



# 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

## WESLEY HOUSE LTD.

(rev. 11/2024)

### 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) collated** 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 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 and Fifty (\$450.00) Dollars **plus** One Hundred Fifty (\$150.00) Dollars **per person** (for a credit check) must accompany your application. These fees are non-refundable.
4. A non-refundable application fee, payable to Wesley House, Ltd., in the sum of One Hundred (\$100.00) Dollars must accompany your application.
5. The Board reserves the right to request additional information prior to considering your application.
6. 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.
7. Where there is more than one purchaser, the information requested is to be answered by all purchasers.
8. The purchaser(s) and 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.**

## **WESLEY HOUSE LTD.**

### **APPLICATION TO PURCHASE SHARES OF THE CORPORATION**

#### **NOTICE**

Article II of Chapter 700 of the Laws of Westchester County, known as the Westchester County Fair Housing Law, prohibits discrimination in housing accommodations on the basis of a person or persons' actual or perceived race, color, religion, age, national origin, alienage or citizenship status, ethnicity, familial status, creed, gender, sexual orientation, marital status, disability, source of income, or status as a victim of domestic violence, sexual abuse, or stalking.

Section 700.21-a of the Westchester County Fair Housing Law governs applications to purchase shares of stock in cooperative housing corporations, and applies to this application. Under this section, the cooperative housing corporation is required to comply with the following deadlines:

1. Within fifteen days of the receipt of this application, the cooperative housing corporation must either acknowledge that it has received a complete application, or shall notify you of any defect in the application.
2. If you are notified of any defect in the application, within fifteen days of the receipt of the corrected application the cooperative housing corporation must either acknowledge that it has received a complete application, or shall notify you any defect in the application.
3. Within sixty days of receipt of a complete application, the cooperative housing corporation must approve or deny your application, and provide written notice thereof.
4. If your application is denied, the cooperative housing corporation is required to provide notice to the Westchester County Human Rights Commission, including your contact information.



# Garthchester Realty

www.GarthchesterRealty.com

209 Garth Road  
Scarsdale New York 10583  
(914) 725-3600 F:(914) 725-6453

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

**Wesley House, Ltd.  
10 Old Mamaroneck Rd.  
White Plains, NY 10605**

## Minimum purchase requirements

- ◆ Minimum 20% down
- ◆ Housing debt-to-income ratio  $\leq$  28%
- ◆ Total debt-to-income ratio  $\leq$  36%
- ◆ Monthly Payment (mortgage & maintenance) multiplied by 40 = minimum household yearly income
- ◆ Credit Score 700+ with no judgments, bankruptcies, late payments, delinquencies, negative comments, derogatory remarks, write-offs, etc.
- ◆ Clear background check
- ◆ After closing, applicant(s) must have at least 12 months' worth of maintenance payments in liquid assets
- ◆ At least one shareholder must be a resident of the unit (excluding commercial units)

The Board will only accept an application for consideration if the above criteria are met.

Please Note: The Board reserves the right to implement a maintenance guaranty or maintenance escrow.

Wesley House Ltd.

Cooperative Housing Application

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

Unit being purchased: \_\_\_\_\_ Shares: \_\_\_\_\_ Monthly Maintenance: \_\_\_\_\_

Current Owners: \_\_\_\_\_

**Purchaser/Co-Purchaser Information**

Purchaser Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Check One: Rent: \_\_\_\_\_ Own: \_\_\_\_\_ Other (explain): \_\_\_\_\_

If Rent, provide Landlord Name: \_\_\_\_\_

# of Rooms: \_\_\_\_\_ # of Bedrooms: \_\_\_\_\_ Monthly rent/maintenance: \$ \_\_\_\_\_

Years at Present Address: \_\_\_\_\_

If less than 2 years, provide former address: \_\_\_\_\_

Co-Purchaser Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

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

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

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

Check One: Rent: \_\_\_\_\_ Own: \_\_\_\_\_ Other (explain): \_\_\_\_\_

If Rent, provide Landlord Name: \_\_\_\_\_

# of Rooms: \_\_\_\_\_ # of Bedrooms: \_\_\_\_\_ Monthly rent/maintenance: \$ \_\_\_\_\_

Years at Present Address: \_\_\_\_\_

If less than 2 years, provide former address: \_\_\_\_\_

**I UNDERSTAND THAT PETS ARE NOT PERMITTED\***

(\*excluding service animals and emotional support animals) purchaser's initials co-purchaser's initials

