

**The Cove Club Condominium  
2 South End Avenue, New York, NY 10280**

**Application for Lease Package**

The following items are required from Applicant by our office to fulfill the Application for Lease package:

- 1) Fully executed leases
- 2) Fully executed riders(attached)
- 3) House Rule Rider (attached along with building guidelines)
- 4) Signed Window Guard Form (attached)
- 5) Application Form (Form A)
- 6) Credit Report
- 7) Employment Reference letter including start date, salary and position held.
- 8) If officer or principal of employer, accountant verification letter required.
- 9) Landlord reference letter or copies of six months of paid rent checks.
- 10) Most recent bank or investment statement.

-or-

In lieu of Items 6 through 10 above applicant has the option to complete and fax the Application (Form A) along with Authorization to Obtain a Credit Report (Form B) and Credit Card Authorization Form (Form C) (attached) directly to Tenant Data at (718) 544-5221.

Tenant Data will send the completed report which (includes verification of items 6 through 10 above) directly to Milford Management Corp. This process usually takes 7-10 business days.\*

\*Your package is not considered complete until Milford receives the report from Tenant Data. Upon receipt of the full package it will be submitted to the Board of Managers for review to issue the Waiver of Right of First Refusal.

Application Fees (Due at application submission)

- 1) **\$300 application fee** payable to Milford Management Corp.
- 2) Check payable to The Cove Club Condominium as indicated below for *non-refundable move in/move out fee*:

<u>\$600</u>	3 Bedroom Unit
<u>\$500</u>	2 Bedroom Unit
<u>\$400</u>	1 Bedroom Unit
<u>\$300</u>	Studio
- 3) **\$500 move in deposit.** Check payable to The Cove Club Condominium. Fee will be refunded after moving inspection by managing agent if no damage has occurred during move. Upon request, you will receive the deposit check back within 10 days, provided that there is no damage to the elevator and/or common elements.

Please deliver a complete package of these items to Milford Management Corp. attn: Bernadette Farinacci, 99 Battery Place, New York, NY 10280 Please call (212)842-7310 with any questions.

The Board of Managers reserves the right to a 30 day review period as detailed in the offering plan.

To obtain a 15 day review, there is an additional \$1,000 fee for expedited response time.

Incomplete packages will be returned.

Thank you for your time and cooperation.

Milford Management Corp.

10/10/07

Rider forming part of Lease dated \_\_\_\_\_ Between \_\_\_\_\_ (Owner) and \_\_\_\_\_ (Tenant) for apartment \_\_\_\_\_ located at The Cove Club Condominium, 2 South End Avenue

## WELCOME!

Congratulations on your move to The Cove Club Condominium. My staff and I would like to welcome you to your new home and offer our assurance that we will do everything to make your move pleasant and smooth.

In order for us to serve you better, please arrange the following services:

- 1) **Con Edison** – Call (800) 75-CON-ED to arrange service. If you do not call there will be no electricity in your home when you move in.
- 2) **Telephone Service** – Call a provider of your choice for service.
- 3) **Postal Service** – The post office has asked us to request that all residents place their apartment number on all correspondence.
- 4) **Move-in Arrangements** – To arrange a date and time for your move-in and to make an appointment to pick up your keys, please call the Superintendent's office at the number listed below. Move-in hours are from 9:00 AM to 4:00 PM, Monday through Friday. **THERE ARE NO MOVE-INS ON WEEKENDS OR ON HOLIDAYS.**

Important numbers:

- Concierge Desk: 212 786-4461 or on the intercom
- Building Superintendent: Bob Mauceri, 212 786-4557
- Management Office: 842-7310

If you plan to make alterations to your apartment, please be advised that under the Condominium agreement, permission must be requested before any changes can be made.

Thank you for your continued cooperation.

Anna Seddio  
Milford Management

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Tenant's Signature

Rider forming part of Lease dated \_\_\_\_\_ Between \_\_\_\_\_ (Owner) and  
\_\_\_\_\_ (Tenant) for apartment \_\_\_\_ located at The Cove Club Condominium,  
2 South End Avenue

**MOVE-IN**

Your moving Company must present **MILFORD MANAGEMENT** with a copy of an insurance certificate at least one business day prior to any **MOVE-IN** or **MOVE-OUT**. Please fax the certificate to (212) 842-7410, and include the apartment number.

