The Argo Corporation
REAL ESTATE

Date

50 West 17th Street
New York, NY 10011
Tel: 212 896 8600
Fax: 212 896 8666

ACKNOWLEDGEMENT HOUSE RULES

I (We) have read the foregoing and agree to abide by the House Rules and Pet Policy of 6740 Homes, INC.

_____ _____

OWNER/TENANT SIGNATURE **DATE**

_____ _____

CO-OWNER/TENANT SIGNATURE **DATE**



HOUSE RULES AND POLICIES

OF

67 40 HOMES, INC.

INTRODUCTION

Contained in this distribution are the newly revised House Rules and Policies of 67 40 Homes, Inc. These rules, effective upon distribution, are provided for the harmonious enjoyment, comfort, safety, and security of all individuals residing or planning to reside at 67-40 Booth Street, Forest Hills, NY 11375.

All residents – shareholders, holders of unsold shares, rental tenants, and sublessees – as well as their families, household help, employees of the cooperative and visitors to the premises are obligated to comply with these rules. Failure to follow them constitutes a violation of the Proprietary Lease. Parents or guardians are responsible for their children knowing and abiding by these rules. All residents should acquaint themselves with these rules.

These House Rules may be amended, revised, or repealed at any time by resolution of the Board of Directors. Any consent or approval given under these House Rules by the Board of Directors shall be revocable at any time.

In summary, these House Rules and Policies say:

Be considerate of your neighbors
and treat the premises with respect.
This is our home.
This is our community.
It is what we make it.

Thank you.

April 2007

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1. USE OF PREMISES

a. Apartments may not be used for any purpose other than as a private dwelling for the Lessee and his or her immediate family (spouse, domestic partner, parents, siblings or children). Note: Our Proprietary Lease states "in no event shall more than one married couple occupy the apartment without the written consent of the Lessor". The number of people living in any apartment may not exceed the N.Y. City housing guidelines.

b. No residents or employees may permit the entry of anyone without first properly identifying the individual through the security intercom or in person at any entrance to the building. For the safety of all residents, do not open the door to anyone you do not recognize.

c. No group tour, open house, yard sale, or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the prior written consent of the Board of Directors or Managing Agent.

2. PUBLIC AREAS

a. Hallways, Stairwells, and Lobby Areas: The public halls, stairwells, and entrances of the building shall not be obstructed or used for any purpose other than entrance to and exit from the apartments in the building. The staff at the Lessee's risk and expense shall have the right to remove any such obstruction. No public hall shall be decorated by any Lessee in any manner without the prior written consent of the Board of Directors. No articles, including carriages, bicycles, umbrellas, or shoes may be placed in the halls or stairwells as this is a fire safety violation. Any defacement of common areas, including corridors, doors, or elevators, by a Lessee, family member, guest or employee of a Lessee will be repaired by the Corporation at the Lessee's expense.

Under no circumstances may entrance doors be propped open and left unattended.

No radio playing, loud voices or music, ball playing, roller skating, etc. shall be permitted in the hallways, elevators, lobby, or other public areas.

City ordinances prohibit smoking in the lobby, halls, stairwells, elevators, laundry room, and other public areas. All cigarette butts must be properly disposed of in appropriate receptacles.

b. Laundry Areas: Residents may use the available laundry facilities only on such days and such hours as may be designated by the Board of Directors. Presently, the laundry area may be used any day between the hours of 8:00am and 10:00pm. The last wash should begin no later than 9:00pm.

Residents and/or their employees using the laundry facilities of the building shall keep the facilities neat and clean, and the light switched off when the laundry room is not in use. Laundry should be removed promptly when the machine has stopped. Any lint or other residue left in the washer or dryer should be wiped clean or removed.

c. Roof: The building and garage roof areas are strictly off-limits to all tenants. Unauthorized access to the building roof will trigger a fire alarm.

d. Back Garden: The back garden was created for the quiet enjoyment of residents and guests. Ball playing at any time is prohibited. No children, unless accompanied by a parent or guardian, shall be permitted in this area after 7:00pm or during weekend or during public or religious holidays. Music or radio playing at any time is prohibited and no social gathering after 10:00pm.

e. Garage: Parking spaces in the garage are for 67 40 Homes residents only. The parking spaces are rented to residents on a separate contract at a monthly rate approved by the Board of Directors. When a shareholder sells his/her apartment, the parking space does not go with the apartment. Any person wishing to rent a space should contact the Managing Agent.

Every apartment is entitled to rent one parking space. Residents may not sublet parking spaces. If a resident wishes to park a vehicle, other than his/her registered vehicle, in the rented garage space, permission must be obtained in advance from the Managing Agent (not the Superintendent). Failure to do so can result in the vehicle being towed. Residents wishing to change parking spaces must place their request with the Managing Agent. The office keeps a waiting list of requests for parking spaces or moves. Parking is only permitted in designated parking places. All other areas of the garage are off limits for parking.

