



# 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

## **TRENTCENTUN CORP.**

(rev. 3/2024)

### **APPLICATION FOR PURCHASE**

Return to: Garthchester Realty  
440 Mamaroneck Ave., S-512  
Harrison, NY 10528

#### **INSTRUCTIONS**

1. ***Please complete all sections of the application. If a section is not applicable to you, so state.***
2. ***Purchaser must provide one (1) complete set (in the order listed) 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 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.***
  - 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.***

*The information and forms provided on this website are subject to change and may, therefore, not be the most current versions. Accordingly, users of this site are advised to check the date of the forms to make sure it is the most current. Garthchester Realty hereby disclaims responsibility for the reliance by any users of this site on the information contained herein without independent verification of its accuracy.*

3. The application, documents and a non-refundable application fee, payable to Garthchester Realty, in the sum of Four Hundred Fifty Dollars (\$450.00) **plus** One Hundred Fifty (\$150.00) Dollars **per person** (for a credit check) must accompany your application. These funds 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 requested is to be answered by all applicants.
7. All persons to reside at the residence will be required to attend a personal interview with the members of the Admissions Committee of the Board of Directors prior to the committee's moving on the application.

**\*NO APPLICATIONS ACCEPTED ON FRIDAYS AFTER 12PM**

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

Applicant's Name \_\_\_\_\_

Name or names must be entered above in manner that Stock or other documents will be drawn.

Applicant's Attorney \_\_\_\_\_ Tel. \_\_\_\_\_

Attorney's Firm Address \_\_\_\_\_

Seller's Attorney \_\_\_\_\_ Tel. \_\_\_\_\_

PROPOSED CLOSING DATE AND TIME \_\_\_\_\_

(To be established by Board)

DATE OF POSSESSION \_\_\_\_\_

The undersigned hereby offers to purchase \_\_\_\_\_ shares of capital stock of \_\_\_\_\_ accompanying proprietary lease for apartment \_\_\_\_\_ in the building located at \_\_\_\_\_ on the following terms and conditions:

Purchase Price of Unit \$ \_\_\_\_\_

MONTHLY COMMON CHARGE \_\_\_\_\_

DEPOSIT \$ \_\_\_\_\_

FINANCING YES \_\_\_\_ NO \_\_\_\_ AMOUNT \_\_\_\_\_

BANK \_\_\_\_\_

Any other source of financing? If so, specify \_\_\_\_\_

\_\_\_\_\_

The undersigned has filled out the information sheet below and understands that this information is essential in considering the application and that Garthchester Realty is authorized to verify any and all references and information submitted by the applicant.

\_\_\_\_\_  
Signature of Purchase Applicant

\_\_\_\_\_  
Signature of Purchase Applicant

Broker Name: \_\_\_\_\_  
Broker Phone Number: \_\_\_\_\_  
Broker Email: \_\_\_\_\_

Broker Name: \_\_\_\_\_  
Broker Phone Number: \_\_\_\_\_  
Broker Email: \_\_\_\_\_

	Applicant 1	Applicant 2
Name of Applicant		
Present Home Address		
Home Telephone		
Employer or Business Address		
Business Phone		
Social Security #		

Names of all persons who will reside in the apartment: (State relationship and age)

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Names of all residents in the building known by the applicant:

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Does Applicant wish to maintain any pets? If so, specify type and number: Also, attach a photo of dog.

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Dog Size: \_\_\_\_\_ Dog Weight: \_\_\_\_\_  
Small, Medium, Large

Does anyone in the household smoke?

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Does anyone in the household play a musical instrument?

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# REFERENCES

## LANDLORD

Present Landlord or Agent \_\_\_\_\_

Your Current  
Address \_\_\_\_\_

Approximate length of occupancy \_\_\_\_\_

Present Rent \_\_\_\_\_

Previous Landlord or Agent \_\_\_\_\_

Address \_\_\_\_\_

Your previous address \_\_\_\_\_

Approximate length of occupancy \_\_\_\_\_

## EMPLOYER OR BUSINESS

Present Employer or Business (if self-employed) \_\_\_\_\_

\_\_\_\_\_

Business Address \_\_\_\_\_

Approximate length of employment \_\_\_\_\_

Person to contact for reference \_\_\_\_\_

Position \_\_\_\_\_

## PREVIOUS EMPLOYER

Present Employer or Business (if self-employed) \_\_\_\_\_

\_\_\_\_\_

Business Address \_\_\_\_\_

Approximate length of employment \_\_\_\_\_

Person to contact for reference \_\_\_\_\_

Position \_\_\_\_\_

FINANCIAL

1. Bank – (Personal Account) \_\_\_\_\_

Address \_\_\_\_\_

2. Bank \_\_\_\_\_

Address \_\_\_\_\_

PERSONAL

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_

IF SELF-EMPLOYED PLEASE INDICATE THE FOLLOWING FOR REFERENCE:

Name of Accountant \_\_\_\_\_

Address \_\_\_\_\_

Phone No \_\_\_\_\_

EDUCATIONAL BACKGROUND OF APPLICANT (S)

College and Graduate Schools attended, degree and year awarded

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

PERSONAL FINANCIAL STATEMENT

If not entered jointly, Applicant 2 must file a separate financial statement.

Name \_\_\_\_\_

Address \_\_\_\_\_

TO: Garthchester Realty

Statement of the financial condition of the undersigned as  
of the \_\_\_\_\_ day of the \_\_\_\_\_ 20\_\_

Financial statement attached



Please use the word "none" where no amount is to be entered.