The certificate holder should be as follows:

“The Cove Club Condominium”  
2 South End Avenue  
New York, NY 10280.

Additional insured should be as follows:

The Cove Club Condominium  
Milford Management Corp.,

If you are moving yourself without a professional mover, you must deposit a certified check made payable to **MILFORD MANAGEMENT** in the amount of \$500.00 with the building superintendent at least one business day prior to your move. The check will be returned to you provided your move has not caused any damage to the walls, elevators, or service areas of the building.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant

Rider forming part of Lease dated \_\_\_\_\_ Between \_\_\_\_\_ (Owner) and \_\_\_\_\_ (Tenant) for apartment \_\_\_\_ located at The Cove Club Condominium, 2 South End Avenue

- 1) This Lease and the rights and obligations of the parties hereunder are hereby made expressly subject to the rights, if any, of the Board of Managers of The Cove Club Condominium with respect to the transaction embodied herein pursuant to the terms of section 7.2 and 7.3 of the By-Laws of the said condominium, as the same may have been amended.
- 2) This Lease may not be amended, modified or extended without the prior written consent of the Board of Managers.
- 3) The tenant hereunder shall not assign its interest in the lease or sublet these premises demised hereunder or any part thereof without the prior written consent of the Board of Managers.
- 4) The Board of Managers shall have the power to terminate this lease and/or bring summary proceedings to evict the tenant in the name of the landlord hereunder in the event of
  - a) A default by the tenant in performance of his/her obligations under the lease.
  - b) A foreclosure of the lien granted by Section 339-z of the New York State Condominium Act.
- 5) This lease and the rights and obligations of the parties hereunder are subject to the terms and provisions of the Declaration of Condominium, the By-Laws and rules and regulations as the same may be amended (collectively, the Condominium Documents of The Cove Club Condominium.) The tenant hereunder hereby assumes all of the terms of the Condominium Documents and the tenant agrees to comply with all of the terms thereof.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
TENANT

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The above captioned unit will be occupied by the following people:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

Occupancy by any persons other than those named above requires the prior written consent of the landlord.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
TENANT

### **Insurance Requirements**

The condominium's insurance does not cover your personal property. It is recommended that renters purchase insurance coverage for (i) losses due to fire, theft, or other casualty to their personal property contained within the Unit or a Limited Common Element, (ii) the cost of living elsewhere if a Unit is damaged, or (iii) liability coverage within a Unit or a Limited Common Element. Insurance should include coverage for losses due to fire or other casualty to fixtures, appliances and any improvements to the unit.

Renters should consult their insurance agent to the availability of insurance to cover all of the aforementioned and any additional coverage which might be recommended.

Please issue an insurance certificate providing evidence of coverage, naming The Cove Club Condominium as additional insured.

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An addition to the Condominium's Rules and Regulations:

***Landlord and tenant understand that in addition to the Condominium By-Laws, the following rules and regulations are in effect with regard to leasing. Both landlord and tenant agree to abide by these rules as follows:***

***"The minimum lease term permitted is one year, with no change of occupancy during the entire lease period, including subsequent renewals."***

***"The minimum lease renewal term is six months."***

***"The Board's waiver of right of first refusal is effective for initial lease term. All renewals must be presented to the board, through the management company for an additional waiver."***

***"Lease renewal waiver fee is \$50 to The Cove Club Condominium. There is an additional \$150 to Milford Management Corp. for processing." There will be a \$150 per month penalty for not submitting renewal for Board's waiver of right of first refusal.***

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
TENANT

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THE PROVISIONS OF THIS RIDER SHALL TAKE PRECEDENCE OVER ANY INCONSISTENT PROVISIONS IN THE PRINTED PORTION OF THIS LEASE, AND ARE INTENDED TO BE AND SHALL BE CONSTRUED TO BE IN ADDITION TO AND NOT IN LIMITATION OF THE RIGHTS OF THE OWNER AND THE OBLIGATIONS OF THE TENANT.

