

**PURCHASE AND TRANSFER APPLICATION
LINCOLN GUILD HOUSING CORPORATION
303 West 66th Street
New York NY 10023
Tel: (212) 877-3100 Fax: (212) 799-5470**

**Application for Purchase of Certain Stock and Proprietary Lease of Apartment Allocated
There to**

Applicant:		Apartment:	
Co-Applicant:		Number of shares:	

THE FOLLOWING ITEMS MUST BE COMPLETED AND SUBMITTED:

- _____ 1. LGHC Purchase and Transfer Application (**SIGNED & NOTARIZED** on pages 4 and 14)
- _____ 2. LGHC Rules & Regulations Acknowledgment (**SIGNED & NOTARIZED** on Page 5)
- _____ 3. Copy of fully executed sales contract (**PLEASE NOTE:** If the attorneys for buyer and seller wish to be notified by FAX of the Board’s decision, they must include their FAX number)
- _____ 4. Copies of the loan commitment letter and the bank appraisal report, if there is a loan
- _____ 5. Copies of the last two (2) years’ Federal Tax Returns with all Schedules (including E and K-1 where applicable), W-2 and 1099 forms for each applicant
- _____ 6. Copies of the two most recent pay stubs from each applicant
- _____ 7. Copies of latest two (2) consecutive periodic statements (be they monthly or quarterly) for all financial assets claimed in the application (i.e. bank accounts, brokerage accounts, mutual funds and other financial holdings)
- _____ 8. Gift Affidavit, if a gift is being used as a source of funds for purchase (**SIGNED & NOTARIZED**)
- _____ 9. “BANK REFERENCES” from each financial institution listed
- _____ 10. “CREDIT CHECK AUTHORIZATION RELEASE FORM” for each applicant
- _____ 11. “EMPLOYER VERIFICATION” for each applicant
- _____ 12. Check in the amount of \$800.00 (\$1,000.00 if there are 2 applicants) for Application Fee made payable to LINCOLN GUILD HOUSING CORP
- _____ 13. Check in the amount of \$250.00 for Move In/Out Fee, and a check in the amount of \$500.00 as refundable Move In/Out Security Deposit made payable to LINCOLN GUILD HOUSING CORP

PLEASE NOTE:

The Lincoln Guild Management Office must approve the time and date for the move-out by the seller and the move-in by an approved purchaser IN ADVANCE. Both seller and purchaser must make separate requests.

LGHC Purchase and Transfer Application

The undersigned hereby submits this application for purchase of _____ shares of stock in Lincoln Guild Housing Corporation (henceforth LGHC), 303 West 66th Street, New York, NY 10023 allocated to Apartment _____. I (We) hereby acknowledge my (our) acceptance to the following:

1. Pursuant to the authority vested in the Board of Directors and under the by-laws of the Corporation, the Board of Directors will utilize this application to obtain background information regarding my (our) proposed purchase of the stock and execution of the proprietary lease.
2. The proposed application cannot be consummated without the consent of the Board of Directors.
3. I (We) have read the By-Laws, Proprietary Lease and Rules and Regulations, which govern occupancy of the apartment.
4. I (We) understand the following standards for purchase as determined by the Board of Directors:
 - a. All prospective purchasers of apartments in LGHC must complete the following calculation to determine the annual income requirements:
 - i. The total maintenance charges (including Gas & Electric) on the apartment PLUS the total of interest and amortization on **all** outstanding debts (including any loans or other obligations incurred to purchase the apartment) PLUS the total of all other financial obligations related to credit card or consumer debt, car loans or leases, and all properties, including but not limited to houses and other apartments:

	Monthly		Annual
Maintenance including G&E	\$	x 12 =	\$
Interest & amortization	\$	x 12 =	\$
Other financial obligations	\$	x 12 =	\$
TOTAL OBLIGATIONS	\$	x 12 =	\$
			TOTAL x 4 =
ANNUAL REQUIRED INCOME:			\$

TOTAL ANNUAL INCOME (from Page 9, Item 5.e): \$ _____

- b. All prospective purchasers of apartments in LGHC should document income that meets or exceeds the required income calculated above. Exceptions can be presented for the Board's consideration.
- c. Prospective purchasers of second apartments in LGHC must also complete the calculations above. **NOTE:** The income formula for prospective purchasers of additional apartments in LGHC must include the maintenance on **all** apartments where monthly maintenance is called for.

LGHC Purchase and Transfer Application

- d. LGHC will permit up to 75% of the purchase price of the apartment in LGHC secured by a security interest in the shares and the proprietary lease if an institutional lender makes such loan.
- e. Loans by an institutional lender secured by a security interest in the shares and proprietary lease must meet the following criteria.
 - i. The loan may not exceed 75% of the apartment as established by a current appraisal acceptable to LGHC
 - ii. The applicant must meet the financial criteria set forth in item 4(a)(i) above
 - iii. The loan must be self-amortizing over a specified period of time. **Effective 08/01/2011, Interest-Only loans will not be approved**
 - iv. All other loans secured by a security interest in the shares and lease are subject to approval by the Board of Directors in its unlimited discretion
- f. Prospective purchasers of apartments in LGHC must submit a completed LGHC application form, including the following:
 - i. Copies of their two most recent 1040 (federal tax returns) complete with all schedules
 - ii. An inventory of all of their assets and liabilities and such other financial information as LGHC shall require
 - iii. The names of all prospective occupants
 - iv. An affidavit attesting to the accuracy of the application
 - v. A non-refundable fee of \$800.00 (\$1,000.00 if there are two [2] applicants) to cover administrative costs of credit and financial review
 - vi. A copy of the fully executed sales contract. All contingencies in the contract other than the approval by LGHC must have been fulfilled before the application will be considered. If the purchase is to be financed by a loan, **a copy of the executed loan commitment** must be filed with the application.
 - vii. The Board of Directors or its agents reserve the right to request additional information to support the information presented in the application
- g. All prospective purchasers and occupants must appear for a personal interview by the Board of Directors or a committee designated by the Board of Directors. The only persons permitted at this interview shall be:
 - i. Members of the Board of Directors of Directors of LGHC;
 - ii. Members of the committee designated by the Board of Directors for this purpose;
 - iii. Prospective purchasers and occupants unless the Board of Directors or committee shall otherwise permit
- h. The following occupancy standards will be applied to applications admission to LGHC:
 - 1-bedroom apartment – no more than three (3) occupants
 - 2-bedroom apartment – no more than five (5) occupants
 - 3-bedroom apartment – no more than six (6) occupants

LGHC Purchase and Transfer Application

- i. LGHC reserves the right to inspect an apartment prior to acting on any resale application. LGHC makes no representation or warranties as to the physical condition of any apartment or as to any matter in connection with the sale thereof and shall have no responsibility for any condition, which may exist, in any apartment except as specifically set forth in the proprietary lease. In the event that the seller or the seller's predecessor has made any alteration in the apartment, the obligations of the seller are transferred to the purchaser pursuant to LGHC's consent.
 - j. The by-laws of LGHC state that shares of stock in LGHC shall be issued only to natural persons. The Corporation will issue stock certificates in the name of one or two shareholders only, for each apartment.
 - k. The seller (transferor) shall be required to pay the fee plus disbursements of the Transfer Agent approved by the Corporation. The amount of these fees may change without notice.
 - l. The seller (transferor) shall be required to pay a Transfer Fee ("Flip Tax") to the Corporation in the amount of \$500.00 per share as specified in the Proprietary Lease and the By-Laws
 - m. The purchaser (transferee) is expected to purchase and maintain cooperative homeowner's insurance including personal property and liability coverage throughout their tenancy
5. In no event will the Corporation, the Board of Directors or its agents be responsible for any liabilities or expenses incurred by me (us) if this application is disapproved.
6. While the Board of Directors will attempt to review all applications promptly, the Corporation, the Board of Directors and its agents assume no responsibility for expenses or liabilities resulting from any delay in its review.
7. Falsification of any of the information requested, or omission of material information, will result in rejection of this application and may be considered grounds for the termination of any proprietary lease issued in reliance thereon.

The undersigned attest(s) the accuracy of all information contained in the application.

