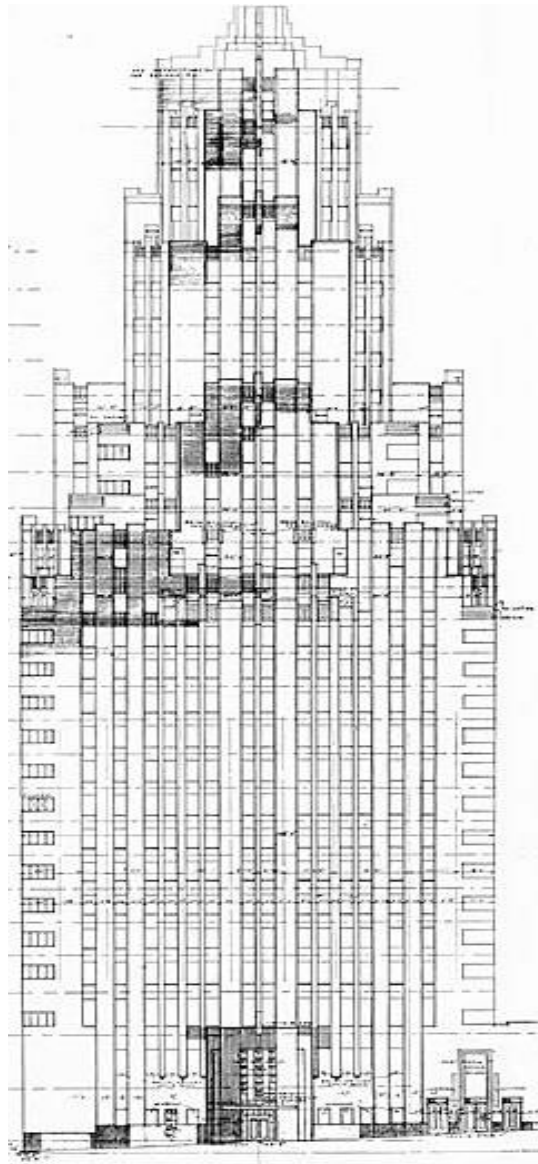


***Effective December 15,
2018, all packages and
checks must be submitted
through the messenger
center located on
55th Street by
Broadway. Packages and
checks will no longer
be accepted at the
receptionist desk***

MASTER APTS., INC.

Apartment Purchase Application



Additional information on the Master Apartments is available at www.masterapts.com.



**IMPORTANT INFORMATION REGARDING
SOCIAL SECURITY NUMBERS, BANK ACCOUNT NUMBERS
AND GENERAL PACKAGE SUBMISSION**

****PROTECTING YOUR PRIVACY****

****The original Credit Report Release that shows the social security number should ONLY be in the original package. YOU MUST REMOVE OR BLACKOUT the social security number in the additional copies*****

In order to protect your privacy, please **REMOVE** or “**BLACKOUT**” your **SOCIAL SECURITY NUMBER** and **BANK ACCOUNT NUMBERS** from any **HARD COPY, CD or FLASH DRIVE COPY** of **ALL FINANCIAL DOCUMENTS**. However, the bank account numbers and social security numbers are to be **INCLUDED IN THE ORIGINAL PACKAGE ONLY**. These will be used to verify assets and this copy will be securely kept in our office.

Please be sure that any reference to any portion of the social security numbers are to be removed from the following documents:

- ◆ Application
- ◆ Financials
- ◆ Contract of Sale
- ◆ Bank Statements
- ◆ Brokerage Statements
- ◆ Tax Returns & W2s*

*When submitting Income Tax Returns and W2s, please submit only **COPIES** (even in the original package). **DO NOT INCLUDE ORIGINALS**. The application package marked “**ORIGINAL**” will **NOT** be returned for any reason. Please be sure to make a copy to keep for your records.

SUBMISSION OF FEES

All Processing and Credit Check Fees are to be submitted on BANK CHECKS ONLY.

ALL PROCESSING FEES MUST BE SUBMITTED WITH THE PACKAGE. FAILURE TO INCLUDE FEES WILL RESULT IN YOUR PACKAGE BEING RETURNED FOR RESUBMISSION.

IF YOU DO NOT REMOVE ALL SOCIAL SECURITY NUMBERS AND BANK ACCOUNT NUMBERS FROM ALL COPIES (PAPER & DIGITAL), YOUR PACKAGE WILL NOT BE REVIEWED AND THE ENTIRE PACKAGE WILL NEED TO BE PICKED UP, REVISED AND RESUBMITTED.

If you have any questions, please contact Lucyna Hasko at lhasko@orsidr.com

Master Apts., Inc.
310 Riverside Drive New York, NY 10025

Submitting an Application to Purchase an Apartment

Thank you for your interest in purchasing an apartment at 310 Riverside Drive. The procedures for submitting an application are set forth below, and the documents required are listed on the following page. Two types of documents are involved:

1. Forms supplied by the Corporation, which are to be completed and numbered by applicant.
2. Additional documentation to be provided by the applicant as specified in the application.

Procedure for Completion of the Application

1. Complete all forms and collect the required documentation.
Shareholder selling apartment completes forms A1, A4 and A5, and must provide information on alterations and records of prior alterations completed on the apartment if available.
Prospective purchaser completes forms A1 - A5, and all other sections of the application.
Current shareholders purchasing an additional unit should inquire about modifications in the documentation to be provided.
2. Collate the documents into one package in the order indicated in the Table of Contents.
3. Number the pages consecutively in the space provided at the bottom of each page. Insert the corresponding page numbers in the space provided in the Table of Contents
4. Prepare ONE original application, ONE paper copy, and ONE DIGITAL copy of the PACKAGE. THE ORIGINAL MUST CONTAIN SOCIAL SECURITY NUMBER AND ACCOUNT NUMBERS. THE DIGITAL COPY MUST HAVE THEM REDACTED.
5. Submit all copies of the application package, along with the checks, to Orsid Realty Corp., at the following address. ORSID REALTY CORP. ATTN: Lucyna Hasko, 1740 Broadway, 2nd Floor, New York, NY 10019. Email: lhasko@orsidr.com
6. Seller & Purchaser to complete the Lead-based paint disclosure information form (attached).
7. House Rules Acknowledgement
8. If the Board requests supplementary information, collate it into a separate PACKAGE, add a Table of Contents, and submit ONE original, ONE hard copy and ONE USB copy (scanned into one file).
9. Allow sufficient time for the process. It takes at least four weeks to process the application, schedule an interview and obtain a decision from the Board. It may take additional weeks for the closing to be scheduled and take place.
10. The approved purchaser must provide evidence of property insurance with minimum liability coverage of at least \$300,000, and name Master Apts., Inc. and Orsid Realty Corp. as "additional interests" prior to or at the closing.
11. If you have questions regarding the Board's requirements, materials to be submitted, or time frames involved, contact Lucyna Hasko, Orsid Realty Corps transfer agent, by email at: lhasko@orsidr.com
Note: Current shareholders applying to purchase another apartment do not have to submit reference letters.

Fees to be submitted with the Application

12. \$500.00 check payable to Orsid Realty Corp. a non-refundable processing fee.
13. \$50.00 check PER APPLICANT payable to Orsid Realty Corp. for credit check fee.
14. \$350.00 check payable to Master Apts., Inc., a one-time dog registration fee.
15. \$250.00 check payable to Master Apts., Inc. a non-refundable move-out fee for studio apartments or \$500 for all larger apartments.
16. \$250.00 check payable to Master Apts., Inc., for a non-refundable move-in fee for studio apartments or \$500 for all larger apartments.
17. \$1,000.00 check payable to Master Apts. Inc., for a refundable move-in security deposit.
18. \$1,000.00 check payable to Master Apts. Inc., for a refundable move-out security deposit.

Procedures for Review and Sales Interviews

1. The Board of Directors will review only complete applications.
2. If, after reviewing the application, the Board decides to invite the applicant in for an interview, Orsid Realty staff will notify applicant(s) and schedule the interview. Interviews are typically scheduled within 3 - 4 weeks of submitting the application, provided the application is complete at the point it is submitted.
3. All prospective shareholders must attend the interview. Those prospective shareholders who have a dog or service animal, must bring them to the interview as well.
3. Applications to purchase apartments as a non-primary residence are considered on a case-by-case basis. If the sale is executed, non-primary residents are not permitted to sublet or have unaccompanied guests.
4. The key points of the various building policies and procedures (i.e. House Rules, Sublet and Guest Policy, Pet Policy, etc.) are summarized in the comprehensive Building Handbook (attached to this application.) The co-op House Rules, and other policies and procedures are also posted on the co-op's website. Approved purchasers must indicate their acceptance and agreement to abide by all co-op policies and procedures at the closing.

