



222 Smith Street Owners Corp.

SALES REQUIREMENTS FOR BOARD APPROVAL

Please note: Three copies plus the original (4) of all papers are to be submitted to the Long Island office of Excel Bradshaw Management Group, LLC Attn: Leslie Cruz (lcruzz@ebmg.com, 516-333-7730 x.206). All copies must be collated into individual sets for submission to the Board of Directors. Incomplete packages will not be processed.

Contract of Sale, Application and Financial Information:

- Contract of Sale, fully executed – with Lead Paint Disclosure Form signed by seller, purchaser and broker.
- Purchase application and acknowledgement (enclosed forms).
Please attach supporting documents including six (6) months most recent checking, savings and brokerage statements.
- Credit Application (enclosed form)
- Copies of the last two (2) years Federal 1040 tax returns complete with W-2 forms. **These returns must be signed.**
- Copies of six (6) months pay stubs.
- If self-employed, copies of the last two (2) years Financial Statement and Business Tax. Returns **and** a letter from CPA confirming earnings.
- Statement from the applicant(s) explaining in detail the source of funds for the purchase of apartment.
- If purchase is to be financed, bank should provide:
 - A. A copy of your commitment letter
 - B. A copy of the Bank Loan Application
 - C. Three original Recognition Agreements signed by a bank officer.

i. AZTECH FORM ONLY

Reference Letter

- Letter from employer stating position, length of employment and salary
- Reference letter current Landlord or Managing Agent.



Forms to be either completed and/or signed: (Forms included with this package)

- House Rules Acknowledgement Letter

Proof of Homeowner's Insurance

- Must be submitted at or prior to closing in order to close.

A Guarantor must submit the same financial information as the applicant, must complete an application form and is subject to a credit check and the credit check fee.

FEEES TO BE SUBMITTED WITH APPLICATION: (non-refundable fees paid by applicant/s)

- **Application Processing Fee:** \$450 payable to Excel Bradshaw Mgmt.
- **Application Fee** \$250 payable to 222 Smith Street Owners
- **Credit Check Fee:** \$75.00 per person payable to Excel Bradshaw Management Group, LLC
- ****Please note that if your lender requires a coop questionnaire to be completed, there is a \$50 charge for this payable to Excel Bradshaw at the time it is required.**

FEEES TO BE COLLECTED AT CLOSING: (NON-REFUNDABLE)

SELLER'S FEES: ALL CHECKS FROM THE SELLER MUST BE EITHER CERTIFIED, BANK CHECKS OR MONEY ORDERS (NO PERSONAL CHECKS OR ATTORNEY ESCROW CHECKS ACCEPTED)

- **Move Out Deposit:** \$300 payable to 222 Smith Street Owners
- **Flip Tax** 3% Contribution to Capital Improvements
- **Maintenance:** Must be paid up to date at closing.

PURCHASER FEES: MOVE IN FEE AND DEPOSIT MUST BE CERTIFIED CHECK

- **Move In Deposit:** \$300 payable to 222 Smith Street
- **Flip tax** 3% Contribution to Capital Improvements
Deposit in Escrow – Refunded Upon Move Out



222 Smith Street Owners Inc.

Sales Application

Sales / Leasing Agent: Leslie Cruz

T: 516-333-7730 x.206 F:516-333-6182
E: lcruz@ebmg.com

Property Manager: Robert Marra

T: 516-333-7730 x.207 F:516-333-6182
E: marra@ebmg.com

How Many Application Copies to Submit: The original application plus 3 copies.

Mail or Deliver Application to:

Excel Bradshaw Management Group, LLC
393 Old Country Rd., Suite 204
Carle Place, NY 11514
Attn: Leslie Cruz

Interviews: Please mail, e-mail or fax requests in writing. Please include building address and apartment number and where and to whom this information should be sent. Fees must be received prior to processing request. Offering Plans, By-laws, financial statements are not faxed. Arrangements can be made to either pick up documents or have them mailed.

Contact Closing Agent for the following:

Fees Charged*:

Offering Plans and Amendments
By-Laws
Financial Statements
Blank Proprietary Lease
Coop Questionnaires
Review of Corporation Minutes
Open Houses

\$200
\$30 (PDF is Free)
\$30/yr (PDF is Free)
\$30 (PDF is Free)
\$50
In Office Only
Contact Robert Marra



Contact Manager for the following:

Alteration Procedures and Fees

Suggestions for expediting the process of applications:

Designate one contact person

Send only complete applications and submit required copies. If an item is missing from the required documents, please indicate in writing a reason for the missing item.

CLOSING INFORMATION

Once a final decision is reached regarding your application, the Board of Directors will notify the Closing Department and we will notify you of their decision. If approved, a closing date may be scheduled, however, no sooner than two weeks after approval.

