



INSTRUCTIONS TO PROSPECTIVE PURCHASER

THE BOARD OF DIRECTORS OF THE **CONGRESSIONAL OWNERS, INC.** REQUIRES CERTAIN DOCUMENTS TO BE COMPLETED BY YOU. THEY SHOULD BE SUBMITTED TO THEM THROUGH THE MANAGING AGENT IN ORDER TO PROPERLY CONSIDER YOUR APPLICATION. TO ENSURE THAT YOUR APPLICATION IS NOT DELAYED, PLEASE TAKE NOTE OF THE FOLLOWING REQUIREMENTS.

1. THREE (3) SETS OF YOUR COMPLETED APPLICATION PACKAGE MUST BE SUBMITTED TO **HUDSONCREST PROPERTIES INC.** AT THE ABOVE REFERENCED ADDRESS. THE MANAGING AGENT WILL ORDER THE REQUIRED CREDIT REPORT AFTER THEY RECEIVES THE ENTIRE COMPLETED APPLICATION PACKAGE (WITH ALL FEES)
2. YOUR COMPLETED PACKAGE ALONG WITH THE CREDIT REPORT WILL BE FORWARDED TO THE BOARD OF DIRECTORS FOR THEIR REVIEW. PLEASE ALLOW 2-3 WEEKS FOR PROCESSING OF YOUR APPLICATION.
3. AFTER YOUR INTERVIEW, AND IF YOUR APPLICATION IS APPROVED, IT WILL BE FORWARDED BY THE MANAGING AGENT TO THE COOPERATIVE'S ATTORNEY TO SET YOUR CLOSING DATE.

THE FOLLOWING IS A LIST OF DOCUMENTS YOU WILL NEED TO PRESENT IN ORDER TO HAVE A COMPLETE PACKAGE:

1. THE PURCHASE APPLICATION (ENCLOSED)
2. THE FINANCIAL STATEMENT (ENCLOSED)
3. A COMPLETE COPY, INCLUDING ALL SCHEDULES OF YOUR TWO MOST RECENT 1040 TAX RETURNS, AS WELL AS A COPY OF YOUR W2(S).
4. THREE REFERENCE LETTERS
5. EMPLOYMENT VERIFICATION LETTER FROM EMPLOYER STATING POSITION, ANNUAL SALARY AND LENGTH OF EMPLOYMENT
6. COPY OF THE CONTRACT OF SALE.
7. THE MORTGAGE COMMITMENT LETTER FROM YOUR BANK.
8. THREE RECOGNITION AGREEMENTS.
9. THE COMPLETED BANK INQUIRY LETTER (SIGNED & STAMPED BY AN OFFICER OF THE BANK). PLEASE MAKE COPIES IF ACCOUNTS ARE AT MORE THAN ONE BANK.
10. LANDLORD VERIFICATION LETTER (SIGNED BY THE CURRENT LANDLORD OR MANAGING AGENT).
11. COPIES OF YOUR 4 MOST RECENT BANK ACCOUNT STATEMENTS (ON ALL ACCOUNTS).
12. COPIES OF YOUR 3 MOST RECENT (CONSECUTIVE) PAY STUBS.
13. SIGNED DISCLOSURE FORM ON LEAD-BASED PAINT.
14. SIGNED HOUSE RULES ACKNOWLEDGMENT FORM.



BELOW ARE THE FEES ASSOCIATED WITH THE PROCESSING OF YOUR APPLICATION PACKAGE. THESE FEES ARE TO BE SUBMITTED WITH YOUR PACKAGE:

- 1.) A NON-REFUNDABLE CERTIFIED CHECK OR MONEY ORDER FOR PROCESSING FEE OF FOUR HUNDRED AND FIFTY DOLLARS **(\$450.00)** MADE PAYABLE TO:
HUDSONCREST PROPERTIES INC.
- 2.) MOVE-IN DEPOSIT OF THREE HUNDRED DOLLARS **(\$300.00)** MADE PAYABLE TO:
CONGRESSIONAL OWNERS, INC.

PLEASE CONTACT HUDSONCREST PROPERTIES INC. AT (718) 796-5022 IF YOU HAVE QUESTIONS ABOUT THE REQUIREMENTS.