**I UNDERSTAND THAT I AM NOT ALLOWED TO SUBLET**

purchaser's initials co-purchaser's initials

Title to be held in what name(s): \_\_\_\_\_

Do you desire a parking space? \_\_\_\_\_ If so, number of spaces: \_\_\_\_\_

# of persons to reside in apartment: \_\_\_\_\_

Name(s)

Relationship to purchaser

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

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

3. \_\_\_\_\_

Employment Data – PurchaserCurrent Employer: \_\_\_\_\_ Dates employed: \_\_\_\_\_ / \_\_\_\_\_  
From To

Position/Title: \_\_\_\_\_ Current salary: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Dates employed: \_\_\_\_\_ / \_\_\_\_\_  
From To

Position/Title: \_\_\_\_\_ Current salary: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Employment Data - Co-PurchaserCurrent Employer: \_\_\_\_\_ Dates employed: \_\_\_\_\_ / \_\_\_\_\_  
From To

Position/Title: \_\_\_\_\_ Current salary: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Dates employed: \_\_\_\_\_ / \_\_\_\_\_  
From To

Position/Title: \_\_\_\_\_ Current salary: \_\_\_\_\_

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

Supervisor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Describe other income

P – Purchaser; C – Co-purchaser

Notice: Alimony, child support, or separate maintenance income need not be revealed if the purchaser/co-purchaser does not choose to have it considered as a basis for paying maintenance charges.

Monthly Amount	Monthly Amount
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____

DETAILS OF PURCHASE

a. Purchase Price*	\$ _____	Estimated Closing Date: _____
b. Total Closing Costs (est.)	\$ _____	
	\$ _____	
c. Total (a+b)	\$ _____	
d. Amount of Financing**	\$ ( _____ )	Lending Institution Name: _____
e. Other Financing	\$ ( _____ )	_____
f. Amount of Deposit	\$ ( _____ )	
	\$ ( _____ )	
g. Balance Due at Closing (est.)	\$ _____	

Source of down payment and settlement charges: \_\_\_\_\_

State the source of any funds used in the purchase of the apartment other than your own personal funds or the funds obtained from the lending institution set forth above \_\_\_\_\_

If applicable, explain other financing or other equity (provide additional sheet if more space is needed)

---



---



---



---

\* Copy of fully executed Contract of Sale, together with any riders, must be submitted with this application.

\*\* Copy of mortgage commitment letter from lending institution must be submitted with this application.

**FINANCIAL DATA**

THESE QUESTIONS APPLY TO ALL PURCHASERS/CO-PURCHASERS

If a “yes” answer is given to a question in this column, explain below and/or on an attached sheet if needed.

	<u>Purchaser</u> <u>Yes or No</u>	<u>Co-Purchaser</u> <u>Yes or No</u>
Do you have any outstanding judgments?	_____	_____
Do you have any accounts currently in collection?	_____	_____
In the last 7 years, have you filed for bankruptcy?	_____	_____
Have you had property foreclosed upon or given title or deed in lieu thereof?	_____	_____
Are you a co-maker or endorser of a note?	_____	_____
Are you a party in a law suit?	_____	_____
Are you obligated to pay alimony, child support, or separate maintenance?	_____	_____
Is any part of the down payment borrowed?	_____	_____

Explain any “Yes” answers above (attach additional sheets if needed):

---

---

---

---

---

---

---

---



Gross Monthly Income

	<u>Purchaser</u>	<u>Co-Purchaser</u>	<u>Total</u>
Base Employment Income	\$ _____	\$ _____	\$ _____
Overtime	\$ _____	\$ _____	\$ _____
Bonuses	\$ _____	\$ _____	\$ _____
Commissions	\$ _____	\$ _____	\$ _____
Dividends/Interest	\$ _____	\$ _____	\$ _____
Net Rental Income	\$ _____	\$ _____	\$ _____
Other Income	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____

