



BELL REALTY

For your convenience, a digital copy of this application is available as a fillable PDF on our website www.bellrealtyny.com.

Attached herewith please find the purchase/sublet application for **43-25 DOUGLASTON OWNERS CORP.**

Kindly return the application, **an original and three copies (application and all supporting documents)**, fully completed, to:

BELL REALTY
525 Northern Blvd., Suite #300
Great Neck, NY 11021

along with a check payable to BELL REALTY in the amount of \$400.00 and a check in the amount of \$250.00 payable to 43-25 Douglaston Owners Corp. for the non-refundable application fee. The applicant(s) must submit copies of financial information, such as tax returns and W-2s, for the past two years (and any other pertinent information) as well as the required letters of reference (original letters) and a current landlord reference letter when returning the application. **The above information is required for all occupants of the apartment.** A fully completed application, with any additional information provided, will help expedite the process. Signatures are required where indicated. Incomplete applications will not be accepted and will be returned.

If a purchase application is submitted, a copy of the contract (and commitment letter for loan, if applicable) must also be submitted with the application package. **Please Note:** Applicants applying for a loan are responsible for the payment of the Co-op information processing fee of \$100.00 per form completed (from banks and/or appraisers) which includes providing documents such as copies of master insurance, financials, amendments, etc. This fee, made payable to Bell Realty by bank check or money order, must be paid before the questionnaire is completed and returned. **The maximum amount of financing permitted is 80%.**

If a sublet application is submitted, a copy of the proposed sublease must be included.

The application package will be forwarded to the Board of Directors for review. The Board of Directors will then advise us of the next step, such as the scheduling of an interview. Please allow approximately three (3) weeks for the processing requirements. Notification of approval or denial is sent in writing by BELL REALTY. Shareholders are responsible for the payment of the sublet fee in the amount of 8% of the maintenance, payable monthly for approved sublets.

525 NORTHERN BLVD. SUITE #300 GREAT NECK, NY 11021-5102

TEL: (516) 829-7300 FAX: (516) 829-4738

WWW.BELLREALTYNY.COM

Please Note: The refundable move in/out deposit for **PURCHASERS** of \$500.00 (payable to 43-25 Douglaston Owners Corp.) must be rendered to BELL REALTY prior to moving. The deposit will be refunded if no damages occur **and** after inspection of the apartment unit within ninety (90) days after the move in date to ensure that at least 80% of the floor area of each room is covered with rugs or carpeting or equally effective noise-reducing materials as required under the terms of the house rules of the Proprietary Lease.

The refundable move in/out deposit for **SUBLETS** of \$500.00 (payable to 43-25 Douglaston Owners Corp.) must be rendered to BELL REALTY prior to moving. \$250.00 will be refunded if no damages occur upon moving in and after inspection of the apartment unit within ninety (90) days after the move in date to ensure that at least 80% of the floor area of each room is covered with rugs or carpeting or equally effective noise-reducing materials. The remaining \$250.00 will be refunded if no damages occur upon moving out. It is the responsibility of the shareholder to schedule inspection within the (90) day period. The inspection should be scheduled with the superintendent.

Also attached is a copy of the HOUSE RULES. Please read and then sign the attached acknowledgement

Please feel free to call if there are any questions:

Eileen Yengle, Managing Agent (516) 829-7300

Tenant Screening Report Disclosure Statement

By signing below, I confirm that I have been made aware of, and understand all of the following information related to my application, and the consumer reports, tenant screening reports, investigative reports, criminal background search, OFAC watch list search, sex offender registry searches, employment, banking and tenancy verifications and any other searches that may be conducted in connection with my application.

- 1) The information provided by me on my application will be used to obtain a tenant screening report, also known as a consumer report, and other such searches as listed above.
- 2) The tenant screening report will be obtained from one or more of the following sources.