ASSETS		LIABILITIES	Total Monthly Payments
Cash (Schedule A)		Notes Payable Banks (Schedule A)	\$
Stocks and Bonds (Schedule B)	\$	Notes Payable to Relatives	
Accounts and Notes receivable		Notes Payable to others	
Due from Relatives and Friends		Accounts Payable	
Due from other-		Fed. & State Inc. Taxes & Interest	
		Mortgages Payable (Schedule C)	
Real Estate Owned (Schedule C)		Installment Contract Payable	
Mortgages Owned (Schedule D)		Other Liabilities (including credit card, revolving credit and charge accounts) Itemize: (including creditor's name and account number)	
Cash Surrender Value of Life Insurance (Schedule E)			
Other Assets (itemize)			
		TOTAL ASSETS	
		TOTAL LIABILITIES	
		NET WORTH	\$
TOTAL AMOUNT OF ASSETS	\$	Amount of Liabilities Secured	

Schedule A

CASH BALANCES AND BANK LOANS

Name of Bank	Statement Date		Method of Borrowing (Unsecured, Guaranty Collateral)
	Cash Balance	Amt. Owing	
Cash on Hand			
Total as per Statement			

Schedule B

STOCKS AND BONDS

Shares or Bonds	Name of Security	In Name of	Present Market Value	If Pledged, To Whom

Schedule C

REAL ESTATE OWNED

Location, Type of Property and Date Acquired, Mortgage Holder	Title in Name of	Cost	Recent Appraised Value	Mortgage	
				AMT.	DUE DATE
Are there any other liens against any of the above property?					
Are there any mortgage payments, or taxes in arrears?					

Type of lien (1 <sup>st</sup> , 2 <sup>nd</sup> , etc.) Location & Type of Property	Mortgage of Record	Orig. Amt.	Present Amt.	Maturity
Are there any principal payments, interest or taxes in arrears?				
Are there any unrecorded assignments?				

Schedule E

LIFE INSURANCE

Face Amount	Name of Company	Beneficiary	Type of Policy	Cash Value	Loans Against Policy
Are any of the above policies assigned except for loans as shown?					

Alimony, Child Support, or Separate Maintenance Income need not be revealed if you do not wish to have it considered.

Fees or

Annual Income: Salary \$\_\_\_\_\_ Commissions \$\_\_\_\_\_ Other \_\_\_\_\_

Business or Occupation: \_\_\_\_\_ Name of Employer: \_\_\_\_\_

Are you an officer or partner in any other business or venture? \_\_\_\_\_

Are there any unsatisfied judgments or legal actions pending against you? \_\_\_\_\_

\_\_\_\_\_

Have you ever gone through bankruptcy or made a general assignment? \_\_\_\_\_

\_\_\_\_\_

Secured Obligations Subject to Uniform Commercial Code

We have signed (or authorized) financing statements in which we appear as DEBTOR, as follows:

Name of Creditor

Date and Place of Filing

_____	_____
_____	_____
_____	_____

Please fill in all schedules and sign the agreement on inside.

**TO THE BOARD OF DIRECTORS OF TRENTCENTUN CORP.**

**To induce you to accept the undersigned as a shareholder of Trentcentun Corporation, the undersigned represents and warrants that the foregoing financial statements set forth all of the assets and liens thereon, and all of the liabilities, direct and contingent, of the undersigned, and agrees that you may rely upon the foregoing financial statements to be correct in each and every application. The undersigned further represents and warrants that all information contained in this application and all information given directly or indirectly to Trentcentun Corporation in relation to this application (including any board interviews or other meetings) is true and complete in all respects. The undersigned gives permission to Trentcentun Corporation to request a consumer report from a consumer reporting agency.**

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

**SS: #** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**SS: #** \_\_\_\_\_

**Signature:** \_\_\_\_\_

# 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.

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

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

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

Current Address:

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Forest Hills, New York 11375  
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Apartment: \_\_\_\_\_

## ANNUAL RESIDENT CONTACT FORM

### RESIDENT 1 CONTACT INFORMATION

Name:		
Home Phone		<input type="checkbox"/> Check to receive phone announcements here
Cellphone		<input type="checkbox"/> Check to receive phone announcements here
Other Phone		<input type="checkbox"/> Check to receive phone announcements here
Email		<input type="checkbox"/> Check to receive email announcements here
Away Address		

### RESIDENT 2 CONTACT INFORMATION

Name:		
Home Phone		<input type="checkbox"/> Check to receive phone announcements here
Cellphone		<input type="checkbox"/> Check to receive phone announcements here
Email		<input type="checkbox"/> Check to receive email announcements here

### EMERGENCY CONTACT INFORMATION 1 (LOCAL PERSON)

Name		Relationship	
Phone		Email	
Can management provide access to apartment in the event of emergency? ____ Yes or ____ No		Address:	

### EMERGENCY CONTACT INFORMATION 2

Name		Relationship	
Phone		Email	
Can management provide access to apartment in the event of emergency? ____ Yes or ____ No		Address:	

### VEHICLE INFORMATION

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

**NOTE: Trentcentun 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.

Dear Shareholders,

As a reminder, in 2017, New York City 1585-A passed the City Council and is now law. Smoking in any common area of the building, including public hallways, roofs, stairways, building lobby, all basement areas, building garage, and all outdoor common areas, such as the Tennis Court, lawn and driveway areas, is prohibited.

It has also been brought to Management and the Board's attention that some of our neighbors are experiencing and made to feel uncomfortable by "seeped in" migrated second-hand smoke and smoke odors through adjoining walls into their own apartments from neighbors who may be engaged in "excessive smoking".