Monthly Expenses

	<u>Purchaser</u>	<u>Co-Purchaser</u>	<u>Total</u>	<u>Proposed/after closing</u>
Rent/Maintenance	\$ _____	\$ _____	\$ _____	\$ _____
Parking fees	\$ _____	\$ _____	\$ _____	\$ _____
Mortgage	\$ _____	\$ _____	\$ _____	\$ _____
Homeowner's Insurance	\$ _____	\$ _____	\$ _____	\$ _____
Real Estate Taxes	\$ _____	\$ _____	\$ _____	\$ _____
Mortgage Insurance	\$ _____	\$ _____	\$ _____	\$ _____
Co-op Assessments/HOA fees	\$ _____	\$ _____	\$ _____	\$ _____
Credit Card/Loans/Auto Lease	\$ _____	\$ _____	\$ _____	\$ _____
Liens/Judgments	\$ _____	\$ _____	\$ _____	\$ _____
Alimony/Child Support	\$ _____	\$ _____	\$ _____	\$ _____
Tuition	\$ _____	\$ _____	\$ _____	\$ _____
Other Monthly Payments	\$ _____	\$ _____	\$ _____	\$ _____
Utilities: Electric/Gas	\$ _____	\$ _____	\$ _____	\$ _____
Telephone	\$ _____	\$ _____	\$ _____	\$ _____
Internet	\$ _____	\$ _____	\$ _____	\$ _____
Cable	\$ _____	\$ _____	\$ _____	\$ _____
Total Monthly Expenses	\$ _____	\$ _____	\$ _____	\$ _____

Balance Sheet  
(as of the last day of the month immediately  
preceding date of application)

<u>ASSETS</u>	<u>Purchaser</u>	<u>Co-Purchaser</u>	<u>Total</u>
Deposit for this apartment	\$ _____	\$ _____	\$ _____
Bank accounts (not including deposits)	\$ _____	\$ _____	\$ _____
Securities/Brokerage Accounts	\$ _____	\$ _____	\$ _____
Life Insurance net cash value	\$ _____	\$ _____	\$ _____
Real Estate owned	\$ _____	\$ _____	\$ _____
Automobiles/Pleasure craft owned	\$ _____	\$ _____	\$ _____
Vested Interest in Retirement Accounts	\$ _____	\$ _____	\$ _____
Net Worth of Business Owned	\$ _____	\$ _____	\$ _____
Notes Receivable	\$ _____	\$ _____	\$ _____
Other Assets	\$ _____	\$ _____	\$ _____
 Total Assets	 \$ _____	 \$ _____	 \$ _____
 <u>LIABILITIES</u>			
Installment Debt Payable	\$ _____	\$ _____	\$ _____
Other Unsecured Loans	\$ _____	\$ _____	\$ _____
Mortgage Loans	\$ _____	\$ _____	\$ _____
Automobile/Pleasure Craft Loans	\$ _____	\$ _____	\$ _____
Other Secured Loans	\$ _____	\$ _____	\$ _____
Other Liabilities	\$ _____	\$ _____	\$ _____
 Total Liabilities	 \$ _____	 \$ _____	 \$ _____
 Net Worth (Total Assets – Total Liabilities)	 \$ _____	 \$ _____	 \$ _____

\* For items listed above, details must be provided in the Notes to Balance Sheet on the following pages and evidence/documentation of all values must be submitted with this application.

