



# Garthchester Realty

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

## Fieldstonale Mutual Housing Cooperative Inc.

5500-5550 Fieldston Road, Riverdale, NY 10471, 718-549-7373

(rev. April/2025)

### **Purchase Application**

Return to: Fieldstonale Mutual Housing Cooperative, Inc.  
The Board of Directors  
c/o Garthchester Realty  
440 Mamaroneck Avenue, S-512  
Harrison, NY 10528

### **Instructions**

1. Please complete all sections of the application. If a section is not applicable to you include the document and state why it is not applicable.
2. Applicant(s) must provide **one (1)** copy of the following documents prior to the Board considering the application. ***Please do not bind, staple, or print double-sided.***
  - a. fully completed application with all attached forms signed.
  - b. a signed copy of your last two (2) years Federal tax returns with all schedules attached. Also provide a copy of all W-2's submitted with the tax return, as well as last two pay stubs.
  - c. copies of latest bank statements.
  - d. two (2) personal letters of reference and two (2) professional letters of reference for each applicant.
  - e. letter of reference from your present employer stating annual salary and length of employment.

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- f. letter of reference from current landlord or managing agent.
  - g. fully executed contract of sale, together with any riders thereto.
  - h. a copy of your bank mortgage commitment if financing is being obtained.
3. The application, documents, and a non-refundable application fee, payable to Garthchester Realty, in the sum of Four Hundred (\$400.00) Dollars **plus** One Hundred and Fifty (\$150.00) Dollars **per applicant** (for a background check) must accompany your application. These fees are non-refundable.
  4. The Board reserves the right to request additional information prior to considering your application.
  5. By submitting this application for the Board's consideration, you are representing that all statements contained therein are true to the best of your knowledge and are authorizing the Board to verify all statements, including the Board obtaining a current credit report.
  6. Where there is more than one applicant, the information required is to be answered by all applicants.
  7. The applicant(s) and all persons to reside at the residence will be required to attend an in person interview with the members of the Admissions Committee of the Board of Directors prior to the committee's final review of the application.

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**Purchase Application**  
**Fieldstondale Mutual Housing Cooperative Inc.**

5500–5550 Fieldston Road, Riverdale, NY 10471

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

**Applicant Overview**

Applicant Name	
Co-Applicant Name	
Seller(s) Name	
Apartment Number	
Shares	
Purchase Price	
Down Payment	
Mortgage Amount	
Monthly Payment	
Cash Purchase:	Yes                      No                      (Circle One)
Total Liquid after Closing	
Number of Occupant(s)	
Occupant(s) Names	

**Purchase Application**  
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5500–5550 Fieldston Road, Riverdale, NY 10471

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

Number of Vehicle(s)	
Broker Name	
Broker Phone Number	
Broker Email	
Attorney Name	
Attorney Phone Number	
Attorney Email	

# Purchase Application

## Fieldstondale Mutual Housing Cooperative Inc.

5500–5550 Fieldston Road, Riverdale, NY 10471

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

### Personal Data

Applicant Name	
Applicant Social Security Number	
Co-Applicant Name	
Co-Applicant Social Security Number	
Applicant Email Address	
Applicant Phone Number <i>Only one is required</i>	<div style="display: flex; justify-content: space-between; padding: 5px;"> <span>Cell</span> <span>Home</span> <span>Work</span> </div>
Co-Applicant Email Address	
Co-Applicant Phone Number <i>Only one is required</i>	<div style="display: flex; justify-content: space-between; padding: 5px;"> <span>Cell</span> <span>Home</span> <span>Work</span> </div>
Applicant(s) Current Address City State Zip	
Current Residence <i>Circle one</i>	<div style="display: flex; justify-content: space-around; padding: 5px;"> <span>Rent</span> <span>Own</span> </div> <p>Other: _____</p>
If Rent, Provide the Landlord:	
Name & Phone Number	
Years at Current Address:	

**Purchase Application**  
**Fieldstondale Mutual Housing Cooperative Inc.**

5500–5550 Fieldston Road, Riverdale, NY 10471

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

If less than 10 years, previous address(es) including City State Zip:	
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**Personal Information**

List names and ages of all individuals expected to occupy the apartment.

NAME	RELATIONSHIP	AGE* <small>*If under 18</small>

*Unless expressly waived by the Corporation's Board of Directors in writing, all individuals expected to occupy the apartment must be present at the time of the applicant's interview with the Board of Directors.*

List pets expected to occupy the apartment.

NAME	TYPE (i.e. dog, cat, bird)	AGE

**Purchase Application**  
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5500–5550 Fieldston Road, Riverdale, NY 10471

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

**Employment Information**

**Applicant**

Current Employer	
Current Position/Title	
Address	
Dates Employed	
Current Salary	
Supervisor's Name	
Supervisor's Phone #	

**Complete if employed in current position for less than two (2) years. Account for the last five (5) year:**

Previous Employer(s)	
Previous Position/Title(s)	
Address	
Dates Employed	
Supervisor's Name	
Supervisor's Phone #	

**Purchase Application**  
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Apt #: \_\_\_\_\_

**Co-Applicant**

Current Employer	
Current Position/Title	
Address	
Dates Employed	
Current Salary	
Supervisor's Name	
Supervisor's Phone #	

**Complete if employed in current position for less than two (2) years. Account for the last five (5) year:**

Previous Employer(s)	
Previous Position/Title(s)	
Address	
Dates Employed	
Supervisor's Name	
Supervisor's Phone #	



# Purchase Application

## Fieldstondale Mutual Housing Cooperative Inc.

5500–5550 Fieldston Road, Riverdale, NY 10471

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

### Financial Data

Source of down payment and settlement charges:	
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**These questions apply to all applicants**

*If a “yes” answer is given to a question in this column, explain on a separate sheet*

	<b>Applicant</b> (Check One)	<b>Co-Applicant</b> (Check One)
Do you have or have you had any outstanding judgments?	Yes                      No	Yes                      No                      N/A
In the last 7 years, have you declared bankruptcy?	Yes                      No	Yes                      No                      N/A
Have you had property foreclosed upon or given title or deed in lieu thereof?	Yes                      No	Yes                      No                      N/A
Are you a co-signer or guarantor on any debt?	Yes                      No	Yes                      No                      N/A
Are you a party in a lawsuit?	Yes                      No	Yes                      No                      N/A
Are you obliged to pay alimony, child support, or separate maintenance?	Yes                      No	Yes                      No                      N/A
Is any part of the down payment borrowed or gifted?	Yes                      No	Yes                      No                      N/A

# Purchase Application

## Fieldstondale Mutual Housing Cooperative Inc.

5500–5550 Fieldston Road, Riverdale, NY 10471

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

### Income Data

#### Describe Other Income

*If downpayment is borrowed or gifted, please submit a notarized statement from the donor with gift or repayment terms, if there are none please indicate that in the statement.*

**NOTICE:** Alimony, child support or separate maintenance income doesn't need to be reported if the applicant(s) chooses not to have it considered as a basis for paying maintenance charges:

Source	Monthly Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Monthly Amount	\$

### Purchase Details

***Copy of Contract of Sale to be submitted with this application***

Estimated closing Date:		
a	Purchase Price	\$
b	Total Closing Cost (est.)	\$
c	<b>Total (a+b)</b>	<b>\$</b>
d	Amount of Financing*	\$
e	Other Financing**	\$
f	Amount of Cash Deposit	\$
g	Cash Required for Closing	\$

**\*\* Maximum Financing is 80%**

*\*If Other Financing, explain:*

# Purchase Application

## Fieldstondale Mutual Housing Cooperative Inc.

5500–5550 Fieldston Road, Riverdale, NY 10471

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

### Monthly Expenses

Item	Current	Proposed
Rent/Maintenance	\$	\$
Mortgage Payment	\$	\$
Renter/Homeowners Insurance	\$	\$
Real Estate Taxes*	\$	\$
Mortgage Insurance	\$	\$
Co-op/Condo/HOA Assessment	\$	\$
Auto Loan(s)/Lease(s)	\$	\$
Installment Loans/Credit Cards	\$	\$
Tuition Payments	\$	\$
Alimony	\$	\$
Child Support	\$	\$
Liens/Judgements	\$	\$
Utilities	\$	\$
Child(ren) Care & Child(ren) Tuition	\$	\$
Other Monthly Payments**	\$	\$
<b>Total Monthly Payments:</b>		<b>\$</b>

*\*This should factor in Real Estate Taxes on other properties only, Fieldstondale Mutual Housing monthly maintenance payments cover Real Estate Taxes*

*\*\*If Other, explain:*

**Purchase Application**  
**Fieldstondale Mutual Housing Cooperative Inc.**

5500–5550 Fieldston Road, Riverdale, NY 10471

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

**Gross Monthly Income**

Estimated Closing Date: \_\_\_\_\_

Item	Applicant	Co-Applicant	Total
Base Income	\$	\$	\$
Overtime	\$	\$	\$
Bonuses	\$	\$	\$
Commissions	\$	\$	\$
Dividends/Interest	\$	\$	\$
Net Rental Income	\$	\$	\$
Other*	\$	\$	\$
Total			\$

*\*If Other, explain:*

# Purchase Application

## Fieldstondale Mutual Housing Cooperative Inc.

5500–5550 Fieldston Road, Riverdale, NY 10471

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

### Balance Sheet at the Last Day of Month Immediately Preceding Date of Application

<b>Assets</b>	
<b>Source</b>	<b>Monthly Amount</b>
Contract deposit for this apartment	\$
Checking Account(s) <i>(Not including contract deposit) - Note 1</i>	\$
Savings Account(s) <i>(Not including contract deposit) - Note 2</i>	\$
Marketable Securities & Certificates of Deposits - Note 3	\$
Real Estate Owned - Note 4	\$
Automobiles/Pleasure Craft Owned - Notes 5	\$
Other Assets - Note 6	\$
<b>(A) Total Assets:</b>	\$

<b>Liabilities - Note 7</b>	
<b>Source</b>	<b>Monthly Amount</b>
Installment Debt Payable	\$
Other Unsecured Loans	\$
Mortgage Loans	\$
Automobiles/Pleasures Craft Owned	\$
Other Assets	\$
<b>(B) Total Liability:</b>	\$

<b>Total Net Worth</b> (A) Assets - (B) Liabilities	\$
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# Purchase Application

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

### Note 1 - Liquid Assets Checking

*Please provide an attachment of last two months of statements for each account listed below*

Type	Name of Banking Institution	Balance
Checking 1		\$
Checking 2		\$
Checking 3		\$
Checking 4		\$
Checking 5		\$
Checking 6		\$
<b>Total</b>		\$

### Note 2 - Liquid Assets Savings

*Please provide an attachment of last two months of statements for each account listed below*

Type	Name of Banking Institution	Balance
Savings 1		\$
Savings 2		\$
Savings 3		\$
Savings 4		\$
Savings 5		\$
Savings 6		\$
<b>Total</b>		\$

### Note 3 - Marketable Securities and Certificates of Deposits

*Please provide an attachment of last quarter of statements for each account listed below.*

Financial Institution	Investment Type	Value
		\$
		\$
		\$

# Purchase Application

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

		\$
		\$
		\$
		\$
		\$
		\$
<b>Total</b>		\$

Note 4 - Real Estate

Property Address*	Market Value	Total Mortgage & Loans
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>Total</b>		\$

*\*Monthly Rental Property details, if listed above:*

Monthly Liabilities vs Revenue	Gross Rental Income	Mortgage Payments	Taxes, Insurance, Maintenance, & Misc. Payments	Net Income
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$

Note 5 - Automobiles/Pleasure Craft Owned

Make	Model	Year	Plate #	Remaining Financing
				\$
				\$
				\$

# Purchase Application

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

### Note 6 - Other Assets

*Please provide an attachment of last quarter of statements for each account listed below.*

Financial Institution	Description of Investment (Other Assets)	Value
		\$
		\$
		\$
		\$
<b>Total</b>		\$

### Note 7 - Liabilities, Loans, and Credit Cards

Creditor's Name	Debt Type <i>Mortgage, Student Loan, Credit Card etc</i>	Monthly Payment	Months Left	Unpaid Balance
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$
		\$		\$



# **Purchase Application**

## **Fieldstondale Mutual Housing Cooperative Inc.**

5500–5550 Fieldston Road, Riverdale, NY 10471

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

### **CERTIFICATION OF ACCURACY AND DISCLOSURES**

I certify statements made in this application have been examined by me and to the best of my knowledge and belief are true, correct, and complete. I have no objection to inquiries to any person or institution being made for the purpose of verifying the facts herein stated. Fieldstondale Mutual Housing Cooperative Corporation has the right to rely on information given herein, and in the event investigation proves any of the statements false, Fieldstondale Mutual Housing Cooperative Corporation may reject this application, or if lease has been executed, may terminate same as if breach of lease had occurred.

I hereby authorize the Fieldstondale Mutual Housing Cooperative Corporation to request and obtain a criminal background investigation and to receive any records of criminal history.

I understand that filing of this application does not bind the Fieldstondale Mutual Housing Cooperative Corporation to consent to the assignment (or sublet) of this apartment to me.

Applicant's Name

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Co-Applicant's Name

\_\_\_\_\_

Co-Applicant's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

# Purchase Application

## Fieldstondale Mutual Housing Cooperative Inc.

5500–5550 Fieldston Road, Riverdale, NY 10471

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

Complete One Per Applicant

### 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 1681ET 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:

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Fieldstondale Mutual Housing Cooperative, Inc.  
The Board of Directors  
c/o Garthchester Realty  
440 Mamaroneck Avenue, S 512  
Harrison, NY 10528

Dear Directors:

I (we) have read the Proprietary Lease of Fieldstondale Mutual Housing Cooperative, Inc. and will abide by all the rules and regulations as set forth. Specifically, any apartment construction/renovation plans will be submitted to the cooperative's managing agent for approval prior to commencement of any work.

In addition, I (we) understand the following:

1. The Fieldstondale Mutual Housing Cooperative makes no representation with respect to the value of the building or the apartment in question.
2. The Fieldstondale Cooperative has no liability to the Applicant concerning any act or any failure to act on the part of the Seller in connection with this application or any sale contemplated herein.
3. No written or oral representation(s) or agreement(s) by salesmen, brokers, or others, are binding on the Cooperative.
4. Fieldstondale Cooperative apartments are sold "as is" and the Cooperative is not obligated to make any repairs or alterations other than those specified in the lease and by-laws.
5. The obligation to obtain possession of the apartment from the Seller is on the Applicant.
6. Only one dog is permitted at any time.

Applicant's Name

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Co-Applicant's Name

\_\_\_\_\_

Co-Applicant's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

# Purchase Application

## Fieldstondale Mutual Housing Cooperative Inc.

5500–5550 Fieldston Road, Riverdale, NY 10471

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

Fieldstondale Mutual Housing Cooperative, Inc.  
The Board of Directors  
c/o Garthchester Realty  
440 Mamaroneck Avenue, S 512  
Harrison, NY 10528

Re: Moving Procedures

Dear Directors:

I understand that I must notify Garthchester Realty in writing, not less than one week prior to the actual move. Notices should be addressed to Garthchester Realty, 440 Mamaroneck Avenue, S 512, Harrison, NY 10528.

**NO MOVING OR DELIVERIES WILL BE PERMITTED ON WEEKENDS OR HOLIDAYS.**

Moving allowed Monday through Friday, 9:00 am - 3:30 pm.

Further, the party moving in and the moving company must notify the superintendent one week prior to the actual move at the building office at 5500 Fieldston or by phone at (718) 549-7373, 9:00am - 4:30pm Monday through Friday.

A move-in deposit of \$750.00 will be sent in with the application to Garthchester Realty; check to be made payable to Fieldstondale Mutual Housing Cooperative, Inc. The move-in deposit will be returned only on authorization of the managing agent. Damages, if any, will be assessed by the Managing Agent.

Pursuant to Fieldstondale House Rules Section 7 (a), each unit is required to cover at least 80% of its floors except for in areas such as kitchens, bathrooms, foyers and closets. The Managing Agent reserves his/her right to inspect the unit after the shareholder moves in, and may withhold the security deposit until there is compliance of this rule.

Applicant's Name

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Co-Applicant's Name

\_\_\_\_\_

Co-Applicant's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

# Purchase Application Fieldstondale Mutual Housing Cooperative Inc.

5500–5550 Fieldston Road, Riverdale, NY 10471

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

## RIDER TO PURCHASE APPLICATION OCTOBER 2024

### REQUIREMENT TO REPLACE UNIT FUSE BOXES TO CIRCUIT BREAKERS

In order to ensure that the corporation maintains good standing with its insurance carrier, the Applicant, immediately upon closing, agrees to permit the corporation to perform upgrades to the electric in the unit from fuses to circuit breakers, where required.

The Corporation will schedule and ensure the electrical work and any necessary repairs to the unit are completed and done in a timely manner, in accordance with the Occupancy Agreement.

Failure of the Shareholder to agree to the above terms will result in the Shareholder bearing the cost to make these required electric repairs within 12 months of the closing date. Failure to upgrade the fuses to circuit breakers may result in potential legal action, at the Shareholder's expense.

Applicant's Name

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Co-Applicant Name

\_\_\_\_\_

Co-Applicant's Signature

\_\_\_\_\_

Date

\_\_\_\_\_



# **Purchase Application Fieldstondale Mutual Housing Cooperative Inc.**

5500–5550 Fieldston Road, Riverdale, NY 10471

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

## **Terrace Covering Guidelines**

(rev. April/2025)

### **To All Fieldstondale Cooperators with Terraces**

Dear Cooperator:

If you are interested in putting carpet on your terrace, please note that the only type that has been approved by the cooperative's engineer and the Board of Director is a "cover deck system". Information on this material is available by contacting the site office.

Please note that installation must be by an approved contractor and cannot be fastened or adhered in any manner to the deck.

Please be further advised that the cooperator is fully responsible for the installation as well as any damages that the installation may cause.

If you would be interested in viewing a sample, please contact the superintendent at the site office.



# Purchase Application Fieldstondale Mutual Housing Cooperative Inc.

5500–5550 Fieldston Road, Riverdale, NY 10471

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

## Terrace Enclosure Guidelines

(rev. April/2025)

### To All Fieldstondale Cooperators with Terraces

Dear Cooperator:

Please note that if you wish to have your terrace enclosed, it **must** be done by the cooperative approved contractor, Sisco Architectural Metal Corp.

Sisco Architectural Metals Corp. can be contacted at (914) 699-1074.

I acknowledge the above:

Applicant's Name

Co-Applicant's Name

\_\_\_\_\_

\_\_\_\_\_

Applicant's Signature

Co-Applicant's Signature

\_\_\_\_\_

\_\_\_\_\_

Date

Date

\_\_\_\_\_

\_\_\_\_\_



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## Fieldstondale Mutual Housing Cooperative Inc.

5500-5550 Fieldston Road, Riverdale, NY 10471, 718-549-7373

### MOVE IN/OUT\* & DELIVERY PROCEDURES

**9am – 3:30pm Monday - Fridays (no weekends or holidays)**

(rev. April/2025)

Please be advised that all residents must arrange your move in/out and 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 \$750.00 is required ~ Check made payable to: FIELDSTONDALE MUTUAL HOUSING COOPERATIVE INC. In addition to your deposit, you must provide a certificate of insurance from your moving company if you have professional movers.

The certificate information is as follows and required for ALL MOVES and/or DELIVERIES:

#### **CERTIFICATE HOLDER:**

FIELDSTONDALE MUTUAL HOUSING COOPERATIVE INC.  
c/o GARTHCHESTER REALTY  
440 Mamaroneck Ave., S-512  
Harrison, NY 10528

#### **ADDITIONAL INSURED:**

1. Name of Shareholder(s), Address & Unit#
2. FIELDSTONDALE MUTUAL HOUSING COOPERATIVE INC.
3. GARTHCHESTER REALTY

**\*MOVES are only permitted Monday – Thursday. Please be advised without the required form, the move and/or delivery will not be permitted.**

*If you are not hiring professional movers, insurance is still required, please contact Michele for a **Hold Harmless Agreement form**.*

Once the move in/out is completed, you must contact Michele in order to have your deposit refunded, if applicable. Once we verify and receive the inspection form from the Super that there were no damages, your refund request will be submitted to our Bookkeeper and mailed to you within 10 business days. **Please note, a carpet inspection must be completed before a move in deposit is returned.**

*\*Failure to notify management of a scheduled move and obtain an inspection will automatically result in forfeiture of the fee.*

Thank you for your anticipated cooperation.

Sincerely Yours,

Garthchester Realty

A/A/F FIELDSTONDALE MUTUAL HOUSING COOPERATIVE INC.



# Fieldstondale Mutual Housing Cooperative Inc.

5500–5550 Fieldston Road, Riverdale, NY 10471

## Application for Parking

(rev. April/2025)

I understand that procedures for assigning and keeping parking spaces are governed by Fieldstondale's Rules Governing Parking Privileges which are attached.

Following is my Parking Space Request and Preferences (check all that apply):

- ☐ I would like to be on the waiting list and wish to remain on the waiting list for the next available parking spot.
- ☐ I would like to be on the waiting list and notified only when a space becomes available in the specific garage, as follows (check as many as applicable):
  - ☐ Lower Garage - entrance on Vales Avenue
  - ☐ Middle Garage - entrance on 256th Street
  - ☐ Upper Garage - entrance on Fieldston Road
- ☐ I do not wish to be on the waiting list.\*

\*If you decide at a later date to add your name to the waiting list for the garage space, you may obtain a parking space application from the Fieldstondale site office at 5500 any time between 9:00am and 1:00pm Mondays through Fridays. The completed application must be submitted to the Fieldstondale site office. The effective date on the parking waiting list will be the date the parking application is received by the Fieldstondale site office.

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

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

**A Copy of this form will be returned to you after it has been processed**

Internal use only:

Received in site office by: \_\_\_\_\_ Date: \_\_\_\_\_

Parking list update by: \_\_\_\_\_ Date: \_\_\_\_\_

Copy returned to the Cooperator on (Date): \_\_\_\_\_

# Fieldstondale Mutual Housing Cooperative Inc.

5500–5550 Fieldston Road, Riverdale, NY 10471

## Rules Governing Parking Privileges

(rev. April/2025)

As used in these rules, *seniority order* is defined as the order in which cooperators apply for a garage space, whether they currently occupy a parking space or are on the waiting list. A waiting list, in seniority order, is posted in the Fieldstondale office.

1. Any cooperator who wishes to either apply for a garage space or change their preferences may do so at any time by submitting a completed application form to the Fieldstondale office. The cooperator's request or change in preference will be effective the date that the parking application is processed by the Fieldstondale office. No more than one garage space per household will be rented.
2. Cooperators do not need to have use of a vehicle at the time that they request to be added to the waiting list. However, parking privileges will be granted **only** if the cooperator uses a working automobile that will occupy a garage space regularly.
3. Cooperators whose maintenance arrears as well as other charges reach a total of three (3) months will lose their garage space, if any, or their position on the waiting list and they will need to reapply to be added to the waiting list.
4. Any available space will be offered in seniority order, regardless of whether the cooperator occupies a space or is on the waiting list.
5. Unless otherwise stated, anyone on the *waiting list* is interested in being offered any space that is available. Unless otherwise stated, anyone *who has a garage space* is interested in being offered any space in a garage above the one that they are occupying. In all instances, shareholders will be given ten (10) business days to respond.
6. A cooperator's first parking space will typically be in the lower level garage on Valles Avenue. (The other two garages are the middle level on 256th Street; and the upper level on Fieldson Road.)
7. A cooperator on the waiting list can refuse an offer of a particular space without losing seniority.
8. Cooperators are not permitted to personally arrange to sub-lease their garage space. If the occupant of a garage space plans to be away for more than a month and would like to arrange for another cooperator to use their garage space, the cooperator must contact management first. The space will be offered to the cooperator on the waiting list, in seniority order. This arrangement cannot exceed six (6) months.
9. Any cooperator who relinquished a garage parking space must return all keys and remote controls to the superintendent's office. Failure to return the keys and remote control will result in a \$50 charge for each key; this charge will be added to the cooperator's maintenance invoice. Additionally, cooperators will be charged \$50 if they lose or require a second remote control
10. The garage space may not be used as a personal storage area. Additionally, cooperators are prohibited from storing gasoline and other combustible materials in or around the motor vehicle, other than in the fuel tank.