For those who are smoking in their apartments we would ask you to be considerate of your neighbors, to understand your cigarette smoke can seep into the walls, floors and ceilings, spreading to your neighbors. Please consider taking some steps to alleviate the spreading of your cigarette smoke, such as using an air purification system, dehumidifier, cover-up wall plugs, etc. on adjoining walls, etc. and choose to smoke in a room away from those with adjoining walls.

The Board

## Linden House House Rules Infraction Penalties, Fees and Fines

<b>Infraction</b>	<b>1st time</b>	<b>2nd Time</b>	<b>3rd Time</b>	<b>Thereafter</b>
Dogs off leash anywhere in or on property	Warning Letter	\$100	\$300	\$500
Dogs urinating or defecating anywhere in or on property	Warning Letter, plus any cost to remedy damage	\$150	\$300	\$500
Violating 1–20-minute Drop-off parking spot	Sticker on side	\$100	\$200	\$500
Smoking in or on the property including and not limited to in personal space apartments	\$500	\$1,000	\$2,000	\$5000 plus termination proprietary lease
Hoteling of apartments	1 month maintenance	1 Month Maintenance, termination Proprietary Lease	N/A	N/A
Improper disposal of trash, including leaving large boxes in Chute area and foods or beverages in Recycle Bins	Warning Letter	\$25	\$50	\$100
Failure to abide by Temporary Health Rules (e.g., masking, distancing)	Warning letter	\$100 per incident	\$200 per incident	\$500 per incident
Additional Failure to abide by House Rules and Proprietary Lease (e.g., adding additional residents, subletting, dogs and/or cats)	\$200 till the incident is remedied.	\$500 till incident is remedied	\$1,000 till incident is remedied	\$1,500 plus termination of Proprietary Lease

The above shall serve guidance for all, please be advised that all fees and fines will be imposed at the board's sole discretion.

These policies and regulations are implemented for the overall living enjoyment of the residents and will require a collaborative effort.



## House Rules

- (1) The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building, and the fire towers shall not be obstructed in any way.
- (2) No patient of any doctor, who has offices in the building, shall be permitted to wait in the lobby.
- (3) Children shall not play in the public halls, courts stairways, fire towers or elevators and shall not be permitted on the roof unless accompanied by a responsible adult.
- (4) No public hall above the ground floor of the building shall be decorated or furnished by any Lessees in any manner without the prior consent of all the Lessees to whose apartments such hall serves as a means of ingress and egress. In the event of disagreement among such Lessees, the Board of Directors shall decide.
- (5) No Lessee shall make or permit any disturbing noises in the building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television loud speaker in such Lessee's apartment between the hours of eleven o'clock p.m. and the following eight o'clock 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 (not including legal holidays) and only between the hours of 8:30 a.m. and 5:00 p.m.
- (6) No article shall be placed in the halls or on the staircase landings or fire towers, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the window sills of the building.
- (7) No awnings, window air-conditioning units or ventilators shall be used in or about the building except such as shall have been expressly approved by the Lessor or the managing agreement, nor shall anything be projected out of any window of the building without similar approval.
- (8) 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 Lessor or the managing agent.

- (9) No velocipedes, bicycles, scooters or similar vehicles shall be allowed in a passenger elevator and baby carriages and the abovementioned vehicles shall not be allowed to stand in the public halls, passageways, areas or courts of the building.
- (10) Messengers and tradespeople shall use such means of ingress and egress as shall be designated by the Lessor.
- (11) Kitchen supplies, market goods and packages of every kind are to be delivered only at the service entrance of the building and through the service elevator to the apartments when such elevator is in operation.
- (12) Trunks and heavy baggage shall be taken in or out of the building through the service entrance.
- (13) Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the Superintendent or the managing agent of the building may direct.
- (14) Water closets and other water apparatus in the building shall not be used for any purposes other than those for which they are constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closets or other apparatus shall be paid for by the Lessee in whose apartment it shall have been caused.
- (15) No Lessee shall send any employee of the Lessor out of the building on any private business of a Lessee.
- (16) No bird or animal shall be kept or harbored in the building unless the same in each instance have been expressly permitted in writing by the Lessor; such permission shall be revocable by the Lessor. In no event shall dogs be permitted on elevators or 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 window sills, terraces, balconies or in the yard, court spaces or other public portions of the building.
- (17) No radio or television aerial shall be attached to or hung from the exterior of the building without the prior written approval of the Lessor or the managing agent.
- (18) No vehicles belonging to a Lessee or to a member of the family or guest subtenant or employee of a Lessee shall be parked in such manner as to impede or prevent ready access to any entrance of the building by another vehicle.
- (19) The Lessee shall use the available laundry facilities only upon such days and during such hours as may be designated by the Lessor or the managing agent.

- (20) The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
- (21) Unless expressly authorized by the Board of Directors in each case, the floors of the apartment must be covered with rugs or carpeting or equally effective noise reducing material to the extent of at least 80% of the floor area of each room excepting only kitchens, pantries, bathrooms, maids rooms, closets and foyer.
- (22) No group tour or exhibition or any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Lessor or its managing agent.
- (23) The Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the lessee during 10 days after notice in writing from the Lessor or the managing agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right, by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the Lessee.
- (24) The passenger and service elevators, unless automatic type and intended for operation by a passenger, shall be operated only by employees of the Lessor, and there shall be no interference whatever with the same by Lessee or members of their families or their guests, employees or subtenants.
- (25) Complaints regarding the service of the building shall be made in writing to the managing agent of the Lessor.
- (26) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.
- (27) If there be a garbage in the building, the Lessee will abide by all arrangements made by the Lessor with the garbage operator with regard to the garbage and the driveways thereto.
- (28) The following rules shall be observed with respect:
  - I. All wet debris is to be securely wrapped or bagged in a small package size to fit easily into the hopper panel.
  - II. Debris should be completely drip-free before it leaves the apartment and carried to the incinerator closet in a careful manner and in a drip-proof container; then placed into the flu hopper so it will drop into the flue for disposal.