**1. Storage**

a. Owner shall have the right from time to time to curtail, prohibit or relocate any space devoted to storage or laundry purposes. No tenant is to store any material in any building space without prior written consent of Owner. All articles stored will be in accordance with Rules and Regulations of all applicable City, State and Federal legislation and agencies.

b. Owner shall not be responsible for any loss or damage to Tenant's personal property left in any storage, carriage room, if any, or laundry room. Owner shall have the right to prohibit Tenant from using any storeroom or carriage room.

**2. Tenant Misrepresentation**

It is agreed that in the event the tenant shall in its application for an apartment (which is incorporated by reference herein and made a part thereof) make any misrepresentation or untruthful statement, Owner may treat same as violation of a covenant of this lease, and the remedies provided under the terms hereof shall become applicable thereto. In the event the Owner shall discover or ascertain such misrepresentation or untruthful statement before the commencement of the term hereunder, the Owner shall have the right to cancel this lease by notifying the tenant thereof and refusing occupancy to the tenant.

**3. Employees Misconduct**

Owner shall not be deemed responsible for any fault or misconduct of its employees. In the any event employee of the Owner renders assistance in parking or delivery of an automobile or in the handling or delivery of any furniture, household goods or other articles at the request of the tenant or any lawful occupant, or at the request of any employee or guest of the tenant, then said Owners employee shall be deemed an agent to the person making such request and the Owner is expressly relieved from any and all loss or liability in connection therewith.

**4. Corporate Tenant**

If the Tenant is a corporation, it is understood and agreed between Owner and the corporate Tenant that the use of the apartment is confined solely to \_\_\_\_\_ and its spouse and children, if any, for residential purposes only as their primary residence.

**5. Roof Garden or Sundeck**

If a roof garden or sundeck is being provided for the use of the tenants:

- a. No pets shall be permitted on the roof;
- b. Tenants are required to remove all personal effects and debris after using roof garden;
- c. Owner reserves the right to close the roof garden or sundeck if undue noise or disturbances exist;
- d. Children are not permitted on the roof unless accompanied by an adult.

**6. Recreation Area**

Pursuant to Article 8, Section 300, Subdivision 6, of the Multiple Dwelling Law, no area in an apartment designated as recreation area shall be occupied for living purposes.

**7. Noise, Odor, Scents**

Tenant acknowledges that the Owner has not made any representation or promise with respect to noises or odors however arising and whether occurring inside or outside the building, and tenant waives and releases any claim, cause of action or set off by reason of or arising out of any noise, inconvenience, aromas, scents, or odors, however arising, and whether occurring inside or outside the building. Tenant shall not rescind this lease or claim any abatement or reduction of rent, nor shall it fail to honor any other obligations under this lease by virtue of any of the above-mentioned items.

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**8. Construction or Repair Work by Tenant**

Notwithstanding Paragraph No. 7C of the Lease herein, no construction or repair work or other installation involving noise shall be conducted by the tenant in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:30a.m. And 5:00p.m.

**9. Electrical Appliances**

Tenant will not bring, install, maintain, keep, use, or allow to be used in the apartment or in the building any electrical appliance which either consumes electricity heavily, interferes radio or television heavily, interferes with radio or television reception, or affects Landlord's ability to furnish any service referred to in the Lease or in any attached Rider to the Lease without first obtaining prior written consent of the Landlord for each such electrical appliance. Such electrical appliances include but are not limited to, laundry machines, garbage disposal, trash compactors, radio transmitters, and electrical heating units. Landlord's written consent to the installation or use of any particular appliance shall not be construed as consent to the installation or use of any other appliance subject to this clause. A violation of this clause is deemed a substantial violation of the Lease and will permit the Landlord to terminate this Lease. This clause does not apply to any appliance furnished or installed by Landlord for Tenant's use.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
TENANT