NOTES TO BALANCE SHEET

*(If multiple purchasers, indicate if entry pertains to purchaser (P), co-purchaser (C), or jointly (J) in the margin. If additional space is needed, please attach an additional sheet(s) to this application.)*

Bank accounts (Savings, Checking, Money Market, etc.):

<u>Type</u>	<u>Account #</u>	<u>Name and address of Institution</u>	<u>Balance</u>

Securities and Retirement Accounts

<u>Type of Account</u>	<u>Account #</u>	<u>Name/Address of Institution</u>	<u>Market Value</u>	<u>Monthly Dividend/Interest</u>

Real Estate

<u>Address of Property</u>	<u>Type of Property</u>	<u>Cost of Property</u>	<u>Present Market Value</u>	<u>Amount of Mortgage/Loans</u>

<u>Monthly Gross Rental Income</u>	<u>Monthly Mortgage Payments</u>	<u>Monthly Taxes, Insurance, Maintenance Misc. Payments</u>	<u>Monthly Net Rental Income</u>

NOTES TO BALANCE SHEET (cont'd)Automobiles/Pleasure Craft

<u>Make</u>	<u>Year</u>	<u>Model</u>	<u>License Plate</u>
-------------	-------------	--------------	----------------------


Other Assets (Briefly describe other assets, including businesses owned)


Debt (credit/charge cards, loans, judgments, etc.)

<u>Creditor's Name and Address</u>	<u>Account #</u>	<u>Monthly Payment</u>	<u>Months Left</u>	<u>Unpaid Balance</u>
--	------------------	----------------------------	------------------------	---------------------------


Other Liabilities (briefly describe)


I certify that the 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 information herein. I understand that the filing of this application does not in any way bind the Cooperative Corporation to consent to the assignment of this apartment to me.

---

Purchaser's Signature

---

Date

---

Co-Purchaser's Signature

---

Date

*Wesley House Ltd.  
10 Old Mamaroneck Road  
White Plains, NY 10605*

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

I/We understand that we will not be able to sublease the unit that we are purchasing.

\_\_\_\_\_  
Purchaser's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Purchaser's Signature

\_\_\_\_\_  
Date

*Wesley House Ltd.  
10 Old Mamaroneck Road  
White Plains, NY 10605*

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

I/We have read the Proprietary Lease, the By-Laws, the House Rules, and the Parking Policy and agree to abide by all the rules and regulations set forth therein. Additionally, any apartment construction/renovation plans will be submitted to the cooperative's managing agent for approval prior to the commencement of any work.

I/We further understand that it is the responsibility of the shareholder(s) to maintain the tile and grouting in the bathroom(s) in such a manner that no water leaks into adjacent apartments or the common areas of the building.

\_\_\_\_\_  
Purchaser's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Purchaser's Signature

\_\_\_\_\_  
Date

*Wesley House Ltd.  
10 Old Mamaroneck Road  
White Plains, NY 10605*

Moving Procedures

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

I/we understand that I/we must notify the Superintendent and the property management company, in writing, not less than one week prior to the actual move-in date. (The Superintendent may be reached at 914-761-2389.)

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

Moving is allowed Monday through Friday, 8:00 a.m. – 4:30 p.m. Elevator access will be denied at other times. Moving companies must be insured (liability and workmen's compensation coverage) and a Certificate of Insurance must include "Wesley House, Ltd." and the property management company as additional insureds and be provided prior to the moving date. The service entrance must be used by moving companies for all moving in/out activities.

A \$500 move-in deposit and \$1,000 move-out deposit is required, to be provided to the property management company.

\_\_\_\_\_  
Purchaser's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Purchaser's Signature

\_\_\_\_\_  
Date



# 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:

\_\_\_\_\_  
\_\_\_\_\_

WESLEY HOUSE, LTD.  
10 Old Mamaroneck Road  
White Plains, NY 10605

**Parking Policy**  
(revised 01/2025)

1. All parking spaces are common areas of the Wesley House building. There are an adequate number of parking spaces for all units to be assigned one parking space. Individual parking spaces are not guaranteed to any specific unit and can be reassigned upon request. When a shareholder unit is sold, the purchaser is not guaranteed the same parking space that the seller had.
2. If a parking space is not needed by a unit shareholder/resident, the space may be assigned as a second space to another unit's shareholder/resident. Allocation of a second parking space is subject to availability and assigned on a first come, first served basis. Requests for a second parking space must be made in writing to the Superintendent, who will maintain a wait list for second parking spaces. Any second parking space assigned to a unit may be revoked at any time if a shareholder/resident of a unit without a parking space requires a parking space or a shareholder is selling a unit and the prospective buyer requires a parking space.
3. The Superintendent is responsible for the assignment of all parking spaces. Any request for changes must be made through the Superintendent in writing. Enforcement of the parking policy is at the discretion of the Superintendent and the Board of Directors.
4. A violation of any rule herein will result in the imposition of fines, the towing of motor vehicles at the owner's risk and expense, and/or the suspension or revocation of parking privileges at Wesley House. Additionally, failure to comply with the rules herein, may, at the sole discretion of the Board of Directors, result in a forfeiture of parking privileges at Wesley House. The imposition of any sanction as part of these Parking Rules shall not limit other actions which may be taken by the Board of Directors against a noncomplying shareholder or occupier of any parking space.
5. Only motor vehicles that have current registration and license plates and are properly insured may be parked in a parking space. Motor vehicles must be registered to a resident or staff member.
6. Motor vehicles may only be parked in their designated spot, and they must be parked as straight and centered as possible to allow for neighboring vehicles in adjacent spaces. Motor vehicles may not be parked in a manner that creates an unsafe and dangerous condition that is hazardous to vehicular and/or pedestrian traffic. No parking is permitted, by either residents or visitors, on the Wesley House driveways since it would interfere with free access by fire and other emergency vehicles and equipment.
7. No Single Parking Space may be used to park more than one (1) motor vehicle at a time. Thus, no "back to back" parking is ever permitted except as otherwise indicated herein. (See sections 8 and 9, below.)

8. There are a limited number of Double Parking Spaces available on a first come, first served basis. The Double Parking Space is two parking spaces that are back to back and may be assigned to a Unit shareholder/resident who needs to park two (2) automobiles. When fully occupied, the Double Parking Space will not allow unfettered ingress and egress of the innermost parked car.
9. Motorcycles may not be parked as a second vehicle in a space occupied by another vehicle unless an additional **\$45.00** per month fee is paid and the assigned space is sufficient to accommodate same.
10. No one may store or keep any items in any parking space except a motor vehicle, as well as a foldable shopping cart to assist in bringing items from the garage to a unit. All other items must be removed from all parking spaces and properly stored or disposed of. Failure to comply with this rule will result in a fine that may be imposed on a daily basis, if appropriate. Any such item found in a parking space may be removed by Wesley House staff at the expense of the current holder of said parking space.
11. Shareholders/residents may not post signs or other items on the garage walls.
12. All parking spaces are subject to reassignment by the Board of Directors or Managing Agent at any time. When necessary, the actual assignment of the parking spaces will be made so as to place smaller sized vehicles in smaller spaces and larger sized vehicles in larger spaces. No oversized vehicles, commercial vehicles, or pick-up trucks of any type will be assigned a parking space.
13. In the event of a conflict between persons who seek a parking space, the order of priority is as follows:
  - a. Subject to Section 4 above, each unit shareholder is entitled to be assigned one (1) Single Parking Space, or one (1) Double Parking Space – subject to availability, for each separate unit (as designated in the Offering Plan or other governing document) before that unit shareholder may be assigned a second indoor parking space.
  - b. In the event that there are no indoor parking spaces available, best efforts will be made to assign a unit shareholder an outdoor parking space.
  - c. A wait list will be maintained by the Superintendent so that second parking spaces will be assigned on a first come, first served basis – subject to availability and these rules of order of priority. A written request is necessary to be placed on the wait list.
  - d. In the event of any other conflict between unit shareholders for the assignment of a parking space that is unable to be resolved by these rules of order of priority, such conflict will be decided on the basis of seniority (i.e., longer standing shareholders who are in good standing have priority over shareholders of a lesser duration).
14. The monthly fees, subject to change, are as follows:
  - a. Single Parking Space (Indoor)..... \$ 110.00
  - b. Double Parking Space (Indoor)..... \$ 200.00
  - c. Single Parking Space (Outdoor)..... \$ 95.00
  - d. Motorcycle..... \$ 45.00

- e. Electric Vehicle Charging Space (Indoor)..... \$ 110.00 + charging rate  
(Electric vehicle users are responsible for paying the charging costs themselves;  
please inquire with the superintendent to obtain the current user charging rate.)
- 15. Fines to be imposed for failure to comply with any of the provisions of this policy are as follows:
  - a. Improper double parking..... \$ 25.00 per occasion,  
plus, towing, booting, or other charges
  - b. Debris or other items left in space ..... \$ 3.00 per day,  
plus cost of removal, if applicable
  - c. Other parking rules violation..... \$ 25.00 per occasion,  
plus, towing, booting, or other charges
- 16. No repairs, maintenance, mechanical work, washing, or waxing of any type shall be performed on the motor vehicle, at any time, on the premises. Specifically excluded from this rule is the changing of a flat tire and jumping of the car battery.
- 17. Any shareholder/resident in arrears over 90 days on payment of his/her maintenance and/or parking fees will forfeit the unit's parking space.
- 18. Wesley House, Ltd., the Board of Directors, and the Managing Agent are not responsible for any damage or theft that occurs in the garages or parking spaces.
- 19. This Parking Policy may be amended or repealed at any time by the Board of Directors.

I have read the above and agree to adhere to the Parking Policy of The Wesley House, Ltd.

\_\_\_\_\_  
Signature of Purchaser

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Purchaser/Resident

\_\_\_\_\_  
Date

WESLEY HOUSE, LTD.  
10 Old Mamaroneck Road  
White Plains, NY 10605

**HOUSE RULES**  
(revised 04/2024)

1. The lobbies, public halls, elevators, 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. Children shall not play in the public halls, courts, stairways, elevators, fire towers and roofs and shall not be permitted on the roof.
3. No public hall above the ground floor of the building shall be decorated or furnished by any Shareholder/Lessee in any manner without the prior consent of all the Shareholders/Lessees to whose apartments such hall serves as a means of ingress and egress; in the event of disagreement among such Shareholders/Lessees, the Board of Directors shall decide.
4. No Shareholder/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 Shareholders/Lessees. No Shareholder/Lessee shall play upon or suffer to be played upon any musical instrument, or permit to be operated a stereo/radio, television, loudspeakers, or other audio/visual equipment, in such Shareholder/Lessee's apartment between the hours of 10:00pm and the following 8:00am, 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 8:00am and 4:30pm.
5. At least 80% of the floors of each apartment must be covered with wall to wall carpeting, area rugs (with padding), carpets, and/or furniture, excepting only kitchens, pantries, bathrooms, and closets.
6. No articles shall be placed in or on the halls, elevator, 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 agent, 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. The Shareholder/Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the Shareholder/Lessee during 10 days after notice in writing from the Lessor of 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 Lessor.
10. No bicycles, scooters or similar vehicles or baby carriages shall be allowed to stand in the public halls, passageways, areas, elevator or courts of the building. Bicycle racks are located in both garages and are to be used for the storage of bicycles. The service or garage entrances are to be used when entering and exiting the building with such vehicles.
11. 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. Shareholders/Lessees and their family members, guests, and employees will observe the following rules with respect to refuse: Garbage and refuse from the apartments shall be disposed of using sturdy garbage bags and placed in the compactor chute located in the laundry rooms. Pizza boxes and other soiled food containers must be broken down, secured in garbage bags, and placed in the compactor chute; these items are not recyclable. Refrain from disposing waste of a flammable or explosive nature, aerosol cans, or paint cans down the compactor chute. The laundry rooms have a designated area for the recycling of newspapers and magazines only. Stairwell containers located on each floor are for plastic, glass, bottles, and cans; bottles should have their tops removed prior to placement in the bins. Should the stairwell container be full, please bring your recyclables down to the basement or call the porter for help as the stairwell needs to remain clear at all times. If there is a spill on the carpet or floor, please notify the doorman so that it may be treated promptly. All other items (e.g., boxes, larger items, paint cans, etc...) must be brought down to the basement and placed in the hallway near the service entrance; if you need assistance, please contact the porter or superintendent. The first violation of this rule will result in a written warning. Each subsequent violation of this rule will result in a \$100 fine, although the Board of Directors reserves the right to increase this amount and pursue other penalties and/or adverse action against the Shareholder and/or Resident based on the severity of the violation.
12. Each floor has a laundry room for use by the residents of the building; laundry rooms may be used between the hours of 8am and 11pm. Please keep machine surfaces clean, and remove lint from the dryer after use. Should there be a malfunction with or repairs needed to the machines, please contact Hercules as listed in the laundry room and notify the superintendent. Laundry cards are required to use the washers and dryers.
13. Water closets and other water apparatus in the building shall not be used for any purpose other than those for which they were 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 Shareholder/Lessee in whose apartment it shall have been caused.

14. No Shareholder/Lessee shall send any employee of the Lessor out of the building on any private business of a Shareholder/Lessee.
15. Excluding service animals and emotional support animals, no bird, animal, or other pets shall be kept or harbored in the building. No pigeons or other birds or animals shall be fed from the window sills, terraces, and balconies or in the yard, court spaces or other public portions of the buildings or on the sidewalk or street adjacent to the building. No visitors with pets, excluding service animals and emotional support animals, shall be permitted entry to the building.
16. No radio, television or satellite aerials shall be attached to or hung from the exterior of the building without the prior written approval of the Lessor or the managing agent.
17. All Shareholders/Lesseees and residents will abide by all policies and rules made by the Lessor with regard to the garages, parking spaces and the driveways thereto. No vehicle belonging to a Shareholder/Lessee or resident, or to a member of the family or guest or employee of a Shareholder/Lessee or resident, shall be parked in such manner as to impede or prevent ready access to any entrance of the building by another vehicle. No parking is permitted, by either residents or visitors, on the Wesley House driveways since it would interfere with free access by fire and other emergency vehicles and equipment.
18. It is recommended that you give the Superintendent a copy of your door key and/or an emergency contact number. Please be advised that if the building does not have a spare set of keys for your unit, Shareholders/Lesseees will be responsible for any damage that may be caused in the process of accessing your unit in the event of an emergency.
19. All Shareholders/Lesseees and residents must notify the Superintendent of all renovation/remodeling work scheduled to be done in the apartment. The Superintendent must be notified of all plumbing work prior to any work being done. If any work involves structural changes to the apartment, the plans must first be presented and approved by the Board of Directors in advance of the work commencing. All contractors must be insured and a Certificate of Insurance must include "Wesley House, Ltd." and the property management company as additional insureds. Any contractors or others working in an apartment must use the service entrance.
20. The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
21. The Superintendent must be contacted to schedule any moving in or out activities, at least one week prior to the move. A \$500 move-in deposit and \$1,000 move-out deposit is required, to be provided to the property management company. Moving companies must be insured (liability and workmen's compensation coverage) and a Certificate of Insurance must include "Wesley House, Ltd." and the property management company as additional insureds and be provided prior to the moving date. The service entrance must be used by moving companies for all moving in/out activities. Moving in/out may only

be conducted between the hours of 8:00am and 4:30 pm, Monday through Friday. No moving in/out activities are allowed on the weekends.

22. Large deliveries (e.g., appliances, furniture, etc...) must be coordinated with the Superintendent ahead of time. Delivery companies must be insured and a Certificate of Insurance must include "Wesley House, Ltd." and the property management company as additional insureds and be provided prior to the delivery date. The service entrance must be used for all such deliveries, and may only be conducted between the hours of 8:00am and 4:30 pm, Monday through Friday. Such deliveries may not be accepted on the weekends.
23. 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 for the purpose of taking such measures as may be necessary to control or exterminate same; the cost thereof shall be payable by the Shareholder/Lessee.
24. No Shareholder/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 of 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 wall, at least three inches from said wall. Suitable 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 and flashing, with the floor of the drainage tiles and weep holes in operating condition.
25. Water beds and laundry machines are prohibited from installation and use in any apartment.
26. Shareholders/Lesseees shall reimburse or compensate Lessor for any damage or injuries to trees, shrubs, and plants in or on the property of which the demised premises form a part caused by the Shareholder/Lessee or any member or the Shareholder/Lessee's family, employees, agents, visitors, licensees, or pets.
27. Shareholders/Lesseees shall not mark, drill, or in any way deface any part of the premises or the building of which they form a part. No boring, cutting, or stringing of wires shall be permitted, except with the prior written consent of the Lessor and except as Lessor may direct.
28. Complaints regarding the service of the building shall be made in writing to the managing agent of the Lessor.
29. Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.