No personal articles may be stored in the garage. The front or back doors to the garage must be closed upon exiting. An automatic door opener is available for a small annual fee.

f. Storage and Bicycle Room: Anyone wishing to rent a storage locker or store a bicycle in the room located off the back garden should contact the Managing Agent. Lockers are available on a first come, first serve bases. No flammable materials are to be kept in the storage room. The Corporation is not responsible for any loss or damage to items stored in this room.

3. BUILDING APPEARANCE

a. No window air-conditioning units or ventilators shall be used in or about the building or project out of any window of the building unless properly installed and secured.

In order to comply with Local Law 11/98, all air conditioners must be supported by brackets directly connected to the exterior wall. No wooden blocks or bricks, etc., are permitted. Failure to comply with this law may prompt a building violation. Any offending resident will be responsible for payment of the fine and any subsequent fees incurred to obtain removal of the violation. If any air conditioner is installed without brackets, after fair warning, the staff (at the resident's risk and expense) will be instructed to remove the air conditioner. Anyone needing assistance with the installation of brackets, should contact the Managing Agent or the Superintendent. A fee will be charged to cover the cost of the bracket and installation.

Any such device that leaks or makes a noise which disturbs other residents must be repaired or replaced. If any such device becomes rusty or discolored, the owner shall have it painted beige or similar neutral color.

b. No sign, notice, advertisement, or illumination shall be inscribed or placed in any window or other part of the building, except if approved in writing, by the Board of Directors.

c. No articles shall be hung outside or shaken from the windows, regardless of the location of the apartment.

d. No radio or television aerial or satellite dish shall be attached to or hung from the exterior of the building without the prior written approval of the Board of Directors.

e. All windows must be equipped with shades, drapes, blinds, or other appropriate window treatment befitting a residential building.

f. It is the obligation of all residents to keep clean inside and out all windows of their apartment.

4. QUIET ENJOYMENT

a. No resident or guest shall make or permit any disturbing noises to emanate from their apartment or in any public area that will interfere with the rights, comfort, or convenience of other residents. No resident shall play a radio, television, musical instrument or other device between the hours of 10:00pm and 8:00am at a volume that will disturb other residents in the building. Residents practicing musical instruments which can be heard by other residents can only do so for two consecutive hours and must then take a break of at least two consecutive hours before recommencing such practice.

b. Exercise machines are not permitted in any apartment.

c. No construction or repair work or other activity involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) between the hours of 8:00am and 5:00pm.

d. The floor of each apartment must be covered with rugs or carpeting (with thick padding) or equally effective noise reducing material, to the extent that neighbors are not disturbed. Bedrooms must be covered with wall-to-wall carpeting and appropriate thick padding. At least 80% of the floor area of other rooms, with the exception of the kitchen, bathroom and closets, must be carpeted. The only exception to the wall-to-wall bedroom carpeting provision will be for existing residents as of the date of these House Rules. These existing residents must comply with the 80% carpeting rule in the bedroom. No other exceptions to this section 4(d) will be entertained. Any noise complaints received from residents due to non-compliance of this provision will prompt a carpet inspection by the Superintendent. **See Carpet Verification Form attached hereto as Appendix A.**

5. DELIVERY OR DISPOSAL OF FURNITURE, MAJOR HOUSEHOLD APPLIANCES AND OTHER HEAVY OBJECTS

See Furniture/Appliances Delivery/Disposal Policy and Procedures and Sign Off Inspection Form attached hereto as Appendix B. All residents, including rental or sublet apartments are required to comply with this policy.

6. MOVING IN AND OUT OF THE BUILDING

See Move In/Move Out Policy and Procedures and Sign Off Inspection Form attached hereto as Appendix C. All residents, including rental or sublet apartments are required to comply with this policy.

7. DISPOSAL OF REFUSE

a. The building is subject to local laws and regulations regarding recycling of trash. In accordance with those laws, trash must be separated into "recyclable" (e.g., bottles, cans, plastic materials, and paper) and "non-recyclable" materials. Those items which are either "recyclable", or for other reasons must not be thrown down the compactor chute, are clearly listed in the handout attached. Residents must comply with those instructions.

   In the event the building is fined or other costs are incurred because a resident fails to abide by those instructions, such costs will be charged back to the resident.

b. The following items must **not** be thrown down the chute. They should be placed in the designated recycling areas located on the ground floor.

   (i) Papers, cardboard boxes, newspapers, magazines, catalogs and other periodicals shall be neatly stacked or placed in the appropriately marked container.