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GUARANTY

The undersigned Guarantor guarantees to the Owner the strict performance of and observance by Tenant of all the agreements, provisions and rules in the attached Lease. Guarantor agrees to waive all notices when Tenant is not paying rent or not observing and complying with all of the provisions of the attached Lease. Guarantor agrees to be equally liable with Tenant so that Owner may sue Guarantor directly without first suing Tenant. The Guarantor further agrees that his guaranty shall remain in full effect even if the Lease is renewed, changed or extended in any way and even if Owner has to make a claim against Guarantor. Owner and Guarantor agree to waive trial by jury in any action; proceeding or counterclaim brought against the other on any matter concerning the attached Lease or the Guaranty.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
TENANT

State of: \_\_\_\_\_ )

) SS.:

County of: \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ before me came \_\_\_\_\_ to me known to be the individual described in, and who executed, the foregoing instrument, and acknowledged that he/she executed the same.

\_\_\_\_\_  
Signature of Notary or other Officer

Notary Public, State of \_\_\_\_\_

No. : \_\_\_\_\_

Qualified in \_\_\_\_\_ County \_\_\_\_\_

My commission expires \_\_\_\_\_, 200\_\_

Notary Public, State of \_\_\_\_\_

No. : \_\_\_\_\_

Qualified in \_\_\_\_\_ County \_\_\_\_\_

My commission expires \_\_\_\_\_, 200\_\_

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### PET CLAUSE

Upon approval by the board or it's agents, resident is granted permission to keep the pet specified below in the above captioned apartment under the following rules and regulations now in effect, and any other rules and regulations the Condominium may deem necessary for the comfort and convenience of the majority of the residents in the building and that a violation thereof shall be deemed a violation of substantial obligation of the tenancy. This permission may be revoked if, in the opinion of the Condominium, the pet shall become a nuisance or objectionable. **IF YOU ARE ACQUIRING A PET AFTER YOUR MOVE-IN DATE, PRIOR APPROVAL FROM THE MANAGEMENT IS NECESSARY ALONG WITH THIS FULLY COMPLETED RIDER.**

Do you have a pet? \_\_\_\_\_ yes \_\_\_\_\_ no If Yes, complete below:

Kind of animal: \_\_\_\_\_ Breed: \_\_\_\_\_

Animal's Name \_\_\_\_\_

Weight: \_\_\_\_\_ Height \_\_\_\_\_

Full Grown Weight \_\_\_\_\_ Height \_\_\_\_\_

Coloring \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_

Received Vaccinations: Yes \_\_\_\_\_ No \_\_\_\_\_

Emergency Vet. Name \_\_\_\_\_ Phone # \_\_\_\_\_

### CONDOMINIUM PET RULES & REGULATIONS

- 1) Pets shall not be kept, bred or used for any commercial purpose.
- 2) Pets must be confined to the pet owner's apartment. They must not be allowed to roam free and may not be tied up and left unattended in any common area. Pets in transit are to be carried, restrained by a leash or placed in an animal carrier.

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- 3) Persons who walk pets are responsible for immediately cleaning up after their animals and discarding securely bagged pet droppings. Do not allow your pet to urinate on the building, the walkways, planters or columns. Curb your dog.
- 4) Any damage to the exterior or interior of the premises, grounds, flooring walls, trim, finish, tile, carpeting, or any stains, etc., said damage cannot be removed, then tenant hereby agrees to pay the full expense of replacement.
- 5) Cat litter may not be disposed of in toilets. Nor may any pet waste be dropped down trash chutes unless securely bagged.
- 6) Tenant will permit the owner to professionally fumigate the premises including any grounds (if any) for fleas and ticks and clean all carpets when tenant vacates the premises. The contractor used will be the owner's contractor and the cost will be done at competitive prices at the expense of the tenant.
- 7) Tenant will provide adequate and regular veterinary care of pet, ample food and water and will not leave a pet unattended for an undue length of time. Tenant will maintain cleanliness of litter, sleeping and feeding areas.
- 8) If efforts to contact the tenant are unsuccessful, the owner or the owner's agents may enter tenant's apartment if there is a reasonable cause to believe an emergency exists with respect to the pet. Examples of an emergency include abuse, abandonment, or any prolonged disturbance. If it becomes necessary for the pet to be put out for board, all costs incurred will be the sole responsibility of the tenant.
- 9) Tenant agrees to indemnify, hold harmless and defend the Condominium, Owner and Owner's agents against all liability.
- 10) No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behavior for the purposes of this paragraph are: (a) Personal injury or property damage caused by unruly behavior. (b) Prolonged barking or other disturbing noises. (c) Aggressive behavior in hallways, elevators and lobby.
- 11) Tenant has read, understands and agrees to abide by all applicable house rules pertaining to pets.