30. All Shareholders/Lessees are required to maintain a Homeowners-6 (“HO-6”) insurance policy with a minimum coverage of \$300,000 of Personal Liability Protection Coverage. All Shareholders/Lessees must provide a copy of a current Certificate of Insurance with HO-6 coverage in the above stated minimum to the Managing Agent annually. The failure and/or refusal of a Shareholder/Lessee to submit the necessary documents shall constitute a violation of the House Rules and material default and substantial breach under the Proprietary Lease.
31. Shareholders/Lessees are not permitted to sublease their unit.
32. Smoking is prohibited in the common areas of the building, including but not limited to common corridors, hallways, stairwells, garages, and the lobby. No smoking is allowed within twenty (20) feet of any entry point to the building (i.e., main entrance, service doors and garages). To prevent cigarette smoke from traveling into other units or common areas, which is a violation of the proprietary lease, it is recommended that Shareholders/Lessees purchase an air purifier to reduce the level of smoke that escapes their apartments.
33. The fitness center is for use by Shareholders/Lessees and residents only. Guests are not permitted to use the fitness center.
34. Shareholders/Lessees and residents shall notify the Board of Directors of any individuals not named in the original lease residing in, or intending to reside in, the building. Such individuals shall be required to meet with the Board and agree to abide by the policies, rules, and regulations of the cooperative.
35. Violation of the House Rules may result in financial penalties or other adverse action against the Shareholder/Lessee.
36. These House Rules may be added to, amended or repealed at any time by the resolution of the Board of Directors of the Lessor.

I have read the above and agree to adhere to the House Rules of The Wesley House, Ltd.

---

Signature of Purchaser

---

Date

---

Signature of Co-Purchaser/Resident

---

Date



# Garthchester Realty

www.GarthchesterRealty.com

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

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

Wesley House uses the OneCallNow automated notification system to disseminate notices and messages to all residents and shareholders. Notices are sent by text message, automated phone call, and/or email. A report is generated for each notice providing Management with the number of notifications made and received.

You must provide an email address for the automated notifications. If desired, you may check additional method(s) through which you want to receive notifications and provide the appropriate contact information.

\_\_\_\_\_  
Apt. #

\_\_\_\_\_  
Building number

\_\_\_\_\_  
Name(s)

Email address(es):  
(Required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please also send me notifications via:

\_\_\_\_\_ Text message\* / Cell phone number(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Automated call / Telephone Number(s):  
(can be either cell phone or landline)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\* Message & Data Rates May Apply: You may incur fees associated with receiving text messages in accordance with your mobile service provider's text messaging and data plan. You are solely responsible for such fees; Wesley House, Ltd., and the property management company will not be responsible for the payment of such fees.



# 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





# Protect Your Family From Lead in Your Home



 United States Environmental Protection Agency

 United States Consumer Product Safety Commission

 United States Department of Housing and Urban Development

June 2017

## Simple Steps to Protect Your Family from Lead Hazards

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

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at [epa.gov/lead](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.

1

## 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.

## Check Your Family for Lead

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Checking Your Home for Lead

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

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



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

## What You Can Do Now to Protect Your Family

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

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

7

9

## 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>

## 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.

<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, 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.

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

11

## 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*.

12

## 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.<sup>4</sup>
- 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.

<sup>4</sup> 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.

14



## 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/)

This document is in the public domain. It may be produced by an individual or organization without permission. Information provided in this booklet is based upon current scientific and technical understanding of the issues presented and is reflective of the jurisdictional boundaries established by the statutes governing the co-authoring agencies. Following the advice given will not necessarily provide complete protection in all situations or against all health hazards that can be caused by lead exposure.

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

15

## 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

17

## 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).



**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