- 1) Experian P.O. Box 9554, Allen, Texas 75013
www.experian.com
888-397-3742
- 2) Equifax P.O. Box 740256, Atlanta, GA 30374
www.equifax.com
877-576-5734
- 3) Trans Union P.O. Box 6790, Fullerton, CA 92834
www.transunion.com
800-680-7289
- 4) First Advantage Saferent/Core Logic Safe Rent
7300 Westmore Rd., Suite 3, Rockville, MD 20850-5223
888-333-2413
- 5) Fidelity Information Corporation, P.O. Box 49938,
Los Angeles, CA 90049-0978
800-501-8085

I also understand that I have the right to inspect and receive one free copy of the report by contacting the Consumer Reporting Agency that was used to furnish the report. I further understand that I may obtain a free report from each of the 3 national consumer reporting agencies (Experian, Equifax and Trans Union) once annually either directly from them, or through www.annualcreditreport.com, and that I have the right to dispute any inaccurate information with them.

Signature:

Dated:

Printed Name:

COOPERATIVE STOCK PURCHASE/SUBLET APPLICATION

A. APPLICATION TO PURCHASE/ SUBLET

(Complete one for each applicant)

Date _____

TO: THE BOARD OF DIRECTORS
HEREBY REFERRED TO AS THE "CORPORATION"
LOCATED AT THE ADDRESS:
HEREBY REFERRED TO AS THE "LOCATION"

FROM: _____
Applicant's name (please print)

Check one:

The undersigned hereby submits this Application to **Purchase** _____ shares of stock in the Corporation for apartment _____.

The undersigned hereby submits this Application to **Sublet** Apartment _____ at the location, shares for which are held by:

insert name(s) of shareholder(s)

I hereby acknowledge understanding of the following:

1. Pursuant to authority granted in the Proprietary Lease and By-Laws of the Corporation, the Board of Directors or its authorized agents will use this application to obtain background information regarding the proposed purchaser(s) or subtenants of the Corporation's stock.
2. The Board of Directors may require additional information and will require that the applicant(s) appear for a personal interview (and unit owner, if requested). Other persons who will reside in the apartment may also be required to appear at this interview.
3. The proposed purchase or sublet cannot be consummated without the consent of the Board of Directors.
4. I have read the Proprietary Lease and House Rules which govern the occupancy of the apartment and agree to abide by these rules.
5. In no event will the Corporation, the Board of Directors, or its agents be responsible for any liabilities or expenses incurred by an applicant whose application is not approved.
6. While the Board of Directors will attempt to review all applications promptly, the Corporation, the Board of Directors, and its agents will not be responsible for expenses or liabilities resulting from any delay in the review.
7. Falsification of any of the enclosed information or omission of material information may result, without limitation, in revocation of approval by the Board of Directors and termination of the applicant's Proprietary Lease or sublease.

COOPERATIVE STOCK PURCHASE/SUBLET APPLICATION

The undersigned authorizes the Board of Directors or its agents to contact any of the employers, banks, landlords, educational institutions, references, etc. described herein for information bearing upon this application.

The undersigned acknowledges that, if this application is accepted, the undersigned will not, without the prior written consent of the Board of Directors:

- pledge the shares of the Corporation's stock
- make structural alterations to the apartment
- sublease the apartment
- permit non-family members to reside in the apartment for more than one month
- use the apartment for other than residential purposes
- violate any provision of the Proprietary Lease, House Rules or By-Laws

The undersigned acknowledges that the apartment is being acquired in "as is" condition.

The undersigned confirms the accuracy of all information contained herein.

FOR PURCHASE:

FOR SUBLET:

Purchaser's Signature
Date _____

Subtenant's Signature
Date _____

Purchaser's Signature
Date _____

Shareholder's Signature
Date _____

Shareholder's Signature
Date: _____

COOPERATIVE STOCK PURCHASE/SUBLET APPLICATION

C. EMPLOYMENT HISTORY QUESTIONNAIRE (Complete one for each applicant)

Please indicate your employment history for the past ten years. If you were a student during this period, please indicate the name of the school(s), dates of attendance, and degree(s) received. Attach additional pages if necessary.

CURRENT EMPLOYER: _____

Address _____ Telephone _____

YOUR POSITION: _____

DATES OF EMPLOYMENT: From: _____ To: _____

Telephone: _____ Salary: _____

IMMEDIATE SUPERVISOR:

Name: _____ Title: _____

PREVIOUS EMPLOYER: _____

Address _____ Telephone _____

YOUR POSITION: _____

DATES OF EMPLOYMENT: From: _____ To: _____

Telephone: _____ Salary _____

IMMEDIATE SUPERVISOR:

Name: _____ Title: _____

EDUCATIONAL BACKGROUND:

Name of School: _____

Dates of Attendance: From: _____ To: _____

Degree(s) Received: _____ Date: _____ Subject: _____

Name of School: _____

Dates of Attendance: From: _____ To: _____

Degree(s) Received: _____ Date: _____ Subject: _____

Professional Associations of which you are a Member: _____

COOPERATIVE STOCK PURCHASE/SUBLET APPLICATION

D. FINANCIAL QUESTIONNAIRE

(Complete one for each applicant)

(If accounts are jointly held, please indicate and include on only one form.)

ASSETS BALANCE

Checking		\$ _____
Savings		\$ _____
IRA		\$ _____ Market Value
Securities	Describe	
	_____	\$ _____
	_____	\$ _____
Real Estate	_____	\$ _____
Other (if you carry life insurance, please indicate in this section.)		
	_____	\$ _____
	_____	\$ _____
TOTAL ASSETS		\$ _____

LIABILITIES

Installment debts (describe)	Monthly Payment	Outstanding Balance
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Auto Loan	\$ _____	\$ _____
Make and year of vehicle	_____	
Mortgages & liens	\$ _____	\$ _____
Alimony/Child Support	\$ _____	\$ _____
Personal Loans	\$ _____	\$ _____
Student Loans	\$ _____	\$ _____
Other (describe)		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL LIABILITIES		\$ _____

COOPERATIVE STOCK PURCHASE/SUBLET APPLICATION

SAVINGS ACCOUNTS:

Bank _____

Address _____

Account Number _____

CHECKING ACCOUNTS:

Bank _____

Address _____

Account Number _____

OTHER ACCOUNTS:

Bank _____

Address _____

Account Number _____

CREDIT CARDS:

Card Name _____ Account Number _____

Card Name _____ Account Number _____

Card Name _____ Account Number _____

CO-OP/RE LOANS:

Purchase price of stock \$ _____ Amount financed _____

Interest Rate: _____ Term: _____ years

Type of mortgage:

Fixed Monthly payment \$ _____

Adjustable Monthly payment first year \$ _____

Annual cap _____% Lifetime cap _____%

COOPERATIVE STOCK PURCHASE/SUBLET APPLICATION

E. PERSONAL DATA QUESTIONNAIRE

(Complete one for each applicant)

PLEASE ATTACH TWO VERIFIABLE CHARACTER REFERENCE LETTERS.
ORIGINAL LETTERS ARE REQUIRED

ATTORNEY'S NAME _____

LEGAL FIRM _____

ADDRESS _____

PHONE _____

PLEASE ANSWER THE FOLLOWING QUESTIONS

- | | | | | |
|--|-------|--------------------------|----|--------------------------|
| 1. Have you ever filed for bankruptcy? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 1a. In what year? | _____ | | | |
| 2. Are there any outstanding judgments against you? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Have you ever been party to a lawsuit? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Have you ever been convicted of a crime? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Have you ever been evicted from a residence? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. Have you had property foreclosed upon or given title or deed in lieu thereof? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7. Will any part of your cash payment be borrowed: | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8. Are you a US citizen? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8a. If you are not, what is your nationality? | _____ | | | |
| 8b. Please provide a copy of proof of residency with this application. | | | | |
| 9. Do you or any member of your have diplomatic status? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

If you answered "Yes" to any of the above (exception: #8), please attach an explanation using as many sheets as required.

COOPERATIVE STOCK PURCHASE/SUBLET APPLICATION

F. AFFIDAVIT OF COMPLIANCE

with
OWNERS CORP.
HOUSE RULES AND BY-LAWS
(Complete one for each applicant and shareholder)

Date _____

I, _____,

hereby agree to be responsible for any and all damages incurred to the common areas (hallways, entrances, stairwells, elevator) at the location which is a direct result of my moving into/out of the building.

