32 GRAMERCY PARK OWNERS COPR.
32 Gramercy Park South
New York, NY 10003

SALE REQUIREMENTS

PLEASE PROVIDE TWO FULLY COMPLETED PACKAGES TO THE TRANSFER AGENT,
ELLA GABAY, C/O CHARLES H. GREENTHAL MANAGEMENT CORP., 4 PARK AVENUE,
NEW YORK, NY 1006 WITH THE NECESSARY FEES, TOGETHER WITH A COPY SENT AS A
PDF FILE TO egabay@greenthal.com.

The following items are required for board review by the purchaser(s):

1. Purchase Application (form enclosed)
2. Contract of Sale, fully executed
3. Financial Statement (form enclosed), please attach supporting documents
4. Copies of last two years tax returns complete with W-2 form
5. Bank reference letter, stating type of account, amount on deposit and the age of the account
6. Employment Verification Letter which includes annual salary, current position and length of employment
7. Landlord/Managing Agent reference letter including length of occupancy, monthly rent/maintenance charges, and history of payments
8. Two (2) business reference letters per applicant
9. Two (2) personal reference letters per applicant
10. Keysure Acknowledgment (form enclosed)
11. House Rules Acknowledgment (form enclosed)
12. Occupancy and Pet Acknowledgement (form enclosed)
13. Use of Premises Form (form enclosed)
14. Affidavit of Net Worth and Income (form enclosed)
15. Emergency Contact Form (form enclosed)
16. Window Guard Form (form enclosed)
17. Carbon Monoxide Acknowledgment (signed by seller and purchaser and notarized-form enclosed)
18. Lead Paint Disclosure (form enclosed)
19. Credit Authorization (form enclosed)
20. Fire Safety Plan (enclosed)

If the purchase is being financed, please provide the following:
- copy of commitment letter
- copy of loan application
- appraisal report
- three (3) original Aztech recognition agreements signed by the bank officer and purchaser(s)

FEES DUE FROM THE SELLER:
1. $400.00 refundable Move Out Deposit made payable to 32 Gramercy Park Owners Corp.

FEES DUE FROM THE PURCHASER:
1. $300.00 non-refundable Application Processing Fee made payable to Charles H. Greenthal Management.
2. $75.00 per person non-refundable Credit Search Fee made payable to Charles H. Greenthal Management.
3. $300.00 non-refundable Recognition Agreement Fee made payable to Charles H. Greenthal Management.
PLEASE BE ADVISED ALL CHECK MUST BE SUBMITTED WITH THE APPLICATION PACKAGE AND MUST EITHER BE CERTIFIED, BANK OR ATTORNEY CHECKS OR MONEY ORDERS ONLY. PLEASE **DO NOT** COMBINE CHECKS.

**NOTE: NO GUARANTORS ALLOWED**

Note: The Coop Corporation now requires all shareholders to provide proof of insurance prior to or at closing that reflects a minimum limit of liability of $300K and $250K for damage to property. Additionally, the policy must also include 32 Gramercy Park Owners Corp. and Charles H. Greenthal Management, as additional insured.
TRANSFER FEES AND DOCUMENTS NEEDED FOR CLOSING
32 GRAMERCY PARK OWNERS CORP.
323 GRAMERCY PARK SOUTH
NEW YORK, NY 10003

SELLER

ALL FEES PAID BY THE SELLER MUST BE PAID BY CERTIFIED OR ATTORNEY ESCROW CHECKS

MANAGING AGENT’S TRANSFER FEE $600.00
PAYABLE TO CHARLES H. GREENTHAL MANAGEMENT CORP.

NY STATE TRANSFER STAMPS $.05 PER SHARE
PAYABLE TO CHARLES H. GREENTHAL MANAGEMENT CORP.

MOVE OUT FEE $500.00
PAYABLE TO 32 GRAMERCY PARK OWNERS CORP.

YOUR PROPRIETARY LEASE AND STOCK CERTIFICATE MUST BE BROUGHT TO CLOSING.

PURCHASER

IF FINANCING, APPLICATION PROCESSING FEE $425.00
PAYABLE TO CHARLES H. GREENTHAL MANAGEMENT CORP.

MOVE IN FEE $500.00
PAYABLE TO 32 GRAMERCY PARK OWNERS CORP.

MOVE IN DEPOSIT $400.00
PAYABLE TO 32 GRAMERCY PARK OWNERS CORP.

FOLLOWING MONTHS MAINTENANCE PAYABLE TO 32 GRAMERCY PARK OWNERS CORP.
I hereby authorize Credit Search International to conduct inquiries concerning my credit history with any of the credit bureaus used by the above named organization for the purpose of verifying information on me for my Rental/Finance/Sale of Coop/Condo.

Authorized Signature

SS# __________-____-_______

Authorized Signature

SS# __________-____-_______

The signatures of all applicants are required.
The undersigned applies for approval by the Board of Directors of the Corporation listed below of the proposed purchase of shares of the Capital Stock in connection with the following apartment: The undersigned offers to purchase the condominium unit:

**Real Estate**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative/Condominium Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>APT</td>
<td></td>
</tr>
<tr>
<td>No. of Shares/Percentage</td>
<td></td>
</tr>
<tr>
<td>Purchase Price</td>
<td>$</td>
</tr>
<tr>
<td>Current Monthly Maintenance/ Common Charges</td>
<td>$</td>
</tr>
<tr>
<td>Financing</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Lender</td>
<td></td>
</tr>
<tr>
<td>Amount to be Financed</td>
<td>$</td>
</tr>
<tr>
<td>Percentage</td>
<td>%</td>
</tr>
<tr>
<td>Proposed Closing Date</td>
<td></td>
</tr>
<tr>
<td>Proposed Occupancy Date</td>
<td></td>
</tr>
<tr>
<td>Seller's Name</td>
<td></td>
</tr>
<tr>
<td>SS#</td>
<td></td>
</tr>
<tr>
<td>Present Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>FAX</td>
<td></td>
</tr>
<tr>
<td>Seller's Attorney</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>FAX</td>
<td></td>
</tr>
<tr>
<td>Firm</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
</tbody>
</table>

Name or names must be entered below in the manner that the stock certificate (Cooperative) or deed (Condominium) and other documents are to be drawn.

