

280 GUY LOMBARDO AVENUE OWNERS, INC.  
C/O EXCEL BRADSHAW MANAGEMENT GROUP  
501 SURF AVENUE  
BROOKLYN, NY 11224  
TEL: (718) 266-1110  
FAX: (718) 996-3674

\*\* 280 Guy Lombardo Avenue is an owner occupied building, as such the Board will not accept applications where a purchase is made on behalf of another party.

**REQUIRED EXHIBITS FOR INTERVIEW**

1. \_\_\_\_\_ Purchase Application
2. \_\_\_\_\_ 2 years of current Income Tax Returns
3. \_\_\_\_\_ Drivers License or any picture identification
4. \_\_\_\_\_ Copy of Contract of Sale
5. \_\_\_\_\_ Copy of Mortgage Commitment
6. \_\_\_\_\_ Letters of Personal References
7. \_\_\_\_\_ Credit Report- Please enclose a \$50.00 bank check/or money order (non-refundable) made out to Excel Bradshaw Management Group
8. \_\_\_\_\_ For Credit Report- please submit Social Security Number(s) for all parties who are listed on contract  
\_\_\_\_\_  
\_\_\_\_\_
9. \_\_\_\_\_ \$450 (non-refundable) processing Fee made payable to Excel Bradshaw Management Group (bank check/or money order)

**Miscellaneous items that are available upon request**

- \_\_\_\_\_ Certificate of Liability Insurance – From Nationwide insurance/Bernich Agency
- \_\_\_\_\_ Recent Financial Information
- \_\_\_\_\_ Co-op Questionnaire Form – Please enclose a \$50.00 (non-refundable) check made payable to Excel Bradshaw Management Group

## Apartment Purchase Application

To: Excel Bradshaw Management Group, Managing Agent  
280 Guy Lombardo Avenue, Freeport, NY 11520

The undersigned has agreed to purchase \_\_\_\_\_ shares of the capital stock of 280 Guy Lombardo Owners, Inc. and the accompanying proprietary lease for apartment \_\_\_\_ in the premises located at 280 Guy Lombardo Avenue, Freeport, NY on the following terms:

Purchase Price \_\_\_\_\_ Present annual proprietary rental \_\_\_\_\_  
Purchase to be effective from \_\_\_\_\_ Date of Possession \_\_\_\_\_  
Special Conditions, if any \_\_\_\_\_

Name of proposed seller \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Proposed seller's attorney \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

In applying for consent to this proposed sale, the undersigned understands that such consent is required by the terms of the proprietary and that this application is subject to the approval of the owning corporation. The undersigned also understands that the information outlined below is essential to this application because this is a cooperative apartment house in which the stockholder- lessees reside and because of the desire of the stockholder- lessees to maintain a compatible group of residents in the building with mutual interests and friendships. If it is desired to inspect the undersigned's present place of residence, arrangements may be made to do so. The undersigned also agrees to meet in person with representatives of the cooperative apartment corporation if requested to do so.

Excel Bradshaw Management Group and/or any party connected with its business organization shall in no event be liable with respect to any matter concerning this application or concerning any act of the proposed seller or the cooperative apartment corporation or their failure to act in connection with this application or in connection with any contract or proprietary lease contemplated herein.

### INFORMATION REGARDING APPLICANT AND SPOUSE

(Please fill in all information requested.)

Name of Applicant: \_\_\_\_\_ Spouse Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Business Connection and Position:     Applicant                     Spouse  
(Annual Income or Salary)             \$ \_\_\_\_\_                     \$ \_\_\_\_\_  
Name of Business: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of persons who would occupy apartment: \_\_\_\_\_

Family consists of \_\_\_\_\_

(If there are children, name number and their respective ages) \_\_\_\_\_

Name of persons who would reside in the apartment other than servants: \_\_\_\_\_

(Do not repeat above information) \_\_\_\_\_

Names of all residents in the building known by the applicant: \_\_\_\_\_

Names of friends whom applicant may have in common with other residents of the building: \_\_\_\_\_

Names of all clubs and society memberships, fraternities and honorary societies of applicant \_\_\_\_\_

Schools and colleges attended by husband, wife, children \_\_\_\_\_

Address of any residence owned or leased: \_\_\_\_\_

Information: (including size and age) regarding any pets to be maintained in the apartment: \_\_\_\_\_

Special remarks (Please any additional information which may b pertinent or helpful as an indication of the nature of the applicant's occupancy): \_\_\_\_\_

REFERENCES

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

Address of present residence and approximate dates of occupancy: \_\_\_\_\_

FINANCIAL:

1. (Personal Bank) \_\_\_\_\_ Address \_\_\_\_\_

2. (Business Bank) \_\_\_\_\_ Address \_\_\_\_\_

ASSETS:	<u>Applicant</u>	<u>Spouse(if applicable)</u>
Cash in above banks:\$	_____	\$ _____
Marketable securities	_____	_____
Real Property	_____	_____
Mortgages, Notes	_____	_____
(Give Details)	_____	_____