AGREED:

OWNER \_\_\_\_\_

TENANT \_\_\_\_\_

PERMISSION GRANTED: \_\_\_\_\_

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### HEALTH CLUB

The Condominium maintains a Health Club facility for residents and their guests only. Resident must be present in the building for their Guest to use the facilities. Included in the Health Club are various exercise machines, weight machines, free weights, etc. combined with a music system and cable TV for those who need some entertainment during their work-out.

The Health Club hours have been extended to 24 Hours daily. As a precaution, the door will always be locked and key fob access is required at all times. Renters and their house guests need to have a statement signed by the owner of the apartment accepting responsibility for any damages.

If you experience any problems with the equipment, please contact the concierge immediately.

In an effort to properly maintain the equipment and health standards, we ask that you please wipe down the equipment after each use. Please use the Club provided spray and towels.

The Health Club is intended as a place for exercise and relaxation. Common Courtesy is essential if it is being used by more than one resident at any one time. The amenities of the Health Club are available on a First Come First Serve basis. We need to be patient and allow others to finish before using a particular piece of equipment. When viewing the Television or listening to the Radio, please be considerate and adjust the volume on the television if others should ask. If someone else is already watching the Television or listening to the Radio, please ask before changing the Stations or adjusting the volume.

Please do not blast the volume on the music system which may annoy others using the Health Club or the Cove Room and those transiting in the lobby.

Residents that use the Health Club hereby assume any and all risk and responsibility regarding any and all accidents or injuries of any kind which may be sustained by the use of the Health Club or any of its equipment or facilities. All residents hereby release, absolve and discharge the

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\_\_\_\_\_ (Tenant) for apartment \_\_\_\_\_ located at The Cove Club Condominium,  
2 South End Avenue**

Cove Club Condominium, Milford Management Corp., and each of their respective members, managers, partners, shareholders, directors, officer, employees, agents, successors and assigns and the respective heirs and personal representatives of any of the foregoing of and from any and all liability, damage or loss, cost and expense on account of or in connection with the use of the Health Club or any of its equipment or facilities, except to the extent of any liability resulting from willful misconduct. Residents further agree to indemnify and hold harmless the Cove Club Condominium, Milford Management Corp., and each of their respective members, managers, partners, shareholders, directors, officer, employees, agents, successors and assigns and the respective heirs and personal representatives of any of the foregoing with regard to any and all liability, damage or loss, cost and expense on account of accidents or injuries of any kind which may be sustained by any and all guests, or other users of the Health Club, on account of or in connection with use of the Health Club or any of its equipment or facilities

The following form needs to be signed by the Resident and their Guest in order to use the facilities:

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**The Cove Club Condominium Health Club**

The undersigned, desiring to use the Health Club facilities, agrees to comply with all the Rules and regulations now in force and as hereafter changed or added to by the Board of Managers of the Cove Club Condominium. The undersigned recognizes that use of the Health Club and its facilities and equipment entails certain risks, including risks of bodily harm, which depend on, among other things, the physical or other condition of the user, his or her training, experience, medical history and fitness, and his or her familiarity with the nature, condition, use and operation of the facilities and equipment and taking appropriate precautions with respect thereto. The undersigned hereby assumes any and all risks and responsibility with regard to any and all accidents or injuries of any kind which may be sustained by the undersigned on account of or in connection with the undersigned's use of the Health Club or any of its equipment or facilities. The undersigned, for himself or herself and his or her heirs, devisees and personal representatives, hereby releases, absolves and discharges The Cove Club Condominium, Milford Management Corp. and each of their respective members, managers, partners, shareholders, directors, officers, employees, agents, successors and assigns, and the respective heirs and personal representatives of any of the foregoing, from any and all liability on account of or in connection with the undersigned's use of the Health Club or any of its equipment or facilities, except to the extent of any liability of any of the foregoing persons or entities resulting from willful misconduct.

The undersigned undertakes to cause all guests of the undersigned who enter the Health Club or use the Health Club facilities to sign a release form in the same form as this form. These forms are available at the Concierge Desk in the lobby in the building. The undersigned also undertakes to inform his or her guests of the Rules and Regulations and cause any such guests to comply with same.

The undersigned hereby agrees to indemnify and hold harmless the Cove Club Condominium, Milford Management Corp., and each of their respective members, managers, partners, shareholders, directors, officers, employees, agents, successors and assigns and the respective heirs and personal representatives of any of the foregoing with regard to any and all liability, damage, loss, cost and expense on account of accidents or injuries of any kind which may be sustained by any and all guests of the undersigned on account of or in connection with any such Guest's use of the Health Club or any of its equipment or facilities.

Apt. # \_\_\_\_\_ Name: \_\_\_\_\_

Date: / /200\_

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

Rider forming part of Lease dated \_\_\_\_\_ Between \_\_\_\_\_ (Owner) and  
\_\_\_\_\_ (Tenant) for apartment \_\_\_\_ located at The Cove Club Condominium,  
2 South End Avenue

To: Board of Managers of  
The Cove Club Condominium

As Tenant of Unit \_\_\_\_\_, I have been presented with the Building Rules and agree to  
abide by these rules.

Signature of Tenant: \_\_\_\_\_

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



# Notice to Tenant or Occupant

You are required by law to have window guards installed in all windows\* if a child 10 years of age or younger lives in your apartment.

Your landlord is required by law to install window guards in your apartment if a child 10 years of age or younger lives in your apartment,

OR

if you ask him to install window guards at any time (you need not give a reason).

**THE CITY OF NEW YORK**  
DEPARTMENT OF HEALTH  
AND MENTAL HYGIENE

Michael R. Bloomberg  
Mayor

Thomas R. Frieden, MD, MPH  
Commissioner

It is a violation of law to refuse, interfere with installation, or remove window guards where required, or to fail to complete and return this form to your landlord. If this form is not returned promptly, an inspection by the landlord will follow.

## CHECK WHICHEVER APPLY:

- |   |  |
|---|--|
| <input type="checkbox"/> CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT                       | <input type="checkbox"/> WINDOW GUARDS ARE INSTALLED IN ALL WINDOWS*     |
| <input type="checkbox"/> NO CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT                    | <input type="checkbox"/> WINDOW GUARDS ARE NOT INSTALLED IN ALL WINDOWS* |
| <input type="checkbox"/> I WANT WINDOW GUARDS EVEN THOUGH I HAVE NO CHILDREN 10 YEARS OF AGE OR YOUNGER | <input type="checkbox"/> WINDOW GUARDS NEED MAINTENANCE OR REPAIR        |
|   | <input type="checkbox"/> WINDOW GUARDS DO NOT NEED MAINTENANCE OR REPAIR |

Tenant's Name: \_\_\_\_\_  
(Print)

2 SOUTH END AVENUE, APT. # \_\_\_\_\_  
(Address/Apt. No.)

Tenant's Name: \_\_\_\_\_  
(Signature)

Date \_\_\_\_\_

## RETURN THIS FORM TO:

\_\_\_\_\_  
Owner/Manager's Name

\_\_\_\_\_  
Owner/Manager's Address

**For Further Information Call:**  
**Window Falls Prevention (212) 676-2162**

\*Except windows giving access to fire escapes or a window on the first floor that is a required means of egress from the dwelling unit.

