



Queensview, Inc. Purchase Application

Dear Prospective Shareholder(s):

Thank you for your interest in our cooperative apartment community.

Please complete and forward the application, along with the required documents and applicable fees to:

Metro Management Development, Inc.
Attn: Tany Jones
1981 Marcus Avenue
Suite C-131
Lake Success, NY 11042

If you have any questions, please contact us at management@queensvw.com.

Again, thank you for your interest in Queensview, Inc. We look forward to hearing from you.



Queensview, Inc.

Important Information and Required Documents

The following is a list of the items you are required to submit for the Board to review your application. Please be sure to provide all the information requested.

Important Information (Please read carefully before completing your application):

Please submit **one (1) original** of the completed application package. *Please note that application packages must contain all required documentation. Incomplete packages will be rejected and the application processing fees will not be returned as they are non-refundable.*

THE APPLICANT INFORMATION AND FINANCIAL INFORMATION FORMS MUST BE TYPED OR PRINTED LEGIBLY WITH BLACK INK. YOU MAY ALSO OPT TO SUBMIT IT AS A FILLABLE PDF.

Metro Management and Queensview realize that this application contains sensitive personal information.

We require the social security number for each applicant (and each other adult occupant of the apartment) on the Authorization to Obtain Consumer Reports Form. This is the only place on the application requiring a social security number, but social security numbers may be contained in other documents that you are submitting (i.e. tax returns, contracts of sale).

Before submitting these documents, please black out or otherwise obliterate the social security number as Metro Management Development, Inc. cannot be responsible for the security of this information if it is included in these documents.

- Queensview, Inc., allows a maximum of 80% financing.
- Variable rate and adjustable rate mortgages are NOT permitted.
- Only mortgage loans backed by Fannie Mae and Freddie Mac are permitted. Portfolio and private mortgage loans are NOT permitted.
- A personal interview is required after application materials are submitted and reviewed.
- Home Owners/Co-op Insurance is mandatory.

NOTE: Purchaser(s)' debt-to-income ratio should not exceed 30%, including Queensview monthly statement expenses (maintenance, cable/internet, and electric) and if applicable, mortgage payment. Income reported should be for at least one year prior of submitting this application in order to qualify for this purchase.



Queensview, Inc.

Important Information and Required Documents (continued)

Complete the following enclosed forms:

- ☐ 1. Applicant Information for Purchase Form - This form must be filled out in its entirety in order for your application to be considered for review. All applicants are required to complete Part 1.
- ☐ 2. Certification and Acknowledgement of Fees Form
- ☐ 3. Financial Information - This form must be filled out in its entirety in order for your application to be considered for review. Please make sure your totals match your supporting documents exactly. All applicants are required to complete Part 2.
- ☐ 4. Consumer Report Authorization - must include social security number, birth date and a US residence (no PO Boxes). Every adult (over 18 years of age) occupant of the apartment must submit a consumer report authorization.
- ☐ 5. Core Acknowledgment Form
- ☐ 6. Queensview, Inc. Policies and Forms Acknowledgment
- ☐ 7. Spectrum Billing Notice Acknowledgment
- ☐ 8. Co-op Tax Abatement/Refund/Credit Acknowledgment
- ☐ 9. Primary Residence Affidavit



Queensview, Inc.

Important Information and Required Documents (continued)

Provide the following additional documents (Documents will not be returned):

- ☐ 1. Verification of Assets and Liabilities listed in Financial Information Section. Include ALL pages of each statement listed for the past 2 months. If downloaded statements are used, the accountholder's name and account number must be on statement. All assets and liabilities MUST be accounted for if listed.
- ☐ 2. Contract of Sale- signed by all parties, dated and includes all riders
- ☐ 3. Loan Commitment Letter (if financing any part of purchase) - must include monthly mortgage payment and interest amount. If you have not locked in, the mortgage company must provide a Good Faith Estimate of your monthly payment and interest amount.
- ☐ 4. Aztech Recognition Agreement (if financing any part of purchase) – 3 originals, no other form will be accepted.
- ☐ 5. An Appraisal Report

Each applicant will be required to provide the following documents:

- ☐ 6. Federal Tax Returns (past 2 years) - including your signature and all schedules. After April 15th, you must include the most recent year's taxes OR a copy of your extension filing and the two most recent years' tax returns.
- ☐ 7. Internal Revenue Service Tax Return Transcripts (past 2 years).
- ☐ 8. Employment Verification Letter - stating annual salary, bonus (if applicable), position held, and length of employment. If you are self-employed, please submit a letter from your CPA or accountant stating your income.
- ☐ 9. Pay Stubs (past 30 days)
- ☐ 10. Two (2) Professional Reference Letters
- ☐ 11. Two (2) Personal Reference Letters
- ☐ 12. Landlord Reference Letter – must state length of residence and payment history.

Additional Information (Enclosed for your information. Do not submit with application).

- 1. House Rules and Regulations
- 2. Queensview Policies

SUBMIT the APPLICATION and ALL REQUIRED DOCUMENTATION and FEES to:

Metro Management Development, Inc.

Att: Tany Jones

1981 Marcus Avenue, Suite C-131

Lake Success, NY 11042

Tel : 718-593-8905



Queensview, Inc. Purchase Fees

The following is information about the board application process and a schedule of fees. Please review this information before completing your application.

All fees may only be paid by Bank Certified Check.

Schedule of Fees - Due at submission:

Payable by Applicant(s)

1. \$575.00 Application Processing Fee payable to Metro Management Development, Inc.
2. \$75.00 Consumer Report Fee payable to Metro Management Development, Inc. All applicants and adult occupants must have a credit and background check.
3. \$200.00 Document Retention/Destruction Fee payable to Queensview, Inc.

Fees Due At Closing by Applicant

4. \$500.00 Move-In Fee payable to Queensview, Inc.

Fees Due at Closign by Seller

5. \$500.00 Move-Out Fee deposit payable to Queensview, Inc.

Fees Acknowlegment

I (we) hereby acknowledge that all fees paid pursuant to this purchase application are non-refundable, unless otherwise noted, and hereby authorize you or your agents to obtain a consumer report and related information and contact any references or employers listed herein.

X _____
Applicant Signature

Date

X _____
Co-Applicant Signature (if any)

Date



Applicant Information for Purchase

Applicant Information

Today's date:	_____	Requested move-in date:	_____
Proposed closing date:	_____	Number of shares:	_____
Building address	_____	Borough:	_____
Apartment number:	_____		
Purchase price:	_____	Source of down payment:	_____
Amount financed:	_____	Monthly maintenance fee:	_____
Down payment:	_____		
Special conditions (if any):	_____		
Managing agent:	<u>Metro Management Development, Inc.</u>	Phone:	<u>718-593-8905</u>
Inc. Agent address:	<u>1981 Marcus Ave. Suite C-131</u>	Contact person:	<u>Tany Jones</u>
	<u>Lake Success, NY 11042</u>	Email:	<u>tjones@metromanagementdev.com</u>

Seller(s)

Name(s):	_____	Phone:	_____
Current address:	_____	Fax:	_____
	_____	E-mail:	_____
Attorney name:	_____	Phone:	_____
Firm name:	_____	Fax:	_____
Firm address:	_____	E-mail:	_____

Seller's Broker :	_____	Phone:	_____
Broker address:	_____	Fax:	_____
	_____	E-mail:	_____

Applicant(s)

Applicant:	_____	Cell phone:	_____
Home phone:	_____	Work phone:	_____
E-mail:	_____	Fax:	_____
Co-Applicant:	_____	Cell phone:	_____
Home phone:	_____	Work phone:	_____
E-mail:	_____	Fax:	_____
Attorney name:	_____	Phone:	_____
Firm name:	_____	Fax:	_____
Firm address:	_____	E-mail:	_____

Name(s) cooperative stock to be held in
If more than one indicate type of tenancy: _____

Purchasers' Broker:	_____	Phone:	_____
Fax:	_____	E-mail:	_____
Mortgage Lender:	_____	Phone:	_____
Fax:	_____	E-mail:	_____

Housing History

Current landlord:	_____	Phone:	_____
Address:	_____	Rent:	_____
	_____	Dates of occupancy:	_____
Reason for moving:	_____		
Previous landlord:	_____	Phone:	_____
Address:	_____	Rent:	_____
	_____	Dates of occupancy:	_____



Applicants(s) Residency and Employment History

	<u>Applicant</u>	<u>Co-Applicant</u>
Applicant name:		
Home address:		
Employment status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Unemployed	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Unemployed
Nature of business:		
Current employer:		
Employer's address:		
Self-employed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dates of employment:		
Years in this line of work:		
Title or position:		
Supervisor's name:		
Business phone:		
Prior employer:		
Prior title:		
Prior employer's address:		
Estimated income this year:		
Actual Income last year:		

Occupants and Pets

List the names of ALL proposed occupants (applicants included) and their relationship to applicants(s):

_____	_____
_____	_____
_____	_____

Any pets to be maintained in the apartment? ☐ Yes ☐ No

If yes, please indicate number and kind:

_____	_____
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Personal References

Applicant

Co-Applicant

1.	Name:	<hr/>	<hr/>
	Address:	<hr/>	<hr/>
		<hr/>	<hr/>
	Phone:	<hr/>	<hr/>
	Email:	<hr/>	<hr/>
		<hr/>	<hr/>
		<hr/>	<hr/>
2.	Name:	<hr/>	<hr/>
	Address:	<hr/>	<hr/>
		<hr/>	<hr/>
	Phone:	<hr/>	<hr/>
	Email:	<hr/>	<hr/>
		<hr/>	<hr/>
		<hr/>	<hr/>
3.	Name:	<hr/>	<hr/>
	Address:	<hr/>	<hr/>
		<hr/>	<hr/>
	Phone:	<hr/>	<hr/>
	Email:	<hr/>	<hr/>



Professional/Financial References

Applicant

Co-Applciant

1.	Name:	<hr/>	<hr/>
	Address:	<hr/>	<hr/>
		<hr/>	<hr/>
	Phone:	<hr/>	<hr/>
	Email:	<hr/>	<hr/>
		<hr/>	<hr/>
		<hr/>	<hr/>
2.	Name:	<hr/>	<hr/>
	Address:	<hr/>	<hr/>
		<hr/>	<hr/>
	Phone:	<hr/>	<hr/>
	Email:	<hr/>	<hr/>
		<hr/>	<hr/>
		<hr/>	<hr/>
3.	Name:	<hr/>	<hr/>
	Address:	<hr/>	<hr/>
		<hr/>	<hr/>
	Phone:	<hr/>	<hr/>
	Email:	<hr/>	<hr/>



Bank and Credit References

Applicant

Co-Applicant

Bank Name: _____

Bank Address: _____

Account Number: _____

Account Type: ☐ Checking ☐ Savings ☐ Loan

☐ Checking ☐ Savings ☐ Loan

Bank Name: _____

Bank Address: _____

Account Number: _____

Account Type: ☐ Checking ☐ Savings ☐ Loan

☐ Checking ☐ Savings ☐ Loan

Bank Name: _____

Bank Address: _____

Account Number: _____

Account Type: ☐ Checking ☐ Savings ☐ Loan

☐ Checking ☐ Savings ☐ Loan

I agree, as a condition of processing this application, Metro Management Development, Inc. and/or its employees neither bear nor assume any responsibility whatsoever for the verification or completeness of the Applicant Information. In addition, I authorize Metro Management Development, Inc. to share the Applicant Information, or portions of it, with any other parties they may reasonably believe necessary to fulfill the purposes of this application. Transfer of the Applicant Information may be made in any form, including but not limited to mail, overnight courier, facsimile, email or posting on a secure/password protected web site. I further agree to hold Metro Management Development, Inc. harmless from any error or omission in the transfer of the Applicant Information or from the consequences of the distribution of the Applicant Information to third parties.

X

Applicant

Date

X

Co-Applicant (if any)

Date



Financial Information

Monthly Income

	<u>Applicant</u>	<u>Co-Applicant</u>
Base monthly salary:	<hr/>	<hr/>
Overtime (monthly):	<hr/>	<hr/>
Bonuses (monthly):	<hr/>	<hr/>
Commissions (monthly):	<hr/>	<hr/>
Dividends/Interest:	<hr/>	<hr/>
Alimony:	<hr/>	<hr/>
Child Support:	<hr/>	<hr/>
Other income:	<hr/>	<hr/>
TOTAL:	<hr/>	<hr/>

Monthly Expenses

	<u>Applicant</u>	<u>Co-Applicant</u>
Rent:	<hr/>	<hr/>
Maintenance:	<hr/>	<hr/>
Mortgage:	<hr/>	<hr/>
Car Payment:	<hr/>	<hr/>
Car Insurance:	<hr/>	<hr/>
Medical Insurance:	<hr/>	<hr/>
Medical Expenses:	<hr/>	<hr/>
Life Insurance:	<hr/>	<hr/>
Student Loans:	<hr/>	<hr/>
Utilities:	<hr/>	<hr/>
Childcare:	<hr/>	<hr/>
Child Support	<hr/>	<hr/>
Tuition:	<hr/>	<hr/>
TOTAL:	<hr/>	<hr/>



Financial Information

Assets

Applicant

Co-Applicant

Cash (Schedule A):	<hr/>	<hr/>
Contract Deposit:	<hr/>	<hr/>
Stocks & Bonds (Schedule B):	<hr/>	<hr/>
Automobiles:	<hr/>	<hr/>
Personal Property:	<hr/>	<hr/>
Life Insurance (cash value):	<hr/>	<hr/>
Retirement Funds/IRA	<hr/>	<hr/>
401k	<hr/>	<hr/>
KEOGH	<hr/>	<hr/>
457/403b	<hr/>	<hr/>
Profit Sharing/Pension	<hr/>	<hr/>
Other Assets (Schedule D)	<hr/>	<hr/>
TOTAL:	<hr/>	<hr/>

Liabilities

Applicant

Co-Applicant

Notes Payable to Bank:	<hr/>	<hr/>
Notes Payable to Relatives:	<hr/>	<hr/>
Notes Payable to Others:	<hr/>	<hr/>
Unpaid Income Taxes:	<hr/>	<hr/>
Unpaid Real Estate Taxes:	<hr/>	<hr/>
Other Unpaid Taxes:	<hr/>	<hr/>
Loans on Life Insurance:	<hr/>	<hr/>
Credit Card Debt:	<hr/>	<hr/>
Other Debts:	<hr/>	<hr/>
TOTAL:	<hr/>	<hr/>



Financial Information

Itemized Schedule of Assets & Liabilities

Schedule A – Cash (attach additional pages if necessary) – Total should match cash line above

Applicant(s)	Financial Institution	Type of account	Account Balance

Itemized Schedule of Assets & Liabilities (continued)

Schedule B – Stock, Bonds and Mutual Funds (attach additional pages if necessary) – Total should match Stocks & Bonds line above

Amount of Shares	Description	Marketable Value	Non-Marketable Value



Financial Information

Itemized Schedule of Assets & Liabilities (continued)

Schedule D – Other Assets (Include fair market and equity values for real estate holdings and attach pages if necessary)

Explanation:

If You Are a Principal or Are Employed By a Family Business, Please Complete this Section:

	Applicant	Co-Applicant
Dividend or Partnership Income (present year)		
Dividend or Partnership Income (prior year)		
Dividend or Partnership Income (second prior year)		

DECLARATIONS

	Applicant	Co-Applicant
Are there any outstanding judgments against you?		
Have you been declared bankrupt in the past 7 years?		
Are you a party to a lawsuit?		
Have you directly or indirectly been obligated on any loan that resulted in foreclosure, transfer or title in lieu of foreclosure judgement?		
Are you presently delinquent or in default on any Federal debt or any other loan, mortgage, financial obligation, bond or loan guarantee?		
Are you obligated to pay alimony, child support, or separate maintenance?		
Is any part of the down payment borrowed?		
Are you a co-maker or endorser on a note?		
Have you had ownership interest in a property in the last 3 years?		

If answering “yes” to any questions, please explain and attach on a separate page.

The foregoing application has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all information contained herein is complete, true and correct. The information is submitted as being a true and accurate statement of the financial condition of the undersigned on the

_____ day of _____, 20_____.

X _____ Date

Applicant

X _____ Date

Co-Applicant (if any)



Queensview, Inc.

CIVIL LITIGATION

Has any Applicant ever filed for personal bankruptcy or had a bankruptcy filing against him/her?

☐ Yes ☐ No

If so, which Applicant(s)? _____ When? _____ Where?

_____ (Attach additional sheets to this page, if required.)

Is any Applicant now, or has any Applicant ever been a Party (defendant, respondent, plaintiff or petitioner) in any legal action involving the Applicant's current or former residence(s) (i.e., rental, co-op or condominium apartment or house or other dwelling or place of abode) **including, but not limited to, landlord-tenant proceedings**? ☐ Yes ☐ No

If the answer is "Yes," provide the facts and circumstances and disposition of the case(s), including the court, jurisdiction, case or docket number and the date of each such disposition. Use additional sheets, attached to this page, if required:

Is any Applicant now, or has any Applicant ever been a Party (defendant, respondent, plaintiff or petitioner) in any civil legal action other than as listed above? ☐ Yes ☐ No

If the answer is "Yes," provide the facts and circumstances and disposition of the case(s), including the court, jurisdiction, case or docket number and the date of each such disposition. Use additional sheets, attached to this page, if required:

Are there any judgments or liens currently outstanding against any Applicant for failure to pay any Federal, State or Local tax, fine or penalty? ☐ Yes ☐ No

If the answer is "Yes," identify all currently outstanding judgments and liens. Use additional sheets, attached to this page, if required:



Authorization to Obtain Consumer Reports

The undersigned is/are purchasing/leasing/refinancing an apartment (the "Apartment") in a building (the "Building") managed by Metro Management Development, Inc. The undersigned understand(s) that in order to be considered for occupancy in the Apartment, Metro Management Development, Inc., as the managing agent for the building, will obtain an investigative consumer report(s) for the purposes of evaluating the undersigned.

The undersigned hereby authorize(s), without reservation, any credit agency contacted by Metro Management Development, Inc. and Tenant Data Verification to furnish any and all information required.

According to the Fair Credit Reporting Act (Law 91-508) SS606:

A person may not procure or cause to be prepared an investigative consumer report on any consumer unless it is clearly and accurately disclosed to the consumers that an investigative consumer report may be made. The undersigned understands that If they are denied occupancy because of the consumer investigation, it is their right to have the name of the agency or agencies disclosed to them within the time allowed. This authorization, in original or copy form, shall be valid for this and any further reports or updates that may be requested.

According to the Fair Chance Housing Act (Int. No. 632-A):

An applicant for housing must receive prior notice that a criminal background check will be conducted. Should conditional approval for an application be received, a criminal background check may be conducted. This authorization, in original form or copy form, shall be valid for this and further reports or updates that may be requested.

The undersigned is/are aware that Metro Management Development, Inc. shall be sharing this information with the Queensview Board of Directors and forever release(s) and waive(s) any claims the undersigned may have against Metro Management Development, Inc., its affiliates, Queensview, Inc. corporation and their directors, officers, managers, shareholders, unit owners and employees (the "Indemnified Parties") related to the use of the information contained in the Consumer Reports in making the decision on the Application for the Apartment the undersigned is/are submitting. Further, the undersigned agree(s) to indemnify and hold harmless the Indemnified Parties from any claim or demand of any kind whatsoever by any third party related to the consumer reports that are obtained.

Applicant's Signature

Print Name

Social Security Number

Date of Birth

Applicant's Current Address (Must be US Residence, No PO Boxes)

Applicant's Signature

Print Name

Social Security Number

Date of Birth

Applicant's Current Address (Must be US Residence, No PO Boxes)

NOTICE PURSUANT TO THE NEW YORK CITY FAIR CHANCE ACT

(For Prospective Cooperative Applicants)

To: [Applicant's Name]

From: [Cooperative Corporation Name]

Subject: Fair Chance Act Compliance

Background Check and Criminal History Review

The New York City Fair Chance Act (FCA) prohibits discrimination based on criminal history in housing decisions until after a conditional offer of admission has been made. This notice outlines your rights and the procedures we follow under the FCA.

1. Conditional Offer of Admission

We may review your criminal history **only after extending a conditional offer of admission** to you as a prospective shareholder or tenant. This conditional offer is contingent upon the results of a legally compliant background check.

2. Fair Chance Process

If we determine, after reviewing your criminal history, that it may affect our decision, you will be provided with:

- A copy of the background check report or any records we relied upon.
- A written explanation of our decision, including an individualized assessment of how the criminal history relates to your ability to fulfill the responsibilities of a cooperative shareholder or tenant.
- A copy of the **Fair Chance Notice**, explaining your rights under the FCA.

3. Opportunity to Respond

You will have at least **five (5) business days** to respond to the notice and provide additional information, such as evidence of rehabilitation, mitigating factors, or inaccuracies in the background check.

4. Your Rights

Under the Fair Chance Act:

- You have the right to receive and review the background check and supporting documentation used in the decision-making process.
- You may provide additional information to explain or dispute the findings during the required five-day period.

We are committed to ensuring compliance with the New York City Fair Chance Act and to evaluating all applicants fairly and lawfully.

Contact Information

If you have questions about this process or your rights under the New York City Fair Chance Act, please contact:

[Cooperative Corporation Representative Name]
[Title/Position]
[Phone Number]
[Email Address]

Acknowledgment of Receipt

By signing below, you acknowledge that you have received this notice and understand your rights under the Fair Chance Act.

Applicant's Signature: _____
Date: _____



Core Acknowledgement Form

☐ Building and Apartment No. _____

The undersigned, in order to induce the Board to act favorably on the application related to the above referenced Unit, does hereby affirm and acknowledge as follows:

Non-Refundable Fees

I have or will submit payment of certain fees in connection with the consideration of the application to the Board of Directors/Managers of Queensview, Inc. including but not limited to fees to the processing of the application. I acknowledge that there are certain costs incurred in the processing of this application, including the fees described herein, and that the aforementioned fees will not be refunded. I release Queensview, Inc., and Metro Management Development, Inc. from the return of any of these fees incurred in processing the application, and agree if I seek recovery of any of these fees, I shall be liable for all costs and expenses incurred by Queensview, Inc. or Metro Management Development, Inc.

House Rules

I have been provided with a full and complete copy of the House Rules for Queensview Inc. and have read the same. I agree that I will abide by such House Rules as now in affect and as the same may be amended during the period of my ownership of and/or tenancy in the referenced unit.

Smoke Detector

I have inspected The Unit and an operational smoke detector(s) is installed. if I am approved as a purchaser or lessee of The Unit, I will be responsible for the maintenance and repair of such detector(s) and for replacing any such detector(s) which are stolen, removed, missing or rendered inoperable during Applicant's occupancy.

Carbon Monoxide Detector(s)

An operational carbon monoxide detector(s) is installed in The Unit such that there is not less than one such detector within fifteen (15) feet of the primary entrance to each room used for sleeping purposes, and that if I am approved as purchaser or lessee of The Unit and do purchase or lease The Unit, I will be responsible for the maintenance and repair of such detector(s) and for replacing any such detector(s) stolen, removed, missing or rendered inoperable during my occupancy of The Unit. I have received from The Unit Owner, or will receive prior to taking occupancy, written information regarding the testing and maintenance of the detector(s).

Applicant

Date

Co-Applicant

Date



Queensview, Inc. Policies and Forms Acknowledgement

□ Building and Apartment No. _____

The undersigned, in order to induce the Board to act favorably on the application related to the above referenced Unit, does hereby affirm and acknowledge that I (we) have been provided with a full and complete copy of the following:

- ☐ Parking and Towing Policy and Parking Sticker Registration Form
- ☐ Bike Room Policy and Bike Room Registration Form
- ☐ Minor Alteration Agreement and Sample of required Certificate of Insurance
- ☐ Major Alteration Agreement and Sample of required Certificate of Insurance
- ☐ Air Conditioner Installation and Removal Policy and Agreement
- ☐ Building Key Fob Access System Policy, Key Fob Registration Agreement, and Building Link Registration Form
- ☐ Move-In, Move-Out and Large Deliveries Policy and Procedures, Authorization Form for Move-In/Move-Out and Large Deliveries, Sample of required Certificate of Insurance
- ☐ Shareholder Insurance Coverage Policy
- ☐ Rent Payment Policy

I (we) agree that I will abide by all of the above policies as now in affect and as the same may be amended during the period of my ownership of and/or tenancy in the referenced unit.

Applicant

Date

Co-Applicant

Date



Spectrum Bulk Billing Notice

Queensview Inc. (the "Corporation") is a party to a bulk billing agreement (the "Agreement") with Spectrum Cable ("Spectrum"). Pursuant to this agreement, the Corporation pays Spectrum for Double Play Service (cable television and Internet) on a monthly basis for each apartment. The Corporation then charges the shareholder on their maintenance bill. These services include the following:

- 1) Spectrum TV® Platinum with over 350 channels including 8 Free Premium Networks: HBO, Showtime, Cinemax, Encore, Starz, Epix, Paramount Plus, and Disney+ Online.
- 2) Two digital receivers per apartment which are DVR enabled and both include free DVR service or Xumo wireless streambox. Two boxes included with any combination of either Xumo or Settop with DVR or without.
- 3) Spectrum Internet® Ultra Service (500 Mbps x 20 Mbps) with one complimentary modem and wireless router per apartment.

Any other cable service desired by the shareholder can be purchased directly through Spectrum and will be billed directly to the shareholder by Spectrum.

All shareholders who become such after the date hereof will be required to participate in this Agreement and to pay to the Corporation the monthly charge of \$69.75 for cable and internet service, whether or not they actually subscribe to such service.

I acknowledge that I have read and understood and agree to the above.

Date: _____

Name

Name



Queensview, Inc. CO-OP Tax Abatement/Refund/Credit Letter

We understand seller(s) and purchaser(s) of cooperative Unit # (the "Unit") in the building located at _____ hereby represent and warrant that: (i) we recognize that a real estate tax abatement/refund/credit with regard to the Unit for the current municipal tax year may be issued by the New York City Department of Finance subsequent to the date hereof, (ii) we have made our own arrangements for any adjustment between us, or we have waived same, with regard to any such abatement/refund/credit, and (iii) we hereby release Queensview, Inc. and Metro Management Development, Inc. from any responsibility and liability with regard hereto.

Seller's Printed Name:

Purchaser's Printed Name:

Seller's Signature:

Purchaser's Signature:

Seller's Printed Name:

Purchaser's Printed Name:

Seller's Signature:

Purchaser's Signature:

Seller's Printed Name:

Purchaser's Printed Name:

Seller's Signature:

Purchaser's Signature:



Primary Residence Affidavit (cont'd)

Queensview, Inc. credits the Cooperative and Condominium Property Tax Abatement in May to eligible shareholders. The City of New York's Department of Finance (DOF) eligibility criteria requires that the co-op apartment must be the primary residence of at least one of the shareholders of the apartment. Primary residency is established when a shareholder enters the address of the co-op apartment as their permanent home address on a New York State Resident Income Tax Return filed during the preceding calendar year.

Please note that you must have purchased the cooperative shares on or before January 5 to qualify for the abatement for the upcoming tax year. If the shares were purchased after January 5, you can apply for the next tax year.

Queensview, Inc. has to submit data to the DOF verifying the primary residency status for each co-op apartment. We need to ensure that Shareholders meet the primary residency criteria.

If you fail to submit the form, it may delay or forfeit your application.

Thank you for your cooperation and attention to this matter.

Information Sources: <http://www1.nyc.gov/site/finance/benefits/landlords-coop-condo.page>
https://www1.nyc.gov/assets/finance/downloads/pdf/rules/final_ammend_coop_condo.pdf



Primary Residence Affidavit

This is to certify that, I or we, intend to reside at Queensview Coop. the address indicated below and that will be my primary residence.

Applicant Name _____

Applicant Name _____

Property Address _____

City, State, Zip _____

Applicant
Signature _____ Date _____

Applicant
Signature _____ Date _____

On the _____ day of _____ in the year 20_____, before me, the undersigned, a Notary Public in and for said State, personally appeared , personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity (ies) and that by his/her/their signature(s) on the instrument, the individual(s), or person on the behalf of which the individual(s) acted, executed the instrument.

Notary Public

**QUEENSVIEW, INC.
HOUSE RULES
MARCH 2025**

Definitions:

- The term “lessee” refers to any shareholder, resident or tenant associated with any particular Queensview apartment.
- The term “lessor” refers to Queensview Inc., the cooperative in this document, also referred to as “QV”

1) ALTERATION/RENOVATION OF APARTMENTS

Lessee shall not alter or renovate kitchens, bathrooms, or other parts of the apartment without written permission from the Lessor (in the form of an email or letter from Management and a fully executed copy of an Alteration Agreement), and in conformance with the Alteration Agreements, which includes, among other things, utilizing properly licensed and insured contractors, workers, and vendors. Please refer to the Alteration Agreements for all requirements, including insurance requirements.

Fines per occurrence: The fine is \$1,000 for the first offense, \$1,500 for the second offense; and \$2,000 for the third offense, in addition all legal fees incurred by the Lessor as a result of the Lessee’s infraction will be charged back to said Lessee/s.

2) INSURANCE

The Lessee shall obtain and maintain homeowners’ insurance as stipulated below:

Personal liability coverage per occurrence:	\$300,000.00
Personal property coverage per occurrence:	\$ 30,000.00

The aforementioned requirements are also mandated for residential tenants as part of any renter’s agreement with Queensview, Inc.

“Queensview Inc.” must also be named as additional interest, NOT as additional insured for any current and future policy renewals. A copy of this certificate and all renewals should be forwarded to the Management Office for record keeping. The certificate can also be emailed to qvinsurance@queensvw.com. Failure to provide such proof will result in the fine of \$50.00 per month.

Proof of insurance coverage in the form of COI (Certificate of Insurance) must be provided for any vendor being hired to deliver or perform work at the apartment unit, prior to scheduling a move-in, move-out, or furniture delivery, etc.

For any scheduled work in a QV apartment, such as an installation or alteration (e.g., kitchen or bathroom renovation), all contractors or workers must provide proof of insurance in order to protect QV from liability.

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3) RENT PAYMENT

Lessee shall pay rent to the Lessor as stipulated in the Rent Payment Policy.

4) CLEANLINESS

Each lessee shall keep the leased premises and all common areas in a good state of preservation and cleanliness. They shall not sweep or throw or permit to be swept or thrown from the apartment any dirt or other substances into any of the corridors, halls or stairways of the building, into any of the shafts or ventilators, or out any windows. No lessee shall permit or cause any accumulation of refuse in his apartment or the building of which it forms a part.

Fines per occurrence: The fine is \$50 for the first offense, \$100 for the second offense; and \$200 plus all legal fees for the third offense and any subsequent offenses.

5) NOISE

- a) **General:** No Lessee shall make or permit any disturbing noises or sounds in the building or any other part of Queensview premises by himself, his family, friends, visitors or employees, nor do or permit anything to be done by such persons that will interfere with the rights, comfort or convenience of other lessees. No person shall play upon or permit the playing of any musical instrument, vocalization, radio, television or any other sound-producing instrument or device in an apartment between the hours of 10:00 PM and the following 8:00 AM if the same shall disturb or annoy any other occupants of the building.
- b) **Construction/Repairs/Installation:** Construction, repair work, or any other installation involving noise in any apartment shall be undertaken only between the hours of 9:00 AM and 5:00 PM on weekdays, not including legal holidays, and between 10:00 AM and 5:00 PM on weekends and legal holidays. The Board of Directors may prescribe other days and times for such work.
- c) **Floor covering:** The Lessor may require a lessee to provide carpeting or equally effective noise reducing material in accord with the regulations adopted by the Lessor, if it determines that the peace and comfort of other residents requires such carpeting.

Fines per occurrence: The fine is \$25 for the first offense, \$50 for the second offense; and \$100 plus all legal fees for the third offense and any subsequent offenses.

6) WINDOWS

- a) **General:** Nothing shall be placed upon or projected out of any window, window frame, or exterior windowsill, or upon the roof of the building without the written consent of the Lessor including, but not limited to, awnings, antennae, satellite dishes and window fans. No article or wire shall be hung or allowed to hang from the windows. No person

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shall throw or drop anything from the windows or doors or in any part of the building, nor shall any article be shaken from any of the windows or doors.

- b) **Cleaning:** Windows in the apartment shall not be cleaned from the outside in violation of any applicable government laws or regulations.
- c) **Covering:** Lessee shall install and maintain blinds, shades, drapes, or other window coverings on all windows. Lessor may require the removal of any materials covering the windows and visible from the outside if such coverings impair the appearance of the buildings.
- d) **Decoration:** No sign, signal, advertisement, flag, or illumination shall be inscribed or exposed on or at any window or other part of the building, except as shall be approved in writing by Lessor.
- e) **Repairs:** Cracked or broken window panes shall be promptly reported to Lessor's management office.
- f) **Warranty:** Window frames and sashes shall not be painted or altered in any way. Lessee shall not install any air conditioners; such installation shall be performed by the Lessor or its representative. The cost of damage to the windows shall be the Lessee's responsibility.
- g) **Behavior Near Windows:** Lessees are to be mindful of their neighbors, including those in other buildings who have a direct view into the lessee's apartment. No lessee shall purposefully engage in activity in clear view of neighbors that may be considered offensive, including but not limited to nudity, and/or engaging in sexual acts.

Fines per occurrence: The fine is \$50 for the first offense, \$100 for the second offense; and \$200 plus all legal fees for the third offense and any subsequent offenses.

7) PLUMBING FIXTURES

Toilets, sinks, and bathtubs shall not be used for any purpose other than those for which they were constructed. Improper articles including but not limited to sweepings, rubbish, rags, grease, oil, coffee grinds, gravel, bird seed, and cat litter shall not be thrown into the same. Any damage resulting from misuse thereof shall be borne by the lessee by whom or upon whose premises it shall have been caused.

Fines per occurrence: The fine is \$50 for the first offense, \$100 for the second offense; and \$200 plus all legal fees for the third offense and any subsequent offenses.

8) PUBLIC NUISANCE

No lessee shall cause or permit to be caused a public nuisance, or permit their dwelling to be a public nuisance. A "public nuisance" shall be defined as a condition dangerous to the life,

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health, safety of the Lessor, its employees, other lessees, their families, guests, home attendants, contractors/agents, or their property. This includes, but is not limited to, conditions such as hoarding, insects, vermin, overcrowding, improper ventilation, drainage, sewerage, storage of hazardous materials, or blocked exits.

Fines per occurrence: The fine is \$50 for the first offense, \$100 for the second offense; and \$200 plus all legal fees for the third offense and any subsequent offenses.

9) APPLIANCES

The presence in the apartment of any appliances mentioned below shall be considered the same as their use.

- a) **Forbidden in apartments:** sink garbage disposals, clothes washing machines, gas or electric clothes dryers, electric ranges, freezers or refrigerators over 24 cubic feet. Effective 1 January 2013, Jacuzzis, whirlpool or spa tubs shall no longer be permitted to be installed. Additionally, no refrigerators, freezers, stoves, nor dishwashers are permitted to be installed outside the kitchen.
- b) **Forbidden in bathrooms and kitchens:** air conditioners.
- c) **Approval by Lessor required before installation:** air conditioners, dishwashers, and permanently installed kitchen fans.

Fines per occurrence: The fine is \$50 for the first offense, \$100 for the second offense; and \$200 plus all legal fees for the third offense and any subsequent offenses.

10) CABLE TV AND INTERNET SERVICE

Lessee shall be subject to charges for Cable TV and Internet service as per the co-op's in- place bulk agreement.

11) ANIMALS

- a) **Pets:** No dog shall be permanently or temporarily kept or harbored in any apartment or brought onto the Queensview premises with the exception of Service or Emotional Support animals for which proper paperwork has been produced. No more than two cats shall be permanently or temporarily kept or harbored in any apartment. Any pet that creates a nuisance, such as noise, odor, or vermin, or otherwise interferes with the comfort or safety of other residents must be removed summarily on Lessor's demand.

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- b) **Feeding in Public Areas:** No pigeons or other birds shall be fed from the window sills nor shall any birds, squirrels, cats, or other animals be fed in any part of the grounds, as well as the adjacent sidewalks, or gutters.

Fines per occurrence: The fine is \$100 for the first offense, \$200 for the second offense; and \$300 plus all legal fees for the third offense and any subsequent offenses.

12) DISPOSAL OF REFUSE & RECYCLING

- a) All debris is to be securely wrapped or bagged in small package size to fit easily into the hopper chute. Wet debris should be completely drip-free before it leaves the apartment and carried to the hopper in a careful manner and in a drip-proof container, then placed into the hopper chute for disposal.
- b) No large bundles, cartons, boxes, crates, sticks of wood, glass containers or other large solid matter shall be stuffed into the hopper chute. Items of this nature, or any item not suitable for disposal through the hopper chute, shall be left in a neat manner in the rear lobby hallway near, the recycling containers.
- c) Under no circumstances should any flammable, explosive, or highly combustible substances be thrown into the hopper chute. This includes, but is not limited to, lighted cigarettes and cigars, camphor balls/flakes, floor scrapings, oil-soaked rags, empty paint or aerosol cans.
- d) Vacuum cleaner bags and contents, cat litter, bird seed, and similar items must never be emptied directly into the hopper. Such refuse should be wrapped in a securely tied bag or package and then be placed into the hopper chute.
- e) Recyclable items and glass shall be placed in the rear lobby hallway in appropriate containers.
- f) Leaving loose bags of trash in the rear hallway is prohibited. Loose bags of trash may be left with the porter during normal weekday hours (8:00 AM to 4:00 PM). Outside of normal weekday hours, disposal of such items shall be coordinated through the management office after making prior arrangements.
- g) Large items, including but not limited to sofas and other furniture, stoves, refrigerators and other large appliances, shall not be left in the back hallway with other debris. As per NYC law, any mattress or box spring must be sealed in a plastic bag before placing in a dumpster area for disposal. Prior arrangements shall be made with the management office for the proper removal of such items. The Sanitation Department has bulk pickup only on certain days for which the Lessor must schedule in advance.
- h) Syringe Disposal (Prescription Home Sharps): In accordance with the NYC Department of Sanitation Digest of Sanitation Codes: "People who must take medication at home with a syringe must assure proper disposal of their syringes. Used syringes/sharps must be placed in leak-proof, puncture resistant containers prior to disposal in the trash. Suitable

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containers include empty re-sealable household items like metal coffee cans or heavy-duty plastic laundry or bleach jugs. When the container is full, seal the lid securely, tape the lid closed, and then place the container with refuse for regular collection (You may write "Home Sharps" on the tape). DO NOT PLACE THE "HOME SHARPS" CONTAINER IN THE RECYCLING CONTAINER. Such containers are to be placed in a closed garbage bag and disposed of in the trash receptacle located in the rear lobby area.

- i) Household sharp objects (knives, etc.) should be disposed of in the same manner as that listed above for syringes.
- j) It is illegal to dispose of many electrical items in the regular trash and they must be recycled off premises. Electrical items include such items as TV's, monitors, computers, laptops, small servers, printers/scanners, tablets/e-readers, mobile phones, MP3 Players, VCRs/DVRs/DVD Players, video game consoles, fax machines, keyboards, mice and hard drives.

Fines per occurrence: The fine is \$50 for the first offense, \$100 for the second offense; and \$200 plus all legal fees for the third offense and any subsequent offenses.

13) OBSTRUCTIONS

The elevators, halls, stairwells or other common areas shall not be obstructed or used for any other purpose than for entry to and exit from the apartments, nor shall these areas be used to place, keep or store any article including, but not limited to, baby carriages, strollers, shopping carts, sleds, bicycles or other vehicles, boxes, containers, bags, umbrellas, or footwear of any kind.

For anyone responsible for an obstruction that results in a fine imposed on QV, that individual shall be liable to QV for payment of that fine.

Fines per occurrence: The fine is \$50 for the first offense, \$100 for the second offense; and \$200 plus all legal fees for the third offense and any subsequent offenses.

14) DELIVERIES

Lessor shall not be held responsible for the loss or damage of any delivered article, notwithstanding that such loss or damage may occur through the carelessness or negligence of the employees of the Lessor. The Lessor shall not be responsible for any article left with any employee.

Deliveries of furniture or other large objects are only allowed between 8:00 AM and 6:00 PM

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any day of the week. Prior notification of the delivery must be given to Management at least one business day in advance so that the elevator may be padded (weekend or holiday deliveries will not be permitted if advance notice to Management and installation of elevator padding has not occurred). A certificate of insurance is required for all deliveries except for mail/courier delivery service (e.g., USPS, FedEx, UPS, etc.) and grocery/food deliveries. Mail/courier and grocery/food deliveries may be made at any time, though Lessee shall be responsible for any damage caused by the delivery.

Fines per occurrence: The fine is \$50 for the first offense, \$100 for the second offense; and \$200 plus all legal fees for the third and subsequent offenses, plus any applicable damage costs for any offense.

15) BICYCLES

Two-wheel bicycle riding, roller-skating or blading, and riding of scooters are not permitted on any portion of the grounds of the Lessor, with the exception of the basketball court. The aforementioned items shall be carried or walked to the basketball court.

Fines per occurrence: The fine is \$25 for the first offense, \$50 for the second offense; and \$100 plus all legal fees for the third offense and any subsequent offenses.

16) BIKE ROOMS

The bike room in each building shall be used only by the residents of that building. It shall be used for bikes, tricycles, sleds, shopping carts, baby strollers/carriages, and mobility assistive devices. All other items are prohibited. E-mobility devices are expressly prohibited, including those with the batteries removed. The Lessor shall discard any other items and assumes no responsibility for such items. For additional information refer to Bike Room Policy.

Fines per occurrence: The fine is \$25 for the first offense, \$50 for the second offense; and \$100 plus all legal fees for the third offense and any subsequent offenses.

17) LAUNDRY ROOMS

- a) Laundry rooms are only to be used by shareholders and permanent residents.
- b) Be considerate of other shareholders and do not use all machines simultaneously, thus preventing other shareholders from doing their own laundry.
- c) Load washers loosely. Do not overload washing machines.
- d) Do NOT use machines to dye clothing. Do NOT use dryers for large bulky items, or items made of wool, rubber, or plastic.

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- e) Check clothes so that no items are washed that could damage the clothing or the machines (e.g., paper, gum, lipstick, crayons, etc.)
- f) Clean up after using laundry rooms. Rinse out recyclables and place them in the correct can in the recycling area. Throw out disposable dryer softener sheets in the garbage can in the back hallway.
- g) Report instances of broken washing machines or dryers to the Management office (phone or email) with a complete description of the problem so that it can be addressed as soon as practical. Do NOT assume a neighbor or the building porter has reported the issue.
- h) Immediately return the laundry cart to the room if used to transport laundry up to apartments. Carts are to only be used for laundry, not for any other uses.

Fines per occurrence: The fine is \$25 for the first offense, \$50 for the second offense; and \$100 plus all legal fees for the third offense and any subsequent offenses.

18) STORAGE

Outside of the apartments, no property shall be stored in any part of Lessor's grounds and/or buildings.

Fines per occurrence: The fine is \$25 for the first offense, \$50 for the second offense; and \$100 plus all legal fees for the third offense and any subsequent offenses.

19) GROUPS IN APARTMENTS

No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any sale or auction be held in any apartment without the prior written approval of the Lessor, including open-house events for apartment sales. An "open-house" shall be defined as showing the apartment without appointments, using street advertising, or any electronic media advertising, or providing access to any portion of the building(s).

Fines per occurrence: The fine is \$50 for the first offense, \$100 for the second offense; and \$200 plus all legal fees for the third offense and any subsequent offenses.

20) DECORATION OF COMMON BUILDING AREAS

No public hall above the ground floor shall be decorated in any manner without the prior written consent of all of the lessees of that floor and in accordance with the proprietary lease,

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the Rules and Regulations and Policies. No apartment entry door shall be permanently decorated, nor have any permanent attachment or inscription. For additional information refer to Hallway Decoration Policy.

Fines per occurrence: The fine is \$25 for the first offense, \$50 for the second offense; and \$100 plus all legal fees for the third offense and any subsequent offenses.

21) USE OF COMMON BUILDING AREAS

There shall be no playing or loitering in the public areas of the buildings including, but not limited to, halls, elevators, laundry rooms, bike rooms, or stairwells. Children under the age of 12 must be always accompanied by a guardian. Leaving unwanted items (e.g., food, clothes, periodicals/books, household items, etc.) on the lobby tables is prohibited. The consumption of alcoholic beverages in common building areas is strictly prohibited, except for approved shareholder functions in the Community Rooms or official functions where alcohol use is approved. Smoking in common building areas is strictly prohibited.

Fines per occurrence: The fine is \$25 for the first offense, \$50 for the second offense; and \$100 plus all legal fees for the third offense.

22) PARKING

Violations of parking rules are subject to penalties set forth by the Board, including, but not limited to, fines or loss of parking privileges. For additional information refer to Parking and Towing Policy.

23) RESTRICTION ON HIRING EMPLOYEES

No Lessee shall hire or otherwise privately engage the services of any employee of the Lessor, including but not limited to personal jobs, business, or errands. The Lessor will not be responsible for the actions of any employee of the Lessor who has been hired privately by a Lessee, in contravention of this rule.

Fines per occurrence: The fine is \$50 for the first offense, \$100 for the second offense; and \$200 plus all legal fees for the third offense and any subsequent offenses.

24) DEFACING NOTICES

No person shall deface or alter in any way any notice approved by the Lessor for posting.

Fines per occurrence: The fine is \$50 for the first offense, \$100 for the second offense; and \$200 plus all legal fees for the third offense and any subsequent offenses.

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25) ODORS

The Lessee shall not permit any objectionable odors to emanate from the apartment if the same shall disturb occupants of the building.

Fines per occurrence: The fine is \$50 for the first offense, \$100 for the second offense; and \$200 plus all legal fees for the third offense and any subsequent offenses.

26) SMOKING

Smoking of tobacco or non-tobacco products (e.g., marijuana/cannabis) and using electronic cigarettes is prohibited in all public areas of QV, including but not limited to courtyard/walkways, parking areas, play/children areas and other spaces of the property available to shareholders and residents. It is also prohibited in any common area within the interior of the building(s) as required by applicable law, as well as any outside area of the property within 25 feet of all entrances to any building.

Lessee shall not smoke in the areas where smoking is prohibited by this rule, nor shall they permit smoking by any resident, employee, family member, guest, or invitee in such areas.

Smoking is permitted inside Lessee's individual unit. However, shareholders and residents shall not allow, and shall take reasonable steps to prevent secondhand smoke from passing into neighboring units/homes. The Board and Management reserves the right to impose appropriate measures on a case-by-case basis, including but not limited to requiring that a unit be sealed and/or and air purifier or smokeless ashtray be installed in response to complaints of secondhand smoke and nuisance from smoke passing from their unit into neighboring units.

The definition of "smoking" is contained in the Smoke Free Air Act of the NYC Administrative Code (Title 17, Chapter 5, § 17-502 "Definitions", item y) and is as follows: "Smoking means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, little cigar, pipe, water pipe, herbal cigarette, non-tobacco smoking product, or any similar form of lighted object or device designed for human use or consumption by the inhalation of smoke".

Fines per occurrence: The fine is \$100 per occurrence, plus all legal fees for the third offense and any subsequent offenses.

27) USE OF APARTMENTS

As per paragraph 2 (A) of the Proprietary Lease, Lessee shall use apartments only for residential use and dwelling. Lessee shall not run or maintain a business from the apartments.

Fines per occurrence: The fine is \$50 for the first offense, \$100 for the second offense; and \$200 plus all legal fees for the third offense and any subsequent offenses.

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28) SUBLETTING OF APARTMENTS

Lessee is expressly forbidden from subletting QV apartments. A sublet is when a tenant, whose name is on the lease, rents a room, a portion of the apartment, or all of the apartment to another, with or without a written or verbal agreement from the lessee, and regardless of the tenant co-occupying the apartment. Domestic partners, or temporary visitors/guests do not apply to the aforementioned situations.

Upon the Board and/or Management becoming aware of someone other than the shareholder(s) of record living in an apartment, a letter will be sent by Management to the shareholder acknowledging Management's knowledge of the occupancy situation with a request for the shareholder to identify the person(s) living in the apartment.

Responses from the shareholder(s) will be submitted to the Board for its review and decision on course of action. If the Board feels the response is inadequate, the matter will proceed with a holdover case (a case brought to evict a tenant or the person in the apartment for reasons other than simple non-payment of rent).

Should the shareholder fail to respond to Management's letter after 30 days, a legal letter will be sent by Queensview's attorney informing the shareholder(s) that they would be assessed a \$1,000 monthly fee and be subject to legal remedies. Should the shareholder(s) fail to respond to the legal letter after 30 days, Management will seek Board's approval to proceed with a holdover case.

29) PERIODIC INSPECTIONS

Lessor will conduct periodic inspections of all apartments. Adequate notice will be given to Lessee and access must be provided in accordance with paragraph 19 of the Proprietary Lease. Lessee may choose to not be present during the inspection, which can be arranged in advance by providing Management written or verbal "permission to enter". All inspection findings will be documented and signed by the inspector and Lessee (if present). These reports will be kept in the Lessor's files. The inspection will include, but not be limited to, the following areas:

- General condition of the apartment, including any hoarding situations;
- Problems/complaints;
- Appliances;
- Building code violations;
- Updating of shareholder and resident(s) information.

Fines per occurrence: The fine is \$50 for the first offense, \$100 for the second offense; and \$200 plus all legal fees for the third offense and any subsequent offenses.

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30) USE OF RECREATIONAL SITES FOR PARTIES OR EVENTS

Lessee shall not use the playground, lawns, walkways, basketball court, community rooms, or any portion of the grounds or common areas for private parties or other private events without prior written permission from the Lessor.

Fines per occurrence: The fine is \$25 for the first offense, \$50 for the second offense; and \$100 plus all legal fees for the third offense and any subsequent offenses.

31) USE OF PLAYGROUNDS

- a) The playground is for the enjoyment of children 12 years of age or younger.
- b) Lessees must supervise their children at all times. Adult babysitters/nannies hired by the lessee as supervisors, and for whom lessee is responsible, are acceptable.
- c) Lessees are fully responsible for the actions of their children, babysitters/nannies, agents, or guests. The Lessor is NOT liable for the actions of children, babysitters/nannies, agents, or guests of the Lessee.
- d) For the protection of all, bike riding (full sized bikes), ball playing (hard ball), in-line/roller skating, fighting/rough play are prohibited within the playground.
- e) Lessees and babysitters/nannies must clean-up the area following their children's play. Refuse containers are on-site for these purposes.
- f) Lessees should report problems, breakage, etc. to the Management Office as soon as possible. Toys shall not be permanently stored or left overnight in the playground.
- g) Pets are not permitted on the playground at any time.
- h) Parties/organized gatherings shall not be held on the playground without prior written permission by the Lessor.
- i) Playground is used at Lessee's own risk. Lessor is not responsible for injuries incurred during play/activities.

Fines per occurrence: The fine is \$25 for the first offense, \$50 for the second offense; and \$100 plus all legal fees for the third offense and any subsequent offenses.

32) USE OF BASKETBALL COURT

- a) The basketball court is for the enjoyment of all children; children 12 years of age or under must be accompanied by a guardian.

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- b) Lessees are fully responsible for the actions of their children, agents, or guests. The Lessor is NOT liable for the actions of children, agents, or guests of the Lessee.
- c) Adult sized bikes, fighting/rough play are prohibited within the basketball court.
- d) Lessees must clean-up the area following their children's usage. Refuse containers are on-site for these purposes.
- e) Lessees should report problems, breakage, etc. to the Management Office as soon as possible.
- f) Pets are not permitted on the basketball court at any time.
- g) Parties/organized gatherings shall not be held on the basketball court without prior written permission by the Lessor.
- h) Basketball court is used at Lessee's own risk. Lessor is not responsible for injuries incurred during play/activities.

Fines per occurrence: The fine is \$25 for the first offense, \$50 for the second offense; and \$100 plus all legal fees for the third offense and any subsequent offenses.

33) USE OF LAWNS

Usage of QV lawns anywhere on the property is strictly prohibited unless prior written permission is granted by the Lessor.

Fines per occurrence: The fine is \$25 for the first offense, \$50 for the second offense; and \$100 plus all legal fees for the third offense and any subsequent offenses.

34) ACCESS TO THE ROOFS

Access to the roofs at Queensview is strictly forbidden. Any instance of a shareholder found on the roof, or person in association to a shareholder, found on the roof, will result in penalization of the pertinent shareholder, which may include legal action.

Fines per occurrence: The fine is \$300.00 for the first offense; and \$400.00 for the second offense plus all associated legal fees.

35) E-MOBILITY DEVICES AND LITHIUM-ION BATTERIES

- a) Electric bicycles, scooters, hoverboards, skateboards, motorized bicycles or other similar items which are powered by lithium-ion batteries are prohibited anywhere on the premises including, without limitation, in the apartments, common areas of the building (including but not limited to the upper hallways, lobbies, elevators, vestibules, and stairways) and common outdoor areas (including but not limited to parking lots,

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pathways, play spaces, benches, and green spaces), collectively the "Property".

- b) As such, no Lessee shall permit any lithium-ion-powered mobility device whether belonging to the Lessee or the Lessee Responsible Parties (including but not limited to their occupants, guests, employees, agents, contractors, service personnel, and licensees) to be brought into, kept, charged, or stored in the Property. In the event a violation of the foregoing policy results in a fire at the Property, the Lessee or the Lessee Responsible Parties who brought the lithium-ion-powered mobility device into the Property shall be responsible for the damage resulting from the fire.
- c) If a Lessee's or the Lessee Responsible Parties' lithium-ion battery operated device results in a fire, said Lessee shall be liable for any damage which results from said fire to the other shareholder whose property was damaged by said fire.
- d) The Management Office shall not issue a Bike Room sticker for any lithium-ion battery operated vehicle.
- e) Lessee and Lessee Responsible Parties shall remove all electric bicycles, scooters, hoverboards, skateboards, motorized bicycles or other similar items which are powered by lithium-ion batteries from the Property within 10 days.
- f) There is a \$500 fine for the first offense. Subsequent offenses will result in legal action culminating in termination of the proprietary lease. All legal fees incurred will be charged back to the offending Lessee.

36) CHANGES AND MODIFICATION OF RULES

The Lessor reserves the right to make additional rules and regulations, or change or repeal current rules and regulations, as deemed necessary. Such changes shall become part of the Lease.

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PARKING AND TOWING POLICY

This statement sets forth the policy and rules governing the use of Queensview's off-street parking facilities. It is neither a contract nor a promise and no party other than Queensview ("QV") may make any claim based upon reliance on this statement. A parking sticker provides only the right to park in any QV parking lot subject to available space. The Board of Directors may modify, revoke, supplement, make variances, or otherwise amend these rules at any time.

Eligibility

- Spaces are for shareholders residing in QV, as well as residential tenants and commercial tenants operating at QV.
- Only one parking sticker shall be issued for an apartment or commercial tenant and the parking sticker shall be used only on the vehicle covered by the application and shall not be transferred from one vehicle to another.
- Commercial/residential tenants who are not current with their rent payments or who have other outstanding balances due QV may not obtain a parking sticker.
- Parking stickers are allocated to shareholders and commercial/residential tenants who conduct themselves responsibly and safely. Those shareholders and commercial/residential tenants who do not utilize the parking lots responsibly and safely may lose parking privileges.
- Regular parking stickers may be issued to the Resident Manager, Assistant Superintendent, and Management Staff at no charge. Only one parking sticker shall be issued per individual.
- A reserved parking sticker may be issued to the General Manager at no charge. Only one parking sticker shall be issued per individual.
- Temporary parking permits may be issued by the Management Office, when necessary, to persons having business with QV. Temporary parking permits shall be displayed on the dashboard on the driver's side.
- The following types of vehicles shall NOT be entitled to parking stickers: those wider than the space between the yellow lines, those with commercial or livery plates, employer owned vehicles provided to QV residents, motorcycles and other two-wheeled or three-wheeled vehicles.

Obtaining a Parking Sticker

An application for a parking sticker shall be made online or in person at the QV Management Office by shareholders, commercial/residential tenants, and eligible staff. The applicant shall also submit:

- A valid, current NY State driver's license OR a valid, current NY State non-driver ID card;
- A valid, current NY State registration¹ for the vehicle;
- Valid, current insurance² for the vehicle.

Additionally, all documentation must show QV as the shareholder's primary residence, and all documentation must be in the shareholder's name while in possession of the parking sticker. Old stickers MUST be returned prior to obtaining a new sticker. A \$60 fee will be charged for any sticker that is lost or not returned to the Management Office.

Fees/Payment

The current monthly fee is **\$125.00** which will be added to shareholder's and commercial/residential tenant's monthly bill. Monthly parking fees are not pro-rated. Parking stickers issued or surrendered on or after the 1st of the current parking month will be charged the full monthly fee.

¹ If more than one person is listed on the Registration card, all MUST submit a copy of license.

² If more than one person is listed on the Insurance card, all MUST submit a copy of license.

QUEENSVIEW, INC.

PARKING AND TOWING POLICY

Any vehicle found with the prior year's sticker will be assessed an initial \$30.00 penalty; this fee shall increase thereafter \$10.00 per day for a period of 30-days, at which point the vehicle will be towed at the owner's expense.

Any shareholder or commercial/residential tenant who is in arrears three (3) or more months will have their parking sticker revoked until such time that the account is made current. Payment for arrears may be made electronically or via certified check.

Late Registration/Early Termination/Replacement

- For existing shareholders, and commercial/residential tenants with current year's stickers who replace their vehicle mid-year, a new parking sticker shall be issued at no additional cost, provided that the original parking sticker is submitted, either in whole or in pieces, with a new application. Additionally, if a shareholder or commercial/residential tenant obtains a temporary loaner/rental vehicle (e.g., their vehicle is inoperable or needs maintenance), a temporary pass will be issued. This temporary pass must be hung from the rearview mirror.
- Any shareholder or commercial/residential tenant who seeks a replacement of their parking sticker without submitting the original sticker, either in whole or in pieces, a fee of \$60.00 will be charged for the replacement sticker.
- Any shareholder found to have two stickers will lose parking privileges for the remainder of the current parking year and for the three years following.
- Outgoing shareholders and commercial/residential tenants must remove their sticker and return it to the office before the closing of the apartment sale or vacating the rental property. A penalty of \$200.00 will be imposed on outgoing shareholders and commercial/residential tenants who fail to return their sticker.

Placement of Parking Stickers

- Parking stickers shall be permanently affixed to the right rear (or passenger) window, to facilitate the checking of authorized parking.
- Vehicles shall not display parking sticker from multiple years. Only current year's stickers shall be placed in the window; prior year's stickers must be removed.

Parking Lot Usage

- Parking areas are to be used for parking only and may not be used for any other purpose.
- Warehousing of vehicles is NOT allowed. Vehicles must be moved within a 21-day period.
- License plates, registration sticker and inspection sticker must always be visible.
- All vehicles must be in working condition, properly insured, registered, and inspected.
- Park nose in, fully into the parking space, and centered between the yellow lines. Vehicles may not protrude into the lot nor block other legally parked vehicles.
- Car covers are permitted, provided that the QV parking sticker and both license plates always remain visible.
- Owners shall keep the parking areas clean and not allow fluids to accumulate or be drained from their cars.
- Owners with alarms that repeatedly go off without an immediate response will be asked to correct the problem, and failing that, have their permit revoked.
- Prohibited parking areas: the end (bay) of the lots, as well as the oil truck delivery driveway.
- Prohibited activities include but are not limited to car washing, oil changing, and mechanical work.
- NOTE: Management may require owners to move their vehicles from lots when necessary to facilitate QV operations. Failure to comply with such a request shall result in the vehicle being towed at the owner's expense.

QUEENSVIEW, INC.

PARKING AND TOWING POLICY

Reserved Parking

To request a reserved parking sticker, the following documentation must be provided to the Management Office:

- Proof that the applicant has been approved under New York City or New York State disability guidelines (please see: <https://www.nyc.gov/html/dot/html/motorist/pppdinfo.shtml>)
- Certification from their doctor that the applicant's need for a reserved spot is related to their disability.

Additional information may also be found at: <https://dmv.ny.gov/more-info/parking-people-disabilities>

Rules governing reserved parking:

- The NY State hang-tag permit or NYC placard must be displayed while the vehicle is parked in a reserved spot in a QV parking lot.
- If a reserved spot is to be continuously unoccupied for a period of more than three (3) continuous nights, the permit holder should notify the office, and the spot will go back into the general circulation.
- All shareholders with a QV reserved parking permit will be required to show documentary evidence annually, on or about the anniversary of the granting of the permits, to verify that their New York City or New York State permits are current.

Towing

Unauthorized vehicles parked in QV's parking lots can and will be towed. An unauthorized vehicle is defined as:

- Vehicles without a valid QV parking sticker;
- Vehicles parked in a manner that blocks other legally parked vehicles;
- Vehicles occupying more than one parking space;
- Vehicles parked in the QV lots without a valid registration or license plates;
- Vehicles with out-of-state license plates (except for loaner/rental cars with temporary sticker);

If any vehicle owned or operated by a guest of a shareholder or employee, a guest of a residential tenant, or a client of a commercial tenant is parked in any QV parking lot, QV shall have the right, in addition to all other rights and remedies to remove or tow away the vehicle without prior notice to the shareholder, employee, or commercial/residential tenant.

Authority to call for towing rests in order, with the General Manager, the Resident Manager, the Assistant Superintendent, the Chief of Security, and the security guards on duty. Before towing any vehicle, QV staff must check for permanent or temporary parking permits on the vehicle and contact the owner before calling the towing company. The vehicle owner will bear the cost of towing.

Damage Responsibility

Shareholders, commercial/residential tenants, and eligible staff park at their own risk. QV is **NOT** responsible for any damage to any vehicles parked in its parking lots.

Loss of Privileges and Fines

BY SUBMITTING A REQUEST FOR A PARKING STICKER, SHAREHOLDERS, COMMERCIAL/RESIDENTIAL TENANTS, AND ELIGIBLE STAFF AGREE TO ABIDE BY ALL RULES AND REGULATIONS. The right to use a parking sticker is a privilege granted by QV. It is not a lease. ANY VIOLATIONS of these rules, proprietary lease, or other rules of QV (including but not limited to non-payment of rent under the proprietary lease) will result in

QUEENSVIEW, INC.

PARKING AND TOWING POLICY

loss of parking privileges. Shareholders, commercial/residential tenants, and eligible staff will be given five (5) days written notice that the privilege is terminated.

If the shareholder's or commercial/residential tenant's privilege to use the parking sticker is revoked for any reason beside late payment of rent (see below), they will NOT be:

- Refunded any portion of their payment;
- Allowed to apply for a parking sticker for at least two (2) years after termination.

If the shareholder's or commercial/residential tenant's privilege to use the parking sticker is revoked for non-payment or late payment of rent (defined as non-payment for three (3) consecutive months or paid after the 10th of the month), they will lose their parking privileges for one (1) year after termination until their account is made current. If non-payment or late payment happens a second time, they will lose their parking privileges for two (2) years after termination until their account is made current. If non-payment or late payment happens a third time, they will lose their parking privileges permanently. Additionally, they will not be refunded any portion of their parking payment if privileges are revoked for non-payment or late payment of rent.

Additionally, if shareholder's or commercial/residential tenant's or eligible staff's vehicle is not removed within the five (5) day notice period, the vehicle will be towed, with the shareholder, commercial/residential tenant or eligible staff bearing sole responsibility for paying the towing and storage fees.

Notwithstanding any fines or loss of privileges as described above or in other parts of this document, fines for violations of this policy will be as follows: \$50.00 for the first offense, \$100.00 for the second offense, and \$200.00 and the loss of privileges for the third offense.

Indemnification

The shareholder/tenant hereby indemnifies and agrees to hold QV and its officers, Directors, agents, and employees harmless from, and shall pay for all costs, expenses, and damages suffered, including but not limited to, reasonable attorney's fees and disbursements, incurred by QV relating to any and all claims, losses, damages, or liability arising from (i) any act or neglect of the shareholder/tenant, or (ii) any breach of the shareholder/tenant's act or neglect under this policy. If any action is brought against QV arising from the shareholder/tenant's act or neglect, the shareholder/tenant shall defend QV at the shareholder/tenant's sole cost and expense with any attorney of QV's choice. All sums due shall be paid to QV within 10 days from written demand.

QV may, at its option, repair any and all damage to the Lot or to its fixtures, appurtenances, or equipment or any other porting of the Development, done or caused by the Shareholder/tenant or any other person using or occupying the Vehicle, all at the Shareholder/tenant's expense. The Shareholder/tenant agrees to pay to QV on demand any amounts so expended by QV, including legal and professional fees and disbursements.

The indemnities provided in this Section shall survive the expiration or termination of this Policy and of the License. The Shareholder/tenant is responsible for all acts of the Shareholder/tenant's family, guests, or invitees.

By signing this document, shareholder/tenant acknowledges receipt of QV Parking Rules and Regulations and agrees to above by all rules and regulations stated therein.

Signature: _____

Date: _____

This statement of parking policies and procedures was approved by the Board of Directors at its regular meeting on 03/18/87, and amended on the following dates: 04/29/87, 05/20/87, 10/28/87, 12/10/97, 07/13/04, 02/02/05, 07/05/05, 04/12/11, 12/13/12, 10/21/14, 3/24/15, 4/4/18, 6/20/19, 1/2/20, 4/23/20, 5/28/20, 7/8/21, 7/22/21, 10/28/21, 02/24/22, and 8/02/22, and 6/20/23, 2/13/24, 4/19/24, 12/16/24 and 01/13/25.

QUEENSVIEW, INC.
PARKING AND TOWING POLICY

**** Parking Sticker Application ****

First Name	
Last Name	
Building & Apartment	
Email Address	
Phone Number	

Emergency Contact Name	
Emergency Contact Phone Number	
Relationship to Applicant	

License Plate Number	
Make of Car	
Model of Car	
Color of Car	

I hereby apply for a QV Parking Identification Sticker, the issuance of which extends the privilege of using QV off-street parking facilities.

I agree to abide by the regulations attached hereto, and receipt of which I hereby acknowledge. I understand that the privilege to use a QV Parking sticker may be withdrawn for failure to observe these regulations.

I hereby represent that the requested QV parking sticker will be affixed to the car upon receipt only to the car identified above and that such sticker will not be transferred to any other vehicle.

I understand that no QV family is entitled to the use of more than one sticker or to the privilege of using a QV parking area for more than one car. The sticker to be issued is to take the place of any other previously issued.

Signature: _____

Date: _____

QUEENSVIEW, INC. BIKE ROOM POLICY

This statement sets forth Queensview's Bike Room Policy. It is neither a contract nor a promise, and no party other than Queensview ("QV") may make any claim based upon reliance on this statement. Only the Board of Directors ("Board") has the right to make variances to this policy. The Board may supplement or amend this policy at any time. QV is not responsible for theft or damage of articles stored in the bike room.

Registering Items

An application for a bike room sticker shall be made in person with the Queensview Management Office. The applicant must complete a registration form, containing the shareholder's name, building/apartment, type of item(s), description of item(s), and a signed acknowledgement of the rules before a sticker will be provided.

Fees

The fee for each item stored in the bike room is \$5 per month (\$60 annually) and will be applied to the shareholder's maintenance account monthly. Regardless of the time of the month the sticker is obtained, shareholders will be charged for the **entirety** of that calendar month. Queensview **does not** pro-rate its monthly fee for a bike room sticker.

Any shareholder or residential tenant who is in arrears three (3) or more months, for any balance due to Queensview, Inc., will have their bike room sticker and FOB access to the bike room revoked until such time that the account is made current. Further, they will have to retrieve their items, or else they will be removed from the bike room by Management, and if unclaimed for 30 days, disposed of. Payment for arrears may be made electronically or via certified check.

Rules

1. The bike room may be used to store only **bikes, tricycles, sleds, shopping carts, baby strollers/carriages and mobility devices as defined by the Americans with Disabilities Act (ADA)**. All other items are prohibited. E-mobility devices are expressly prohibited, including those with the batteries removed. QV shall discard any other items and assumes no responsibility for such articles.
2. Stored items must have a current annual, color-coded sticker attached to the registered item. Stickers for all items must be placed on the item in a manner that ensures that they are readily visible. For bicycles, the sticker must be conspicuously placed facing up on the top portion of the top tube (top bar of the frame) or the top portion of the down tube.
3. Stickers may not be moved from one stored item to another. Should a shareholder replace an item, the new item must be registered with the Management Office and a new sticker will be provided once the old sticker is returned; the current monthly fee paid for the stored item will apply to the new item (i.e., shareholders will not be charged two monthly fees if a bike is replaced mid-month).
4. Shareholders may only store items in the bike room of the building in which they reside. The number of items stored per apartment may not exceed the number of residents of that apartment. Shareholders may not store bikes or other permissible items for relatives who may come to visit, even if those relatives live in QV.
5. Queensview shall clean out and inventory the contents of the bike room at least annually, and whenever Management or the Board considers it necessary.
6. Any shareholder that is found to be storing unauthorized or unregistered items in the bike room will have their bike room privileges permanently revoked.

QUEENSVIEW, INC. BIKE ROOM POLICY

Indemnification

The shareholder/tenant hereby indemnifies and agrees to hold QV and its officers, Directors, agents, and employees harmless from, and shall pay for all costs, expenses, and damages suffered, including but not limited to, reasonable attorney's fees and disbursements, incurred by QV relating to any and all claims, losses, damages, or liability arising from (i) any act or neglect of the shareholder/tenant, or (ii) any breach of the shareholder/tenant's act or neglect under this policy. If any action is brought against QV arising from the

shareholder/tenant's act or neglect, the shareholder/tenant shall defend QV at the shareholder/tenant's sole cost and expense with any attorney of QV's choice. All sums due shall be paid to QV within 10 days from written demand.

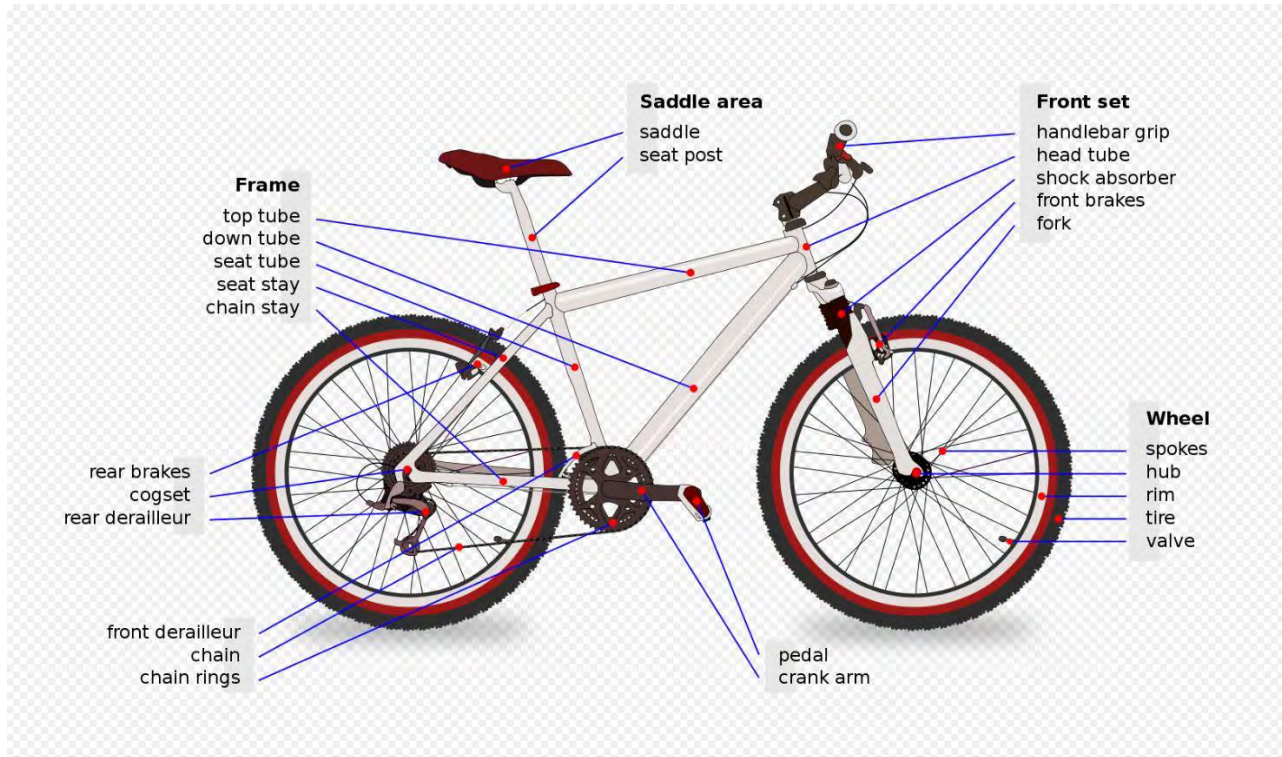
QV may, at its option, repair any and all damage to the bike room or to its fixtures, appurtenances, or equipment or any other portion of the Development, done or caused by the Shareholder/tenant, all at the Shareholder/tenant's expense. The Shareholder/tenant agrees to pay to QV on demand any amounts so expended by QV, including legal and professional fees and disbursements.

The indemnities provided in this Section shall survive the expiration or termination of this Policy and of the License. The Shareholder/tenant is responsible for all acts of the Shareholder/tenant's family, guests, or invitees.

This Bike Room Policy was approved by the Board of Directors 07/08/03. It was amended on: 11/22/16, 1/17/17, 6/10/20, 12/6/22, 3/7/23, 9/5/23, 2/13/24, 12/16/24, 1/13/25 and 2/18/25.

QUEENSVIEW, INC. BIKE ROOM POLICY

Diagram of bicycle parts for reference as where to place your bike sticker, per item #2 of the Rules section of this policy:



**QUEENSVIEW, INC.
BIKE ROOM POLICY**

BIKE ROOM REGISTRATION FORM

Shareholder Name:	
Building and Apartment:	

Item 1 Description

☐ *adult bike* ☐ *child's bike* ☐ *tricycle* ☐ *sled* ☐ *shopping cart* ☐ *stroller* ☐ *carriage*
Color _____ Brand _____ Model _____
Other _____

Item 2 Description

☐ *adult bike* ☐ *child's bike* ☐ *tricycle* ☐ *sled* ☐ *shopping cart* ☐ *stroller* ☐ *carriage*
Color _____ Brand _____ Model _____
Other _____

Item 3 Description

☐ *adult bike* ☐ *child's bike* ☐ *tricycle* ☐ *sled* ☐ *shopping cart* ☐ *stroller* ☐ *carriage*
Color _____ Brand _____ Model _____
Other _____

Item 4 Description

☐ *adult bike* ☐ *child's bike* ☐ *tricycle* ☐ *sled* ☐ *shopping cart* ☐ *stroller* ☐ *carriage*
Color _____ Brand _____ Model _____
Other _____

Item 5 Description

☐ *adult bike* ☐ *child's bike* ☐ *tricycle* ☐ *sled* ☐ *shopping cart* ☐ *stroller* ☐ *carriage*
Color _____ Brand _____ Model _____
Other _____

BIKE ROOM STORAGE RULES

1. The Bike room may be used to store only bikes, tricycles, sleds, shopping carts, baby strollers/ carriages. **All other items are prohibited. E-mobility devices are expressly prohibited, including those with the batteries removed.** Queensview shall discard any other items and assumes no responsibility for such articles.
2. Articles must have the current, annual color-coded Queensview sticker, which may be obtained from the Management Office.
3. The number of bikes and tricycles stored per apartment may not exceed the number of residents of that apartment. Shareholders may not store bikes or other permissible items for relatives who may come to visit, even if those relatives live in QV.
4. Shareholders may only store items in the bike room of the building in which they reside.
5. Queensview is not responsible for theft or damage of articles stored in the bike room.
6. Queensview shall clean out and inventory the contents of the bike room at least annually and whenever Management or the Board of Directors consider it necessary.

By submitting this registration, Shareholder agrees to these rules.

Shareholder's signature

Date

QUEENSVIEW, INC.
APARTMENT ALTERATION AGREEMENT
FOR MINOR RENOVATIONS

Renovation Agreement Check List

All required documents listed below must be provided along with this completed document, either in hard copy, to the onsite Management Office, located, at 21-66 33rd Road, Long Island City, New York, NY 11106 OR via email to Management@queensvw.com. Incomplete applications will not be accepted for review.

- ☐ Detailed scope of work and architectural plans (if relevant)
- ☐ Complete and conformed copy of every agreement/contract made with all contractors and suppliers
- ☐ Current, valid NYC Department of Buildings License for General Contractor
- ☐ Certificate of Insurance and Workers Comp (details in EXHIBIT A)
- ☐ Scheduled time frame for proposed work
- ☐ Valid and current homeowner's insurance as per the Queensview Insurance Policy
- ☐ Specifications for fixtures and appliances including manufacturer, model number, and dimensions
- ☐ Notice to neighbors stating when work will start and expected completion date (see sample EXHIBIT C)

Summary of important items to note:

Shareholders:

1. We do not recommend providing your contractor with a deposit until such a time when you have an Alteration Agreement approved by the Coop. . There have been too many instances of contractors who do not meet or refuse to meet the Cooperative's requirements.
2. Please note that as a shareholder, the Coop has a relationship to you, not your contractor. It is your responsibility to ensure that your contractor abides by the rules and regulations of the Coop., especially those herein. Breach of rules and regulations by your contractor could generate financial penalties to you, as the shareholder, in the form "additional rent" applied to your maintenance account.

Shareholders and contractors:

3. Contractors may not park onsite at the premises at any point. If caught parking onsite or utilizing a parking lot for loading and unloading, the vehicle may be towed off the premises. Additionally, a fine of \$100.00 will be levied upon the shareholder, per instance.

lot for loading and unloading, the vehicle may be towed off the premises. Additionally, a fine of \$100.00 will be levied upon the shareholder, per instance.

4. Contractors are responsible for removal of all debris, trash, bulk items, etc... The disposal or abandonment of any such items on the property or on its public sidewalks constitutes a breach which in turn will generate a fine of \$100.00 to be levied upon the shareholder, per instance.
5. Only the building's service door may be used for access. A contractor caught utilizing a building's front door will generate a fine of \$50.00 to their client, the shareholder, per instance.
6. Only a building's padded elevator (Car B) may be used by contractors. The use of the other elevator (Car A), will generate a fine of \$50.00 to be levied upon the shareholder, per instance. Further, any damage to an elevator car will be charged back to the shareholder.
7. All public areas, but in particular apartment hallways, must be kept clean. Further, contractors are required to place protective painters' paper on the hallway outside the apartment they are working in, as well as a sticky mat outside the door of the apartment. Additionally, a wet towel is to be placed by the bottom of the door on the inside of the apartment, and the door, covered with plastic to be held in place with painters' tape, while any work is happening inside the apartment. Failure to comply with any of these mitigation practices will generate a fine of \$100.00 to the shareholder, per instance.
8. No tools or materials are to be left on any public areas of the property, including stairwells. Contractors found in breach of this, will generate a fine of \$50.00 to be levied upon the shareholder.
9. Any deviation from the approved scope of work, will place the project in jeopardy, and possibly being halted, until the work can be verified by the Coop. and/or its professional partners, at the expense of the shareholder.
10. The contractor should NOT submit insurance certificates whether for themselves, or subcontractors, that does not meet the Coop's requirements, as outlined in this document. Please do NOT call the Office to request exemptions on insurance requirements – you either meet them, or you cannot work at this property.
11. An application submitted to Office and still not in meeting with the Coop's requirements, 30 days after its submission, will be rejected and the process will have to be recommenced.
12. Management, on behalf of the Coop. , reserves the right to inspect an apartment undergoing an alteration, at any time and to make use of emergency keys for the unit, should access not be granted by the contractor or shareholders.
13. Units for which the Cooperative was not provided with a current set of emergency keys, will not be approved for alteration.

Received By:

Name: _____

Title: _____

Signature: _____

Date: _____

This Agreement, made as of this ____ day of _____, 20____ by and between **Queensview, Inc.**, (hereinafter the “Cooperative or Corporation”), with offices at 21-66 33rd Road, Long Island City, New York 11106, and _____ (collectively the “Shareholder”) residing at, _____ Apartment __, Long Island City, New York 11106.

Pursuant to the terms of my Proprietary Lease and the rules governing the Cooperative, I hereby request the written permission to install the equipment and make said alterations described in the annexed document (the “work”) in the Apartment noted below.

If the Corporation grants the requested permission:

1. I/we agree, **before any work is begun**:

(a) To provide the Corporation with a complete and conformed copy of every agreement made with all contractors and suppliers (if applicable) and/or receipts of purchase for supplies if purchased by shareholder directly.

(b) Lessee shall not alter or renovate kitchens, bathrooms, or other parts of the apartment without written permission from the of Lessor (in the form of an email or letter from Management and a fully executed copy of this Agreement), and in conformance with the Alteration Agreements, which includes, among other things, utilizing properly licensed and insured contractors, workers, and vendors. Please refer to this document for requirements, including insurance requirements.

Fines for such an infraction, are: \$1,000 for the first offense, \$1,500 for the second offense, and \$2,000 for the third offense, in addition all legal fees incurred by the Lessor as a result of the Lessee’s infraction will be charged back to said Lessee/s.

(c) The Shareholder represents that the proposed work does not require the approval of any Governmental Agencies having jurisdiction over the work. If there be any doubt as to the need for such approval, the Corporation shall be the sole arbiter in resolving the doubt.

2. If the Corporation is required or shall deem it wise to seek legal, engineering or architectural advice prior to granting permission, the undersigned agree(s) to reimburse the Corporation, on demand, for reasonable fees incurred, and if permission be granted, then, in any event, prior to commencement of any work.

3. It is understood that:

(a) The undersigned assume(s) all risks of damage to the building and its mechanical systems, and to persons and property in the building which may result from or attributable to the work being performed hereunder and all responsibility for the maintenance and repair of any alterations and installations after completion. This responsibility covers all work, whether or not structural, weathertightness of windows, exterior walls or roofs, waterproofing of every part of the building directly or indirectly affected by the work, and maintenance of all heating, plumbing, air- conditioning and other equipment installed or altered pursuant hereto. If _____ the operation of the building, or any of its equipment, is adversely affected by the work, the undersigned shall, when so advised, promptly remove the cause of the problem.

* Amounts of insurance required may be higher for major renovations as designated by the Board of Directors.

(b) The undersigned recognize(s) that there will be no change in the operation of the building's heating, ventilation or other building systems to facilitate the functioning of any heating or air-conditioning units the undersigned may be installing.

(c) The undersigned hereby indemnifies the Corporation, its officers, directors, managing agents and tenant-cooperators or occupants of the building for any damages suffered to person or property as a result of the work performed hereunder, whether or not caused by negligence, and to reimburse the Corporation for any expenses (including, without limitation, attorneys' fees and disbursements) incurred as a result of such work.

4. No work shall be done, except between the hours of 9 A.M. and 5 P.M., Saturdays, Sundays and holidays excluded, and any work which can produce unusual noises, which might be disturbing to building occupants, shall not be done before 10 A.M.

5. (a) All precautions will be taken to prevent dirt and dust from permeating other parts of the building during the progress of the alteration. Materials and rubbish will be placed in barrels or bags, before being taken out of the apartment. All such barrels or bags, rubbish, rubble, discarded equipment, empty packing cartons and other materials will be taken out of the building and removed from the premises at the undersigned's expense.

(b) The undersigned recognizes that use of the elevators for such purpose and the times during which such removal may be affected are subject to such rules and measures as the Corporation may prescribe and to the direction of the Managing Agent and/or as the Superintendent of the Building.

(c) The undersigned shall not permit any dumpster or garbage container to be placed in front of the Building and shall not dispose of any construction material or waste using the Cooperative's waste disposal systems. Any and all material will be disposed of in accordance with the Cooperative's rules and regulations and are fully the responsibility of the Shareholder. The Shareholder acknowledges that they will be responsible for the cost of any damage or expense incurred by placing construction material in the building's waste disposal systems

(d) A charge in the sum of \$300.00 for the non-refundable processing fee will be charged to your maintenance account, in connection to this application.

6. (a) The Federal Task Force on Lead Based Paint Hazard Reduction has recommended certain maintenance practices, including (1) limiting access to the work area to only workers, (2) isolating the work area with polyethylene plastic or equivalent, (3) protecting the workers, (4) protecting the undersigned's belongings by covering or removing them from the work area, (5) wetting the painted surfaces before disturbing the paint and (6) wetting the debris before sweeping. The Task Force has indicated that certain removal practices are unsafe, including (1) open flame burning, (2) power sanding or sandblasting (unless a special vacuum attachment is used to contain dust), and (3) dry scraping more than a de minimis surface area (de minimis means an area of less than one square foot per room). The undersigned shall cause the undersigned's contractors and/or workers to perform their work consistently with the recommendations of the Task Force and shall, upon

completion of the work, perform specialized cleaning of the work area using methods designed to safely remove dust and debris which may contain lead.

(b) No more than sixty (60) days prior to beginning renovation activities in the Apartment, the undersigned's contractor shall provide the Shareholder with the Environmental Protection Agency ("EPA") pamphlet entitled, Protecting Your Family from Lead in the Home (the "Pamphlet"). The shareholder shall make the contractor responsible for obtaining the undersigned or the occupant's written acknowledgment of receipt of the Pamphlet or a certificate of mailing evidencing same. The undersigned hereby acknowledges that the Corporation has no liability or obligation in connection with this notification requirement of the EPA.

7. The undersigned shall not do or permit any act or thing to be done contrary to the Laws, or which will invalidate or be in conflict with any provision of any liability, multi-peril casualty or other insurance policies carried by the Corporation or carried by the undersigned or for the undersigned's benefit. The undersigned shall comply with all the Laws, including, without limitation, those pertaining to persons with disabilities, asbestos, lead paint and other hazardous material, as the same have been or may be promulgated, supplemented or amended from time to time.

8. The undersigned will bear the entire cost of alterations and installations, and pay all bills incurred in connection therewith, no later than thirty days after completion of the work. If any mechanic's liens be filed for work claimed to have been done or materials alleged to have been supplied, the undersigned shall cause such liens to be discharged within thirty (30) days after such filing. If the undersigned fail(s) to do so, the Corporation may exercise any or all of its rights and remedies under the Proprietary Lease or this agreement.

9. At the completion of the work, the undersigned will deliver to the Corporation written notice of completion, and such other proof as may be necessary to indicate all work has been done in accordance with all applicable laws, ordinances and Government regulations, including any governmental certification, if required.

10. The undersigned recognizes that by granting consent to the work, the Corporation does not profess to express any opinion as to the design, feasibility or efficiency of the work, nor does the Corporation assume any liability or responsibility with respect to the work.

11. The Shareholder will provide access to the Cooperative and its agents upon reasonable notice for the inspection of any work being performed under this agreement, without limitation as to the Cooperative's rights of access under the Proprietary Lease or at law.

12. The undersigned's failure to comply with any of the provisions hereof shall be deemed a breach of the provisions of the Proprietary Lease, pursuant to which the Corporation's consent has been granted, and a violation of a substantial obligation of tenancy. In addition to all of its other rights, the Corporation may also stop all work and prevent workmen from entering the apartment or apartments for any purpose other than to remove their tools or equipment.

13. In the event the Corporation terminates the Proprietary Lease pursuant to its terms, the cost of restoring the premises and equipment to their condition prior hereto shall be part of the indebtedness owed by the undersigned to the Corporation thereunder.

14. This agreement may not be changed orally. This agreement shall be binding upon the Corporation, the undersigned, and their personal representatives and authorized assigns.

15. If this agreement is signed by more than one tenant-shareholder, then the obligations hereunder of tenant-shareholders shall be joint and several.

Tenant-Shareholder

Name (Print)

Date

Tenant-Shareholder

Name (Print)

Date

Permission Granted:
Queensview, Inc.

By: _____
Name (Print)
Title

Date

Queensview

Cooperative Living in the Heart of New York City

NOTICE OF INTENT TO PERFORM ALTERATIONS

Please accept this as my/our notification of intent to perform alterations in apartment ____, building ____.

I/we _____ am/are (please mark the appropriate box below):
(PLEASE WRITE IN CAPITAL LETTERS)

- ☐ Shareholder(s) of the above apartment. *
- ☐ Executor of the estate of the shareholder(s) of the above apartment. **
- ☐ Administrator of the estate of the shareholder(s) of the above apartment. **
- ☐ Legally appointed Guardian for the shareholder(s) of the above apartment. **

* Include copy of valid identification.

** All legal documents evidencing such appointment/authority to act are required must be presented with this form.

I/we agree to abide all terms and conditions of Queensview's Alteration Policy, and will execute the appropriate Alteration Agreement.

Shareholder(s)/Executor/Administrator/Guardian signature

____/____/____
Date

EXHIBIT A

Each of Shareholder's Contractors shall provide insurance of the types and in not less than the limits set forth below with a company or companies satisfactory to the Corporation, licensed to do business in the State of New York, and all such policies shall name the Corporation, the Corporation's Architect, the Shareholder as additional named insureds. No diminution of limits of insurance will be permitted. Deductibles may not exceed \$1,000.00. Amounts of insurance required may be higher for major renovations as determined by the Corporation's Board of Directors.

- (i) **WORKER'S COMPENSATION** as required by all applicable Federal, State, or other laws including Employers Liability in accordance with the statutory requirements of the State of New York, together with Disability Benefits Insurance required by the State of New York.
- (ii) **COMPREHENSIVE GENERAL LIABILITY** including Contractor's Liability and Blanket Contractual Liability (oral or written), all on an occurrence basis with Personal Injury Coverage, which shall include mental anguish as well as standard corrections, and Broad Form Property Damage, without any exclusion relating to Explosion, Collapse and Underground Property Damage.
The policy will contain the "Broad Form Comprehensive General Liability" endorsement customary form and any exclusion pertaining to liability assumed by the Contractor under this Agreement is to be deleted. Completed Operations Coverage is to be provided for a period of one year following termination of the Work and Contractual Indemnity Coverage is also to extend for one year following termination of the Work. The policy is also to include (a) Owners Protective Liability Coverage, (b) Knowledge of Occurrence and Notice of Occurrence endorsements and (c) Unintentional Errors and Omissions clause. The policy shall also include coverage with respect to asbestos exposure if the Work involves any asbestos-containing material, and shall not include a sunset clause without the Corporation's consent.
\$1,000,000 BODILY INJURY AND PROPERTY DAMAGE (combined single limit) *
- (iii) **COMPREHENSIVE AUTOMOBILE LIABILITY**, including non-ownership and hired car coverage, as well as owned vehicles:
\$1,000,000 BODILY INJURY AND PROPERTY DAMAGE (combined single limit)
- (iv) **\$5,000,000 UMBRELLA LIABILITY, BODILY INJURY, PERSONAL INJURY AND PROPERTY DAMAGE COMBINED***
- (v) Certificate Holder; Queensview, INC. Please name **ADDITIONAL INSURED**: 1) Queensview - 21-66 33rd Ave Long Island City, NY; 2) Metro Management, Board of Directors - Queensview - 21-66 33rd Ave,

* Amounts of insurance required may be higher for major renovations as designated by the Board of Directors.

Long Island City, NY 11106; 4) Unit Owner as ADDITIONAL INSURED in regard to general liability. Please use the language are included as additionally insured.

If umbrellas are written in more than one company any layers above the first one shall follow the form of the primary umbrella.

Prior to the commencement of any Work hereunder, detailed certificates of insurance shall be furnished to the Corporation showing that such insurance is in full force and the premiums due thereunder have been paid. Such certificates shall provide that the said insurance may not be canceled, terminated or modified without ten (10) days written advance notice thereof to the Corporation. The Contractor shall promptly furnish the Corporation with copies of any endorsements subsequently issued amending insurance coverage or limits and, if requested, with copies of the policies.

In the event of the failure of the Contractor to furnish and maintain such insurance, the Corporation shall have the right, at its option, at any time, (a) to revoke permission to perform the Work and to deny entry into the Building of all workers, except that if such workers are escorted by a member of the Building's staff, they shall be permitted to remove their tools and supplies, or (b) to take out and maintain the said insurance for and in the Corporation's name, the Shareholder's name and the name of the Contractor and the Shareholder agrees to pay the cost thereof and to furnish all necessary information and consents to permit the Corporation to take out and maintain such insurance for the Corporation's account, the Shareholder's account and the account of Contractor. Compliance with the foregoing requirements to carry insurance and furnish certificates shall not relieve the Shareholder or the Contractor from liability assumed under any provisions of this Agreement.

The Contractor's insurance policy shall also contain in substance the following endorsement.

"This insurance shall not be invalidated should the insured waive, in writing, prior to a loss, any or all right of recovery against any party for the loss occurring to the property described herein."

Nothing in this Exhibit A shall constitute a waiver of or limitation of any other rights or remedies the Corporation may have for consequential damages or for uninsured or underinsured damages or otherwise.

Shareholder

Shareholder

Queensview, Inc.

By: _____

Name:

Title:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
Month/Date/Year

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy (ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A Statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement (s).

PRODUCER Insurance Agent/Broker Name Insurance Agent/Broker Street Address or P.O. Box Insurance Agent/Broker City, State & Zip Code Contact & Phone Number	CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No.): E-MAIL ADDRESS:																					
INSURED Vendor Name Vendor Street Address or P.O. Box Vendor City, State & Zip Code	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>Name of Insurance Company</td><td>Enter NAIC#</td></tr><tr><td>INSURER B:</td><td>Name of Insurance Company (if applicable)</td><td>Enter NAIC#</td></tr><tr><td>INSURER C:</td><td>Name of Insurance Company (if applicable)</td><td>Enter NAIC#</td></tr><tr><td>INSURER D:</td><td>Name of Insurance Company (if applicable)</td><td>Enter NAIC#</td></tr><tr><td>INSURER E:</td><td>Name of Insurance Company (if applicable)</td><td>Enter NAIC#</td></tr><tr><td>INSURER F:</td><td>Name of Insurance Company (if applicable)</td><td>Enter NAIC#</td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Name of Insurance Company	Enter NAIC#	INSURER B:	Name of Insurance Company (if applicable)	Enter NAIC#	INSURER C:	Name of Insurance Company (if applicable)	Enter NAIC#	INSURER D:	Name of Insurance Company (if applicable)	Enter NAIC#	INSURER E:	Name of Insurance Company (if applicable)	Enter NAIC#	INSURER F:	Name of Insurance Company (if applicable)	Enter NAIC#
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INSURER F:	Name of Insurance Company (if applicable)	Enter NAIC#																				

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITIONS OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THEIR TERMS, EXCLUSION AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS														
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY	<table border="1"><tr><td>EACH OCCURENCE</td><td>\$1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$50,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$5,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$2,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$2,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURENCE	\$1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$50,000	MED EXP (Any one person)	\$5,000	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGREGATE	\$2,000,000	PRODUCTS - COMP/OP AGG	\$2,000,000		\$
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	\$																				
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ; <input checked="" type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY	<table border="1"><tr><td>COMBINED SINGLE LIMIT (Each Occurrence)</td><td>\$1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Each Occurrence)	\$1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$						
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BODILY INJURY (Per accident)	\$																				
PROPERTY DAMAGE (Per accident)	\$																				
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY	<table border="1"><tr><td>EACH OCCURENCE</td><td>\$5,000,000</td></tr><tr><td>AGGREGATE</td><td>\$5,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURENCE	\$5,000,000	AGGREGATE	\$5,000,000		\$								
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AGGREGATE	\$5,000,000																				
	\$																				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY	<table border="1"><tr><td><input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$1,000,000</td></tr></table>	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER		E.L. EACH ACCIDENT	\$1,000,000	E.L. DISEASE - EA EMPLOYEE	\$1,000,000	E.L. DISEASE - POLICY LIMIT	\$1,000,000						
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E.L. DISEASE - EA EMPLOYEE	\$1,000,000																				
E.L. DISEASE - POLICY LIMIT	\$1,000,000																				
A	NYS DISABILITY	<input type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY															

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Name of Shareholder(s), Queensview, Inc., The Board of Directors for Queensview, Inc. Metro Management are included as Additional Insured on a primary and non-contributory basis under the General Liability, Auto and Umbrella policies with respects to the operations of the above Named Insured.
Waiver of Subrogation is included
Building Address:
Name of Shareholder(s); Apt #.

CERTIFICATE HOLDER

CANCELLATION

Queensview, Inc
21-66 33Rd Road
Management Office
Long Island City NY 11106

SHOULD ANY OF THE ABOVE DESCRIBED POLICES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

EXHIBIT B

Date: _____

Queensview, Inc.

21-66 33rd Road

Long Island City, New York 11106

Re: Apartment: _____ (the "Apartment")

(Address)
Long Island City, New York 11106

Shareholder(s) _____

(collectively the "Shareholder")

Dear Corporation:

This letter will confirm that the undersigned has contracted with the Shareholder to perform work (the "Work") in the Apartment and has (i) reviewed and fully understood the terms and provisions of the Apartment Alteration Agreement dated _____ (the "Agreement") between the Corporation and the Shareholder and (ii) agrees to abide by the terms of the Agreement (in particular the provisions regarding lead paint and insurance) and the rules and regulations of the Corporation from time to time in effect. In addition, the undersigned agrees to defend, indemnify and hold harmless the Corporation and its officers, directors, agents, employees, licensees, guests, invitees and lessees, and all occupants of the building in which the Apartment is located, from and against all claims, losses, costs and liabilities, including reasonable attorneys' fees and disbursements, on account of loss of life or injury to any person or damage to any property, occurring or arising out of or in connection with the performance of the Work, unless such loss of life, injury or damage was caused by the affirmative negligence of the person or party indemnified.

Sincerely,

[Name of Contractor],

By: _____

Name:

Title:

QUEENSVIEW, INC.
APARTMENT ALTERATION AGREEMENT
FOR MAJOR RENOVATIONS

EXHIBIT C – Sample Letter for Neighbor Notification

Building and Apartment Number _____

Date: _____

Dear Queensview Neighbors,

Please be advised that approved renovations will be taking place in my apartment starting on _____ and for the next _____ weeks during the weekdays.

Contractors have been advised to keep the noise during the renovation process at a reasonable level, however some noise is expected to emanate from the apartment while renovations take place during working hours.

I/We apologize in advance for any discomfort this might cause you during this time and greatly appreciate your patience. Should you have concerns during the time of renovation, please contact the Queensview Management Office at 718-728-5090.

Sincerely,

Your Fellow Shareholder(s) in Apartment Number _____

QUEENSVIEW, INC.
APARTMENT ALTERATION AGREEMENT
FOR MAJOR RENOVATIONS

Renovation Agreement Check List

All required documents listed below must be provided along with this completed document, either in hard copy, to the onsite Management Office, located, at 21-66 33rd Road, Long Island City, New York, NY 11106 OR via email to Management@queensvw.com. Incomplete applications will not be accepted for review.

- ☐ Detailed scope of work and architectural plans (if relevant)
- ☐ Complete and conformed copy of every agreement/contract made with all contractors and suppliers
- ☐ Current, valid NYC Department of Buildings License for General Contractor
- ☐ Current, valid NYC Department of Buildings License for Plumber (if relevant)
- ☐ Current, valid NYC Department of Buildings License for Electrician (if relevant)
- ☐ Certificate of Insurance and Workers Comp (details in EXHIBIT A)
- ☐ Scheduled time frame for proposed work
- ☐ Valid and current homeowner's insurance as per the Queensview Insurance Policy
- ☐ Specifications for fixtures and appliances including manufacturer, model number, and dimensions
- ☐ Notice to neighbors stating when work will start and expected completion date (see sample EXHIBIT C)

Summary of important items to note:

Shareholders:

1. We do not recommend providing your contractor with a deposit until such a time when you have an Alteration Agreement approved by the Coop. There have been too many instances of contractors who do not meet or refuse to meet the Cooperative's requirements.
2. Please note that as a shareholder, the Coop has a relationship to you, not your contractor. It is your responsibility to ensure that your contractor abides by the rules and regulations of the Coop., especially those herein. Breach of rules and regulations by your contractor could generate financial penalties to you, as the shareholder, in the form "additional rent" applied to your maintenance account.

Shareholders and contractors:

3. Contractors may not park onsite at the premises at any point. If caught parking onsite or utilizing a parking lot for loading and unloading, the vehicle may be towed off the premises. Additionally, a fine of \$100.00 will be levied upon the shareholder, per instance.

4. Contractors are responsible for removal of all debris, trash, bulk items, etc... The disposal or abandonment of any such items on the property or on its public sidewalks constitutes a breach which in turn will generate a fine of \$100.00 to be levied upon the shareholder, per instance.
5. Only the building's service door may be used for access. A contractor caught utilizing a building's front door will generate a fine of \$50.00 to their client, the shareholder, per instance.
6. Only a building's padded elevator (Car B) may be used by contractors. The use of the other elevator (Car A), will generate a fine of \$50.00 to be levied upon the shareholder, per instance. Further, any damage to an elevator car will be charged back to the shareholder.
7. All public areas, but in particular apartment hallways, must be kept clean. Further, contractors are required to place protective painters' paper on the hallway outside the apartment they are working in, as well as a sticky mat outside the door of the apartment. Additionally, a wet towel is to be placed by the bottom of the door on the inside of the apartment, and the door, covered with plastic to be held in place with painters' tape, while any work is happening inside the apartment. Failure to comply with any of these mitigation practices will generate a fine of \$100.00 to the shareholder, per instance.
8. No tools or materials are to be left on any public areas of the property, including stairwells. Contractors found in breach of this, will generate a fine of \$50.00 to be levied upon the shareholder.
9. Any deviation from the approved scope of work, will place the project in jeopardy, and possibly being halted, until the work can be verified by the Coop. and/or its professional partners, at the expense of the shareholder.
10. The contractor should NOT submit insurance certificates whether for themselves, or subcontractors, that does not meet the Coop's requirements, as outlined in this document. Please do NOT call the Office to request exemptions on insurance requirements – you either meet them, or you cannot work at this property.
11. An application submitted to Office and still not in meeting with the Coop's requirements, 30 days after its submission, will be rejected and the process will have to be recommenced.
12. Management, on behalf of the Coop. , reserves the right to inspect an apartment undergoing an alteration, at any time and to make use of emergency keys for the unit, should access not be granted by the contractor or shareholders.
13. Units for which the Cooperative was not provided with a current set of emergency keys, will not be approved for alteration.

Received By:

Name: _____

Title: _____

Signature: _____

Date: _____

This Agreement, made as of this ____ day of _____, 20____ by and between **Queensview, Inc.**, (hereinafter the "Cooperative or Corporation"), with offices at 21-66 33rd Road, Long Island City, New York 11106, and _____ (collectively the "Shareholder") residing at _____, Apartment _____, New York, New York 11106.

WITNESSETH

WHEREAS, the Shareholder is the owner of the shares of the Corporation (the "Shares") allocated to Apartment No. _____ (the "Apartment") at _____, New York, New York (the "Building") defined herein and all exterior and interior space owned by the Corporation), which Building is managed by METRO MANAGEMENT Inc. (the "Managing Agent"), and has entered into a proprietary lease for the Apartment with the Corporation (the "Lease"); and

WHEREAS, the Shareholder hereby requests permission to install the equipment and/or make the alterations in the Apartment (collectively the "Work") as described in the accompanying plans and specifications (collectively the "Plans"); and

WHEREAS, in order to obtain the Corporation's consent to the Work as required under the Lease, the Shareholder agrees to comply with the terms of the Lease and the requirements and policies of the Corporation, including but not limited to, applicable House Rules, and to the terms and provisions of this Agreement.

NOW, THEREFORE, in consideration of the covenants contained herein and other good and valuable consideration the receipt and legal sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Shareholder's Submissions.** Shareholder herewith delivers to the Corporation:

a. The Plans for the Work, including a room-by-room list of all the Work to be undertaken in each room. The Plans will identify all fixtures and appliances proposed to be installed. If required by the Corporation or by law, the Plans shall be prepared signed and sealed by a licensed architect or engineer. The Plans are subject to review by and written approval of the Corporation's architect or engineer (the "Corporation's Architect") and shall not be modified without the Corporation's Architect's subsequent written approval. The Work shall be performed in strict compliance with the Plans.

b. A charge in the sum of \$500.00 for the non-refundable processing fee will be charged to your maintenance account, in connection to this application.

2. Requirements of Law; Corporation's Review of the Work.

a. The Work shall be performed in strict accordance with all applicable federal, state and city laws, codes, statutes and ordinances and the rules and regulations of all governmental agencies and bodies having jurisdiction (collectively the "Law(s)").

b. The Shareholder acknowledges that the Corporation's Architect will, at Shareholder's expense, (a) review the Plans for the Work and (b) from time to time during the Work, and upon completion of the Work, may observe and inspect the Work to determine whether the Work conforms to the approved Plans and is otherwise in conformity with the requirements of this Agreement and the Laws. Shareholder shall provide access to the Apartment, from time to time, to permit the Corporation's Architect, the Managing Agent, the Superintendent of the Building, or any other person the Corporation may authorize, to observe and inspect the Work. Shareholder shall make all corrections specified by the Corporation or the Corporation's Architect as a result of such inspections necessary to bring the Work into conformity with the Plans and/or the Laws. The Corporation's failure to inspect or to specify corrections shall not be considered a waiver of the Shareholder's obligation to comply with this Agreement, the Laws and the approved Plans. The Shareholder shall promptly correct all parts of the Work (whether or not such work is fabricated, installed or completed) rejected by the Corporation or the Corporation's Architect because of its failure to conform to the Plans or with the requirements of this Agreement or the Laws or which violates any policy of insurance maintained by the Corporation. Shareholder shall bear all costs of correcting such rejected parts of the Work, including the compensation for additional services to the Corporation of the Corporation's Architect and legal counsel made necessary thereby.

3. Conditions to Commencement of the Work, Performance of the Work and Completion of the Work by Shareholder.

a. Promptly upon the request of the Corporation or the Corporation's Architect, the Shareholder shall provide the Corporation with complete and conformed copies of every agreement made with contractors, subcontractors and suppliers and/or receipts of purchase for supplies if purchased by shareholder directly.

b. If required by the Laws or by the Corporation's Architect, the Shareholder shall file plans, forms or and/or applications (including without limitation any asbestos related forms filed in support of any applications) with, and procure the approvals, permits, licenses and consents (collectively the "Permits") of all governmental agencies having jurisdiction over the work including, but not limited to, the New York City Department of Buildings, the Board of Fire Underwriters and, if applicable, the Landmarks Preservation Commission, and, not more than ten (10) days after receipt of each such Permit, to deliver to the Corporation a copy of the same. The determination of the Corporation's Architect as to the need for any Permit shall be conclusive. Upon completion of the Work, Shareholder shall deliver to the Corporation copies of all Permits as finally issued and such other proof as may be necessary to show to the Corporation's satisfaction that all Work has been done in accordance with the Laws, together with a statement from the architect or engineer who signed the Shareholder's Plans that the Work has been executed in accordance with the Plans. No appointments with any governmental agency for sign-off shall be made unless the Corporation's Architect is given reasonable prior written notice and an opportunity to attend.

c. If, under the Laws, the Work requires an amended Certificate of Occupancy for the Building, the Shareholder shall file for same upon or prior to commencement of the Work and shall diligently pursue obtaining the same, keeping the Corporation advised periodically of such efforts. The determination of the Corporation's Architect as to the need for an amended Certificate of Occupancy shall be conclusive.

d. Shareholder shall procure from Shareholder's contractor or contractors the insurance policies described on Exhibit "A" annexed hereto and made a part hereof, which policies shall name the Corporation, the Corporation's Architect, the Corporation's Managing Agent, and the Shareholder, as additional insureds. Such policies shall provide that they may not be terminated until at least ten (10) days after written notice to the Corporation. All such policies shall be with companies that are licensed in New York to provide the same and are reasonably acceptable to the Corporation. Certificates evidencing such policies, in form acceptable to the Corporation, shall be delivered to the Corporation before the Work commences. Upon the Corporation's request, Shareholder shall promptly provide copies of the policies.

e. Shareholder shall procure from each of Shareholder's contractors a fully completed and signed Statement in the form annexed hereto as Exhibit "B" and shall submit the same to the Corporation prior to commencement of the Work.

4. Shareholder to Give Notice of Actual Commencement of Work. Prior to commencing the Work:

a. Shareholder shall give at least ten (10) days written notice to the Corporation's Architect, the Superintendent of the Building **and** the Managing Agent of the date on which the Work shall commence.

b. Shareholder shall also give at least ten (10) days written notice of the date on which the Work will commence to the residents of the apartments adjacent to and above and below the Shareholder's Apartment, which notice will include the duration of the Work and an agreement to indemnify those residents for any damage caused to their apartments or possessions by reason of the Work, provided that such neighbors permit access to their apartments for verification of any damage claim. Copies of the notices will be delivered to the Managing Agent before any Work commences.

5. Shareholder is fully liable and responsible for any and all damage to the Apartment or to other areas of the Building, including, but not limited to other apartments, the common structure, infrastructure, mechanical, electrical and plumbing systems, equipment, elevators, doors, wall coverings, carpets and finishes, or to any other buildings, property or improvements owned by the Corporation, or to adjacent sidewalks or streets, caused by or resulting from the Work. It is Shareholder's responsibility to ensure that such damage shall be covered by the insurance coverage required of Shareholder, or Shareholder's contractor(s) or subcontractor(s), as the case may be. If the Corporation advises Shareholder of any damage, which in the Corporation's opinion, was caused by the Work, Shareholder shall promptly submit such claim to Shareholder's insurance carrier and to Shareholder's contractor(s) or subcontractor(s) for submission to their insurance carrier, as appropriate. Shareholder agrees to use all reasonable efforts, and to cause the contractor(s) and subcontractor(s) likewise to use all reasonable efforts,

to cause any insurance carrier insuring Shareholder or Shareholder's contractors or subcontractors to expeditiously review and pay damage claims for which they are responsible. Notwithstanding the foregoing, the existence of insurance or the submission of claims to the insurers shall not relieve Shareholder of Shareholder's liability for all such damage and Shareholder's obligation to repair the damage or make replacements necessitated by the damage promptly and without regard to the availability of insurance.

6. Indemnification and Release by Shareholder.

a. Shareholder hereby indemnifies and holds the Corporation, and its officers, directors, agents and employees, the Corporation's Architect, superintendent and employees, the Managing Agent, and other shareholders and residents of the Building harmless from and against (a) any and all claims, loss, damage or liability arising out of or in connection with the Work, whether or not caused by negligence, and including the injury or death of any employee of any contractor occurring in the course of such person's employment, or arising out of or in connection with the breach by Shareholder or any contractor or consultant of Shareholder of any provision of this Agreement or any of the Laws, and (b) any and all costs, fines, expenses and fees, including reasonable attorneys', engineers' and architects' fees, costs and disbursements, arising out of or in connection with any such claim, loss, damage or liability, or incurred in enforcing this Agreement or in defending any claim or suit arising out of or in connection with the Work or this Agreement. All sums due shall be paid by Shareholder within ten (10) days after written demand. This indemnity shall survive the expiration of this Agreement.

b. Shareholder hereby releases the Corporation and its officers, directors, employees and agents (including the Managing Agent and the Corporation's Architect) and their respective officers, directors, employees and agents from all liability or loss which may result from performance of the Work, including any claim based on interruption or suspension of the Work by the Corporation or the Corporation's Architect.

7. All Costs Associated with Work Done at Shareholder's Expense. Shareholder accepts sole responsibility for the Work and for all costs in connection with the Work. If the Corporation obtains legal, engineering or architectural advice prior, during or subsequent to granting permission for the Work, including in connection with the preparation and execution of this Agreement, Shareholder agrees to reimburse the Corporation, on demand, for any reasonable fees and disbursements (including attorney's fees and disbursements and the fees and disbursements of the Corporation's Architect) incurred. Shareholder understands and agrees that all such fees and disbursements and the costs of labor, equipment and materials incurred by the Corporation, shall be charged to and shall be payable by Shareholder within ten (10) days after written demand.

8. Shareholder's Contractors.

a. All of Shareholder's contractors and subcontractors shall employ only such laborers as shall not conflict with any of the trade unions employed in the Building or otherwise cause disharmony with any Building union. The Shareholder's contractor(s) shall acknowledge this Agreement in writing and shall agree to, and shall cause all subcontractors to agree to, all the terms of this Agreement and all of the rules and regulations of the Corporation.

b. Shareholder's contractors and other laborers shall display identification when in the Building. Prior to entering the Building and when leaving the Building each day, they shall be required to sign in at the Building security desk.

9. Shareholder's Responsibility for Consequences of Work. Shareholder and any successor-in-interest assume(s) all risks of damage to the Apartment and the Building and its mechanical, plumbing and electrical systems and all other parts and components of the Building, and to persons and property in the Building and to sidewalks or streets adjacent to the Building, which may result from or be attributable to the performance or existence of the Work, and for the maintenance and repair of any alterations and installations in the Apartment after completion. This responsibility covers all aspects of the Work, whether or not structural, including without limitation, weather-tightness of windows, exterior walls or roofs, waterproofing of every part of the Building directly or indirectly affected by the Work, and maintenance of all heating, plumbing, air-conditioning and other equipment installed or altered pursuant hereto. If the operation of the Building, or any of its equipment, is adversely affected by the Work, Shareholder, when so advised, shall promptly cease work and remove or correct the cause of the problem as determined by the Corporation and provided further, Shareholder shall not resume the Work until the Corporation has given the Shareholder prior written permission to resume Work, as determined by the Corporation or Architect in its sole discretion. Shareholder agrees that any air conditioning units, terrace plantings and/or structures, wherever located in the Apartment, may be removed by the Corporation for the purpose of repairs, upkeep or maintenance of the Building, at the sole expense of the Shareholder. If the Shareholder does not promptly remove or correct the problem, the Corporation may have the problem corrected and the Shareholder shall be liable for all costs and expenses incurred in connection therewith.

10. Prohibited Construction Methods. Shareholder recognizes that there will be no change in the operation of the Building's heating system, or air-conditioning system, if any, or any other system or equipment, or water supply, to facilitate the functioning of any heating, air-conditioning units or any other equipment which Shareholder may be installing or any alteration which Shareholder may be making. Shareholder will not interfere or permit interference with the Building's intercom system, gas, electric, water, plumbing or any other service. Shareholder agrees that exterior masonry walls, bulkheads and roofs shall not be penetrated except in strict accordance with the Plans if such penetration is included in the Plans and has been approved by the Corporation's Architect and has been certified by Shareholder's architect or engineer as not creating any structural or water entry problem.

11. Duration and Completion of Work.

a. The Shareholder shall use the Shareholder's best efforts to ensure that the Work is completed expeditiously, but in any event all Work (except only minor decorative items) shall be completed within an aggregate of _____() consecutive calendar days from the date of commencement of the Work, or such other period as the Corporation, in writing, designates (the "Completion Date"). The Corporation expresses no opinion regarding the feasibility of completion of the Work within the designated time period. No Work other than minor decorative work may be continued beyond the Completion Date without the Corporation's specific written consent.

b. Shareholder may, by written request submitted to the Corporation at least thirty (30) days prior to the Completion Date, request up to two extensions of 30 days each of the Completion Date which the Corporation may, in the reasonable exercise of its judgment, grant by written notice.

c. If for any reason, other than unjustifiable delay caused by the Corporation or the Managing Agent or the Corporation's Architect, the Work shall not have been completed by the Completion Date, then the Shareholder shall pay to the Corporation the sum of \$100.00 per day for each calendar day the Work remains incomplete up to and including sixty (60) days after the Completion Date, and thereafter the sum of \$200.00 per day for each additional day the Work remains incomplete, which sums shall be paid weekly by Shareholder to the Corporation. These amounts are acknowledged to be liquidated damages, and not a penalty, to compensate the Corporation for the costs and inconvenience of the continuation of the Work, it being understood that the damages caused by continuation of the Work would be difficult to determine.

d. The determination of whether the Work is completed shall be made by the Corporation, and the Corporation's determination shall be conclusive. The Shareholder agrees that any consent by the Corporation to perform Work after the Completion Date may be revoked by the Corporation immediately if the Shareholder fails to comply with any requirement of this Agreement or with any condition imposed to such extension of the Completion Date.

12. Work Hours and Noise. The Work shall be performed only between the hours of 9.00 a.m. and 5:00 p.m. Monday through Friday; provided however, that "noisy work" which may disturb other residents (as conclusively determined by the Corporation) shall not be performed before 10:00 a.m. The Work shall not be performed on Saturdays, Sundays and holidays.

13. Accessibility.

a. Shareholder agrees that all water, steam, gas valves, roughing, shut-off valves and any other portion of the Work specified by the Contractor's Architect, installed or relocated as part of the Work, will be readily accessible. If any portion of the Work should enclose such valves contrary to the provisions of this Agreement, such portion shall be uncovered at Shareholder's expense for observation by the Corporation's Architect. If required, by the Corporation's Architect, such enclosure shall be relocated or modified at Shareholder's expense.

b. The Work shall not include the provision of additional electric service, unless expressly approved by the Corporation in writing, and shall not alter or relocate any of the Building's systems (i.e., plumbing, electrical, mechanical, heating, etc.) or intercom lines.

14. Use of Public and Common Areas During Work. Shareholder will not allow the lobby, elevators, halls, sidewalks, courtyards and other public and common areas of the Building, including therewith all wall and floor coverings, painted areas, fixtures, furnishings and equipment (collectively "Public Areas") to be used for the storage of building materials or debris and agrees that any permitted portion of the Public Areas to be used in connection with the Work will be covered and protected by such means and measures as may be required by the Corporation during the Work. If the Work mars, soils or damages any portion of the Public Areas, the Shareholder shall repair the same to the Corporation's satisfaction or, if the Corporation so advises, shall replace the same to the Corporation's satisfaction, at the sole cost of the Shareholder. If

Shareholder shall fail to promptly perform any repair or replacement, the Corporation may do so and Shareholder shall pay all bills for such repairs and replacements and for all costs and fees incurred in connection therewith, including reasonable legal, architectural and engineering fees and disbursements, within ten (10) days after written demand.

15. Shareholder to Maintain Safety Precautions. Shareholder agrees that functioning fire extinguishers and smoke/CO2 alarms will be maintained in the Apartment during the Work. Shareholder agrees that the Work shall not block access to any fire exits in the Building. Shareholder shall have smoke/CO2 detectors installed within 15 feet of every sleeping area on the ceiling or wall pursuant to Local Law 62 of 1981 of the City of New York, and Shareholder shall install window guards if a child or children 10 years old or under lives or resides in the Apartment pursuant to Section 131.15 of the New York City Health Code. If said laws are amended or replaced by equivalent laws, Shareholder shall comply with the amended or equivalent laws as the same may then be in effect.

16. Shareholder to Control Refuse, Dirt, Dust; Lead Based Paint Compliance.

a. All precautions will be taken by Shareholder to prevent dirt and dust from permeating other parts of the Building during the progress of the Work. Materials and rubbish will be placed in barrels or bags before being taken out, of the Apartment. All such barrels or bags, rubbish, rubble, discarded equipment, empty packing cartons and other materials will be taken out of the Building and removed from the Apartment at Shareholder's expense. Shareholder recognizes that use of the elevators for such purpose and the times during which such removal may be affected are subject to such rules and measures as the Corporation may prescribe and to the direction of the Managing Agent and as the Superintendent of the Building. Shareholder shall not permit any dumpster or garbage container to be left overnight in front of the Building, shall not permit any dumpster or garbage container to be left for more than five (5) consecutive days at the sides of the Building and shall ensure that dumpsters are emptied as and when needed in the determination of the Managing Agent or Superintendent, that dumpsters are kept free of vermin and odors at all times and that all areas around each dumpster are kept clean at all times. Notwithstanding the foregoing, the placement of any dumpsters must comply with all governmental regulations, including without limitation, obtaining any necessary permits.

b. The Federal Task Force on Lead Based Paint Hazard Reduction has recommended certain maintenance practices, including (1) limiting access to the work area to only workers, (2) isolating the work area with polyethylene plastic or equivalent, (3) protecting the workers, (4) protecting the Shareholder's belongings by covering or removing them from the work area, (5) wetting the painted surfaces before disturbing the paint and (6) wetting the debris before sweeping. The Task Force has indicated that certain removal practices are unsafe, including (1) open flame burning, (2) power sanding or sandblasting (unless a special vacuum attachment is used to contain dust), and (3) dry scraping more than a de minimis surface area (de minimis means an area of less than one square foot per room). The Shareholder shall cause the Shareholder's contractors and/or workers to perform their work consistently with the recommendations of the Task Force and shall, upon completion of the Work, perform specialized cleaning of the work area using methods designed to safely remove dust and debris which may contain lead.

c. No more than sixty (60) days prior to beginning renovation activities in the Apartment, the Shareholder's contractor shall provide the Shareholder with the Environmental

Protection Agency ("EPA") pamphlet entitled, Protecting Your Family from Lead in the Home (the "Pamphlet"). If the Apartment is occupied by other than the Shareholder, the contractor shall provide the occupant with the Pamphlet. The contractor shall be responsible for obtaining the Shareholder's or the occupant's written acknowledgment of receipt of the Pamphlet or a certificate of mailing evidencing same. The Shareholder hereby acknowledges that the Corporation has no liability or obligation in connection with this notification requirement of the EPA.

17. Payment of Sums Due by Shareholder. Any and all sums due the Corporation must be paid in full by the Shareholder prior to and as a condition of execution of this Agreement. Failure to timely pay any sum due hereunder shall entitle the Corporation to exercise all its remedies under the Lease for failure to timely pay maintenance.

18. Access for Inspections. The Shareholder will provide access to the Corporation and its agents upon reasonable notice for the inspection of any work being performed under this agreement, without limitation as to the Corporation's rights of access under the Proprietary Lease or at law.

19. Shareholder to Comply with All Laws. Shareholder shall not do or permit any act or thing to be done contrary to the Laws, or which will invalidate or be in conflict with any provision of any liability, multi-peril casualty or other insurance policies carried by the Corporation or carried by Shareholder or for Shareholder's benefit. Shareholder shall comply with all the Laws, including, without limitation, those pertaining to persons with disabilities, asbestos, lead paint and other hazardous material, as the same have been or may be promulgated, supplemented or amended from time to time.

20. Acceptance of Responsibility by Shareholder and Shareholder's Successor in Interest. The Shareholder releases the Corporation, the Managing Agent, the Corporation's officers, directors, agents and employees, the New York State Division of Housing and Community Renewal and the Corporation's Architect from any liability for damage to the portions of the Apartment affected by the Work which may occur in the performance of Building maintenance or Building repairs, alterations or improvements. Notwithstanding anything to the contrary contained in the Lease, the Shareholder accepts sole responsibility for the Work and costs in connection with the maintenance, repair, restoration or replacement of any portions of the Apartment affected by the Work, and acknowledges that such responsibility shall pass to the Shareholder's successor-in-interest in the Apartment.

21. Work is of Shareholder's Sole Design. Shareholder agrees that by granting consent to the Plans and/or to the Work, the Corporation does not express any opinion as to the design, feasibility, efficiency or legality of the Work.

22. Shareholder's Breach and Corporation's Remedies. SHAREHOLDER'S FAILURE TO COMPLY WITH ANY OF THE PROVISIONS HEREOF SHALL BE DEEMED A MATERIAL BREACH OF THE PROVISIONS OF THE LEASE, INCLUDING THOSE PURSUANT TO WHICH THE CORPORATION'S CONSENT HAS BEEN GRANTED. IN ADDITION TO ALL OTHER RIGHTS, THE CORPORATION MAY ALSO INSTRUCT THE CONTRACTOR TO SUSPEND THE WORK AND THE CORPORATION MAY PREVENT WORKERS FROM ENTERING SHAREHOLDER'S APARTMENT FOR ANY PURPOSE OTHER THAN TO REMOVE THEIR EQUIPMENT. IN SUCH EVENT, THE CORPORATION MAY ALSO REVOKE PERMISSION FOR SHAREHOLDER TO UNDERTAKE OR

CONTINUE THE WORK. ANY DEVIATION FROM THE WORK APPROVED IN THIS AGREEMENT SHALL VOID IN ITS ENTIRETY THE PERMISSION GRANTED HEREIN. IT SHALL BE A CONDITION TO ANY CONSENT GRANTED HEREUNDER BY THE CORPORATION TO THE WORK OR ANY PORTION THEREOF THAT SHAREHOLDER BE AND CONTINUE TO BE IN FULL COMPLIANCE WITH THE TERMS OF THE APPROVED PLANS, THE LEASE AND THIS AGREEMENT.

23. Permission. By executing this Agreement, the Corporation is granting permission to the Shareholder only to perform the Work pursuant to the Plans and this Agreement. This permission can be revoked at any time on written notice to the Shareholder as a result of violation of the terms of this Agreement by Shareholder or Shareholder's contractors, agents or consultants. The Corporation also agrees to perform its obligations under this Agreement, provided Shareholder is then in compliance with Shareholder's obligations.

24. No Waiver. The Corporation's failure to enforce any provision hereof, or its acceptance of maintenance (rent) or any other payment or benefit with knowledge of breach of any provision hereof, or any other act of the Corporation or its agents or employees, shall not constitute a waiver of any of the Corporation's rights hereunder, it being expressly understood and agreed that the Corporation may waive a right hereunder only by means of a written declaration of such waiver.

25. Shareholder's Representation. The Shareholder represents and warrants that the person(s) signing this Agreement as the Shareholder(s) constitute all the shareholders with respect to the Apartment. If this Agreement is signed by more than one Shareholder, then the obligations hereunder of the Shareholder shall be joint and several.

26. Liens. The Shareholder shall be responsible for removing all liens filed against the Building, the Apartment or the Corporation by reason of or in connection with the Work. The Shareholder shall bond or discharge any and all such liens within twenty (20) days after any such lien is filed. Upon Shareholder's failure to do so, the Corporation may do so at Shareholder's cost and expense, including all legal fees and disbursements incurred by the Corporation.

27. Subordination. This Agreement is subject and subordinate to all present and future mortgages and leases to which the Corporation is party covering or affecting the Apartment and/or the building.

28. Lender's Consent. If the Shares of Shareholder are pledged or encumbered as collateral for a loan or otherwise, then to the extent required under the agreement(s) between the Shareholder and the Shareholder's lender(s), the written consent of such lender(s) shall be obtained and delivered to the Corporation as a condition to commencing the Work.

29. Shareholder's Continuing Liability. Shareholder's obligations and liabilities hereunder shall survive the expiration or termination of this Agreement and the completion of the Work.

30. Jury Waiver and Jurisdiction. The Shareholder expressly waives the right to a jury in any legal dispute arising under this agreement and consents to the exclusive jurisdiction of the courts of the State and City of New York for the trial of any litigation and the determination of any dispute arising under this Agreement and any such litigation shall be filed in the County of Queens,

New York.

31. Lessee shall not alter or renovate kitchens, bathrooms, or other parts of the apartment without written permission from the of Lessor (in the form of an email or letter from Management and a fully executed copy of this Agreement), and in conformance with the Alteration Agreements, which includes, among other things, utilizing properly licensed and insured contractors, workers, and vendors. Please refer to this document for requirements, including insurance requirements.

Fines for such an infraction, are: \$1,000 for the first offense, \$1,500 for the second offense, and \$2,000 for the third offense, in addition all legal fees incurred by the Lessor as a result of the Lessee's infraction will be charged back to said Lessee/s.

32. Miscellaneous. This Agreement may not be changed orally. This Agreement shall be binding on the parties and their respective legal representatives, successors and authorized assigns. This Agreement shall be governed in all respects by the laws of the State of New York.

Captions are for the purposes of convenience of reference only and are not to be considered in interpreting this Agreement.

Shareholder

Shareholder

Permission Granted:
Queensview, Inc.

By: _____
Name:
Title:

[Corporate Seal]

EXHIBIT A

Each of Shareholder's Contractors shall provide insurance of the types and in not less than the limits set forth below with a company or companies satisfactory to the Corporation, licensed to do business in the State of New York, and all such policies shall name the Corporation, the Corporation's Architect, the Shareholder as additional named insureds. No diminution of limits of insurance will be permitted. Deductibles may not exceed \$1,000.00. Amounts of insurance required may be higher for major renovations as determined by the Corporation's Board of Directors.

- (i) WORKER'S COMPENSATION as required by all applicable Federal, State, or other laws including Employers Liability in accordance with the statutory requirements of the State of New York, together with Disability Benefits Insurance required by the State of New York.
- (ii) COMPREHENSIVE GENERAL LIABILITY including Contractor's Liability and Blanket Contractual Liability (oral or written), all on an occurrence basis with Personal Injury Coverage, which shall include mental anguish as well as standard corrections, and Broad Form Property Damage, without any exclusion relating to Explosion, Collapse and Underground Property Damage.
The policy will contain the "Broad Form Comprehensive General Liability" endorsement customary form and any exclusion pertaining to liability assumed by the Contractor under this Agreement is to be deleted. Completed Operations Coverage is to be provided for a period of one year following termination of the Work and Contractual Indemnity Coverage is also to extend for one year following termination of the Work. The policy is also to include (a) Owners Protective Liability Coverage, (b) Knowledge of Occurrence and Notice of Occurrence endorsements and (c) Unintentional Errors and Omissions clause. The policy shall also include coverage with respect to asbestos exposure if the Work involves any asbestos-containing material, and shall not include a sunset clause without the Corporation's consent.
\$1,000,000 BODILY INJURY AND PROPERTY DAMAGE (combined single limit) *
- (iii) COMPREHENSIVE AUTOMOBILE LIABILITY, including non-ownership and hired car coverage, as well as owned vehicles:
\$1,000,000 BODILY INJURY AND PROPERTY DAMAGE (combined single limit)
- (iv) \$5,000,000 UMBRELLA LIABILITY, BODILY INJURY, PERSONAL INJURY AND PROPERTY DAMAGE COMBINED*
- (v) Certificate Holder; Queensview, INC. Please name ADDITIONAL INSURED: 1) Queensview - 21-66 33rd Ave Astoria NY; 2) Metro Management, Board of Directors - Queensview - 21-66 33rd Ave Astoria NY 4) Unit Owner as ADDITIONAL INSURED in regard to general liability. Please use the language are included as additionally insured

If umbrellas are written in more than one company any layers above the first one shall follow the form of the primary umbrella.

Prior to the commencement of any Work hereunder, detailed certificates of insurance shall be furnished to the Corporation showing that such insurance is in full force and the premiums due thereunder have been paid. Such certificates shall provide that the said insurance may not be canceled, terminated or modified without ten (10) days written advance notice thereof to the Corporation. The Contractor shall promptly furnish the Corporation with copies of any endorsements subsequently issued amending insurance coverage or limits and, if requested, with copies of the policies.

In the event of the failure of the Contractor to furnish and maintain such insurance, the Corporation shall have the right, at its option, at any time, (a) to revoke permission to perform the Work and to deny entry into the Building of all workers, except that if such workers are escorted by a member of the Building's staff, they shall be permitted to remove their tools and supplies, or (b) to take out and maintain the said insurance for and in the Corporation's name, the Shareholder's name and the name of the Contractor and the Shareholder agrees to pay the cost thereof and to furnish all necessary information and consents to permit the Corporation to take out and maintain such insurance for the Corporation's account, the Shareholder's account and the account of Contractor. Compliance with the foregoing requirements to carry insurance and furnish certificates shall not relieve the Shareholder or the Contractor from liability assumed under any provisions of this Agreement.

The Contractor's insurance policy shall also contain in substance the following endorsement.

"This insurance shall not be invalidated should the insured waive, in writing, prior to a loss, any or all right of recovery against any party for the loss occurring to the property described herein."

Nothing in this Exhibit A shall constitute a waiver of or limitation of any other rights or remedies the Corporation may have for consequential damages or for uninsured or underinsured damages or otherwise.

Shareholder

Shareholder

Queensview, Inc.

By: _____
Name: _____
Title: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
Month/Date/Year

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy (ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A Statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement (s).

PRODUCER Insurance Agent/Broker Name Insurance Agent/Broker Street Address or P.O. Box Insurance Agent/Broker City, State & Zip Code Contact & Phone Number	CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No.): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Name of Insurance Company INSURER B: Name of Insurance Company (if applicable) INSURER C: Name of Insurance Company (if applicable) INSURER D: Name of Insurance Company (if applicable) INSURER E: Name of Insurance Company (if applicable) INSURER F: Name of Insurance Company (if applicable)	NAIC # Enter NAIC# Enter NAIC# Enter NAIC# Enter NAIC# Enter NAIC# Enter NAIC#
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COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITIONS OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THEIR TERMS, EXCLUSION AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY	EACH OCCURENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS; <input checked="" type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY	COMBINED SINGLE LIMIT (Each Occurrence) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY	EACH OCCURENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	NYS DISABILITY	<input type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Name of Shareholder(s), Queensview, Inc., The Board of Directors for Queensview, Inc. Metro Management are included as Additional Insured on a primary and non-contributory basis under the General Liability, Auto and Umbrella policies with respects to the operations of the above Named Insured.
Waiver of Subrogation is included
Building Address:
Name of Shareholder(s); Apt #.

CERTIFICATE HOLDER

CANCELLATION

Queensview, Inc
21-66 33Rd Road
Management Office
Long Island City NY 11106

SHOULD ANY OF THE ABOVE DESCRIBED POLICES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

EXHIBIT B

Date: _____

Queensview, Inc.

21-66 33rd Road

Long Island City, New York 11106

Re: Apartment: _____ (the "Apartment")

_____ (Address)

Long Island City, New York 11106

Shareholder(s) _____

(collectively the "Shareholder")

Dear Corporation:

This letter will confirm that the undersigned has contracted with the Shareholder to perform work (the "Work") in the Apartment and has (i) reviewed and fully understood the terms and provisions of the Apartment Alteration Agreement dated _____ (the "Agreement") between the Corporation and the Shareholder and (ii) agrees to abide by the terms of the Agreement (in particular the provisions regarding lead paint and insurance) and the rules and regulations of the Corporation from time to time in effect. In addition, the undersigned agrees to defend, indemnify and hold harmless the Corporation and its officers, directors, agents, employees, licensees, guests, invitees and lessees, and all occupants of the building in which the Apartment is located, from and against all claims, losses, costs and liabilities, including reasonable attorneys' fees and disbursements, on account of loss of life or injury to any person or damage to any property, occurring or arising out of or in connection with the performance of the Work, unless such loss of life, injury or damage was caused by the affirmative negligence of the person or party indemnified.

Sincerely,

[Name of Contractor],

By: _____

Name:

Title:

QUEENSVIEW, INC.
APARTMENT ALTERATION AGREEMENT
FOR MAJOR RENOVATIONS

EXHIBIT C – Sample Letter for Neighbor Notification

Building and Apartment Number _____

Date: _____

Dear Queensview Neighbors,

Please be advised that approved renovations will be taking place in my apartment starting on _____ and for the next _____ weeks during the weekdays.

Contractors have been advised to keep the noise during the renovation process at a reasonable level, however some noise is expected to emanate from the apartment while renovations take place during working hours.

I/We apologize in advance for any discomfort this might cause you during this time and greatly appreciate your patience. Should you have concerns during the time of renovation, please contact the Queensview Management Office at 718-728-5090.

Sincerely,

Your Fellow Shareholder(s) in Apartment Number _____

QUEENSVIEW, INC.
AIR CONDITIONER INSTALLATION AND REMOVAL
POLICY AND PROCEDURE

This statement sets forth Queensview's Air Conditioner ("A/C") Installation and Removal Policy and Procedure. It is neither a contract nor a promise, and no party other than Queensview ("QV") may make any claim based upon reliance on this statement. Only the Board of Directors ("Board") has the right to make variances to this policy. The Board of Directors may supplement or amend this policy at any time.

1. Procedure:

- a. Shareholders shall submit the Air Conditioner Installation/Removal Agreement, herein, accurately filled out and executed, to the Queensview Management Office in order to schedule a time and date to have an A/C Unit installed or removed in their apartment. Installations and/or removals can only be scheduled during normal business hours (9:00 a.m. – 4:30 p.m. Monday – Friday).
- b. Please note that only the building's staff may install or remove an A/C unit, and that no air conditioner may be installed without approval from Management, further to submission of the Air Conditioner Installation/Removal Agreement.
- c. The cost of the air conditioner is the responsibility of the shareholder who is to independently procure the same, in line with the specifications within this policy. Currently, replacement windows and window sashes are provided at no charge by Queensview unless negligence by the shareholder is determined.

2. Installation:

- a. Installation of window air conditioning units shall be performed only by assigned QV employees.
- b. Where applicable, Queensview will provide reduced size (mini) sash windows for placement above an A/C unit. In the event of replacement of an A/C unit, requiring a different size of this "mini" sash, the existing sash shall be returned to Queensview.
- c. The new A/C units shall be secured by having its chassis attached at the bottom, to the window frame bar, and at the top, to a top bar, which in turn is secured to the window frame.
- d. QV prefers the slide-out chassis type, although non-slide out units may be installed. Portable A/C units and U-Shaped units are NOT allowed.
- e. The A/C unit must be Energy Star Rated and must be selected from the attached list of 2024 Energy Star approved models (Page 5). Other non-approved units will not be installed.
- f. Air conditioners must plug directly into a dedicated wall outlet with the correct voltage and amperage type. Extension cords are NOT to be used for powering air-conditioning units.

QUEENSVIEW, INC.
AIR CONDITIONER INSTALLATION AND REMOVAL
POLICY AND PROCEDURE

3. Electrical requirements:

Room	Maximum Amperes	Volts
Living Room A/C Unit	10	220
Master Bedroom A/C Units	10	110
All Other Bedrooms	10	110

NOTE: Voltage should match that of the socket/plug at the location where the A/C unit will be installed. The voltage outlined in the table above coincides with what is observed at most apartments in Queensview, but not all.

4. Guide for selection of air conditioning units:

Room	CEER
Living Room	Not less than 14
Master Bedroom	Not less than 15
Second and Third Bedrooms	Not less than 15

5. Finding the correct cooling capacity for your room size:

Room air conditioner sizing is about matching the room size to the air conditioner size. A unit that is too big will be less effective and offer reduced air conditioner efficiency. If the unit is too large, it will cool the room before it has a chance to remove the humidity. This can lead to discomfort because cool, moist air will make the room feel damp and clammy.

The most energy efficient air conditioner is sized to the square footage of the space to be cooled. Please refer to the Energy Star cooling capacity chart below to choose the correct cooling capacity for your room air conditioner.

Area To Be Cooled (square feet)	Capacity Needed (BTUs per hour)
100 up to 150	5,000
150 up to 250	6,000
250 up to 300	7,000
300 up to 350	8,000
350 up to 400	9,000
400 up to 450	10,000
450 up to 550	12,000
550 up to 700	14,000
700 up to 1,000	18,000

QUEENSVIEW, INC.
AIR CONDITIONER INSTALLATION AND REMOVAL
POLICY AND PROCEDURE

6. Fees:

Action	Living Room	Bedroom
Installation (Charged to Maintenance Account)	\$150	\$150
Removal & Installation of Replacement AC	\$25 + installation fee	\$25 + installation fee
Removal Without Installation of Replacement AC	\$75	\$75

7. Indemnification

Air conditioners are owned and must be properly maintained by the Shareholder. The Shareholder assumes all liability from any window mounted air conditioner. Queensview, Inc, and its Agents will not be liable for any malfunction of or damage to the air conditioning unit.

Upon acceptance of the installation of an air conditioner by Queensview, the Shareholder/Tenant agrees to indemnify and hold Queensview, Inc. and its Directors, Agents, and Employees harmless from any and all damages, claims, costs or actions arising out of or related to the installation, use, or removal of the air conditioner.

This statement on Air Conditioner Installation and Removal Policy was approved by the Board of Directors and shall be effective as of 05/09/18. It was amended on the following dates: 06/09/19, 5/28/20, 5/18/23 and 6/20/23,3/27/24,5/08/24,5/14/24,6/04/24, and 7/09/24,02/05/25

**QUEENSVIEW, INC.
AIR CONDITIONER INSTALLATION AND REMOVAL
POLICY AND PROCEDURE**

AIR CONDITIONER INSTALLATION/REMOVAL AGREEMENT

All the information below must be provided.

Shareholder Name	
Building /Apartment	
Contact Phone Number	
Alternate Contact Phone Number	
Email Address	

Number of A/C Units in apartment_____Circle room: LR MB 2BR 3BR

Unit and Make_____Model#_____

Room of Installation/Removal _____Circle type of installation: New / Replacement / Removal

By signing below, I certify that the information provided above regarding the number of air conditioner units is correct. In addition, I will install the air conditioning unit as per the rules and regulations of QV.

Any breach of the terms of this Agreement will entitle Queensview, Inc. to require removal of the air conditioner and revocation of this agreement.

Signature of Shareholder_____Date_____

Management Office - Approved By:

Name _____Title _____

Signature _____Date_____

QUEENSVIEW INC. – LIST OF APPROVED AIR CONDITIONER UNITS AS OF 5/14/2024

Brand Name	Model Number	Cooling Capacity (Btu/hr)	Voltage (volts)	Room	Cooling Amps	Plug type	CEER
Friedrich	CCV18A30A	18000(Btu/hr)	230	Living Room	8	6-15P	14.4
Frigidaire	FHWW185WE2	18000(Btu/hr)	230	Living Room	8.2	6-15P	15
LG	LW1822IVSM	18000(Btu/hr)	230	Living Room	9.2	6-15P	14.7
Midea	MAW18R2VWT	18000(Btu/hr)	230	Living Room			15
LG	LW6023IVSM	6000(Btu/hr)	115	Bedroom	5.5	5-15P	15.5
BLACK+DECKER	BD08NWES	8000(Btu/hr)	115	Bedroom	6.8		15
DELLA	048-TL-W8KI	8000(Btu/hr)	115	Bedroom			15
Friedrich	CCV08A10A	8000(Btu/hr)	115	Bedroom	8.3	5-15P	15
Frigidaire	GHWQ083WC1	8000(Btu/hr)	115	Bedroom	8.8	5-15P	15
Hisense	AHW0823TW1W	8000(Btu/hr)	115	Bedroom			15
LG	LW8022IVSM	8000(Btu/hr)	115	Bedroom	8.9	5-15P	15.5
Richmond	RMV08A10A	8000(Btu/hr)	115	Bedroom	7.4		15
TCL	H8W4MW	8000(Btu/hr)	115	Bedroom	10		15
LG	LW8024IVSM	8500(Btu/hr)	115	Bedroom	9.1	5-15P	15

Note: Your electrical outlet must be compatible with the air conditioner's power cord plug. Below are the two different types of plugs and outlets referenced in the above chart.





Queensview, Inc. Building Resident's Key Fob Access System Policy

This statement sets forth Queensview's Building Resident's Key Fob Access System Policy. It is neither a contract nor a promise, and no party other than Queensview may make any claim based upon reliance on this statement. Only the Board of Directors ("Board") has the right to make variances to this policy. The Board may supplement or amend these rules at any time.

Purpose

This policy sets and implements door access standards that must be maintained throughout the Queensview (QV) buildings' common areas and other protected locations to maximize safety, protect personal and corporate property, and mitigate security risks. In addition, the policy will establish: 1) the authorized access and approval process for obtaining key fobs; and 2) the responsibilities of safekeeping and using the key fobs.

General Procedures

- Key fob in this policy refers to the electronic device to be used in conjunction with an access reader to open electronic door locks for the common areas of your building. This will not affect apartment doors.
- Shareholders and authorized occupants will use key fobs to unlock the following: 1) exterior doors to the interior of the building (front and back lobby), 2) bicycle room doors, and 3) laundry room doors.
- QV Management under the direction of the Board is the only Agent authorized to manage, issue, program, activate and deactivate individual key fobs, as well as manage its underlying system.
- All key fobs issued shall remain the property of QV, not the individual.
- QV will issue only one key fob per shareholder or authorized occupant:
- . (Apartment Occupant per the Proprietary Lease) – Define per PL
 - Domestic Partner
 - Roommates
 - Live-in Caretakers
 - Assigned Emergency Contact
- All shareholders and authorized occupants who are aged 10 and above are eligible for a key fob.
- Key fob access will only be granted to individuals who have acquired the appropriate approvals for such access.

Levels of Authorized Access

- **Level 1 – Full Time Access (no calendar or time limitation)**
 - Shareholders
 - Non-shareholders who are authorized occupants such as family members, domestic partners, roommates and live-in caretakers. Non-shareholder occupants whose key fob usage history indicates that they might not in fact be residing at Queensview, will have their key fob deactivated. It will be the shareholder's responsibility to return said key fob to Management or a charge of \$50.00 will be applied to the shareholder's maintenance account, in the form of "additional rent".
- **Level 2 – Limited Access (no calendar limitation; time limitation dependent on group category)**
 - Non-shareholders who are authorized occupants such as live-out caretakers, healthcare workers, cleaning personnel, short-term guests, pet-sitters, etc.



- **Level 3 – Temporary Access (calendar limitation; time limitation dependent on group category)**
 - Movers, and contractors of any sort, such as painters, electricians, plumbers, etc.
 - These Fobs must be returned at the end of an alteration or visitation period. If not returned by a determined date, a fine of \$50.00 will be applied to the shareholder's maintenance account in the form of "additional rent" and the FOB deactivated.

Key Fob Issuance Procedures

- **Step 1 - BuildingLink Registration**
 - All shareholders and authorized occupants must be registered in the QV BuildingLink property management database to obtain key fobs. This means:
 - The shareholder(s) of record of the specified building and apartment must complete the QV BuildingLink Registration Form (Attachment 1) which requires the following:
 - * Complete contact information of all shareholders and authorized occupants aged 18 and above including name, phone number(s) and e-mail address. Contact information for authorized occupants ages 10-17 is recommended but not required.
 - * Specification of authorized occupant's relationship to shareholder(s) such as spouse, domestic partner, family member (child, sibling, parent, grandparent, grandchild, son-in-law, daughter-in-law, father-in-law, and mother-in-law) and live-in caretaker.
 - * Signed acknowledgement that all information provided on the form is true and correct to the best of your knowledge.
- **Step 2 – Key Fob Registration Agreement**
 - Each shareholder and authorized occupant aged 18 and above must complete the QV Key Fob Registration Agreement (Attachment 2).
 - Minors must have the FOB Registration Agreement executed by their parents or guardian.
- **Step 3 – Key Fob Issuance**
 - Key fobs will be issued in-person by appointment. Please bring the following to your appointment:
 - * Completed QV BuildingLink Registration Form
 - * Completed QV Key Fob Registration Agreement
 - * Government Issued Photo ID and Proof of Address
 - Each shareholder and authorized occupant aged 18 or over will be required to present one of the following forms of proof of identity and address:
 - * New York State Department of Motor Vehicles photo driver license
 - * New York State Department of Motor Vehicles learner permit
 - * New York State Department of Motor Vehicles non-driver's photo ID card
 - * IDNYC (New York City identification card) as sufficient identification needed to release the FOB. No other forms of identification will be required to release the FOB.
 - If the shareholder or authorized occupant do not have any of the above forms of proof of identity and address, they may provide the following:
 - * U.S Military Photo Identification Card
 - * Out-of-State Photo Driver's License
 - * U.S. State Department-Issued Passport or Passport Card



- * DHS-Issued Permanent Resident Card T-551 (also known as “Green Card”)
- Each key fob registration agreement requires that a digital photo of the shareholder or authorized occupant be taken. The photo will be uploaded to the QV BuildingLink database and may be used for identification and security purposes.
- Signed acknowledgement of QV Key Fob Registration Agreement, QV Building Resident’s Key Fob Access System Policy and receipt of the key fob.

Key Fob Fees

- A household will be issued FOBs at no charge, as follows below. Please note that this is per household, not per individual, an individual can only have one FOB assigned to them:
 - One-bedroom apartment up to 2 key fobs.
 - Two-bedroom apartment up to 3 key fobs.
 - Three-bedroom apartment up to 4 key fobs.
 - Four-bedroom apartment up to 4 key fobs.
- Additional key fobs will cost \$15 each.
- Damaged or lost key fobs may be replaced at a cost of \$15 each.

Key Fob Holder Responsibilities

- All shareholders and authorized occupants issued a key fob shall at all times be held responsible for the safekeeping and proper use of their key fob.
- The key fob shall be used ONLY by the individual to whom the key fob was assigned. The key fob MAY NOT be loaned or transferred to others.
- Do not use your key FOB to grant access to secured areas to non-authorized individuals, i.e. bike room.
- Do not prop open or otherwise disable any normally secured doors.
- Loss or theft of any key fob must be reported to management within twenty-four hours of the discovery of the loss or theft, as it poses a security risk to the building. This will allow for deactivation of access to the lost key fob, so that security is not breached.
- Promptly contact management and request key fob deactivation for a previously authorized occupant who no longer requires access.
- Shareholders moving out must return all of their key fobs to the management office before closing. Failure to do so will result in a charge of \$100.00 per FOB.
- Defective, damaged, or seriously worn FOBs should be returned to management for replacement at a cost as indicated under the “Key FOB Fees” Section above.

Rules regarding issuance of Key Fobs

- Key fob access will be granted by management at the appropriate level in system hierarchy commensurate with providing the access required by the individual.
- The appropriate level of access is determined by the needs and responsibilities of a given user, including the dates and times that the particular user requires access.



- QV reserves the right to require legal documentation verifying the relationship of the authorized occupant to the shareholder(s).
- QV will deny the addition of an authorized occupant if there is any misrepresentation or falsehood determined in the issuance process.
- If an authorized occupant presents proof of identity that does not indicate that QV is their primary residence, they may or may not be authorized for Full Time Access.
- Shareholders are responsible for the conduct of their registered authorized occupants and their respective key fobs.
- Should a determination of unauthorized access be determined, be it by a FOB provided by the shareholder to a third party unassigned to that FOB, or an unreported lost or stolen FOB a charge of \$200.00 for the initial incident will apply, \$300.00 for the second incident and \$400.00 for the third incident at which time QV may refer the infraction for legal action. In addition, any other losses incurred as a result of the breach will be the responsibility of the shareholder(s) including any potential legal fees.

Lockouts

- If you are locked out of your building during business hours (Monday—Friday, 9:00 a.m.—5:00 p.m.) contact the QV Management Office (718-728-5090).
- If you are locked out of your building after normal business hours call QV Security (718-607-0776).
- Only shareholders and authorized occupants with a valid I.D. and BuildingLink Registration, or Emergency Contacts with a valid I.D., may request lock-out assistance.
- The fee for after-hours lock-out call service is \$50.00 applied to your maintenance account in the form of “additional rent”.

Internal Audit

- Management will conduct a semi-annual review and verification of key fob usage.
- Further to review, key fobs not used for a period of six months may be deactivated.
- The shareholder or authorized occupant will be notified that their key fob has been deactivated.
- Any legitimately owned key fob that has been deactivated may, upon Management review and approval, have their key fob reactivated at no cost.

Data Privacy and Security

Please refer to the Queensview Privacy and Security Policy.

This Queensview, Inc. Building Key Fob Access System Policy was approved by the Board of Directors on 3/7/2023.



FOB / Building Link Registration Form

FOB Registration Check List:

- Filled out FOB / Building Link Registration form for all members of the household requesting a FOB; executed by shareholder/s.
- Government Issued Photo ID
- Copy of Stock Certificate – we can confirm whether we have one on file or not, upon scheduling your FOB Registration appointment.
- SSN Form for Issuance of 1098 Forms

	Person 1	Person 2
Shareholder or Resident		
First and Last Name		
Email Address		
Home Phone #		
Mobile Phone #		
Work Phone #		
Emergency Contact Name		
Emergency Contact Relationship		
Emergency Contact Phone #		

	Person 3	Person 4
Shareholder or Resident		
First and Last Name		
Email Address		
Home Phone #		
Mobile Phone #		
Work Phone #		
Emergency Contact Name		
Emergency Contact Relationship		
Emergency Contact Phone #		



	Person 5	Person 6
Shareholder or Resident		
First and Last Name		
Email Address		
Home Phone #		
Mobile Phone #		
Work Phone #		
Emergency Contact Name		
Emergency Contact Relationship		
Emergency Contact Phone #		

Building

Apartment

Date

Shareholder's Name

Shareholder's Signature

Shareholder's Name

Shareholder's Signature

Shareholder's Name

Shareholder's Signature

Queensview, Inc. Key Fob Registration Agreement

(PRINT) Shareholder Name

Building

Apartment

Name	Relationship	Child's Age	Laundry Room Access (Y or N)	Bike Room Access (Y or N)	Government Photo ID
_____	Self/Shareholder	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Shareholder's Acknowledgement

To the maximum extent of the law, the undersigned agrees to indemnify and hold Queensview, Inc. harmless of and from all loss, cost, liability, damage, and expense arising out of or related to its issuance of the fob to them or their family. None of the provisions of this indemnity and waiver may be released or waived except in writing by a duly authorized representative of Queensview, Inc.

I have read and understand the Queensview, Inc Building Key Fob Access System Policy and will abide by the policy's procedures and rules. I accept responsibility for the actions of anyone using the key fobs assigned to my account. I further understand that misuse of fobs issued to myself, my family, or my authorized occupants will result in fines and legal actions, for which I am financially responsible.

Shareholder's Acknowledgement Signature

Date

of Fobs received

QUEENSVIEW, INC.

MOVE-IN, MOVE-OUT, and LARGE DELIVERIES POLICY & PROCEDURES

This statement sets forth Queensview's Move-In Policies and Procedures. It is neither a contract nor a promise, and no party other than Queensview ("QV") may make any claim based upon reliance on this statement. The Board may supplement or amend these rules at any time.

General Procedures and Information

Scheduling

Shareholders wishing to move-in or move-out of a building will provide (7) days advance notice.

Shareholders scheduling large deliveries will provide (2) days advanced notice for one or more large items being delivered to or removed from the building.

Approved Movers and Junk Removal Companies

Please be advised that the following companies meet QV's insurance requirements, provide the necessary protective materials, and consistently abide by all of the rules regarding moves and junk removal.

These are the ONLY companies that are approved to handle moves and junk removal at QV:

Intense Movers
213 Taaffe Pl, Brooklyn, NY 11205
Phone: (917) 966-4715
<https://www.intensemovers.com/>

Moishe's Moving Systems
215 Coles Street Jersey City, NJ 07310
Phone: (800) 266-8387
sales@moishes.com

Superb Moving
37 N 15th St #106, Brooklyn, NY 11222
Phone: (718) 383-0303
<https://www.superbmoving.com/>

The Junkluggers (furniture & junk removal)
3356 11th St, Astoria, NY 11106
Phone: (212) 643-6668
<https://www.junkluggers.com/>

Roadway Moving - NYC
845 3rd Ave 6th floor, New York, NY 10022
Phone: (212) 812-5240
<https://www.roadwaymoving.com/>

This list may be revised if the companies listed fail to adhere to this policy or no longer meet our insurance requirements.

Authorization Form

Shareholders will obtain a MOVE-IN/MOVE-OUT/LARGE DELIVERY AUTHORIZATION FORM ("FORM") from the Management Office or BuildingLink. This will be completed and submitted to management via email or dropped off at the management office.

Authorized Appointment

The appointment for the move-in, move-out, or large delivery is considered confirmed when you receive the following via email; 1) approved FORM; and/or 2) a message from management confirming the appointment.

Insurance Requirements

All Shareholders who use the services of a moving company will provide proof of insurance from a licensed moving company, naming Queensview, Inc. and Metro Management Development, Inc. as additionally insured. A sample Certificate of Insurance (COI) is included with this policy.

Also, before the move is scheduled, the shareholder shall provide QV evidence of homeowner's insurance that conforms with limits per the Cooperative's requirements, as outlined in the House Rules.

QUEENSVIEW, INC.
MOVE-IN, MOVE-OUT, and LARGE DELIVERIES POLICY & PROCEDURES

Specified Times for Moves and Deliveries

All moves shall be limited to between 8:00 AM and 6:00 PM, Monday through Friday and 9:00 A.M. and 5:00 P.M. on Saturdays and Sundays. Any shareholder found in violation of this time frame shall be fined \$500.

Elevator

Advanced notice must be given to the Management for the use of the elevator for moving purposes. Unless otherwise provided by Management in writing, only Elevator Car B may be used when moving furniture and other articles. The Elevator Car in question must be padded (if not, please advise Management immediately). Keys to an elevator will not be provided under any circumstances and an elevator car cannot be held/locked for a move.

The Car B elevator dimensions are:

- Door Dimensions – 36" W x 80" H
- Door Type - Single Speed Side Opening -LH
- Interior Dimensions – 66 7/8" W x 36 1/4" D x 0" H Cab
- Height - 89" (FF to Ceiling)
- Dog House - 50" W X 18" D X 101" H

If an item cannot fit into the elevator, the stairwell may be used instead.

Large Deliveries

- Large Deliveries are defined as the following: Appliances (such as refrigerators, dishwashers, stoves, and air conditioners); Furniture (such as sofas, chairs, tables, wall units, desks, bookcases, sideboards, display cabinets, dressers, mattresses, bed frames, headboards, armoires and nightstands); Fixtures and supplies for apartment renovations (such as sinks, toilets, ranges, cabinets, tiles, flooring, paint, and lighting). Or any items/parcels with a volume exceeding 442 thousand cubic liters. For context, that is a 30" X 30" X 30" sized box.
- Deliveries of dishwashers, sinks, and toilets must be coordinated with a licensed plumber and approved Alteration Agreement.
- Deliveries of kitchen ranges (with an existing gas line connection) must be coordinated with a licensed plumber or certified technician working under a Master Plumber's license.

Move-In and Move-Out Fees

- A \$500 Move-In Fee is collected from incoming shareholders at the closing.
- A \$500 Move-Out Fee is collected from outgoing shareholders at the closing.

Fines

Any violation of this policy will result in the following:

- \$100 fine for the first violation
- \$200 fine for the second violation
- \$400 fine for the third violation
- Any and all legal fees incurred by the corporation as a result of any breach of this policy will be charged back to the shareholder.
- A violation beyond the third time may result in objectionable conduct eviction proceedings.

QUEENSVIEW, INC.
MOVE-IN, MOVE-OUT, and LARGE DELIVERIES POLICY & PROCEDURES

Moving and Large Delivery Procedures

All companies conducting moves and large deliveries are to adhere to the rules and regulations pertaining to the protection of the demised premises and the project. All costs associated with adhering to such protection procedures shall be the responsibility of the Shareholder and/or the Shareholder's freight, moving or delivery company and other vendors related to move in/out.

- Protection should be installed prior to a move or delivery and removed immediately upon completion; Shareholder (or its moving company) is responsible for leaving the area in as clean a condition as it was prior to the move.
- Building common area floors (lobby, upper hallway, and elevator) must be protected with hardboard floor covering along the prescribed route of movement/traffic through the building, as outlined by Management.
- The elevator and service entrance door frames must be protected.
- Under no circumstances shall a delivery or move make use of a building's front door.
- A shareholder's moving or delivery company employees must be easily identifiable by wearing company shirts and name badges.
- Moving companies or delivery vendors cannot make use of the parking lots. Any vehicles belonging to a moving company or delivery vendor should park streetside.
- Moving or delivery company employees and subcontractors must adhere to the building's "No Smoking Policy" in all interior and exterior areas, which includes buildings, upper hallways, stairwells, and all common areas.
- Moving or delivery company is responsible for their equipment and use thereof. Moving personnel are only authorized to be present in areas related to the move. Building security will remove any personnel who are found in unauthorized areas (other floors, etc.).
- Duct tape is not to be used on any floors, walls, doorjambs, or doors.
- Shareholders should instruct movers or delivery personnel to remove all used and unpacked boxes from the building, making arrangements for disposal other than using the waste facilities of the building.
- Shareholder is responsible for removal and disposal of all boxes and wrapping material from a move or delivery. All cardboard boxes must be flattened before being placed behind the bins in the service hallway.
- Large Deliveries left in the parking lots, loggias, lobbies, or upper hallways are a safety hazard as they block emergency exits and access for emergency services personnel. Obstruction of the lobby or upper hallway is a fire code violation.

Self-Moves

A self-move or do-it-yourself move is, technically speaking, any residential move that does not involve a full-service moving company. If a shareholder chooses to schedule a -self-move, they will need to also sign and submit the Waiver and Release Agreement.

Please be advised that self-moves require that the shareholders provide and utilize the following moving supplies and equipment: moving blankets, furniture pads, furniture/appliance dollies and hand trucks, and protective hardboard floor covering for the lobby, upper hallway, and elevator. **QV does not supply moving equipment and supplies.**

QUEENSVIEW, INC.
MOVE-IN, MOVE-OUT, and LARGE DELIVERIES POLICY & PROCEDURES

Large Deliveries Ordered Online

If shareholders choose to purchase items defined as Large Deliveries from a website, it is their responsibility to ensure that the delivery is made to their apartment.

Damages While Moving

Damage to walls, floors, ceilings, lighting fixtures, and doors of hallways and stairwells, and to doors or interior of the elevator cab caused by a move or delivery will be charged to the responsible Shareholder's maintenance account.

This statement of Move-In, Move-Out and Large Deliveries Policies & Procedures was approved by the Board and shall be effective as of 7/18/23. It was amended on 03/26/2025.

QUEENSVIEW, INC.
WAIVER AND RELEASE AGREEMENT

Please read carefully

This is a release of liability and a waiver of certain rights

I agree to the following Waiver and Release:

I, for myself, my heirs, successors, executors and subrogates, hereby KNOWINGLY AND INTENTIONALLY WAIVE AND RELEASE, INDEMNIFY AND HOLD HARMLESS Queensview, Inc and Metro Management, its directors, officers, agents, employees and volunteers from and against any and all claims, actions, causes of action, liabilities, suits, expenses (including reasonable attorneys' fees) for damages to my property or person resulting from my or my agent's NEGLIGENCE during the move or resulting from an improperly disconnected or improperly installed home appliance. I agree that I may not bring any claim for lost or damaged items.

I HAVE CAREFULLY READ, CLEARLY UNDERSTAND, AND VOLUNTARILY SIGN THIS WAIVER AND RELEASE AGREEMENT.

Shareholder Signature

Date

Printed Name

Shareholder Signature

Date

Printed Name



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
Month/Date/Year

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy (ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A Statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement (s).

PRODUCER Insurance Agent/Broker Name Insurance Agent/Broker Street Address or P.O. Box Insurance Agent/Broker City, State & Zip Code Contact & Phone Number	CONTACT NAME:	
	PHONE (A/C, No. Ext):	FAX (A/C, No.):
INSURED Vendor Name Vendor Street Address or P.O. Box Vendor City, State & Zip Code	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	Name of Insurance Company
	INSURER B:	Name of Insurance Company (if applicable)
	INSURER C:	Name of Insurance Company (if applicable)
	INSURER D:	Name of Insurance Company (if applicable)
	INSURER E:	Name of Insurance Company (if applicable)
INSURER F:	Name of Insurance Company (if applicable)	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITIONS OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THEIR TERMS, EXCLUSION AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EXP (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY	EACH OCCURENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ; <input checked="" type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY	COMBINED SINGLE LIMIT (Each Occurrence) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY	EACH OCCURENCE AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	NYS DISABILITY	<input type="checkbox"/>	<input type="checkbox"/>	Enter Policy #	MM/DD/YY	MM/DD/YY	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Name of Shareholder(s), Queensview, Inc. and the Board of Directors for Queensview and Metro Management, Inc. are included as Additional Insured on a primary and non-contributory basis under the General Liability, Auto and Umbrella policies with respects to the operations of the above Named Insured.

Waiver of Subrogation is included

Building Address:

Name of Shareholder(s): Apt #

CERTIFICATE HOLDER Queensview, Inc. 21-66 33rd Road Management Office Long Island City, NY 11106	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Authorization for Move-In/Move-Out or Large Deliveries

(See Reverse for a Summary of Queensview's Moving Policies)

This moving form must be authorized and signed by management to avoid scheduling conflicts regarding use of elevators.

Name (Please print): _____

Building Address: _____ Apt.#: _____

Phone#: _____ Email: _____

Date of Move/Delivery: _____ Day of Week: _____

Start Time: _____ End Time: _____

Please mark all selections below with an [X].

Move-In: [] Move Out: [] Self-Move: []

Delivery: [] (Please provide details) _____

Major Move (More than 1 hour): [] Minor Move (less than 1 hour): []

Certificate of Insurance Received: Yes [] No []

Homeowner's Insurance: Yes [] No []

Elevator Padding Required: Yes [] No []

Moving Entire Household: Yes [] No []

Other Move (Please specify): _____

Shareholder is responsible for removal of all packaging material from Queensview Property.

[] Please acknowledge by initialing.

Move authorized by: _____ Date: _____

(Signature and Title - Management Office)

Please email to management@queensvw.com or place in mail slot outside management office door.

QUEENSVIEW, INC. SHAREHOLDER INSURANCE COVERAGE POLICY

This statement sets forth Queensview's Shareholder Insurance Coverage Policy. It is neither a contract nor a promise, and no party other than Queensview ("QV") may make any claim based upon reliance on this statement. Only the Board of Directors ("Board") has the right to make variances to this policy. The Board may supplement or amend these rules at any time.

Policy

1. All shareholders, tenants, and prospective purchasers are required to obtain and maintain evidence of ongoing homeowner (liability and property) insurance coverage, including water, damage, and personal injury, in the following minimum amounts:

Amount	Type of Coverage
\$300,000	Personal liability coverage per occurrence.
\$30,000	Personal property coverage per occurrence.

2. "Queensview, Inc." must also be named as additional interest, NOT as additional insured for any 2020 policy renewals as well as future renewals.
3. A copy of this certificate and all renewals should be forwarded to the Management Office for record keeping. The certificate can also be emailed to qvinsurance@queensvw.com. Failure to provide such proof will result in a fine of \$50 per month.
4. Proof of insurance coverage must be provided prior to scheduling a move-in, move-out, or furniture delivery.
5. For any scheduled work in a QV apartment such as an installation or alteration (e.g., kitchen or bathroom renovation), all contractors or workers must provide proof of insurance in order to protect QV from liability.

This Shareholder Insurance Coverage Policy became effective on 06/30/16, and was revised on the following dates: 12/30/19, 1/23/20, and 5/28/20.

QUEENSVIEW, INC. RENT PAYMENT POLICY

This statement sets forth Queensview's Rent Payment Policy. It is neither a contract nor a promise, and no party other than Queensview ("QV") may make any claim based upon reliance on this statement. Only the Board of Directors ("Board") has the right to make variances to this policy. The Board may supplement or amend this policy at any time.

1. Rent¹ is due on the first business day of each month. No reminders of late rent will be sent to shareholders.
2. A grace period will be granted for rent payment until the 10th of the month, after which a penalty of \$30 will be charged for the first two months, and then \$50 per month after sixty (60) days of delinquency.
3. If rent is not received by the 10th of the month, the late rent penalty will be added automatically to the next month's rent. Any exceptions must be approved by the Board, except under extenuating circumstances which must be approved by the Manager.
4. The following charges are all considered additional rent and are subject to this policy: maintenance/repairs, parking, bike room storage, cable/internet service, and sub-metered electric usage.
5. Payment of rent may be made via electronic payment or by physical check as per instructions from the current management company. Effective 1/1/25, the QV Management office will no longer accept physical checks in the office for rent payment.

This policy was approved by the Board and is effective as of 7/1/04. It was subsequently amended on 11/14/06, 12/16/08, 7/16/13, 6/25/20, and 2/18/24.

¹ Also known as "maintenance" or "carrying charges".