



# Garthchester Realty

www.GarthchesterRealty.com

440 Mamaroneck Ave., Suite S512  
Harrison, New York 10528  
(914) 725-3600 F:(914) 725-6453

98-20 Metropolitan Ave., Suite 1  
Forest Hills, New York 11375  
(718) 544-0800

## **FAIRFIELD OWNERS CORP. APPLICATION FOR PURCHASE AND BOARD APPROVAL**

The purchaser must provide two (2) copies of the application and documents in the order listed below prior to the Board considering the application. Please do not staple or submit double sided copies. Incomplete packages will not be processed. Mail the application and fees to: Garthchester Realty, 440 Harrison Avenue, Suite-S 512, Harrison, NY 10528 Attn: Margie Cruz.

### ***Contract of Sale, Application and Financial Information:***

- Contract of Sale, fully executed
- Purchase application (use enclosed form)
- If purchase is to be financed, bank should provide:
  - A copy of the commitment letter and a copy of the Bank Loan Application (Fully executed)
  - Three original recognition agreements signed by a bank officer
- **AZTECH FORM ONLY**
- Financial Statement – Asset and Liability Statement and Yearly Income and Expense Statement – (use enclosed forms). Please provide three (3) months complete bank statements.
- Copies of the last two years 1040 tax returns complete with W-2 forms
- Statement from the applicant(s) explaining in detail the source of funds for the purchase of apartment.
- Letter from employer on company letterhead stating position, annual salary and length of employment plus (2) weeks of most recent pay stubs.
- Homeowner's Insurance estimate to be submitted with application and full policy submitted at closing.
- Pets with Board Approval- only one (1) dog not to exceed 60lbs. or two (2) dogs not to exceed 25lbs each. Or two (2) domestic cats. Only permitted a maximum of two (2) pets in total.
- Moving deposit is \$2,500 and will be returned after shareholder(s) complies with the 80% carpet rule within the first 30 days of moving in.
- **Please note that 80% financing is permitted.**

### ***Reference Letters:***

- Reference letter from Landlord or Managing Agent (must provide three (3) months of most recent cashed rent checks front and back)
- Two (2) letters of professional references for each applicant
- Two (2) letters of personal reference for each applicant

### ***Forms to be either completed and/or signed:*** (Forms included with this package)

- |                                 |  |
|---------------------------------|--|
| 1- Credit Release Authorization | 5- Pet Disclosure Form   |
| 2- Contact Information Sheet    | 6- Moving Guidelines   |
| 3- Emergency Contact Form       | 7- House Rules Acknowledgement Form                            |
| 4- Smoking Policy               | 8- Lead Paint Disclosure & Laws – signed by seller & purchaser |

### ***Forms to be signed at closing:*** (Forms will be provided at closing)

- Window Guard Rider
- Move-In and Move-Out Procedures and Fees

**SALES REQUIREMENTS for 640 West 231<sup>st</sup> Street**

**If there is a Guarantor(s): Please submit the following information for the Guarantor(s) with the applicant(s) application package. \*Please contact our office for the Guarantor Application\***

- Purchase Application
- Financial Statement – Asset and Liability Statement and Yearly Income and Expense Statement – (use enclosed form) ***Please attach three (3) months complete bank statements***
- Copies of the last two years 1040 tax returns complete with W-2 forms
- Letter from employer stating position and annual salary, a name to verify, and telephone number
- Credit release authorization
- Processing Fee: \$300.00 per person payable to Garthchester Realty

**NON- REFUNDABLE FEES TO BE SUBMITTED WITH APPLICATION:**

**(Only Certified Bank Check or Money Order accepted, paid by applicant(s))**

- |                                     |  |
|-------------------------------------|--|
| <b>1- Application Fee:</b>          | <b>\$450.00 payable to Garthchester Realty<br/>(Unmarried couples: \$900.00 application fee)</b> |
| <b>2- Credit/Background Report:</b> | <b>\$100.00 per person payable to Garthchester Realty</b>  |

**NOTE: Applicants and occupants 18 and over must fill out the enclosed Lida Form for us to run a credit/background report. A clear report must be submitted.**

**FEES TO BE COLLECTED AT CLOSING:**

- **Move-In Deposit:** **\$2,500.00 payable to Fairfield Owners Corp.**  
**The Move-In deposit is released after carpet inspection has been approved by the super.**
- **Maintenance, arrearage, and all other charges must be paid and up to date prior to submitting an application for Board consideration.**
- **NOTE: Please be advised that once a package is received at our management office, it will be reviewed and if all documents are in order, it will be sent to the Board of Directors within five (5) business days for Board consideration. After the Board reviews the application, management will contact you to schedule an interview.**

**APPLICATION INSTRUCTIONS**

This application should be completed as follows:

**Part I:** Filled out by the Seller (present shareholder). If shares are presently owned by more than one person, **Part I** should be signed by each Seller.

**Part II:** Filled out by the prospective Purchaser(s) (applicant(s)). A copy of the executed contract of sale is to be provided by the Purchaser(s).

