking space does not correspond to an apartment.

i. Any shareholder or renter who desires additional spaces must apply to the Property Manager who will issue spaces, at an additional charge per month, based upon availability. The Property Manager also maintains a waiting list.

j. When a shareholder or a tenant moves out and two or more parking spaces had been previously assigned, such additional spaces are immediately relinquished and the new owner or tenant will be entitled to only one (1) space. Additional parking spaces will be assigned by the Property Manager at the cost and availability as described in i. above.

16. LAUNDRY ROOMS

Residents may use the laundry facilities only between 8:00 am and 10:00 pm. It is the responsibility of each resident to maintain these facilities in a neat, tidy manner.

Residents shall remove clothes from washers and dryers immediately after the cycle is completed. Clothes remaining in the washers or dryers after the cycle is complete may be removed by another resident desiring to use the washer or dryer. Residents are requested to call Service Directions (the laundry service provider) directly if machines are out of order. The telephone number is listed in each laundry room.

17. TOURS, EXHIBITIONS OR AUCTIONS

No group tours or exhibitions or "Open House" of any apartment or its contents may be conducted. This rule applies to shareholders who are showing an apartment for purposes of sale or rental thereof. Auction sales are not permitted in the buildings without thirty (30) days notice to the Board of Directors and with approval therefrom.

18. WINDOWS AND TERRACES

Residents are required to clean the windows and terraces or balconies of their own apartments. In case of neglect or refusal, following ten (10) days notice by the

Property Manager or Managing Agent, such cleaning may be performed by order of the Board of Directors who shall have the right to authorize agents to enter the apartment for the purpose of cleaning the windows, terraces or balconies. Such costs shall be borne by the resident.

In addition residents are required to maintain window screens and keep them in good repair in order to prevent insects, birds, bats from entering the individual units and in general to preserve the aesthetic appearance of the buildings. Please advise the office to have screens replaced. Such costs shall be borne by the resident.

The Corporation feels strongly that what is visible in our windows affects the aesthetic appearance of the buildings. It also reflects each individual's degree of commitment to making Diplomat Towers a pleasant and appealing place to live. Windows should be maintained in such a manner as to present an attractive appearance to all outside observers. Therefore, blankets, quilts, flags, sheets, etc., are not to be used as window coverings and must not be hung from terrace railings or fences. Window sills are to be kept free of clutter at all times.

In the Fall of 2003, the Corporation commenced extensive and costly renovation work upon the terraces. As part of the project, protective layers were applied to each terrace floor to minimize weathering and deterioration. In order to preserve the integrity of these protective layers and not void the warranty for the work being performed, care must be taken to prevent damage to the terrace floors.

The placement upon terrace floors of any type of covering, including, but not limited to rugs, mats, real or artificial turf, tile, wood, paint, stenciling, stickers or any other material of any sort is strictly prohibited. In addition, all chairs, tables, gliders, swings and all other furniture or furnishings must have protective covers upon the feet or other areas in contact with the terrace floors to prevent scratches to the floor surface. Any damage to the terrace floor surface must be reported immediately to the Board of Directors.

No other change, alteration or repair of any sort may be made to the terrace floors or ceilings without the prior express approval of the Board of Directors.

In addition to the imposition of a charge under the rules for a violation thereof, the Board of Directors reserves the right to require the shareholder to remove any floor covering in violation of this rule and to charge the shareholder for any damage caused by the violation of this rule.

An inspection of all terraces will be made annually.

19. SERVICE

Requests for service shall be made by completing a Work Order form which may be obtained in the mailrooms or from the Property Manager. The completed form should be placed in the "Repair Box" located in each mailroom.

20. ENTRY INTO APARTMENTS

Any contractor or workman authorized by the Property Manager, Managing Agent or the Board of Directors may enter any apartment at any reasonable hour of the day to perform necessary services or repairs. This includes the inspection of such apartment to ascertain whether measures are necessary or desirable to control

or exterminate any vermin, insects or pests, and to take such measures. Further inspections may be conducted to determine whether residents are in compliance with House Rule #11 regarding the possession and use of washing machines and disposal units.

21. SMOKING

Diplomat Towers is a smoke free complex. Smoking is allowed only within individual units. Smoking is prohibited in the lobbies, hallways, elevators, stairways, laundry rooms, exercise room and all other public and common areas of the buildings, including the Recreation Room at all times as well as when reserved for private use.

In addition, smoking is prohibited in certain outdoor areas of the property effective August 1, 2012. These areas include, without exception, from the top of the stairs at the circle leading to the pool area to the parking lot; and from the 100 building side patio fences facing the pool to the patio fences of the 200 building. This includes all the grass and walkways between the buildings from patio fences (north) to patio fences (south); the entire pool deck; the eating and socializing patio area; the garden sitting area (over the oil tank for 100). Penalties pursuant to House Rules for non-compliance will apply.

22. BARBECUE GRILLS

Residents are permitted to use gas grills on terraces. However, grills shall be placed near the edge for maximum ventilation. The use of charcoal grills is prohibited.

23. STAIRWELL WINDOWS, DOORS AND ROOFS

In accordance with Fire Regulations, stairwell windows and doors are to remain closed. Residents are not permitted to prop open Fire/Stairwell doors. In addition, residents must keep their individual unit doors closed at all times first as a fire safety measure and also to prevent small children and pets from entering the halls unaccompanied. Residents are not permitted on the roofs of the buildings.

24. SOLICITATIONS

Soliciting in the building without the express approval of the Board of Directors is prohibited. Residents are requested to notify the Property Manager about questionable solicitations.

25. COMPACTOR ROOM/DUMPSTERS

All household garbage and other discarded items shall be disposed of in accordance with the following guidelines.

BLUE RECEPTACLES ARE TO BE USED FOR RECYCLABLE ITEMS ONLY

Statement of Policy

The Board of Directors, seeking to comply fully with recycling laws enacted by the State of New York and the Town/Village of Mount Kisco, subscribes to and supports the mandates of Local Law 8 (1992) and any amendments thereto. In order to enhance the environment of our community, state and nation, Diplomat Towers residents are urged to become aware of the necessity for recycling

and to comply with Local Law 8, a copy of which is available for inspection at the Property Manager's office.

All other household garbage is to be bagged and properly disposed of in the compactor and not left on the floors of the compactor rooms. Special arrangements should be made with the Property Manager for disposal of large objects, bulk items (furniture, appliances, etc.) **Items which are to be removed by special arrangement must not be placed anywhere in the halls while arrangements are being made.** TOXIC/HAZARDOUS WASTE PRODUCTS SHALL NOT BE DISPOSED OF ANYWHERE ON DIPLOMAT TOWERS PROPERTY.

The following items are NOT to be placed in the Compactors:

- a. Computer paper and magazines;
- b. Clothing;
- c. Carpeting;
- d. Hangers (plastic/wood/metal);
- e. Hard or sharp objects (batteries, empty aerosol cans, knives, nails, etc.);
- f. Other glass (light bulbs, mirrors, window panes, ceramics, Pyrex, etc.); *Broken glass should be bagged or boxed, clearly marked and left in the blue recycle receptacle.*
- g. Toxic/Hazardous Waste products;
- h. Recyclable Items (newspapers, large pieces of heavy-duty corrugated cardboard, plastics coded 1 & 2, glass bottles and cans.
- i. Unbagged (loose) cat litter (litter must be triple bagged).

Please refer to Village of Mt. Kisco Recycling flyer for instructions on disposal of regulated items.

26. ALARM SYSTEM

Any individual tampering with the fire alarm system will be referred to the Board of Directors immediately for the imposition of a charge and possible criminal charges. Activating a false alarm will automatically result in the imposition of a minimum charge of \$100 and may result in arrest and/or imprisonment.

27. POOL RULES (OUTDOOR AND INDOOR)

- a. No resident will be admitted to the pool area without a current, valid pool pass.
- b. No smoking is permitted in the pool area and areas surrounding the pool (please refer to Rule #21 above).
- c. No eating is permitted in the pool area. Food may be consumed in the picnic area adjacent to the pool.
- d. No glass containers are allowed in the pool area.
- e. No alcoholic beverages are permitted in the pool area.
- f. No gum chewing.
- g. No running, ball playing or "horse play".

- h. No diving.
- i. No "cannon ball" jumps.
- j. No floats are permitted in the main pool, including "swimmies", bubbles or tubes, etc.
- k. Parents are responsible for their children. Children under ten (10) years old must be accompanied by an adult shareholder or tenant or babysitter and must register with the lifeguard.
- l. Children under age ten (10) may be accompanied by a babysitter provided that the sitter is at least thirteen (13) years old. the sitter may only care for one child on a one-to-one basis unless there are two children in the same family being cared for by the babysitter. The lifeguard should be notified when a sitter is at the pool with children. **AT NO TIME IS THE SITTER PERMITTED TO LEAVE THE CHILDREN UNATTENDED AT THE SWIMMING POOL.** Parents will be held responsible if the babysitter does not comply with pool rules.
- m. Guest Fees: by definition, *if the person does not live with you, he/she is a guest.* Guests 12 years of age and older will be charged the adult fee. Children 6 to 12 years of age will be charged the children's fee. Children under 6 years of age will not be charged a fee. These fees are set by the Board and are posted at the pools. Guest fees are to be charged for use of the Outdoor Pool from Memorial Day weekend through Labor Day weekend. Guest fees for use of the Indoor Pool will be charged during the operation of the Indoor Pool. Guest fees will be charged on the resident's maintenance invoice. Guests must be accompanied by an adult shareholder or tenant. Residents must register their guests with the lifeguard.
- n. Vehicles of pool guests must be parked in Visitor Parking. Guest vehicles parked improperly may be towed without warning.
- o. Radios are permitted at the pool as long as the volume is kept at a low, acceptable level. If requested, volume must be lowered or the radio may be removed from the pool area. This rule is subject to change by the Board of Directors at any time if radios are used in a manner so that others are disturbed at the swimming pool. Please be considerate.

- p. Pool Hours will be announced each season.

Sanitary Code Regulation

- q. No urinating, spitting or blowing nose in the swimming pool.
- r. No known carriers of communicable diseases or persons with skin lesions, inflamed eyes or mouth, nose or ear discharges are permitted to use the swimming pool.
- s. Regular, disposable and cloth diapers are not permitted in the pools. Children who are not yet toilet trained must wear swim diapers in the pools. All children must wear appropriate swimwear at all times. A receptacle has been provided for used diapers when a child is changed at the pool area.
- t. The bathroom facilities in the recreation room (200 Building, first floor) will be open during pool hours.

CHARGES

28. Unless a charge is specifically set forth within the House Rules, the following charges shall apply to shareholders who commit violations or permit violations to occur:

First Offense:	\$ 25
Second Offense:	\$ 50
Third Offense:	\$ 75
Fourth and subsequent offenses:	\$100

29. The Property Manager may serve a warning notice on violators in lieu of a first offense notice.

30. Charge assessments must be paid to "200 Diplomat Drive Corporation" within thirty (30) days of final adjudication. If not paid, the amount due and owing will first be added to the next month's maintenance charges to be paid by the shareholders. Late charges, as set forth in maintenance charges policy as adopted by the Board, will then be applied.

31. Any shareholder wishing to challenge a violation of these rules must file a written protest with the Board of Directors within ten (10) days of receipt. Failure to file a protest shall constitute a waiver and final adjudication.

PROCEDURES FOR THE ENFORCEMENT OF THE HOUSE RULES

The Property Manager will operate immediately within the following guidelines:

- I. Any resident or shareholder who observes a house rules infraction for which he/she believes immediate action is necessary, should report the infraction to the Property Manager, her assistant or, in her absence, any member of the Board.
- II. If the problem is one which does not require immediate action, the resident or shareholder should put the complaint in writing and place it in the mail room box provided for such communications. All written complaints require a signature for verification.
- III. The Property Manager will review each complaint and will determine the seriousness of the matter in terms of the House Rules. Notification to a resident of a rules violation may be issued by the Property Manager. The Property Manager may issue a reminder or second notice if warranted by a repeated violation. Shareholders who are subletting their units will be notified of tenant violations. Upon consideration of the complaint, the property Manager may refer it to the Board, which, in its discretion, may issue a notice of rule violation, impose a charge, or take other appropriate legal action. The Board may impose a charge with or without the recommendation of the Property Manager, including those instances where the Board has previously notified shareholders and/or residents that immediate action in regard to a violation shall be taken. A method of record keeping will be established and maintained by the Property Manager.

Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazard

Lead Warning Statement

Every purchaser or sublessee of any interest/unit in residential real estate 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 damages, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The owner of any interest in residential real property is required to provide the purchaser or sublessee with any information on lead-based paint hazards from risk assessments or inspections in the shareholder's possession and notify the purchaser or sublessee of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to sublease.

Shareholder's Disclosure (initial)

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

(explain) _____

_____ b) Records and reports available to the shareholder (check one below):

_____ Shareholder has provided the sublessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing.

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

Sublessee's acknowledgement (initial)

_____ (c) Sublessee has received copies of all information listed above.

_____ (d) Sublessee has (check one below)

_____ 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;

_____ Waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards

Property Manager's Acknowledgement (initial)

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

Certification of Accuracy

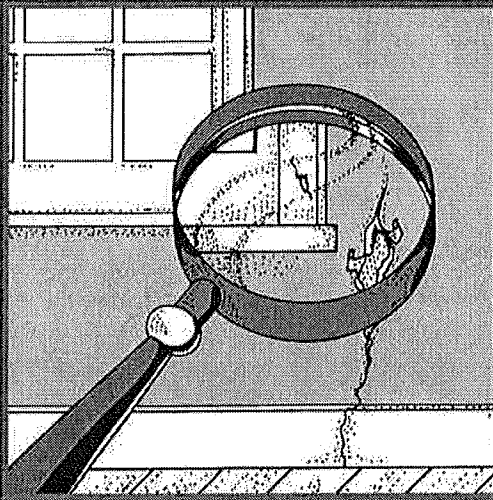
The following parties have reviewed the information above and certify, to the best of their knowledge that the information provided by the signatory is true and accurate.

 Shareholder Signature and Date

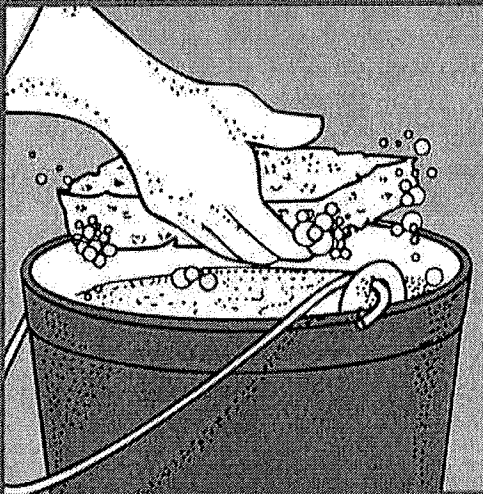
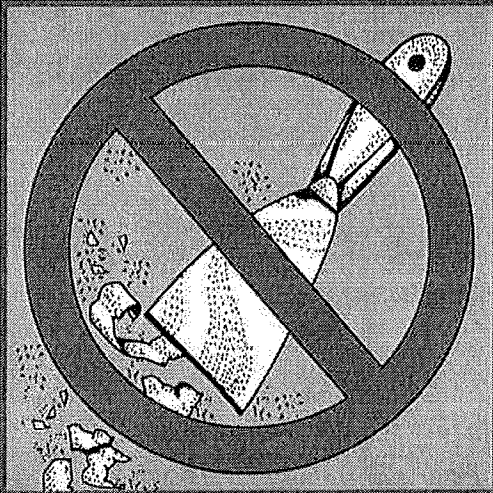
 Property Manager Signature and Date

 Applicant Signature and Date

 Co-Applicant Signature and 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

Simple Steps To Protect Your Family From Lead Hazards

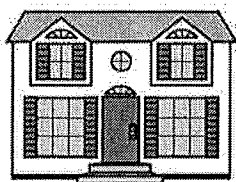
If you think your home has high levels of lead:

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



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

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



OWNERS, BUYERS, and RENTERS are encouraged to check for lead (see page 6) before renting, buying or renovating pre-1978 housing.

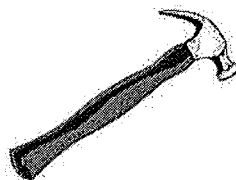
Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



LANDLORDS have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.



SELLERS have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.



RENOVATORS disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

IMPORTANT!

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

- FACT:** Lead exposure can harm young children and babies even before they are born.
- FACT:** Even children who seem healthy can have high levels of lead in their bodies.
- FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.
- FACT:** Removing lead-based paint improperly can increase the danger to your family.

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

Lead Gets in the Body in Many Ways

Childhood lead poisoning remains a major environmental health problem in the U.S.

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

People can get lead in their body if they:

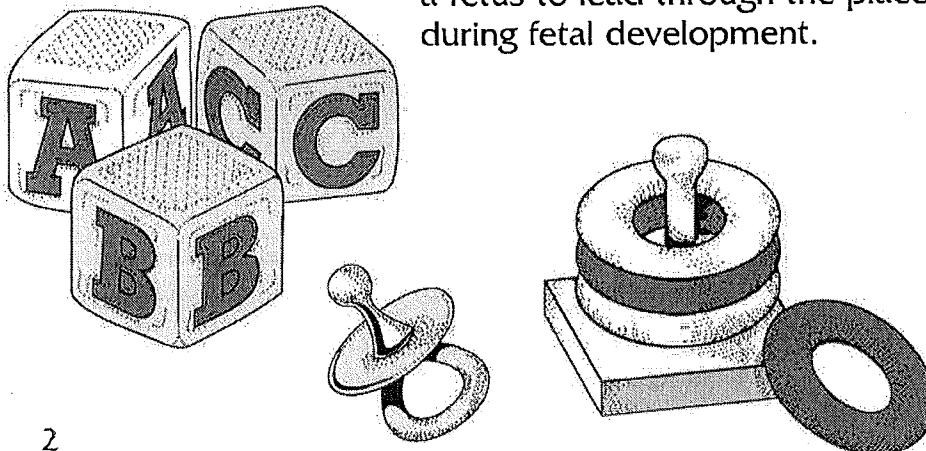
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.

Lead is even more 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.

Lead is also dangerous to women of childbearing age:

- ◆ Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta during fetal development.



Lead's Effects

It is important to know that even exposure to low levels of lead can severely harm children.

In children, lead can cause:

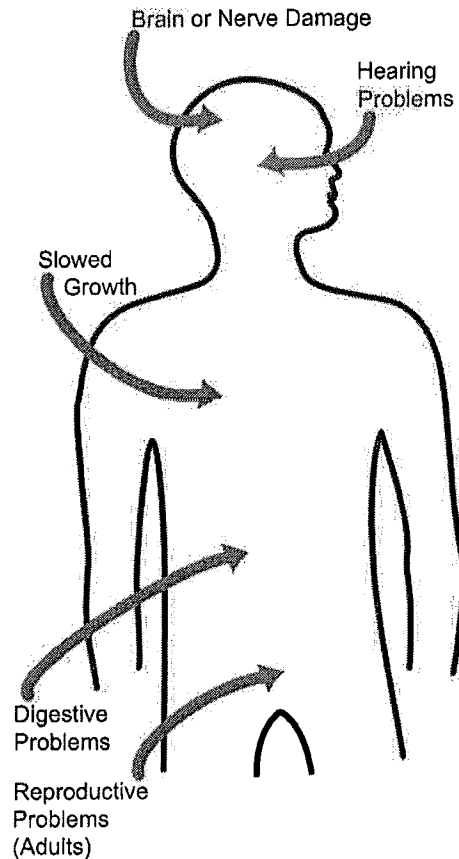
- ◆ Nervous system and kidney damage.
- ◆ Learning disabilities, attention deficit disorder, and decreased intelligence.
- ◆ Speech, language, and behavior problems.
- ◆ Poor muscle coordination.
- ◆ Decreased muscle and bone growth.
- ◆ Hearing damage.

While low-lead exposure is most common, exposure to high levels 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, lead can cause:

- ◆ Increased chance of illness during pregnancy.
- ◆ Harm to a fetus, including brain damage or death.
- ◆ Fertility problems (in men and women).
- ◆ High blood pressure.
- ◆ Digestive problems.
- ◆ Nerve disorders.
- ◆ Memory and concentration problems.
- ◆ Muscle and joint pain.



**Lead affects
the body in
many ways.**

Where Lead-Based Paint Is Found

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

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

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

Checking Your Family for Lead

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

To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have. 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 high levels of lead. Blood 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.

Identifying Lead Hazards

Lead-based paint is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

Deteriorating lead-based paint (peeling, chipping, chalking, cracking or damaged) is a hazard and needs immediate attention. It may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear, such as:

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

Lead dust can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- ◆ 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. The following two federal standards have been set for lead hazards in residential soil:

- ◆ 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.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

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

Checking Your Home for Lead

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



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

- ◆ A paint **inspection** tells you whether your home has lead-based paint and where it is located. It won't tell you whether or not your home currently has lead hazards.
- ◆ 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 combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located.

Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.

- ◆ Visual inspection of paint condition and location.
- ◆ A portable x-ray fluorescence (XRF) machine.
- ◆ Lab tests of paint, dust, and soil samples.

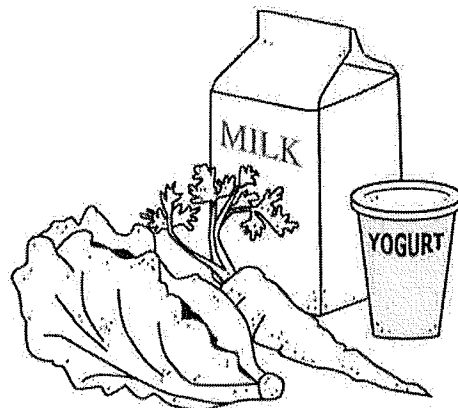
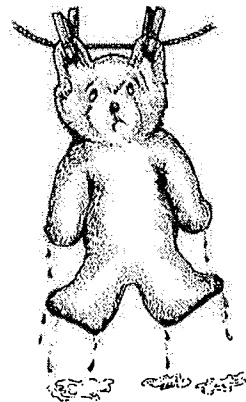
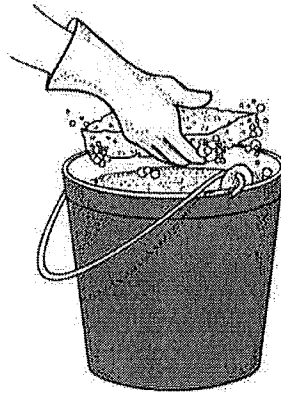
There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see bottom of page 11) for more information, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.

Home test kits for lead are available, but may not always be accurate. Consumers should not rely on these kits before doing renovations or to assure safety.

What You Can Do Now To Protect Your Family

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

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



Reducing Lead Hazards In The Home

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

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



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

- ◆ You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called “interim controls”) are not permanent solutions and will need ongoing attention.
- ◆ To **permanently** remove lead hazards, you 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 removal.

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

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

- ◆ 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; and
- ◆ 400 $\mu\text{g}/\text{ft}^2$ for window troughs.

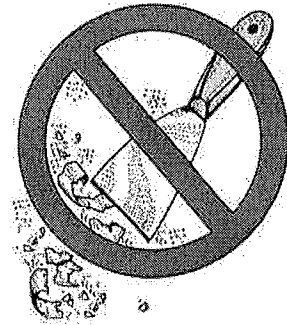
Call your state or local agency (see bottom of page 11) for help in locating certified professionals in your area and to see if financial assistance is available.

Remodeling or Renovating a Home With Lead-Based Paint

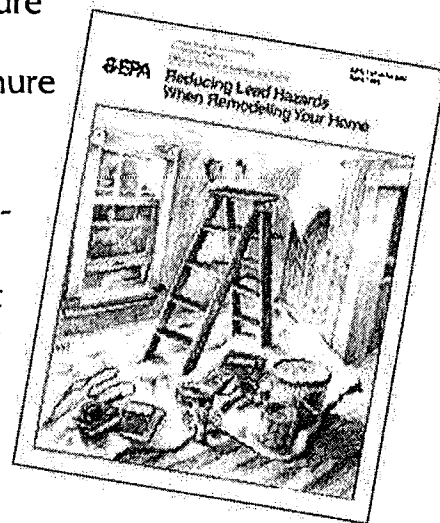
Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

- ◆ **Have the area tested for lead-based paint.**
- ◆ **Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- ◆ **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

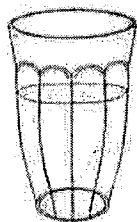
If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



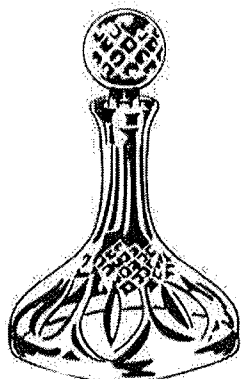
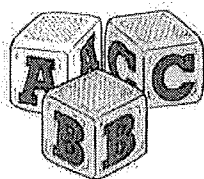
If not conducted properly, certain types of renovations can release lead from paint and dust into the air.



Other Sources of Lead



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

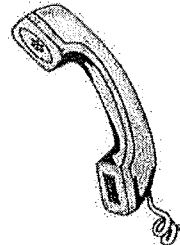


- ◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:
 - Use only cold water for drinking and cooking.
 - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- ◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- ◆ **Old painted toys and furniture.**
- ◆ **Food and liquids stored in lead crystal or lead-glazed pottery or porcelain.**
- ◆ **Lead smelters** or other industries that release lead into the air.
- ◆ **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- ◆ **Folk remedies** that contain lead, such as "greta" and "azarcon" used to treat an upset stomach.

For More Information

The National Lead Information Center

Call **1-800-424-LEAD (424-5323)** to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit **www.epa.gov/lead** and **www.hud.gov/offices/lead/**.

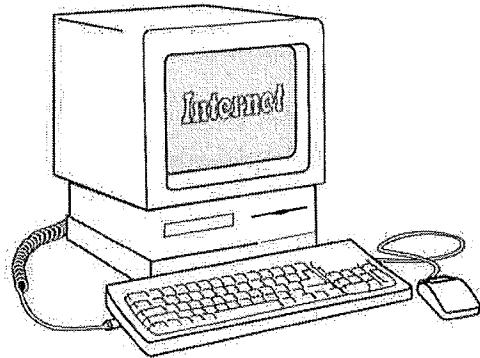


EPA's Safe Drinking Water Hotline

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

Consumer Product Safety Commission (CPSC) Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**, or visit CPSC's Web site at: **www.cpsc.gov**.



Health and Environmental Agencies

Some cities, states, and tribes have their own rules for lead-based paint activities. 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 local contacts on the Internet at **www.epa.gov/lead** or contact the National Lead Information Center at **1-800-424-LEAD**.

For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** to access any of the phone numbers in this brochure.

EPA Regional Offices

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

EPA Regional Offices

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

Regional Lead Contact
U.S. EPA Region 1
Suite 1100 (CPT)
One Congress Street
Boston, MA 02114-2023
1 (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 209, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

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

Regional Lead Contact
U.S. EPA Region 3 (3WC33)
1650 Arch Street
Philadelphia, PA 19103
(215) 814-5000

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

Regional Lead Contact
U.S. EPA Region 4
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) 886-6003

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
(ARTD-RALI)
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7020

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

Regional Lead Contact
U.S. EPA Region 8
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6021

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4164

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Toxics Section WCM-128
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1985

CPSC Regional Offices

Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

Eastern Regional Center

Consumer Product Safety Commission
201 Varick Street, Room 903
New York, NY 10014
(212) 620-4120

Western Regional Center

Consumer Product Safety Commission
1301 Clay Street, Suite 610-N
Oakland, CA 94612
(510) 637-4050

Central Regional Center

Consumer Product Safety Commission
230 South Dearborn Street, Room 2944
Chicago, IL 60604
(312) 353-8260

HUD Lead Office

Please contact HUD's Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

U.S. Department of Housing and Urban Development

Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, P-3206
Washington, DC 20410
(202) 755-1785

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U.S. EPA Washington DC 20460
U.S. CPSC Washington DC 20207
U.S. HUD Washington DC 20410

EPA747-K-99-001
June 2003

COMPLETE APPLICATION

EMERGENCY CONTACT FORM

**FINANCIAL
STATEMENTS
FOR LAST 3
MONTHS**

**CREDIT
REPORT
AUTHORIZATION**

2 PERSONAL REFERENCE LETTERS

2 BUSINESS REFERENCE LETTERS

**CURRENT
LANDLORD
REFERENCE
LETTER**

EMPLOYMENT LETTER

**2 MONTHS OF
PAYSTUBS**

**LAST 2
YEARS OF
W2'S AND
TAX RETURNS**

HOUSE

RULES

ACKNOWLEDGEMENT