HUDSONCREST PROPERTIES INC

5683A Riverdale Avenue | Suite 203 | Riverdale, New York 10471

Office: (718)-796-5022
Fax: (718)-796-5026
hcrealty.com

THE BELOW NAMED INDIVIDUAL HEREBY APPLIES TO PURCHASE THE SHARES OF STOCK
ALLOCATED TO APARTMENT _____ AT

CONGRESSIONAL OWNERS, INC. BRONX, NEW YORK, AND GIVES THE FOLLOWING
IMFORMATION FOR APPLICATION PURPOSES:

- *APARTMENT PURCHASE PRICE:
- *CASH DOWN PAYMENT:
- *AMOUNT TO BE FINANCED:
- *APPROXIMATE MONTHLY BANK STATEMENT:

YOUR NAME:
SPOUSE'S NAME:
PRESENT RESIDENCE:

LENGTH AT PRESENT RESIDENCE: HOME#:
IF YOU ARE CURRENTLY A TENANT, PLEASE INDICATE THE NAME OF YOUR LANDLORD, A
TELEPHONE NUMBER AND A PERSON TO CONTACT:

WHAT IS YOUR OCCUPATION:
NAME OF COMPANY:
ADDRESS:

COMPANY TELEPHONE:
IMMEDIATE SUPERIOR:
LENGTH OF SERVICE: SALARY/BONUS:

WHAT IS OUR SPOUSE'S OCCUPATION:
COMPANY:
ADDRESS:

COMPANY TELEPHONE:
IMMEDIATE SUPERIOR:
LENGTH OF SERVICE: SALARY/BONUS:

LIST ALL ADDITIONAL SOURCES OF INCOME OTHER THAN FROM YOUR OCCUPATION:

HOW MANY WILL OCCUPY THE APARTMENT:
LIST THEIR NAME, AGES AND RELATIONSHIP TO YOU:

1. _____
2. _____
3. _____

PLEASE LIST YOUR BANK REFERENCES, INCLUDE THE BANK NAME, TELEPHONE NUMBER
AND YOUR ACCOUNT NUMBERS:



**FINANCIAL STATEMENT OF:
CURRENT ADDRESS:**

FOR THE PURCHASE OF APARTMENT _____ AT **CONGRESSIONAL OWNERS INC.**

I, _____ HEREBY GUARANTEE THAT THE INFORMATION I
HAVE GIVEN BELOW IS A TRUE AND ACCURATE STATEMENT OF MY FINANCIAL
CONDITION AS OF _____, 20____
I AM PROVIDING THIS INFORMATION SO THAT YOU WILL CONSIDER MY APPLICATION
FOR THE ABOVE NAME COOPERATIVE APARTMENT

NOTIFICATION OF CHARGES: I WILL NOTIFY THE MANAGING AGENT PROMPTLY AND IN
WRITING IF THERE SHALL BE ANY UNFAVORABLE CHANGE IN MY FINANCIAL
CONDITION PRIOR TO THE CLOSING OF TITLE. IF I GIVE SUCH NOTICE, I SHALL PREPARE
A NEW FINANCIAL STATEMENT. UNTIL I GIVE SUCH NOTICE, THE INFORMATION
SHOWN BELOW MAY BE CONSIDERED A TRUE AND ACCURATE STATEMENT OF MY
FINANCIAL CONDITION NOW AND AT THE CLOSING OF TITLE.

FALSE OR MISLEADING STATEMENTS: IF ANY PART OF THIS STATEMENT IS FALSE OR
MISLEADING, I WILL, IF YOU DEMAND, IMMEDIATELY WITHDRAW MY APPLICATION.
YOU DO NOT HAVE TO GIVE ANY SPECIFIC ADVANCE NOTICE TO WITHDRAW MY
APPLICATION. I HEREBY GRANT THE AGENT PERMISSION TO SECURE A CONSUMER
CREDIT REPORT TO SUPPORT THIS FINANCIAL STATEMENT.