# Form A

Building \_\_\_\_\_ Rent/Purchase \_\_\_\_\_  
Address of Building \_\_\_\_\_  
Lease begins \_\_\_\_\_ Lease Expires \_\_\_\_\_ Apartment # \_\_\_\_\_  
Name of Applicant \_\_\_\_\_ Tel.# \_\_\_\_\_  
Present Address \_\_\_\_\_ State \_\_\_\_\_

(include zip code)

How long at above address \_\_\_\_\_ Social Security # \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Present Landlord \_\_\_\_\_ Address \_\_\_\_\_  
Telephone # \_\_\_\_\_ Lease Expires \_\_\_\_\_

If less than one year please list previous address \_\_\_\_\_

Previous Landlord \_\_\_\_\_ Tel.# \_\_\_\_\_  
Address \_\_\_\_\_ Date Vacated \_\_\_\_\_

Applicant employed by \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
How Long \_\_\_\_\_ Salary \_\_\_\_\_ Contact Person \_\_\_\_\_

If present employer is less than one year  
Previous employer \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
How Long \_\_\_\_\_ Date Left \_\_\_\_\_ Salary \_\_\_\_\_ Contact Person \_\_\_\_\_

Other sources of Income \_\_\_\_\_  
Contact person \_\_\_\_\_ Tel. # \_\_\_\_\_

Bank Reference:  
Name of Bank \_\_\_\_\_ Type of Acct. \_\_\_\_\_ Acct # \_\_\_\_\_  
\_\_\_\_\_ Type of Acct. \_\_\_\_\_ Acct # \_\_\_\_\_  
\_\_\_\_\_ Type of Acct. \_\_\_\_\_ Acct # \_\_\_\_\_

Accountant \_\_\_\_\_ Address \_\_\_\_\_  
Tel. # \_\_\_\_\_

Do you have Credit Cards \_\_\_\_\_

Name of Persons not on the Lease to occupy the Apartment \_\_\_\_\_

Name	Age	Relationship
_____	_____	_____
_____	_____	_____

In Case of Emergency Notify \_\_\_\_\_ Telephone# \_\_\_\_\_  
Address \_\_\_\_\_

In connection with my application for this apartment, I authorize all banks, corporations, companies, Credit agencies, accountants, persons and employers, to release any information that they have about me to Tenant Data Verification Co. Inc., or its agency and I release them from any and all liability or responsibility from doing so. Further I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character and personal reputation. I understand this notice will also apply to future update reports that may be requested. I understand that any misrepresentation by me may be the cause of rejection by the landlord.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Agent \_\_\_\_\_

TENANT DATA VERIFICATION CO., INC.

AUTHORIZATION TO OBTAIN A CREDIT REPORT

IN ORDER TO COMPLY WITH THE PROVISIONS OF SECTION 6.06 (A)  
OF THE FEDERAL FAIR CREDIT REPORTING ACT, I AUTHORIZE YOU  
TO RETAIN A CREDIT REPORTING AGENCY , WHICH AGENCY MAY  
OBTAIN INFORMATION REGARDING EMPLOYMENT, INCOME, CREDIT  
HISTORY , ACCOUNTANTS, BANKING INFORMATION, FINANCIAL  
BROKER, AND LANDLORD.

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

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

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

# TENANT DATA VERIFICATION CO. INC.

SERVICING THE REALTY INDUSTRY

116-55 QUEENS BOULEVARD, SUITE 204

FOREST HILLS, NEW YORK, 11375

TEL. # (718) 793-7975 FAX # (718) 544-5221

**Form  
"C"**

I hereby authorize Tenant Data Verification, Co., Inc., to charge my credit card for the purpose of obtaining a credit background.

\_\_\_\_\_  
Apartment

\_\_\_\_\_  
Building

PAYMENT:

(credit fee is non-refundable )

(credit fee is per applicant )

NAME OF CREDIT CARD HOLDER \_\_\_\_\_

ADDRESS OF CARD HOLDER \_\_\_\_\_

\_\_\_\_\_ City, State Zip Code

SIGNATURE OF CARD HOLDER \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

INDICATE TYPE OF CARD \_\_\_\_\_

VISA - MASTERCARD - AMERICAN EXPRESS