Maintenance and other Fees:

Maintenance and all other fees and charges due to the Cooperative Corporation must be paid up to date. All checks from the seller must be either certified checks or money orders. Move in/out fees and deposits must be certified checks.

Power of Attorney:

Please inform your attorney that if a power of attorney is being used, we request that a copy of the completed and signed power be faxed to the appropriate transfer agent in the closing department prior to the closing date for review and approval. The fax number is 516-333-6182. The original is to be delivered at closing with an affidavit as to the Power of Attorney being in full force. It is important that this information be passed on to the seller's attorney as well.

Lost Stock Certificate and/or Proprietary Lease:

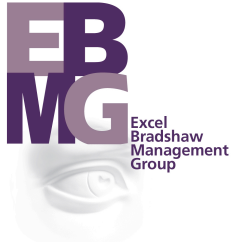
If the seller has lost the Stock Certificate and/or the Proprietary Lease, please notify us prior to the closing so that we may obtain lien searches where applicable and prepare an affidavit of lost stock and lease for the seller to sign. No transfer of the stock and lease will be made unless we have either a stock certificate to cancel or a signed affidavit prepared by our office.

Estate Transfers:

If this is an estate transfer, please fax us in advance of the closing the requested estate paperwork. Please note that all executors must sign the required transfer documents.

Foreclosure Sales:

If this is a Foreclosure sale, please ask the foreclosing lender to submit the foreclosure paperwork prior to closing.



Move-In/Move-Out Refunds:

Once you have closed on your apartment and after you have moved in or moved out, please notify the Property Manager who will then process the necessary paperwork for you to receive a refund of your deposit check. Please allow between 30-45 days for this process.

Location:

The closing will be scheduled with Richard B. Martin, the Cooperative's Attorney. Ms. Blanchette can aid you in that scheduling.

Thank you for your interest in purchasing a unit within 222 Smith Street Owners Inc., located at 222 Smith Street, Freeport, NY 11520. All forms in this package must be completed. All required fees must be paid and included in order for your application to be processed.

Once all required documentation is received, the Board of Directors will review the application for approval. If the application is declined the seller / realtor will be notified. If approved, an interview with the Board of Directors will be scheduled. At that time, there will be a \$250 interview fee, payable to 222 Smith Street Owners Inc.



222 Smith Street Owners Inc.

Affidavit of Occupancy

State of New York)
) ss:
County of Nassau)

_____, being duly sworn, deposes and says:

THAT the following people will be the sole occupants of unit ____ at 222 Smith Street, Freeport, New York:

Shareholder (s) _____

Other (s) _____

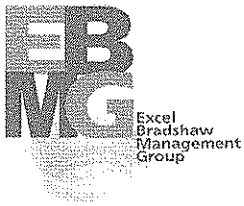
THAT I will give immediate notice to the Board of Directors of other individual(s) who will be residing therewith with me. It is further understood that subletting is not permitted without Board approval.

(Print Name)

(Signature)

Sworn to before me this
_____ Day of _____, 20____

Notary Public



Uniform Residential Application

This Application is designed to be completed by one applicant only. In the spirit of U.S. Policy for the achievement of equal housing opportunity, there are no barriers to obtaining housing because of race, color, sex, sexual orientation, national origin, handicap, or familial status. Approval is based on an applicant's ability to prove employment, income, residency, credit and financial history as described in detail below. All information supplied will be verified for its accuracy. All sections must be complete before submitting for approval.

ABOUT THE APPLICANT			Write your name as it appears on your credit files			
First Name		Middle	Last Name		Jr/Sr/II/III	Sex M/F
Social Security Number		Date of Birth	Day Phone #		Evening Phone #	
IN CASE OF EMERGENCY, NOTIFY		Phone #	Relationship to you			
CURRENT RESIDENCY			You may be required to produce a signed lease or cancelled rent checks			
Address		Apt #	City	State	Zip	
Name of Landlord or Management Company		Phone #			Contact Name	
How long have you lived at this address?		Mo.Rent/Mtg? \$		Do you: Own Rent (Circle One)		
PRIOR RESIDENCY			Must be filled in if you have lived at the Current Address for less than 2 years			
Address		Apt #	City	State	Zip	
Name of Landlord or Management Company		Phone #			Contact Name	
How long did you live at this address?		Mo.Rent/Mtg? \$		Did you: Own Rent (Circle One)		
CURRENT EMPLOYMENT			You may be required to produce 1-Employer Verification Letter signed and dated on your company letterhead. 2-paystubs 3-10-40,W2,1099 4-Other Income Tax-ID			
Primary Source of Income						
Name of Employer		Address of Employer		City	State	Zip
Contact Name		Contact Phone #		How Long at job?		Dates
Your Position/Title/Type of Business		How long in this profession?		Self Employed? Yes No (Circle One)		
ANNUAL INCOME			In Detail			
Base Income		Overtime	Bonuses	Commissions	Total	
EMPLOYMENT #2			Secondary Income Source		Prior Employment	
			(Circle One)			
Name of Employer		Address of Employer		City	State	Zip
Contact Name		Contact Phone #		How Long at job?		Dates
Your Position/Title/Type of Business		How long in this profession?		Self Employed? Yes No (Circle One)		

Uniform Residential Application Continued

393 Old Country Rd., Suite 204, Carle Place, NY 11514 – T: 516-333-7730 F: 516-333-6182
501 Surf Avenue, Brooklyn, NY 11224 – T: 718-266-1110 F: 718-996-3674
www.ebmg.com



ANNUAL INCOME		In Detail			
Base Income		Overtime	Bonuses	Commissions	Total
ASSET ACCOUNTS		You may be required to produce monthly account statements			
1st Account:		Is the account:		Is this a Borrowing Account?	If Joint or Corp. Account, Provide Names & Social Security #'s
Checking Savings Money Market (Circle One)		Individual, Joint, Corporate (Circle One)		Yes No	
Name of Bank or Institution			Branch Address		Account #
Names Exactly as they appear on account			Branch Phone #		Contact Name
2nd Account:		Is the account:		Is this a Borrowing Account?	If Joint or Corp. Account, Provide Names & Social Security #'s
Checking Savings Money Market (Circle One)		Individual, Joint, Corporate (Circle One)		Yes No	
Name of Bank or Institution			Branch Address		Account #
Names Exactly as they appear on account			Branch Phone #		Contact Name
REFERENCES		Other Than Family Members			
Name		Phone #		Relationship to You	
Names		Phone #		Relationship to You	

AUTHORIZATION FOR CONSUMER REPORTS / CREDIT APPLICATION

In connection with your application for tenancy, understand that consumer reports which may contain public record information may be requested or made on you including consumer credit, criminal records, landlord tenant court records and others. Further, understand that information from various Federal, State, local and other agencies which contain your past activities may be requested.

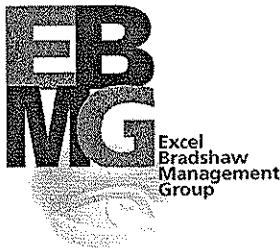
By signing below, you hereby authorize without reservation, any part or agency contacted by Excel Bradshaw Management Group or CoreLogic SafeRent, Inc., to furnish the above-mentioned information. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original. By signing below, you also authorize without reservation CoreLogic SafeRent, Inc. to provide an applicant's information to various government, law enforcement, and Consumer Reporting Agencies. You have the right to make a request of CoreLogic SafeRent, Inc., upon proper identification and the payment of any legally permissible fees, for the information in its files on you at the time of your request.

You hereby authorize and request, without any reservation, any present or former police department, financial institution, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish CoreLogic SafeRent, Inc. with any and all background information in their possession regarding you, in order that your qualifications may be evaluated.

CoreLogic SafeRent, Inc.
7300 Westmore Road – Suite 3
Rockville, Maryland 20850-5223

Full Name: First _____ Middle _____ Last _____

Signature: _____ Date: _____



222 SMITH STREET OWNERS, INC.

HOUSE RULES

Revised July 1, 2010

Pursuant to Article III Section 8 of the By-Laws of 222 SMITH STREET OWNERS, INC., the Board of Directors has amended the House Rules of the Cooperative Corporation. These rules are binding upon Shareholders or other occupants of the premises. Violation of any rule is now subject to 222 SMITH STREET Owners Assessment System and/or legal action.

COMMUNITY COURTESY

It is understood that all owners/residents of 222 Smith Street and their guests shall be courteous, cooperative and respectful to 222 Smith Street occupants and guests.

All residents, including but not limited to owners, renters, occupants, etc., are responsible for all guests and/or persons to whom they allow access, including the building and surrounding property.

PUBLIC AREAS

The public halls and stairwells of the building shall not be obstructed, littered, or misused in any manner and shall be used only for entering and exiting the apartments in the building. The fire exits shall not be obstructed in any way and no person is permitted on the roof. Fire doors to the stairwells are to be kept completely closed at all times.

Individuals shall not play or congregate in the public halls, lobbies, stairwells, or elevators of the building. Bicycles, skateboards, roller skates, roller blades and scooters shall not be used on any sidewalk, courtyard or parking lot area. Individuals shall not play, walk across, litter or congregate on any lawn area of the property. Parents or legal guardians shall be held responsible for their children's violations of the above rules.

No article shall be placed in the hallways or stairwells or lobby of the building and no item shall be hung or shaken from the windows or terraces or placed upon the exterior windowsills of the building or any protruding section of an air conditioner unit.

No public area of the premises shall be decorated, furnished, planted, or landscaped by any Shareholder or occupant without the written consent of the Board of Directors.

AIR CONDITIONING UNITS

No awnings, air conditioner units, or ventilators shall be placed in any window without the written consent of the Board of Directors. Only air conditioning units, which properly fit the existing wall sleeve

and are specifically designed for such use, will be permitted to be used on the premises.

SIGNS

No sign, notice, advertisement, illumination or any other item shall be placed, adhered, inscribed, or exposed on or at any window or door in the building except that which has been approved in writing by the Board of Directors.

BICYCLES

No bicycle, moped, scooter, or other similar vehicle shall be allowed in the passenger elevator nor be allowed to stand unattended in any public areas of the premises. Additionally, no baby stroller or carriage shall be left unattended in any public area of the premises.

TELEVISION/RADIO AERIALS

No radio or television aerials shall be attached or hung from the exterior of the building including, but not limited to, satellite dishes.

CARPETING AND FLOOR COVERING

Eighty (80%) percent of the floor area of each and every room in an apartment must be covered with carpeting or rugs, both with full padding, except kitchens, bathrooms and closets. All padding must be at least one-half inch thick. All permitted exercise equipment including, but not limited to treadmills, stationary bicycles and weight equipment, must be placed on said carpeted or rug covered areas

APARTMENT AUCTIONS

No group, tour, or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in an apartment.

WINDOW CLEANING

It is responsibility of all Shareholders or other occupants to keep the windows of the apartment clean at all times.

ACCESS TO APARTMENTS

The agents of the corporation, any contractor or workman authorized by the Board of Directors, after reasonable attempts at contacting the owner/resident, may enter the apartment accompanied by a Board member, 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 pest. If the Board of Directors takes measures to control or exterminate any such pests, insects, vermin, etc., the cost thereof shall be payable by the owner/resident, as additional maintenance.

Should the Board of Directors deem it necessary to enter an apartment to address an urgent or emergency issue, they will make a reasonable attempt to contact the shareholder for access, however if a shareholder is not available, the Board of Directors or its agent will enter the apartment using the key provided by the shareholder or if no key has been provided, and if time permits, a locksmith will be called, the cost for locksmith entry will be added to the shareholders monthly maintenance, and must be paid with the next months maintenance. If time does not permit locksmith entry, the Board of Directors or its agent will take

the appropriate action to gain access to the apartment, all costs will be the responsibility of the shareholder.

Should a shareholder or occupant be in the apartment and refuse access to the Board of Directors or its agents, the shareholder will be charged a fine as outlined in the house rules, will be charged any and all fees caused by a delay in entrance, and will be forwarded to the corporation's attorney for legal action. The shareholder takes full responsibility for any additional damages or injuries that occur as a result of failing to permit the Board of Directors or its agents to gain access to his/her apartment. The Board of Directors and its agents may enter any apartment at a reasonable time to exterminate, inspect for compliance with the house rules/by-laws/proprietary lease, make any necessary repairs to the building or assets, test/repair and/or inspect smoke and/or heat detectors, giving the shareholder 10 days written notice for non-urgent or non-emergency issues.

BATHROOM FIXTURES

The bathrooms 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 other articles be thrown into the toilets and/or drains. The cost of repairing any damage resulting from misuse shall be paid for by the Shareholder in whose apartment it occurred.

NOISE

No Shareholder or other occupant will make or permit any disturbing noises or permit anything to be performed, which will interfere with the rights, comfort, or convenience of other Shareholders or occupants. No Shareholder or occupant shall play any musical instrument or permit the playing of any radio, television, phonograph, or similar equipment, which will disturb or annoy any other Shareholder or occupant of the building. Absolutely no construction or repair work, involving noise or other installation shall be performed in any apartment, except on weekdays (holidays excluded) between the hours of 8:00 a.m. and 5:00 p.m.

No shareholder or occupant shall make or permit any noises from vehicles in the parking lot, including, but not limited to, horns, revving engines, music, etc. Such vehicles include shareholder/occupants' vehicle, vehicles owned/operated by their guests and taxicabs called to the premises by a shareholder/occupant. Any shareholder/occupant who calls for a taxi must be in the lobby to meet the vehicle negating the need for the taxi to honk its horn.

ANIMALS

No animal whatsoever shall be allowed to be harbored on the premises, in the building or in an apartment of 222 SMITH STREET (hereinafter the "Premises"). No pigeon, bird or any other animal may be fed from the windowsills, terraces or from any other area of the premises or Co-op's property.

BARBEQUING

Pursuant to local ordinances, no barbequing, regardless of the type, is permitted on any terrace or on the premises.

ADVERTISEMENTS

No sign or advertisements or any other notice may be posted on the premises except on designated bulletin boards (i.e., lobby).

APARTMENT WASHING MACHINES

Washing machines or combination washer/dryer machines are not permitted in any apartment. The existing plumbing cannot accommodate the use of such appliances.

APARTMENT USE

All apartments shall be used for a single-family resident purpose. No apartment shall be used for the operation of a business, client visits, and/or entertainment.

No Shareholder or occupant of an apartment, including members of his/her family employees, or his/her guests, shall use or permit the use of an apartment or the premises in any manner which would be illegal or which would reasonably disturb any other Shareholder or occupant or in such a way that may damage the reputation of the Cooperative.

LITTERING/SMOKING

No littering on 222 Smith Street property. Property shall constitute the building, (including all stairways and stairwells, entrance hall, foyer, etc.) parking lot (including area surrounding dumpster), and courtyard. Any littering or "mess" created by the owner/resident or their guests shall be cleaned up by said owner/resident.

All household trash must be deposited into the dumpster. The owner/occupant is responsible to clean up and put in the dumpster any trash that falls before reaching the dumpster.

Smoking is not permitted in the common areas of the building. Any owner/resident that smokes within his/her apartment shall insure that no smoke enters the common area of the building. Smoking in the parking lot shall be done a distance away from the building, (i.e. not near open windows or the front door). All ashes and butts shall be discarded appropriately.

LATE PAYMENTS AND BAD CHECKS

All maintenance payments, parking charges or other assessments must be payable by the fifth (5th) calendar day of each month. Any balance outstanding after this date will be subject to the appropriate late fees.

Maintenance received after the fifth (5th) calendar day of each month will be subject to a late fee of \$30. Maintenance received after the fifteenth (15th) calendar day will be subject to an additional late fee of \$60. Maintenance received after the last day of the month will be subject to an additional late fee of \$100. Therefore the total late fees due for maintenance received after the last day of the month will be \$190. Should a shareholder become more than 30 day late, the second month late will be subject to an additional late fee of \$200 and every month thereafter will increase the late fee by \$25. For example a shareholder 4 months late with maintenance will incur late fees as follows: Month 1 - \$190, Month 2 - \$200, Month 3 - \$225, Month 4 - \$250, bringing the total due in late fees to: \$865 plus the unpaid maintenance and legal fees.

If any Shareholder is more than thirty (30) days in arrears, the Cooperative will notify the Shareholder's lending institution (if any) of the default and will be forwarded to the Corporation's attorney for collections. If full payment including late fees and attorney fees are not received within 10 days, The Corporation's Attorney will begin eviction and Termination of Shares Proceedings. Shareholders will be responsible for all legal fees resulting from the collection of maintenance, Eviction, Termination of

Shares, etc.

Any check, which is returned by the bank, is subject to a \$75.00 fee. If the check is returned after the tenth (10th) day of the month, or is unable to be re-deposited by the tenth (10th) day, applicable late fee will also be assessed.

APARTMENT ALTERATIONS AND CONSTRUCTION

To perform alterations or construction work in an apartment, a Shareholder must submit an Alteration Agreement form to the Board of Directors and must acquire the written approval of the Board of Directors prior to commencing any work in the apartment.

Any major construction requiring changes in doors, plumbing, or electrical lines must be reviewed and approved by the Board of Directors. Complete and accurate drawings or plans must be submitted to the Board of Directors.

Once the Board of Directors approves the proposed work, the Shareholder must notify the Board of Directors at least 48 hours in advance of the beginning of any construction activity. The Board of Directors has the right to inspect the progress of the construction to determine if it is being performed according to the approved original plans and building regulations. All construction work is subject to the noise restrictions and work period covered in these House Rules.

Shareholders are responsible for the clean-up of any public area including, but not limited to, hallways, lobby, stairwells and parking area which have been littered or soiled as a result of work performed or service provided to said shareholder/tenant/occupant's apartment or on behalf of said shareholder/tenant/occupant. All large items require special pick up. The Board of Directors must be notified in order to arrange such pick up. The shareholder is responsible for all fees.

Shareholders failing to obtain approval as set forth herein may be required to remove the alterations at the Shareholder's expense.

DAMAGE TO PROPERTY

Shareholders shall be liable for any and all damage caused by said Shareholder, an occupant of his/her apartment or any other person for whose conduct he/she is legally responsible. Shareholders must promptly perform all maintenance and repair work to his/her apartment unit. If a Shareholder fails to perform maintenance or repair work to his/her apartment, and such failure or neglect causes damage to the Cooperative's property or the property of another, the Shareholder will be fully responsible for said damage.

All Shareholders and Residents must notify the Board of Directors immediately of any damage to the building. This includes, but is not limited to water leaks, broken windows, damaged property, etc. Should a shareholder or resident fail to report such damage to the Board of Directors immediately, the Shareholder will be responsible for any and all damages caused by their failure to report said damage.

SANITATION AND RUBBISH REMOVAL

Cartons, boxes, crates or other large items must be broken up and placed in the dumpster.

No item of garbage or refuse shall be left in any stairwell, hallway, lobby, sidewalk, basement corridor, or

any other public area. No item of household garbage or refuse shall be placed in the trash receptacles located on the laundry rooms.

No items included but not limited to furniture (e.g., mattresses, box springs, couches, tables), appliances and television sets that are being disposed of shall be left in the dumpster area of the complex. It shall be the Shareholder's/Tenants, Subtenant's exclusive responsibility to contact the Board of Directors to arrange for such removal at the sole expense of the shareholder.

All Christmas trees shall be discarded appropriately by placing them curbside for Village of Freeport removal.

PARKING

Parking is a privilege at 222 SMITH STREET. No vehicle is permitted within 222 SMITH STREET unless it is registered with the Board of Directors.

No vehicle belonging to an owner/resident or to a member of the family or guest, subtenant, licensee, or employee of an owner/resident shall be parked in such a manner as to impede or prevent ready access to any entrance of the building by another vehicle.

Resident parking is permitted only within the assigned and designated parking spaces. All vehicles must park head in only and be parked completely within the confines and boundaries of the parking space.

Guests of 222 SMITH STREET residents may park in the space assigned to the Shareholder/Tenant. 222 SMITH STREET OWNERS, INC., reserves the right to designate and change parking assignments.

The speed limit in the parking areas is 5 mph.

Absolutely no parking is permitted in the fire lane by any vehicle. No commercial vehicles will be provided an assigned space. No abandoned vehicles will be left in the parking lot. No dumpster will be placed in the parking lot.

Violation of any rules regarding the parking privileges and parking facility will result in the loss of parking privileges for the Shareholder/Tenant, Subtenant and/or occupant. This remedy is in addition to the assessment of a fine for any such violation of the parking rules and the possible towing of the vehicle at the owner's sole risk and expense.

No unregistered and/or uninsured vehicles are permitted in the parking lot and/or on the property of 222 Smith Street. Any unregistered without license plates and/or uninsured vehicle left in the parking lot will be towed at the vehicle owner's expense.

CONTRACTORS, SERVICEMEN, AND REPAIRMEN

- a. All contractors must be licensed and insured to perform the work contracted for.
- b. A \$500.00 deposit must be posted by the Shareholder/Tenant and left with the Board of Directors - in advance of any work to insure no damage is caused and that the House Rules are complied with. This deposit will be returned to the Shareholder ten (10) days after the Board of Directors receives written notification that the work has been completed, provided no damage or violations have occurred. Shareholder is responsible for all damages in excess of the \$500.00 deposit.

c. All construction materials including, but not limited to, lumber, sheet rock, cabinets, etc., must be removed from the premises and disposed of by the Contractor. Such materials cannot be placed in the dumpster or any other Cooperative receptacle. It is the responsibility of the Shareholder to ensure these items are removed from the complex.

d. Shareholder is responsible for any expenses incurred by the Corporation for any service calls due to the actions of the shareholder's/resident's contractor, servicemen, repairmen or any other individual.

MOVING AND DELIVERIES

All move-ins and move-outs must be performed between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. All moves must be completed by 6:00 p.m.

No moving is permitted on Saturday, Sunday or legal holidays. An exception is for "new" furniture deliveries, for which shareholders must advise the Board of Directors.

All move-ins, move-outs and deliveries must be through the front entrance only.

It is the resident's responsibility to have the delivery/moving person's remove-all boxes and packing materials from the premises. Residents failing to make these arrangements or to remove this debris themselves will be subject to the costs of such removal in addition to applicable fines.

At no time can the elevator be unduly restricted. There will be absolutely no holding of the elevator.

No window may be used to move or deliver personal property.

Any damage to buildings is the responsibility of the Shareholder.

At the time of an apartment closing, the Purchaser will submit a Move In/Out security deposit to the Corporation's lawyer in the sum of \$500.00 (amount subject to change by the Board of Directors). This deposit will be held until such time as the Purchaser sells the apartment with the monies to be paid to the Corporation as reimbursement for damage as necessary and to ensure the House rules are complied with.

Any violation of this move-in/move-out/delivery rule will be subject to the shareholder to the highest assessment imposed under the Assessment System (see attached schedule).

Any exceptions to these rules can only be granted by the Board of Directors and must be in writing and signed by the authorizing agent.

LAUNDRY ROOMS

The laundry rooms are provided for owner/resident convenience. Laundry cannot be left in washers and/or dryers for more than one-half hour after the cycle has ended. The owner/resident is responsible to keep it clean and to remove the lint from the dryer trap after each load of laundry. The trash bins provided in the laundry room are for lint, not personal household trash. Any machines that are not working should be reported to the vendor (see signs posted in laundry rooms).

HOUSE RULES AND PROPRIETARY LEASE VIOLATIONS

All reported violations of the House Rules and regulations of 222 SMITH STREET OWNERS, INC., are to be reported to the Board of Directors, in writing and placed in the mailbox in the lobby. This report should contain the date and time of the occurrence, and the name, address, and unit number if the individual making the complaint together with any other known information. All complaints will be kept confidential to the extent possible.

All rules and regulations outlined must be adhered to at all times. Any violator of these rules and regulations or of any term of the Proprietary Lease may be subject to 222 SMITH STREET OWNERS, INC. Assessment System set forth herein below and in addition to other remedies available to the Cooperative Corporation pursuant to the terms of the Proprietary Lease, House Rules and By-Laws and applicable law.

Every possible effort will be made by the Board of Directors to verify the complaint and to determine its accuracy. However, verification is not necessary nor a condition to imposing an Assessment and/or fine.

Any item that requires immediate attention, and/or can not wait until the next scheduled Board meeting, must be in writing and placed under the door of the Board member on call. A list of Board members on call is located on the bulletin board in the lobby. If there is an urgent situation that requires an emergency response, a Board member may be notified in person, beginning with the member on call, until a member is contacted and notified of the incident, this notification will be followed by a letter. It is understood that should an emergency arise that requires police or fire department intervention; the owner/resident will contact the appropriate emergency personnel without the need to speak with a Board member.

ASSESSMENT SYSTEM

Violation of House Rules or the Proprietary Lease will subject the Shareholder/Tenant, Subtenant and/or occupant to action under the 222 SMITH STREET OWNERS, INC., Assessment System and/or possible legal action together with any other action authorized by the Proprietary Lease, House Rules and/or By-Laws and applicable law. The Assessment System was created to add effect and force to the House Rules and Proprietary Lease. See attached "Schedule of Fees and Assessments" for a complete description of the Assessment System. The Schedule is subject to change in accordance with the Corporation's By-Laws.

OCCUPANCY OF APARTMENT

Only approved occupants shall be permitted to reside in the Premises. In addition, any occupant other than an immediate family member who will be residing in the apartment with the Shareholder/Tenant and or subtenant must be screened and approved by the Applicant Screening Committee prior to said occupant moving in and occupying the apartment. A yearly census will be conducted. Fully completed and accurate forms must be submitted. This census is being conducted for the safety and security of the community.

The definition of a sublet is the primary resident of the unit is not the shareholder for a period of six (6) months, regardless of the relationship. Tenants residing at 222 Smith Street prior to January 31, 2004 will retain current status. (Grandfathered) as agreed upon with the Board of Directors.

To obtain permission for subletting an apartment, the Shareholder must have resided in such apartment for a minimum of 2 consecutive years. At such time, the Shareholder can submit a "Request for Consent to Sublet Apartment" form to the Board of Directors requesting permission to sublet. Upon approval, the Shareholder will be given an application to complete which must be submitted the Board of Directors. There will be a Sublet Administrative Fee of \$1,500 for all new subleases. This must be paid in full prior to commencing any sublets.

Upon receipt, this application will be reviewed by the Board of Directors at the next regularly scheduled Board meeting.

All sublet applicants must undergo a thorough investigation and interview process, and must be approved for occupancy/residency by the Board of Directors.

Upon approval, the Shareholder may request an investigation of the prospective occupants (in writing, not less than 2 weeks prior to the next scheduled Board meeting). There will be a non-refundable application fee of \$250 for all investigations. All prospective occupants must provide a minimum of 3 personal references, 3 past residence references, and last 3 employers, all with full names, company name (where applicable) and current phone numbers, along with their request for investigation. The Board of directors will make a final decision after reviewing the findings of the investigation committee.

If the investigation committee approves the investigation, the prospective occupants may request an interview with the Board of Directors, not less than 2 weeks prior to the next regularly scheduled board meeting. There will be a non-refundable fee of \$300 for all interviews. Both the prospective occupant and a representative of the shareholder must be present for all interviews.

The Board of Directors will notify the Shareholder, in writing, within 2 weeks of their decision.

No person(s) shall occupy any apartment in the building without written approval from the Board of Directors. The Board of Directors reserves the right to accept or decline any application, at any time.

All occupants of sub-let apartments must be re-interviewed by the Board of Directors on an annual basis. There will be a non-refundable fee of \$100 for all re-interviews.

All fees must be paid in full, prior to service being rendered, or any actions taken by the Board. All Occupant(s) are subject to the terms and conditions outlined in the By-Law and House Rules, including but not limited to fines and fees. Both the Shareholder and the occupant shall be responsible for full payment of all fines and/or fees.

All fines and/or fees shall be deemed additional maintenance.

The Board of Directors has the right to revoke approval for any violations of the House Rules and/or By-Laws. Any violation of the House Rules and/or By-Laws shall be cured within 10 days. Failure to cure these violations within 10 days shall result in further legal action, and occupants will be given 15 days to vacate the premises.

COMMON ELEMENTS

No Shareholder/Tenant, subtenant or occupant is to alter, change, remove, or otherwise affect any plants, shrubs, trees, or structure on the complex.

INSURANCE

All Shareholders and Subtenants must continuously maintain insurance on their apartment and property. Proof of such insurance shall be furnished to the Board of Directors on an annual basis.

SOLICITATION

Solicitation of any kind is absolutely prohibited.

CARBON MONOXIDE DETECTORS & FIRE EXTINGUISHERS

All shareholders, tenants and occupants are responsible for compliance with New York State Executive Law §378(5)-a which requires the installation and maintenance of carbon monoxide detectors in each apartment unit in accordance with the terms of said law. The shareholder, tenant and occupant must install the carbon monoxide detector as required pursuant to the New York State Executive Law §378(5)-a; must immediately replace and/or repair any inoperable or otherwise defective carbon monoxide detector; and is responsible for the maintenance of any carbon monoxide detector in said Shareholder, tenant and occupant's apartment unit.

All occupants must keep a (minimum) a 2-pound ABC fire extinguisher, properly maintained, operational and ready for use, in a readily accessible location in their apartment, at all times.

CONSENT

Any consent or approval given under these House Rules by the Board of Directors shall be revocable at any time.

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

The Board of Directors reserves the right to inspect all apartments for compliance with the house rules.

222 SMITH STREET OWNERS, INC. FINES/PENALTIES

Any violation of these House Rules shall be subject to penalty/fine in accordance with the following guidelines:

1st offense will result in a written notice of violation sent to the owner/. The owner/occupant will be requested to rectify the situation and comply with the House Rules within 10 days. A copy of such letter will be maintained in the file maintained by the Board of Directors.

2nd offense and/or failure to cure the 1st offense shall result in a fine of \$50.00. A memorandum will be placed in the file maintained by the Board of Directors. Failure to pay said fine within 10 days shall constitute a 3rd violation, and shall be subject to the rules regarding a 3rd offense.

3rd offense and/or failure to cure the original offense will result in a fine of \$500.00. A memorandum will be placed in the file maintained by the Board of Directors. Failure to pay said fine within 10 days shall constitute a 4th violation, and shall be subject to the rules regarding a 4th offense.

4th offense and/or failure to cure the original offense shall result in eviction from 222 Smith Street property and termination of shares. This eviction and termination of shares will be commenced by the corporation's attorney and pursued to the fullest extent of the law. All attorney fees will be borne by the owner/resident.

All fines imposed as outlined above shall be deemed added maintenance.

222 SMITH STREET OWNERS. INC. GENERAL COOPERATIVE FEES

(All fees payable to Cooperative Corporation unless otherwise indicated. Payment to be made by money order, cashier's check or certified check)

• Application Fee	\$250.00
• Purchaser Interview Fee	\$250.00
• Administrative Resale / Transfer Processing Fee	\$450.00
(payable by Shareholder to Business Management Company)	
• Sublet Processing Fee	\$250.00
(payable by potential Subletter to Business Management Company)	
• Sublet Administrative Fee for new subleases	\$1,500.00
Renewal subleases to the same subtenant(s)	15% of mo. maintenance
• Sublet Interview Fee	\$300.00
• Sublet Re-interview Fee	\$100.00
• Proprietary Lease Copy Fee (additional copy)	\$75.00 each
• Refinance Processing Fee	\$250.00
(payable by Shareholder to Business Management Company)	
• Share Transfer Fee	\$500.00
• Move-in and/or Move/out Security	\$500.00
(refundable after sale of apartment if no damage occurs to property)	
• Alteration Application Review	\$250.00
(payable by Shareholder to Business Management Company)	
• Contractor/Serviceman Service Deposit	\$500.00
(Refundable if no damage occurs to Cooperative grounds or property)	
• Contribution to Working Capital for new shareholder	3% of purchase price
• Seller's Flip Tax	3% of purchase price



222 SMITH STREET OWNERS, INC.

HOUSE RULES

Revised July 1, 2010

I have received a copy of the House Rules for 222 Smith Street Owners Inc. dated July 1, 2010.

Unit _____

Applicant/Shareholder Signature _____ Date _____

Co-Applicant/Co-Shareholder Signature _____ Date _____