



440 Mamaroneck Avenue, Suite S 512
Harrison, NY 10528

T: 914.813.1900
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www.stillmanmanagement.com



GRAMATAN TOWNHOUSES

GRAMATAN AVE.

BRONXVILLE, NY 10708

LEASE PROCEDURES

- 1 Copy of Executed Lease
- 1 copy of executed Gramatan Townhouses rider to the lease
- 1 Brief Bio per Applicant
- 1 Confidential Information Sheet for Renter
- 1 Information Sheet for Unit Owner
- \$200 Non-Refundable Move in Fee payable to the building
- \$200 Non-Refundable Move out Fee payable to the building
- \$225 Non-Refundable Administrative Fee payable to Stillman Management

Please forward ENTIRE package to:

Stillman Management, Inc.

440 Mamaroneck Avenue Suite S-512

Harrison, NY 10528

Attention: Rita Pita (914) 813-1962

RPITA@STILLMANMANAGEMENT.COM

CONFIDENTIAL
INFORMATION SHEET

Stillman Management, Inc.

440 Mamaroneck Avenue S-512

Harrison, New York 10528

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

Unit Number: _____

New Renter's Name(s): _____

Unit Address: _____

Telephone #: home: _____ E-mail address: _____

Name: _____ work: _____ cell: _____

Name: _____ work: _____ cell: _____

Person(s) with key to my unit for emergency contact: _____

Address _____ Phone #: _____

All the above information is complete and accurate.

New Renter Signature

Date

New Renter Signature

Date

STATE AND LICENSE PLATE NUMBER FOR EACH CAR THAT WILL BE PARKED ON THE PREMISES

1. _____ 2. _____ 3. _____

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

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 Current Owner(s):

Address: _____

Telephone #: home: _____

Name: _____ **work:** _____ **cell:** _____

Name: _____ **work:** _____ **cell:** _____

e-mail address: _____

All the above information is complete and accurate.

Current Owner Signature

Date

Current Owner 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

**GRAMATAN TOWNHOUSES OF BRONVILLE CONDOMINIUM
RIDER TO LEASE**

It is hereby agreed by the Unit Owner and Tenant, for good and valuable consideration the receipt and sufficiency which is hereby acknowledged, based upon mutual promises and covenants, including the issuance of the waiver of the right of first refusal by the Board of Managers of the Condominium, as follows:

1 . This Lease and the rights and obligations of the parties hereunder are hereby made expressly subject to the rights, if any, of the Board of Managers of Gramatan Townhouses of Bronxville Condominium (the "Condominium") with respect to the transaction embodied herein pursuant to the terms of the By Laws of the Condominium, as the same may have been amended.

2 . The tenant agrees to abide by all By Laws and Rules and Regulations as established by the Board of Managers of the Condominium in the Offering Plan, as the same shall be or may have been amended. The Unit Owner represents that a copy of said Rules and Regulations, and amendments thereto, if any, have been furnished by the Unit Owner to the Tenant, and the Tenant represents that a copy of said Rules and Regulations, and amendments thereto, if any, have been received from the Unit Owner by the Tenant, and have been read by the Tenant.

3 . The Tenant shall not assign interest in this Lease or sublet the apartment or any part thereof without the prior written consent of the Unit Owner and the Board of Managers of the Condominium, in each instance.

4 . The Board of Managers of the Condominium shall have the power to terminate this agreement and/or bring summary proceedings to evict the Tenant in the name of the Unit Owner, at the Unit Owner's expense, in the event of (a) a default by the tenant in the performance of obligations under this lease, (b) violation by the Tenant of Rules and Regulations and/or policies of the Condominium, (c) a default by the Unit Owner or Tenant in the performance of their respective obligation under either the Lease, this Rider or the Condominium By-laws, Declaration or Rules and Regulations and/or policies; (d) foreclosure of the lien granted by Section 339-z of the Condominium Act or Sheriff Sale under CPLR Section 5236.

5 . To the extent that any clause contained in this agreement conflicts with any clause contained in this Rider, the clause contained in this Rider shall take precedence and shall be controlling.

6. This Lease shall not be amended, modified, or extended without the prior written consent of the Unit Owner and the Board of Managers of the Condominium, in each instance.

7. This Lease shall be for a term of not less than twelve (12) months.

8. Upon the execution of this Lease there shall be paid to the Board of Managers the a "move-in fee" of \$200.00 payable by the tenant of the unit.

Agreed and consented to:

Agreed and consented to

Owner_____

Tenant_____

Dated:

Dated:

HOUSE RULES

GRAMATAN TOWNHOUSES

I/WE HAVE READ THE HOUSE RULES OF GRAMATAN TOWNHOUSES AND AGREE TO ABIDE BY ALL THE TERMS AND CONDITIONS LISTED WITHIN.

PURCHASER/LESSEE SIGNATURE

PURCHASER/LESSEE SIGNATURE

APARTMENT NUMBER

RULES AND REGULATIONS

1. No part of the Property shall be used for any purpose except housing and related purposes for which it was designed. Each Unit shall be used as a residence for a single family excepting Units which may be used for professional purposes permitted by the applicable governmental laws, ordinances, regulations and codes, and with the prior written approval of the Board of Managers.
2. There shall be no obstruction of the Common Elements nor shall anything be stored in the Common Elements without the prior consent of the Board of Managers. Each Unit Owner shall be obligated to maintain and keep in good order and repair his own Unit in accordance with the provisions of the By-Laws.
3. Nothing shall be done or kept in any Unit or in the Common Elements which will increase the rate of insurance on any of the Buildings or contents thereof applicable for residential use (or permitted professional purposes) without the prior written consent of the Board of Managers. No Unit Owner shall permit anything to be done or kept in his Unit or in the Common Elements which will result in the cancellation of insurance on any of the Buildings or contents thereof or which would be in violation of any law. No waste or trash shall be permitted in the Common Elements.
4. Unit Owners shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside walls or doors of a Building, and no sign, awning, canopy, shutter or antenna shall be affixed to or placed upon the exterior walls, doors, roof or any part thereof or exposed on or at any window, without the prior written consent of the Board of Managers.
5. No birds, animals or reptiles of any kind shall be raised, stored or kept in any Unit or in the Common Elements. Notwithstanding the foregoing, common household pets (including but not limited to dogs, cats, small birds, small mammals and small reptiles), not to exceed two per Unit, may be kept inside Units, subject to the rules and regulations adopted by the Board of Managers. Households pets may not be kept, stored or maintained for any commercial or food-producing purposes. Should any household pet cause or create a nuisance or unreasonable disturbance or noise it shall be permanently removed from the Property upon three (3) days written notice from the Board of Managers. In no event shall any pet be permitted in any portion of the Common Elements unless carried or on a leash (not to exceed six feet in length), and none shall be permitted on any grass or garden plot under any circumstances. All dog waste must be cleaned up promptly and properly.
6. No noxious or offensive activity shall be carried on in any Unit or in the Common Elements, nor shall anything be done therein, either willfully, negligently or otherwise, which may be or become an annoyance or nuisance to the other Unit Owners or occupants.
7. Nothing shall be done in any Unit or in, on or to the Common Elements which will impair the structural integrity of any Building or which would structurally change any of the Buildings.

8. No clothes, sheets, blankets, laundry or any kind of other articles shall be hung out of a Unit or exposed on any part of the Common Elements. The Common Elements shall be kept free and clear of rubbish, debris and other unsightly materials.

9. Except in recreational or storage areas designated as such by the Board of Managers, there shall be no playing, lounging or parking of baby carriages or playpens, bicycles, wagons, toys, vehicles, benches or chairs on any part of the Common Elements except that garages, balconies and patios may be used for their intended purposes. Storage by Unit Owners in areas (if any) designated by the Board of Managers shall be at the Unit Owner's risk.

10. Except to the extent permitted or otherwise expressly authorized herein or in the By-Laws, no industry, business, trade, occupation or profession of any kind, commercial, religious, education or otherwise, designed for profit, altruism or otherwise, shall be conducted, maintained or permitted on any part of the Property nor shall any "For Sale", "For Rent or "For Lease" signs or other window displays or advertising be maintained or permitted on any part of the Property or in any Unit therein, nor shall any Unit be used or rented for transient, hotel or motel purposes.

11. Nothing shall be altered or constructed in or removed from the Common Elements except upon the prior written consent of the Board of Managers.

12. No part of the Common Elements of any Building shall be decorated or furnished by any Unit Owner in any manner without the prior written consent of the Board of Managers.

13. Each Unit Owner shall keep his Unit in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown therefrom, or from the doors, windows, balconies or patios thereof, any dirt or other substance.

14. All radio, television or other electrical equipment of any kind installed or used in each Unit shall fully comply with all rules, regulations, requirements or recommendations of the New York Board of Fire Underwriters and the public authorities having jurisdiction, and the Unit Owner alone shall be liable for any damage or injury caused by any radio, television or other electrical equipment in such Unit.

15. The agents of the Board of Managers or (if any) the managing agents, and any contractor or workmen authorized by the Board of Managers or the managing agent, may enter any room or Unit in a Building at any reasonable business hour of the day after not less than one day's notification (except in case of emergency, in which case no advance notice need be given), for the purpose of inspecting such Unit for the presence of any vermin, insects or other pest and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests.

16. Any consent or approval given under these Rules and Regulations may be added to, amended or repealed at any time by resolution of the Board of Managers.

17. Bagged garbage must be tied and put out in front of Units no earlier than 6 AM on the morning of the scheduled garbage pickup. Garbage cans and other secure containers may be placed outside Units after sundown the night before the scheduled garbage pickup. Emptied cans must be removed as promptly as possible. Recycling

should be put out in front of Units no earlier than 6 AM on the morning of the scheduled recycling pickup. Nothing shall be hung from the outside of windows, balconies or patios or placed upon window sills, nor shall any rugs or mops be shaken or hung from windows, doors, balconies or terraces.

18. No washing of automobiles shall take place on any portion of the Property nor shall the parking areas be used for any purpose other than to park automobiles excluding, specifically, trucks, commercial vehicles or trailers. Commercial trucks and other commercial vehicles may park temporarily for the purpose of making a delivery or pick-up.

19. No balcony or patio shall be decorated, landscaped, enclosed or covered by any awning or otherwise without the consent in writing of the Board of Managers.

20. No Unit Owner or occupant or any of his agents, servants, employees, licensees or visitors shall, at any time, bring into or keep in his Unit any flammable, combustible or explosive fluid, material, chemical or substance.

21. If any key or keys are entrusted by a Unit Owner or occupant or by any member of his family or by his agent, servant, employees, licensee or visitor to an employee of the Board of Managers, whether for such Unit or an automobile, trunk or other items of personal property, the acceptance of the key shall be at the sole risk of such Unit Owner or occupant, and the Board of Managers shall not be liable for injury, loss or damage of any nature whatsoever directly or indirectly resulting therefrom or connected therewith.

22. Draperies, blinds or curtains must be installed by each Unit Owner or occupants of Units.

23. The Board of Managers may assign individual parking spaces to Unit Owners or occupants of Units with or without charge as the Board of Managers may see fit (in its sole discretion). Rules governing the use of parking spaces appear under Parking Rules and are part of the Rules and Regulations.

24. Unit Owners shall not cause or permit any unusual or reasonably objectionable noise or odor to be produced in or emanate from their Units.

25. Unit Owners who use their fireplaces shall have their chimneys cleaned once a year and all Unit Owners shall have their dryer vents cleaned every two years.

26. Expired leases must be renewed in writing in order for tenants to continue residency. Proposed lease renewals must be submitted to the Board for approval. Unit Owners may not permit Tenants to remain in leased Units on a month-to-month basis without a lease renewal. The Board shall have the right of first refusal to lease the Unit on the same terms set forth in the proposed lease renewal.

27. Any purported lease, lease renewal, or assignment entered into in violation of these Rules and Regulations shall be null and void and the Board shall have the power to terminate such purported lease, lease renewal, or assignment and/or to bring summary proceedings to evict the Tenant in the name of the Unit Owner with the expense of any such action to be borne by the Unit Owner.

28. In the event that any Unit Owner or the Tenant or guest of any Unit Owner violates one or more provisions of the By-Laws or of these Rules and Regulations, the Board shall have the power to ensure compliance by enforcing all remedies under the By-Laws, applicable law and these Rules and Regulations. Unit Owner and Tenant shall be jointly and severally liable for any expense incurred by the Board to ensure compliance.

INCLUDE THIS WITH YOUR APPLICATION

CARBON MONOXIDE DETECTOR COMPLIANCE FORM

The shareholder(s) named below acknowledges that he/she/they have been advised of the legal requirement to install an operable carbon monoxide detector (s) in their apartment unit at this time and that he/she/they have complied with said law (Amanda's Law) by installing an operable carbon monoxide detector(s) as of the date below.

Dated _____, 2010
Month/Day

Unit Owners:

Print Name

Print Name

Signature

Signature

Address:
Gramatan Townhouses Condominium, Bronxville, NY 10708

Unit # _____