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant's Name</td>
<td></td>
</tr>
<tr>
<td>SS#</td>
<td></td>
</tr>
<tr>
<td>Co-Applicant's Name</td>
<td></td>
</tr>
<tr>
<td>SS#</td>
<td></td>
</tr>
<tr>
<td>Present Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td></td>
</tr>
<tr>
<td>Home</td>
<td></td>
</tr>
<tr>
<td>FAX</td>
<td></td>
</tr>
<tr>
<td>Applicant's Attorney</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>FAX</td>
<td></td>
</tr>
<tr>
<td>Firm</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Broker's Name</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>FAX</td>
<td></td>
</tr>
<tr>
<td>Firm</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
</tr>
<tr>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>Broker's Name</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>FAX</td>
<td></td>
</tr>
<tr>
<td>Firm</td>
<td></td>
</tr>
</tbody>
</table>
APPLICANT INFORMATION

NAME: ___________________________ CURRENT ADDRESS: ___________________________

ANNUAL RENT OR MAINTENANCE: ___________________________ DATES OF OCCUPANCY: ___________________________

PRESENT LANDLORD OR MANAGING AGENT: ___________________________ TELEPHONE NO: ___________________________

PREVIOUS HOME ADDRESS: ___________________________ DATES OF OCCUPANCY: ___________________________

PREVIOUS LANDLORD OR MANAGING AGENT: ___________________________ TELEPHONE NO: ___________________________

EMPLOYMENT:

PRESENT EMPLOYER: ___________________________ ADDRESS: ___________________________ TELEPHONE NO: ___________________________

DATES OF EMPLOYMENT: ___________________________ POSITION HELD: ___________________________ ANNUAL SALARY: ___________________________

PREVIOUS EMPLOYER: ___________________________ ADDRESS: ___________________________ TELEPHONE NO: ___________________________

DATES OF EMPLOYMENT: ___________________________ POSITION HELD: ___________________________ ANNUAL SALARY: ___________________________

EDUCATION BACKGROUND:

HIGH SCHOOL: ___________________________

COLLEGE: ___________________________

GRADUATE SCHOOL: ___________________________

ACTIVITIES:

LIST MEMBERSHIP IN ALL CLUBS, SOCIETIES, WITH DATES: ___________________________

LIST HOBBIES: ___________________________

LIST VOLUNTEER/PHILANTHROPIC ACTIVITIES: ___________________________

APPLICANT’S REFERENCES:

NAME OF BANK: ___________________________ ADDRESS: ___________________________ TYPE OF ACCOUNT: ___________________________

NAME OF BANK: ___________________________ ADDRESS: ___________________________ TYPE OF ACCOUNT: ___________________________

NAME OF ACCOUNTANT: ___________________________ FIRM: ___________________________ TYPE OF ACCOUNT: ___________________________

ADDRESS: ___________________________ TELEPHONE NO: ___________________________

BUSINESS REFERENCES:

NAME: ___________________________ FIRM: ___________________________ TELEPHONE NO: ___________________________

ADDRESS: ___________________________ TELEPHONE NO: ___________________________

NAME: ___________________________ FIRM: ___________________________ TELEPHONE NO: ___________________________

ADDRESS: ___________________________ TELEPHONE NO: ___________________________

NAME: ___________________________ FIRM: ___________________________ TELEPHONE NO: ___________________________

ADDRESS: ___________________________ TELEPHONE NO: ___________________________

PERSONAL REFERENCES:

NAME: ___________________________ FIRM: ___________________________ TELEPHONE NO: ___________________________

ADDRESS: ___________________________ TELEPHONE NO: ___________________________

NAME: ___________________________ FIRM: ___________________________ TELEPHONE NO: ___________________________

ADDRESS: ___________________________ TELEPHONE NO: ___________________________

NAME: ___________________________ FIRM: ___________________________ TELEPHONE NO: ___________________________

ADDRESS: ___________________________ TELEPHONE NO: ___________________________
## Co-Applicant Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Current Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Annual Rent or Maintenance</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dates of Occupancy</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Present Landlord or Managing Agent</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Telephone No.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Previous Home Address</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Dates of Occupancy</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Previous Landlord or Managing Agent</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Telephone No.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Employment</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Present Employer</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td><strong>Telephone No.</strong></td>
</tr>
<tr>
<td><strong>Dates of Employment</strong></td>
<td><strong>Position Held</strong></td>
</tr>
<tr>
<td><strong>Previous Employer</strong></td>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>Dates of Employment</strong></td>
<td><strong>Telephone No.</strong></td>
</tr>
<tr>
<td><strong>Education Background</strong></td>
<td></td>
</tr>
<tr>
<td><strong>High School</strong></td>
<td></td>
</tr>
<tr>
<td><strong>College</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Graduate School</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Activities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>List membership in all clubs, societies, with dates</strong></td>
<td></td>
</tr>
<tr>
<td><strong>List Hobbies</strong></td>
<td></td>
</tr>
<tr>
<td><strong>List Volunteer/Philanthropic Activities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Applicant's References</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name of Bank</strong></td>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>Name of Bank</strong></td>
<td><strong>Type of Account</strong></td>
</tr>
<tr>
<td><strong>Name of Bank</strong></td>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>Name of Accountant</strong></td>
<td><strong>Firm</strong></td>
</tr>
<tr>
<td><strong>Name of Accountant</strong></td>
<td><strong>Type of Account</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td><strong>Telephone No.</strong></td>
</tr>
<tr>
<td><strong>Business References</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td><strong>Firm</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td><strong>Telephone No.</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td><strong>Firm</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td><strong>Telephone No.</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td><strong>Firm</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td><strong>Telephone No.</strong></td>
</tr>
<tr>
<td><strong>Personal References</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td><strong>Firm</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td><strong>Telephone No.</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td><strong>Firm</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td><strong>Telephone No.</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td><strong>Firm</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td><strong>Telephone No.</strong></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td><strong>Firm</strong></td>
</tr>
<tr>
<td><strong>Address</strong></td>
<td><strong>Telephone No.</strong></td>
</tr>
</tbody>
</table>
ADDITIONAL INFORMATION:

LIST NAMES AND AGES OF CHILDREN: ________________________________

LIST NAMES AND RELATIONSHIP OF PROPOSED OCCUPANTS OF THE APARTMENT: ________________________________

WILL THE APARTMENT BE YOUR PRINCIPAL RESIDENCE? YES ☐ NO ☐

NAMES OF RESIDENTS IN THE BUILDING KNOWN TO THE APPLICANT(S): ________________________________

DOES APPLICANT WISH TO MAINTAIN PETS IN THE APARTMENT? IF SO SPECIFY NUMBER AND TYPE OF PET: ________________________________

ANY ADDITIONAL INFORMATION WHICH MAY BE PERTINENT OR HELPFUL IN SUPPORT OF THIS APPLICATION: ________________________________

CERTIFICATION

THE UNDERSIGNED APPLICANT(S) CERTIFIES THAT ALL THE INFORMATION SET FORTH IN THIS APPLICATION IS A COMPLETE AND ACCURATE STATEMENT OF FACTS. IT IS UNDERSTOOD THAT THE BOARD OF DIRECTORS OF THE COOPERATIVE CORPORATION OR THE BOARD OF MANAGERS OF THE CONDOMINIUM WILL RELY ON THE INFORMATION FURNISHED IN CONSIDERING THIS APPLICATION. THE UNDERSIGNED AUTHORIZES THE BOARD OF DIRECTORS/MANAGERS AND ITS AGENTS TO CONTACT ANY EMPLOYERS, BANKS, LANDLORD, EDUCATIONAL INSTITUTIONS, REFERENCES, AND CREDIT INVESTIGATORY AGENCIES FOR INFORMATION BEARING UPON THIS APPLICATION.

IN NO EVENT WILL THE COOPERATIVE CORPORATION/CONDOMINIUM, ITS BOARD OF DIRECTORS/MANAGERS, ITS AGENT OR ITS REPRESENTATIVES BE RESPONSIBLE FOR ANY DAMAGE, COST, EXPENSE OR LIABILITY RESULTING FROM OR RELATING TO ANY DELAY IN THE REVIEW PROCESS, THE DISAPPROVAL OF THE APPLICATION OR OTHERWISE.

THE APARTMENT/UNIT IS SOLD "AS IS" AND UNLESS SPECIFICALLY SET FORTH TO THE CONTRARY, THE SELLER IS NOT OBLICATED TO MAKE ANY REPAIRS OR DECORATIONS. THE OBLIGATION TO OBTAIN POSSESSION OF THE APARTMENT/UNIT IS THAT OF THE PURCHASER. THE PURCHASER OF AN APARTMENT/UNIT TAKES, SUBJECT TO THE PROVISIONS OF THE PROPRIETARY LEASE, BY-LAWS AND RULES AND REGULATIONS (COOPERATIVE) OR THE BY-LAWS, DECLARATION AND RULES AND REGULATIONS (CONDOMINIUM), AND ASSUMES ALL OF THE SELLER’S OBLIGATIONS THEREUNDER.

IT IS UNDERSTOOD THAT CHARLES H. GREENTHAL MANAGEMENT CORP. IS ACTING AS AN AGENT FOR THE COOPERATIVE CORPORATION/CONDOMINIUM AND MAKES NO REPRESENTATION WITH RESPECT TO THE VALUE OF THE BUILDING OR THE APARTMENT/UNIT OR OTHERWISE, AND ASSUMES NO LIABILITY TO THE UNDERSIGNED OR ANY OTHER PERSON ARISING OUT OF OR RELATING TO THIS APPLICATION OR THE SALE CONTEMPLATED HEREBY.

APPLICANT’S SIGNATURE: ________________________________ DATE SIGNED: ________________________________

CO-APPLICANT’S SIGNATURE: ________________________________ DATE SIGNED: ________________________________
FINANCIAL STATEMENT

Name: 

Address: 

<table>
<thead>
<tr>
<th>Assets:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total of cash in banks, CMA’s, CD’s, etc. (see Schedule A)</td>
<td>$</td>
</tr>
<tr>
<td>Securities (see Schedule B)</td>
<td>$</td>
</tr>
<tr>
<td>Real Estate (see Schedule C)</td>
<td>$</td>
</tr>
<tr>
<td>Pension Funds (see Schedule D)</td>
<td>$</td>
</tr>
<tr>
<td>Life Insurance: Cash Surrender Value (see Schedule E)</td>
<td>$</td>
</tr>
<tr>
<td>Escrow deposit on apartment</td>
<td>$</td>
</tr>
<tr>
<td>Other Assets (see Schedule F)</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mortgages payable (see Schedule C)</td>
<td>$</td>
</tr>
<tr>
<td>Other Liabilities (see Schedule G)</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

**NET WORTH** (excess of assets over liabilities) ....................................................... $   

<table>
<thead>
<tr>
<th>Income:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary (or earned income)</td>
<td>$</td>
</tr>
<tr>
<td>Dividends &amp; Interest</td>
<td>$</td>
</tr>
<tr>
<td>Other (see Schedule H)</td>
<td>$</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

SIGNATURE: ___________________________     DATE: __________

SIGNATURE: ___________________________     DATE: __________
FINANCIAL STATEMENT: Supplementary Schedule

A. Cash, Bank, Money Fund, CD, CMA, or other

<table>
<thead>
<tr>
<th>Name, Address</th>
<th>Type of Account</th>
<th>Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Securities

<table>
<thead>
<tr>
<th>Description of security</th>
<th>No. of shares</th>
<th>Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. Real Estate