   (ii) Other recyclable items such as metal cans, aerosols, glass jars, plastic or glass bottles, or beverage cartons shall be placed in the appropriately marked containers in the recycling areas. Note in particular that the only plastics accepted for recycling in New York City are bottles and jugs (with necks smaller than their bodies) that are **stamped on the bottom with the number 1 or 2 inside the recycling symbol.** All other plastic

containers and all other plastic items shall be placed in the regular trash – even if they are labeled PETE or HDPE. **Remember: all recyclable containers must be rinsed clean.** To avoid injury to building employees, broken glass must be bagged and labeled as such.

(iii) Carpet sweepings, contents of vacuum cleaner bags, camphor balls or flakes, floor scraping, plastic wrappings or covers, oil soaked rags, paint or aerosol cans, dust or dirt, or any flammable, explosive, or high combustible substance, wire hangers, boxes, crates, wood or other soil matter shall be appropriately wrapped or bagged and/or labeled and left in the recycling area.

c. Debris and garbage which can be handled by the compactor must be securely wrapped or bagged in small packages that fit easily into the compactor chute. Debris must be completely drip-free or placed in a drip-proof container before it leaves the apartment and dropped down the chute.

d. Bulk items: Bulk items such as mattresses, appliances, rugs, construction material, etc. must be disposed of only during normal staff working hours and after arrangements are made for their disposal with the Superintendent. Since the building is not responsible for their removal, residents will be charged for any removal services which may be incurred. It is recommended that when a new bulk item is delivered, the old one be removed by the person/company delivering the new one.

e. Toilets/Sinks: Toilets, sinks and other water apparatus in the building shall not be used for any purpose other than those for which they were intended, nor shall any sweepings, rubbish, rags, **paper towels** or any other article be thrown down them. The shareholder/resident causing any damage as a result of misuse of any toilet or sink or other similar apparatus shall pay for the cost of repairing such damage.

f. No item is to be left on the floor of the incinerator chutes or in the stairwells. Improper disposal of trash leads to infestation of rodents, insects and other pests.

See also the attached leaflet provided by the Department of Sanitation.

8. EXTERMINATION

All residents are expected to maintain a reasonably clean apartment in a condition that would minimize the infestation of insects or vermin. Extermination service is routinely provided to all tenants, upon request, to control insects or other pests. A sign-up sheet to request the services of the exterminator can be found in each laundry room. The Corporation reserves the right to order the inspection of any apartment for the presence of insects and vermin and, if necessary, may order extermination services for that apartment.

9. PETS

a. No animals shall be kept or harbored in the building without the prior written consent of the Board of Directors. All dogs and cats must be neutered or spayed. Cats, fish in small fish tanks and caged birds will usually be permitted. The Board of Directors may revoke such consent at any time.

b. If approval is granted, it is the responsibility of the owner to ensure that his or her pet does not interfere with the quiet enjoyment of other residents, such as by barking or being a nuisance.

c. In no event shall dogs be permitted in elevators or in any of the public areas of the building unless carried or on a leash. No birds or animals shall be fed from the windowsill or in the back garden, or other public areas of the building, or on the sidewalk or street adjacent to the building.

d. Owners are responsible for cleaning up after their pets in the elevators, hallways, sidewalks outside the building, or other public areas. No pets are permitted on any of the grass areas surrounding the building, which may have been treated with insecticides. Pets are prohibited from the back garden area.

10. EMERGENCY ACCESS TO APARTMENTS (KEYS)

As stated in the Proprietary Lease and in the Multiple Dwelling Law, residents must leave a set of keys to their apartment with the Superintendent or with another resident whose name is registered with the Superintendent for the purpose of emergency access. Failure to do so may result in forced entry into the apartment at the resident's expense, as permitted under the Proprietary Lease. The keys will be kept in a lock box.

All residents are requested to provide to the Managing Agent contact information of a close relative or friend who can be contacted on your behalf in the event of an emergency. It is advisable that residents also leave this information with a neighbor.

11. INSURANCE

The Corporation carries property insurance, which insures the structure and all public areas, and liability insurance which protects it against claims resulting from negligence for which the Corporation might be liable. The Corporation's insurance does not cover the personal effects or liability of the individual residents.

All residents must secure their own fire and personal liability insurance to protect themselves and their personal property, and provide a copy of such insurance to the Managing Agent. Homeowners insurance particularly tailored to cooperatives is available from several carriers. Your homeowners insurance should reflect appropriate coverage in the event of damage or fire, especially if major renovations or improvements have been done to the apartment. It is recommended that a "replacement value" endorsement be included in the policy.