Signature of Applicant

Signature of Co-Applicant

Sworn to before me this

_____ day of _____, 20_____

Notary

LGHC Purchase and Transfer Application

1. PERSONAL INFORMATION	Applicant	Co-Applicant
Name:		
Home Phone:		
Mobile Phone:		
Email Address:		
Current Address:		
City / State / Zip:		
Dates of Residence:	From: ___/___/___ to ___/___/___	From: ___/___/___ to ___/___/___
Previous Address(es) (if current less than 10 years):	A)	A)
City / State / Zip:		
Dates of Residence:	From: ___/___/___ to ___/___/___	From: ___/___/___ to ___/___/___
	B)	B)
City / State / Zip:		
Dates of Residence:	From: ___/___/___ to ___/___/___	From: ___/___/___ to ___/___/___
	C)	C)
City / State / Zip:		
Dates of Residence:	From: ___/___/___ to ___/___/___	From: ___/___/___ to ___/___/___
Current monthly housing costs (rent, mortgage, maintenance):		
Social Security Number:	____ - ____ - ____	____ - ____ - ____
Current Employer:		
Employer's Address:		
City / State / Zip:		
Business Phone:		
Nature of Business:		
Position Held:		
Period of Employment:	From: ___/___/___ to ___/___/___	From: ___/___/___ to ___/___/___

LGHC Purchase and Transfer Application

1. PERSONAL INFORMATION	Applicant	Co-Applicant
If less than 10 years, list employment and/or schools for past 10 years:	A)	A)
	From: ___ / ___ to ___ / ___	From: ___ / ___ to ___ / ___
	B)	B)
	From: ___ / ___ to ___ / ___	From: ___ / ___ to ___ / ___
	C)	C)
	From: ___ / ___ to ___ / ___	From: ___ / ___ to ___ / ___

2. REFERENCES	Reference 1	Reference 2	Reference 3
Name:			
Address:			
City / State / Zip:			
Phone:			
Email:			
Occupation:			

NOTE: List 3 people other than relatives

LGHC Purchase and Transfer Application

3. OCCUPANTS	NAME	RELATIONSHIP
Occupant 1		
Occupant 1		
Occupant 3		
Occupant 4		
Occupant 5		
Occupant 6		

NOTE: Include names of all persons you anticipate will occupy the apartment and their relationship to the applicant(s)

LGHC Purchase and Transfer Application

4. CONTRACT & FINANCING		
Purchase price	\$	
Amount financed	\$	%
Sources of financing (list all sources including loans & gifts if applicable)	Amount	Source
Source 1	\$	
Source 2	\$	
Source 3	\$	
Lender's name:		
Lender's address:		
City / State / Zip:		
Bank appraisal:		\$
Loan principal:	\$	\$
Interest rate:	%	%
Monthly payment (principal and interest)	\$	\$
Terms of loan (ex. 30-year fixed, 5-year ARM, etc)		
Final balloon payment (Yes or No)		
Balloon payment amount (if any)	\$	\$

LGHC Purchase and Transfer Application

5. INCOME	APPLICANT	CO-APPLICANT
a. Annual compensation received from salary during the past calendar year	\$	\$
b. Annual pension/social security income received during the past calendar year	\$	\$
c. Income from all other sources during the past calendar year	\$	\$
d. Total Income (Sum of a-c above)	\$	\$
e. GRAND TOTAL (Sum of Applicant and Co-Applicant)	\$	

6. ASSETS (Summary)	APPLICANT	CO-APPLICANT
a. Checking Accounts (Note 1/Page 11)		
b. Savings Accounts (Note 1/Page 11)		
c. Marketable Securities (Note 2/Page 11)		
d. Real Estate Owned (including other co-op apartments) (Note 3/Page 11)		
e. Auto/Pleasure Craft Owned (Note 4/Page 12)		
f. Vested Interest in Retirement Funds (Note 5/Page 12)		
g. Net Worth of Business Owned (Please attach Balance sheet)		
h. Notes Receivable (Note 5/Page 12)		
i. Other Assets (Note 5/Page 12)		
j. Total Assets (Sum of a-i above)		

LGHC Purchase and Transfer Application

7. LIABILITIES (Summary)	APPLICANT	CO-APPLICANT
a. Installment Debt Payable (Note 6/Page 12)		
b. Secured Loans (Note 6/Page 12)		
c. Unsecured Loans (Note 6/Page 12)		
d. Mortgage Loans (Note 6/Page 12)		
e. Auto/Pleasure Craft Loans (Note 6/Page 12)		
f. Other Liabilities including Credit Card balances (Note 6 & 7/Page 12)		
g. Total Liabilities (Sum of a-f above)		

NOTE: AS REQUIRED, PLEASE COMPLETE NOTES ON PAGES 11 & 12. THESE COMPLETED NOTES BECOME PART OF THIS BALANCE SHEET.

LGHC Purchase and Transfer Application

Notes to Balance Sheet

1. Account Number	Bank or Financial Institution	Balance

2. Individual shares (Quantity)	Type of Security	Issuer	Market Value	Annual Dividend or Interest

3. Address of Property	Type of Property	Cost of Property	Current Market Value	Amount of Mortgage and Loans due
Annual Gross Rental Income	Annual Mortgage Payments	Annual Taxes, Insurance, Maintenance & Additional Payments		Annual Net Rental Income

LGHC Purchase and Transfer Application

Notes to Balance Sheet - Continued

4. Vehicles and or Pleasure Craft Make/Model	Year	Current Market Value

5. Names of Other Assets	Description	Current Market Value

6. Names of ALL Creditors (including Credit Cards)	Account Number	Monthly Payments	Months Left	Unpaid Balance

7. Other Liabilities	Description	Amount

LGHC Purchase and Transfer Application

General Information

Please answer the following questions "YES" or "NO"	APPLICANT	CO-APPLICANT
1. Have you ever been declared bankrupt?		
2. Have you had your property foreclosed upon or have you ever given title or deed in lieu of foreclosure?		
3. Are you obligated to pay child support or separate maintenance?		
4. Have you ever been involved in any form of dispossession or eviction proceeding against you?		
5. Has anyone ever refused to rent or sell an apartment or house to you?		
6. Do you have any pets in your current home?		
7. Do you intend to keep a pet in your apartment if you move into LGHC?		
8. Do you, or any member of your family, have diplomatic immunity?		
9. Have you ever been sued by your landlord (while you lived in a rental) or by a co-operative housing corporation (while you lived in a co-op)?		
10. Have you ever sued anyone?		
11. Have you ever lived in a multiple dwelling?		
12. Have you ever lived in a co-operative?		
13. Have you ever been on a Board of Directors of a co-operative?		
14. Have you ever been convicted of a felony?		
If the answer to any Question 1 through 14 above is "YES", state the details in the space provided below. Use the reverse side of this page or additional paper, if necessary.		
15. Are you lawfully resident in the United States?		

LGHC Purchase and Transfer Application

I (We) hereby authorize Lincoln Guild Housing Corporation, or any person or entity designated by it, to investigate any or all of the information submitted by me (us) in this application.

Signature of Applicant

Signature of Co-Applicant

Sworn to before me this

_____ day of _____, 20_____

Notary

**LINCOLN GUILD HOUSING CORP
GIFT AFFIDAVIT**

I, _____, being duly sworn, do depose and say:
(Print Name)

That I reside at _____,

my telephone number is () _____ and am the _____ of
(Relationship)

_____, who is purchasing the premises known as
(Giftee)

That the amount of \$ _____ is a bona fide gift and no repayment, in any form, is expected.

That the date of transfer of these funds will take place on

_____ or were or were given on _____ .
(Date) (Date)

That the source of my gift funds is from:

Name of Bank: _____

Account Number: _____ Checking Savings

That your deponent makes this affidavit knowing that the lending institution and/or FHA or VA (if applicable), is processing subject mortgage application and will rely on this affidavit.

(Signature)

Sworn to before me this

_____ day of _____, 20____

Notary Public

CREDITFACTS INC
Nationwide Applicant Screening

Tel: 212-481-6502
Fax: 212-481-8117

Credit Check Authorization Release Form

Company:	Lincoln Guild Housing Corporation	From:	Shelia Green-Smith
Phone:	212-877-3100	Fax:	212-799-5470

