



3875 Owners Corp – Resale Application

Dear Prospective Resident:

Enclosed is you Resale Application. Please complete and forward the application, along with all required documents, to Prime Locations, Inc. ("PLI") for processing.

Please do not submit any original documents; they will not be returned to you.

In order to expedite your application, PLI will only communicate with two individuals regarding this application. (Unit Owner/Shareholder and one (1) other person). Please provide names and numbers for the two contacts designated for this application.

Name	Phone	Email
1) _____	_____	_____
2) _____	_____	_____

Thank you for your interest in **3875 Owners Corp**. We look forward to hearing from you.

Sincerely,

Management

914-963-7400

Pliservice@plimanagement.com

Revised 8/15/2025



Our Cooperative is committed to equal housing opportunity. We do not discriminate based on race, color, national origin, religion, sex, disability, familial status, sexual orientation, lawful source of income, marital status, age, military status, or other characteristics protected by local fair housing law.

Applications Instructions

Due to the sensitive and personal information contained in this application we require that you redact (Black Out) all but the last 4 digits of Social Security Numbers and Bank Account Numbers on all pages of the submitted application.

If you do not black out the information as directed, your application will be returned to you.

FULL SOCIAL SECURITY NUMBER IS REQUIRED ON THE CREDIT REPORT/BACKGROUND AUTHORIZATION FORM.

DOUBLE-SIDED PRINTED APPLICATIONS WILL NOT BE PROCESSED.

General Guidelines

1. The income of any prospective purchaser(s) must be sufficient to cover projected financing and carrying cost.
2. **Each prospective purchaser must be a full-time occupant of the subject apartment.**

These guidelines are not intended to limit the right of the Board of Directors to consider all information and factors deemed relevant by the Board.

In the event that the Board consents to a transfer of shares and it is subsequently ascertained that there has been a material misrepresentation made by either the prospective purchaser or the shareholder in connection with the application, the Board has the right to withdraw its consent.

Any further questions or inquiries should be addressed to the managing agent.

Fuse Box Requirements

Upon sale or sublet of an apartment that has not been converted from fuses to circuit breakers, the fuse box must be replaced by a UL approved circuit breaker.

Washing Machines and Dryers

No washing machines or dryers are permitted in the apartment, no exception.

Financial Requirements

****Required Co-op Guidelines****

1. Minimum Down Payment (At Contract Signing):	20%
2. Maximum Financing Allowed:	80%
3. Minimum Credit Score(Experian FICO 2.0):	760
4. Total Debt Ratio:	30%

Pet Policy

No dogs- Ownership of pets is a privilege not a right, after a period of residency of one year, a Shareholder in good standing wishing to obtain a dog must apply to the Board of Directors in writing. Permission shall be granted in writing on a case-by-case basis. As part of the request for permission to have a dog, the Shareholder will need to document that their Homeowners Insurance Policy covers claims arising from the dog's behavior. All pets except dogs must be restricted to their individual units unless in transport.

Closing Procedure

1. If the Board approves your application, the closing should be arranged through the transfer agent, **Prime Locations, Inc.** located at 733 Yonkers Avenue, Suite 500, Yonkers, NY 10704.
2. At least **ten (10) business days' notice is required** to arrange and attend the closing.
3. The closing will be held at the transfer agent's office. If a different location is designated the travel fee of **\$400.00** will be assessed and payable at closing.
4. At the closing, the transfer agent will prepare either an Assignment of Proprietary Lease and the Acceptance and Assumption of the Proprietary Lease or a new Proprietary Lease. The transfer agent will issue a new Stock Certificate to the Prospective Purchaser. They will also confirm that all maintenance charges and assessments have been paid in full through the date of closing.
5. At the closing, it is absolutely necessary that **all parties** for the transaction are present.
6. If the shareholder financed his/her purchase through a lending institution, the Lender must be notified of the closing.
7. A representative from the lending institution must attend the closing and deliver the seller's original stock certificate and proprietary lease. **The transaction will not close unless these documents are surrendered at closing.**
8. It is the responsibility of the Purchaser to file the N.Y.S star Program if this will be your primary residence. Forms are available from the managing agent or your local assessor's office.

Important Information

The following is a list of the items you are required to submit in order for your application to be processed. Please be sure to provide all of the requested information. Missing items will delay the processing of your application.

The completed application package must be submitted at least sixty (60) days prior to the intended closing date. Please note that application packages will not be processed until all required documentation is received by our office.

CHECKLIST

PLEASE DO NOT submit original documents – they will not be returned.

- ☐ Notice to applicants must be **signed and dated by all applicants.**
- ☐ Broker-Attorney Information page must be completed.
- ☐ Fees Acknowledgement Form – **Must be signed by all applicants.**
- ☐ Applicant Information for purchase – Part 1 of the application. Please print clearly.
- ☐ Financial Information – Part 2 of the application (please make sure your totals match your supporting documents)
- ☐ Credit/Background Check authorization – **Every adult (over 18 years of age) occupant of the unit must complete this form.**
- ☐ House Rules Acknowledgement Form – **Must be signed by all applicants.**
- ☐ Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazard – **Must be signed by all applicants.**
- ☐ **Contract of Sale** – (fully executed by all parties) with all riders, including the “rider to Purchase Agreement.”
- ☐ **Loan Commitment Letter** (if financing any part of the purchase) – Must be signed and include the monthly mortgage payment and interest amount.

Please provide the following documents for each applicant

- ☐ Federal Tax returns (**past 2 years**) – Including your signature and all schedules.
- ☐ W-2 Forms or if self-employed, 1099 Form (**past 2 years**).
- ☐ Employment Verification Letter **on company letterhead** (stating annual salary, position held, length of employment) – if self-employed, submit a letter from your CPA or accountant stating your income. **Please sign, date and provide contact information.**
- ☐ **Two (2) Personal Reference Letters – signed and dated with contact information**
- ☐ Landlord Reference Letter (detailing payment history for last 12 months) - if you are a current homeowner, a letter from the managing agent of financing company is required. If you are renting your property a **current lease** must also be submitted. **Please sign, date and provide contact information.**
- ☐ **Two (2) most recent pay stubs from each employer**
- ☐ **Two (2) most recent Bank Statements – All pages are required even if blank. Only the last 4 numbers of the account number should be visible.**
- ☐ Supporting documents for the Assets and Liabilities listed in the Financial Information Section. All assets and liabilities **MUST** be accounted for if listed.

Additional Information (Enclosed for your information – DO NOT RETURN)

- ☐ House Rules and Regulations

BROKER-ATTORNEY INFORMATION

ALL OF THE INFORMATION ON THIS PAGE IS REQUIRED. IF ANY PART IS INCOMPLETE, YOUR APPLICATION WILL BE RETURNED.

Applicant(s) Broker's Information

Name: _____

Address: _____

Phone #: _____ Fax #: _____ Email: _____

Applicant(s) Attorney's Information

Name: _____

Address: _____

Phone #: _____ Fax #: _____ Email: _____

Seller(s) Broker's Information

Name: _____

Address: _____

Phone #: _____ Fax #: _____ Email: _____

Seller(s) Attorney's Information

Name: _____

Address: _____

Phone #: _____ Fax #: _____ Email: _____

Purchase Fees and Acknowledgement

The following is information about the board application process and a schedule of fees. Please review this information before completing your application.

**** PERSONAL CHECKS ARE NOT ACCEPTED – NO EXCEPTIONS****

**** BANK CHECKS OR MONEY ORDERS ONLY****

Payable by Applicant(s) due at Submission

****SEPARATE CHECKS ARE REQUIRED****

****PAYABLE TO PRIME LOCATIONS, INC****

- ☐ **\$595.00 Non-Refundable** Application Processing Fee
- ☐ **\$150.00 Non-Refundable Credit/Background Report Fee** for each **Applicant**.

****THE FOLLOWING FEES ARE FOR OCCUPANTS THAT ARE NOT APPLICANTS****

- ☐ **\$150.00 Non-Refundable Background Report Fee** for each **person that is not an applicant but will occupy the unit and who is 18 years or older**.

Payable by Applicant(s) due at Closing

- **Certified, Bank or Attorney Trust Checks Only.**
- ☐ **\$250.00 Non-refundable Move In Fee** - Payable to **3875 Owners Corp.**
- ☐ **\$1,500.00 One Time Capital Fund Contribution** – Bank Check or Money Order payable to **3875 Owners Corp.**
- ☐ **\$375.00 If financing**, attorney fee to review the recognition agreements. - Payable to **Prime Locations, Inc.**

Payable by Seller(s) due at Closing

- ☐ **\$250.00 Non-Refundable Move Out Fee** – payable to **3875 Owners Corp.**
- ☐ **\$900.00 Preparation of Transfer Documents** by the transfer agent – Payable to **Prime Locations, Inc.**
- ☐ **\$0.05 per share** for New York State Stock Transfer Tax – Payable to **Prime Locations, Inc.**
- ☐ **Transfer Fee – 2% of the sale price** – Bank Check or Money Order payable to **3875 Owners Corp.**
- ☐ Any outstanding fees due to the Corporation

Acknowledgement of Fees

Please sign this acknowledgement

I (we) hereby acknowledge that all fees paid pursuant to this purchase application are non-refundable, unless otherwise noted, and hereby authorize you or your agent to obtain a credit report and related information and contact any references or employers listed herein.

Applicant Signature

Date

Co-Applicant Signature

Date

- **Management is not responsible for changes to fees which are charged by outside parties and/or if you are not using current application for.**

PLEASE PRINT CLEARLY

PART 1 – Application Information for Purchase

Today's date: _____

Requested Move-In date: _____ Proposed Closing date: _____

Address: _____

Applicant(s) Personal Information

Applicant

Name: _____ Cell Phone: _____

Home Phone: _____ Business Phone: _____

Email Address: _____

Current Address : _____

Time at Present Address: _____ to _____ Rent or Own: _____

If less than two (2) years, previous address: _____

Monthly Rent/Mortgage and Maintenance at Current Address: \$ _____

Current Landlord: _____ Phone #: _____

U.S. Citizenship: Yes _____ No _____

Highest level of Education completed: _____

Current Employer: _____

Employer's Address: _____

Phone #: _____ Nature of Business: _____

Employment status: FT _____ PT _____ Title or Position: _____

Date of Employment: _____ to _____ Are you self-employed? Yes _____ No _____

Annual Gross Income this year \$ _____ Annual Gross Income last year \$ _____

If employed less than two (2) years List:

Previous Employer: _____

Employer's Address: _____

Phone Number: _____ Nature of Business: _____

Employment Status: FT _____ PT _____ Title of Position: _____

Date of employment _____ to _____ Were you self-employed? Yes _____ No _____

Number of Dependent Children: _____

Other Dependents: _____

Do you have any pets: _____ If yes, what type? _____

Co-Applicant

Name: _____ Cell Phone: _____

Home Phone: _____ Business Phone: _____

Email Address: _____

Current Address : _____

Time at Present Address: _____ to _____ Rent or Own: _____

If less than two (2) years, previous address: _____

Monthly Rent/Mortgage and Maintenance at Current Address: \$ _____

Current Landlord: _____ Phone #: _____

U.S. Citizenship: Yes _____ No _____

Highest level of Education completed: _____

Current Employer: _____

Employer's Address: _____

Phone #: _____ Nature of Business: _____

Employment status: FT _____ PT _____ Title or Position: _____

Date of Employment: _____ to _____ Are you self-employed? Yes _____ No _____

Annual Gross Income this year \$ _____ Annual Gross Income last year \$ _____

If employed less than two (2) years List:

Previous Employer: _____

Employer's Address: _____

Phone Number: _____ Nature of Business: _____

Employment Status: FT _____ PT _____ Title of Position: _____

Date of employment _____ to _____ Were you self-employed? Yes _____ No _____

Number of Dependent Children: _____

Other Dependents: _____

Applicant(s) Attorney: _____ Phone: _____

Fax: _____ Email: _____

Applicant(s) Broker: _____ Phone: _____

Fax: _____ Email: _____

List of all persons, other than applicants, who will reside in the apartment:

Name	Relationship	Age
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

Will this apartment be your primary residence? Yes _____ No _____

If no, who will reside in the apartment? _____

PART 1 – Shareholder Information

Seller(s) Information

Name(s): _____

Current address: _____

Phone: _____

Seller(s) Broker: _____

Phone: _____ Fax: _____

Email: _____

Seller(s) Attorney: _____

Phone: _____ Fax: _____

Email: _____

Part 2 - Financial Information – Assets & Liabilities

Assets

	Applicant	Co-Applicant
Cash		
Checking Account		
Savings Account		
Stocks and Bonds		
Investment in Business		
Real Estate		
Automobiles		
Personal Property		
Life Insurance		
Retirement Funds/ IRA		
401K		
Profit Sharing/ Pension		
Other Assets		

Total Assets: _____

Liabilities

	Applicant	Co-Applicant
Installment Debts(Creditor Name and Address)		
Real Estate Loans (Mortgages)		
Automobile Loans		
Loans of Life Insurance		
Alimony, Child Support		
Other Payments		

Total Liabilities: _____

PLEASE COMPLETE THIS SECTION

	Applicant	Co-Applicant
Dividend of partnership income (present year)		
Dividend of partnership income (prior year)		

Declarations

	Applicant	Co-Applicant
Are there any outstanding judgments against you?		
Have you been declared bankrupt in the past 7 years?		
Have you had a property foreclosed upon or given title or deed in lieu thereof in the past 7 years?		
Are you a party to a lawsuit?		
Are you obligated to pay alimony, child support or separate maintenance?		
Is any part of the down payment borrowed?		
Have you had ownership interest in a property in the last 3 years?		
If yes, what type of property did you own?		
How did you hold title to this property?		

The foregoing application has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all information contained herein is true and correct. The information is submitted as being a true and accurate statement of the financial condition of the undersigned the _____ day of _____, 20____.

Applicant Signature: _____

Co-Applicant Signature: _____

Credit Report Authorization Form

Name: _____

(First)

(Middle)

(Last)

Current Address: _____

(Street)

(Apt. #, P.O. Box #, Suite #, Etc.)

(City)

(State)

(Zip Code)

Previous Address: _____

(Street)

(Apt #, P.O. Box #, Suite #, Etc.)

(City)

(State)

(Zip Code)

Social Security Number: _____ - _____ - _____

Date of Birth: _____

Current Employer: _____

Please Sign the Acknowledgement Below

I understand that the information given on this form will be used to obtain a credit report from one or more credit reporting agency. This information will be used to determine my creditworthiness relating to this application.

Applicant Signature: _____

Date: _____

Credit Report Authorization Form

Name: _____
(First) (Middle) (Last)

Current Address: _____
(Street)

(Apt. #, P.O. Box #, Suite #, Etc.)

(City) (State) (Zip Code)

Previous Address: _____
(Street)

(Apt #, P.O. Box #, Suite #, Etc.)

(City) (State) (Zip Code)

Social Security Number: _____ - _____ - _____

Date of Birth: _____

Current Employer: _____

Please Sign the Acknowledgement Below

I understand that the information given on this form will be used to obtain a credit report from one or more credit reporting agency. This information will be used to determine my creditworthiness relating to this application.

Co-Applicant Signature: _____

Date: _____

Moving Deposit Acknowledgement

Please sign this acknowledgement

I (we) hereby acknowledge that the moving fees paid at this closing pursuant to this purchase will be returned to the Shareholder/Owner otherwise noted and hereby authorized you or your agents to return the fees to the Shareholder listed herein.

Authorized Person’s Name

Shareholder’s Name

Authorized Person’s Signature

Shareholder’s Signature

Date

Date

Forwarding address:

Acknowledgement of Receipt of Lead-Based Paint Disclosure Information

Please sign this acknowledgement

The undersigned, proposed purchaser(s) of _____
do hereby acknowledge and confirm that the undersigned have received from the owner of the apartment and the Corporation the following items:

1. The pamphlet entitled Protect you Family from Lead in your Home published by the U.S. Environmental Protection Agency and the U.S. Consumer Product Safety Commission; and
2. Disclosure Notices containing Lead Warning Statements and information on lead-based paint and lead-based paint hazards in the apartment and building.