12. EMPLOYEES OF THE CORPORATION

a. No resident shall send any employee of the Corporation out of the building on any private business of the resident nor shall any resident employ an employee on any private business during such employee's normal working hours.

b. Complaints about the service of the building should be made to the Managing Agent, not to any employees or Board Members.

c. If a resident believes that the Managing Agent is not properly addressing his or her complaint, he or she should address such complaint in writing to the Board of Directors, c/o the President.

d. All communications to the Managing Agent or the Board of Directors must provide the name and contact information of the complainant. No action will be taken without this information.

13. REPAIRS

The Cooperative is responsible for keeping all of the common parts of the building, including all equipment, apparatus, lighting, sidewalks and grounds, in good repair. The Cooperative is also responsible for maintaining and repairing all gas, electric, steam and water or other pipes or conduits within the walls, ceilings, floors or heating equipment which is part of the standard building equipment.

The shareholder/tenant is responsible for keeping the interior of his/her apartment (including interior walls, floors and ceilings, window frames, sills, and entrance door) in good repair. The shareholder is also responsible for the maintenance, repair and replacement of plumbing and exposed gas fixtures and equipment, as well as all appliances in the apartment. The shareholder/tenant is responsible for the maintenance and repair of all lighting and electrical fixtures and equipment in the apartment.

If the apartment or the building is damaged by fire or other causes covered by multiperil insurance policies carried by the Cooperative, the Cooperative will be responsible for repairing or replacing the apartment, including the walls, floors, ceilings, pipes, wiring and conduits using standard materials customary to buildings of the type. The building is not required to repair or replace equipment, fixtures, furniture, furnishings or decorations contained in or installed in the apartment, or to repaint or replace wallpaper or other decorations in apartments or to refinish floors.

Shareholders/tenants are responsible for repairs or damage to other apartments caused by fire and water leaks emanating from their apartment. See also Section 11 above, Insurance.

14. ALTERATION OF APARTMENTS

a. The Lessee shall not make any alterations in the apartment without first obtaining the written consent of the Board of Directors. The performance of any work in the apartment shall be in accordance with any applicable rules and regulations of the Corporation and governmental agencies having jurisdiction thereof. Lessees shall not, in any case, install any appliance which will overload the existing wires, plumbing or other equipment in the building.

b. If a Lessee wishes to make alterations, he/she must contact the Managing Agent. All substantial alterations or extensive plumbing or electrical work must be done by licensed contractors who must carry insurance indemnifying themselves, the Corporation and the Managing Agent. The Lessee is required to complete, submit and comply with an approved Alteration Agreement.

c. The Lessee will be held responsible to pay for the repair of any damage done to the public areas of the building including, but not limited to, hallways, passageways, elevators, doors, carpets and walls, as well as any neighboring apartment/s.

d. The installation of any washing machine and/or dryer or garbage disposal unit in any apartment is strictly prohibited.

15. SALE OR TRANSFER OF SHARES AND PROPRIETARY LEASE

a. The Board of Directors must approve the sale or transfer of all Shares of the Corporation and the accompanying Proprietary Lease, except as provided for in the Cooperative Offering Plan to the holder of Unsold Shares.

b. Upon request, the Managing Agent will furnish an Admissions Application Package, to be completed by the seller and prospective buyer. The Admissions Package must be submitted in full before the Board of Directors will consider any application. All required fees must be paid prior to closing.

c. Subsequent to the acceptance of a completed application, a personal interview of the prospective buyer(s) will be arranged at a time and place convenient to all parties concerned. Approval or denial of an application rests with the Board of Directors/Admissions Committee.

16. SUBLEASING

Anyone residing in an apartment when the Lessee is not in residence – other than immediate family (spouse, domestic partner, parents, siblings or children) – is considered a potential sub-tenant. Anyone who wishes to sublet his/her apartment must contact the Managing Agent to request a sublet package. Note: Sublets are only permitted if the shareholder has been in residence for at least three years. All sublets are limited to one year, with the possibility of a one-year subsequent renewal subject to Board approval. No further sublets will be permitted after the maximum two-year period. **See Sublet Policy attached hereto as Appendix D.**

17. WINDOW GUARDS

Pursuant to the New York City Administrative Code, Department of Health, Division of Fall Prevention, window guards must be installed by the cooperative in all apartments where children under the age of eleven (11) reside. Exemptions are noted within the Administrative Code. Annual Notices are sent which must be completed and returned to the Managing Agent by the residents.

18. CARBON MONOXIDE DETECTORS AND SMOKE ALARMS

Pursuant to Local Law 7 of 2004 of New York City, all apartments must have a carbon monoxide detector installed within 15' of a room lawfully used for sleeping purposes. These detectors have been installed in each apartment. Similarly, smoke detectors have also been installed. It is the responsibility of all residents to ensure all detectors are suitably maintained and in working order. Batteries should be changed once a year.