ASSETS:	<u>Applicant</u>	<u>Spouse(if applicable)</u>
Automobiles	_____	_____
	_____	_____
	_____	_____
Household Furniture	_____	_____
	_____	_____
	_____	_____
Total	\$ _____	_____

Liabilities:	<u>Applicant</u>	<u>Spouse(if applicable)</u>
Mortgages	_____	_____
Debts	_____	_____
Other	_____	_____
	_____	_____
Total	\$ _____	_____

Credit Cards	_____	_____
	_____	_____
	_____	_____

Charge Accounts:	_____	_____
(Only Majors)	_____	_____

The undersigned understands that the owning corporation will obtain credit reports to verify the foregoing information. The undersigned has paid to the corporation by check the sum of \_\_\_\_\_ to defray the corporation's expense for such credit reports. Said payment is not refundable, regardless of whether consent is granted or denied, except to the extent that such expenses have not been incurred by the corporation.

PERSONAL REFERENCES other than as listed above:

1. \_\_\_\_\_ Address \_\_\_\_\_
2. \_\_\_\_\_ Address \_\_\_\_\_

PURCHASERS' ATTORNEY

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number \_\_\_\_\_

The undersigned applicant is aware that the House Rules, which are incorporated into the Proprietary Lease for the subject apartment, presently prohibiting the harboring of any animals or birds in the said apartment, and the undersigned applicant does hereby certify that in the event the consent hereby applied for is granted, no animals or birds will be harbored in the said apartment.

The undersigned applicant is aware the cooperative corporation requirement that, prior to any transfer of stock of proprietary lease, that the applicant shall obtain at his own cost and expense a Title Insurance Policy or certificate satisfactory to the corporation.

A copy of the Purchase Contract must be annexed to this application.

\_\_\_\_\_  
Signature of Purchases Applicant

Soc Sec. # \_\_\_\_\_

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

Soc. Sec # \_\_\_\_\_

**280 Guy Lombardo Avenue, Freeport, NY**

***HOUSE RULES***

- (1) The public halls and stairways of the Building shall not be obstructed or used for any purposes other than ingress to and egress from the apartments in the Building.
- (2) Children shall not play in the public halls, courts and stairways.
- (3) No public hall shall be decorated or furnished by any Lessee in any manner without the prior consent of all of the Lessees to whose apartments such hall serves a means of ingress and egress; in the event of disagreement among such Lessees, the Board of Directors shall decide.
- (4) No commercial sign, notice or advertisement may be placed on any public walls, including the lobby, mailroom, elevator, laundry rooms, stairwells, hallways or apartment doors.
- (5) No sign of any sort may be placed in any apartment or public windows (except Tot-Finder decals and the like).
- (6) No Lessee shall make or permit any disturbing noises in the Building, or do or permit anything to be done therein, which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television loud speaker in such Lessee's apartment between the hours of 11:00 o'clock p.m. and the following 8:00 a.m., if the same shall disturb or annoy other occupants of the Building. No construction or repair work or other installation involving noise shall be conducted in any apartment, except on weekdays (not including legal holidays) and only between the hours of 8:00 a.m. and 5:00 p.m. and Saturdays between 9:00 a.m. and 5:00 p.m.
- (7) Only licensed and insured contractors may be used for any plumbing and electrical work in any apartment. Proof of license, liability insurance and workman's compensation must be provided in writing to the Board.
- (8) No article shall be placed in the halls or on the staircase landings nor shall anything be shaken from the doors, windows or roofs or placed upon the windowsills or ledges of the Building. Decorations may be hung on doors as long as it does not damage the door.
- (9) No awnings, window air-conditioning units or ventilators shall be used in or about the Building, except such as shall have been expressly approved by the Lessor or the Managing Agent nor shall anything be projected out of any window of the Building without similar approval.
- (10) 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 Managing Agent
- (11) No velocipedes, mopeds, motorcycles, bicycles, scooters, strollers, baby carriages or other wheeled items shall be allowed to stand in public halls, passageways, parking lots or the courtyard of the Building.

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***HOUSE RULES***

- (12) Messengers and trades people shall use such means of ingress and egress, as shall be designated by the Lessor.
- (13) Kitchen supplies, market goods and packages of every kind are to be delivered directly to Apartment Units by such means as shall be designated by the Lessor.
- (14) Trunks and heavy baggage shall be taken in or out of the Building by such means of ingress and egress, as shall be designated by the Lessor.
- (15) a. Garbage and refuse shall be tied in plastic bags and placed down the chute located in the compactor room on each floor or placed in the dumpster provided by the Apartment Corporation. Refuse from the apartments shall be disposed of only at such times and in such manner as the superintendent or the Managing Agent of the Building may direct. Do Not Place Garbage On The Compactor Room Floor.
- b. Newspapers can be put in the barrel on the ground floor. Do not put glass and oversized articles in the compactor chute. Those items should be placed in the dumpster.
- c. Under no circumstances should any flammable chemicals or pressurized containers be placed in the chute. This includes, but is not limited to, carpet sweepings containing naphthalene, camphor balls or flakes, empty or partially empty paint cans, matches and cigarettes.
- d. Large items such as furniture must be placed next to the dumpsters, as the carting company must be notified of the need for a special pick-up.
- (16) Water closets and other water apparatus in the Building shall not be used for any purpose other than those for which they were constructed nor shall any sweepings, rubbish, rags or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closets or other apparatus shall be paid for by the Lessee in whose apartment it shall have been caused.
- (17) No Lessee shall send any employee of the Lessor out of the Building on any private business of a Lessee.
- (18) No dog, cat, bird, reptile or any other animal shall be kept or harbored in the Building unless the same in each instance be expressly permitted in writing by the Lessor; such permission shall be revocable by the Lessor. In no event shall dogs be permitted in any of the public portions of the Building unless carried or on leash. No pigeons or other birds or animals shall be fed from the windowsills or in the yard, court spaces or other public portions of the Building or on the sidewalks or streets adjacent to the Building.
- (19) No radio or television aerial shall be attached to or hung from the exterior of the Building without the prior written approval of the Lessor or the Managing Agent.

## **280 Guy Lombardo Avenue, Freeport, NY**

### ***HOUSE RULES***

- (20) No vehicle belonging to a Lessee or to a member of the family or guest, subtenant, licensee or employee of a Lessee shall be parked in such a manner as to impede or prevent ready access to any entrance of the Building by another vehicle.
- (21) No group tour or exhibition of any apartment or its contents shall be conducted nor shall any auction sale be held in any apartment without the consent of the Lessor or its Managing Agent.
- (22) The Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during 10 days after notice in writing from the Lessor or the Managing Agent to clean the windows, such cleaning may be done by the Lessor, which shall have the rights, by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the Lessee.
- (23) Complaints regarding the service of the Building shall be made in writing or by phone call to the Managing Agent or the Lessor.
- (24) The agents of the Lessor, and any contractor or workman authorized by the Lessor, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests. If the Lessor takes measures to control or exterminate, the cost thereof shall be payable by the Lessee, as additional rent.
- (25) No Lessee shall be permitted on the roof for any reason whatsoever.
- (26) Eighty percent (80%) of the total square footage of each apartment, excluding kitchens and bathrooms, must be covered with carpeting and padding. The carpeting and padding must have a combined thickness of no less than one inch (1”).
- (27) All automobiles in the parking lot must be registered, inspected and insured and can only be parked in their assigned numbered space. No Lessee or tenant shall have a commercial vehicle parked in the 280 Guy Lombardo parking lot. Visitors are only allowed to park in the 280 Guy Lombardo parking spaces with the permission of the Lessee. Unauthorized vehicles and illegally parked vehicles will be towed at the Lessee's expense. Any vehicle leaking fluids must be immediately repaired or removed.
- (28) Washing machines are prohibited in individual apartments.
- (29) All Lessees desiring to sublet their apartment must receive approval from the Board of Directors prior to tenant occupancy. A sublet application package must be completed and returned with all required documentation to the Board of Directors before an interview with a prospective tenant will be arranged. A shareholder cannot sublet an apartment without the permission of the Board.

**280 Guy Lombardo Avenue, Freeport, NY**

***HOUSE RULES***

- (30) All residents must provide all necessary keys to the resident-manager of the Building for the purpose of gaining access to each unit in the event of an emergency. Residents who do not provide keys are liable for any costs associated with entering the apartment in the event of an emergency.
- (31) Any Lessee, tenant or subtenant moving in or out of the Building is required to notify the Superintendent at least 48 hours prior to such move. No one may move in or out on Sundays.
- (32) New York State Law requires that each apartment be equipped with a working smoke detector.
- (33) There is no smoking in the common areas. This includes all hallways, stairways, elevator and lobby.
- (34) Individual homeowners or renters insurance policies are required.
- (35) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.
- (36) Any violations of the rules as determined by the Board will result in a warning letter from the Management Company to cure the condition within a reasonable time, as determined by the Board. If the violation is not cured, the Board can impose additional monetary fines and/or proceed legally. All legal expenses including reasonable attorney's fees, costs, expenses and disbursements incurred shall become due and payable immediately as additional rent and may be sued for in the case of an eviction proceeding.
- (37) These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors or the Lessor.



Excel  
Bradshaw  
Management  
Group

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

To: 280 Guy Lombardo Ave. Cooperative – Board of Directors

Subject: House Rules

I (We) acknowledge receipt of the House Rules for 280 Guy Lombardo Ave. Cooperative. I (We) agree to abide by these House Rules.

Print Name (s) \_\_\_\_\_ Apt. # \_\_\_\_\_

\_\_\_\_\_

Signature (s) \_\_\_\_\_

\_\_\_\_\_