ASSETS

CASH ON HAND IN BANKS: \$

VALUE OF NOTES RECEIVABLE: \$

VALUE OF REAL ESTATE: \$

VALUE OF MORTGAGES OWNED: \$

(SHOW THOSE PLEDGED AS COLLATERAL)

SECURITIES OWNED: \$

(SHOW THOSE PLEDGED AS COLLATERAL)

CASH VALUE OF LIFE INSURANCE: \$

OTHER ASSETS PLEASE LIST: \$

***TOTAL ASSETS: \$



FINANCIAL STATEMENT, PG. 2

LIABILITIES

LIST NOTES PAYABLE TO BANKS (SECURED) \$

LIST NOTES PAYABLE TO BANKS (UNSECURED) \$

LIST NOTES PAYABLE TO OTHERS (SECURED) \$

LIST NOTES PAYABLE TO OTHERS (UNSECURED) \$

DEBIT BALANCES IN MARGIN ACCOUNTS WITH BROKERS \$

LOANS AGAINST LIFE INSURANCE: \$

LIST MORTGAGES ON REAL ESTATE: \$

LIST OTHER LIABILITIES INCLUDING CREDIT CARD
AND INSTALLMENT DEBIT: \$

TOTAL LIABILITIES: _____

NETWORTH: _____

DATE:



LIST YOUR REFERENCES:

1. _____

2. _____

3. _____

LIST YOUR REFERENCES:

1. _____

2. _____

3. _____

LIST YOUR CHARGE ACCOUNTS:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

THIS AN APPLICATION BY THE UNDERSIGNED TO PURCHASE THE APARTMENT DESCRIBE ABOVE. NO STATEMENTS OR INFORMATION PROVIDED BY THE AGENT OR HIS REPRESENTATIVES ARE IN ANY WAY BINDING ON THE AGENT OR THE OWNERS UNLESS THEY ARE CONTAINED IN WRITTEN, SIGNED AGREEMENTS. IF THIS APPLICATION TO PURCHASE IS ACCEPTED, THE UNDERSIGNED PURCHASE AGREES TO BE BOUND THEREBY.

DATE:

SIGNATURE OF PURCHASER:



THE PERSON NAME BELOW HAS GIVEN HUDSONCREST PROPERTIES INC., AGENTS FOR **CONGRESSIONAL OWNERS INC.**, PERMISSION TO OBTAIN INFORMATION REGARDING TENANCY AT YOUR PROPERTY.

PLEASE TAKE A FEW MOMENTS TO COMPLETE THESE QUESTIONS AS THE INFORMATION WILL HELP US EVALUATE THE APPLICANT FOR COOP OWNERSHIP.

1. LENGTH OF OCCUPANCY _____ MONTHLY RENT _____

2. HOW MANY PEOPLE LIVED IN THE APARTMENT? YES _____ NO _____

3. WERE THERE ANY PETS IN THE APARTMENT? YES _____ NO _____

IF SO WERE THERE ARE ANY PROBLEMS? YES _____ NO _____

PLEASE GIVE PARTICULAR:

4. HOW MANY TIMES HAS THE APPLICANT BEEN LATE IN PAYING RENT?

NEVER _____ 1 _____ 2 _____ 3 OTHER _____

5. DOES THE APPLICANT OWE ANY BACK RENT? YES _____ NO _____

6. HOW OFTEN HAS APPLICANT VIOLATED YOUR RULES AND REGULATIONS?

NEVER _____ 1 _____ 2 _____ 3 OTHER _____

PLEASE GIVE PARTICULARS:

7. HOW OFTEN DID THE APPLICANT HAVE CONFLICTS WITH YOU, YOUR STAFF, OR TENANTS:

NEVER _____ 1 _____ 2 _____ 3 OTHER _____

PLEASE GIVE PARTICULARS:

8. WHAT KIND OF DAMAGE, IF ANY, WAS THE APPLICANT RESPONSIBLE FOR? HOW MUCH DID YOU SPEND ON REPAIRS?

THANKS FOR TAKING THE TIME TO FILL OUT THIS APPLICATION. YOUR REPLIES WILL BE HELD IN STRICT CONFIDENCE. RETURN THE COMPLETED FORM TO MY ATTENTION.

APPLICANT HEREBY GRANTS PERMISSION TO THE LANDLORD TO PROVIDE THE REQUESTED INFORMATION TO HUDSONCREST PROPERTIES INC. AND AGREES TO HOLD BOTH VERITAS PROPERTY MANAGEMENT LLC AND THE LANDLORD HARMLESS.

DATE: _____



HUDSONCREST PROPERTIES INC

5683A Riverdale Avenue | Suite 203 | Riverdale, New York 10471

Office: (718)-796-5022

Fax: (718)-796-5026

hcprealty.com

DEAR BANK OFFICER:

THE PERSON NAMED BELOW HAS GIVEN HUDSONCREST PROPERTIES INC., AGENTS FOR **CONGRESSIONAL OWNERS INC.**, PERMISSION TO OBTAIN HIGH AND LOW BALANCE FOR EACH ACCOUNT SHOWN BELOW FOR THE PAST 6 MONTHS.

ACCOUNT: _____ HIGH _____ LOW _____

ACCOUNT: _____ HIGH _____ LOW _____

ACCOUNT: _____ HIGH _____ LOW _____

THIS INFORMATION WILL HELP EVALUATE YOUR CUSTOMER'S ABILITY TO PAY COOPERATIVE MAINTENANCE CHARGES, PLEASE RETURN THE COMPLETED FORM TO MY ATTENTION.

APPLICANTS HEREBY GRANTS PERMISSION TO THE ABOVE-NAMED BANK TO RELEASE THE INFORMATION REQUESTED TO HUDSONCREST PROPERTIES INC.

_____ DATE _____

BANK OFFICER: PLEASE PRINT YOUR NAME AND TELEPHONE# SO WE MAY CONTACT YOU IF WE HAVE A QUESTION:

NAME _____ TELEPHONE _____

Credit Release Form
HUDSONCREST PROPERTIES INC.
5683 RIVERDALE AVENUE, SUITE 203
RIVERDALE, NY 10471
PHONE: 718-796-5022 FAX: 718-796-5026

APPLICANT Name: _____ Date of Birth: _____ S.S. #: _____	SPOUSE/CO-APPLICANT Name: _____ Date of Birth: _____ S.S. #: _____
APPLICANT RESIDENCY Present Address: _____ Apt #: _____ City: _____ State: _____ Zip: _____ Home #: _____ Cell #: _____ Monthly Rent: _____ Utilities Included? _____ Date: From _____ To _____ Present Landlord's Name: _____ Landlord's Address: _____ City: _____ State: _____ Zip: _____ Date: From _____ To _____ Landlord's Telephone #: _____ Has a Landlord ever sued for non-payment of rent or repossession? _____	SPOUSE/CO-APPLICANT RESIDENCY Present Address: _____ Apt #: _____ City: _____ State: _____ Zip: _____ Home #: _____ Cell #: _____ Monthly Rent: _____ Utilities Included? _____ Date: From _____ To _____ Present Landlord's Name: _____ Landlord's Address: _____ City: _____ State: _____ Zip: _____ Date: From _____ To _____ Landlord's Telephone #: _____ Has a Landlord ever sued for non-payment of rent or repossession? _____
APPLICANT EMPLOYMENT Present Employer: _____ Address: _____ City: _____ State: _____ Zip: _____ Tel #: _____ Supervisor: _____ Position: _____ Annual Salary: _____ Employment Date: From _____ To _____ Previous Employer: _____ (If less than 1yr) Address: _____ City: _____ State: _____ Zip: _____ Tel #: _____ Supervisor: _____ Position: _____ Annual Salary: _____ Employment Date: From _____ To _____ Other Monthly Income: _____ Source: _____ (Alimony, Assets, Child Support, Social Security, Unemployment, Veterans Supplement, etc.)	SPOUSE/CO-APPLICANT EMPLOYMENT Present Employer: _____ Address: _____ City: _____ State: _____ Zip: _____ Tel #: _____ Supervisor: _____ Position: _____ Annual Salary: _____ Employment Date: From _____ To _____ Previous Employer: _____ (If less than 1yr) Address: _____ City: _____ State: _____ Zip: _____ Tel #: _____ Supervisor: _____ Position: _____ Annual Salary: _____ Employment Date: From _____ To _____ Other Monthly Income: _____ Source: _____ (Alimony, Assets, Child Support, Social Security, Unemployment, Veterans Supplement, etc.)