19. FIRE SAFETY NOTICES

All residential buildings are required to have a Fire Safety Plan and Fire Safety Notice attached to the inside entrance door of each apartment. The shareholder/resident should contact the Managing Agent if he/she does not have one.

20. BUILDING VIOLATIONS

In the event the building receives a violation or fine as a result of the action or inaction of a resident, or the failure of a resident to comply with the local, state or federal rules, regulations or laws, the cost of such fines or removing such violations shall be borne by the resident.

21. VIOLATION OF THE HOUSE RULES

Complaints regarding violations of the House Rules should be made in writing to the Managing Agent.

Shareholders/residents who violate any one of the House Rules shall receive a notice of such violation. Repeat violations of these House Rules show disregard for other residents, cause the Corporation unnecessary expense and impede management of the building by unnecessarily consuming Management's time and effort. Repeat violations will result in enforcement action, which may include termination of the applicable Proprietary Lease and Shares in the Corporation. Please be reminded that you may be liable for legal fees incurred. Ignorance of the House Rules, or failure to have read these rules, is not a legitimate excuse.

These House Rules are not intended to conflict with the terms and provisions of the Certificate of Incorporation, the By-Laws or the Proprietary Lease. To the extent these House Rules address any of the subject matter already covered by the Certificate of Incorporation, the By-laws or the Proprietary Lease, they are intended only to supplement those provisions to the extent permitted by law.

22. MISCELLANEOUS

These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors.

The term "residents" or "tenants" is intended to include shareholders, lessee/shareholders, lessees, and sublessees who reside in the building pursuant to subleases approved by the Board in accordance with the Propriety Lease. In addition, guests, subtenants, and occupants of a lessee (whether or not approved by the lessor in accordance with the Proprietary Lease) shall be subject to and abide by the House Rules and Proprietary Lease. A violation of the Proprietary Lease or House Rules by such occupants, subtenants or guests shall be deemed a violation of the Proprietary Lease or House Rules as applicable, by the shareholder whose apartment is occupied, subleased, or is visited by such occupant or guest, as applicable. All references to the term "lessor" or "corporation" shall mean 67 40 Homes Inc., its officers, the Board of Directors, the Managing Agent or any authorized agent. These terms are used interchangeably throughout these House Rules.

Attachments:	Appendix A	(Apartment Carpeting Verification Form)
	Appendix B	(Furniture/Appliances Delivery/Disposal Policy & Procedures & Sign Off Inspection Form)
	Appendix C	(Move In/Move Out Policy & Procedures & Sign Off Inspection Form)
	Appendix D	(Sublet Policy)
	Recycling Information	

6740 HOMES INC.

APARTMENT CARPETING VERIFICATION

Apartment No. _____ Resident Name/s _____

Size of Apartment: Studio ☐ One-bedroom ☐ Junior Four ☐ Two-bedroom ☐

Carpeting Present:						Type of Carpeting				Padding Installed:			
Foyer	Yes	☐	No	☐		Wall to Wall	☐	Area Rugs	☐	Yes	☐	No	☐
Living Room	Yes	☐	No	☐		Wall to Wall	☐	Area Rugs	☐	Yes	☐	No	☐
Bedroom 1	Yes	☐	No	☐	N/A ☐	Wall to Wall	☐	Area Rugs	☐	Yes	☐	No	☐
Bedroom 2	Yes	☐	No	☐	N/A ☐	Wall to Wall	☐	Area Rugs	☐	Yes	☐	No	☐
Hallway/s	Yes	☐	No	☐		Wall to Wall	☐	Area Rugs	☐	Yes	☐	No	☐
Other	Yes	☐	No	☐		Wall to Wall	☐	Area Rugs	☐	Yes	☐	No	☐

Thickness of Padding: Suitable ☐

Not suitable ☐

Wall-to-wall carpeting installed in the bedroom/s Yes ☐ No ☐

At least 80% of all other areas, with the exception of the kitchen, bathroom and closets are carpeted Yes ☐ No ☐

Inspected by: Resident Signature:

_____ _____

Date of Inspection: _____

Notes: _____

_____

_____

APPENDIX A

67 40 HOMES, INC.
67-40 BOOTH STREET
FOREST HILLS, NY 11375

FURNITURE/ APPLIANCES DELIVERY / DISPOSAL POLICY AND PROCEDURES

Important Phone Numbers and Addresses:

Managing Agent
The Argo Corporation 718-997-0400
65-35 Yellowstone Blvd, Suite 1H, Forest Hills, NY 11375

Superintendent 718-897-3609
67-40 Booth St. Apt L5, Forest Hills, NY 11375

1. Prior to any delivery or disposal of furniture, major household appliances or other large items, please contact the Managing Agent to request the *Furniture Delivery/Disposal Sign Off Inspection Form* (see attached). **Part I of this form must be completed in advance of any delivery/disposal. Failure to do so may result in a damage assessment.**

2. Arrangements for the delivery or disposal of furniture, major household appliances or other large items must be scheduled with the Superintendent.

3. **Delivery/disposal** of furniture, major household appliances and other large items may take place **Monday through Saturday – 8:00 AM to 5:00 PM, excluding holidays.**

4. All deliveries/disposals must be done through the **service entrances**. Delivery persons **must** be notified of this.

5. Elevators may not be used unless protective padding has been hung in advance by the Superintendent. Please contact the Superintendent if the pads are not up. If the Superintendent isn't available, please call the Managing Agent.

6. All boxes, cartons, and other refuse must be disposed of properly. Contact the Superintendent if disposing of large objects.

7. This form will be returned to you after the delivery or disposal, following inspection by a staff member, along with a note of any anticipated clean up or damage repair costs.

8. If you have any questions or concerns, please contact the Managing Agent.

67 40 HOMES, INC.

FURNITURE DELIVERY/DISPOSAL SIGN OFF INSPECTION FORM

Part I of this Delivery/Disposal form must be completed and signed by the Resident and the Superintendent or Porter, and the entire form returned to the Managing Agent at least 48 hours prior to the delivery or disposal of furniture or major household appliances.

The cost of any clean up or damage to the building caused by delivery or disposal of furniture or major household appliances will be billed directly to the Resident.

The Cooperative Corporation reserves the right to charge an administrative fee of $100 for failure of the Resident to comply with any of the policies and procedures stated in the FURNITURE/APPLIANCES DELIVERY/DISPOSAL POLICY AND PROCEDURES which is part of the House Rules.

PART I

Resident Name/s _____

Apartment No. _____ Contact Telephone No. _____

(check one):

Shareholder apartment ____ Non-shareholder apartment ____ Sublet apartment _____

1. □ Delivery □ Disposal

   Day of the Week _____ Date _____

2. Pre-existing damage noted

   _____

   _____

   _____

Staff: _____ _____ _____
Name (print) Signature Date

Resident _____ _____ _____
Name (print) Signature Date

PART II

3. Were pads installed in the elevator? Yes ☐ No ☐

4. Damage noted:

Lower level entrance areas	Yes ☐	No ☐
Elevator	Yes ☐	No ☐
Hallway leading to apartment	Yes ☐	No ☐
Stairwells (walls or floors)	Yes ☐	No ☐
Light fixtures	Yes ☐	No ☐

Other damage _____

_____

	Name (print)	Signature	Date
Staff:	_____	_____	_____
Resident	_____	_____	_____

☐ Original to managing agent ☐ Copy to resident

67 40 HOMES, INC.
67-40 BOOTH STREET
FOREST HILLS, NY 11375

MOVE IN / MOVE OUT
POLICY AND PROCEDURES

Important Phone Numbers and Addresses:

Managing Agent
The Argo Corporation 718-997-0400
65-35 Yellowstone Blvd, Suite 1H, Forest Hills, NY 11375

Superintendent 718-897-3609
67-40 Booth St. Apt L5, Forest Hills, NY 11375

1. Prior to moving in or out of the building, please contact the Managing Agent to request the *Move In/Move Out Sign Off Inspection Form* (see attached). **Part I of this form must be completed and signed by the Resident and the Superintendent or Porter, and the entire form returned to the Managing Agent in advance of any move. Failure to do so may result in a damage assessment.**

2. The Cooperative Corporation also requires a returnable deposit of $500.00, in the form of a certified bank check or money order made payable to "67 40 Homes, Inc", which must accompany the form.

3. All move-ins and move-outs must be coordinated through the building's Superintendent. Arrangements must be made **at least three days prior to the move**.

4. Moving in or out of the building may take place **Monday through Friday – 8:00 AM to 5:00 PM, excluding holidays. No weekend moving will be permitted except in the most extenuating of circumstances.**

5. All moves must be done through the **service entrances**. Moving persons **must** be notified of this.

6. Elevators may not be used unless protective padding has been hung in advance by the Superintendent. Please contact the Superintendent if the pads are not up. If the Superintendent isn't available, please call the Managing Agent.

7. All boxes, cartons, and other refuse must be disposed of properly. Contact the Superintendent if disposing of large objects.

8. Upon completion of the move in or out, you must notify the Managing Agent. This form will be returned to you following inspection by a staff member. Your deposit will be refunded, subject to deduction of the cost of any damages or clean up.