Procedures for the Closing:

Closings take place at the office of the attorney for the co-op corporation:

Helene Hartig, Esq.
233 East 86th Street, Suite 2A (between 2nd and 3rd Avenues)
New York, NY 10028
Telephone: 212-289-4000
Email address helene@hartiglaw.com

Post-Closing: Move-in

1. Professional movers must provide a certificate of insurance for general liability and workers comp listing Master Apts., Inc. and Orsid Realty Corp as additional insured's and sent to Grazyna Cyprys in the management office at least three days prior to the move so she can confirm the insured is in good standing with their carrier. The facsimile number is 212-866-8709. Move-in Move-Out Application pdf fillable format: [Move-in Move-Out Application](#)

Table of Contents

X1: Package

Apt: _____
Date: _____

	Starts on Page
Letter of Introduction.....	<u>1</u>
X1 Table of Contents	<u>2</u>

Application

A1 Parties to the Transaction	_____
A2 Terms of Proposed Sale	_____
A3 Warranty and Credit Release	_____
A4 Cooperative Stock Transfer Request and Memorandum of understanding	_____
A5 Cooperative Stock Purchase Application	_____
Attachments to Application	_____

Personal Questionnaire

P1 Household Members	_____
P2 Plans & Intentions.....	_____
P3 Previous Residences	_____
P4 Employment & Education	_____
P5 Personal History	_____
P6 References.....	_____
Attachments to Personal Questionnaire	_____

Financial Questionnaire

F1 Income.....	_____
F2 Expenses.....	_____
F3 Net Worth.....	_____
F4 Assets	_____
F5 Liabilities	_____
Attachments to Financial Questionnaire	_____

Financial institution account statements in support of asset and liability schedules.

One statement for each account, all for the same month, issued within 90 days of application submission

Sale Documents

▪ Contract of sale	_____
▪ Mortgage application	_____
▪ Mortgage commitment	_____
▪ Recognition agreement	_____
▪ Documentation of prior alterations.....	_____
▪ Disclosure of Lead-based Paint/Paint Hazards.....	_____
▪ House Rules Acknowledgement Form	_____

Reference Letters

▪ Personal references	_____
▪ Business references.....	_____
▪ Employment references	_____
▪ Bank references.....	_____
▪ Landlord / managing agent references	_____

Financial Documentation

▪ Tax returns for past two years	_____
▪ Financial institution account statements	_____

A1: Parties to the Transaction

Date: _____ Apt: _____

Shareholder/Seller(s) _____

Name of Applicant 1:		
SS# listed on IRS forms	Other SS# used (<i>Explain</i>)	
Current address	Day Phone	Cell
	Night Phone	Email
Name of Applicant 2:		
Relationship to Applicant #1		
SS# listed on IRS forms	Other SS# used (<i>Explain</i>)	
Current address	Day Phone	Cell
	Night Phone	Email
Name of Applicant 3:		
Relationship to Applicant #1		
SS# listed on IRS forms	Other SS# used (<i>Explain</i>)	
Current address	Day Phone	Cell
	Night Phone	Email
Name of Applicant 4:		
Relationship to Applicant #1		
SS# listed on IRS forms	Other SS# used (<i>Explain</i>)	
Current address	Day Phone	Cell
	Night Phone	Email

Representing seller(s)

	Name / Firm	Phone / Email
Broker		
Attorney		
POA/Proxy <i>(Explain)</i>		

Representing applicant(s):

	Name / Firm	Phone / Email
Broker		
Attorney		
Mortgage Broker		
POA/Proxy <i>(Explain)</i>		

Application

A2: Terms of Proposed Sale

Apt: _____

Date: _____

Name(s) in which stock will be held: _____

Will the apartment be held in trust? Yes ____ No ____

If stock will be held by a person or entity other than applicant(s), provide details and include in documentation all relevant material, e.g. Trust agreement.

Purchase price		Details
Projected closing costs		
Projected total cost		

Following is a list of all sources on which we will draw to finance the purchase, including any gifts and loans.

Funding for down payment

Amount	% of total	Source(s)	Type	Term	Rate

Funding for balance of total cost

Amount	% of total	Source(s)	Type	Term	Rate

Details and explanation as needed.

Mortgage Commitment/Rate-Lock Expiration Date _____
(if financing the purchase)

A3: Warranty

Apt: _____

Date: _____

We, the undersigned, herewith submit our application to purchase the above-named apartment.

Attached is our check for \$500, payable to Orsid Realty Corp, which is a non-refundable processing fee.

We certify that we:

1. Have read (or have had reviewed on our behalf by an attorney) the Proprietary Lease, By-Laws and House Rules, the Sublet and Guest Policy, Musical Instrument/Voice Policy, Pet Policy, expanded House Rule on Smoking which govern the occupancy of the Apartment and agree to abide by the same.
2. Have received from the Seller, as required by federal regulations, information with respect to lead-based paint and related hazards and, being satisfied with the condition of the Building and the Apartment, waive any further right or opportunity to conduct any further inspection of the Apartment and the Building for the presence of lead-based paint.

If this application is approved, we will NOT, without the prior written consent of the Board of Directors:

- Pledge or create a security interest in the shares and/or Proprietary Lease for the Apartment;
- Make any structural alterations to the Apartment;
- Sublease the Apartment;
- Permit any person to reside in the Apartment who is not so authorized by the Proprietary Lease;
- Use the Apartment for other than residential purposes that are not permitted by law.

In support of this application, we have prepared and attached the Application, Personal Questionnaire, and Financial Questionnaire, as listed in the Table of Contents on pages 3 and 4, along with required supporting documentation, as listed in the Table of Contents.

Warranty

We hereby represent and warrant that the information contained in this package is true and complete and that Master Apts., Inc. may rely on it as a basis for making its decision on the merits of our application. Note: If there are additional purchasers, sign and date this warranty below.

First Applicant Signature

Date

Second Applicant Signature

Date

A4: Cooperative Stock Transfer Request and Memorandum of Understanding

Apt: _____

Date: _____

Cooperative Stock Transfer Request

Number of shares: _____

We/I, the SELLER(S), hereby request the Board of Directors of the Corporation to approve an assignment of the proprietary lease for the above listed Apartment and the sale of shares to the applicant(s) described in this application.

Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____
Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____

Memorandum of Understanding

Attached is the following documentation of prior alterations made to the apartment:

- A list of all prior alterations and changes to the physical space of the apartment
- The current floor plan of the apartment, with alterations indicated
- A list of changes in share allocations for the apartment and appurtenant areas
- Department of Building applications, permits, approvals and sign-offs, as applicable.

I/We, THE SELLER(S), hereby verify that, during our ownership, the alterations and installations detailed herein were made in the apartment.

Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____
Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____

I/We, THE APPLICANT(S), hereby verify that I/we will assume responsibility for any ensuing liability arising from past improvements or lack thereof.

Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____
Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____

Application

A5: Cooperative Stock Purchase Application

Apt: _____

Date: _____

I/We the undersigned hereby submit(s) this application for consent to purchase and transfer the shares of stock and Proprietary Lease appurtenant to the above listed Apartment.

I/We understand and agree that, pursuant to authority granted in the Proprietary Lease and By-Laws of the Corporation:

1. The proposed purchase cannot be consummated without the consent of the Board of Directors.
2. The Board of Directors will use this application to obtain background information regarding the applicant(s), and may require additional information.
3. The Board of Directors will require that the applicant(s) appear for a personal interview, and may also require other persons who will reside in the apartment, or have financial responsibility for the apartment, to appear at an interview.
4. The information supplied on or pursuant to this application is essential to the Board for it to maintain the quality of life in the building and to be sure that the requirements of the Proprietary Lease and the rules and regulations of the cooperative will be observed.
5. Falsification of any information supplied, or omission of material information in this application, may result, without limitation, in denial of consent or revocation of prior consent by the Board of Directors and termination of the applicant's Proprietary Lease.
6. In no event will the Corporation, the Board of Directors or its agents be responsible for any liabilities or expenses incurred by either the applicant or the seller in the event consent is denied.
7. While the Board of Directors will attempt to review the application promptly, neither it, the Corporation, nor their agents will assume responsibility for expenses or liabilities resulting from any delay in its review.
8. The Apartment is being acquired in "as is" condition (except as the Contract may contain obligations between the Seller and the Purchaser concerning repairs, changes or improvements to the Apartment.)
9. The Corporation shall have no liability with respect to any action or omission of the Seller in connection with the contract of sale annexed to this Application.
10. The Corporation makes no representation with respect to the value of the stock or the proprietary lease of the apartment involved, nor any representations regarding the financial condition of the Corporation or any recommendation to the prospective Purchaser with respect to the advisability of the purchase.
11. In accordance with applicable law, the Corporation does not discriminate on the bases of race, creed, color, religion, national origin, marital status, age, sex, occupation, or disability in its admissions policies.
12. No sale will be approved by the Corporation unless the apartment complies with all applicable city, state, and federal regulations and laws.
13. The maximum mortgage permitted by the Corporation is 80% of the appraised value.
14. In order for an owner to pledge shares of stock in the Corporation, the lending bank will require that the Corporation sign an agreement recognizing the bank's lien on the shares and the Proprietary Lease requiring the Corporation to notify the bank of default, monetary or otherwise, on the part of the owner.
15. The Corporation will approve the principle of transfers of shares to living trusts under the following conditions:
 - The shareholder(s) guarantee the payment of maintenance for the length of their residency.
 - The shareholder(s) transferring are responsible for legal fees incurred by the Corporation.
 - When the shareholder(s) no longer occupy the apartment, any new occupant(s) in the apartment, including children of current shareholders, must appear before and be approved by the Board.

Seller(s)	Applicant(s)
Name: _____	Name: _____
Signature: _____ Date: _____	Signature: _____ Date: _____
Name: _____	Name: _____
Signature: _____ Date: _____	Signature: _____ Date: _____
Name: _____	Name: _____
Signature: _____ Date: _____	Signature: _____ Date: _____
Name: _____	Name: _____
Signature: _____ Date: _____	Signature: _____ Date: _____

P1: Household Members

Apt: _____

Completed by: _____ Date: _____

Name(s) to appear on lobby directory/log: _____

A. Primary residents (full-time, year-round)

		Under 10?	10-18?
Name	Relationship to primary shareholder		

B. Secondary residents (part-time or occasional)

		Under 10?	10-18?
Name	Relationship to primary shareholder		

C. Household staff (live-in or engaged full-time)

Name	Duties	Schedule	Resident?

D. Pets to be kept in the apartment, either full-time or occasionally.

(for dogs include: breed, approximate age, weight, license number, date of rabies and other vaccines.)

Refer to Pet Policy on co-op website: [Master Apartments Pet Policy](#)

Personal Questionnaire

P2: Plans & Intentions

Apt: _____

Date: _____

Plans for occupancy *(Details provided in documentation)*

Date we hope to close by: _____ Date we hope to move in: _____

Where we will live in the interim *(if applicable)*

Applicants' children, parents, grandparents who will not reside in the apartment *(Name, age if minor, name of applicant who is parent)*

Applicants and applicants' spouses or children who have diplomatic status:

Planned use of apartment *(Details provided in documentation)*

We DO ___ / DO NOT ___ own other residences.

We WILL ___ / WILL NOT ___ live in the apartment full-time, year-round.

We WILL ___ / WILL NOT ___ use the apartment for business, either full- or part-time.

Our business or personal use of the apartment WILL ___ / WILL NOT ___ involve any of the following:

- Receiving of clients, either regularly or occasionally
- The practice of musical instruments or voice (See Musical Instruments and Voice Policy, House Rules, Appendix B.)
- The presence of business employees in the apartment, either regularly or occasionally.
- Shipping and receiving of documents and/or packages on a regular basis.
- Storing of equipment, supplies, or inventory used in the business.

We WILL ___ / WILL NOT ___ maintain any of the following in the apartment, either for personal or work-related purposes:

- Power tools for woodworking, metalworking, etc.
- Chemicals, lead based or other flammable paints, solvents, etc.
- Professional-type sound equipment or musical equipment
- Musical Instrument(s) list all instruments: _____

Please note that upright or grand pianos are permitted only in apartments on the 3rd floor. For all musicians and vocalists, approval of a purchase application will be contingent on approval of the proposed soundproofing plan.

Planned alterations to the apartment *(Provide details provided in Alteration and Minor Renovation Agreements (See Design and Construction Standards)*

Corrective work needed

- There ARE ___ / ARE NOT ___ conditions or problems in the apartment to be corrected prior to closing.
- There ARE ___ / ARE NOT ___ conditions or problems in the apartment noted in the sales contract.

Work planned prior to occupancy

- We DO ___ / DO NOT ___ plan to undertake alterations. i.e. *(structural changes, cabinetry, electrical and plumbing)*
- We DO ___ / DO NOT ___ plan to undertake decorating/minor renovations i.e. *(paint and plaster)*

Work planned after occupancy

- We DO ___ / DO NOT ___ plan to undertake alterations in the near future.
- We DO ___ / DO NOT ___ plan to undertake decorating/minor renovations in the near future.
- We DO ___ / DO NOT ___ plan to reside elsewhere while work is being performed.

Alterations, whether substantial, minor renovation, or decoration, require completion of the appropriate application by the shareholder, which includes a detailed description of the work and may require architectural drawings. Board approval must be given prior to the start of any work. Refer to respective application for detailed instructions and fees.

P3: Previous Residences

Date: _____ Apt: _____

Applicant: _____ *One form for each applicant.*

My last three residences within the past ten years were as follows.

Period
from / to

	Address (including apartment #) `	Landlord Phone Email	
	Type of residence		Monthly payment
	Reason for leaving		
	Address (including apartment #) `	Landlord Phone Email	
	Type of residence		Monthly payment
	Reason for leaving		
	Address (including apartment #) `	Landlord Phone Email	
	Type of residence		Monthly payment
	Reason for leaving		

I HAVE ____ / HAVE NOT ____ ever lived in a co-op as a shareholder.

I HAVE ____ / HAVE NOT ____ ever lived in a co-op as a renter.

I HAVE ____ / HAVE NOT ____ ever served on a co-op Board or as an officer.

I HAVE ____ / HAVE NOT ____ ever served on a shareholder committee or task force.

I HAVE ____ / HAVE NOT ____ ever had a dispute or legal issue with a co-op in which I resided and/or owned an apartment

I HAVE ____ / HAVE NOT ____ ever been evicted from a rental unit.

I HAVE ____ / HAVE NOT ____ ever been a defendant in a landlord/tenant case.

Following are details to explain affirmative answers above.

P4: Employment & Education

Apt: _____
Date: _____

Applicant: _____ *Each applicant must complete a separate form.*

My last three employers within the past ten years (including unpaid employment) were as follows:

Period (from / to)

	Employer (name, address) Nature of business, position held	Phone Email	Annual salary
	Employer (name, address) Nature of business, position held	Phone Email	Annual salary
	Employer (name, address) Nature of business, position held	Phone Email	Annual salary

The most recent school I attended and all previous institutions I attended full-time through high school were as follows:

Period (from / to)	Institution (name, city, state)	Degree taken

Other professional background and qualifications:

Honors, awards, recognition I have received:

Publications:

Military service:

P5: Personal History

Apt: _____

Date: _____

Applicant: _____ *One form for each applicant.*

Following are all the names I have used in addition to the name above (middle name, maiden name, alias, etc.)

My current spouse IS ____ / IS NOT ____ a co-applicant

Following are the names of all my previous spouses, the year we married, and the year we separated.

My revolving credit balance for the past twelve months has averaged _____

I AM ____ AM NOT ____ a co-maker or endorser on a note.

I AM ____ AM NOT ____ obliged to pay alimony and/or child support.

I HAVE ____ HAVE NOT ____ any outstanding judgments against me.

I HAVE ____ HAVE NOT ____ ever declared bankruptcy.

I HAVE ____ HAVE NOT ____ ever had property foreclosed upon.

I HAVE ____ HAVE NOT ____ ever been a party in a lawsuit.

I HAVE ____ HAVE NOT ____ ever been arrested.

I HAVE ____ HAVE NOT ____ received in the past 12 months cash gifts (money or negotiable instruments) totaling \$10,000 or more.

I HAVE ____ HAVE NOT ____ received in the past five years non-recurring income from capital gains, sale of capital assets, inheritance, or gambling.

I HAVE ____ HAVE NOT ____ in the past seven years declared on a tax return losses in excess of \$1,000.

Following are details to explain affirmative answers above.

Optional

My hobbies / interests / leisure activities

Organizations in which I participate

Other information about myself or my family that may be relevant to my application.

Ways in which I may be able to participate/contribute to the co-operative (specify skills relevant to serving on Board, Committees, other Co-op Activities)

P6: References

Apt: _____

Date: _____

Applicant: _____ *One form for each applicant.*

References in this co-op: Names of all residents, staff, or management I know or who know me.

My application includes a letter from each of the following references.

Personal references other than those listed elsewhere

Name, address	Email / Phone	# Yrs.

Business references other than those listed elsewhere

Name, company, address	Email / Phone	# Yrs.

Employment references including my current employer *(and previous employer, even if employed 6 months or less.)*

Name, company, address	Email / Phone	# Yrs.

I understand that my employer's letter must state my annual salary, position, and length of employment.

Bank reference

Name, bank, address	Email / Phone	# Yrs.

I understand that bank reference letters must indicate the type of account and amount I have on deposit.

Landlord / Managing Agent reference

Name, company, address	Email / Phone	# Yrs.

F1: Income

Apt: _____

Date: _____

Applicant 1: _____

Time span: _____

First twelve months after purchase of apartment

Applicant 2: _____

Projected monthly income (annual total divided by 12)

Earned income	Applicant 1	Applicant 2	Total or joint
Salary			
Self-employment income			
Bonuses/Commissions			
Partnership income (Net)			

Investment income (Non-retirement Investments)	Applicant 1	Applicant 2	Total or joint
Dividends			
Interest			
Real estate income (Net)			
Business income (Net)			
Trusts			

Retirement income	Applicant 1	Applicant 2	Total or joint
Pension			
Social Security			
Retirement fund withdrawals			
Annuities			

Other regular Income	Applicant 1	Applicant 2	Total or joint
Total projected monthly income			

This total DOES _____ / DOES NOT _____ differ by more than 10% from my most recent income tax return. *If so, detail.*

Major non-recurring income projected for same period.

Applicant 1	Applicant 2	Total or joint

F2: Expenses

Apt: _____

Date: _____

Applicant 1: _____

Time span: _____

first twelve months after purchase of apartment

Applicant 2: _____

Projected monthly expenses (annual total divided by 12)

		Applicant 1	Applicant 2	Total or joint
Housing	Mortgage (Principal & Interest)			
	Real Estate Taxes			
	Co-op Maintenance			
Debt service	Auto Lease / Loan			
	Student loans			
	2nd home or property			
	Other loans / debts			
Credit card debt				
Living expenses (food, utilities, clothing, telephones, TV)				
Health insurance				
Other Insurance				
Medical (not reimbursed)				
Tuition				
Taxes (Federal, State, Local, FICA/Medicare)				
Financial support for family or others, including gifts				
Alimony, child support				
Charitable Contributions				
Payroll deductions for retirement accounts				
Partnership contributions				
<u>Other regular expenses (itemize):</u>				

Total projected monthly expenses				

Major non-recurring expenses projected for same period:

Financial Questionnaire (add additional forms if more than two applicants with assets)

F3: Net Worth

Apt: _____

Date: _____

Applicant 1: _____ As of date: _____

Applicant 2: _____ (last day of month prior to application)

Details are in schedule listed, documentation is attached.

Assets

	Schedule	Applicant 1	Applicant 2	Total or Joint
Down payment on contract (if applicable)				
Cash	A1			
Marketable securities	A2			
Vested interest in retirement funds	A3			
Cash surrender value of life Insurance	A4			
Real estate owned	A4			
Privately-owned business	A4			
Mortgages and notes receivable	A4			
Limited partnership interest: cost	A4			
Personal property	A4			
Automobile(s)	A4			
Other assets	A4			
Total Assets				

Details are in schedule listed, documentation is attached.

Liabilities

	Schedule	Applicant 1	Applicant 2	Total or Joint
Bank loans payable, secured	L1			
Bank loans payable, unsecured	L1			
Loans payable to others	L1			
Mortgages payable	L1			
Installment contracts payable	L1			
Accounts payable	L1			
Outstanding credit card balances	L2			
Taxes payable: Federal, State, Local	L3			
Other taxes payable	L3			
Margin loans	L3			
Loans against life insurance	L3			
Loans against retirement accounts	L3			
Other liabilities	L3			
Total Liabilities				
NET WORTH				

F4: Assets

Apt: _____

Date: _____

Applicant: _____ One form for each applicant and one for jointly held.

Details of assets included in my statement of net worth. (Value stated is based on open market, except as noted.)

Schedule A1 Cash Balances (Checking, savings, money market, CDs, treasury bills) X - if Pledged?

Institution	Account Type	Account #	Signers on Account	Cash Balance	X

Schedule A2 Marketable securities (Stocks, bonds, mutual funds, debentures) X - if pledged?

Institution	Security	Type	Price	Cost basis	Market value	X

Schedule A3 Vested interest in retirement funds

Fund	Type	Beneficiary	Market value

Schedule A4 Other assets, including

- Cash surrender value (CSV) of life insurance contracts: Insurer, Policy type, Policy #, Beneficiary, Face value.
- Real estate owned: nature and location of property, ownership percentage, date acquired, cost, recent appraisal, name on title, mortgage maturity date, monthly mortgage payment and mortgage balance.
- Privately-owned business: Name of business, type, location, gross revenue past 3 years, date acquired, cost, market value.
- Mortgages and notes receivable: Debtor, original amount, rate, maturity, collateral, monthly payment, balance
- Limited partnership interest: Title and description, ownership %, date acquired, cost, cash distributed past 2 years, net equity
- Personal property, automobile.

Description	Value

Financial Questionnaire (add additional forms if more than two applicants with liabilities)

F5: Liabilities

Apt: _____

Date: _____

Applicant: _____ One form for each applicant and one for jointly held.

Details of liabilities included in my statement of net worth. (Value stated is based on open market, except as noted.)

Schedule L1 Loans payable to banks (including collateral, if secured)
 Loans payable to others secured and unsecured (including nature of loan)
 Mortgages payable (including type of mortgage)

Lender or creditor, description	Original Amount	Rate	Maturity Date	Monthly Payment	Balance

Schedule L2 Outstanding credit card balances
 Installment contracts payable (including underlying asset)
 Accounts payable (including underlying asset)

Creditor	In name of	Maturity date	Monthly payment	Balance

Schedule L3 Other liabilities (Taxes payable – Federal, State, Local, other; margin loans payable; loans against life insurance)

Description	Monthly payment	Balance

CREDIT REPORT RELEASE

Each Applicant must complete a separate release

I hereby authorize ORSID REALTY CORP. on behalf of Master Apts., Inc. to request and receive any and all information from any credit bureau, previous employers (with respect to matters other than occupation) references and with respect to any criminal convictions from any law enforcement agencies.

I will hold harmless and/or release ORSID REALTY CORP., and Master Apts., Inc. from any and all claims and liability which may arise now or in the future with regard to the obtaining or the releasing of the above stated information for the purpose of doing credit checks, reference checks, and criminal activity checks.

Please print the following:

1. Full name and/or aliases: _____
2. Full address: _____
3. Social Security #: _____
4. Employer's Name (Company Name): _____
5. Are you 18 years of age or older? Yes: _____ No: _____ If not, state your age:

Agreed to by Applicant: _____

Date: _____

Resident Information Form

Apartment No. _____ Main Home Phone (for deliveries, etc.): _____

Shareholder 1: _____ Work Phone: _____

Mobile Phone: _____ *Email: _____

Shareholder 2: _____ Work Phone: _____

Mobile Phone: _____ *Email: _____

*Email Alert for Deliveries to the Front Desk. I would like to receive delivery notification via email.

Other Residents: Please describe each other resident. For example, children, college student who lives here in the summer, parent/grandparent, etc. For children, list year of birth.

1. _____ Relationship: _____ Year of Birth: _____ Part Time?

2. _____ Relationship: _____ Year of Birth: _____ Part Time?

3. _____ Relationship: _____ Year of Birth: _____ Part Time?

4. _____ Relationship: _____ Year of Birth: _____ Part Time?

Other Contact Information.

Weekend or Vacation Phone: _____ Other: _____

Emergency Contact. In the event of an emergency, contact:

Name: _____ Relationship: _____ Day Phone: _____

Evening Phone: _____ Email: _____

If anyone in your apartment needs assistance in an emergency (e.g., vision or hearing impaired, invalid, life-sustaining equipment (ex.: oxygen tanks) please describe on reverse side. Note that it is also your responsibility to register such information with the appropriate police and fire departments.

I have a dog: yes () no () If yes, please give name, breed, and approx. age of dog and/or other pets.

Name: _____ Breed: _____ Weight: _____ Age: _____

Name: _____ Species: _____ Weight: _____ Age: _____

I have homeowners, renters, or co-op insurance: yes () no ()

My liability coverage is \$300,000 or higher: yes () no ()

RESIDENTS ARE REQUIRED TO LIST *MASTER APTS., INC.* and ORSID REALTY CORP. AS ADDITIONAL INTERESTS AND PROVIDE PROOF OF INSURANCE.

Note that only persons listed here will be granted access to the building, unless authorized by the Corporation. See the Shareholder Guide for policies concerning guests and visitors.

The information on this form will be maintained in a confidential building roster, for use only by authorized agents of Master Apts., Inc. Return completed form to Concierge.

If you require additional space for any item, please use reverse side of this form.

Date: _____

**Disclosure of Information on Lead-based Paint
and/or Lead-based Paint Hazards**

Lead Warning Statement

Housing built before 1978 may contain lead-based paint, paint chips, and dust can post health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention. A brochure is available at:

http://www.epa.gov/sites/production/files/2014-02/documents/lead_in_your_home_brochure_land_b_w_508_easy_print_0.pdf

Lessor's (Shareholder) Disclosure [initial (a) and (b)]

(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 Unit and/or common areas (explain).

(ii) Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the Unit and/or common areas.

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

(i) Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the Unit and/or common areas (list documents below).

(ii) Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the Unit and/or common areas.

Lessee's (Subtenant) Acknowledgment (Lessee(s) to initial (c) and (d) below):

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

(d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

Agent's Acknowledgment (Agent to initial (e) below):

(e) Agent has informed the lessor of the lessor's obligation 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.

Lessor/Shareholder Date

Lessor/Shareholder Date

Lessee/Subtenant Date

Lessee/Subtenant Date

Agent Date

Agent Date



Re: Apartment # _____
310 Riverside Drive

This is to acknowledge that I/We have received and read a copy of the House Rules for Master Apts. Inc., and agree to abide by them.

Signature

Date

Signature

Date

Master Apartments, Inc.

HOUSE RULES

(Proprietary Lease § 13; By-Laws, Article III, § 8)

House Rules have the same force and effect as if set forth in the Proprietary Lease (PL); a violation therefore is a default under the PL. They apply to all Shareholders and their guests, invitees, and subtenants or any other person in the building at a Shareholder's request or direction. House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors and notice to Shareholders.

Living in a cooperative apartment building requires cooperation. The basic obligation of every Resident is not to interfere unreasonably with the rights of others to quiet enjoyment of their apartments. This includes, but is not limited to noise, odors, and physical damage. It is not simply a matter of being considerate; it is a legal and contractual obligation of all Shareholders. It is to everyone's benefit to foster a cooperative and comfortable environment. To that end, please be reasonable, responsible, and flexible. A little courtesy and common sense go a long way.

1. All requests, suggestions, and complaints regarding the services of the building are to be made in writing to Management and/or building staff as directed.
2. Management or any contractor or workman authorized by Management may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whatever measures are necessary or desirable to control or exterminate any vermin, insects or other pests, and for the purpose of taking such measures. If the Management takes measures to control or exterminate vermin, insects or other pests beyond the regularly-scheduled exterminator visits, the cost thereof shall be payable by the Shareholder as an additional charge. Management will make a concerted effort to notify the shareholder or resident of the need to enter the apartment well in advance.
3. Shareholders are required to purchase and maintain homeowner's insurance with a minimum of \$300,000 liability coverage with Master Apts., Inc. and Orsid Realty Corp. named as additional interests. Refer to Building Handbook, Section: VI. C. Insurance) for additional considerations in determining coverage needed for repair and/or replacement of items for which the Shareholder is responsible.
4. Residents shall not make or permit any disturbing noises in the building or do or permit any activities that might interfere with the rights, comfort or convenience of other Residents. However, pursuant to case law applicable to New York City, Residents may make reasonable noise – for example, listen to music, or watch television or movies – between the hours of 8 a.m. and 11 p.m. Residents engaging in these activities are asked to be mindful of volume after 9 p.m. and be responsive to complaints from neighbors and adjust the volume accordingly. Residents bothered by noises deemed reasonable should take reasonable measures to minimize impact, such as soundproofing or using earplugs. See Process for Resolving Issues Between and Among Neighbors, Appendix A, and posted at masterapts.com. Specific guidelines on playing musical instruments and/or practicing voice/singing are delineated in the Musical Instrument and Voice Policy, Appendix B and posted at masterapts.com.

5. Construction or repair work or installations involving noise may be conducted in an apartment only on weekdays (not including legal holidays and major religious holidays) and only between the hours of 9 a.m. and 5 p.m.
6. At least 80% of the floor area of each room must be covered with rugs or carpeting or equally effective noise-reducing material, unless expressly exempted by Management. If carpeting alone is ineffective, Management is authorized to require that the Resident take additional reasonable measures to mitigate noise. Kitchens, pantries, bathrooms, closets, and foyers are exempt from this rule.
7. Smoking is ***prohibited by law*** in all public areas of the building and outside the building within 20 feet of any public ingress/egress door. Smoking is also prohibited in all staff rooms in the basement.

Smoking is ***permitted*** only in individual apartments occupied by Shareholders who purchased prior to June 2018 and ***provided*** the Shareholder is able to successfully control smoke and smoke odors from entering the hallway and other apartments via the ventilation and radiator systems. All subleases must contain a “No Smoking” provision. Subtenants and their visitors or guests are not permitted to smoke in the sublet apartment. It is also the responsibility of any Shareholder who permits smoking of visitors or guests to minimize the damage to any complainant(s) regarding smoke odors. Shareholders who purchased after June 2018, their subtenants and guests are not allowed to smoke in their apartments.

Requirements regarding measures to be taken and penalties for failure to comply with this rule are detailed in the Expanded House Rule on Smoking, Appendix C, and Charges, Fees and Penalties document posted online at masterapts.com.

8. Toilets, sinks, tubs and other plumbing fixtures in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, coffee grounds, cat litter, acid, alkaline, caustic or other corrosive cleaners or materials be disposed of therein. Any damage resulting from misuse of any such fixtures shall be paid for by the Shareholder in whose apartment it has been caused. The installation of Washers and Dryers must be approved by Management and installed in accordance with the Washer/Dryer Guidelines, Appendix D and posted online at masterapts.com.
9. The public halls and stairways of the building shall not be obstructed or used for any purpose other than entry and exit from apartments. Doors that open onto the public hallway, including front doors to apartments and stairwells are not to be prevented from closing and should be kept closed other than when entering or exiting.
10. Children shall not play in the public halls, stairways, elevators, roof or lobbies, even if accompanied by a responsible adult.
11. Baby carriages, bicycles, scooters and other similar vehicles are never permitted to stand in the public halls, passageways, stairs, lobbies, or passenger elevators. If a person with a bicycle enters an elevator already occupied, he/she must receive permission from the occupant(s) to bring in the bicycle or take the service elevator.
12. Shareholders are to register all pets with Management. The Board or Management may rescind permission at any time with the exception of service animals. See Pet Policy, Appendix E, and online at masterapts.com.

13. Pets are permitted in elevators or other public areas of the building only when carried or on a leash. If a person with a pet wishes to enter an elevator already occupied, s/he must receive permission from the occupant(s) to enter or take the service elevator. Residents with large dogs should always use the service elevator.
14. Public halls above the ground floor of the building may not be decorated or furnished by any Resident in any manner without the prior consent of all of the Residents who use such hall to enter and exit their apartments. Management, with input from the Board, will make the final determination if there is disagreement.
15. Residents must wrap garbage in sealed plastic bags and dispose with refuse and recycling from their apartments only in the appropriate bins in the garbage closets on each floor.
16. All installations on terraces or balconies are subject to Management approval. Plantings are to be placed in containers lined with metal or other material impervious to dampness and standing on supports at least two inches from the terrace, and at least four inches from any wall. Suitable weep holes shall be provided in the containers to draw off water. It shall be the responsibility of Residents to maintain their planters in good condition, and the drainage tiles and weep holes in operating condition. Further requirements are detailed in the Terrace Guidelines, Appendix F, and online at masterapts.com.
17. Articles shall not be hung or shaken from windows or terraces, nor placed upon the exterior windowsills or parapets of the building.
18. Window air-conditioning units shall be installed or removed only in compliance with the Co-op Window Air Conditioner Installation Guidelines. See Appendix G, and also posted online at masterapts.com.
19. Awnings shall be used in or about the building only as expressly approved by the Board or Management, and nothing else (other than window air-conditioning units; see House Rule 17, above) may be projected out of any window of the building without similar approval. Note that the installation of any awning requires review and approval by the NYC Landmarks Preservation Commission.
20. Signs, notices, advertisements or illuminations shall not be inserted or exposed on or at any window or other part of the building, except as shall have been approved of in writing by the Board or Management.
21. Radio or television aerials or antennae or satellite dishes shall not be attached to or hung from the exterior of the building without the prior written approval of the Board or Management.
22. Pigeons or other birds or animals shall not be fed from the windowsills, terraces, balconies or any public portions of the building, or on the sidewalk or street adjacent to the building.
23. The Solarium located on the 26th floor of the Building may be used only for purposes consistent with its designation as a Solarium. In no event may the Solarium be used for the storage of personal items which are not furnishings needed for the enjoyment of the Solarium for its intended purpose and approved by the Board.

24. Messengers, delivery people and other workers shall use such entrances and exits as shall be designated by the Board or Management.
25. Packages of any kind are to be delivered only to the Concierge Desk. When appropriate, the Concierge or Management may direct any delivery person to the service entrance of the building and through the service elevator to the apartments.
26. Trunks, heavy baggage and furniture shall be taken in or out of the building only through the service entrance, unless expressly permitted by Management. See Move-in, Move-out Guidelines, Appendix H, and posted online at masterapts.com
27. The street elevator shall be operated only by employees of the Co-op since it is not automatic and not intended for operation by any passenger. Interference with operation of the elevator by any passenger is forbidden.
28. Resident are not permitted to send any employee of the Co-op out of the building on any private business.
29. Group tours, exhibitions of any apartment or its contents, or auction sales held in any apartment shall be conducted only with the consent of Management.
30. Patients or clients of any commercial tenant who has an office in the building and/or clients of any Resident who conducts a Board-approved professional business activity in the building are permitted to wait in the lobby for brief periods of time. They are not permitted to wait in the hallways of the residential floors.
31. Vehicles belonging to Residents or to a Resident's family, guests, or employees are not permitted to be parked in such manner as to impede or prevent ready access to any entrance of the building by another vehicle.
32. Flammable or hazardous chemicals, including mothballs (naphthalene) shall not be permitted in any building rental storage locker.

Appendices

- A. Process for Resolving Issues between Neighbors
- B. Expanded House Rule regarding Smoking
- C. Washer / Dryer Guidelines
- D. Pet Policy
- E. Terrace Guidelines
- F. Window Air Conditioner Guidelines
- G. Move-in Move-out Application and Guidelines
- H. Musical Instrument and Voice Policy

PROCESS FOR RESOLVING ISSUES BETWEEN AND AMONG NEIGHBORS

(Proprietary Lease Sections 18(b) & 31(f); Smoking Rule and Policy)

The Board is always concerned about the peaceful enjoyment and safety of every Resident, whether Shareholder, Subtenant, Visitor, or Guest who enters the building. One aspect of fostering peaceful enjoyment is that residents be tolerant of activities of neighbors. However, unusual or unreasonable problems of noise, smoke and/or other issues do arise between or among neighbors from time to time. The steps to take when these situations arise are:

1. First make an effort to communicate with your neighbor. There have been many instances when a matter can be resolved by letting a neighbor know that a sound from their apartment is transmitting to your apartment. They are most likely not aware that the sound or scent is traveling beyond their apartment. Typically residents will lower the volume or take other measures so that the activity no longer bothers their neighbors.

Initial contact with residents whom you do not know should be facilitated via the Front Desk (leave a note for the resident with your contact information.)

When issues cannot or are not resolved by direct communication, follow this procedure:

2. Provide the Front Desk with the following information:
 - Date and time of the problem, or date and time the problem started
 - Your name and apartment number
 - Nature of the problem
 - Source of problem, name and apartment number, if known
 - Actions already taken to resolve the problem directly

The Concierge will then enter the complaint into the Complaint Log and may Contact the Resident who may be responsible. The Concierge will also notify Management.

3. If the situation is not resolved, email Management. As a matter of routine policy, Management will contact you and the other Resident and attempt to resolve the issue(s). They may:
 - Schedule an inspection
 - Schedule a meeting of the residents involved.
 - Enforce the 80% rule for floor covering
 - Enforce requirement that a gasket be installed around the door
 - Enforce requirement purchase of an air purifier
 - Prescribe other appropriate strategies
 - Levy financial charges; see Charges, Fees, and Penalties masterapts.com.

EXPANDED HOUSE RULE REGARDING SMOKING

Smoking, defined as inhaling, exhaling, burning or carrying any lighted cigarette, e-cigarette, cigar, pipe, or any form of lighted object or device that contains tobacco, is ***prohibited by law*** in all public areas of the building, as well as outside the building within 20 feet of any public ingress/egress door. Shareholders must reinforce this with all Subtenants and Guests/Unaccompanied Guests. In addition, smoking is prohibited in any of the staff rooms in the basement.

Penalties for smoking in public areas, and the amount of such penalties, will be determined by the Board of Directors on a case by case basis.

A Shareholder who purchased prior to June 2018 is **permitted** to smoke in their apartment and Guests may smoke only when the Shareholder is physically present in the apartment ***provided*** the Shareholder is able to successfully control smoke and smoke odors from entering the hallway and other apartments via the ventilation system. Failure to institute the required and additional measures, as warranted, outlined below is considered a violation of the House Rules and the Proprietary Lease. All subleases must contain a “No Smoking” provision and Shareholders must reinforce with their Subtenants that neither they nor their visitors or guests may smoke in the sublet apartment. Shareholders who purchased after June 2018 are not allowed to smoke in their apartments nor are their subtenants or guests.

Required Proactive Measures for all Shareholders who smoke in their apartments:

All Shareholders who smoke in their apartments are required to install a gasket around their front doors. Building staff can install a gasket for a nominal fee (see Charges, Fees and Penalties at masterapts.com.) Shareholders may arrange for this via the Front Desk or may also hire an outside contractor to perform this work.

Shareholders who smoke must also purchase and use an air purifier. The Shareholder is responsible for presenting a copy of the receipt of purchase to Management if complaints are received.

Additional Measures:

If a Shareholder installs a gasket and purchases an air purifier, however, smoke/smoke odors continue to escape from the apartment, the Shareholder will be required to purchase a window exhaust fan or air conditioner to be placed on exhaust setting, for use during seasonal weather.

If a Shareholder cannot adequately prevent the smoke/smoke odors from escaping their apartment, as determined by Management, the Shareholder and their guests will not be permitted to smoke in the apartment.

Penalties:

A penalty of \$250/month will be charged if the shareholder does not:

- institute the required proactive measures
- institute the additional measures if requested by Management
- discontinue smoking in the apartment if all of the above measures are ineffective and complaints continue to be lodged by other residents.

Complaint Procedure:

Complaints about smoke migrating into a residential unit or a common area should be made promptly by notifying the staff at the Front Desk, and be as specific as possible, including the date, approximate time, location and source of migrating smoke if known.

Rev. 5.2018

WASHER AND DRYER INSTALLATION GUIDELINES

Because of the potential impact to other units and paragraphs 18c and 21a of the Proprietary Lease, all installations of washing machines and dryers to any unit must be approved by the Board, comply with NYC regulations and also meet the following requirements:

WASHER REQUIREMENTS

- High efficiency, “Energy Star” certified, low sudsing frontloading residential machines.
- Overflow protection that includes a metal pan with a leak sensor and automatic shutoff device is required.
- Hot and cold water supply lines fitted with check valves and vacuum breakers.
- 200 psi high temperature discharge washer hose with 200 psi brass or equivalent ends, which discharges into a NYC Code-complying waste box.
- Minimum 2-inch waste line and vented stack.
- Manual shut off valves installed in a location accessible when the washing machine is in place.
- Only high efficiency (HE) detergent is permitted.

DRYER REQUIREMENTS

- Ventless condensing dryers are recommended.
- Air discharge from a vented dryer may go through a panel installed within a window opening.
- Under no circumstances shall a dryer vent discharge into a kitchen or bathroom vent.
- No venting through existing masonry walls without approval from the Landmark Preservation Commission, the Co-op architect, and the Board.
- Certification from licensed electrician that there is sufficient power in the panel for the dryer and that the total load in the unit will not exceed the capacity of the service.

PET POLICY

1. There is a one dog limit per apartment.
2. There is a one-time registration fee for dogs of \$350, payable to Master Apts., Inc., to be submitted with a sales application to purchase an apartment or by Shareholders in residence at the time they acquire a dog.

The following information must be provided at the time of initial registration:

- breed and weight of the dog.
- proof of a Department of Agriculture license.
- proof of a Rabies Vaccination.

Subsequently, shareholders should list all pets on the Resident Information Form annually. This information is very helpful in the event of an emergency.

3. All pets must be carried or kept on a short leash in all public areas of the building, including the elevators and basement.
4. No pet is to be left unattended in any public area of the building at any time.
5. Any pet owner whose pet soils a public area of the building is responsible for cleaning that area immediately. If further cleaning is needed, the Concierge Desk is to be contacted immediately so that staff can be dispatched to clean the area as quickly as possible.
6. If any pet is the subject of repeated written complaints, Management or the Board may require the pet and/or the pet owner to enroll in an accepted, certified obedience training program. Proof of successful completion of the program must be provided to Management within 90 days. Failure to control a pet may result in further action by the Co-op attorney at the owner's expense.
7. It is the duty of owners of pets to resolve any and all reasonable complaints regarding their pet. In the event of a failure to resolve said problems, the Board of Directors may revoke authorization to keep a pet in residence.

TERRACE GUIDELINES

These Guidelines are authorized by paragraph 7 of the Proprietary Lease

1. All installations are subject to Board approval.
2. Attachments to or placement of anything upon exterior walls, parapets, windowsills, copings or railings, including painting or decorating of parapets or exterior walls, are prohibited.
3. Gas grills are prohibited.
4. Built-in planting beds are prohibited; all plants must be in moveable containers.
5. No permanent structures are permitted.
6. Homeowner's insurance must cover terrace.
7. Shareholders with terraces are responsible for any damages that result from installations on or use of their terraces.
8. Individual residents are responsible for:
 - Keeping the terrace free of debris, leaves, soil, snow, ice and standing water at all times
 - Keeping all windows and doors free of obstruction or barriers
 - Repairing any damage caused by wind, windblown or fallen objects
 - Maintaining all installations in good condition
 - Removing on a timely basis any and all installations for repairs to façade or terrace.
9. Load Limit Requirement: aggregate weight of any one container, including its soil and plants, may not exceed 300 lbs. Must be moveable by two persons.
10. Container Requirements:
 - Lightweight and strong resin with stone veneers or fireproof wood, glass-crete, fiberglass, plastic, non-corroding 16 gauge (or less) metal
 - Legs and weep holes for efficient drainage
 - Weightless packing peanuts, a layer of high-density Styrofoam and/or filter cloth improve drainage
 - All containers must be at least 4" from drain or walls and 12" from air conditioners and must not block windows of neighboring apartments
11. Plant Requirements:
 - Flexible limbs that bend in the wind without breaking, e.g., birch, redbud, grasses
 - No pine trees or other trees or plants that produce needles or other small detritus
 - Plants exceeding the height of the parapet by 2 feet require Board approval.
12. Furniture Requirements:
 - Heavy enough to withstand wind conditions
 - Legs to allow for efficient drainage
13. For shareholders who opt for an automatic watering system, the Board recommends drip irrigation. Sprinklers are not permitted.

WINDOW AIR CONDITIONER UNIT INSTALLATION GUIDELINES

This reference for installation of an air conditioner (AC) unit can also be found online:
<http://www1.nyc.gov/site/buildings/homeowner/installing-air-conditioning-unit.page>

BEFORE INSTALLATION

- A. Calculate the size of room to be cooled so that you buy an AC unit with enough capacity.
- B. Obtain permission for installation from building management.
- C. Make sure that electrical service is adequate. AC units should have dedicated outlets.
- D. Ensure that the window and frame where the unit will be installed are in good condition.

INSTALLATION GUIDELINES

- A. Every unit must be installed securely and supported either:
 - 1. from underneath by rust-proof support brackets that are strong enough for the size and weight of the AC unit and that transfer the weight of the AC unit from the window sash to the sill. If the AC unit does not include manufacturer-supplied support brackets, use a professional window AC unit installation kit, such as those manufactured by Friedrich, or properly-sized universal support brackets, such as those manufactured by A/C Safe or Thermwell. Brackets should rest on neoprene pads where they come into contact with the building masonry with no drilling into the façade masonry; or
 - 2. from the inside with a metal bar or mounting rail secured to the AC unit's metal housing and extending across beyond the edge of the window frame, or with interior angles anchored into the window jamb or building.
- B. The AC unit must be installed so it remains securely in place when the window is opened, or secured so that the window cannot be opened.
- C. Level the unit according to the manufacturer's instructions. Most AC units should tip very slightly to the outside, but some units are designed not to tilt.
- D. Any objects or shims used to prevent movement, level, or adjust the position of the AC unit must be secured to prevent movement and shifting due to vibrations from AC unit, wind, and other weather conditions. Do not use loose objects (e.g., wood blocks, bricks, telephone books) to support or level the AC unit.
- E. Do not place anything on top of the AC unit.
- F. Do not block fire escape windows or other exits with AC unit.

PERMITS

A work permit or equipment use permit is generally not required to install a common window AC unit, unless the unit exceeds three tons/ 36,000 BTU/ hr.

Window Air Conditioner Unit Installation Guidelines (continued)

MAINTENANCE

It is important to periodically check on the position of the AC and the condition of the window frame to make sure that the AC remains a supported and secure.

Other considerations include the efficient operation of the unit such as ensuring that all units are insulated and sealed as required to keep bugs, moisture, and hot air from entering; and if possible removing the units in the winter to prevent heat loss.

PROPRIETARY LEASE

18c EQUIPMENT AND APPLIANCES

If, in the Lessor's sole judgement, any of the Lessee's equipment or appliances shall result in damage to the building or poor quality or interruption of service to other portions of the building, or overloading of, or damage to facilities maintained by the Lessor for the supplying of water, gas, electricity or air-conditioning, if any, to the building, or if any such appliances visible from the outside of the building shall become rusty or discolored, the Lessee shall promptly, on notice from the Lessor, remedy the condition and, pending such remedy, shall cease using or displaying any appliance or equipment which may be creating the objectionable condition.

- 21a The Lessee shall not, without first obtaining the written consent of the Lessor, which consent shall not be unreasonably withheld or delayed, make in the apartment or building, or on any roof, penthouse, terrace or balcony appurtenant thereto, any alteration, enclosure or addition or any alteration of or addition to the water, gas or steam risers or pipes, heating or air-conditioning system or units, if any, electrical outlets, wiring or outlets, plumbing fixtures, intercommunications or alarm system, if any, or any other installation or facility in the apartment or building. It shall not be unreasonable to refuse consent to any alteration, enclosure or addition which in any way affects the physical appearance or style of the building either from inside or outside. The performance by Lessee of any work in the apartment shall be in accordance with any applicable rules and regulations of the Lessor and governmental agencies having jurisdiction thereof. The Lessee shall not in any case install any appliance which will overload the existing wires or equipment in the building. Anything contained herein or in subparagraph (b) herein below notwithstanding, the written consent of the Lessor shall not be required for any of the foregoing alterations, enclosures, additions, improvements or fixtures from the apartment by a holder of Unsold Shares. However, all such alterations, enclosures, additions, and removals by a holder of Unsold Shares must be done in compliance with all applicable laws, rules and regulations of governmental authorities and the Lessor, and may not encroach or impinge upon the common areas of the building.

Window Air Conditioner Unit Installation Guidelines (continued)

**LOCAL LAWS OF THE CITY OF NEW YORK
FOR THE YEAR 1998
No. 11**

Introduced by Council Members Spigner, Malave-Dilan, Michels, Linares, Boyland and Stabile
(by request of Mayor); also Council
Members Lasher, Robles, Carrion and Espada.

A LOCAL LAW

To amend the administrative code of the City of New York, in relation to inspection of the exterior walls of buildings greater than six stories in height.

Be it enacted by the Council as follows:

* §[C26-105.3] **27-129 Exterior walls and appurtenances thereof.**-In order to maintain a building's exterior walls and appurtenances thereof in a safe condition, the following additional requirements shall apply to all existing buildings or buildings hereafter erected which are greater than six stories in height:

(a) Inspection requirements.-A critical examination of an applicable building's exterior walls and appurtenances thereof shall be conducted at periodic intervals as set forth by rule of the commissioner, but such examination shall be conducted at least once every five years.

- (1) The initial examination for any building in existence on February twenty-first, nineteen hundred eighty shall be conducted prior to February twenty-first, nineteen hundred eighty-two and the initial examination for any building thereafter constructed shall be conducted in the fifth year following the erection or installation of any exterior wall and/or enclosures.
- (2) Such examination shall be conducted and witnessed by or under the direct supervision of a licensed architect or licensed professional engineer by or on behalf of the owner of the building.
- (3) Such examination shall include, in addition to an inspection, a complete review of the most recently prepared report.
- (4) Such examination shall also be conducted in accordance with applicable rules promulgated by the commissioner.

(b) Notification requirements- Whenever an architect or engineer learns through a critical examination of a building's exterior walls and appurtenances thereof of an unsafe condition prior to the filing of a report with the department of buildings pursuant to subdivision (c) of this section, he or she shall notify the owner and the department of buildings immediately in writing of such condition.

(c) Report of examination- Such architect or engineer shall submit a written report certifying the results of such examination to the commissioner, clearly documenting the condition of the exterior walls and appurtenances thereof, as either safe, unsafe or safe with a repair and maintenance program. The report shall include a record of all significant deterioration, unsafe conditions and movement observed as well as a statement concerning the water tightness of the exterior surfaces. Such report must be signed by and bear the professional seal of such architect or engineer.

Window Air Conditioner Unit Installation Guidelines (continued)

(d) Necessary repairs.

(1) Unsafe condition.

a. Upon the filing of the architect's or engineer's report of an unsafe condition with the commissioner, the owner, his or her agent or the person in charge shall immediately commence such repairs or reinforcements and shall undertake such measures as may be required to secure public safety and to make the building's exterior walls or appurtenances thereof conform to the provisions of this code.

b. All unsafe conditions shall be corrected within thirty days of the filing of the critical examination report.

c. The architect or engineer shall inspect the premises and file an amended report setting forth the condition of the building within two weeks after repairs to correct the unsafe condition have been completed.

d. The commissioner may grant an extension of time of up to ninety days to complete the repairs required to correct an unsafe condition upon receipt and review of an initial extension application submitted by the architect or engineer together with such additional documentation as may be prescribed by rule.

e. The commissioner may grant a further extension of time to complete the repairs required to remove an unsafe condition upon receipt and review of an application for a further extension submitted by the architect or engineer together with such further documentation as may be prescribed by rule.

(2) Safe condition with a repair and maintenance program. An architect or engineer shall not file a report of a safe condition with a repair and maintenance program for the same building for two consecutive filing periods unless the second such report is accompanied by his or her certification attesting to the correction of all conditions identified in the earlier report as requiring repair.

(e) Exceptions -The additional requirements imposed by this section shall not be applied to any part of an exterior wall which is less than twelve inches from the exterior wall of an adjacent building.

(f) Violations -Any person who shall violate, or refuse, or neglect to comply with any provisions of this section shall, upon conviction thereof, be punished by a fine of not more than one thousand dollars, or by imprisonment not exceeding six months, or both; and any such person shall, also, for each offense, be subject to the payment of a penalty in the sum of two hundred fifty dollars for each month there is non-compliance, to be recovered in a civil action brought in the name of the commissioner.

(g) With respect to buildings in existence on March first, nineteen hundred ninety-eight, the initial critical examination of an exterior wall which was not subject to such examination under the provisions of paragraph one of subdivision d of this section in effect prior to the effective date of this local law shall be conducted prior to March first, two thousand.

MOVE-IN / MOVE-OUT GUIDELINES and APPLICATION

Apt # _____ Date: _____

Name: _____

Work #: _____ Home #: _____

Cell #: _____ Email Address: _____

Move-IN Date _____ or Move-OUT Date _____

Expected Time of Arrival _____ Estimated Time for Move-in/Move-out _____

A professional moving company must provide Management with a Certificate of Insurance (COI) naming the following three parties as Additional Insured's:

Master Apts., Inc. 310 Riverside Drive New York, NY 10025
Orsid Realty Corp., 1740 Broadway 2nd Fl. New York, NY 10019
Name of Shareholder or Subtenant, as an additional insured.

Certificate Holder

Master Apts., Inc. c/o Orsid Realty Corp.
1740 Broadway 2nd Fl.
New York, NY 10019

A minimum of three (3) business days prior to your move you must submit the following:

1. A copy of the Certificate of Insurance from your mover.
2. This Move-in/out Application
3. Two checks – one for the security deposit and another for the moving fee (see below).

A mover will not be allowed on the premises without the application, COI correctly completed, and payment and security deposit submitted.

You may submit the Application and the Certificate of Insurance as follows:

1. Leave at the Concierge Desk at the Master Apartments, 310 RSD: attention Grazyna Cyprys
2. Fax these documents to the Management Office at 212-866-8709.
3. Scan the documents and email to Grazyna Cyprys at gcyprys@orsidr.com

Checks payable to Master Apts., Inc. are to be left at the Concierge Desk, attention: Grazyna Cyprys.

Non-refundable Moving fee: \$250 for studios and \$500 for all other apartments.

Refundable Security Deposit: \$1,000 (is returned once building staff verify no damage has occurred.)

If your address and apartment number are printed on the checks, please include either a copy of the application or a cover note with your address and apartment number.

The freight elevator is available for your mover:

Monday thru Friday between of 9:00 AM and 4:00 PM, however NOT on major government or religious holidays.

Approved by _____
Building Manager/Assistant Building Manager

Date: _____

Master Apts., Inc.
Musical Instruments and Voice Policy
Effective: September 1, 2016

Current Residents

Musical instruments owned and played by shareholders, subtenants, and tenants prior to the date of this policy are “grandfathered in.” However, all resident musicians and those who currently practice voice, sing and/or offer music or voice lessons in their apartments are:

- Subject to the requirement of implementing soundproofing measures if complaints are filed by multiple units, or a single unit, which in the judgment of Management and the Board of Directors constitute a breach of the warranty of “quiet enjoyment.”
- Required to work with Management to develop a plan for implementing soundproofing measures as specified in Appendix A.
- Required to submit written documentation, subject to verification by Management, that the agreed-upon soundproofing plan has been implemented.
- Required to abide by the designated hours (listed below) if individual agreements with neighbors impacted by the music are not able to be reached.

Electronic keyboards or other instruments that are able to be played in silent mode are exempt from the requirements of this policy if played in silent mode.

Current Shareholders Who Plan to Acquire Instruments to Play or Practice Voice/Sing must note:

- Grand or upright pianos and other percussion instruments will be permitted only on the 3rd floor.
- Authorization to play other instruments on the other residential floors will be determined on a case-by-case basis, taking into consideration the proposed soundproofing plan.
- Shareholders and/or their family members who plan to acquire an instrument or practice voice, sing, or as of the date of this policy, are required to submit a plan for soundproofing the apartment, as outlined in Appendix A, to Management for review and approval.
- Written documentation is to be submitted, subject to verification by Management, that the agreed-upon soundproofing plan has been implemented.
- Shareholders risk penalties if they proceed to play musical instruments, practice voice/sing, offer lessons in their apartments without receiving approval of the soundproofing plan by Management or fail to implement the measures outlined in the plan.

New Tenants and Subtenants

All apartment owners must advise all prospective tenants and subtenants that as of the date of this policy they are not permitted to practice/teach voice, play or offer lessons on musical instruments unless the instrument has a silent mode.

Designated Hours

If soundproofing has been installed and complaints persist, musicians/vocalists are encouraged to contact their neighbors to discuss their practice and playing/singing schedules and negotiate an agreement regarding a schedule that is mutually acceptable. If the parties cannot reach an agreement, the musician and/or vocalist must abide by the following schedule:

Weekdays:

9:00 AM - 9:00 PM: may play and/or sing for periods of up to two (2) hours at a time, with a mandatory two (2) hour break between periods.

Weekends:

11:00 AM - 8:00 PM: may play and/or sing for periods of up to two (2) hours at a time, with a mandatory two (2) hour break between periods.

Musical Instruments and Voice Policy (continued)

Applicants for Purchase of an Apartment:

- Should note that pianos and other percussion instruments are permitted only on the 3rd floor.
- Should note that authorization to play other instruments on the other residential floors will be determined on a case-by-case basis, taking into consideration the proposed soundproofing plan.
- Must disclose musical instruments and plans to play, practice voice, sing or rehearse in the apartment on the purchase application and submit a plan for soundproofing with the application which complies with the Soundproofing Requirements in Appendix A.

If the purchase application is approved:

- The Board's decision regarding whether or not the current musical instrument(s) will be permitted to be played in the apartment will be conveyed at the time of the approval.
- The new shareholder is required to submit written documentation, subject to verification by Management, prior to move-in, that the agreed-upon structural soundproofing plan has been implemented. Written documentation regarding non-structural elements of the soundproofing plan may be submitted prior to or soon after the move-in.
- New shareholders risk penalties if they have not disclosed that they plan to play an instrument, practice voice, sing or have not implemented the agreed-upon soundproofing plan. They will be required to install soundproofing or forego playing of an instrument or practicing voice in the apartment if they opt not to install soundproofing.

Monitoring of and Response to Complaints

If persistent complaints are filed by multiple units, or a single unit, which in the judgment of Management and the Board of Directors, constitute a breach of the warranty of "quiet enjoyment," the musician and/or vocalist will be required to:

- Meet with Management to develop a sound mitigation plan which augments current measures employed.
- File a copy of the plan with Management and implement the plan within 2 months.
- Hire a sound engineer to develop a more effective plan if complaints continue following implementation, the timetable for which will be determined by Management.
- Abide by the negotiated or designated hours of playing/singing if complaints regarding the hours of playing/singing are filed.

Penalties

Musicians/vocalists who do not comply with this policy will be subject to penalties. These penalties will be determined on a case-by-case basis and billed to the apartment owner's monthly maintenance statement. Apartment owners will be billed for penalties incurred for violations of the policy by tenants, including subtenants.

Referral to Corporate Counsel

Unwillingness on the part of a musician and/or vocalist to work toward addressing complaints will result in the co-operative referring the matter to corporate counsel. A formal nuisance complaint may be filed in addition to other measures, including termination of the Proprietary Lease. Apartment owners will be asked to terminate the lease or sublease of non-compliant tenants or subtenants and will be charged for the co-op attorney's legal services necessary to protect the rights of shareholders and other residents chronically bothered by the music.

Musical Instruments and Voice Policy Appendix A
Non-structural Measures Required to Absorb and/or Block Sound Transmission
(regardless of whether or not complaints are filed)

Sound transmitted through walls:

Pianos are to be placed at least 6” from demising walls and acoustical foam backing placed behind upright pianos.

Sound transmitted through the floor:

If a new floor is not being installed, 80% of the living area is to be covered with rugs or carpeting as specified in the House Rules. In addition, padding must also be placed under the rugs or carpeting. The rugs, carpeting and padding must all have sound-absorbing properties.

- For pianos, caster cups and acoustical padding are to be used.

Structural Soundproofing (sound-minimizing) Requirements

Apply to:

- Musicians with “grandfathered in” instruments and/or those who practice voice/sing and/or offer lessons, if non-structural measures are insufficient to block sound as evidenced by persistent complaints filed by multiple units or a single unit, which in the judgment of Management and the Board of Directors constitute a breach of the warranty of “quiet enjoyment.”

- Current or new shareholders who plan to play Instruments, practice voice, offer music or voice lessons.

The type of materials and degree of soundproofing must address the pitch, loudness and quality of the sound produced by the instrument(s)/or type of singing.

- Sound-blocking and sound-absorbing materials must be installed in the rooms where the musical instrument(s) will be played, voice will be practiced.
- All surfaces must be addressed: ceiling, all walls, and the floor.

Requirements for:

Ceiling:

Acoustical ceiling tile, acoustical plaster or other material of equivalent sound-absorption or sound-blocking capability must be installed.

Walls:

If soundproof walls are not already in place, soundproofing gypsum board, such as "Quietrock" (USG), Soundbreak XP (Acoustical Surfaces, Inc.) or other comparable soundproofing paneling shall be used.

Flooring:

If new flooring is being installed where the musical instrument(s) will be played, whether wood, tile, stone, or other applied finish, it must be installed over noise-dampening padding such as “Acoustik” high performance subflooring, by Acoustical Surfaces, Inc. (as per the co-op’s Design and Construction Standards.

Resources

Master Apartments Alteration Checklist and Agreement

http://www.nyc.gov/html/dep/pdf/noise_code_guide.pdf