Should any damage result, I agree to pay for all repairs necessary to the satisfaction of the Board of Directors.

I further agree to comply with all conditions set forth in the Proprietary Lease, By-Laws and House Rules established by the Owners Corp.

Purchaser's Signature
Date _____

Purchaser's Signature
Date _____

Seller/Shareholder Signature
Date _____

Seller/Shareholder
Date _____

Subtenant's Signature
Date _____

Subtenant's Signature
Date _____

**Re: 43-25 Douglaston Owners Corp.
43-25 Douglaston Parkway
Douglaston, NY 11363**

Apartment Unit: _____

I (we) have read and understood the House Rules for the building and agree to abide by the rules of the building, this includes any of my guests.

NAME (please print)

SIGNATURE

DATE: _____

NAME (please print)

SIGNATURE

DATE: _____

NO PET CERTIFICATION

State of New York
County of New York

I, _____, certify that I do not own or harbor a pet of any kind, including, without limitation, dog, cat, ferret, or bird, nor will I allow a pet of any kind to be harbored in my apartment at 43-25 Douglaston Parkway as long as I am a Shareholder/Tenant at 43-25 Douglaston Parkway, Apt. # _____. I have read the house rules of 43-25 Douglaston Owners Corp. in its entirety, and I understand that the Board of Directors of that corporation has promulgated the pet policy described above. I recognize that the corporation will proceed against me or the owner of my apartment, in the case of a sublease, for breach of contract if I allow a dog to live in my apartment.

I make these representations knowing that the corporation will rely upon them in considering my application for its approval of my purchase or sublease. This policy shall not apply in the event that an owner, a prospective purchaser, subtenant, or a co-occupant of any of the above suffers from a handicap or disability requiring the assistance of a certified guidance dog and obtains such a dog.

Tenant: _____
(Print)

Tenant: _____
(Signature)

Sworn to before me this:

_____ Day of _____ 20__

Notary

I, _____, certify that I do not own or harbor a pet or animal of any kind or will allow any animal to be harbored in my apartment at 43-25 Douglaston Parkway, Apt. # _____. I have read the house rules in their entirety.

Tenant: _____
(Print)

Tenant: _____
(Signature)

Sworn to before me this:

_____ Day of _____ 20__

Notary

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 Lessee 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 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) No tricycles, 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 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 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 leash. No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or public portions of the building, or on the sidewalks or street adjacent to 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 vehicle 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 each 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, maid's rooms, closets, and foyers.

(22) No group tour or exhibition of 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 of 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 Lessees 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 garage in the building, the Lessee will abide by all arrangements made by the Lessor with the garage operator with regard to the garage and the driveways thereto.

(28) The following rules shall be observed with respect to refuse disposal:

(i) All wet debris is to be securely wrapped or bagged in 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 flue 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 the service elevator area, if such items must be disposed of before 10:00 a.m. or after 5:00 p.m.

(iv) Cartons, boxes, crates, sticks of 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 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 never be emptied into the flue. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then be placed through hopper door panel into flue.

(vii) The superintendent shall be notified of any drippings, or moist refuse appearing on 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 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 such 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

wall flashing, with a 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 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.

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NOTICE

To All Shareholders of
43-25 Douglaston Owners Corp.
43-25 Douglaston Parkway
Douglaston, New York 11363

For any work required in any and all units in the building that involves an outside contractor, Board of Directors notification/approval is required.

Please see the attached. This form must be submitted to the managing agent for Board of Directors approval prior to the commencement of any work to be accomplished by any outside contractor. This form must be submitted with the contractor's, plumber's, electrician's license, certificates and insurance. All insurances must name the Owners Corp. and Management as additional insureds.

Failure to comply with this requirement will result in an immediate halt to any work that is discovered to be underway and the work stoppage will remain in effect until these forms are completed, submitted, and approved. Any and all legal measures will be undertaken to prevent outside contractors from performing unapproved work within the building.