The undersigned acknowledge that they have read the Pamphlet and Disclosure Notices.

In addition, the undersigned acknowledge and confirm that the contract of sale has afforded them opportunity to conduct testing for lead-based paint at the apartment and the right to cancel the contract if such testing finds an unacceptable level of lead in the apartment or the undersigned have waived this right.

Applicant Signature

Date

Co-Applicant Signature

Date

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

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 seller 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 in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

Seller's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

(ii) _____ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the seller (check (i) or (ii) below):

(i) _____ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards 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.

Purchaser'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 Home*.

(e) Purchaser has (check (i) or (ii) below):

(i) _____ 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

(ii) _____ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Agent's Acknowledgment (initial)

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

Certification of Accuracy

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

_____ Seller	_____ Date	_____ Seller	_____ Date
_____ Purchaser	_____ Date	_____ Purchaser	_____ Date
_____ Agent	_____ Date	_____ Agent	_____ Date



Protect Your Family From Lead in Your Home



United States Environmental Protection Agency



United States Consumer Product Safety Commission



United States Department of Housing and Urban Development

June 2017

Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

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Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

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

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Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

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



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Where Lead-Based Paint Is Found

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

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

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

Learn more about where lead is found at epa.gov/lead.

¹ "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

² "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Check Your Family for Lead

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

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

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

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

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

- A **lead-based paint inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
 - Portable x-ray fluorescence (XRF) machine
 - Lab tests of paint samples
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
 - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
 - Sample dust near painted surfaces and sample bare soil in the yard
 - Get lab tests of paint, dust, and soil samples
- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

What You Can Do Now to Protect Your Family

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

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

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Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.³

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

³ Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit epa.gov/lead, or call 1-800-424-LEAD.

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800-424-LEAD.*

Call your local health department or water company to find out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

* Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

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Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
 - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

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Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- **Old toys and furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.*
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon**," used to treat an upset stomach.

* In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

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For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call 1-800-424-LEAD (5323).

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call 1-800-426-4791, or visit epa.gov/safewater for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call 1-800-638-2772, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at 1-800-424-LEAD.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at 1-800-877-8339.

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

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

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U. S. EPA Washington DC 20460
U. S. CPSC Bethesda MD 20814
U. S. HUD Washington DC 20410

EPA-747-K-12-001
June 2017

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U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 05-4
Boston, MA 02109-3912
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)
Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)
Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Regional Lead Contact
U.S. EPA Region 4
AFC Tower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
Regional Lead Contact
U.S. EPA Region 5 (DT-8J)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-7836

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)
Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)
Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
WWPD/TOPE
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)
Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)
Regional Lead Contact
U.S. EPA Region 10
Solid Waste & Toxics Unit (WCM-128)
1200 Sixth Avenue, Suite 900
Seattle, WA 98101
(206) 553-1200

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IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

Acknowledgement of House Rules

Please sign this acknowledgement

I, _____ hereby state that I have read and understood the house rules of the cooperative and hereby agree to abide by said house rules.

Accepted & Agreed:

Applicant Signature

Date

Co-Applicant Signature

Date

House Rules
3875 Owners Corp
Revised 5/2022

1. 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.
2. Individuals of any age shall not play in the public halls, stairways or elevators.
3. No public hall above the ground floor of the building shall be decorated or furnished by any Shareholder or Subtenant in any manner without the prior consent of the Board of Directors.
4. No Shareholder or Subtenant shall make or permit any disturbing noises in the building or permit anything to be done which will interfere with the rights, comfort or convenience of other Shareholders or Subtenants.

No Shareholder or Subtenant shall install and use mechanically operated exercising equipment in his/her apartment.

No Shareholder or Subtenant shall play any musical instrument or permit to operate a phonograph, stereo, radio or television loud speaker in Shareholder's or Subtenant's apartment if the same shall disturb or annoy other occupants of the building.

5. No article shall be placed in the halls, on the staircase or fire escape landings nor shall anything be hung from the doors, windows or placed on the windowsills or fire escape landings of the building.
6. All window air-conditioning units or ventilators shall be installed in accordance with New York City Building and Fire Safety Code and shall be subject to removal in the event of non-compliance with the City Code.
7. No sign, notice, advertisement or illumination shall be inscribed or exposed on any window or other part of the building, except such as shall have been approved by the Board of Directors.
8. Please protect our elevator cabs. When transporting bicycles, scooters, roller blades or similar vehicles, building carts and strollers from any floor from 11th to lobby please push both the up and down buttons. This will increase the likelihood that the padded elevator will arrive for your use.

Strollers and the above-mentioned vehicles shall not be allowed to remain unattended in the public halls or passageways of the building.

9. All deliveries must go through the basement entrance of the building. Trunks, heavy baggage and large items shall be taken in or out of the building through the basement. The elevator shall not be overloaded. Only the padded elevator shall be used.
10. Toilets and kitchen sink drains shall not be used for any purposes other than those for which they were constructed. No sweepings, hair cuttings, rubbish, paper, diaper wipes, cigarettes butts, Q-tips, dental floss, paper towels or other material likely to cause a stoppage shall be deposited therein. Repairing any damage resulting from misuse of any toilet or kitchen sink shall be paid for by the Shareholder.

RUNNING WATER: Water conservation is a building priority. Unnecessary and unreasonable water usage is prohibited.

WATER LEAKS: Shareholders are responsible for monitoring toilets, sinks and under sink areas, showers and drains for drips, and leaks.

(1) Notify the Superintendent without delay of any plumbing concerns such as leaks of any kind or stopped drains, dripping faucets or shower heads, running or hissing toilets, and deteriorated caulking between bathtub and wall.

(2) The installation and/or use of automatic clothes washing machines in individual apartments is strictly prohibited.

11. Ownership of pets is a privilege not a right. After a period of residency in the building of one year a Shareholder in good standing wishing to obtain a dog must apply to the Board of Directors in writing. Permission shall be granted in writing on a case-by-case basis. As part of the request for permission to have a dog the Shareholder will need to document that their Home Owners Insurance Policy covers claims arising from dog's behavior. All pets except dogs must be restricted to their individual units unless in transport.

(1) No dog or cat shall be permitted to wander freely in the public areas of the building including but not limited to hallways, elevators, lobbies and offices. All such pets must be in a secure transport container or on leash before leaving the unit. Owners are not permitted to allow their pets to urinate or defecate within the building, at the entrances or any area adjacent to the building or fail to clean up in the event of an accident.

(2) No Shareholder will advertise or cause to advertise publicly that 3875 Waldo Avenue is a “pet-friendly” building.

12. No radio, television aerial antenna or similar device shall be attached to or hung from the exterior of the building or mounted on the roof.
13. No vehicle belonging to a Shareholder or Subtenant or to a member of the family or guest or employee of a Shareholder or Subtenant shall be parked in such a manner as to impede or prevent ready access to any entrance of the building.

The loading zone parking spot at the Waldo entrance is for shareholders to conveniently bring their packages in and out of the building and parking is limited to 15 minutes. (The parking spot is also used for emergency contractor work such as plumbing and boiler repair). Guests may not use this parking spot and this parking spot cannot be used to comply with the 90 minutes alternate street parking rules and no cars may be left in that spot overnight. Misuse of this parking spot results in great inconvenience to others and offending vehicles are subject to being tagged and or removed.

14. Unless expressly authorized by the Board of Directors in each case, the floor of each apartment must be covered with rugs or carpeting/padding or equally effective noise-reducing material to the extent of at least 80% of the floor area of each room, except kitchen and bathroom.
15. No open house events of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Board of Directors.
16. Complaints regarding the service of the building shall be made in writing to the managing agent of the Corporation.
17. The following rules shall be observed with respect to hall recycling and trash disposal rooms and use:

- (1) All wet household garbage is to be securely wrapped or bagged in a small package size to fit easily into the chute;
- (2) All household garbage must be completely drip-free before it leaves the apartment and is carried to the hall recycling and trash disposal room in a careful manner and in a drip-proof container; then placed into the chute;

(3) Cans, glass, aluminum and plastic items must be placed in the left container, newspapers, fliers, catalogues etc. must be placed in the right container for recycling purposes;

(4) Bulky items must be carried to the basement. If help is needed, please contact the Superintendent;

(5) Under no circumstance shall any items such as carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil-soaked rags, empty paint or aerosol cans or any other inflammable explosive, highly combustible substances, lighted cigarettes or cigar stubs, be thrown into the incinerator chute. These items must be carried to the basement for disposal. Vacuum cleaner bags must be bagged as trash. Damage to the compactor from misuse of the incinerator shall be paid for by the Shareholder or Subtenant who has caused it;

(6) The Superintendent shall be notified of any drippings or moist waste on the incinerator closet floor.

18. Moving-in or moving-out: Either moving shall take place from Mondays to Saturdays between 8.00 a.m. and 4.00 p.m. The Superintendent must be notified a week prior to the moving date. The elevator shall not be overloaded with luggage or furniture. A non-refundable fee of \$ 250.00 shall be deposited at the office of the managing agent of the Corporation to cover possible damage to the public areas.

19. All Shareholders must carry Home Owners Insurance for Cooperatives that: 1) provides a minimum of \$100,000 in personal liability and 2) names 3875 Owners Corp as "Additional Insured". A copy of the insurance policy that also shows verification of items 1 and 2 must be submitted to Management by April 1 annually. Failure to provide proof of insurance may incur financial penalties.

20. No construction/renovation or repair work or other installation involving noise shall be conducted in any apartment except on weekdays between the hours of 8.30 a.m. and 4.00 p.m. No work is permitted on holidays. No construction, renovation or repair work shall be conducted without prior approval by Management and the Board of Directors. Upon request Management will provide the Apartment Renovation Application Forms.

For any work in an apartment, including plumbing, electrical, painting, carpentry, carpeting or other renovation work not specifically enumerated, the Board of Directors, Management and the Superintendent must be informed at least 5 business days before any apartment work is scheduled no matter whether the work is being done by a Shareholder, Subtenant or a Contractor. It is strongly recommended not to schedule the start of any plumbing or electrical work close

to the weekend or holidays when assistance from the building and or from the building's plumbing company (should an unexpected problem arise) are not available. Damages resulting from unauthorized apartment work will exempt the Corporation from any and all repair responsibilities including those repairs that commonly would be undertaken by the Corporation. The Corporation will charge a fine of up to \$ 2,000.00 to any Shareholder or Subtenant undertaking unauthorized work of any kind in his/her apartment.

All renovation work requires written prior Board approval. In order not to delay the desired work it is recommended that applications be submitted to the Board at least 30 days in advance of the start date.

Changes to the original plumbing footprint of the building are not recommended.

Due to the possibility of a lead hazard only chemical paint stripping is allowed. Mechanical paint stripping is strictly prohibited.

21. The Board may impose financial penalties for violations of the House Rules aside from the specific penalties listed above.

22. Upon sale or sublet of an apartment that has not yet been converted from fuses to circuit breakers the fuse box must be replaced by a UL approved circuit breaker box.

These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors.

Acknowledgement

Please sign this acknowledgement

I (we) hereby acknowledge that all fees paid pursuant to this purchase application are non-refundable, unless otherwise noted, and hereby authorize you or your agents to obtain a credit report and related information and contact any references or employers listed herein.

I (we) understand that this application contains a lot of sensitive personal information and to help prevent identity theft, I (we) have per your instructions redacted (blacked out) all but the last four digits of social security numbers and account numbers on all pages of the submitted application with the exception of the Credit Report / Background Check Authorization Form. In doing so by signing below we hereby release Prime Locations, Inc., its employees, the Co-op Board of Directors and Admission Committee from all liability associated with the information contained in this application.

Applicant Signature

Date

Co-Applicant Signature

Date