- III. No bottles or cans shall be dropped down the flue before 10:00 a.m. or after 5:00 p.m., but shall be left in a neat manner in service elevator area, if such items must be disposed of before 10:00 a.m. or 5:00 p.m.
  - IV. Cartons, boxes, crates, sticks or wood or other solid matter shall not be stuffed into hopper opening. Small items of this nature may be left in a neat manner on the incinerator closet floor. Bulky items should be left at the service elevator area between 10:00 a.m. and 6:00 p.m. and service employee summoned to dispose of them by way of the service elevator.
  - V. Under no circumstances should carpet sweepings containing naphthalene, camphor, balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any other inflammable, explosive, highly combustible or noxious substances or lighted cigarettes or cigar stubs be thrown into the incinerator flue.
  - VI. Vacuum cleaner bags must be never be emptied into the flue. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then placed through hopper door panel into flue.
  - VII. The superintendant shall be notified of any drippings, or moist refuse appearing on the incinerator closet floor and corridors.
29. No Lessee shall install any plantings on the terrace, balcony, or roof without the prior written approval of the Lessor. Plantings shall be contained in boxes or wood lined with metal or other material impervious to dampness and standing on supports at least two inches from the terrace, balcony or roof surface, and if adjoining a weep holes shall be provided in the boxes to draw off water. In special locations, such as a corner abutting a parapet wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet and flashing, with the floor of drainage tiles and suitable weep holes at the sides to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition.
30. The agents of the Lessor, and any contractor or workman authorized by the Lessor, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests. If the Lessor takes measures to control or exterminate carpet beetles, the cost of thereof shall be payable by the Lessee, as additional rent.

31. These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor.
32. No employee of Lessor may be used by any Lessee for the private business of any Lessee without the prior written consent of the Board of Directors having first been obtained in each instance.

September 24, 2007

**NOTICE TO ALL SHAREHOLDERS  
TRENTCENTUN CORP.**

**Re: House Rule Amendment-House Rule #10, 11, 12**

The Board and Management call your attention to:

**House Rule #10-** Messenger and Tradespeople shall use such means of ingress and egress as shall be designated by the Lessor.

**House Rule #11-** Kitchen supplies, market goods and packages of every kind are to be delivered only at the service entrance of the building and through the service elevator to the apartments when such elevator is in operation.

**House Rule #12-** Trunks and heavy baggage shall be taken in or out of the building through the service entrance

**Whereas certain recent events have caused confusion regarding these house rules the Board has made a decision to clarify and change the above house rules which will become effective immediately.**

**House Rule #10-** Tradespeople and contractors shall use the building's side entrance. Appliance and furniture deliveries, food and market deliveries and contractors must use the twenty (20) minute parking zone to drop off deliveries and utilize the side entrance. After dropping off deliveries, tradespeople and contractors must find parking off building grounds.

**House Rule #11-** UPS, DHL and Fedex deliveries could be made through the front entrance, unless there are large packages which must be made through the side entrance. Clothes cleaning, and take-out food deliveries could be made through the front entrance. While a delivery is made for the above categories, the delivery person could park in front of the building entrance under the portico.

**House Rule #12-** Refers to residents moving in and out of the building with valises, trunks and luggage. This house rule is hereby deleted.

We thank all shareholders for their cooperation in following the above new guidelines.

Sincerely yours,

By: \_\_\_\_\_

February 1, 2010

**Notice To All Shareholders  
Trentcentun Corp.**

Re: Revised House Rule #6

Attached please find the revised House Rule #6. Please place the House Rule with your offering plan in a safe place for future reference.

Sincerely yours,

February 1, 2010

## **Trentcentun Corp. House Rule #6**

No personal article(s) shall be kept or stored in front of, or adjacent to apartment doorways; in the public hallways or on stairway landings and stairs; and on fire escapes. These personal articles shall include, but not be restricted to strollers, baby carriages, children's toys, bicycles, shopping carts, baskets, footwear and furniture. In cases of ambiguity as to what constitutes a prohibited item, the Board of Directors shall use its judgment to make a determination.

The following are permitted at the discretion of the Board: seasonal wreaths and decorations affixed to apartment doors and lobby doors; seasonal wreath and decorations displayed in apartment and public windows; seasonal plants and flowers in the lobby; door mats in front of apartment doors.

Items not listed in the preceding paragraph shall not be hung from building doors. No items are to be thrown, or shaken, from the building's doors, windows, terrace, or fire escapes nor anything placed on the fire escapes and external windowsills of the building. No items are to be hung from the building's terrace, fire escapes, and external windowsills.



September 24, 2007

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Sincerely yours,

September 24, 2007

**NOTICE TO ALL SHAREHOLDERS  
TRENTCENTUN CORP.**

**Re: Second Hand Smoke**

During the past year, there have been complaints that second hand smoke is periodically seeping from several apartments into the adjacent hallways and rising up the open stairwell to the hallways of higher floors, where it is reported to be noticeable inside other apartments. Some shareholders smell a disturbing odor, while others report lung and throat irritation from the traveling smoke.