A complete application should be dropped off or mailed to:

**Fairfield Owners Corp.  
c/o Garthchester Realty  
440 Mamaroneck Avenue, Suite S-512  
Harrison, NY 10528  
Attn: Margie Cruz**

If the applicant presently resides at 640 West 231st Street and is a tenant-shareholder, the applicant may omit the answers to question 18-21 inclusive.

**PART I**  
**(for the seller to complete)**

DATE: \_\_\_\_\_

TO:

I (We) hereby request the Board of Directors of Corp. to approve an assignment of the proprietary lease for Apartment No. \_\_\_\_\_ at 640 West 231<sup>st</sup> Street and the sale of \_\_\_\_\_ shares to the applicant named below in Part II. I (We) warrant that the purchase price stated in the contract of sale provided herewith is the total price being paid in connection with the sale of shares and/or the apartment, its fixtures, its improvements, and its contents.

\_\_\_\_\_  
Seller's Signature

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Seller's Signature

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Home or Cell Number

**NOTE: The seller must sign Part I (this form) before submitting the application to the management company. Otherwise, the application will be considered incomplete and will not be processed.**

**Maintenance, arrearage, and all other charges must be paid and up to date prior to submitting an application for Board consideration.**



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Forest Hills, New York 11375  
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**FAIRFIELD OWNERS CORP. APPLICATION  
FOR BOARD OF DIRECTORS SALE OF  
SHARES IN COOPERATIVE Email:  
Margie@garthchesterrealty.com**

**INSTRUCTIONS:**

**Please note that all questions must be answered. Please return the completed application to GARTHCHESTER REALTY, 440 MAMARONECK AVENUE #S-512 HARRISON, NEW YORK, 10528 ATTN: MARGIE CRUZ.**

**SALES APPLICATION . Do not mail or deliver the application to any other address.**

**All maintenance charges and all application fees must be paid in full before the sales application is processed.**

**We require the sellers and buyers Attorney's information below.**

**Seller's Attorney:**

**Name:** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Office:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Buyer's Attorney:**

**Name** \_\_\_\_\_

**Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Office:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**PART II**

1- Applicant's Name: \_\_\_\_\_

2- Date of Birth: \_\_\_\_\_ Social Security: \_\_\_\_\_

3- Home Address: \_\_\_\_\_

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4- Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

5- E-mail Address: \_\_\_\_\_

6- Name and Address of Employer (provide verification letter): \_\_\_\_\_

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7- Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_

8- Co- Applicant's Name: \_\_\_\_\_

9- Date of Birth: \_\_\_\_\_ Social Security: \_\_\_\_\_

10- Home Address: \_\_\_\_\_

---

11- Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

12- E-mail Address: \_\_\_\_\_

13- Name and Address of Co-Applicant's Employer (provide verification letter): \_\_\_\_\_

---

14- Occupation: \_\_\_\_\_ Work Phone: \_\_\_\_\_

15- Estimated Annual Income from Occupation (s):

Applicant: \$ \_\_\_\_\_

Co-Applicant: \$ \_\_\_\_\_

From all other sources: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

16- Will you live in the apartment as your primary residence? \_\_\_\_\_

17- When will you move in? \_\_\_\_\_

18- Do you intend to use the apartment to any extent for professional or business purposes?

If so, state full details: \_\_\_\_\_

19- Applicant's family consists of: (If there are any children, give ages)

\_\_\_\_\_

20- Please list name, relationship and age of each person who will reside with you in the apartment:

| <u>NAME</u> | <u>RELATIONSHIP</u> | <u>AGE</u> |
|-------------|---------------------|------------|
| _____       | _____               | _____      |
| _____       | _____               | _____      |
| _____       | _____               | _____      |
| _____       | _____               | _____      |
| _____       | _____               | _____      |

21- Financial References: List two – provide documentation.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

22- Present Landlord:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Occupancy: From: \_\_\_\_\_ To: \_\_\_\_\_

Rent: \_\_\_\_\_

23- Previous Landlord (if at present residence less than five years):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Occupancy: From: \_\_\_\_\_ To: \_\_\_\_\_

Rent: \_\_\_\_\_

**\*\*Please have landlord reference letter included in package\*\***

**24- Personal References:**

- 1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_
  
- 2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**\*\*Please have reference letters included in package\*\***

**25- If you know any persons presently residing at 640 West 231<sup>st</sup> Street?  
Please list their names: \_\_\_\_\_**  
\_\_\_\_\_

**26- Schools and colleges attended by applicant, co-applicant and members of family.**

**\*List class and degree in each case:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**27- Address of all additional residences owned or leased: \_\_\_\_\_**  
\_\_\_\_\_  
\_\_\_\_\_

**28- Are any pets to be maintained in the apartment? \_\_\_\_\_**  
**If the answer is yes, indicate number and kind: \_\_\_\_\_**  
\_\_\_\_\_

**29- List exact name or names in which shares are to be owned and lease to apartment is to  
be issued: \_\_\_\_\_**  
\_\_\_\_\_

**30- Applicant's Attorney's Name: \_\_\_\_\_**  
**Address: \_\_\_\_\_**  
**Telephone Number: \_\_\_\_\_**  
**Email Address: : \_\_\_\_\_**

**31- Real Estate Agent's Name: \_\_\_\_\_**  
**Address: \_\_\_\_\_**  
**Telephone Number: \_\_\_\_\_**  
**Email Address: : \_\_\_\_\_**  
**Real Estate Agent's Fee/Commission: \_\_\_\_\_**



**32- Do you intend to do any renovations or make any improvements in the apartment? If so please state general nature and approximate cost. \_\_\_\_\_**

\_\_\_\_\_

**33- How do you intend to pay for the apartment (if cash deal please indicate)?**

\_\_\_\_\_

\_\_\_\_\_

**34- If you intend to finance part of the purchase price with a loan, please state lender, amount of loan and monthly payment. \_\_\_\_\_**

\_\_\_\_\_

**35- Are you party to any litigation? If so, please state the circumstances.**

\_\_\_\_\_

\_\_\_\_\_

**36- Have you ever been sued for not paying a bill? If so, state the circumstances.**

\_\_\_\_\_

**37- Are there any tax liens outstanding against you? If so, please state the circumstances.**

\_\_\_\_\_

\_\_\_\_\_

**38- Are there any other liens outstanding against you? If so, please state the circumstances.**

\_\_\_\_\_

\_\_\_\_\_

**39- Have you ever been turned down for a loan or a credit card? If so, please explain.**

\_\_\_\_\_

\_\_\_\_\_

**40- List total estimated monthly payments for apartment for first year (including maintenance, co-op loan, utilities) and total sources of estimated monthly income.**

**Estimated Monthly Payments:**

\_\_\_\_\_

\_\_\_\_\_

**Estimated Monthly Incomes:**

\_\_\_\_\_

\_\_\_\_\_

41- Have you submitted your homeowners insurance with this application? \_\_\_\_\_  
If not, it must be submitted to management prior to an interview with the Board of  
Directors.

42- Please list the amount of life insurance.

Applicant: \_\_\_\_\_ Co-Applicant: \_\_\_\_\_

43- Please list weekly benefit of disability insurance.

Applicant: \_\_\_\_\_ Co-Applicant: \_\_\_\_\_

**BALANCE SHEET AT THE LAST DAY OF MONTH IMMEDIATELY  
PRECEDING DATE OF APPLICATION**

---

| <u><b>ASSETS</b></u>   |          |
|--|----------|
| 1. CASH  | \$ _____ |
| 2. CHECKING ACCOUNTS   | \$ _____ |
| 3. SAVINGS ACCOUNTS, MONEY FUNDS   | \$ _____ |
| 4. TOTAL CASH, BANKS AND MONEY FUNDS   | \$ _____ |
| 5. MARKETABLE SECURITIES (furnish cover sheet showing<br>balance of most recent statement for any major account) | \$ _____ |
| 6. LIFE INSURANCE NET CASH VALUE (list below)  | \$ _____ |
| 7. SUBTOTAL LIQUID ASSETS  | \$ _____ |
| 8. NON-MARKETABLE SECURITIES (list below)  | \$ _____ |
| 9. REAL ESTATE OWNED (list below)  | \$ _____ |
| 10. VESTED INTEREST IN RETIREMENT FUND   | \$ _____ |
| 11. NET WORTH OF BUSINESS OWNED  | \$ _____ |
| 12. AUTOMOBILES/PLEASURE BOATS (list below)  | \$ _____ |
| 13. MARKET VALUE OF FURNITURE &<br>PERSONAL PROPERTY   | \$ _____ |
| 14. NOTES RECEIVABLE   | \$ _____ |
| 15. OTHER ASSETS (explain below)   | \$ _____ |
| 16. TOTAL ASSETS (explain below)   | \$ _____ |

**\*\*Please number explanatory material to correspond to numbers on this statement  
under the notes section\*\***

**BALANCE SHEET AT THE LAST DAY OF MONTH IMMEDIATELY  
PRECEEDING DATE OF APPLICATION**

---

**LIABILITIES**

- |   |                 |
|---|-----------------|
| <b>17. INSTALLMENT DEBT PAYABLE</b><br><b>(list below)</b>          | <b>\$ _____</b> |
| <b>18. OTHER UNSECURED LOANS</b><br><b>(list below)</b>             | <b>\$ _____</b> |
| <b>19. REAL ESTATE LOANS &amp; MORTGAGES</b><br><b>(list below)</b> | <b>\$ _____</b> |
| <b>20. AUTOMOBILE/BOAT LOANS</b><br><b>(list below)</b>             | <b>\$ _____</b> |
| <b>21. OTHER SECURED LOANS</b><br><b>(list below)</b>               | <b>\$ _____</b> |
| <b>22. OTHER LIABILITIES (explain below)</b>                        | <b>\$ _____</b> |
| <b>23. TOTAL LIABILITIES</b>  | <b>\$ _____</b> |
| <b>24. NET WORTH (assets minus liabilities)</b>                     | <b>\$ _____</b> |

**\*\*NOTES\*\***

**ESTIMATED BALANCE SHEET FOR LAST DAY OF MONTH  
FOLLOWING CLOSING ON APARTMENT**

---

**ASSETS**

- |  |                 |
|--|-----------------|
| <b>1. CASH</b>   | <b>\$ _____</b> |
| <b>2. CHECKING ACCOUNTS</b>  | <b>\$ _____</b> |
| <b>3. SAVINGS ACCOUNTS, MONEY FUNDS</b>  | <b>\$ _____</b> |
| <b>4. TOTAL CASH, BANKS AND MONEY FUNDS</b>  | <b>\$ _____</b> |
| <b>5. MARKETABLE SECURITIES (furnish cover sheet showing balance of most recent statement for any major account)</b> | <b>\$ _____</b> |
| <b>6. LIFE INSURANCE NET CASH VALUE (list below)</b>   | <b>\$ _____</b> |
| <b>7. SUBTOTAL LIQUID ASSETS</b>   | <b>\$ _____</b> |
| <b>8. NON-MARKETABLE SECURITIES (list below)</b>   | <b>\$ _____</b> |
| <b>9. REAL ESTATE OWNED (list below)</b>   | <b>\$ _____</b> |
| <b>10. VESTED INTEREST IN RETIREMENT FUND</b>  | <b>\$ _____</b> |
| <b>11. NET WORTH OF BUSINESS OWNED</b>   | <b>\$ _____</b> |
| <b>12. AUTOMOBILES/PLEASURE BOATS (list below)</b>   | <b>\$ _____</b> |
| <b>13. MARKET VALUE OF FURNITURE &amp; PERSONAL PROPERTY</b>   | <b>\$ _____</b> |
| <b>14. NOTES RECEIVABLE</b>  | <b>\$ _____</b> |
| <b>15. OTHER ASSETS (explain below)</b>  | <b>\$ _____</b> |
| <b>16. TOTAL ASSETS (explain below)</b>  | <b>\$ _____</b> |

**\*\*Please number explanatory material to correspond to numbers on this statement under the notes section\*\***

**ESTIMATED BALANCE SHEET FOR LAST DAY OF MONTH**  
**FOLLOWING CLOSING ON APARTMENT**

---

**LIABILITIES**

- |  |                 |
|--|-----------------|
| <b>17. INSTALLMENT DEBT PAYABLE</b><br>(list below)          | <b>\$ _____</b> |
| <b>18. OTHER UNSECURED LOANS</b><br>(list below)             | <b>\$ _____</b> |
| <b>19. REAL ESTATE LOANS &amp; MORTGAGES</b><br>(list below) | <b>\$ _____</b> |
| <b>20. AUTOMOBILE/BOAT LOANS</b><br>(list below)             | <b>\$ _____</b> |
| <b>21. OTHER SECURED LOANS</b><br>(list below)               | <b>\$ _____</b> |
| <b>22. OTHER LIABILITIES (explain below)</b>                 | <b>\$ _____</b> |
| <b>23. TOTAL LIABILITIES</b>                                 | <b>\$ _____</b> |
| <b>24. NET WORTH (assets minus liabilities)</b>              | <b>\$ _____</b> |

**\*\*NOTES\*\***

**I (We) represent(s) that the above statements and accompanying exhibits are true and correct. Verification may be obtained from any source named in the statements.**

**The undersigned Applicant(s) understand(s) that the consent of Fairfield Owners Corp. is required for the proposed transfer of the proprietary lease and that the Board of Directors will rely on the information furnished above. It is also understood that the information requested is essential to the application because of the desire of the Cooperative to maintain a compatible group of residents in the building and to maintain the financial stability of the building. The Applicant(s) also agree to meet in person with representatives of the corporation. The Applicant(s) understand(s) that the cooperative corporation reserves the right to request further information.**

**Fairfield Owners Corp. its officers, agents and representatives, Board of Directors, and shareholders, shall have no liability with respect to any matter or concerning any act of the proposed Seller in connection with any contract contemplated herein. The Corporation and its agents make no representation with respect to the value of the stock or the proprietary lease of the individual apartment involved, nor any representation regarding the financial condition for the corporation or any recommendation to the prospective Purchaser with respect to the advisability of the purchase.**

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**Applicant's Signature**

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**Co-Applicant's Signature**

**Date:** \_\_\_\_\_

**AUTHORIZATION FOR THE RELEASE OF CONSUMER CREDIT REPORT  
INFORMATION TO THE FOLLOWING COMPANY OR CORPORATION**

I \_\_\_\_\_ hereby authorize Garthchester Realty and the agencies used by this company or corporation, the release of, and/or permission to obtain and review, full consumer credit report information from the credit reporting agencies and/or their vendors. Without exception this authorization shall supersede and retract any prior request or previous agreement to the contrary. Copies of this authorization, which show my signature, have been executed by me to be as valid as the original release signed by me.

Compliance by the Subscriber with all provisions of the Federal Fair Credit Reporting Act (Public Law 91-508, 15 U.S.C. Section 1681 ET SEQ., 604-615) and the Consumer Credit Reporting Act (California Civil Code Sec. 1785.1-1785.34) or other jurisdictional requirements. Information will be requested only for the Subscriber's exclusive use, and the Subscriber will certify for each request the purpose for which the information is sought and that the information will be used for no other purposes.

X  BY WRITTEN AUTHORIZATION OF THE CONSUMER TO WHOM IT RELATES

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone #: \_\_\_\_\_

Current Address: \_\_\_\_\_





**LIDA STRATEGIC SOLUTIONS, INC.**

PO BOX 433, OCEANSIDE, NY 11572 (516) 678-4600 (800)-423-0026 FAX (516) 678-4611  
mail@lidacredit.com

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Background Investigation Form/Signed Released

In connection with your recent application with our client, Lida Strategic Solutions, Inc. (LSS) will be conducting a Background Investigation on you. In order to complete this investigation we will require certain information.

---

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Current Address: \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Previous Address(Within last seven[7] years): \_\_\_\_\_

Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \_\_\_\_\_



**LIDA STRATEGIC SOLUTIONS, INC.**

PO BOX 433, OCEANSIDE, NY 11572 (516) 678-4600 (800)-423-0026 FAX (516) 678-4611  
mail@lidacredit.com

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AUTHORIZATION AND RELEASE

Authorization is hereby granted to Lida Strategic Solutions, Inc. (LSS), on behalf of \_\_\_\_\_ to obtain standard factual data needed to complete this background report including but not limited to information regarding my education, employment and criminal history.

Print Name: \_\_\_\_\_

Sign: \_\_\_\_\_ Date: \_\_\_\_\_



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98-20 Metropolitan Ave., Suite 1  
Forest Hills, New York 11375  
(718) 544-0800

Apartment: \_\_\_\_\_

## FAIRFIELD OWNERS CORP. RESIDENT CONTACT FORM

### RESIDENT 1 CONTACT INFORMATION

|            |  |  |
|------------|--|--|
| NAME:      |  |  |
| Home Phone |  |  |
| Cell Phone |  |  |
| Email      |  |  |

### RESIDENT 2 CONTACT INFORMATION

|            |  |  |
|------------|--|--|
| NAME:      |  |  |
| Home Phone |  |  |
| Cell Phone |  |  |
| Email      |  |  |

### EMERGENCY CONTACT INFORMATION 1 (LOCAL PERSON)

|   |  |              |  |
|---|--|--------------|--|
| Name  |  | Relationship |  |
| Phone   |  | Email        |  |
| Can management provide access to apartment in the event of emergency? <input type="checkbox"/> Yes or <input type="checkbox"/> No |  | Address:     |  |

### EMERGENCY CONTACT INFORMATION 2

|   |  |              |  |
|---|--|--------------|--|
| Name  |  | Relationship |  |
| Phone   |  | Email        |  |
| Can management provide access to apartment in the event of emergency? <input type="checkbox"/> Yes or <input type="checkbox"/> No |  | Address:     |  |

### VEHICLE INFORMATION (IF APPLICABLE)

| VEHICLE 1                     | VEHICLE 2                     |
|-------------------------------|-------------------------------|
| Make & Model:                 | Make & Model:                 |
| Color:                        | Color:                        |
| Plate Number:                 | Plate Number:                 |
| Garage Space # (If Any) _____ | Garage Space # (If Any) _____ |

**NOTE: FAIRFIELD OWNERS CORP.** reserves the right to enter any unit for emergencies. Shareholder must give the superintendent a key for each lock to the front door of their apartment. If the property does not have a key, a break in is necessary, it will be at the shareholder's expense. **\*FAIRFIELD OWNERS CORP. nor Garthchester Realty accepts no responsibility by allowing the party noted on this form access to the apartment.**

**Smoking Policy**

**Fairfield Owners Corp.**

**ADOPTED AS OF: March 23, 2018**

**Purpose: The Board of Directors of Fairfield Owners Corp. (the "Corporation") hereby adopts the policy below with respect to smoking in and around the building and property owned by the Corporation with an address at 640 West 231<sup>st</sup> Street, Riverdale, New York.**

**For the purposes of this policy:**

**1. The term "smoking" includes, but is not limited to, inhaling, exhaling, burning, carrying or creating any smoke from any lighted cigar, cigarette, pipe, or any form of lighted object or device, including E-cigarettes (vaping) or any other electronic cigarette or device or any other lighted tobacco, plant product or synthetic product intended for inhalation or any other items or materials that may be smoked, whether such substance is a legal substance or an illegal substance.**

**2. The term "Common Areas" means the entire property owned by the Corporation, except for the individual apartments, but including, without limitation, all areas of the lobby, recreation or multi-purpose rooms, hallways, laundry rooms, stairs and staircases, elevators, terraces or balconies appurtenant to apartments (except if any such terrace or balcony is incorporated into the apartment as an interior space), roof areas, fitness and exercise rooms, children's playrooms, playgrounds, sidewalks adjacent to the Corporation's building and property, any garage or parking areas (whether indoor or outdoor) owned by the Corporation, rear yard areas and grass, landscaped and garden areas on and around the Corporation's property.**

**The Smoking Policy:**

**A. Smoking is prohibited in all Common Areas within the interior of the Corporation's building and on the Corporation's property outside the Building, and as required by all applicable laws. No shareholder or occupant of the building shall smoke, or permit smoking by any occupant, agent, tenant, business invitee, guest, friend or family member in any Common**

**Areas whatsoever nor shall smoking be permitted in any manner outside of the window frame of any window. It is noted that any such smoking in Common Areas, is also a violation of applicable New York Law.**

**B. Smoking of a legal substance within an apartment is permitted, although discouraged as a policy matter. Any smoking in an apartment is subject to the prohibitions and restrictions contained in the Corporation's Proprietary Lease and House Rules which restrict shareholders from causing or permitting unreasonable odors from emanating from their apartments and or from causing or creating or permitting a nuisance to other Corporation residents of the building.**

**C. All shareholders are required by law to provide to prospective buyers or subtenants of their apartments with a copy of this Smoking Policy and a copy must be annexed to any contract of sale or sublease of an apartment.**

**D. The Board of Directors has and maintains the authority and power to enact rules and regulations which it deems necessary to enforce this Smoking Policy, in accordance with the applicable provisions of the Proprietary Lease and House Rules.**

\_\_\_\_\_  
APT #

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

**FAIRFIELD OWNERS  
CORP.**

**HOUSE RULES**

**AMENDED JANUARY 2024**

1. The public halls, stairways and lobby of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building. Use of the lobby shall be limited to ingress and egress. It shall not be used for social purposes, unless approved by the Board of Directors.
2. Children shall not play in the lobby, public halls, courts, driveway, parking lot, stairways, and elevators, or on the roof of the building.
3. No decoration of public space or placing of any objects in hallways is permitted.
4. No Lessee shall make or permit anything to be done therein, which will interfere with the rights, comfort, or convenience of other Lessees. No Lessee shall play any musical instrument or permit to be operated a stereo or radio or television loudspeaker in such Lessee's apartment between the hours of 11:00 p.m. and the following 8:00 a.m. if the same shall disturb or annoy other occupants of the building. No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays – such work will not be permitted on legal holidays, holiday vacations when tenants are expected to be home on vacation and only between the hours of 9:00 a.m. and 5:00 p.m.
5. The floors of each apartment must be covered with carpeting with padding or equally effective noise-reducing material, to the extent of eight percent (80%) of the floor area of each room except kitchens, pantries, bathrooms, and closets. Decorative carpeting under the bed or dining table is not considered coverage of common walking areas. This must be performed within thirty (30) days of moving in. Access to inspect for compliance is required. Thereafter, your move-in deposit of \$2500 will be returned if found to be in compliance. If not in compliance upon expiration of thirty (30) days after move-in, your move-in deposit is subject to forfeiture.
6. No article, such as doormats, umbrellas, shoes, or rubber boots, shall be placed in the halls or on the staircase landings or elevators, nor shall anything be hung or shaken from the doors, windows or roofs or placed upon the windowsills or ledges in the building. No bicycles, scooters, strollers, baby carriages or other wheeled items shall be allowed to stand in public halls, passageways, areas of courts of the building. Anything left outside an apartment is subject to removal by building personnel.
7. No sign, notice, advertisement, or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Board of Directors or the Managing Agent.
8. Messengers and trades people shall use such means of entrance and exit as shall be designated by the Board of Directors or the Managing Agent.

9. Except for U.P.S. or other small parcels, supermarket and food deliveries, all other items of every kind must be delivered only at the service entrance to the building
10. No resident shall hire or utilize the services of any building employee for private business during that employee's workday.
11. No bird or animal shall be kept or harbored in the building unless the same in each instance is expressly permitted in writing by the Board of Directors or the Managing Agent; such permission shall be revocable by the Board of Directors or Managing Agent in their sole discretion, at any time. In no event shall any animal be permitted in any of the public portions of the building unless carried or on a leash. No pigeons or other birds or animals shall be fed from the windows, in the yard, court spaces or other public portions of the building, or on the sidewalk or street adjacent to the building. All pets must be leashed at all times and walked through the service entrance of the building only. (See #19)
12. No radio, television aerial or satellite dish shall be attached to or hung from the exterior of the building.
13. No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale or tag sale be held in any apartment without written consent of the Board or its Managing Agent. Rules for these events must be obtained from the Managing Agent. Resident is responsible for strict adherence to said rules.
14. Residents shall keep the windows of their apartments clean and covered by white or by off white blind or shades as deemed acceptable by the Board of Directors. In case of refusal or neglect of a resident during 10 days after a notice in writing from the Managing Agent or the Board of Directors to clean windows, such cleaning may be done by the Managing Agent and/or the Board of Directors, which shall have the rights, by its officers or authorized agents, to enter the apartment for the purpose of cleaning the windows and to charge the cost of such cleaning to the Resident/Shareholder.
15. Complaints and questions regarding the service of the building shall be made in writing to the Managing Agent.
16. The Managing Agent, and any contractor or workman authorized by said agent, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to repair plumbing, electrical, or any other building equipment or to control or exterminate any vermin, insects, or other pests and for the purpose of taking any measures deemed necessary.
17. The use of clothes, washing machines and dryers within individual apartment are prohibited



**18. Micro-mobility Vehicles/Lithium-Ion Batteries** - Effective April 1st, 2023, no electric bicycles, scooters, or similar micro-mobility devices or vehicles, but not including wheelchairs (an "LI Vehicle") using lithium-ion batteries are permitted in any Apartment or any other spaces appurtenant to the Apartment, or in the common areas of the building (including but not limited to the public halls, lobbies, basement, elevator, vestibules and stairways) (collectively, the "Property"). No Lessee shall permit any LI Vehicles (whether belonging to the Lessee or to occupants residing with Lessee or to their guests, employees, agents, visitors, tenants, sublessees or licensees) (collectively, "Guests") to be brought into, kept, charged or stored in the Property. In the event a violation of the foregoing policy results in a fire at the Property, the Lessee who brought the LI Vehicle into the Property or whose Guests brought the LI Vehicle into the Property, shall be responsible for all property damage and bodily injury, including death, resulting from the fire. The building staff has been instructed not to allow any such device onto the premises. The specific fine for violation of this new House Rule is \$500.

19. Please see attached Pet Policy Rules (attached)

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

**Fairfield Owners Corporation**  
**640 West 231<sup>st</sup> Street**  
**Riverdale, NY 10463**  
**PET POLCY**

**General Responsibility:**

Residents are not allowed to have any new or replacement dogs, cats or other pets of any kind in the building unless the pet has first been approved in writing by the Board and been properly registered in accordance with Co-op policy. If you already have a pet as of this date, that pet will be deemed “grandfathered” provided it has been properly registered by completing and returning the Corporation’s pet registration form to Michele Liddy at Garthchester Realty.

If a Resident is not certain as to whether a pet will be permitted, the Resident is responsible for consulting the Co-op first before acquiring the pet.

**Guidelines:**

The Board reserves the right to update, modify or amend the Corporation’s pet policy at any time and to determine the appropriateness of any given pet on a case-by-case basis. However, in order to comply with the Corporation’s current policy, Residents are advised that the following guidelines should be followed when considering at pet:

**Limits to Number and Size of Pets**

A Resident’s household may either have **(1) one dog** exceeding 25 pounds but less than 60 pounds or **(2) two** dogs less than 25 pounds each at the maximum documented full-grown adult weight for the breed. However, under no circumstances may any household have more than two dogs. A Resident’s household may also have a **maximum of two** domesticated cats. The Board expressly retains the right to impose further limits on pets as the need arises. (For example, the Board may put a moratorium on new pets at any time, regardless if every household has met the maximum of one dog.)

**Approval of Pets**

All new or replacement pets must first be interviewed and approved in writing by the Board of Directors. The Board of Directors will require all applicants with pets or Residents hoping to get a pet to submit a reference for their pet or meet with a representative from the Co-op Board for a pet interview prior to final approval. The Board retains the right to reject any pet that does not meet the requirements of this policy or, in the Board’s sole judgment, may cause property damage or a nuisance to Co-op members.

**Specific Pet Restrictions:**

**Dog Breeds:** American Pit Bull Terriers, American Staffordshire Terriers, English Mastiffs, Irish Staffordshire Bulls, Neapolitan Mastiffs, Staffordshire Bull Terriers, Rottweiler's, Doberman Pincers, German Shepherds, Malamuds, wolf dogs and any other breeds of dogs determined to be aggressive *will not be permitted* in the Co-op.

**Rodents:** Mice, hamsters, gerbils, guinea pigs, etc. also require Board approval. These animals could present a fire hazard if they get loose and chew on electrical conduits.

**Fish:** Households may not have a total of more than 40 gallons of fish aquariums. This is to avoid excessive condensation problems and water damages from accidents.

**Exotic Pets:** All pets must be of a species and genus that are commonly and traditionally recognized as a domesticated human companion and appropriate for the indoor and outdoor space available at the Co-op. They must not be one of an endangered species or otherwise under special government surveillance or control. Animals that are considered exotic, unusual or unknown as pets including, but not limited to snakes or other venomous animals, are not allowed in the Co-op.

**Breeding:** Insect breeding, research, or pet breeding on the Co-op grounds is prohibited.

**Additional Requirements for Pet Ownership:**

All Residents are required to show responsible and reasonable care for their pets at all times and to clean up after their pets.

All pets must be vaccinated, and their health records provided upon request.

Residents are responsible for the repair of any damage to a resident's apartment or personal property, and for the repair of damage to Co-op property, caused by their pet.

All pets must be contained to the Resident's unit.

Dogs must always be leashed when in the common/public areas of the Co-op (lobby, hallways, laundry room, meeting room, etc.)

All dogs must enter and exit through basement only.

All dogs must be neutered.

FAIRFIELD OWNERS CORP.

DOG/CAT REGISTRATION FORM



PLACE PET(s) PHOTO HERE

Apartment #: \_\_\_\_\_

Name of Shareholder(s): \_\_\_\_\_

Name of Shareholder(s): \_\_\_\_\_

Name of Dog (s)/Cat(s): \_\_\_\_\_

Approximate Age or Date of Birth: \_\_\_\_\_

Sex and Breed: Male \_\_\_\_\_ Female \_\_\_\_\_

Brief Description (color, markings, etc.): \_\_\_\_\_

\_\_\_\_\_

NYC Dog/Cat License Number: \_\_\_\_\_

I (we) agree to walk our dog only in the proper areas and to remove the waste as required by the Laws of the City of New York and the above policy of FAIRFIELD OWNERS CORP.

Shareholder Signature \_\_\_\_\_

Shareholder Signature \_\_\_\_\_

Date: \_\_\_\_\_



# Garthchester Realty

[www.GarthchesterRealty.com](http://www.GarthchesterRealty.com)

440 Mamaroneck Ave., Suite S 512  
Harrison, New York 10528  
(914) 725-3600 F: (914) 725-6453

98-20 Metropolitan Ave., Suite 1  
Forest Hills, New York 11375  
(718) 544-0800

The House Rules and Pet Policy apply to all Shareholders and Tenants. If administrative or legal fees are incurred in the enforcement of any rule, the Shareholder and/or Resident will be charged accordingly.

Please review/read and keep the attached House Rules & Pet Policy .

\_\_\_\_\_  
NAME

\_\_\_\_\_  
APT #

\_\_\_\_\_  
DATE



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## FAIRFIELD OWNERS CORP.

### MOVE IN/OUT & DELIVERY PROCEDURES:

9am – 4:30pm (No Weekends or Holidays)

Please be advised that all residents must arrange your **move in/out & deliveries** with **Michele Liddy** at **914-725-3600 ext. 3121** or via email at [michele@garthchesterrealty.com](mailto:michele@garthchesterrealty.com).

Please contact Michele at least **ONE WEEK** before your move in/out or scheduled delivery date to be sure that date is available. A move in/out deposit in the amount of **\$2,500.00** is required ~ Check payable to: **Fairfield Owners Corp.** In addition to your deposit, you must provide a **certificate of liability insurance (COI)** from your moving company if you have professional movers.

The COI information is as follows and required for ALL MOVES AND/OR DELIVERIES:

#### CERTIFICATE HOLDER:

**Fairfield Owners Corp.**

c/o GARTHCHESTER REALTY  
440 Mamaroneck Ave., S-512  
Harrison, NY 10528

#### DESCRIPTION of OPERATIONS/ADDITIONAL INSURED:

1. Name of Resident, Address & Apt.#
2. **Fairfield Owners Corp.**
3. GARTHCHESTER REALTY

***\*Please be advised without the required form(s), the move and/or delivery WILL NOT BE PERMITTED.\**** If you are not hiring professional movers, insurance is still required. Please fill out a **Hold Harmless Form** and submit a copy of your **Homeowners Insurance (declaration page)** and submit to Michele at Garthchester Realty.

Once the move in/out is completed, you must contact Michele in order to have your deposit refunded, if applicable. Once we verify with the Super that there was no damage, your refund request will be submitted to our Bookkeeper and mailed to you within **10 business days**.

Thank you for your anticipated cooperation.

Sincerely Yours,

Garthchester Realty

**A/A/F Fairfield Owners Corp.**





# Garthchester Realty

www.GarthchesterRealty.com

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Harrison, New York 10528  
(914) 725-3600 F:(914) 725-6453

98-20 Metropolitan Ave., Suite 1  
Forest Hills, New York 11375  
(718) 544-0800

**FAIRFIELD OWNERS CORP.  
640 WEST 231<sup>ST</sup> STREET  
RIVERDALE, N.Y. 10463**

DATE: \_\_\_\_\_

APT/S # \_\_\_\_\_

Please let this serve as acknowledgement that \_\_\_\_\_  
(Shareholder/s name-print) agrees to the cooperative's (**Fairfield Owners Corp**) corporation  
requirement that they must have carpet 80% of their new apartment with wall-to-wall carpeting  
within **THIRTY (30) DAYS** of moving in.

### **Refusal to sign nullifies Board approval.**

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Thank you in advance for your anticipated corporation regarding this matter.

Sincerely yours,  
Garthchester Realty  
A/A/F-Fairfield Owners Corp.

Building Address: \_\_\_\_\_  
\_\_\_\_\_

Apt: \_\_\_\_\_

COOPERATIVE SALES

LEAD WARNING STATEMENT – CONTRACTS OF SALE

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.

DISCLOSURE OF INFORMATION ON LEAD-BASED PAINT AND/OR LEAD BASED PAINT HAZARDS  
SELLER/PURCHASER

Seller's Disclosure

(a) \_\_\_\_\_ Presence of lead-based paint and/or lead-based paint hazards (Seller(s) 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) \_\_\_\_\_ Seller has no knowledge of lead-based paint and/or lead-base paint hazards in the Unit and/or common areas.

(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 Unit and/or common areas (list documents below).

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

Purchaser's Acknowledgment (purchaser(s) to initial (c) (d) (e) and check either (i) or (ii) below):

(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 (Broker) Acknowledgement (Agent (all Broker) to initial (f) below):

(f) \_\_\_\_\_ Agent (All Brokers) has informed the Seller of the Seller's obligations under 42 U.S.C. 4852(d) and is aware of Agent's (All Brokers) Independent 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  | Purchaser      | Date  |
| _____          | _____ | _____          | _____ |
| Seller         | Date  | Purchaser      | Date  |
| _____          | _____ | _____          | _____ |
| Agent (Broker) | Date  | Agent (Broker) | Date  |