<table>
<thead>
<tr>
<th>Location of Property</th>
<th>Market Value</th>
<th>Mortgage Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D. Pension Funds

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 2
### E. Life Insurance

<table>
<thead>
<tr>
<th>Beneficiary, Insurance Co.</th>
<th>Cash Surrender Value</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### F. Other Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### G. Other Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### H. Other Income

<table>
<thead>
<tr>
<th>Source of Income</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
AFFIDAVIT OF COMPLIANCE
WITH CARBON MONOXIDE DETECTOR REQUIREMENT
FOR ONE- AND TWO-FAMILY DWELLINGS,
COOPERATIVE APARTMENTS AND CONDOMINIUM UNITS

State of New York )
County of ________ ) ss.: 

The undersigned, being duly sworn, deposite and say under penalty of perjury that they are
the grantor and grantee of the real property or of the cooperative shares in a Cooperative
Corporation / Condominium owning real property located at _________ [Street
address], __________________ [Unit/Apt.], ________________[Borough] New York,
____________________ [Block], _____________ [Lot] (the “Premises”);

That the Premises is a one or two family dwelling, or a cooperative apartment or
condominium unit, and that installed in the Premises is an approved and operational
carbon monoxide detecting device in compliance with the provisions of § 378 of the
Executive Law of the State of New York concerning carbon monoxide detecting devices;

That they make this affidavit in compliance with New York City Administrative Code
Section 11-2105(g). (The signatures of at least one grantor and one grantee are required,
and must be notarized).

Name of Grantor [type or print] Name of Grantee [type or print]

Signature of Grantor

Signature of Grantee

Sworn to before me this date of _____________ 2005

Sworn to before me this date of _____________ 2005

These statements are made with the knowledge that a willfully false representation is
unlawful and is punishable as a crime of perjury under Article 210 of the Real Property
Law.
KEYSURE ACKNOWLEDGMENT
32 GRAMERCY PARK OWNERS COPR.
32Gramercy Park South
New York, NY 10003

RE: Apartment #:__________________

This is to acknowledge that we are required to comply with the House Rules requiring me/us to provide the key(s) to apartment _________. Keys will be provided for the “KEYSURE” box within three days of purchasing the apartment. If at anytime the locks are either changed or re-keyed, we acknowledge that it is our responsibility to notify the Superintendent and have new keys placed in the “KEYSURE” box.

I/We acknowledge that if, as a result of the proper keys not being in the “KEYSURE” box and available to Building Staff in an emergency situation, all expenses incurred resulting from this failure to gain entry will be charged to the apartment account, and immediate payment will be due.

_________________________________   ________________________
Prospective Purchaser/Sublessee                Date

_________________________________   ________________________
Prospective Purchaser/Sublessee                Date
CERTIFICATION AND ACKNOWLEDGEMENT

The undersigned certifies and affirms that the information and enclosures provided with this application are true and correct. In addition, I/We have received a copy of the House Rules and agree to abide by same.

Please be advised that Charles H. Greenthal Management Corp., as managing agent, does not make any representation regarding the acceptance of this application. All fees paid pursuant to this purchase application are nonrefundable.

Agreed to and Acknowledged by ___________________________ Date: __________

Purchaser’s Signature

Agreed to and Acknowledged by ___________________________ Date: __________

Purchaser’s Signature
I/We acknowledge the following:

1. The undersigned has filled out this application and understands that the information is essential in considering this application, and further confirms the accuracy.

2. By authority granted in the Proprietary Lease and By-Laws of the Corporation, the Board of Directors may use this application to obtain background information regarding proposed purchasers of the Corporation stock.

3. The proposed purchase cannot be consummated without the consent of the Board of Directors. 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.

________________________                 Date
Signature of Applicant

________________________                 Date
Signature of Applicant
32 GRAMERCY PARK SOUTH

House Rules

April 2003

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.

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, stairways or elevators. Children under the age of 16 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 the Lessor.

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 radio or television loud speaker or other apparatus in such Lessee's apartment between the hours of eleven (11:00) o'clock p.m. and the following eight (8) 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 9:00 a.m. and 4:30 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 windowsills or parapet walls of the building.

7. No awnings, window air-conditioning unit or ventilators shall be used in or about the building except such as 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 bicycles, scooters, baby carriages, sporting equipment or shopping carts shall be allowed to stand in the public halls, passageways, areas or courts of the building, including lobby.

10. Messengers and trades people shall use such means of ingress and egress as shall be designated by the Lessor.

11. Garbage and refuse from the apartments shall be disposed of only at times and in such manner as the superintendent or managing agent of the building may direct duly noting the following:
• All apartment garbage and refuse must be placed down the garbage chute. NO GARBAGE OR REFUSE SHOULD BE LEFT ON THE INCINERATOR FLOOR OR IN THE HALLWAYS. Any item too large for the chute should be properly secured and taken down to the basement.

• All recyclable items are to be placed in the proper receptacles. All items are to be cleaned before discarded.

• All boxes/cartons must be taken to basement and placed neatly for disposal.

12. No Lessee shall send any employee of the building out of the building on any private business while the employee is on duty.

13. No bird or animal shall be kept in the building unless the Lessor expressly permits the same, in each instance; such permission shall be revocable by the Lessor. In no event are dogs permitted on elevators or the public portions of the building unless carried or on a leash. No pigeons or other birds or animals shall be fed from the windowsills, terraces, balconies or other public portions of the building, or on the sidewalk or street adjacent to the building.

14. No radio, television aerial or reception device shall be attached to or hung from the exterior of the building without the prior written approval of the Board of Directors.

15. The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.

16. The floors of each apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least eighty (80%) percent of the floor area of each room excepting only kitchens, pantries, bathrooms, closets and foyers.

17. An Owner wishing to conduct an "open house" or a group tour or exhibition of an apartment or its contents, or to hold an auction sale in an apartment, shall obtain the prior approval of the Managing Agent and comply with such scheduling and other rules as the Managing Agent may from time to time prescribe, subject to the approval of the Board. It shall be the responsibility of the Owner to ensure that any broker acting on his or her behalf is aware of these rules and adheres to them.

18. The Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during ten (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 of such cleaning and to charge the cost of such cleaning to the Lessee.

19. Complaints regarding the service of the building shall be made in writing to the managing agent.

20. Any consent of approval given under these House Rules shall be revocable by the Lessor or its representatives at any time.

21. No Lessee shall install any plantings on the terrace or roof without the 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 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, planting may be contained in masonry or hollow tile walls flashing, with the floor of drainage tiles and suitable weep holes at the sides to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good condition and the drainage tiles and weep holes in operating condition.

22. The agents of the Lessor, and any contractor or workman authorized by the Board of Directors, 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 measures as may be control or exterminate any such vermin, insects or other pests. If the Lessor takes measures to control or exterminate any such vermin, insects or other pests the cost thereof shall be payable by the Lessee as maintenance surcharge.

23. Any contractor work must be approved by the Lessor and / or Managing Agent before access to the building will be granted.

24. All Contractors must submit one ($1,000,000.00) million dollars of insurance coverage. Naming the Corporation and the managing agent as additional insured.

25. Moving and/or deliveries of furniture must be scheduled with the building superintendent. Deliveries will be allowed Monday through Friday, except Holidays, between the hours of 10:00 a.m. and 4:00 p.m. All moving and or deliveries of furniture will be done through the basement and not through the lobby of the building.

26. A refundable move in/move out deposit of $400.00 and a non-refundable move-in/move out fee of $500 payable to 32 Gramercy Park Owners Corporation must be submitted prior to the moving date. In addition a One million dollar Certificate of Insurance from the Moving Company must be provided naming the Corporation and the Managing Agent as additional insured for all move in/move out's.

27. Building elevators must be properly padded before each move in/move out or delivery.

28. No washing machines or dryers are permitted in apartments at any time.

29. The Lessor reserves the right to fine any Lessee for violation of the above House Rules.

30. The Roof Garden hours are from 7:00 a.m. to 11:00 p.m. As a courtesy to your neighbors, please refrain from loud music and excessive noise. There are no pets allowed, and an adult must accompany all children under the age of 16.

31. These House Rules may be amended, added to, or repealed at any time by resolution of the Board of Directors of the Lessor.
OCCUPANCY AND PET STATEMENT

RE: 32 Gramercy Park South, New York, New York, 10003

Apartment:_____________________

I, ______________________, proposed purchaser(s)/sub lessee(s), of the above referenced unit, state that the following individual(s) will occupy the apartment.

<table>
<thead>
<tr>
<th>NAME</th>
<th>AGE</th>
<th>RELATIONSHIP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HARBOURING OF PETS ACKNOWLEDGEMENT

In conjunction with my application to purchase Apartment ________ at 32 Gramercy Park South, I/We understand that under no circumstances will a pet be maintained at 32 Gramercy Park South, New York, New York 10003.

______________________________  Date__________________
Prospective Purchaser/Sublessee

______________________________  Date__________________
Prospective Purchaser/Sublessee
USE OF PREMISES

TO: The Board of Directors
    32 Gramercy Park Owners Corp.

Building Address: 32 Gramercy Park South
                   New York, New York 10003

RE: Use of Premises

Gentlemen:

The undersigned, as purchaser(s) or sublessee(s) of the apartment listed below, located at 32 Gramercy Park South, hereby acknowledge and agree that use of the apartment for non-residential purposes, including, without limitation, use as a medical or professional office, is not permitted.

The undersigned also acknowledges receipt of your policies as detailed in the Proprietary Lease, the Corporation By-Laws and the House Rules and agree to abide by same.

Very truly yours,

______________________________
Purchaser or Sublessee

______________________________
Purchaser or Sublessee

______________________________
Apartment #

______________________________
Date
To: The Board of Directors  
32 Gramercy Park Owners Corp.

Apartment: ___________________________  Date: ___________________________

The undersigned hereby request the approval of the sale/sublet of the cooperative unit known as ___________________________. I/We hereby certify that we have complied with the disclosure requirements as mandated by the U.S. Environmental Protection Agency concerning lead based paint and hazards and have supplied all required documents and information to the purchaser/sublessee. I/We agree to indemnify the Cooperative Corporation, its agents and representatives, against any liability arising out of our failure to make such required disclosure.

I/We hereby understand and consent that (i) the Cooperative Corporation will allow the purchaser/subtenant a ten (10) day period after receipt of this application to conduct an inspection or testing as the Purchaser/Subtenant deems necessary (ii) the Cooperative Corporation will not review this application until the Purchaser/Subtenant has submitted a certification that they have received all required disclosure materials and no further testing or inspection is needed.

Shareholder (Seller)_________________________  Shareholder (Seller)_________________________

Social Security Number_______________________  Social Security Number_______________________

Forward Address:

_________________________________________  ___________________________________________
FINANCIAL STATEMENT
AFFIDAVIT AS TO NET WORTH AND INCOME

Note: If purchase, loan, or sublease is being made by more than one person, each applicant must submit an affidavit as to the applicant’s net worth and income.

State of New York  ) ss
County of New York  )

__________________________, being duly sworn, deposes and states the following:

I submit herewith a true statement of my assets, liabilities and current net income. I make this affidavit in order to induce the Board of Directors of 32 Gramercy Park Owners Corp. (“The Apartment Corporation”) to approve the following:

1. The transfer to me of _________ shares of stock of said corporation now owned by __________________________ and the assignment to me of the lease of Apartment __________ at 32 Gramercy Park South, New York, NY 10003.

2. The borrowing of me of $______________ on the security of stock of the Apartment Corporation, which now is or hereafter will be owned by me.

__________________________                ________________
Applicant’s Signature                   Date

Sworn to me this _______ day of ________________, 20___

__________________________
Notary Public
EMERGENCY CONTACT INFORMATION

Shareholder’s name as it should appear on maintenance bills

Apartment Number: ________________________

Telephone Number: ________________________
   Home                                        Business

Cell: ________________________ Email: ________________________

Mailing address (if you wish to receive maintenance bills and other correspondence at an address other than the building):

Alternate Address: ________________________

Business Name: ________________________
Business Address: ________________________

Emergency Contact Persons:

Name: ________________________ Phone: ________________________

Name: ________________________ Phone: ________________________

Names of occupants who will reside in the premises (including children):

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Notice to Tenant or Occupant

You are required by law to have window guards installed in your windows if a child 10 years of age or younger lives in the 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 the apartment, OR

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

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:

☐ CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT

☐ NO CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT

☐ I WANT WINDOW GUARDS EVEN THOUGH I HAVE NO CHILDREN 10 YEARS OF AGE OR YOUNGER

☐ WINDOW GUARDS ARE INSTALLED IN ALL WINDOWS*

☐ WINDOW GUARDS ARE NOT INSTALLED IN ALL WINDOWS*

☐ WINDOW GUARDS NEED MAINTENANCE OR REPAIR

☐ WINDOW GUARDS DO NOT NEED MAINTENANCE OR REPAIR

Tenant’s Name: ___________________________ (print)(handwritten) Date ____________________

Tenant’s Name: ___________________________ (print)(handwritten) TEL:

RETURN THIS FORM TO:

CHARLES H. GREENTHAL MGMT.
4 PARK AVE, 3RD FL
NEW YORK, NY 10016
ATTN: MARTHEA MUCCIO

For Further Information Call: Window Falls Prevention (212) 676-2153

*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.
Disclosure Format for Target Housing Sales

Disclosure of Information on Lead-Based Paint and 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 (initial)

(e) Presence of lead-based paint and/or lead-based paint hazards (check one below):

[ ] Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

[ ] 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 one below):

[ ] 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).

[ ] Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Purchaser's Acknowledgement (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 one below):

[ ] 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

[ ] 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. 4582(d) 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 provided by the signatory is true and accurate.

Seller  Date  Seller  Date

Agent  Date  Agent  Date

Purchaser  Date  Purchaser  Date
Protect Your Family From Lead In Your Home

EPA United States Environmental Protection Agency

United States Consumer Product Safety Commission

United States Department of Housing and Urban Development
Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains high levels of lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.

OWNERS, BUYERS, and RENTERS are encouraged to check for lead (see page 6) before renting, buying or renovating pre-1978 housing.

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:

LANDLORDS have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.

SELLERS have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.

RENOVATORS disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.
IMPORTANT!

Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

FACT: Lead exposure can harm young children and babies even before they are born.

FACT: Even children who seem healthy can have high levels of lead in their bodies.

FACT: People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.

FACT: People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.

FACT: Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.
Lead Gets in the Body in Many Ways

People can get lead in their body if they:
◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
◆ Put their hands or other objects covered with lead dust in their mouths.
◆ Eat paint chips or soil that contains lead.

Lead is even more 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.

Lead is also dangerous to women of childbearing age:
◆ Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta during fetal development.
Lead's Effects

It is important to know that even exposure to low levels of lead can severely harm children.

In children, 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 levels 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, lead can cause:
- Increased chance of illness during pregnancy.
- Harm to a fetus, including brain damage or death.
- 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

Many homes built before 1978 have lead-based paint. The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- In homes in the city, country, or suburbs.
- In apartments, single-family homes, and both private and public housing.
- Inside and outside of the house.
- 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.)

Checking Your Family for Lead

To reduce your child’s exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have. 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 high levels of lead. Blood 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 Hazards

**Lead-based paint** is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

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

- Windows and window sills.
- Doors and door frames.
- Stairs, railings, banisters, and porches.

**Lead dust** can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- 40 micrograms per square foot (µg/ft²) and higher for floors, including carpeted floors.
- 250 µg/ft² 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. The following two federal standards have been set for lead hazards in residential soil:

- 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.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.
Checking Your Home for Lead

Just knowing that a home has lead-based paint may not tell you if there is a hazard.

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

- A paint inspection tells you whether your home has lead-based paint and where it is located. It won’t tell you whether or not your home currently has lead hazards.

- 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 combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located.

Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.

- Visual inspection of paint condition and location.

- A portable x-ray fluorescence (XRF) machine.

- Lab tests of paint, dust, and soil samples.

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see bottom of page 11) for more information, or call 1-800-424-LEAD (5323) for a list of contacts in your area.

Home test kits for lead are available, but may not always be accurate. Consumers should not rely on these kits before doing renovations or to assure safety.
What You Can Do Now To Protect Your Family

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

♦ If you rent, notify your landlord of peeling or chipping paint.
♦ Clean up paint chips immediately.
♦ Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.
♦ Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
♦ Wash 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.
♦ 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.
Reducing Lead Hazards In The Home

Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

Always use a professional who is trained to remove lead hazards safely.

In addition to day-to-day cleaning and good nutrition:

- You can temporarily reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called "interim controls") are not permanent solutions and will need ongoing attention.

- To permanently remove lead hazards, 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 removal.

Always hire a person with special training for correcting lead problems—someone who knows how to do this 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.

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

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

Call your state or local agency (see bottom of page 11) for help in locating certified professionals in your area and to see if financial assistance is available.
Remodeling or Renovating a Home With Lead-Based Paint

Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

◆ Have the area tested for lead-based paint.

◆ Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.

◆ Temporarily move your family (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can’t move your family, at least completely seal off the work area.

◆ Follow other safety measures to reduce lead hazards. You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure “Reducing Lead Hazards When Remodeling Your Home.” This brochure explains what to do before, during, and after renovations.

If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.
While paint, dust, and soil are the most common sources of lead, other lead sources also exist.

**Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:

- Use only cold water for drinking and cooking.
- Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.

**The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.

**Old painted toys and furniture.**

**Food and liquids stored in lead crystal or lead-glazed pottery or porcelain.**

**Lead smelters or other industries that release lead into the air.**

**Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.

**Folk remedies** that contain lead, such as "greta" and "azarcon" used to treat an upset stomach.
For More Information

The National Lead Information Center
Call 1-800-424-LEAD (424-5323) to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit www.epa.gov/lead and www.hud.gov/offices/lead/.

EPA's Safe Drinking Water Hotline
Call 1-800-426-4791 for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline
To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call 1-800-638-2772, or visit CPSC's Web site at: www.cpsc.gov.

Health and Environmental Agencies
Some cities, states, and tribes have their own rules for lead-based paint activities. 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 local contacts on the Internet at www.epa.gov/lead or contact the National Lead Information Center at 1-800-424-LEAD.

For the hearing impaired, call the Federal Information Relay Service at 1-800-877-8339 to access any of the phone numbers in this brochure.
EPA Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

**EPA Regional Offices**

**Region 1** (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
- Regional Lead Contact
- U.S. EPA Region 1
- Suite 1100 (CPT)
- One Congress Street
- Boston, MA 02114-2023
- 1 (888) 372-7341

**Region 2** (New Jersey, New York, Puerto Rico, Virgin Islands)
- Regional Lead Contact
- U.S. EPA Region 2
- 2800 Woodbridge Avenue
- Building 209, Mail Stop 225
- Edison, NJ 08837-3679
- (732) 321-6671

**Region 3** (Delaware, Maryland, Pennsylvania, Virginia, Washington DC, West Virginia)
- Regional Lead Contact
- U.S. EPA Region 3 (3WC33)
- 1650 Arch Street
- Philadelphia, PA 19103
- (215) 814-5000

**Region 4** (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
- Regional Lead Contact
- U.S. EPA Region 4
- 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) 886-6003

**Region 6** (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
- Regional Lead Contact
- U.S. EPA Region 6
- 1445 Ross Avenue, 12th Floor
- Dallas, TX 75202-2733
- (214) 665-7577

**Region 7** (Iowa, Kansas, Missouri, Nebraska)
- Regional Lead Contact
- U.S. EPA Region 7
- (ARTD-RAU)
- 901 N. 5th Street
- Kansas City, KS 66101
- (913) 551-7020

**Region 8** (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
- Regional Lead Contact
- U.S. EPA Region 8
- 999 18th Street, Suite 500
- Denver, CO 80202-2466
- (303) 312-6021

**Region 9** (Arizona, California, Hawaii, Nevada)
- Regional Lead Contact
- U.S. EPA Region 9
- 75 Hawthorne Street
- San Francisco, CA 94105
- (415) 947-4164

**Region 10** (Alaska, Idaho, Oregon, Washington)
- Regional Lead Contact
- U.S. EPA Region 10
- Toxics Section WCM-128
- 1200 Sixth Avenue
- Seattle, WA 98101-1128
- (206) 553-1985
CPSC Regional Offices

Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

**Eastern Regional Center**
Consumer Product Safety Commission
201 Varick Street, Room 903
New York, NY 10014
(212) 620-4120

**Western Regional Center**
Consumer Product Safety Commission
1301 Clay Street, Suite 610-N
Oakland, CA 94612
(510) 637-4050

**Central Regional Center**
Consumer Product Safety Commission
230 South Dearborn Street, Room 2944
Chicago, IL 60604
(312) 353-8260

HUD Lead Office

Please contact HUD’s Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

**U.S. Department of Housing and Urban Development**
Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, P-3206
Washington, DC 20410
(202) 755-1785

This document is in the public domain. It may be reproduced 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.
FIRE SAFETY PLAN
PART I -- BUILDING INFORMATION SECTION

32 Gramercy Park South
New York, NY 10003

BUILDING REPRESENTATIVE:
Charles H. Greenthal Management Corp.
4 Park Avenue
New York, NY 10016
(212) 340-9300 Lobby (212) 473-2988

BUILDING INFORMATION:

Year of Construction 1957
Type of Construction: Non-Combustible
Number of Floors: 18 floors aboveground, 1 floor below ground
Sprinkler System: Yes, Partial
Sprinkler Coverage: Compactor room, compactor room and laundry room
Fire Alarm: No
Public Address System: No

Means of Egress:

<table>
<thead>
<tr>
<th>Type of Egress</th>
<th>ID</th>
<th>Location</th>
<th>Leads to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit</td>
<td></td>
<td>Gramercy Park South side of building</td>
<td>Main entrance on first floor exiting to Gramercy Park South</td>
</tr>
<tr>
<td>Exit</td>
<td></td>
<td>West end of the basement</td>
<td>From basement to Gramercy Park South via unenclosed stairs.</td>
</tr>
<tr>
<td>Exit</td>
<td></td>
<td>Garage, west side of building</td>
<td>From the garage exit to Gramercy Park South, via vehicle ramp</td>
</tr>
<tr>
<td>Enclosed Interior Stairs (scissor)</td>
<td>A</td>
<td>Center of the building</td>
<td>From the roof to the basement</td>
</tr>
<tr>
<td>Enclosed Interior Stairs (scissor)</td>
<td>B</td>
<td>Center of the building</td>
<td>From the roof to the lobby</td>
</tr>
</tbody>
</table>

Other Information: There is no access to an adjoining building from the roof level

Prepared: December 31, 2007
FIRE SAFETY PLAN
PART II - FIRE EMERGENCY INFORMATION

32 Gramercy Park South
New York, NY 10003

THIS FIRE SAFETY PLAN IS INTENDED TO HELP YOU AND THE MEMBERS OF YOUR HOUSEHOLD PROTECT YOURSELVES IN THE EVENT OF FIRE. THIS FIRE SAFETY PLAN CONTAINS:

- Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.
- Basic information about your building, including the type of construction, the different ways of exiting the building, and the types of fire safety systems it may have.
- Emergency fire safety and evacuation instructions in the event of fire in your building.

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY PLAN AND TO DISCUSS IT WITH THE MEMBERS OF YOUR HOUSEHOLD. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE,

CALL 911

OR THE FIRE DEPARTMENT DISPATCHER, AT

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Manhattan</td>
<td>(212) 999-2222</td>
</tr>
<tr>
<td>Bronx</td>
<td>(718) 999-3333</td>
</tr>
<tr>
<td>Brooklyn</td>
<td>(718) 999-4444</td>
</tr>
<tr>
<td>Queens</td>
<td>(718) 999-5555</td>
</tr>
<tr>
<td>Staten Island</td>
<td>(718) 999-6666</td>
</tr>
</tbody>
</table>

OR TRANSMIT AN ALARM FROM THE NEAREST FIRE ALARM BOX
BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every apartment should be equipped with at least one smoke detector. Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Replace the batteries in the spring and fall when you move your clocks forward or back an hour, and whenever a smoke detector chirps to signal that its battery is low. The smoke detector should be replaced on a regular basis in accordance with the manufacturer’s recommendation, but at least once every ten years.

2. Carelessly handled or discarded cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won’t tip over. Never leave a lit or smoldering cigarette on furniture.

3. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.

4. Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your oven is off and any coffeepot or teapot is unplugged.

5. Never overload electrical outlets. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit-breakers.

6. Keep all doorways and windows leading to fire escapes free of obstructions, and report to the owner any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.

7. Install window gates only if it is absolutely necessary for security reasons. Install only approved window gates. Do not install window gates with key locks. A delay in finding or using the key could cost lives. Maintain the window gate’s opening device so it operates smoothly. Familiarize yourself and the members of your household with the operation of the window gate.

8. Familiarize yourself and members of your household with the location of all stairwells, fire escapes and other means of egress.

9. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.

10. Exercise care in the use and placement of fresh cut decorative greens, such as Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.
Exterior Stairs: Some buildings provide access to the apartments by means of stairs and corridors that are outdoors. The fact that they are outdoors and do not trap heat and smoke enhances their safety in the event of a fire, provided that they are not obstructed.

Fire Tower Stairs: These are generally enclosed stairwells in a “tower” separated from the building by air shafts open to the outside. The open air shafts allow heat and smoke to escape from the building.

Fire Escapes: Many older buildings are equipped with a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes are considered a “secondary” or alternative means of egress, and are to be used if the primary means of egress (stairwells) cannot be safely used to exit the building because they are obstructed by flame, heat or smoke.

Exits: Most buildings have more than one exit. In addition to the main entrance to the building, there may be separate side exits, rear exits, basement exits, roof exits and exits to the street from stairwells. Some of these exits may have alarms. Not all of these exits may lead to the street. Roof exits may or may not allow access to adjoining buildings.

Be sure to review Part I (Building Information Section) of this fire safety plan and familiarize yourself with the different means of egress from your building.

Fire Sprinkler Systems

A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Sprinkler systems are very effective at preventing fire from spreading beyond the room in which it starts. However, the fire may still generate smoke, which can travel throughout the building.

Residential buildings are generally not required to have fire sprinkler systems. Some residential buildings are equipped with sprinkler systems, but only in compactor chutes and rooms or boiler rooms. All apartment buildings constructed or substantially renovated after March 1999 will be required by law to be equipped with fire sprinkler systems throughout the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with fire sprinkler systems.
Interior Fire Alarm Systems

Although generally not required, some residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually-activated (must be pulled by hand) and do not automatically transmit a signal to the Fire Department, so a telephone call must still be made to 911 or the Fire Department dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with an interior fire alarm system and whether the alarm is transmitted to the Fire Department, and familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.

Public Address Systems

Although generally not required, some residential buildings are equipped with public address systems that enable voice communications from a central location, usually in the building lobby. Public address systems are different from building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with a public address system.

EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS

IN THE EVENT OF A FIRE, FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. HOWEVER, THERE MAY BE EMERGENCY SITUATIONS IN WHICH YOU MAY BE REQUIRED TO DECIDE ON A COURSE OF ACTION TO PROTECT YOURSELF AND THE OTHER MEMBERS OF YOUR HOUSEHOLD.

THIS FIRE SAFETY PLAN IS INTENDED TO ASSIST YOU IN SELECTING THE SAFEST COURSE OF ACTION IN SUCH AN EMERGENCY. PLEASE NOTE THAT NO FIRE SAFETY PLAN CAN ACCOUNT FOR ALL OF THE POSSIBLE FACTORS AND CHANGING CONDITIONS; YOU WILL HAVE TO DECIDE FOR YOURSELF WHAT IS THE SAFEST COURSE OF ACTION UNDER THE CIRCUMSTANCES.
**General Emergency Fire Safety Instructions**

1. Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on the scene of a fire within minutes of receiving an alarm.

2. Because flame, heat and smoke rise, generally a fire on a floor below your apartment presents a greater threat to your safety than a fire on a floor above your apartment.

3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.

4. If you decide to exit the building during a fire, close all doors as you exit to confine the fire. Never use the elevator. It could stop between floors or take you to where the fire is.

5. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl. Take short breaths, breathing through your nose.

6. If your clothes catch fire, don’t run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

**Evacuation Instructions If The Fire Is In Your Apartment**  
*(All Types of Building Construction)*

1. Close the door to the room where the fire is, and leave the apartment.

2. Make sure EVERYONE leaves the apartment with you.

3. Take your keys.

4. Close, but do not lock, the apartment door.

5. Alert people on your floor by knocking on their doors on your way to the exit.

6. Use the nearest stairwell to exit the building.

7. **DO NOT USE THE ELEVATOR.**

8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.

9. Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.
Evacuation Instructions If The Fire Is Not In Your Apartment

"NON-COMBUSTIBLE" OR "FIREPROOF" BUILDINGS:

1. Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.

2. If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.

3. If you can safely exit your apartment, follow the instructions above for a fire in your apartment.

4. If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.

5. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.

6. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.

7. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.

8. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

"COMBUSTIBLE" OR "NON-FIREPROOF" BUILDING

1. Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.

2. Exit your apartment and building if you can safely do so, following the instructions above for a fire in your apartment.

3. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.

4. If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
   A. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
   B. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
   C. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
   D. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.