This approval process is required for the protection of the shareholder engaging the contractor and for the protection of your neighbor shareholders as well. Board Approval of outside contractor related work to be performed within individual apartments will be strictly enforced.

This document shall serve as official notice of this requirement. All responsibility for adherence to this policy is strictly placed with the shareholder of record as indicated on the 43-25 Douglaston Owners Corp. Stock Certificate for the apartment unit. The 43-25 Douglaston Owners Corp. will not be held responsible for any loss associated with work stoppage related to enforcement of this policy.

**Board of Directors
43-25 Douglaston Owners Corp.
Bell Realty, Agent**

Dated: rev 1.11

Date: _____

Board of Directors
43-25 Douglaston Owners Corp.
43-25 Douglaston Parkway
Douglaston, NY 11363

Re: Proposed Alteration and Improvement to Unit ____ (the “Unit) at 43-25 Douglaston Parkway, Douglaston NY 11363 (the “Building”)

Request of Permission from the Board of Directors (the “Board”) of the 43-25 Douglaston Owners Corp. (the “Owners Corp.”)

Dear Board Members:

The undersigned hereby request the Board’s permission to make the following alterations and improvements (collectively, the “Improvements”) to the Unit: (briefly describe proposed Improvements and attach a copy of the preliminary floor plan and scope of work)

Any grant of permission shall be conditioned upon the following:

1. That the Improvements shall be performed by a professional Contractor (the “Contractor”), duly licensed by the City of New York. We shall provide a copy of such license to the Board;
2. That the Contractor shall maintain appropriate levels of insurance including, without limitation, Workmen’s Compensation Insurance and Comprehensive Public Liability and Property Damage Insurance (“Liability Coverage”), with coverage acceptable to the Board. Further, the Liability Coverage shall name the Owners Corp. and the managing agents as

additional insures. Evidence of such insurance shall be delivered to the Board prior to the commencement of the Improvements.

3. That the Contractor (i) shall perform such Improvements in a good and workmanlike manner, (ii) perform such work only during the hours between 9am and 5pm (except that no work shall be performed on Saturdays, Sundays or holidays), and (iii) shall remove all debris from the Unit and the Building and take appropriate steps to minimize any disturbance (noise, dust, vibration, etc.) attributable to the performance of such work.
4. That all work to be performed by the Contractor must comply with all applicable law.
5. That the undersigned indemnify and hold 43-25 Douglaston Owners Corp., the Board and the managing agent harmless from and against any damage to the Building and its mechanical, plumbing and/or electrical system which may result or be attributable to the work being performed by the Contractor.
6. That prior to the commencement of work, the undersigned shall obtain Coop Homeowners Insurance, which shall include Workman's Compensation, Bodily Injury and Property Damage Insurance. The insurance shall continue to be maintained for at least one year following the execution of this letter agreement and shall name 43-25 Douglaston Owners Corp. and its managing agent. Bell Realty Management Inc. as additional insures.
7. That the undersigned shall bear the entire cost of the Improvements and pay all bills incurred therewith in a timely fashion. Further we will cause any mechanics liens filed in connection with the Improvements to be discharged within ten (10) days of the filing of the same. If we fail to do so, you may exercise all of your rights and remedies under the proprietary lease.
8. That we recognize and acknowledge that by granting consent to the proposed Improvements you do not profess to express any opinion as to the design, feasibility or efficiency of such work.
9. That the failure by the undersigned to comply with the provisions of this letter agreement shall be deemed a breach of the provisions of the proprietary lease, pursuant to which your consent has been granted, and in addition to all other rights, you may suspend all work and prevent workmen from entering the Unit for any purpose other than to remove their equipment.

This letter agreement shall serve to set forth my proposal to make the subject Improvements to the Premises and to comply with each and every condition set forth above. Kindly evidence your approval to the same by signing below where indicated.

Very truly yours

Name of Shareholder:_____

Name of Shareholder:_____

Unit Number:

Approved this ____ day of
_____, 20____.

43-25 Douglaston Owners Corp.

By:_____

Name:

Title: