



Anker Management Corp.
440 Mamaroneck Avenue Suite S-512
Harrison NY 10528
914-288-0200

WESTGATE PARK CONDOMINIUM
RENTAL PROCEDURE

The enclosed Rental Application must be filled out in complete detail and returned to the Managing Agent.

THE FOLLOWING ITEMS MUST BE SUBMITTED
THREE (3) COPIES OF ALL ITEMS, COLLATED

1. Completed Application
2. Last two years Tax Returns (1040's) with W-2's
3. Reference Letters – Three (3) per applicant (not from relatives)
4. Fully executed one year term Lease (signed by all parties)
5. Credit Authorization Form – Must be completed by lessee(s) listed on the Lease.
6. Background Authorization Form – Must be completed by all those over the age of 18 who will reside in the unit.
7. Lead Paint Disclosure Form – Must be completed, signed and dated by both Lessor(s) and Lessee(s)
8. Carbon Monoxide Detector Certification – Please complete, sign and date
9. Bed Bug Disclosure – Lessor and Lessee – Sign date and notarize.
10. Acknowledgement of House Rules

All Required Application Fees to be submitted with rental application package
CERTIFIED BANK CHECK OR MONEY ORDER ONLY! NO PERSONAL CHECKS:

1. **Non-Refundable Application Fee** - \$200.00 payable to Westgate Park Condominium
2. **Non- Refundable Processing Fee** - \$ 400.00 payable to Anker Management.
3. **Non-Refundable Credit/Background fee**- \$200.00 per applicant payable to Anker Management.
4. **Refundable Move -In Deposit** \$ 500.00 payable to Westgate Park Condominium. Refundable if there are no damages to the common areas.
5. **Refundable Move-Out Deposit** \$500.00 payable to Westgate Park Condominium – From Owner -to be submitted with the application, refundable if there are no damages to the common areas.

ALL FEES ARE NON-REFUNDABLE EXCEPT FOR THOSE INDICATED AS REFUNDABLE.

DO NOT STAPLE THE APPLICATION. NO DOUBLE-SIDED PAGES. NO PERSONAL CHECKS!

Please forward the entire application with copies and fees to:

Anker Management Corp.
440 Mamaroneck Avenue Suite S-512
Harrison, NY 10528

Name of Condominium – WESTGATE PARK CONDOMINIUM

Applying for Apt No: _____ at _____

Name of Applicant (s) _____

Social Security # _____

Name of Co-Applicant (s) _____

Social Security # _____

Present Address _____ How Long _____

Home Phone _____ Email _____

Current Residence is Coop/Condo _____ Rental _____ House _____

Monthly Payment amount \$ _____ Monthly Mortgage \$ _____

Previous Address _____ How Long _____

Marital Status _____ Spouse Name _____

Other Occupant

Name (s)	Age (if under 18)	Relationship to buyer
_____	_____	_____
_____	_____	_____
_____	_____	_____

Current Employer Name, Address, and Contact information:

Co –Applicant Employer Name, Address, and Contact Information:

Other Source of Income:

Amount:

Personal References:

Name, Address, Telephone #

Business References:

Name, Address, Telephone #

Do you have a car? _____ Make _____ Model _____ Year _____

Date

Applicant Signature

Date

Co- Applicant Signature



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RELEASE OF INFORMATION AUTHORIZATION

I HEREBY AUTHORIZE ANY INDIVIDUAL, COMPANY, OR INSTITUTION TO
RELEASE TO ANKER MANAGEMENT CORP.

AND/OR ITS REPRESENTATIVE ANY AND ALL INFORMATION THAT THEY HAVE
CONCERNING ANY CREDIT HISTORY

I HEREBY RELEASE THE INDIVIDUAL, COMPANY, OR INSTITUTION AND ALL
INDIVIDUALS CONNECTED THEREWITH FROM ALL LIABILITY FOR ANY DAMAGE
WHATSOEVER INCURRED IN FURNISHING SUCH INFORMATION.

NAME (PRINT) _____

DATE OF BIRTH _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

SOCIAL SECURITY NUMBER _____

SIGNATURE _____

DATE _____



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914-288-0200

CRIMINAL AUTHORIZATION FORM
RELEASE OF INFORMATION AUTHORIZATION

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AND/OR ITS REPRESENTATIVE TO OBTAIN A CRIMINAL BACKGROUND

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ADDRESS _____

CITY _____ STATE _____ ZIP _____

SOCIAL SECURITY NUMBER _____

SIGNATURE _____

DATE _____

ANKER

Anker Management Corp.
440 Mamaroneck Avenue Suite S-512
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INSTRUCTIONS FOR COMPLETING THE LEAD PAINT DISCLOSURE FORM

1. All applicants for purchase or lease of a cooperative or condominium unit must receive a copy of the pamphlet "Protect Your Family from Lead in Your Home" and must initial the enclosed form in the appropriate places and sign at the bottom. The form should be returned to Anker Management Corp. with the application and the pamphlet should be retained by the applicant. An interview will not be scheduled until Anker Management Corp. has the completed form.
2. Purchases: Purchasers should submit the form to the seller for signature along with the contract of sale. The seller must initial (a) and (b) and check the appropriate box under (a) and (b). The seller should sign at the bottom. If there is more than one seller, both should initial and sign. This form should then be returned to the purchaser along with any relevant reports or records.

The Purchaser should then sign at the bottom. If there is more than one purchaser, both should sign.

The form must then be returned to Anker Management Corp. either with the application or promptly thereafter.

3. Rentals: Applicants who obtain this form with their application should forward it to the unit owner. The unit Owner or Over tenant (Lessor) should initial (a) and (b) and check the appropriate box under (a) and (b). The unit owner (Lessor or Lessors) should sign at the bottom. The unit owners should send this and any relevant reports or records with the lease to the subtenant (Lessee). The Subtenant (Lessee) should initial at (e), (f), and (g) and check the appropriate box under (g). The Subtenant Lessee should then sign at the bottom. IF more than one applicant is involved, all should initial and sign. The form must then be returned to Anker Management Corp. in order for the interview to be scheduled.

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

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

(ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

(ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

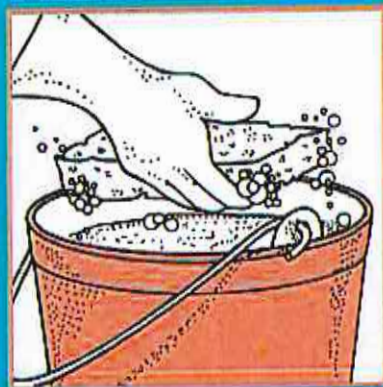
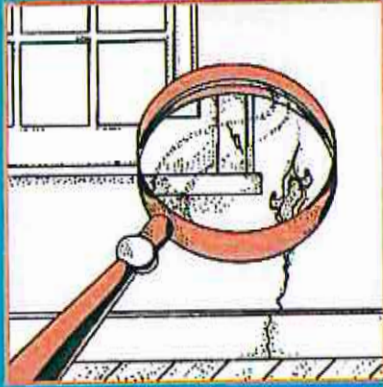
Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

_____	_____	_____	_____
Lessor	Date	Lessor	Date
_____	_____	_____	_____
Lessee	Date	Lessee	Date
_____	_____	_____	_____
Agent	Date	Agent	Date



Protect Your Family From Lead In Your Home

 **EPA** United States
Environmental
Protection Agency

 United States
Consumer Product
Safety Commission

 United States
Department of Housing
and Urban Development

U.S. EPA Washington DC 20460
U.S. CPSC Washington DC 20207
U.S. HUD Washington DC 20410

EPA747-K-99-001
September 2001

Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

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

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



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



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



RENOVATORS have to give you this pamphlet before starting work.

IF YOU WANT MORE INFORMATION on these requirements, call the National Lead Information Center at **1-800-424-LEAD (424-5323)**.

This document is in the public domain. It may be reproduced by an individual or organization without permission. Information provided in this booklet is based upon current scientific and technical understanding of the issues presented and is reflective of the jurisdictional boundaries established by the statutes governing the co-authoring agencies. Following the advice given will not necessarily provide complete protection in all situations or against all health hazards that can be caused by lead exposure.

IMPORTANT!

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

- FACT:** Lead exposure can harm young children and babies even before they are born.
- FACT:** Even children who seem healthy can have high levels of lead in their bodies.
- FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.
- FACT:** Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

Lead Gets in the Body in Many Ways

Childhood lead poisoning remains a major environmental health problem in the U.S.

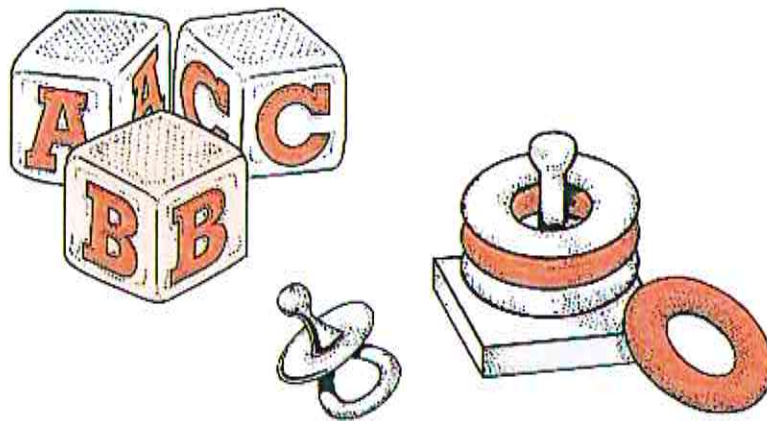
Even children who appear healthy can have dangerous levels of lead in their bodies.

People can get lead in their body if they:

- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.

Lead is even more dangerous to children than adults because:

- ◆ Children's brains and nervous systems are more sensitive to the damaging effects of lead.
- ◆ Children's growing bodies absorb more lead.
- ◆ Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



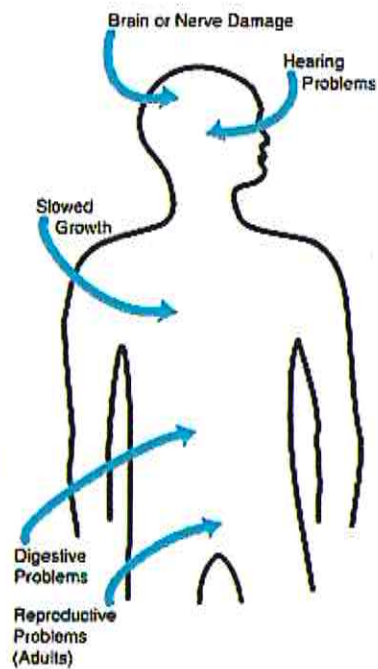
Lead's Effects

If not detected early, children with high levels of lead in their bodies can suffer from:

- ◆ Damage to the brain and nervous system
- ◆ Behavior and learning problems (such as hyperactivity)
- ◆ Slowed growth
- ◆ Hearing problems
- ◆ Headaches

Lead is also harmful to adults. Adults can suffer from:

- ◆ Difficulties during pregnancy
- ◆ Other reproductive problems (in both men and women)
- ◆ High blood pressure
- ◆ Digestive problems
- ◆ Nerve disorders
- ◆ Memory and concentration problems
- ◆ Muscle and joint pain



Lead affects the body in many ways.

Where Lead-Based Paint Is Found

In general, the older your home, the more likely it has lead-based paint.

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

- ◆ In homes in the city, country, or suburbs.
- ◆ In apartments, single-family homes, and both private and public housing.
- ◆ Inside *and* outside of the house.
- ◆ In soil around a home. (Soil can pick up lead from exterior paint or other sources such as past use of leaded gas in cars.)

Checking Your Family for Lead

Get your children and home tested if you think your home has high levels of lead.

To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have. Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect high levels of lead. Blood tests are usually recommended for:

- ◆ Children at ages 1 and 2.
- ◆ Children or other family members who have been exposed to high levels of lead.
- ◆ Children who should be tested under your state or local health screening plan.

Your doctor can explain what the test results mean and if more testing will be needed.

Identifying Lead Hazards

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

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

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

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

- ◆ 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors.
- ◆ 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills.

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. The following two federal standards have been set for lead hazards in residential soil:

- ◆ 400 parts per million (ppm) and higher in play areas of bare soil.
- ◆ 1,200 ppm (average) and higher in bare soil in the remainder of the yard.

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

Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards.

Checking Your Home for Lead

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



You can get your home checked for lead in one of two ways, or both:

- ◆ A paint **inspection** tells you the lead content of every different type of painted surface in your home. It won't tell you whether the paint is a hazard or how you should deal with it.
- ◆ A **risk assessment** tells you if there are any sources of serious lead exposure (such as peeling paint and lead dust). It also tells you what actions to take to address these hazards.

Hire a trained, certified professional who will use a range of reliable methods when checking your home, such as:

- ◆ Visual inspection of paint condition and location.
- ◆ A portable x-ray fluorescence (XRF) machine.
- ◆ Lab tests of paint, dust, and soil samples.

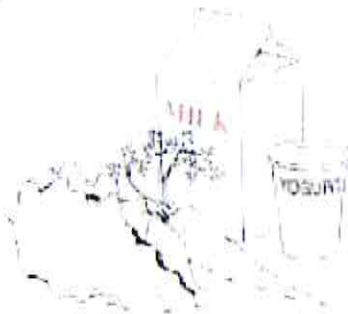
There are standards in place to ensure the work is done safely, reliably, and effectively. Contact your local lead poisoning prevention program for more information, or call **1-800-424-LEAD** for a list of contacts in your area.

Home test kits for lead are available, but may not always be accurate. Consumers should not rely on these tests before doing renovations or to assure safety.

What You Can Do Now To Protect Your Family

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

- ◆ If you rent, notify your landlord of peeling or chipping paint.
- ◆ Clean up paint chips immediately.
- ◆ Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.
- ◆ Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.
- ◆ Wash children's hands often, especially before they eat and before nap time and bed time.
- ◆ Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- ◆ Keep children from chewing window sills or other painted surfaces.
- ◆ Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- ◆ Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and dairy products. Children with good diets absorb less lead.



Reducing Lead Hazards In The Home

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

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



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

- ◆ You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called “interim controls”) are not permanent solutions and will need ongoing attention.
- ◆ To **permanently** remove lead hazards, you should hire a certified lead “abatement” contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent removal.

Always hire a person with special training for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

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

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

Call your local agency (see page 11) for help with locating certified contractors in your area and to see if financial assistance is available.

Remodeling or Renovating a Home With Lead-Based Paint

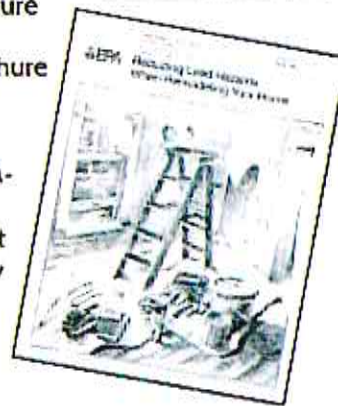
Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

- ◆ **Have the area tested for lead-based paint.**
- ◆ **Do not use a belt-sander, propane torch, heat gun, dry scraper, or dry sandpaper** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- ◆ **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



If not conducted properly, certain types of renovations can release lead from paint and dust into the air.



Other Sources of Lead



White paint, dust, and soil are the most common lead hazards, other lead sources also exist.



- ◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:
 - Use only cold water for drinking and cooking.
 - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- ◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- ◆ **Old painted toys and furniture.**
- ◆ **Food and liquids stored in lead crystal or lead-glazed pottery or porcelain.**
- ◆ **Lead smelters** or other industries that release lead into the air.
- ◆ **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- ◆ **Folk remedies** that contain lead, such as "greta" and "azarcon" used to treat an upset stomach.

For More Information

The National Lead Information Center

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

For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** and ask for the National Lead Information Center at **1-800-424-LEAD**.

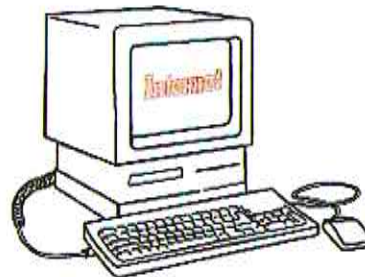


EPA's Safe Drinking Water Hotline

Call **1-800-426-4791** for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**, or visit CPSC's website at: **www.cpsc.gov**.



Health and Environmental Agencies

Some cities, states, and tribes have their own rules for lead-based paint activities. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your local contacts on the Internet at **www.epa.gov/lead** or contact the National Lead Information Center at **1-800-424-LEAD**.

EPA Regional Offices

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

EPA Regional Offices

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
Suite 1100 (CPT)
One Congress Street
Boston, MA 02114-2023
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 209, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, Washington DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3 (3WC33)
1650 Arch Street
Philadelphia, PA 19103
(215) 814-5000

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8998

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (DT-8j)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-6003

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 7 (Iowa, Kansas, Missouri, Nebraska)

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

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6021

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4164

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Toxics Section WCM-128
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1985

CPSC Regional Offices

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

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

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

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

HUD Lead Office

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

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

Simple Steps To Protect Your Family From Lead Hazards

If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, heat gun, dry scraper, or dry sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.



Recycled/Recyclable

Printed with vegetable oil based inks on recycled paper (minimum 60% postconsumer) process chlorine free.



Anker Management Corp.
440 Mamaroneck Avenue Suite S-512
Harrison NY 10528
914-288-0200

CARBON MONOXIDE DETECTOR CERTIFICATION

I hereby certify as the resident of the below designated apartment/unit that there is installed an approved Carbon Monoxide Detector, hard wired, battery operated or plug in device, in compliance with the requirements of NYS Amanda's Law in all sleeping units of my apartment/unit.

Residents Signature

Date

Print Name

Date

Building

Apt/Unit

**NOTICE TO TENANT
DISCLOSURE OF BEDBUG INFESTATION HISTORY**

Pursuant to the NYC Housing Maintenance Code, an owner/managing agent of residential rental property shall furnish to each tenant signing a vacancy lease a notice that sets forth the property's bedbug infestation history.

Name of tenant(s): _____

Subject Premises: _____

Apt. #: _____

Date of vacancy lease: _____

BEDBUG INFESTATION HISTORY
(Only boxes checked apply)

- There is no history of any bedbug infestation within the past year in the building or in any apartment.
- During the past year the building had a bedbug infestation history that has been the subject of eradication measures. The location of the infestation was on the _____ floor(s).
- During the past year the building had a bedbug infestation history on the _____ floor(s) and it has not been the subject of eradication measures.
- During the past year the apartment had a bedbug infestation history and eradication measures were employed.
- During the past year the apartment had a bedbug infestation history and eradication measures were not employed.
- Other: _____

Signature of Tenant(s): _____ Dated: _____

Signature of Owner/Agent: _____ Dated: _____

Preventing and Getting Rid of Bed Bugs Safely



*A Guide for Property Owners,
Managers and Tenants*



A Healthy Homes Guide

NYC
Health

Contents

Using This Guide	1
Recognizing a Bed Bug	1
How Bed Bugs Grow and Reproduce	2
The Health Effects of Bed Bugs	3
Preventing Bed Bugs from Infesting Your Home	3
Inspecting for Bed Bugs	4
Getting Rid of Bed Bugs	6
About the Use of Pesticides	7
What Can Be Done to Support the Work of a Professional	8
Trap and Kill Bed Bugs	9
Clean and Disinfect	10
Seal Cracks and Crevices	11
Get Rid of Infested Items	11
What Landlords and Building Managers Can Do	12
More Information	Inside Back Cover



Using This Guide

Bed bug infestations are increasingly common in New York City. There are steps that can be taken to prevent bed bugs from infesting your home. When bed bugs are present, they can be safely controlled.

This guide will help you:

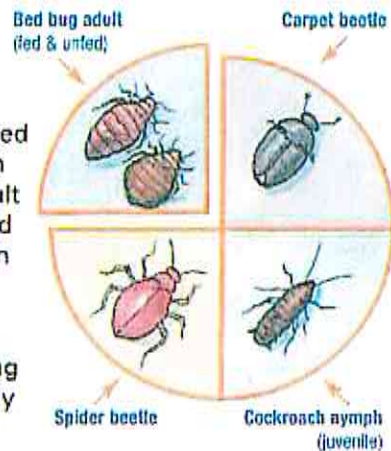
1. Learn more about bed bugs and how they thrive.
2. Prevent bed bugs from infesting your home.
3. Safely rid your home of bed bugs if they do occur.
4. Select and work with a pest control professional.

Recognizing a Bed Bug

From its appearance

Bed bugs are small insects that feed mainly on human blood. A newly hatched bed bug is semi-transparent, light tan in color, and the size of a poppy seed. Adult bed bugs are flat, have rusty-red-colored oval bodies, and are about the size of an apple seed.

Bed bugs can be easily confused with other small household insects, including carpet beetles, spider beetles and newly hatched cockroaches (nymphs).



From its markings, droppings and eggs

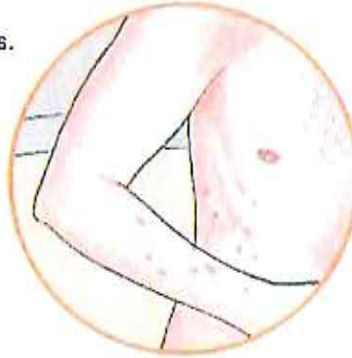
Blood stains, droppings and eggs can be found in several locations including:

- Mattress seams and tufts, sheets, pillow cases and upholstered furniture.
- Crevices and cracks in furniture.
- Baseboards of walls.



From its bite

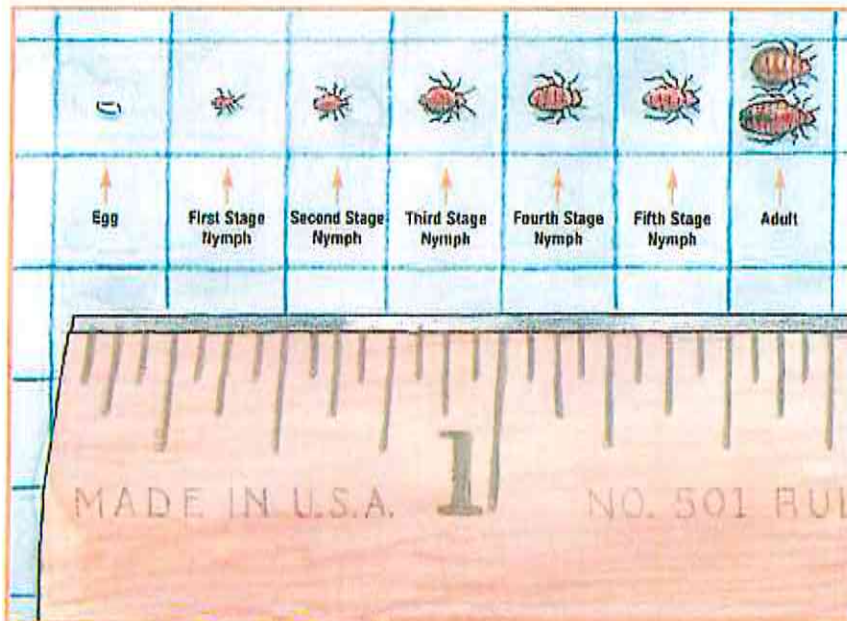
Some people do not react to bed bug bites. But for those who do, bite marks may appear within minutes or days, usually where skin is exposed during sleep. They can be small bumps or large itchy welts. The welts usually go away after a few days. Because the bites may resemble mosquito and other insect bites, a bump or welt alone does not mean there are bed bugs.



How Bed Bugs Grow and Reproduce

Bed bugs are most active when we sleep. They crawl onto exposed skin, inject a mild anesthetic and suck up a small amount of blood. Most people never feel the actual bite.

Bed bugs need a blood meal to grow and lay eggs. A female lays 5-7 eggs per week and if fed, will lay 200-500 eggs in her life. Eggs take about 10 days to hatch. Bed bugs are fully grown in 2 to 4 months and can live as long as a year.



The Health Effects of Bed Bugs

Although bed bugs and their bites are a nuisance, they are not known to spread disease.

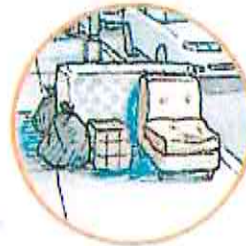
- Bed bug bites can be very itchy and irritating. Most welts heal in a few days but in unusual cases, the welt may persist for several weeks. Usually an anti-itching ointment will help, but if bites become infected, people should see their doctor.
- The anxiety about being bitten can lead to sleeplessness, which can affect one's wellbeing. Properly and effectively responding to bed bugs helps to keep anxiety in check.

Some people become so desperate that they use illegal or excessive amounts of pesticides that can lead to poisonings. This guide provides advice on how to get rid of bed bugs safely.

Preventing Bed Bugs from Infesting Your Home

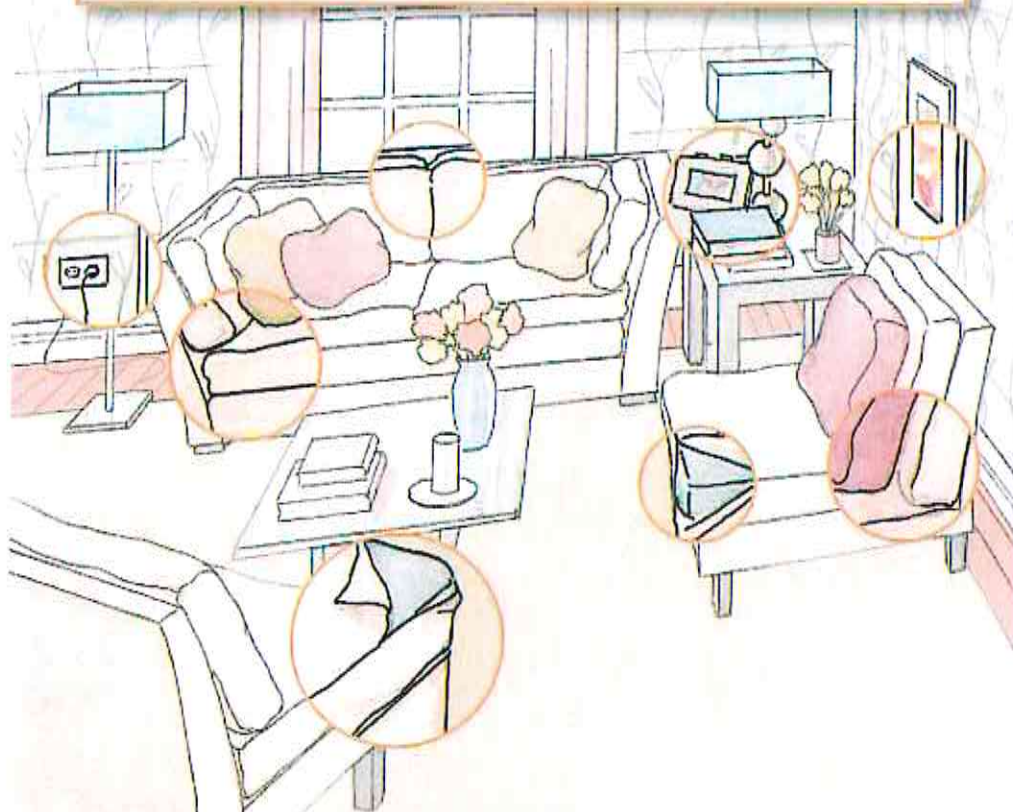
Bed bugs can enter homes by latching onto used furniture, luggage and clothing, and by traveling along connecting pipes and wiring.

- Never bring bed frames, mattresses, box springs or upholstered furniture found on the street into your home.
- Check all used or rented furniture for bed bugs.
- When traveling, inspect the bed and furniture. Keep suitcases off the floor and bed, and inspect them before you leave.
- If you suspect you have been around bed bugs, immediately wash and dry your clothing on hot settings or store it in a sealed plastic bag until you can.
- Seal cracks and crevices with caulk, even if you don't have bed bugs. This will help prevent bed bugs and other pests from coming in.



Inspecting for Bed Bugs

Look for bed bugs, blood stains, droppings and eggs (a flashlight and a magnifying glass will help). Start by looking in an area 10-20 feet around where you sleep or sit. That's the distance a bed bug will usually travel. Keep a written record of every room and location where you find signs of bed bugs. Share this record with a pest control professional.



Check mattresses, box springs, bed frames and bedding

- Check the top and bottom seams, tufts and any rips in the covers of mattresses and box springs.
- Look underneath the bed and along the bed frame and headboards.

Check cracks and crevices in bedroom furniture, floor boards and baseboards, windows and door frames

- Use a flash light to inspect cracks and crevices of furniture, windows and door frames.
- Swipe a putty knife, an old subway or playing card into cracks and crevices to force bed bugs out. A hot blow-dryer on a low setting will also work. If live bugs do come out, crush them with a paper towel and throw them away outside your building.
- Remove drawers from furniture and check the inside, top and bottom, joints and even screw holes.





- Remove and check zippers, seams and tufts in cushions of upholstered furniture, and their frames.

Check walls and wall-hangings

- Using crevice-tools, check paintings, posters, pictures and mirrors.
- Check cracks in plaster and peeling wallpaper.

- Inspect the face plates of electrical outlets and light switches (by eye only – do not insert anything into areas with wires). Look in phones, clocks, smoke detectors and toys.



Getting Rid of Bed Bugs

If you have bed bugs, you shouldn't feel ashamed. Anyone can get bed bugs. Notify your landlord and neighbors. The sooner everyone responds, the more successful everyone will be.

Choosing and working with a pest control company

Bed bug infestations usually require the services of well-trained, licensed pest management professionals, also called exterminators. Tenants whose landlords do not promptly respond to bed bug complaints can call 311 and file a complaint with the Department of Housing Preservation and Development, and may also hire their own professionals.

There are many pest control companies and licensed pest professionals in the New York City area. Not all are well trained in managing bed bugs. To get rid of bed bugs, you must choose the right company, be clear about what you want done and monitor performance.

To choose a good professional...

- Find a company through dependable referrals, directories, professional associations and check to make sure they are licensed at www.dec.ny.gov.
- Interview several companies before choosing. Ask about their training, and their approach to controlling bed bugs. Make sure they follow the procedures described in this guide.
- Agree on a service plan and its cost. Expect at least two treatment visits and a third follow-up visit to confirm that bed bugs have been eliminated. Severe infestations or cluttered apartments may take more visits to eliminate bed bugs.

A good company will...

- Inspect your property before giving you a price quote or begin any pesticide application.
- Give you a written inspection report, and an action plan of how to prepare for treatment and prevent further infestation.
- Base quotes on inspection findings, not flat fees. The cheapest services are rarely the best.
- Visit often until the job is done.
- Employ qualified, well-trained pest management professionals.
- Educate you on how to prevent bed bugs.
- Work with you until the bed bugs are gone.
- Treat you with respect.

About the Use of Pesticides

Bed bug infestations usually require the use of pesticides. Only professionals should apply pesticides for bed bugs. Foggers and bug bombs are not effective against them.

Ask the professional to:

- Use the least-toxic pesticide labeled for bed bugs that will be effective.
- Follow all instructions and warnings on product labels.
- Tell you when it's safe to re-enter a treated room.
- Never spray the top of mattresses or sofas, and if needed, to use only small amounts of pesticides on their seams only.

To report, or ask about pesticide exposures, call the Poison Control Center 24 hours a day:

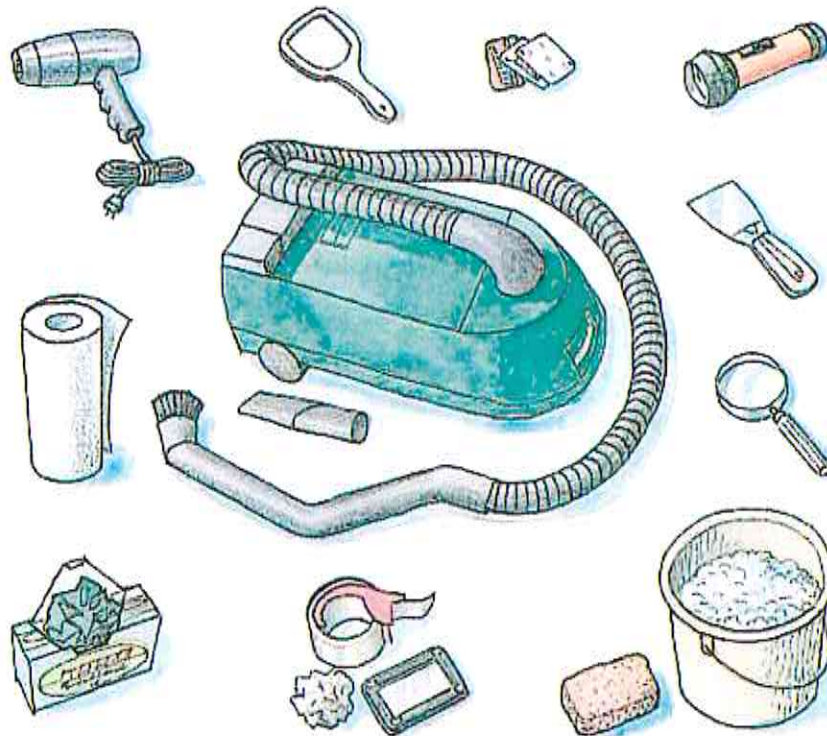
- *English-speaking callers, call: (212) POISONS (764-7667)*
- *Spanish-speaking callers, call: (212) VENENOS (836-3667)*

For more information about pesticide products, call the National Pesticide Information Center at (800) 858-7378.

What Can Be Done to Support the Work of a Professional

Everyone should learn how to identify bed bugs and inspect for them. Cleaning and disinfecting will help to reduce bed bugs and their spread but may not get rid of them totally.

Tools You Can Use



- Bright flashlight
- Small mirror, ideally one with a handle, available from hardware stores

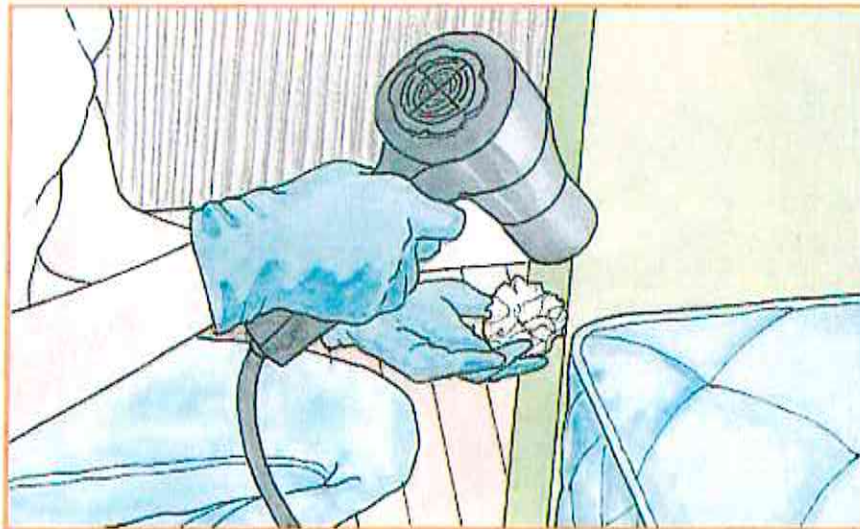
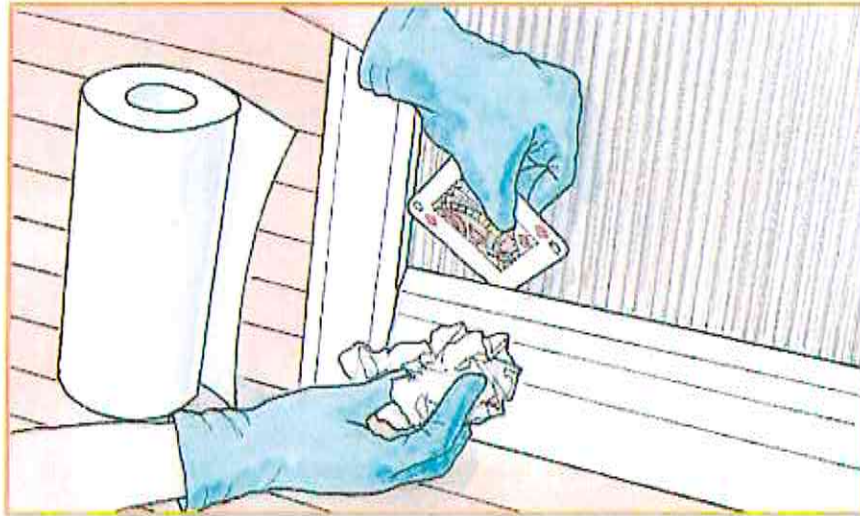
- Magnifying glass
- Blow-dryer
- Paper towels
- Vacuum with crevice tool, brush and plenty of vacuum bags

- Putty knife, playing card or subway card as a crevice tool
- Garbage bags

- Plastic packing tape, cockroach sticky traps or mouse glue boards
- Bucket of soapy water and sponge

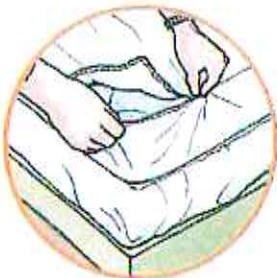
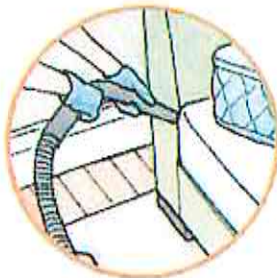
Trap and Kill Bed Bugs

- Force bed bugs out of cracks and crevices with a putty knife or an old subway or playing card, or with hot air from a blow-dryer on low setting. Catch them with sticky packing tape or crush them in paper towels. The heat from blow-dryers will kill bed bugs after 30 seconds of continuous contact.



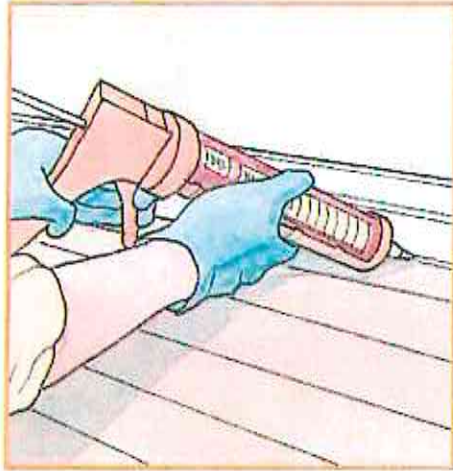
Clean and Disinfect

- Get rid of clutter to reduce places bed bugs can hide. After checking them for bed bugs, consider putting non-essential belongings into storage until the bed bugs are gone from your home. Check all items again before returning.
- Wipe off dead bugs, blood stains, eggs and droppings with hot soapy water.
- Wash all items showing bed bug stains in hot water (140°F) and dry on the highest setting for at least 20 minutes. Other clean items suspected of having bed bugs should be placed in a hot dryer for at least 20 minutes to kill bed bugs. After drying store items in sealed plastic bags until you are sure you have gotten rid of bed bugs.
- Vacuum carpets, floors, bed frames, furniture, cracks and crevices daily, using the brush and crevice tools. Empty the vacuum or seal and dispose of its bag outside of your home after each use.
- Enclose infested mattresses and box springs in a cover that is labeled "allergen rated," "for dust mites," or "for bed bugs" for at least a full year. Periodically check for rips or openings and tape these up.



Seal Cracks and Crevices

- Repair cracks in plaster, repair or remove any loose wallpaper and tighten light switch covers.
- Apply caulk to seal crevices and joints in baseboards and gaps on shelving or cabinets.



Getting Rid of Infested Items

- Usually, it is not necessary to get rid of furniture or bedding at the first signs of bed bugs. Cleaning and enclosing is often adequate.
- Box springs should only be discarded if they cannot be covered and are heavily infested.
- Use plastic sheeting (shrink /pallet wrap) or place securely in plastic bags any items to be thrown away. Label with a sign that says "infested with bed bugs."



What Landlords and Building Managers Can Do

- Provide tenants with information about bed bugs. Share this guide.
- Encourage everyone to report bed bugs as soon as they know of a problem.
- Notify tenants, and inspect all units adjacent to, above and below apartments found to have bed bugs.
- Hire a pest management professional to treat for bed bugs. Be wary of companies that make unrealistic claims that bed bugs can be controlled with one visit.
- Help tenants if they cannot move furniture themselves or need help to get rid of clutter.
- Give advance notice of the planned use of pesticides.
- Inspect upon vacancy and if necessary treat units to ensure they have no bed bugs or other pests before renting.



More Information?

For additional copies of this guide,
call 311 and ask for a copy of
"Preventing and Getting Rid of Bed Bugs Safely."

More information on bed bugs and other pests
is available at <http://nyc.gov/health>.

*To report, or ask about pesticide exposures,
call the New York City Poison Control Center
at (212) Poisons.*



A Healthy Homes Guide



Key Messages about Bed Bugs

- Learn to identify the signs of bed bugs.
- Dirty living conditions do not cause bed bugs but cleaning and removing clutter will help in controlling them.
- Anyone can get bed bugs. Seek help immediately if you find them.
- Sealing cracks and small holes will help to reduce hiding places and prevent bed bugs from crawling between apartments.
- Cooperate with your neighbors, landlord and pest management provider. Getting rid of bed bugs needs to involve everyone.
- Do not use pesticide bombs or foggers to control pests. They can make conditions worse.
- It is hard, but not impossible to get rid of bed bugs. The advice in this guide will help.

NYC

Department of
Health & Mental
Hygiene

Department of
Housing Preservation
& Development



Keeping Homes
Healthy & Safe

EH5187411 - 12.09

YOURS TO KEEP - DO NOT COPY

A N K E R

Anker Management Corp.
200 North Central Ave, Suite 340
Hartsdale, NY 10530
914-286-0200/Fax: 914-288-0282

To: All Residents of Westgate Park Condominium
From: Anker Management and Board of Managers
Re: Move In and Move Out Procedures

Permitted Days to Move: Tuesday through Saturday between 9:00 am to 5:00 pm

(NOT PERMITTED ON SUNDAYS OR MONDAYS)

Please be advised that Westgate Park Condominium requires all outgoing unit Owners who wish to sell or rent their condominium unit to submit a refundable move out deposit payable to Westgate Park Condominium in the amount of five hundred dollars.

The Condominium also requires all prospective Purchasers and Tenants to submit along with the appropriate application package, a refundable move in deposit of five hundred dollars. The move deposits are refundable contingent upon inspection of the common areas by the Superintendent after the move. Please contact the Superintendent at 914-423-3766 at least two (2) working days prior to the anticipated move; failure to comply will result in the forfeiture of the move deposit.

Thank you!



ANKER MANAGEMENT
700 N. CENTRAL AVE SUITE 340
HARTSDALE NY 11530

WESTGATE PARK CONDOMINIUM

SUBLET PROCEDURES

The following procedures should be followed when an owner wishes to sublet his/her unit.

1. The unit owner must request a Sublet Application and Lead Paint Disclosure Form from Anker Management. This can be sent to the owner or prospective lessee.

2. The prospective lessee must return the application with all supporting documents listed in the application packet, including a standard lease and a lead paint disclosure form. Both must be signed by the owner and lessee. The owner must submit a \$500.00 refundable move out fee and the lessee must submit a \$500.00 refundable move in fee prior to the scheduling of an interview.

3. After reviewing the completed application, the Board will schedule an interview for the lessee and will notify Anker Management of its decision.

4. Any unit owner who has leased his unit must pay, with his monthly payment of common charges, a sum equal to 25% the common charges as a waiver and lease fee. This will be due every month that the unit is leased and is subject to collection in the same way as common charges.

5. MOVE INS THAT OCCUR WITHOUT THIS PROCEDURE BEING FOLLOWED, INCLUDING AN INTERVIEW WITH THE BOARD OF MANAGERS, WILL RESULT IN AN ADMINISTRATIVE CHARGE OF A MINIMUM OF \$250.00.

Thank you for your cooperation.

11/4/97

SCHEDULE A

to

BY-LAWS

RULES AND REGULATIONS FOR THE
WESTGATE PARK CONDOMINIUM

1. No part of the property shall be used for other than housing and the common recreational purposes for which the property was designed. Each Unit shall be used as a residence for a single family excepting that Units may be used for professional purposes permitted by the applicable governmental regulations.

2. There shall be no obstruction of the common elements nor shall anything be stored in the common elements without the prior consent of the Board of Managers except as hereinafter expressly provided. Each Unit Owner shall be obligated to maintain and keep in good order and repair his own Unit in accordance with the provisions of the By-Laws.

3. Nothing shall be done or kept in any Unit or in the common elements which will increase the rate of insurance of any of the buildings, or contents thereof, applicable for residential use (or permitted professional purposes), without the prior written consent of the Board of Managers. No Unit Owner shall permit anything to be done or kept in his Unit or in the common elements which will result in the cancellation of insurance on any of the Buildings, or contents thereof, or which would be in violation of any law. No waste shall be committed in the common elements.

4. Unit Owners shall not cause or permit anything to be hung or displayed on the outside of windows or placed on the outside walls or doors of a building and no sign, awning, canopy, shutter or radio or television antenna shall be affixed to or placed upon the exterior walls or doors, roof or any part thereof or exposed on or at any window, without the prior consent of the Board of Managers.

5. No animals or reptiles of any kind shall be raised, bred, or kept in any Unit or in the common elements, except that dogs, cats or other

household pets, not to exceed two per Unit, may be kept in Units, subject to the rules and regulations adopted by the Board of Managers, provided that they are not kept, bred or maintained for any commercial purposes; and provided further that any such pet causing or creating a nuisance or unreasonable disturbance or noise shall be permanently removed from the property subject to these restrictions upon three (3) days written notice from the Board of Managers.

6. No noxious or offensive activity shall be carried on in any Unit, or in the common elements, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other Unit Owners or occupants.

7. Nothing shall be done in any Unit or in, on or to the common elements which will impair the structural integrity of any Building or which would structurally change any of the Buildings.

8. No washing machine or dryer may be installed in any Unit.

9. No clothes, sheets, blankets, laundry or any kind of other articles shall be hung out of a Unit or exposed on any part of the common elements. The common elements shall be kept free and clear of rubbish, debris and other unsightly materials.

10. Unit Owners must at all times keep the floors of their Units reasonably covered with rugs, carpets, matting or similar materials to prevent unnecessary noise.

11. Except in recreational or storage areas designated as such by the Board of Managers there shall be no playing, lounging, or parking of baby carriages or playpens, bicycles, wagons, toys, vehicles, benches or chairs, on any part of the common elements except that terraces and patios may be used for their intended purposes.

12. No industry, business, trade, occupation or profession of any kind, commercial, religious, educational or otherwise, designed for profit, altruism, or otherwise, shall be conducted, maintained or permitted on any part of the property, nor shall any "For Sale", "For Rent" or "For Lease" signs or other window displays or advertising be maintained or permitted on any part of the property or in any Unit therein nor shall any

Unit be used or rented for transient, hotel or motel purposes. The right is reserved by the Sponsor and the Board of Managers, or its agent, to place "For Sale", "For Rent" or "For Lease" signs on any unsold or unoccupied units, and the right is hereby given to any mortgagee, who may become the owner of any Unit, to place such signs on any Unit owned by such mortgagee. Notwithstanding this provision or any other provision to the contrary, Units may be used for professional purposes permitted by the applicable governmental regulations. However, no illuminated or other sign may be used in connection with said use excepting only a professional shingle, non-illuminated, not larger than nine (9) by twenty-four (24) inches in size.

12. Nothing shall be altered or constructed in or removed from the common elements, except upon the written consent of the Board of Managers.

14. No public hall of any building shall be decorated or furnished by any Unit owner in any manner.

15. Each Unit owner shall keep his Unit in a good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown therefrom, or from the doors, windows, terraces, or patios thereof, any dirt or other substances.

16. All radio, television or other electrical equipment of any kind or nature installed or used in each Unit shall fully comply with all rules, regulations, requirements or recommendations of the New York Board of Fire Underwriters and the Public authorities having jurisdiction, and the Unit owner alone shall be liable for any damage or injury caused by any radio, television or other electrical equipment in such Unit.

17. The agents of the Board of Managers or the managing agent, and any contractor or workman authorized by the Board of Managers or the managing agent, may enter any room or Unit in the buildings at any reasonable hour of the day for the purpose of inspecting such Unit for the presence of 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.

18. Any consent or approval given under these rules and regulations may be added to, amended or repealed at any time by resolution of the Board of Managers.

19. The laundry and drying apparatus laundry rooms in the buildings shall be used in such manner and at such times as the Board of Managers may direct.

20. No garbage cans shall be placed in the halls or on the stair-case lands, nor shall anything be hung from the windows, terraces or patios or placed upon the window sills. Nor shall any rugs or mats be shaken or hung from or on any of the windows, doors, patios or terraces.

21. The Board of Managers may assign individual parking spaces to Unit owners or occupants.

22. The Board of Managers may charge guests for the use of the swimming pool.

23. Unit owners shall not cause or permit any unusual or objectionable noise or odors to be produced upon or to emanate from their Units.

24. No terrace or patio shall be decorated, enclosed, furnished, or covered by any awning or otherwise without the consent in writing of the Board of Managers.

25. No Unit owner or occupant or any of his agents, servants, employees, licensees or visitors shall at any time bring into or keep in his Unit any inflammable, combustible or explosive fluid, material, chemical or substance.

26. If any key or keys are entrusted by a Unit owner or occupant or by any member of his family or by his agent, servant, employee, licensee or visitor to an employee of the Board of Managers, whether for such Unit or an automobile, trunk or other item of personal property, the acceptance of the key shall be at the sole risk of such Unit owner or occupant, and the Board of Managers shall not be liable for injury, loss or damage of any nature whatsoever directly or indirectly resulting therefrom or connected therewith.

ADDITIONAL RULES AND REGULATIONS OF
WESTGATE PARK CONDOMINIUM

Supplementing the rules and regulations contained in Schedule "A" to the By-Laws, the following have been duly promulgated by the Board of Managers:

27. No person shall interfere with the superintendent, porters, managing agent, or any other employee, agent or contractor of the Condominium in the performance of their duties.

28. Radio, electronic or other equipment that interferes with TV or radio reception in other Units shall not be operated.

29. Except on designated bulletin boards, no signs or notices are to be placed on halls, walls, doorways and elevators without the prior consent of the Board of Managers.

30. There shall be no congregating or loitering in the halls, lobbies or other common areas except as otherwise expressly provided for in these rules and regulations or by the Board of Managers.

31. Children may not play in the halls, lobbies, common rooms, stairways, or other common areas not specifically designated for that purpose.

32. There is to be no bicycle riding within the buildings or on the lawns. Bicycles are to be walked to and from their storage areas.

33. No Condominium keys are to be distributed to non-residents.

34. There shall be no litter or garbage deposited in the common areas other than in the proper receptacles provided for in the designated refuse rooms.

35. Litter, spillage or animal waste shall be immediately cleaned up by the Unit Owner or resident.

36. No unit owner or resident shall deface, damage, or abuse any common property, or violate any By-Law, rule or regulation of the Condominium. Unit owners and/or residents shall be liable for all damages caused to the common property and any charges arising out of breach of the By-Laws, or rules and regulations, by the Unit Owner, his family,

guests, agents, servants and employees. Such damages and/or charges, when ascertained, shall be deemed common charges and added to the monthly bill of the Unit Owner.

37. All storage is to be kept within the assigned storage closets. Objects found outside of said closets may be removed by the Condominium without prior notice and all removal costs incurred shall be paid by the Unit Owner who wrongfully placed them there.

38. No highly flammable, combustible or explosive fluid, chemical or substance is to be kept in the storage rooms.

39. No owner may maintain more than one storage closet without the permission of the Board of Managers. Violation of this regulation may result in confiscation, upon reasonable notice, of the contents of the unassigned closet.

40. Bicycles must be stored in accordance with local law and as directed by the Board of Managers.

41. All Unit Owners and residents may be held responsible, financially or otherwise, for the conduct and actions of their guests or invitees while on Condominium property and for compliance by said guests or invitees with all By-Laws and rules and regulations of the Condominium.

42. No person may park anywhere on Condominium property, except in his assigned spot and no more than one car may be parked in any one spot.

43. There shall be no parking of unregistered vehicles on the property without the prior permission of the Board of Managers.

44. No Unit is to maintain more than one parking spot without the prior permission of the Board of Managers.

45. Speed limit on the property shall not exceed 5 mph.

46. No parking spot may be rented to a person other than a unit owner.

47. Unlicensed motor vehicles (e.g. mini-bikes and snowmobiles) are prohibited from operation on Condominium property.

48. There shall be no vending or soliciting on the property without prior permission of the Board of Managers.
49. No person shall engage in any activity (e.g. ball playing, games, bicycle riding, etc.) which might cause damage to the lawns, trees, bushes, hedges or newly planted or seeded areas.
50. There shall be no landscaping, planting or outdoor decorations without prior permission of the Board of Managers or their designee.
51. No person may fence off or designate any common property for any owner's exclusive use.
52. Pets shall be curbed on city streets.
53. Pets must be kept on a leash at all times while in common areas.
54. Pets are prohibited from the lawns, pool, playground and sand box areas and owners will be responsible for all damages their pets create.
55. Use by Unit Owners of the outdoor water spigots is expressly forbidden.
56. Equipment within the playground area is limited to use by children under ten years of age. Such equipment is to be used for the intended purpose only and not to be abused.
57. At no time shall a person enter the pool area when the lifeguard is not on duty.
58. No rocks or other objects are to be thrown into the pool or pool areas.
59. Additional pool rules shall be published separately each year.
60. The Board of Managers reserves the right to rescind or change any of the aforesaid rules and regulations and to promulgate such other rules and regulations from time to time as may be deemed necessary. Non-adherence to any of these rules and regulations or to

any of the By-Laws shall constitute a violation by the Unit Owner of a substantial obligation of his occupancy and ownership and said Unit Owner shall thereupon be liable for payment of any damages incurred or other charges assessed. The minimum administrative charge for any such violation shall be five (\$5.00) Dollars. Should attorneys' fees or other legal or administrative expenses be incurred in the enforcement of the rules or regulations or By-Laws, said expenses shall be payable by the offending or responsible Unit Owner.

61. There shall be an administrative charge of five (\$5.00) Dollars for late payment of common charges, fees, assessments or payments of any kind whatsoever owed by a Unit Owner to the Condominium. Obligations to the Condominium are due no later than the first day of the month following the date they are incurred.

62. All officers, members of the Board of Managers, employees and other designated agents of the Condominium are empowered to enforce its rules and regulations.

A N K E R

Anker Management Corp.
200 North Central Avenue Suite 340
Hartsdale, NY 10530
914-347-0300/Fax: 914-347-0352

PET POLICY

Please be advised that effective immediately, Westgate Park Condominium's by-laws regarding pets will be strictly enforced. Recent issues addressed by the Board of Managers include: animal waste on the walkways and lawns, offensive odors near ground floor patios and windows, damage to the landscaping, cats roaming the halls and lawns, inordinate noise levels, and damage to the carpeting. In order to improve the quality of life for all our Residents, The Board has reviewed the by-laws of the Condominium, and is providing to all owners and residents the following summary of the regulations that pertain to Pets

#51 No animals or reptiles of any kind shall be raised, bred, or kept in any Unit or in the common elements, except that dogs, cats or other household pets, not to exceed two per unit, may be kept in units, subject to the rules and regulations adopted by the Board of Managers, provided that they are not kept, bred or maintained for any commercial purposes; and provided further that any such pet causing or creating a nuisance or unreasonable disturbance or noise shall be permanently removed from the property subject to three (3) days written notice from the Board of Managers.

#52 Litter, spillage or animal waste shall be immediately cleaned up by the Unit Owner or resident.

#53 Pets shall be curbed on city streets.

#54 Pets must be kept on a leash at all times while in common areas.

#55 Pets are prohibited from the lawns, pool, playground and sand box areas and owners will be responsible for all damages their pets create.

Unit owners who do not comply with these by-laws will be fined \$100.00. Fines will escalate (at the Board's discretion) for repeated violations.
Please note that Unit owners are responsible for compliance by their subtenants.

Everyone's cooperation with respect to enforcement of these and all by-laws is greatly appreciated. We encourage you to remind your neighbors of these policies and to report any infractions to the Board of Managers. All such reports must be in writing, and must be signed. A signature is required so that a Board member may contact you to verify the complaint. (All complaints will be kept confidential.)

SEE ATTACHED ADDITIONAL PET POLICY

*Westgate Condominium
House Rule
(Dog Policy effective February 1, 2020)*

No animal that is prohibited by law may reside in the building. Only those dogs that have been approved by the Board of Managers are allowed to reside in the building subject to the restrictions contained herein. No dogs weighing in excess of forty (40) pounds are allowed to reside in the building. No dogs of the following breeds (and no mixed-breed dogs substantially containing any of the following breeds) are allowed to reside in the building: American Pit bulls, Rottweilers, Akitas, Cane Corsos, Presa Canarios, Bull Mastiffs, Staffordshire Terriers, Dobermans, German Shepherds, Boxers, Malamutes, Huskies, Dalmatians, Chow Chows, Fila Brasileiros, and wolves or wolf hybrids. All dogs residing in the building as of February 1, 2020 are hereby "grandfathered in" and will be allowed to remain in the building, subject to compliance with the remaining provisions of this policy, including the registration provisions.

All dogs residing in the building must be registered every 2 years with the Condominium's managing agent, which may charge the registering unit owner a fee of \$125 one-time fee registration. At the time of registration, the following proofs must be submitted for each dog on your insurance policy. A photograph of the dog; proof of licensure with The City of Yonkers; proof of your liability insurance that you have a dog. It must indicate covering claims for property damages or personal injuries caused by the dog; a letter or certification from a veterinarian certifying the dog's age, weight, breed, that the dog is up to date on all vaccinations and that the dog's temperament is not objectionable. Proof of licensure and certification of all vaccinations shall be resubmitted by each owner to the Condominium's managing agent every 2 years on April 1st. Failure to resubmit these documents may result in a fine to the offending unit owner.

No more than one (1) dog will be allowed to reside in any one Unit. All dogs must be leashed at all times inside the building's common areas and on sidewalks surrounding the building while within 25 feet of any building entrance. Dog owners must curb their dogs and properly dispose of waste material in accordance with applicable laws.

The Board of Managers reserves the right to seek to remove any dog that is aggressive, dangerous, or unruly, such as dogs that attack or bite humans or other animals, dogs that bark uncontrollably, jump, snap, growl, repeatedly relieve themselves inside the building or otherwise become a nuisance. The dog's owner and/or responsible unit owner will be held liable for all property damages or other damages caused by their dogs, which amounts may be billed back to the responsible unit owner on their maintenance account.

Violations of this rule may be enforced against the responsible unit owner(s) as follows: for the first violation, a fine of \$100; for the second violation, a fine of \$250; and for the third violation, a fine of \$500. Notwithstanding the foregoing, the Corporation's reserves all of its rights and remedies against unit owner who violate this Dog Policy or other rules of the Corporation, and the Corporation may, at any time, irrespective of whether or not fines against a violating.

February 1, 2020. All unit owner and residents shall comply with the registration provisions of this policy within sixty (60) days of receipt of notice that this policy has been enacted. Prospective purchasers that own a dog must submit the registration materials required by this policy at the time of submission of their application to purchase the Unit.

Dogs are not permitted for subletters or renters

A N K E R

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TO: ALL RESIDENTS OF WESTGATE PARK CONDOMINIUM
FROM: ANKER MANAGEMENT/ BOARD OF MANAGERS
RE: RULES & REGULATIONS
DATE: December 19, 2007

Please be advised that effective January 1, 2008 the following amendment to the Rules and Regulations has been approved by the Board of Managers. The Resolution affects all new purchasers, any existing owners wishing to change the existing floor, or should the condominium have to make any repairs to the sub-floors.

Be it resolved that pursuant to Article II of the By-Laws, Subsection 1(e), the Board of Managers hereby adopts and amends the House Rules and Regulations as follows:

Section 10 of the Rules and Regulations for the Westgate Park Condominium is omitted in its entirety.

In place thereof, a new Section 10 shall be inserted in its place and stand as follows:

"10. The floors of each room and hallway in each apartment must be covered with rugs and carpeting (both of which shall be placed on top of rubber or equally effective padding) to the extent of at least 90% of the floor area of each room and hallway of the apartment, only excluding the kitchen, bathroom(s), pantry and closets."

Thank you.

HOUSE RULES ACKNOWLEDGEMENT

I/WE HAVE READ THE HOUSE RULES AND AGREE TO ABIDE BY THEM.

Print Name

Signature

Date

Print Name

Signature

Date