There have been complaints that several shareholders are smoking with their apartment windows open, allowing rising smoke to pour out of their open windows and into the open windows of apartments above. The extremely large size of our casement windows allows the passage of substantial volumes of smoke into neighboring apartments.

Although there is presently no co-op rule prohibiting residents from smoking inside their apartments, the co-op has a clear interest in reducing exposure of the public areas and neighbors' apartments to second hand smoke, which is a well known public health risk. This building has long had a rule against smoking in public areas, and that activity has also been banned more recently by the New York City Administrative Code. In addition, the House Rules listed in the Offering Plan prohibit the emission of "unreasonable odors" from an apartment. Please note that persistent breaking of these House Rules may constitute a violation of the Proprietary Lease and may also subject the offender to loss of parking privileges or deletion from parking waiting lists.

When you are smoking in your apartment, you should close your windows so that the rising smoke does not pour into the apartment windows above yours, causing a health hazard to others. Closing windows is the responsibility of the shareholder who is emitting the harmful smoke, not that of shareholders whose apartments are polluted by the smoke.

In a further effort to reduce the emission of second hand smoke into the public hallways, the board will direct the Superintendent to install (at building expense) weather stripping in the gap around the hallway door (s) of apartments that have been the subject of smoke complaints. The Superintendent will be contacting you to set up a short appointment at your convenience. Please note that, as this is an issue of public health, the co-op will consider your cooperation mandatory.

Sincerely,

***THE BOARD OF DIRECTORS AND MANAGEMENT***

August 17, 2012

**Trentcentun Corp.**  
**3001 Henry Hudson Parkway, Riverdale**

**REVISED DOG OWNERSHIP POLICY**

The Board of Directors has voted to expand our "pet friendly" policy. We would also like to remind you that before a new pet, including but not limited to dogs, is brought into the building, shareholders are required to request permission from the Board of Directors. The May 2011 rule of 1 dog per family has been rescinded.

We also reiterate the standing "House Rules" that require all dogs to be on a leash at all times when outside their apartment (including the halls, the lobby, and basement) and anywhere on the entire grounds of this building. Owners are responsible for controlling their dog in the building so that they do not charge or jump on others. Also, all dogs should be taken completely off the building grounds (crossing to the other side of the street to "relieve themselves").

We love our pets and want the building to continue to be proud to be a pet friendly building and we remind all shareholders to follow Linden House Pet Policy so we can avoid any unfortunate incidents.

May 15, 2012

**NOTICE TO ALL SHAREHOLDERS  
TRENTCENTUN CORP.**

**Re: Terrace Rules  
Addendum to House Rules**

Dear Shareholders:

The nice weather is here and the terrace is available for the enjoyment of shareholders. As with other public spaces on our property, there are a few rules of use. We are circulating these rules as a helpful reminder. The purpose of the rules is to strike a balance between everyone's enjoyment of this area and the rights to peace and privacy of the many shareholders whose windows overlook this area. There is also a need to address the issues of liability and safety.

We hope that these rules can be a foundation of common sense and common courtesy in our shared use of Linden House amenities. Such a mutual understanding enhances the quality of life for all of us. Please keep these rules in mind when using the terrace.

- 1 The terrace will be open for use from 10:00 a.m. to sunset.
- 2 The terrace is reserved for quiet, sedentary enjoyment.
- 3 The terrace is not for running, bicycle riding, or other forms of active play. These activities are better suited to Henry Hudson Park and Seton Park, two parks located on Independence Avenue close to Linden House.
- 4 Cooking on the terrace is prohibited.
- 5 Storage of any items on the terrace is prohibited.
- 6 Bicycles, radios (without earphones), and cell phones are prohibited from the terrace as are pets.
- 7 An adult should supervise children under the age of 16.
- 8 To respect the privacy of those residents with windows facing the terrace, please use only the western third of the terrace (i.e. The section that is surrounded by planters.)
- 9 Noisy Activity is prohibited.
- 10 Smoking is prohibited.

We thank you for your cooperation and wish you a great summer.

Sincerely yours,

**October 23, 1996**

**NOTICE TO ALL SHAREHOLDERS  
TRENTCENTUN CORP.**

**RE: AMENDMENT TO THE HOUSE  
RULES AND SUBLET POLICY  
Effective: November 1, 1996**

Please be advised that the Board of Directors has made the following change and addition to the sublet policy and house rules.

The term of a sublet will be for one year. All requests for renewal of the sublet must be submitted to the Board for approval two months prior to the expiration of the sublet lease.

The Shareholder will pay three months' of maintenance to the Corporation upon approval of the first year's sublet:

- 1) One month's maintenance will be a non-refundable fee to the Corporation (the sublet fee); and,
- 2) Two month's maintenance will be retained for the entire term of the sublet as a refundable security deposit.

With each renewal of the sublet, an additional non-refundable sublet fee of one month's maintenance will be charged.

Sincerely yours

August 13, 1998

**TO:** Shareholders of  
3001 Henry Hudson Parkway

**FROM:** Board of Directors

**RE:** NEW HOUSE RULE

At the August 4, 1998 meeting, the Board of Directors passed a new House Rule, whose purpose is to enhance building security. When curious or perhaps malevolent passerby can effortlessly examine an unoccupied apartment over an extended period of time, our building becomes more tempting (and vulnerable) to intruders. Once an intruder does enter the building, other apartments (and people) may become crime targets. Therefore, we ask that all shareholders with easily visible apartments help us reduce this danger.

**\*\*NEW HOUSE RULE:\*\***

**“Shareholders whose apartment interiors are visible from street level shall have operable window coverings (curtain, shades, or blinds), which will be kept closed if the apartment is left unoccupied for a significant period of time”.**

**June 16, 1998**

**TO: Shareholders of 3001 Henry Hudson Parkway**  
**FROM: Board of Directors**  
**RE: New House Rule**

**Dear Neighbors,**

**At the June 11, 1998 meeting, the Board of Directors passed a new House Rule addressing the damaging use of the front lawn as a playground. As was explained more fully in the May 26, 1998 letter to Shareholders, we feel that given the availability of parks and playgrounds across the street, some limits to these activities are justified, to protect the precarious health of our historic trees and to prevent further injury to the lawn and garden. In this way, future children and adults of Linden House can continue to enjoy these amenities in their full glory.**

**\*\*NEW HOUSE RULE:\*\***

**“Children may not play on the lawns, gardens, trees, terraces, porches, driveways, or walkways of Linden House in a way that may cause damage to grounds or property.”**

March 6, 1997

**NOTICE TO ALL SHAREHOLDERS  
TRENTCENTUN CORP.**

**RE: RESOLUTION OF BOARD OF DIRECTORS  
AS APPROVED AT THE MEETING OF  
JANUARY 28, 1997**

Please be advised that the Board of Directors have approved a resolution to institute fines for those shareholders who breach the Cooperative's House Rules.

"Be it resolved it"

At the sole discretion of the Board of Directors, shareholders in the Trentcentun Corp. shall be subject to fines and/or other measures for willful and egregious violations of the Proprietary Leas, House Rules and any other rules of the Corporation, e.g. Parking Rules.

Also, any shareholder who harasses or otherwise interferes with any Board member, Committee member, Managing Agent or his employee or vendor shall be subject to a fine as well.

All fines will be imposed as a result of a majority vote of the Board, only after a warning letter shall have been sent to the offending shareholder(s).

All fines will be considered as maintenance and non-payments of fines shall have the same consequences as non-payment of maintenance."

Sincerely yours,

RG/cd  
301-resolution



**RESOLUTION OF**  
**THE BOARD OF DIRECTORS OF**  
**TRENTCENTUN CORP.**

Adopted May \_\_\_\_, 2009

**RESOLVED**, that the Corporation's policy regarding subletting, as adopted by the Board on June 10, 1981, be and hereby is amended to provide as follows:

"Notwithstanding the foregoing, in the event a shareholder of record who is not in default of any of the terms of his or her Proprietary Lease should be pass away before actually residing in his or her apartment for a period of at least 12 months as a shareholder, the Corporation's 12 month residency requirement shall in such an instance be deemed waived, and the Estate of that Shareholder may thereafter, in writing to the Corporation's Managing Agent, request permission to sublet the apartment on behalf of the decedent for a term not to exceed two (2) years."

**FURTHER RESOLVED**, that all other requirements of the Corporation's policy regarding subletting shall be deemed unchanged."

**FURTHER RESOLVED**, that this Resolution shall take effect immediately.

# LINDEN HOUSE

Trentcentun Corp.

3001 Henry Hudson Parkway

Bronx, NY 10463

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Membership for the Linden House Tennis Court Season is \$75.00 per family. Please make your check payable to Goodman Management Co., Inc. and write your apartment number on it. Membership is only in the name of the family or joint shareholders. Membership becomes effective when your check and signed agreement are returned to Goodman Management Co, Inc. and you receive a key to the tennis court lock.

**TENNIS: HOURS:** Monday through Friday 9:00A.M. to 8:00P.M.  
Saturday, Sunday & Holidays 10:00A.M. to 8:00P.M.

## **CLOTHING:**

All players are required to wear tennis attire when playing. Shirts will be worn all times. **Only tennis footwear is permitted on the court for playing. (Running cross, training or other shoes are not permitted.)**

## **CHILDREN:(Under 10 years)**

Children under 10 years must have an adult member on the court. Children are encouraged to play in groups of four.

## **GUESTS:**

Members are responsible for guest dress and behavior. A resident of this building cannot play as a guest. Guests can only play when a member is present on the court.

## **RESERVATIONS FOR TIME TO PLAY:**

A sign up sheet is in the lobby for reservations. Reservations may be made the day prior by writing members name in the desired hour. Once a week a reservation can be made at anytime for one hour by circling name. Only one reservation per day. No two members may reserve the court for more than one hour to play each other. If a reservation cannot be kept, please remove name from reservation sheet as early as possible. Reservation will be forfeited if not on the court within ten (10) minutes of reservation time. This becomes open time for any member regardless of reservation. First come basis.

## **COURT ETIQUETTE:**

Players are asked to consider apartments facing the court and refrain from making excessive noise. No more than (4) players on the court at a time. The court cannot be used by a member in excess of one hour when others are waiting to play (unless a member does not show up for a reservation within the time limit) Members are responsible for keeping the court clean of waste. **Members must repair their court damage. Fix a hole using your shoe. Brush the court after playing.**

Holidays, weekends, and evenings are reserved for adults.

On leaving the court, unless another member is entering, the court is to be locked.

## **MAINTENANCE:**

The last hour of daylight will be used for normal maintenance. Court repair will be done when necessary. The court will be closed at this time. Every effort will be made to complete repair to afford the most playing time. Please leave the court when requested. **After a rain storm the court is not playable for 24 hours or longer. A separate lock will be placed on the court to prevent members from playing until the court is thoroughly dry.**

## **AGREEMENT:**

By signing below, I agree to abide by rules and regulations. I understand that the Tennis Committee

# LINDEN HOUSE

Trentcentun Corp.

3001 Henry Hudson Parkway

Bronx, NY 10463

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November 2, 1998

To: Shareholders of 3001 Henry Hudson Parkway  
From: Board of Directors

Re: New House Rule on under-carpet padding

Dear Neighbors,

At the October 13, 1998 meeting, the Board of Directors passed a new House Rule, whose purpose is to reduce noise transmission between apartments. Since we are living in an apartment building at close quarters, we all must learn to live with the expected sounds of normal daily living that surround us. The vast majority of shareholders experience no undue or prolonged disturbances, and exercise common courtesy to avoid disturbing others. However, disagreements between neighbors as to what constitutes an acceptable noise level do occur, often becoming emotionally charged and corrosive. Over the past few years, there have been several long-running, noise-related disputes between shareholders, in one case resulting in neighbor (without success).

When specific complaints arise, the managing agent may enforce the existing provision in the proprietary lease that 80% of each room must have floor covering. The new House Rule is meant to ensure that whatever carpeting is installed is also well-enough padded to serve its intended purpose of maximum noise reduction. The poet Robert Frost once wrote, "Good fences make good neighbors". Perhaps "good padding" can make being good neighbors a bit easier.

**\*\*NEW HOUSE RULE:\*\***

"Rugs or carpets put in place to satisfy the proprietary lease requirement of 80% floor coverage must have adequate standard carpet padding underneath, to provide effective noise reduction."

November 2, 1998

To: Shareholders of 3001 Henry Hudson Parkway  
From: Board of Directors

Re: New House Rule on under-carpet padding

Dear Neighbors,

At the October 13, 1998 meeting, the Board of Directors passed a new House Rule, whose purpose is to reduce noise transmission between apartments. Since we are living in an apartment building at close quarters, we all must learn to live with the expected sounds of normal daily living that surround us. The vast majority of shareholders experience no undue or prolonged disturbances, and exercise common courtesy to avoid disturbing others. However, disagreements between neighbors as to what constitutes an acceptable noise level do occur, often becoming emotionally charged and corrosive. Over the past few years, there have been several long-running, noise-related disputes between shareholders, in one case resulting in neighbor (without success).

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**\*\*NEW HOUSE RULE:\*\***

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# Garthchester Realty

## How to Make Monthly Maintenance Payments:

### (1) ACH, E-Check or Credit Card via our website:

Payments via the website - [www.garthchesterrealty.com](http://www.garthchesterrealty.com) - will require you to register and setup an online user profile. You will need to input your **Resident Account Number**. *The statement sample below indicates how to locate your Resident Account Number.* (an administrative fee will be charged for credit card payments)

### (2) Bill Pay Account via Your Bank:

Please note the bill payment service provided by your bank produces a manual check that is sent directly to NCB's lockbox at the address below. *Please initiate the payment 3-5 days prior to the due date to ensure the payment will be processed in a timely manner. Please indicate your Resident Account Number on the memo line (Ex. XX/XX).*

### (3) Mail a Check payable to:

**Name of Property**  
Garthchester Realty  
PO Box 5089  
White Plains, NY 10602-5089

## SAMPLE STATEMENT & ACCOUNT etc.

BOB SMITH  
123 MAIN STREET #1D  
SCARSDALE, NY 10583



DATE	07/01/15
ACCOUNT NO.	XX/XX
AMOUNT DUE	\$654.87

Please Remit Payment To:

GARTHCHESTER REALTY  
P.O. BOX 5089  
WHITE PLAINS, NY 10602-5089

Make Check Payable To:

NAME OF PROPERTY  
\_\_\_\_\_

07130313104000000 0 090116 0065487 000 0

*Please note with cut backs at the United States Postal Service (USPS) any payments sent after business hours on Friday or anytime during the weekend or holidays will not be picked up until the following business day. In addition any documents in transit may not be delivered during that same period. Payments by paper check or bill pay service may experience delayed arrival. Normal business days for USPS delivery are Monday through Friday except for Holidays. Banking and financial services provided by National Cooperative Bank, N.A. Member FDIC.*



# Receiving your monthly invoices **just got easier**



## Register for eBills

### Simplify your life... Go paperless

Receive your invoice online:

- View current invoices
- Review past invoices anytime
- Update your email

Register just once at: [www.garthchesterrealty.com](http://www.garthchesterrealty.com)

1. Click on the 'Go Paperless and then Register' button.
2. Complete the registration form (you will need the WebReg# from your invoice).
3. Click the 'Create your account' button.
4. You will receive an email shortly thereafter requiring you to click on the 'Complete your activation' button to finish the process.

It couldn't be easier! Simply visit [www.garthchesterrealty.com](http://www.garthchesterrealty.com) to register

\* Registrations after the 18th of the month may take effect the following month

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

**Lead Warning Statement**

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

**Seller's Disclosure**

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

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

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

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

(i) \_\_\_\_\_ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).  
\_\_\_\_\_

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

**Purchaser's Acknowledgment (initial)**

(c) \_\_\_\_\_ Purchaser has received copies of all information listed above.

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

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

(i) \_\_\_\_\_ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

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

**Agent's Acknowledgment (initial)**

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

**Certification of Accuracy**

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

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

## Simple Steps to Protect Your Family from Lead Hazards

### If you think your home has lead-based paint:

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

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# Protect Your Family From Lead in Your Home



June 2017

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

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

### Read this entire brochure to learn:

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

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

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

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

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



## Lead Gets into the Body in Many Ways

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

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

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

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



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

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

2

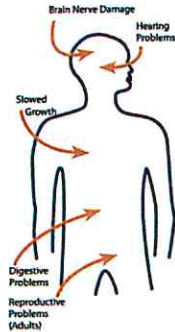


## Health Effects of Lead

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

### In children, exposure to lead can cause:

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



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

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

### In adults, exposure to lead can cause:

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

## Where Lead-Based Paint Is Found

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

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

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

### Lead can be found:

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

Learn more about where lead is found at [epa.gov/lead](http://epa.gov/lead).

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

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

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## Check Your Family for Lead

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

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

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

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

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

## Identifying Lead-Based Paint and Lead-Based Paint Hazards

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

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

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

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

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

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

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

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

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

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## Checking Your Home for Lead

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

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



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

## What You Can Do Now to Protect Your Family

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

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

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## Checking Your Home for Lead, continued

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

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

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

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

## Reducing Lead Hazards

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

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



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

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

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

## Reducing Lead Hazards, continued

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

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

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

## Other Sources of Lead

### Lead in Drinking Water

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

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

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

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

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

### Important Steps You Can Take to Reduce Lead in Drinking Water

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

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

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

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

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

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

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

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



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

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

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

## Other Sources of Lead, continued

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

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

## For More Information

### The National Lead Information Center

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

### EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit [epa.gov/safewater](http://epa.gov/safewater) for information about lead in drinking water.

### Consumer Product Safety Commission (CPSC) Hotline

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

### State and Local Health and Environmental Agencies

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

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

## Consumer Product Safety Commission (CPSC)

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

### CPSC

4330 East West Highway  
Bethesda, MD 20814-4421  
1-800-638-2772  
[cpsc.gov](http://cpsc.gov) or [saferproducts.gov](http://saferproducts.gov)

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

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

### HUD

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

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

EPA-747-K-12-001  
June 2017

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

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

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

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

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

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

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

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

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

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

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

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

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## IMPORTANT!

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

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

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Building Standards  
and Codes

Fire Prevention  
and Control

## New NYS Law Requires Smoke Alarm Upgrades by April 1, 2019

Effective April 1, 2019, a new NY State law requires all **NEW** or **REPLACEMENT** smoke alarms in New York State to be powered by a 10-year, sealed, non-removable battery, or hardwired to the home.



**This does not affect your currently installed smoke alarms**

***You don't need to replace alarms that are currently in your home or apartment - but any that you replace need to be 10-year battery powered or hardwired.***

Important to note, smoke alarms have an estimated life of around 10 years before they become unreliable.

### Breakdown of the new smoke alarm requirements

According to NYS Law 399-ccc: "It shall be unlawful for any person or entity to distribute, sell, offer for sale, or import any battery operated smoke detecting alarm device powered by a replaceable or removable battery not capable of powering such device for a minimum of ten years."

Homeowners and landlords must upgrade their smoke alarms before selling or renting homes and apartments in New York State.

While these 10-year smoke alarms have a larger upfront cost than traditional alarms powered by replaceable batteries (approximately \$20 per unit) the lack

of yearly battery changes makes them cheaper over the life of the device.

As with ALL smoke alarms,manufacturesrecommends that the 10-year sealed smoke alarms still be tested at least twice each year using the button on the front of the unit to ensure they are working properly.

## **Some Frequently Asked Questions:**

### ***Do I need to replace the alarms I have installed already?***

*You are NOT required to immediately replace your current smoke detectors, but any that are replaced or added after April 1st are required to be 10-year battery powered or hardwired. After this date, traditional removable battery smoke alarms will be unavailable for purchase in NY State.*

### ***Are they more expensive than non-sealed alarms?***

Up front? Yes. In the long term? No. Most 10-year sealed smoke alarms range in price from roughly \$20-\$30, making their initial investment higher than a non-sealed alarm, but non-sealed alarms require annual battery changes. The cost of these replacement batteries average \$38 over their 10-year life span, meaning they ultimately cost more than the sealed version.

### ***Do they really last 10 years?***

Yes, they do, the sealed lithium battery (included) will never have to be replaced throughout the life of the alarm, giving you a decade of peace of mind even in the event of a power outage

### ***Will I activate the alarm when I'm cooking something?***

No. There are 10-year sealed alarms specifically designed for the kitchen with

advanced sensors that can tell the difference between cooking smoke and real fire.

***Why did the law change to require these upgrades?***

The dangerous habit of disabling or removing smoke detectors after an accidental alarm while cooking is a major part of why this new legislation went into effect, so alarm manufacturers considered this issue in the design of 10-year sealed alarms. You are very likely to experience less nuisance alarms than you did with your traditional battery alarm.

***Are 10-year sealed smoke alarms better than hard-wired smoke alarms?***

There are advantages to both systems. Hard-wired smoke alarms tie into your home's wiring and require professional installation, but generally do not require battery changes unless they feature a backup battery. 10-year sealed battery-only alarms are simple to install, and they work during a power failure. All smoke alarms have a life span of 10 years, sealed or non-sealed, and should be tested on a regular basis. When the battery wears out in a 10-year sealed alarm, the entire unit must be replaced, which helps prevent outdated units from staying in operation.

***What about landlords and their rental properties?***

10-year sealed alarms offer security and convenience to landlords, who are legally required by New York State to provide smoke detectors in their rental properties. The tamper-proof design of these alarms prevents tenants from removing the batteries due to nuisance alarms, or to use the batteries for another purpose. The 10-year lifespan of these lithium batteries means fewer changes and fewer equipment updates. Overall, there is a lesser chance of equipment failure in the event of a fire