9. If you are moving out, a forwarding address must be provided. In this case, the form will be mailed to you so that you can sign off on Part II of the form. The deposit will be refunded, subject to deduction of the cost of any damages or clean up, as soon as the completed form is received by the Managing Agent.

10. If you have any questions or concerns, please contact the Managing Agent.

67 40 HOMES, INC.

MOVE IN/MOVE OUT SIGN OFF INSPECTION FORM

Part I of this Move In / Move Out inspection form must be completed and signed by the Resident and the Superintendent or Porter, and the entire form returned to the Managing Agent at least three days prior to the move.

A certified bank check or money order for $500, payable to "67 40 Homes, Inc." must also be submitted to the Managing Agent prior to moving in or out of the premises. The cost of any clean up or repairs to any damaged areas noted in point No. 4 of this form will be deducted from the deposit. If the repairs exceed $500, the resident will be billed for the excess.

The Cooperative Corporation reserves the right to charge an administrative fee of $100 for failure to comply with any of the policies and procedures stated in the MOVE-IN / MOVE-OUT POLICY AND PROCEDURES, which is part of the House Rules.

PART I

Resident Name/s _____

Apartment No. _____ Contact Telephone No. _____

(check one):

Shareholder apartment ____ Non-shareholder apartment ____ Sublet apartment _____

1. □ Move In □ Move Out

   Day of the Week _____ Date _____

2. Pre-existing damage noted

   _____

   _____

   _____

Staff: _____ _____ _____
Name (print) Signature Date

Resident _____ _____ _____
Name (print) Signature Date

RECEIVED $500 DEPOSIT FROM

_____

PART II

3. Were pads installed in the elevator? Yes ☐ No ☐

4. Damage noted:

Lower level entrance areas	Yes ☐	No ☐
Elevator	Yes ☐	No ☐
Hallway leading to apartment	Yes ☐	No ☐
Stairwells (walls or floors)	Yes ☐	No ☐
Light fixtures	Yes ☐	No ☐

Other damage _____

_____

	Name (print)	Signature	Date
Staff:	_____	_____	_____
Resident	_____	_____	_____

☐ Original to managing agent ☐ Copy to resident

SUBLET POLICY

OF

67 40 HOMES, INC.

INTRODUCTION

Attached please find a copy of the Sublet Policy which was revised April 2007.

This policy may be amended, revised, or repealed at any time by resolution of the Board of Directors. Any consent or approval given under this Sublet Policy by the Board of Directors shall be revocable at any time.

Should you have any questions or concerns regarding this policy, please contact the Argo Management Office at (718) 997-0400. Your cooperation is greatly appreciated.

Very truly yours,

Board of Directors
67 40 Homes, Inc.

April 2007

67 40 HOMES, INC.
67-40 BOOTH STREET
FOREST HILLS, NY 11375

SUBLET POLICY

The Proprietary Lease provides that the Board of Directors has the authority to grant or deny applications submitted by a shareholder for the sublet of their apartment. All sublets, and renewal thereof, are subject to the Board's approval, which may be granted or denied at the Board's discretion for any, or no reason. The Board is not required to state the reason for a denial of an application or for the renewal of an existing sublease.

This Sublet Policy was established in the best interests of all shareholders and in order to preserve and enhance the financial stability of the cooperative. As such, exceptions to the policy may be entertained when the number of sublets does not threaten the financial stability of the cooperative and the exception does not exclude other shareholders from exercising the same privilege of subletting.

The Board of Directors set forth the following general parameters regulating the sublet of apartments by shareholders.

1. **Number and Terms of Sublets:**

   a) ***The number of apartments permitted to be sublet at any time is limited to twelve (12) units.*** The Board of Directors reserves the right to establish a waiting list of those shareholders who wish to sublet their apartments but are unable to do so because of the cap.

   b) ***Shareholders must reside in their apartment for a minimum of three (3) years*** before a request to sublet will be considered.

   c) ***Sublets may be granted for one (1) year only, with the possibility of extending the existing sublet for a further year.*** Sublets for less than one (1) year will not be considered.

   d) ***Shareholder should request a sublease application package from the Managing Agent and submit the completed package at least forty-five (45) days prior to the commencement date of the proposed sublease.***

   The proposed subtenants will be required to be interviewed by the Board of Directors or a Committee of the Board of Directors. No subtenants may move into the apartment prior to receiving approval by the Board of Directors.

2. **Sublet Fees:**

a) Shareholder must provide the following payments with the application package in order for the application to be considered:

- ***A non-refundable check for $300, payable to The Argo Corporation*** for the processing of the application. No charge will be made if a renewal application is made for the same subtenant. If a renewal is applied for a new subtenant, another $300 non-refundable application fee will be charged.

- ***A non-refundable check in the amount of $45, payable to The Argo Corporation*** for a credit check.

Upon Approval of the Sublet

b) ***A security deposit payable to 67 40 Homes, Inc.***, in the amount equal to one month's rent, to be held by the cooperative for the term of the sublease.

c) ***A sublet fee equal to 10% of the monthly maintenance***, payable every month for each month of the sublet term will be added to the shareholder's monthly maintenance.

d) ***A move-in security deposit in the amount of $500 payable to 67 40 Homes, Inc.***, together with Part I of the Move In/Move Out Sign Off Inspection Form duly completed. The deposit will be refunded minus any damages that may have occurred as a result of the move. **Call the Managing Agent (718-275-9224) to request a copy of the Move In/Move Out Policy and Procedures and Sign Off Inspection Form. The shareholder must also comply with this procedure when the subtenant vacates the apartment.**

3. **Sublet Application:**

a) A complete sublet application package along with the above processing fees must be submitted to the Cooperative's Managing Agent at least forty-five (45) days prior to the proposed commencement date of the sublease.

b) If the application is accepted, an interview of the prospective subtenant will be conducted by the Board of Directors or a Committee of the Board.

4. **Renewal Application:**

a) Renewal applications (whether new or the same subtenant) ***must be submitted at least forty-five (45) days prior to the expiration of the lease*** in order for the Board to consider the application. If the renewal is for a new subtenant, a new application package along with the $300 processing fee must be submitted.

b) Renewal applications with new prospective subtenants are subject to the Board's approval and ***an interview***, which will be conducted by the Board or a Committee of the Board on-site in the sublet apartment.

5. Illegal Sublets:

a) Shareholders that have existing subleases that have not been approved by the Board of Directors in writing, must comply with the following:

- Notify the Managing Agent immediately that you have a subtenant residing in your apartment.
- Submit a copy of the Sublease Agreement to the Managing Agent.
- The existing sublet is subject to the following terms:

  i) A 10% sublet fee will be added to the monthly maintenance effective immediately.

  ii) Requests for renewal will not be considered.

b) Any illegal sublet will be subject to the following:

- A $500 penalty.
- Other sublet fees that would otherwise be due.
- If applicable, notification to the shareholder's lender that the shareholder is in default of the Proprietary Lease.
- Denial of any further request by the shareholder for the sublet of the apartment.

6. Miscellaneous

a) Once approved, the subtenants must agree to abide by the House Rules and acknowledge receipt of same.

b) Once approved, the subtenants must agree to obtain homeowners insurance and provide a copy of same to the Managing Agent.

c) Subtenants will not be permitted to have pets.

d) Shareholders may not sublet their parking space in the garage.

I/WE HAVE READ THE FOREGOING AND AGREE TO ABIDE BY THE HOUSE RULES AND POLICIES (as amended, April 2007) OF 67 40 HOMES, INC.

_____

PRINT NAME

_____ _____

PRINT NAME **APARTMENT NUMBER**

_____ _____

OWNER/TENANT SIGNATURE **DATE**

_____ _____

CO-OWNER/TENANT SIGNATURE **DATE**

This page to be completed and returned to:

The Argo Corporation
65-35 Yellowstone Boulevard
Suite 1-H
Forest Hills, NY 11375



HOUSE RULES AND POLICIES

OF

67 40 HOMES, INC.

ADDENDUM TO SECTION 13 – REPAIRS

An inspection of all bathrooms will be performed annually by the Superintendent. This inspection will include the exposed plumbing, condition of the walls around the bathtub, sink or shower, and the floor. In a timely manner, but no later than one month following receipt of the Superintendent's report, shareholder/tenant shall perform at his/her expense all repairs relating to the interior of the bathroom.

December 2008

有你的協助，
每樣東西都能落在適當的位置



採用有標誌綠色的桶，
透明膠袋，或任何貼有
這綠色標誌的回收桶。

採用有標誌藍色的桶，
透明膠袋，或任何貼有
這藍色標誌的回收桶。

請將罐及瓶子內的殘餘清除及洗滌，
及將蓋除去。牌子可以保留。
或向商店退瓶，索回五分按金。

請不要亂扔紙碎
紐約市清潔局

欲知詳情，請電：311
或上網 www.nyc.gov/sanitation.

※再生紙印刷品

4/04

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NYC RECYCLES

Use Green bins, clear bags, or any bin with this Green decal.

NYC RECYCLES

Use Blue bins, clear bags, or any bin with this Blue decal.

Empty and rinse all containers. Return 5¢ deposit bottles and cans to the store for refund.

Don't litter.
City of New York
Department of Sanitation
4/04

For more info, call 311 or visit www.nyc.gov/sanitation.

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