Proposed Occupants including children (other than those listed above)

Name	Date of Birth	Relationship to Applicant	Income (if applicable)
_____	_____	_____	_____
_____	_____	_____	_____

Are you now in the Service or dependant of serviceman? _____

This application is made subject to the approval of _____

And may be without designating cause be disproved by them, it being agreed that any such disapproval shall not be considered a reflection upon the applicant. This application is to be made part of the lease entered into by the applicant and the landlord. The truth of the information contained herein is essential and if the aforementioned property deems any answer or statement herein to be false, or misleading it shall be considered that any lease granted by virtue of this application may be canceled at their option. I/We hereby authorize Hudsoncrest Properties Inc. to use any consumer reporting, credit bureau, or other investigative agencies employed by such, to investigate the references herein listed or statements or other data obtained from me or from any other person pertaining to my employment history, credit, prior tenancies, character, general reputation, personal characteristics. And mode of living, to obtain a consumer report and such other credit information which may result thereby and to disclose and furnish such information to the owner/agent listed above in support of this application. I have been advised that I have the right under section 606B of the Fair Credit Reporting Act to make a written request, within reasonable time, for a complete and accurate disclosure of the nature and scope of any investigation.

Signature of Applicant

Signature of Spouse/Co-Applicant

CONGRESSIONAL OWNERS INC.
MOVE-IN/OUT PROCEDURES

THE BOARD OF DIRECTORS HAS ACCEPTED THE FOLLOWING RULES AND REGULATIONS GOVERNING MOVING IN OR OUT OF THE BUILDING.

1. PERSONS WISHING TO MOVE-IN OR OUT OF THE BUILDING MUST NOTIFY THE SUPERINTENDENT IN WRITING AT LEAST FIVE DAYS PRIOR TO THE MOVE DATE TO ALLOW FOR SCHEDULING. ETC....
2. ALL MOVES SHALL BE CONDUCTED DURING NORMAL BUSINESS HOURS ON WEEKDAYS (MONDAY TO FRIDAY 9:00 AM TO 4:30 PM).
3. A COMPLETED AND SIGNED COPY OF THIS FORM ALONG WITH A COPY OF INSURANCE MUST BE SUBMITTED TO THE MANAGEMENT OFFICE BEFORE ANY MOVES CAN TAKE PLACE.

NAME: _____ DATE: _____

SHOW PRESENT ADDRESS IF MOVING IN, FUTURE ADDRESS IF MOVING OUT:

(CITY, STATE & ZIP CODE)

DATE OF MOVE: _____ TIME REQUESTED: _____ AM _____ PM

HOME TEL # _____ WORK TEL # _____

_____ WILL BE MOVING OURSELVES OUR DAMAGE DEPOSIT CHECK OF \$300.00 MADE OUT TO CONGRESSIONAL OWNERS INC. A COPY OF HOMEOWNER'S INSURANCE IS ATTACHED.

_____ WILL BE USING PROFESSIONALS, INSURED MOVERS, and DAMAGE DEPOSIT CHECK FOR \$300.00 IS ATTACHED. MOVERS INSURANCE ATTACHED.

MOVING CO. _____

ADDRESS: _____

TELEPHONE #: _____

NAME OF INSURANCE CO: _____

POLICY NUMBER OF MOVING CO: _____

TELEPHONE NUMBER OF INSURANCE CO: _____
(PLEASE PROVIDE COPY OF COI)

PLEASE READ & SIGN: THE UNDERSIGNED UNDERSTANDS AND AGREES THAT WE ARE RESPONSIBLE FOR ANY DAMAGE TO COOP PROPERTY WHICH ARISES OUT OF OUR MOVING IN / OUT. THE UNDERSIGNED ALSO UNDERSTANDS THAT THEIR MOVE-IN/OUT DEPOSIT WILL BE FORFEITED IF MOVES OCCUR AT HOURS OTHER THAN THOSE STATED ABOVE WITHOUT RECEIVING PRIOR BOARD APPROVAL.

Signed: _____ Date: _____

Signed: _____ Date: _____

CONTACT THE MANAGEMENT COMPANY & SUPERINTENDENT FOR ADDITIONAL FORMS WHEN SCHEDULING MOVE-OUTS OF THE BUILDING.

PLEASE RETURN THIS SIGNED FORM WITH YOUR DAMAGE DEPOSIT CHECK FOR \$300.00 TO HUDSONCREST PROPERTIES INC. ATTN: ALYSSA CAMACHO (718) 796-5022 EXT. 222 SO THAT WE CAN SCHEDULE YOUR MOVE.



CONGRESSIONAL OWNERS INC.
SUBLET/RESALE APPLICATION ADDENDUM
HOUSE RULES & HOUSE RULES/IMPOSITION OF FINE POLICY

APPLICANTS STATEMENT:

I, _____, APPLICANT, ACKNOWLEDGE RECEIPT OF A COPY OF APARTMENT CORPORATION'S HOUSE RULES AND IMPOSITION OF FINE POLICY. MOREOVER, I HAVE READ AND UNDERSTAND: AND IF MY APPLICATION IS APPROVED BY THE BOARD OF DIRECTORS OF APARTMENT CORPORATION, I AGREE TO ABIDE BY SAME.

APPLICANT'S SIGNATURE



ACKNOWLEDGMENT

This letter will confirm that I, _____ & _____, Apartment _____, a shareholder of Congressional Owners Inc. have received a copy of the Amendments to the By-laws and the Proprietary Lease of Congressional Owners Inc., which amendments were adopted by the shareholders at the Annual Meeting of the Corporation held on November 10, 2005.

CONGRESSIONAL OWNERS INC. HOUSE RULES

Revised 1 – 30 - 2019

These House Rules shall apply to shareholders and residents of the building as well as all family members, guests, invitees, and employees of Shareholders. The shareholder shall cause their cohabitants, family members, guests, invites, and employees to comply as applicable.

1) Animals

No bird or animal shall be kept or harbored in the Building without the prior written consent of the Corporation; such permission shall be revocable by the Corporation. Any pet owner is fully liable for any expense incurred to correct soils or damage to any portion of a public area caused by their pet. No pigeons or other birds or animals shall be fed from the windowsills, terraces, balconies or in the yard, court spaces or other public portions of the Building, or on the sidewalks or street adjacent to the Building.

Dogs are not allowed to be harbored in or visit the Building.

2) Bicycles, etc.

Personal property of residents including but not limited to bicycles, scooters or similar vehicles shall not be ridden or allowed to stand in the public halls, passageways, lobbies or common areas of the Building.

See “Section 20: Storage” for information regarding the Bicycle Storage room.

3) Building Employees

No Shareholder shall send any employee of the Corporation out of the Building on any private Shareholder business during employee’s normal working hours.

4) Carpeting and Rugs

Unless expressly authorized by the Board of Directors in each case, the floors of each apartment must be covered with rugs or carpeting supported by sufficient carpet padding or equally effective noise-reducing material, to the extent of at least eighty (80%) percent of the floor area of each room excepting only kitchens, pantries, bathrooms, closets and foyer.

5) Carts

The Corporation provides utility/luggage carts for shareholder convenience. These carts are only to be used for their intended purpose and should be returned to their designated place (outside of the garage door on the 2nd floor) immediately after use.

6) Complaints

Complaints regarding the service of the Building shall be made in writing to the managing agent.

Felicia Chi is our Managing Agent at Hudsoncrest Properties Inc.:

(718) 796-5022

Felicia.C@hcuprealty.com

7) Deliveries

All deliveries of furniture, appliances and oversized items must be scheduled with Alyssa Camacho (Alyssa.C@hcrealty.com) and Superintendent and a Certificate of Insurance must be presented to Alyssa Camacho before delivery is made. ALL such deliveries must be made on Monday – Friday (excluding legal holidays) between 9:00 a.m. and 5:00 p.m. and only through the second-floor lobby.

8) Fire and Carbon Monoxide Detectors

Shareholders shall comply with all applicable laws regarding carbon monoxide and smoke/fire detectors including, without limitation, New York City Local Laws and shall pay any and all fees and charges due thereunder.

9) Garbage and Recycling

Garbage and refuse from the Apartments shall be disposed of in such manner as the Superintendent or the Managing Agent of the Building may direct. All bulk items (including but not limited to refrigerators, stoves, couches, TVs, etc.) are not to be placed in or against any part of the Building. Shareholders are solely responsible for the disposal of their bulk items and any construction debris. All Shareholders shall separate their trash into "recyclable" and "non-recyclable" materials.

There are chutes for non-recyclable garbage on each floor and containers on the first floor. The following rules shall be observed with respect to the garbage chutes on each floor:

- A) Debris should be completely drip-free and securely wrapped or bagged before it leaves the Apartment and put down the chute.
- B) Under no circumstances should flammable, explosive, highly combustible substances or lighted cigarettes or cigar stubs be thrown into the garbage chute.
- C) Vacuum cleaner debris bags must be wrapped in a securely tied bag or package before being placed down the chute.
- D) The Superintendent shall be notified of any drippings, or moist refuse, appearing on incinerator closet floor and corridors.

The Building has designated and labeled containers for recyclable materials on the first floor. It is the responsibility of the Shareholder to comprehend and comply with NYC recycling rules. The Corporation may also establish other regulations regarding the disposal of refuse. The Shareholder shall be charged the cost of any fees or expenses incurred by the Corporation due to the failure of Shareholder to comply with the requirements imposed by law or the regulations set forth by the Corporation including, but not limited to, fees, fines, or penalties imposed on the Corporation by any governmental agency and reasonable attorneys' fees and disbursements.

10) Guests

The Shareholder shall notify the Managing Agent of the identity of every person authorized by the Shareholder to occupy the Apartment in the absence of the Shareholder.

11) Hallways, Stairways and Lobbies

The public halls and stairways of the Building shall not be obstructed or used for any purpose other than ingress to and egress from the Apartments in the Building, and the fire escapes shall not be obstructed in any way. No public area of the Building shall be decorated or furnished by any Shareholder in any manner without prior consent of the Board of Directors. Residents shall not place, store, or stand any objects outside of their Apartment. Anything left outside an Apartment is subject to removal by building personnel.

CONGRESSIONAL OWNERS INC. HOUSE RULES

Revised 1 – 30 - 2019

No one is permitted on the roof.

No patient of any doctor or client of any vendor who has offices in the Building shall be permitted to wait in the lobby.

No one shall play in the public halls, courts, stairways, fire escapes or elevators. Nor shall anyone be allowed to play, ride a bicycle, roller skate, or skate board or partake in similar activities in the parking lot.

12) Inspections for Infestations and Emergencies

The agents of the Corporation, and any contractor or workman authorized by the Managing Agent may enter any Apartment at any reasonable hour of the day for the purpose of inspecting such Apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate them.

The occupant of the Apartment is responsible for the maintenance and cleanliness of their respective apartment. If a vermin infestation originates in an Apartment due to neglect, the Shareholder of that Apartment shall be responsible for any costs incurred to eliminate the infestation.

13) Insurance

Homeowner's insurance for individual Apartments should be maintained by all Shareholders.

14) Laundry Room

Shareholders, residents and guests shall use the laundry facilities only during such days/hours designated by the Board of Directors.

Users of the laundry facilities should make their best efforts to remove their items in a timely manner and clean out dryer filters after use.

The carts provided in the laundry room shall not be used to transfer items to or from the Apartments. They are strictly for the transference of laundry from washer to dryer to table.

Laundry machines are not allowed in Apartments. The sole exception is the combination of two Apartments and only when one kitchen has been fully converted - with NYC and Building approval – to accommodate such laundry equipment.

15) Noise and Disturbances

No one shall make or permit any disturbing noises in the Building or do or permit anything to be done that will interfere with the rights, comfort, or convenience of other shareholders/residents. Music or other noises between the hours of 11:00 p.m. and the following 8 a.m. is not allowed if it disturbs other occupants of the Building.

No construction, repair work or other installation involving noise shall be conducted in any Apartment except on weekdays (not including legal holidays) and only between the hours of 8:30 a.m. and 5:00 p.m.

All contractors must have proper insurance and a copy of same must be furnished to the Managing Agent prior to commencement of work and as part of the approval process. All contractors must conform to the rules and regulations of the local building codes.

CONGRESSIONAL OWNERS INC. HOUSE RULES

Revised 1 – 30 - 2019

All work must be made available for inspection by representatives of the Managing Agent and the appropriate local building department authorities.

No one shall make any changes to the electrical, heating or plumbing systems nor make any non-cosmetic changes to an apartment or the Building without submitting such written plans to the Managing Agent for the Board's approval.

16) Parking

No vehicle belonging to a Shareholder or to a member of the family or guest, subtenant or employee of a Shareholder shall be parked in such manner as to impede or prevent ready access to any entrance of the Building – or another parking space - by another vehicle.

Parking spaces are not to be used for storage of personal items or automotive/ mechanical parts. No auto repairs such as oil/transmission fluid changes shall be performed in parking spaces.

17) Pool

Official Pool Rules are distributed before each summer pool season.

18) Showings

No group tour or exhibition of any Apartment or its contents shall be conducted, nor shall any auction sale or tag sale be held in any Apartment without the consent of the Corporation and/or its managing agent.

19) Smoking

Smoking is not permitted in any public area of the Building, including without limitation, the lobby, elevator, public halls, stairways, pool, garden/barbecue area, balconies, rear and front of the building.

20) Storage

Storage units and bicycle slots, when available, may be rented by Shareholders. These units are obtained by request from the Managing Agent on a first come basis and a monthly fee is charged. Property is stored at the sole risk of the Shareholder. No perishable property or flammable items may be stored in the units. Any such facility shall be kept clean and hazard free by the Shareholder. No items are to be stored outside of their unit.

21) Violations & Fines

Violations of the House Rules and Proprietary Lease shall be punishable by the imposition of fines by the Board of Directors, the amount of which shall be payable in full by the shareholder within ten (10) days after notice thereof.

The imposition of fines shall become effective upon the notice of such being furnished to each shareholder. The offense count shall be reset or reduced after one (1) year (365 days) from last offense, unless otherwise determined by the Board. At least one (1) appeal to any above fine shall be granted upon written request by the shareholder. Subsequent appeals may be denied upon the discretion of the Board. Any requests for temporary exceptions/waivers or special considerations to the House Rules must be submitted in writing at least ten (10) business days before the event date. The Board reserves the right to deny any applications. The list of violation and their attendant fines shall be distributed in a separate addendum to these House Rules.

22) Water Closets (Toilets, sinks, etc.)

Shareholder is responsible for any damage caused as a result of a defect or leak in added equipment.

Toilets, sinks, bathtubs and other water apparatus in the Building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags, or any other article be thrown into the water closets or down their drains.

The cost of repairing any damage resulting from misuse of any toilets or other apparatus shall be paid by the Shareholder in whose apartment it was caused.

23) Windows, Balconies and Exterior Walls

No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the Building, except such as shall have been approved in writing by the Board or the managing agent. However, holiday decorations are allowed in windows, but only for thirty (30) days prior to and thirty (30) days after a holiday.

No awnings, window air-conditioning units or ventilators shall be used in or about the Building except such as shall have been expressly approved by the Corporation or the Managing Agent, nor shall anything be projected out of any window of the Building without similar approval.

There shall be no new air-conditioning units placed in windows, or replacements for any currently within windows. Air-conditioning sleeves shall be exclusively used for the placement of any new air conditioners.

No antennae, satellite dish or other electronic device shall be attached to or hung from the exterior of the Building including terrace or balcony railings without written approval of the Corporation. No cable wires are to be extended outside the window of any Apartment.

No article shall be hung or shaken from the doors, windows, terraces or balconies or placed upon the windowsills of the Building.

The Shareholder shall keep the windows of the Apartment clean. In case of refusal or neglect of the Shareholder during ten (10) days after notice in writing from the managing agent to clean the windows, such cleaning may be done by the Superintendent, which shall have the right, by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the Shareholder.

Shareholder shall be responsible to maintain, repair and replace any replacement windows installed by the Shareholder or his/her predecessor.

All apartments with children *living* in the apartment, aged ten (10) years or younger *must* have window guards. The Shareholders must inform the Managing Agent if any children under ten (10) years of age are living in the apartment. The Shareholders must allow the Superintendent access to the Apartment for inspection and installation. The Shareholder shall be responsible for the cost of installing window guards.

24) Amendment of House Rules

Any consent or approval given under these House Rules by the Building shall be revocable at any time. These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors.