

440 Mamaroneck Avenue, Suite S 512 Harrison, NY 10528

T; 914.813.1900 F; 914.813.1919

www.stillmanmanagement.com



Building Name:
Address:
Unit #:
ATTENTION- Per Westchester County Board of Legislatures rule:
The managing agent will have 15 days to determine whether an application from a prospective buyer is complete. If an application is not complete, a buyer will be notified of the deficiencies.
After re-submission, the 15 days start again. After a complete application is received, a co-op will then have 60 days to process the application and make a decision whether an applicant is accepted or rejected.
Date Submitted to Management
Date Submitted to Management:Name/Signature of Submitter:



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21 N. Chatsworth

Sales Requirements for Board Approval

A	pt	

No Pets

Please note that you will need to provide two [2] collated copies of each and every document being submitted to Stillman Management, Inc. Please use the enclosed dividers to organize your application.

Incomplete packages will be returned to the purchaser's via regular mail.

Please note that 80% financing is permitted.

Fees & Instruc	ctions:
1A	pplication Processing Fee \$350.00 payable to Stillman Management Inc. (Non-refundable)
2 Cr	edit Report Fee & Background Check for each applicant \$200.00 = 2011
refundable)	plication Processing Fee \$250.00 payable to 21 N. Chatsworth Owners Corp. (Non-
4M	ove In Deposit \$500.00 payable to 21 N. Chatsworth Owners Corp (refundable)(Buyer)
5Mo	ove Out Deposit \$500.00 payable to 21 N. Chatsworth Owners Corp (refundable)(Seller)
6Pur	chase Application (Enclosed)
moi	ancial Statement (Enclosed) must include supporting documentation for all entries on this m. Please include the summary page of all bank and brokerage accounts for the last 3 on this include.
8 Eac che	h Applicant must complete the Tenant Data Form-which is used to obtain the credit ck
9 Eac	h Applicant must complete the authorization form for a criminal report.
10A L	etter from the present employer stating length of employment and annual salary. Must
mortga most r	tter from your present landlord or the owner of a co-op or condo, a letter from the ging agent stating timeliness of maintenance payments. If you own a home and a age on the property, you must include the last monthly statement for the mortgage, ecent tax bill and insurance statement.
	one month's most recent consecutive pay-stubs from each applicant for all employers, employed, provide current P&L statement and a copy of the last three (3) bank ents for the company- summary page only.



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14. Each applicant must submit copies of the last two (2) years Federal tax returns, must include
all pages of the return, with W'2's.
13If financing, please submit the following document
of coal Application to the bank
b) Commitment Letter
c) Three (3) original Recognition Agreements- which must be signed by the bank and the
borrowers. borrowers.
16If not financing, please submit a letter station
and please submit documentation to support the statement in the letter. 17. Fully Executed Contract of Sale with all Additional Properties.
- Fully Executed Contract of Calantin and State Hell (in the letter.
Signed house kille Acknowledges
19. Lead Paint & Window Guard Notice to be signed. (Enclosed)
signed. (Enclosed)

Please note the following fees will be collected at closing: (All payable to the corporation)

- 2) Flip Tax \$4.00 per share
- 3) Maintenance must be current through the month the sale closes.

The completed application, all supporting documents and fees are to be forwarded to the Sales and Stillman Management Inc., 440 Mamaroneck Avenue Suite S-512 Harrison NY 10528

Please allow 6-8 weeks for complete processing. The Board requires three (3) to four (4) weeks to review your application before determining how they would like to proceed.

STILLMAN MANAGEMENT, INC. 440 MAMARONECK AVENUE, SUITE S-512 HARRISON NY 10528

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 AUTHRIZATION FORMS WILL BE SHREDDED AND YOU 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 1th 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 lirst come first serve basis.

If you are concurred about the reciept of the pacakge, places use a mythod of return receipt, via USPS, Fed Ex, messanger service or hand delivery, etc.

Pleuse 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.

	application,		
Name		Phone_	
Property 11	Company of the last of the las	2 - 10 - 10 - 10 - 10 - 10 - 10 - 10 - 1	
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www.stlllmennanagement.com



APPLICANT'S RELE	7 A	CIT
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	APPLICANT'S RELEASE
Re;	Building Address:
	Apartment Number:
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purchas	The undersigned applicant(s) is (are) submitting an application to selsublease the above referenced apartment.
to cheek	Applicant has submitted payment for certain fees including but not limited to fees applicants' credit, background and to process this application.
owning t reason fo approved	Applicant acknowledges that the application to purchase/sublease the apartment may not be approved by the Board of Directors of the Cooperative Corporation building in its sole discretion and that if the application is not approved; now the disapproval needs to be given. Whether the application is approved or not a costs and expenses will be incurred and the fees described above will funded to the applicant(s).
application applicant s	he applicant releases both the cooperative corporation and the managing agent bability for the return of these funds incurred in the processing of the n, and agrees that in the even the applicant seeks recovery of such fees, the shall be liable for all costs and expense (including attorney's fees) incurred by attive corporation and/or managing agent.
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	mais
	Applicant
	Applicant

Date:



Today's Date

Purchase Application For the Sale of a Cooperative Apartment

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	The State of the S	Number of Shares
Apartment Address	the second secon	Apartment #
Purchase Price		Is Source of Down Payment a Gift? or Loan?
Proposed Closing Date	The second secon	Monthly Maintenance
Requested Move In Date:	Alternative Control of the Control o	топину мануелапсе
Managing Agent	The same and the s	
Address	the control of the co	Telephone
	The second secon	Email
seller's information	The second secon	The second secon
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PURCHASER'S IN	NFORMATION Continued	A STATE OF THE STA
Purchaser's Attorney	Firm	The state of the s
Firm Address	Email	
Office Telephone	Cell Telephone	The second secon
Name(s) Cooperative Sto	ock would be held in (and type of joint ownership) (e.g. tenants in common, jo	Facsimile
Mortgage Lender		terrants with rights or survivorship, or tenants by the entirety]
Attorney for Lender	Email	
Office Telephone	Cell Fetephune	
		Facsimile
PURCHASER'S BR	OKER	A second to be a second to the second
Purchaser's Broker	Email	
Office Telephone	Cell Telephone	
PERSONAL IN FOR		Facsimile
LIGOTAL HAPOR	MATION REGARDING APPLICANT(S) Applicant	
Vame:		<u>Co-Applicant</u>
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Pates of Residence:	From:	From:
rlor Address: If less than S years at prese	ent oddress)	and the second s
ates of Residence:	From:	A Construction of the Cons
mployment Status:	Full-time Part-time Unemployed	Fivin:
	Retired Student	Full-time Part-time Unemployed
z you self-employed?	Yes No	Retired Student T
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Income last year:		
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ADDITIONAL INFORMATION REGARDING APPLICANT(S)	The state of the s	and the state of t
Name(s) of all persons who will reside in the apartment	and the second s	
(NOTE: If applicant is a corporate entity, a new lease package must be completed and sent to the Board each time occupancy changes.)		
Schools and years attended of occupants (if different from purchaser) [optional]	14 16 16 16 16 16 16 16 16 16 16 16 16 16	***************************************
Names of anyone in the building known to applicants		
Are any pets to be maintained in the apartment? if yes, note number and kind. (NOT	F. Piana rate to build	
Names of organizations to which applicants belongs (clubs, societies, board member		
Constant Con	Auths, etc.) [aptional]	
Wili occupancy be: Full-time Part Time		//
f Part Time, what is the approximate number of days per month you will use the apa		
Da you plan to sublease your apartment? Yes 🦳 No 🔲 (NOTE: Please refer to bul	llding rules)	
Do you plan to perform any alterations to the apartment? Yes No NOTE: PI fyes, please describe the plans:	esse refer to building Alteration Agreement)	
- year product was to the party of the production of the productio	The state of the s	14.50
Will there be any business or profession conducted in the apartment? Yes No	NOTE: Please refer to building rules	
Lay brease describe the hathle hi April billibact.		
you do not plan to receive mall at the apartment, please specify where monthly bills	204 general and a second secon	
and any adultional residences owned or leased by applicant		
this your first time purchasing a coop? Yes No no, where else have you owned before:		
nergency Contact:		
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PERSONAL	REFERENCES	
	Applicant	So-Applicant
1. Name:	NAME OF THE PARTY	
Address:		
2. Name:	the same of the sa	*
Address; 3. Name:	The second of the last story	
Address:	gamman April 2 mark and a super-	V14 x 100 x
4. Name:	And agreed a second control of the c	
Address:	STATE OF THE PARTY	Wh
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BANK AND	CREDIT REFERENCES	
	Applicant	Co trolliant
1. Bank Name:		<u>Co-Apalicant</u>
Address:	William Comments	
Account #:	Sharming and a second s	
Type;	Checking Savings Loan	Checking Savings Loan Loan
2. Bank Name:	22 - 14 14 03 - 14 173 - 1711 11 11 11 11 11 11 11 11 11 11 11 1	COSH COSH
Address:	5-500.000	
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Type:	Checking Savings Loan	Checking Savings Loan
3. Stock Broker or (CPA:	Checking Savings Loan
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DECLARATION	VS	All Hills of the state of the s
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ather land marking	administration of in detailing any federal dept in any	
	ge, financial obligation, bond, or loan guaranton;	Yes No Yes No
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THE FOREGOING APPLICATION, INCLUDING ALL PERSONAL AND FINANCIAL INFORMATION, HAS BEEN CAREFULLY PREPARED, AND THE UNDERSIGNED HEREBY SOLEMNLY DECLARE(S) AND CERTIFIES THAT ALL THE INFORMATION IS TRUE AND CORRECT AND THAT THE FINANCIAL INFORMATION SUBMITTED IS A TRUE AND ACCURATE STATEMENT OF THE UNDERSIGNED AS OF THE DATE SET FORTH BY EACH SIGNATURE. THE UNDERSIGNED ALSO AGREE(S) THAT IN PROCESSING THIS APPLICATION, THE MANAGING AGENT NAMED HEREIN AND ITS EMPLOYEES AND AGENTS NEITHER BEAR NOR ASSUME ANY RESPONSIBILITY WHATSOEVER FOR THE VERIFICATION OR COMPLETENESS OF THE INFORMATION CONTAINED HEREIN. IN ADDITION, THE UNDERSIGNED HEREBY AUTHORIZE(S) THE MANAGING AGENT AND THE COOPERATIVE CORPORATION TO SHARE SUCH PORTIONS OF THE APPLICATION AS THEY MAY REASONABLY BELIEVE NECESSARY TO FULFILL THE PURPOSES OF THIS APPLICATION WITH ANY OTHER PARTIES, AND FURTHER AGREE TO HOLD THE MANAGING AGENT, ITS EMPLOYEES AND AGENTS HARMLESS FROM ANY ERROR OR OMISSION IN THE TRANSFER OF THE INFORMATION OR THE DISTRIBUTION OF SUCH INFORMATION TO THIRD PARTIES.

	THE PARTIES.
Applicant: Date:	Date:
Co-Applicant:	Date:
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Council of New York Cooperatives & Condominiums

Discrimination is prohibited in Board admissions procedures under the following laws:

The Federal Fair Housing Act
The Civil Rights Act
The New York State and New York City Human Rights Laws

The New York City Human Rights Law provides that it is unlawful to refuse to sell, rent, lease, approve the sale, rental or lease or otherwise deny a housing accommodation based on actual or perceived race, creed, color, national origin, gender (including gender identity), age, disability, sexual orientation, marital status, partnership status, lawful source of income, alienage or citizenship status or because children are, may be, or would be residing in the accommodation. Where a housing accommodation or an interest is sought or occupied exclusively for residential accommodation or interest on account of a person's occupation. Complaints may be filed within one year of an unlawful discriminatory act at the Law Enforcement Bureau of the City's Commission on Human Rights.

The New York State Human Rights Law provides that it is unlawful to refuse to sell, rent, lease or otherwise deny a housing accommodation on the basis of race, creed, color, national origin, sex, age, disability, sexual orientation, military status, marital status, or familial status. Complaints may be filed within one year of an unlawful discriminatory act to the New York State Division of Human Rights or within three years of an unlawful discriminatory act in State Court. Complaints may not be filed with both the Division and the Court.

The Federal Fair Housing Act prohibits discrimination in housing practices on the basis of race, color, religion, sex, handicap, familial status, or national origin. Individuals who believe they have been victims of an illegal housing practice may file a complaint within one year of the unlawful discriminatory act with the Department of Housing and Urban Development (HUD) or file their own lawsuit in federal or state court. The Department of Justice brings suit on behalf of individuals based on referrals from HUD.

The Civil Rights Act provides that all citizens of the United States shall have the same right to inherit, purchase, lease, sell, hold, and convey real and personal property. The law concerns the rights of all persons to make and enforce contracts, to sue, be parties, give evidence, and to the full and equal benefit of all laws and proceedings for the security of persons and property. Complaints may be filed with the Office for Civil Rights.

Name (*)	FINANCIA	AL STATEMENT		PA
Address	700-01	And a second		
		William Control of the Control of th		
The following is submitted as being a true and accurat theday of19	e statement of the fina	nneial condition of the undersigned on		
ASSETS				
Applicant	Co-Applicant	LIABILITIES		
Cash in banks	Commence of the Same of the Commence	Notes Payable:	Applicant	Co-Applie
Money markets Funds		To Banks		- mad (4) (4)
Contract Deposit		To Relative		
Investments: Bonds & Stocks	***************************************	To Others	AT VIDEO A NOT SEED AND ADDRESS OF THE PARTY	
-see schedule		Installment Accounts Payable:		and common all they are without your
Investment in Own Business		Automobile		O40 707
Accounts and Notes Receivable		Other	to the second section of the second second	
Real Estate Owned - see schedule		Other Accounts Payable		
Year Make		Mortgages Payable on Real	****	
Automobiles:		Estate - see schedule		the state of the second second
ersonal Property & Furniture		Unpaid Real Estate Taxes	***************************************	an swingers
ife Insurance		Unpaid Income Taxes		******
Cash Surrender Value		Chattel Mortgages	The same same	
etirement Funds/IRA		Loans on Life Insurance Policies		
401K		Unclude Persiance Policies		
KEOGH	A Total Sale and construction of the sale	(Include Premium Advances)		
Profit Sharin / Pension Plan	-	Dytatanding Credit Card Loans		
her Assets		Other Dobts - itemize	***	7700000
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OURCE OF INCOME				

SOURCE OF INCOME			ena -	
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Overtime Wages			CONTINGENT LIABILITIES	
Bonus & Commissions			As Endorser or Co-maker on Notes	S
Dividends and Interest Income	- W	***************************************	Alimony Payments (Annual)	S
Real Estate Income (Net)	TV	A STATE OF THE PROPERTY OF THE PARTY OF THE	Child Support	\$
Other Income - itemize	TVA - TO STORE OF STREET		Are you desendant in any legal action?	?
TOTAL	11	of an inflationary in the second	Are there any unsatisfied judgments?	
GENERAL INFORMATION	-	Total or Programme	Have you ever taken bankruptcy? Exp	olain:
12 h (18 May 19 m)	Applicant	Co-Applicant		
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Savings & Loans Accounts at			Apartment Financing	
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Whom Payable oregoing application (pages ! thition contail.	rough S) has been and herein is me an	carefully prepared, a		ereby solemn	ally declare(s) a

TENANT DATA VERIFICATION

Building	11 02	1/4/2/1/2/2014	Rent/Purchase Apartment #	
Lease bading		MANUAL TO A STATE OF THE STATE	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Name of Applicant	Xpii	195	Apartment#	
Present Address	,		[rel.#	
A section of any section of the sect			State	
How long at above address Date of Birth Present Landlord			State (Include zip code)	
Present Landlord		Addrose		
Telephone # _ 1	and the second s	Lease Fynica	5	
If less than one year please li	st previous add	lress		
Previous Landlord			Tel.//	
Address			_Tel.#	
Lik sprayer in the comment of the co	the state of a second state of the second state of a second state	1	_ Date Vacated	
Address	The state of the s	A se production and the second section and the section a	Position	
How Long	Salary	Coulant Born	Telephone	
	A CONTRACTOR MANAGEMENT	Contact Polse	Position Telephone Tolephone	
If present employer is less that	n one year			
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LIOA TOLIS	Left	Salary	Position Telephone Contact Person	
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TENANT DATA VERIFICATION

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RELEASE OF INFORMATION AUTHORIZATION

AUTHORIZATION TO OBTAIN A CRIMINAL REPORT AND SEX OFFENDER REPORT

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INSTITUTION TO RELEASE TO	,
AND/OR ITS REPRESENTATIVE ANY AT	VD ALL INFORMATION
THAT THEY HAVE CONCERNING ANY	CRIMINAL ACTIVITY AND
SEX OFFENDER HISTORY	
I HEREBY RELEASE THE INDIVIDUAL, (COMPANY, OR
Institution and all individuals c	ONNECTED THEREWITH
FROM ALL LIABILITY FOR ANY DAMAC	GE WHATSOEVER
INCURRED IN FURNISHING SUCH INFOR	MATION
Print Name:	Date Of Birth
Signature:	
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RELEASE OF INFORMATION AUTHORIZATION

<u>AUTHORIZATION TO OBTAIN A CRIMINAL REPORT AND SEX</u> <u>OFFENDER REPORT</u>

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21 N Chatsworth Owners Corp. C/O STILLMAN MANAGEMENT, INC. 440 MAMARONECK AVENUE, SUITE S-512 HARRISON NY 10528

I/We, the undersigned, have read and understand the House Rules for 21 N Chatsworth Owners Corp., located at 21 N Chatsworth Ave., and agree to abide by these house rules and any amendments made to the rules, while a resident in Apartment:
the rules, while a resident in Apartment: @ 21 N Chatsworth Avenue.
Shareholder Acknowledgement:
Please Print:
Name:
the state of the s
Shareholders Signature Date:
Please Print:
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Shareholders Signature Date:
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21 North Chatsworth Owners Corporation HOUSE RULES Amended April 2017

- 1. The hallways and stairs should not be obstructed in any way.
- 2. Doors to the outside including garage doors must be closed and locked at all times.
- 3. All visitors must be announced. Never admit anyone to the building that is unknown to you.
- 4. Keys to apartment doors must be giving to the Managing Agent along with the names, addresses and phone numbers or all parties who have keys.
- 5. Children shall not play in the hallways, lobby, stairways, laundry room or elevators.
- 6. No one is permitted on the roof.
- 7. Hallways shall not be decorated or furnished in any manner.
- 8. No one shall make or permit any disturbing noises, which will interfere with the rights, comfort or convenience of others. The volume of musical instruments, stereos, televisions and radios between the hours of 11pm and 8am must be moderated.
- 9. Residents are responsible for compliance with the policies set forth by the Board concerning renovations.
- 10. Prior to the commencement of any renovations (other than those limited to painting or replacement of an appliance that would not involve electrical, plumbing or structural work), residents must submit plans to the Managing Agent. Depending on the nature of the proposed renovations, such plans may be subject to approvals by the Board of Directors.
- 11. The submission and/or approval of plans will not relieve residents of full responsibility for any and all damages resulting from the work.
- 12. Before renovations begin, residents must confirm with the Managing Agent that their contractor has the appropriate license and insurance and that they maintain homeowners, apartment dwellers or an equivalent insurance policy covering the contents of their apartments, damages to the building or other apartments and any personal injuries occurring on the premises. The policies must name 21 North Chatsworth Owners Corporation as an additional insured.
- 13. Residents will be responsible for assuring that workers register with the Superintendent or other staff members before beginning work.
- 14. Residents will be responsible for compliance with all municipal laws, regulations, ordinances, permits and inspections regarding renovations.
- 15. Construction or repair work or installations involving noise may be conducted only on weekdays, excluding Holidays, between the hours of 8:30am and 5:00pm. The Superintendent must be informed prior to any construction or repair work and may need to install pads in the elevators.

- 16. Construction equipment, appliances, furniture and other large packages must be delivered and removed through the service entrance only on weekdays, excluding Holidays, between 8:30am and 5:00pm. The Superintendent or Managing Agent must be informed, in writing, at least two business days prior to any deliveries or removals and may need to install pads in the elevators. Without proper notification, delivery will not be permitted.
- 17. Nothing shall be hung or shaken from the doors, windows, and terraces or placed upon windowsills.
- 18. No awnings or projections may be placed outside apartments.
- 19. No sign, notice, advertisement or illumination shall be exposed at any window.
- 20. No bicycles, scooters or similar vehicles are allowed in the elevators. They may be stored with nametags in the bicycle room in the basement. Baby carriages, shopping carts and the above mentioned vehicles should not stand in hallways, stairways, garages or other public areas of the building.
- 21. Delivery people and trades people shall use the service entrance at the parking area. Deliveries may be made only on weekdays, excluding Holidays, between the hours of 8:30am and 5:00pm. All deliveries must be scheduled with the Superintendent who will pad the elevator in advance of the move/delivery. No delivery will be permitted without Management having first received a certificate of insurance naming 21 North Chatsworth Owners Corporation and Archer Property Management as additionally insured. Beginning September 2015, deliveries will be permitted until 7:00pm on the 1st and 3rd Tuesday of each month. (Note that this excludes move-in of apartment furniture) If "large item" is to be delivered, please notify the Superintendent as the elevator must be padded.
- 22. Garbage and recycling materials shall be disposed of in the manner directed by the Superintendent and Managing Agent. There are suitable containers on each floor for recycling newspapers, plastic, glass and metal. Garbage goes down the chute. Diapers and cat litter should be disposed of in a sealed bag or similar product and disposed of down the chute.
- 23. Sinks and toilets shall not be used for any purposes other than those for which they were constructed. The apartment owner causing a problem shall pay the costs of any repairs resulting from their misuse.
- 24. No one shall send any staff member out of the building on private business.
- 25. Professional offices are not permitted.
- 26. No birds or animals may be kept without written permission of the Board. Such permission shall be revocable at any time. Dogs are never permitted.
- 27. No birds, pets or other animals shall be fed from windowsills, terraces, the yard, sidewalks, street or other public portions of the building.
- 28. No antenna, aerial, or satellite dish may be attached or hung from the exterior of the building.
- 29. No vehicles shall be parked in any area designated as No Parking, nor in any manner which impedes access to entrances of the building or fire lanes. Improperly parked vehicles shall be towed at owner's expense.

- 30. The laundry facilities may be used only on the days and hours designated. No clothing should be left in the laundry room for longer than 48 hours. Laundry carts must remain in the room at all times.
- 31. Washing machines and dryers are not permitted in any apartments.
- 32. All grocery carts must be returned to their assigned area in the basement immediately after use.
- 33. The Board and Managing Agent have the right to curtail or relocate any space devoted to storage or laundry purposes.
- 34. At least 80% of the floors of each apartment must be covered with carpeting or other equally effective noise-reducing material except for a kitchen, pantry, bathroom or closet. A deposit in the amount of \$500.00 payable to 21 North Chatsworth Owners Corporation shall be required before moving in and is refundable following verification of compliance by the Managing Agent or Superintendent.
- 35. Open houses for the purpose of apartment sale must be approved by the Managing Agent. They may be scheduled for Saturday and Sunday afternoons. The doorman must be on duty. The real estate agent must be present in the apartment and provide an escort to and from the lobby and the apartment.
- 36. Real estate agency lock boxes may only be placed on apartment doors, never at the entrance to the building.
- 37. No group tour or exhibition of any apartment or its contents, auctions or tag sales shall be conducted.
- 38. The windows of the apartment must be kept clean. In case of refusal or neglect the Managing Agent will send written notice to correct this. After 10 days management has the right to enter the apartment to clean the windows and charge the cost to the owner.
- 39. All complaints and requests regarding the services of the building shall be made in writing to the Managing Agent.
- 40. Holders of off street and garage parking spaces must abide by all rules.
- 41. All plantings on terraces shall be contained in wooden boxes lined with metal or other materials impervious to dampness. Containers shall be supported at least 2 inches from the terrace surface and at least 3 inches from a wall. The containers shall be maintained in good condition.
- 42. The Managing Agent, Superintendent or anyone authorized by him may enter any apartment at a reasonable hour, with 24-hour notice, to inspect whether measures are necessary to control vermin, insects or other pests and to take such measures to control or exterminate them. Residents may request extermination at any time without charge with the exception of carpet beetles which shall be payable by the resident.
- 43. The Managing Agent, Superintendent or anyone authorized by him may enter any apartment at a reasonable hour, with 24-hour notice, to correct any problems that are within the purview of the co-op. In the event of an emergency, an apartment may be entered at any time. The responsibility for charges for such services is defined in the Proprietary Lease.
- 44. All owners must provide proof of homeowners insurance to the Managing Agent, on an annual basis, naming 21 North Chatsworth Owners Corporation as an insured party. In

- the event of failure to provide proof of insurance coverage the Corporation will purchase insurance for the apartment and the cost will be added to the monthly maintenance bill. Default shall be handled the same as default on maintenance fees.
- 45. A damage deposit is required for moving in and moving out. The \$500.00 security deposit is refundable after an inspection by the Superintendent confirms there is no damage to the common areas. The Managing Agent will refund this, or a portion thereof, after inspecting for damage. Permission to move in or out must be made 48 hours in advance and scheduled with the Superintendent who will pad the elevator. Moves (in or out) must be on weekdays between the hours of 8:30am and 5:00pm and are not permitted on Holidays or weekends.
- 46. The Managing Agent, Superintendent or his delegate may enter any apartment at a reasonable hour, upon 24-notice, to verify compliance with the House Rules.
- 47. Shareholders may not sublet their apartments unless there is proof of hardship with intent to return within one year. Any request for such consideration must be in writing to the management and Board of Directors. If permission is granted, a fee will be imposed.
- 48. Any consent or approval given under these House Rules is revocable at any time, for cause.
- 49. These House Rules may be added to, amended or repealed at any time by the resolution of the Board of Directors.
- 50. Fines will be charged for violations of the House Rules as set by the Board of Directors.
- 51. No smoking is permitted in common areas of the building. Persons who smoke outside must remain at least 10 feet from the building.
- 52. Dumpsters for construction debris are permitted with Managing Agent approval. Dumpsters shall not be greater than 10 yards in size and shall not remain on the property for more than five consecutive weekdays. Dumpsters are not permitted on the property on weekends.
- 53. Parking spaces are assigned only to shareholders who reside in the building. Not more than one space shall be allocated per apartment.
- 54. The privilege of parking may be revoked for the failure to remit maintenance charges, assessments, surcharges, late fees and/or any other sum due the corporation after a period of thirty (30) days. After ten (10) days from the receipt of notice from the managing agent, the space must be vacated or the resident shareholder will face legal consequences and the car may be towed at the expense of the shareholder. The corporation shall have all the remedies provided by statute and common law of the State of New York.

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Lead Warning Statement

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

1 "	possible lead-based paint nazards is recommended prior to purchase.
	eller's Disclosure
(â	Presence of lead-based paint and/or lead-based paint hazards (check (I) or (II) below):
	(i) Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).
	(I) Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing. Records and reports available to the seller (the seller to the seller).
(b)	The state of the seller (Clerk III) belong.
	based paint and/or lead-based paint bazards in the housing (list documents below).
	(ii) Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.
Pur	haser's Acknowledgment (Initial)
(c)	Purchaser has received copies of all Information listed above.
(d) .	Purchaser has received the pamphlet Protect Your Family from Lead in Your Flome.
(e) 1	urchaser has (check (i) or (ii) 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; or lead-based paint and/or lead-based paint based paint based paint and/or lead-based paint based paint and/or lead-based paint and/or lead-based paint based paint and/or lead-based paint an
	lead-based paint and/or lead-based paint hazards.
Agen	's Acknowledgment (Initial)
(1)	Agent has informed the seller of the seller's obligations under 92 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.
Certifi	ation of Accuracy
The foll	owing parties have reviewed the information above and certify, to the best of their knowledge, that the lon likely have provided is true and accurate.
Seller	Date Seller Date
urchas	Purchaser Date
igori/	Dale Ageri Date
NO THE REST PROPERTY.	

APPENDIX A

Aparlment: 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:
A special angle, and a special	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

CHILDREN 10 YEARS OR YOUNGER IN MY APARTMENT.

TENANT (PRINT AND SIGN)

TENANT (PRINT AND SIGN)

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



440 Mamaroneck Avenue, Suite S 512 Harrison, NY 10528

T: 914.813.1900 F: 914.813.1919

www.stillmanmanagement.com



May 13, 2019

To:

All Residents/Shareholders

21 N. Chatsworth Owners Corp.

From:

Board of Directors &

Stillman Management, Inc.

Re:

Proper Recycling

Thank you to all that are in the habit of recycling your trash by sorting it properly. This is greatly appreciated by many. Our recycling service however has refused to take our recyclables on several occasions because not all of us are sorting our trash as needed.

On the reverse side, there is a guide which outlines what can be recycled and how. Also included is a number to call with questions. It really takes just a little bit of effort and everyone benefits.

Here are the most common causes of the recycling service not picking up our recyclables:

- ➤ Plastic bags they must be taken back to point of purchase such as CVS or Stop-n-Shop where there are bins specific for them
- Your plastic recyclables cannot be in a plastic bag other than the liner in the bin
- ➤ Plastic that prepared food comes in plastics 1-7 are all recyclable provided they are rinsed and free of food
- > Hangers please return to the cleaners for recycling or put them in the regular trash

Additional information can be found here; https://lmsanitation.org/residential-services

Can we count on your support?



grocery store that

NO Sharps!

For information on

proper disposal of

and view the "Sharp

at (914) 813-5425.

needles, syringes, and

lancets, visit our website

Smarts" brochure, or call

the Recycling HelpLine

to customers.

dispenses plastic bags

A Guide to Curbside Recycling in Westchester

Curbside Recycling Guidelines

Paper & Cardboard

Recycle: Newspapers, glossy inserts, phone books, magazines, junk mail, brown paper bags, and corrugated and gray cardboard boxes.

How: Remove plastic linings, windows and excessive tape. Place mixed paper in a brown bag or loose in the recycling bin. Flatten and place boxes inside each other.

Don't Include: Plastic or Styrofoam packing materials, cardboard with any trace of food, paperbacks or hardcover books. Consider donating books to a library.

Plastics 1 - 7



Recycle: All plastics coded with any number between 1 through 7, commonly used for food, beverages, detergents, household cleaners and shampoo. Include coded pails and buckets, as well as

coded flower pots and trays rinsed free of soil or other products.

How: All plastics must be rinsed clean and free of food waste and other products. Plastic caps on jars and bottles are acceptable. Place plastics loose in the bin with glass, metal containers and cartons.

Don't Include: Plastic bags, plastic film, vinyl, Styrofoam, polystyrene, any unmarked or non-coded plastics (toys, pools, furniture, clothing hangers, or utensils), building materials (piping, sinks, or other fixtures), and containers which held potentially hazardous materials (motor oil, pesticides, or solvents).

Remember: Recyclables (glass, metal, plastics, and cartons) can be mixed in the same recycling bin

Westchester gov.com

hester George Latimer gov.com Westchester County Executive



CYCLE Partial funding provided by

Glass Containers



Recycle: Glass jars or bottles of any size or color.

How: Rinse all containers. Place jars, bottles and loose caps in the recycling bin with plastics, metal, and cartons.

Don't Include: Glass that is not used for packaging food or beverages (light bulbs, drinking glasses, crystal, windows, mirrors, ceramic ware, or kitchen cookware). Empty glass containers which held potentially hazardous materials (pesticides or solvents) should be discarded as garbage.

Metal Containers

Recycle: Food and beverage cans, clean aluminum foil and trays, and empty aerosol cans.

How: Rinse all containers and place them loose in the recycling bin with glass, plastics, and cartons.

Don't Include: Empty paint cans or metal containers that held potentially hazardous materials (pesticides, glues, or solvents). Bulk metals such as aluminum siding, scrap metal, wire, pipes, tubing, motors, sheet metal, appliances and auto parts are recycled under separate municipal programs. Call your municipality for details.

Cartons



Recycle: Gable-top refrigerated food and beverage cartons (milk cartons), aseptic cartons (non-dairy beverages and soup), juice boxes, and ice cream containers.

How: Rinse cartons and place them loose in the recycling bin with glass, metal, and plastic containers.

Don't Include: Paper cups/dishware or juice/yogurt pouches.

For more information, call the Westchester County Recycling HelpLine at (914) 813-5425 or visit environment.westchestergov.com/recycling



440 Mammonock Avenue, Sulie S 512 Hardson, NY 10528 7: 91-1.813,1900 F: 91-1.813,1919



APPLICATION EMERGENCY CONTACT FORM TENANT DATA VERIFICATION FORM FORM FOR BACKGROUND REPORT



440 Manna onack Avonue, 5,44e 5,512 Haafion, NY 10520 Y: 914,813,1900 F: 914,813,1919 www.sillimanmanagement.com



FINANCIAL STATEMENT WITH SUPPORTING DOCUMENTATION FOR EACH AND EVERY ENTRY.



440 Mamazoneck Avenue, Side S 517 Flattion, NY 10526 T: 914. 813.1900 F: 914. 813.1919 Www.stillmanmanagement.com



INSERT LAST THREE (3) MONTH'S OF BANK & BROKERAGE ACCOUNT STATEMENTS-SUMMARY PAGE ONLY Employment Letter (S)

One (1) Month of Pay-stubs

If Retired:

Social Security Award letter

Pension Statement (if applicable)

Other retirement income-

Landlord Reference Letter to include amount of rent and length of stay

If you rent- need letter from current landlord

If you own a co-op, condo or HOA type home- will need
letter from Management Company stating all fees due
are paid in full.

If you own your current home, please include:

- a) Proof of current mortgage
- b) Proof of Taxes
- c) Proof of Insurance
- d) Explanation of your intentions with this property
- e) If selling, please provide proof, such as the contract of sale or listing agreement.
- f) If not selling, please provide operating cost for this property and income (if applicable)



440 Mannaroner) Avenue, Sulta S 512 Hardson, NY 10528 Y: 914.813, 1900 F: 914.813, 1919



INSERT LAST 2 YEARS TAX RETURNS WITH W'2'S ALL PAGES OF TAX RETURNS MUST BE SUBMITTED

Mortgage Documents
Commitment
Loan Application
Recognition Agreement

If paying cash and/or receiving a monetary gift to assist with the purchase: please include the following:

- 1) Letter stating where funds are coming from to purchase.
- 2) Notarized Gift Letter, with proof funds have been



440 Mamaioneck Avenue, Stille \$ 513 Haribon, NY 10528 7: 914. 013.1900 F: 914. 013.1919 www.sillinanmanatjement.com



CONTRACT OF SALE BUILDING REQUIRES 20% DOWN PAYMENT



440 Manharoneck Avenue, Suite 5 51 Marbon, NY 10528 T: 914.813.1900 F: 914.813.1919



SIGNATURE PAGES

I HAVE READ THE HOUSE RULES FORM WINDOW GUARD FORM LEAD PAINT FORM