REPORT CHOICE? PLEASE CHECK ALL REPORTS YOU WILL BE ORDERING

- | | | | | | |
|-------------------------------|-------------------------------------|--|--------------------------|-------------------|--------------------------|
| 1. Experian Credit Report | <input type="checkbox"/> | 5. County Criminal Check * | <input type="checkbox"/> | * County to check | <input type="checkbox"/> |
| 2. Trans Union Credit Report | <input checked="" type="checkbox"/> | 6. Profiler Report * | <input type="checkbox"/> | | |
| 3. Housing / Eviction Check | <input type="checkbox"/> | * The Profiler Report includes all reports listed from 1 to 5 on this page | | | |
| 4. Creditfacts Custom Scoring | <input checked="" type="checkbox"/> | | | | |

REPORTS ARE BEING ORDERED FOR? PLEASE CHECK

- | | | | | | | | |
|------------------------|-------------------------------------|---------------------------------|--------------------------|----------|--------------------------|-------------|-------------------------------------|
| 1. Tenant Screening: | <input checked="" type="checkbox"/> | Rental | <input type="checkbox"/> | Mortgage | <input type="checkbox"/> | Co-op Board | <input checked="" type="checkbox"/> |
| 2. Employee Screening: | <input type="checkbox"/> | | | | | | |
| 3. Other Purpose: | <input type="checkbox"/> | If Other, please explain: _____ | | | | | |

APPLICANT – PLEASE PRINT VERY CLEARLY

LAST NAME: _____ FIRST: _____ M: _____
SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____
PRESENT ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
HOW LONG AT CURRENT ADDRESS? _____
HOME TELEPHONE: _____ WORK TELEPHONE: _____
DO YOU HAVE CREDIT CARDS OR CHARGE CARDS IN YOUR NAME? YES NO

I hereby authorize CREDITFACTS INC. to conduct an inquiry concerning my credit history and any other reports listed above. I understand that the procurement of such reports may contain information as to my background, mode of living, character and personal reputation. I hereby release CREDITFACTS INC. from any liability and responsibility from doing so.

SIGNATURE: _____ **DATE:** _____

RULES & REGULATIONS OF LINCOLN GUILD HOUSING CORP (LGHC)

Issued February 1, 2010

These *Rules and Regulations* are authorized by Section 15 of the *Proprietary Lease* (hereafter "the Lease") and they become part of the Lease.

1. **COMMERCIAL ACTIVITY.** Apartments may not be used for conducting a commercial, industrial or manufacturing activity. Commercial soliciting by tenant-shareholders is prohibited. See also Section 6 of the Lease.
2. **AIR CONDITIONERS.** All air conditioners must be installed in the through-the-wall sleeves provided for that purpose. No air conditioners shall extend beyond the building line. Air conditioners must be kept in good repair and shall not be permitted to leak or drip.
3. **NOISE.** No Lessee shall make or permit the Lessees' family, friends, agents, employees or visitors to make any disturbing noises in the Apartment or the building, or do or permit anything to be done by such persons that will interfere with the rights, comforts or convenience of other occupants of the building. Sounds from any apartment of any kind and televisions, radios, stereos, musical instruments and other forms of music or noise producing entertainment devices and singing should be kept at low enough volume levels so as not to unreasonably disturb other occupants of the building. This rule applies to both day and evening use and activities.
 - a. **LATE NIGHT NOISE.** No television, radio, stereo, musical instrument and other form of music or noise producing device shall be played and the Lessee shall not sing or permit singing in the Apartment if the same can be heard outside the Apartment.
 - b. **MUSIC PRACTICE.** The Lessee shall not practice or permit to be practiced either vocal or instrumental music if the same can be heard outside the Apartment.
 - c. **PROHIBITED INSTRUMENTS.** Drums may not be played in any Apartment.
 - d. **FLOOR COVERING.** At least 80% of any individual room, foyer or hallway floor area, excluding kitchens, bathrooms and non-walk-in closets, must be covered with rugs, carpet or other equally effective noise reducing material. Eat-in kitchens, dining areas, and dinettes are not exempt from this rule and must conform to the above 80% coverage standard. Furthermore, the floor area under all tables, chairs, stools, benches or other frequently moved furniture must be 100% covered. Extra floor padding must be used in high traffic areas and under frequently moved furniture in order to muffle annoying sounds. Exceptions to this rule can be made only by the Board of Directors in each case.
 - e. **TELEPHONE RINGERS.** Telephone ringers should be set at a moderate or low level so that they cannot be heard in hallways or in neighboring apartments.
 - f. **EXERCISE MACHINES.** Noise from the operation of an exercise machine should be kept to a minimum by installing additional floor covering.

- g. **UNREASONABLE NOISE.** Sounds disturbing to more than one neighbor (i.e. eliciting complaints from at least two neighbors) shall be considered conclusively an unreasonable disturbance, and shall immediately be considered a violation of the Rules and Regulations.
4. **KEYS.** All tenant-shareholders must deposit a complete current set of their apartment keys in the LGHC management office. If this is not done, and access to an apartment is required in case of an emergency, all expenses incurred for the forcible entry into the apartment shall be responsibility of the tenant-shareholder. See also Article 3, Title 2, and Section 51(c) of the NYC Multiple Dwellings Law.
5. **COMMON AREAS.** Public halls, lobbies and stairways are intended for ingress or egress and shall not be obstructed for any reason. They may not be used as play areas. Roller-skating, skateboarding, bicycling, and ball playing are specifically prohibited. Public halls, lobbies, and stairways shall not be used for partisan political purposes. All other forms of solicitation are also prohibited except as specifically authorized by the Board of Directors.
6. **SMOKING.** Smoking is prohibited in public halls, lobbies, stairways, and elevators.
7. **SIGNS.** Signs, displays, or decorations of any kind are not permitted in public halls, lobbies, stairways, apartment doors, or on any exterior surface of the building, except as specifically authorized by the Board of Directors.
- 8. BALCONIES (TERRACES)**
- a. Cooking on balconies (terraces) is not permitted. See also Section 10 of the Lease and applicable rules of NYC Fire Department.
 - b. Balconies (terraces) shall not be used for storage purposes. See also Section 10 of the Lease.
 - c. Balconies (terraces) shall not be used for drying laundry. No objects may be dropped from balconies. No object such as windows boxes or flowerpots may be hung outside of the balcony railing. See also Section 10 of the Lease.
 - d. Lightweight objects, such as beach chairs, that may be blown off a balcony (terrace) in a high wind are not permitted on unenclosed balconies. Heavy furniture is not permitted on any balconies.
 - e. Crossing between balconies is not permitted
9. **DOGS.** Dogs, except for those explicitly authorized by law, are not permitted in the building. This rule reiterates Section 14 of the Lease. Tenant-shareholders shall not allow other pets to become an annoyance.
10. **MOVING AND DELIVERIES.** Moving of furniture and household effects into and out of the building, and deliveries of large objects, such as furniture and appliances, must be scheduled through the LGHC management office. A refundable deposit against damage to the building or elevators is required. The LGHC management office has a list of the applicable deposits.

11. **GARBAGE AND RECYCLING.** Binding rules for recycling and the use of compactors are posted. Garbage (food waste) must be disposed of in the compactor chutes. Bottles and other glass objects are not permitted in the chutes – they must be disposed of in the compactor rooms on the ground floor. Biological and hazardous waste and hypodermic syringes must be properly disposed of in the designated containers located in the compactor rooms.
12. **LAUNDRY ROOMS.** Binding rules for the use of the laundry rooms are posted in the laundry rooms. No tenant-shareholder or employee of a tenant-shareholder may use more than two (2) washers or two (2) dryers at any one time.
13. **LAUNDRY MACHINES.** Clothes washing machines or dryers are not permitted in apartments.
14. **JACUZZIS (WHIRLPOOLS).** Jacuzzis or similar devices shall not be installed unless specifically authorized by the Board of Directors.
15. **PERSONAL SERVICES.** Staff members are not permitted to perform personal services for tenant-shareholders during their working hours. Private work may only be scheduled and performed for shareholders by staff members in their non-working hours after submitting a Private Job Notification and supporting documentation with the management office.
16. **WINDOW CLEANING.** Windows may not be cleaned from outside the window sash by any person. See also the applicable NYC ordinances.
17. **RENOVATIONS.** The rules governing renovations, alterations, and construction, and the use of the parking lot are published separately and are a part of these Rules & Regulations.
18. **SUBLEASING AND GUEST POLICY.** The rules and policies governing Sublets and Guests are attached, and are a part of these Rules & Regulations (see below).

GUEST POLICY IN THE ABSENCE OF THE TENANT-SHAREHOLDER

1. If tenant-shareholders or other permitted residents of an apartment wish to accommodate a guest(s) for a period of 1 to 14 nights in their absence, they must execute a *Guest Registration Form*. This form includes the name(s) of the guest(s), the duration of their stay, and an acknowledgement that the guest(s) have read, understood, and agreed to comply with the *Rules & Regulations*. The form must be submitted to the manager not later than two working days prior to the guest(s) arrival.
2. The *Guest Registration Form* must be endorsed by the manager, President or a Board designee to become effective.
3. *Guest Registration Forms* will be kept at the front desk for the duration of guest(s) stay.
4. Tenant-shareholders or permitted residents of apartments are permitted not more than five stays of unaccompanied guest(s) with a cumulative duration of thirty (30) days in any 12-month period. Additional stays or days require the approval of the Board of Directors.
5. Visitors may be challenged and denied access to the building unless accompanied by or approved for admission by a tenant-shareholder or permitted resident when announced by the guard OR unless an approved *Guest Registration Form* is on file at the front desk and the visitor shows proper ID.

SUBLET POLICY (Outline only – see the Sublease Agreement for full details. See also Section 7 of the Lease.)

1. Sublets are available for 12-month duration. Sublets for periods less than 12 months or more than 12 months will not be considered. There must be a 4-year hiatus between sublets by any one shareholder.
2. Shareholders wishing to sublet must be current in all maintenance, utility, parking, miscellaneous charges and pass-through expenses.
3. Shareholders must have been tenants and residents of LGHC in good standing for a period of no less than two (2) years before a sublet application will be considered.
4. **150% of the base rent (maintenance plus utilities charges) will be billed to and must be paid by the shareholder.**
5. **The shareholder must pay a nonrefundable sublease initiation fee of \$500 to LGHC, and a refundable security deposit of three months rent at the 150% rate.**
6. The prospective subtenant must be approved by the Board of Directors of LGHC.
7. The sublease form provided by LGHC's attorney must be used. Any fee for legal review must be paid by the shareholder.
8. Any legal costs resulting from disputes concerning a sublease must be borne by the shareholder and this obligation will be secured by a lien against the shares in LGHC.
9. Apartments owned by estates are not eligible for subleasing.

GUIDE TO BEHAVIOR

The following items are not part of the Rules & Regulations, but are recommended to all tenant-shareholders as a guide.

1. Proper dress and decorum is expected of all persons in public areas and on balconies. Bathrobes and bedroom slippers are not appropriate lobby attire.
2. Tenant-shareholders should instruct employees and guests in the use of the intercom.
3. Tenant-shareholders should deny entry into the building of persons not known to them.
4. Please use care when entering elevators with shopping carts, baby carriages, etc.
5. Please rinse food containers before disposing of them.
6. Please conserve water and electricity. Turn off your air conditioners when you are not present.
7. Please do not open the windows opposite the elevators during the heating season. This causes heat to be lost and increases the cost of operating the building. If you find these windows open, please close them.
8. The lobby is not intended as a gathering place. Please do not use it as a substitute for your living room or a playroom. The furniture is provided only as a convenience for those waiting for guests or transportation services.
9. Courtesy towards the staff, management, other tenant-shareholders and their guests is expected at all times.

I HAVE READ AND AGREE TO THE ABOVE REGULATIONS.

(Signature)

(Signature)

SWORN BEFORE ME THIS

_____ Day of _____, 20____

(Notary)

LINCOLN GUILD HOUSING CORPORATION

303 West 66th Street

New York NY 10023

TEL: (212) 877-3100 FAX: (212) 799-5470

LGHC MOVE IN-OUT POLICY & AUTHORIZATION

All moves of furniture and/or major appliances in or out of apartments must be scheduled and authorized by the Management Office.

All requests for moves into or out of the building must be accompanied by two (2) checks payable to LINCOLN GUILD HOUSING CORP:

- a) Non-refundable Fee of \$250.00, and
- b) Refundable Security Deposit of \$500.00 against possible damages caused by the move. The cost of any repairs will be deducted from the refund.

PERMISSION IS GRANTED TO:

(Name)

APARTMENT: _____ MOVE IN / OUT (Circle one)

DATE OF MOVE: _____

ANTICIPATED TIME OF MOVE: _____

MANAGER/ASSISTANT MANAGER

Date