

Hudson View West Condominium
**300 Albany Street
New York, NY 10280**

REQUIREMENTS FOR THE SALE OF CONDOMINIUM APARTMENTS

1. **A FULLY EXECUTED CONTRACT OF SALE (COPY), attached.**
2. **SELLER** (current unit owner) must provide the "Condominium Offering Plan" and "Ground Lease" to **PURCHASER(S)** (New Owner). If seller needs a copy of the Offering Plan or Ground Lease, they can be purchased for \$100.00 at RY Management. Checks must be payable to **HUDSON VIEW WEST.**
3. Application for the Waiver of Right of First Refusal and Application for Occupancy – To be completed and signed by the **PROSPECTIVE PURCHASER(S).**
PURCHASER(S) MUST INCLUDE A COPY OF GOVERNMENT IDENTIFICATION (STATE OR PASSPORT).
4. The **Prospective Owner(s)** may submit their own credit report that is not older than 90 days or fill out the **Authorization to Obtain a Credit Report Form** with a credit card number for the fee.
5. **"WINDOW GUARD" RIDER,** signed by PURCHASER.
6. **COMPLETED & EXECUTED "PET POLICY RIDER"** signed by PURCHASER, (Certified Check of \$100.00, if applicable, payable to "Hudson View West Condominium").
7. **"RULES & REGULATIONS" RIDER,** signed by PURCHASER.
8. Bed Bug Disclosure (Attached)
9. Indoor Allergen Lease Rider (Attached)
10. Gas Leak Form (Attached)
11. Sprinkler Form (Attached)

12. Building Link Registration to be completed by **PROSPECTIVE PURCHASER(S)**
13. **INSURANCE** – Copy of homeowner’s insurance policy for this unit.
14. A check made payable to R.Y. Management Co., Inc. in the amount of **\$500.00** representing a **non-refundable application fee**.
15. **Refundable**, check in the amount of **\$500.00** representing a move-out deposit from **SELLER**, payable to “Hudson View West Condominium”.
16. **Refundable**, check in the amount of **\$500.00** representing a move-in deposit from **PURCHASER**, payable to “Hudson View West Condominium”.

PLEASE ALLOW FOR UP TO 30 DAYS TO PROCESS ALL APPLICATIONS.

Once your application has been approved, a move-in date needs to be arranged with the HUDSON VIEW WEST front desk (212-945-3524). A certificate of insurance (COI) is required from the moving company naming **HUDSON VIEW WEST CONDOMINIUM, HUDSON VIEW WEST BOARD OF MANAGERS, AND R.Y. MANAGEMENT CO., INC.** as additionally insured.

Please return the copy of complete package only. Partial packages will be returned.

**Please deliver all to R.Y. Management Co., Inc.,
Attention: Transfer Department (212-786-2803) at
50 Battery Place, New York, NY 10280.**

Hudson View West Condominium
c/o R.Y. Management Co., Inc.
50 Battery Place
New York, NY 10280
212-786-2803

APPLICATION FOR WAIVER OF RIGHT OF REFUSAL

Seller(s) Name(s): _____

Seller's Forwarding Address: _____

1. Purchaser(s) Name: _____

2. Purchaser(s) Social Security Number(s): _____

3. Purchase Price of Unit: \$ _____

4. Amount of Mortgage: \$ _____

5. Mortgage Bank: _____

6. Bank Address: _____

7. Home Telephone Number: _____

8. Work Telephone Number: _____

9. Emergency Number: _____

10. Email: _____

11. Do you intend on harboring a pet in the apartment? _____ (YES/NO)

12. All communications and invoices concerning ownership of Unit _____ should be sent to the following address: _____

Seller(s) _____ (PRINT) _____ (PRINT)

(SIGNATURE) (SIGNATURE)

Purchaser(s) _____ (PRINT) _____ (PRINT)

(SIGNATURE) (SIGNATURE)

TENANT DATA VERIFICATION CO., INC
344 Portion Road
Lake Ronkonkoma NY 11779
Tel: (631) 615-2415 Fax: (631) 615-2422

RELEASE OF INFORMATION AUTHORIZATION

I HEREBY AUTHORIZE ANY INDIVIDUAL, COMPANY OR INSTITUTION TO RELEASE TO TENANT DATA VERIFICATION AND/OR ITS REPRESENTATIVE ANY AND ALL INFORMATION THAT THEY HAVE CONCERNING MY CHARACTER, REPUTATION, MODE OF LIVING, EMPLOYMENT HISTORY AND CREDIT REPORT.

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

PROSPECTIVE UNIT OWNER/TENANT

FULL NAME	DATE OF BIRTH
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CURRENT ADDRESS

SIGNATURE	S.S. #	DATE
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FULL NAME	DATE OF BIRTH
-----------	---------------

CURRENT ADDRESS

SIGNATURE	S.S. #	DATE
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PAYMENT:

NAME OF CREDIT CARD HOLDER: _____

SIGNATURE OF CARD HOLDER: _____

CREDIT CARD NUMBER: _____

EXPIRATION DATE: _____

INDICATE TYPE OF CARD: _____ (VISA, MC, AMEX)

Notice to Tenant or Occupant
DEPARTMENT OF HEALTH CITY OF NEW YORK NOTICE TO TENANT OR OCCUPANT

You are required by law to have window guards installed in all windows if a child 10 years of age or younger lives in your apartment.*

Your landlord is required by law to install window guards in your apartment:

_____ If a child 10 years of age or younger lives in your apartment.

OR

_____ If you *ask* him to install window guards at any time (you need not give a reason) *It is a violation of law* to refuse, interfere with installation, or remove window guards where required, *or to fail to complete and return this form to your landlord.* If this form is not returned promptly an inspection by the landlord will follow.

*Except windows giving access to fire escapes or a window on the first floor that is required means of egress from the dwelling out

CHECK WHICHEVER APPLY:

_____ CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT

_____ NO CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT

_____ I WANT WINDOW GUARDS EVEN THOUGH I HAVE NO CHILDREN 10 YEARS OR YOUNGER

_____ WINDOW GUARDS ARE INSTALLED IN ALL WINDOWS*

_____ WINDOW GUARDS ARE NOT INSTALLED IN ALL WINDOWS*

_____ WINDOW GUARDS NEED MAINTENANCE OR REPAIR

_____ WINDOW GUARDS DO NOT NEED MAINTENANCE OR REPAIR

Tenant's Name: _____ Date: _____

Tenant's Name: _____ Date: _____

RETURN THIS FORM TO:

R.Y. Management
50 Battery Place
New York, NY 10280

For Further Information Call: Window Falls Prevention
New York City Dept. of Health
125 Worth Street, Room 222A
New York, NY 10013
(212) 957-2158

Hudson View West Condominium

300 Albany Street
New York NY 10280

Pet Policy Rider

I am the new owner of Unit _____, located at 300 Albany Street New York, NY 10280. I AGREE to follow the **"HUDSON VIEW WEST DOG AND CAT PET POLICY"** (separate attachment).

Please Indicate (X):

_____ Owner plans to have a pet residing in unit (pet policy form + registration must be filled out and attached), includes **\$100.00 fee payable to "HUDSON VIEW WEST CONDOMINIUM"**

_____ Owner plans to NOT have a pet residing in the unit at this time.

DATE: _____

NEW OWNER(S) SIGNATURE

NEW OWNER(S) SIGNATURE

NEW OWNER(S) NAME (PRINT)

NEW OWNER(S) OWNER (PRINT)

Pet Registration (Separate "Hudson View West Dog and Cat Policy" form must be filled out)

- a. Unit Owners and Unit Renters are permitted to have only one (1) dog and one (1) cat or two (2) cats. Any person residing in a two-bedroom apartment may maintain two (@) dogs or two (2) cats but not both at the same time. At no time may any residents exceed a total of two (2) pets of any kind in their apartment.
- b. The following breed of dogs are considered aggressive breeds and **WILL NOT** be permitted in Hudson View West Condominium: Pitbulls, Rottweilers, Chow Chows, Doberman Pinschers, German Shepherds, Siberian Huskies, Perro de Presa Canarios, Alaskan Malamutes, Akitas, American Staffordshire Terriers, Boxers, Great Danes, Wolf-hybrids and any dogs that has any of the above breeds in their lineage.
- c. A pet is permitted under the preceding paragraph MUST be registered by the unit owner or unit renter by completing the attached registration form for each pet in the household and returning it to management with the following:
 - A copy of the current license required by law of each pet, and
 - The name and phone number of a contact person who can be called upon to care for the pet in case of any emergency.

Addendum to the By-Laws of
Hudson View West Condominium

RULES AND REGULATIONS
OF
HUDSON VIEW WEST CONDOMINIUM

1. The sidewalks, entrance passages, public halls, elevator vestibules, corridors and stairways of or appurtenant to the Building shall not be obstructed or used for any purpose other than ingress to and egress from the Units. No vehicle belonging to a Unit Owner, to a Family Member of a Unit Owner, or to a guest, tenant, licensee, invitee, employee, or agent of a Unit Owner shall be parked in such a manner as to impede or prevent ready access to any entrance to, or exit from the Building by another vehicle.
2. No velocipedes, bicycles, scooters, or similar vehicle shall be taken into or from the Building through the main entrance or shall be allowed in any of the elevators in the Building other than the elevator designated by the Board of Managers or the Managing Agent for such purpose, and no baby carriages or any of the above mentioned vehicles shall be allowed to stand in the public halls, passageways, or other public areas of the Building.
3. All service and delivery persons will be required to use the service entrance or such other entrance of the Building designated by the Board of Managers or the Managing Agent. In addition, all servants, messengers and tradespeople visiting the Building shall use the elevator designated by the Board of Managers or the Managing Agent for the purpose of ingress and egress, and shall not use any of the other elevators for any purpose, provided, however, that nurses in the employ of residential Unit Owners or their family, guests, tenants, subtenants, licensees, or invitees may use any of the other elevators when accompanying said residential Unit Owners, Family Members, guests, subtenants, licensees, or invitees.
4. Trunks and heavy baggage shall be taken in or out of the Building only by the elevator designated by the Board of Managers or the Managing Agent for that purpose and only through the service entrance or entrance designated by the board.
5. No article (including, but not limited to, garbage cans, bottles or mats) shall be placed or stored in any of the halls or on any of the staircases or fire tower landings of the Building, nor shall any fire exit thereof be obstructed in any manner.
6. The storage rooms of the Building, if any, shall be used by Residential Unit Owners, in Common, only, for the storage of trunks, bags, suitcases and packing cases, all of which shall be empty, and for the storage of such other articles as the Board of Managers, in its sole discretion, may determine. Supervision, management and control or the storing in and removal of a Residential Unit Owner's property from the storage rooms is vested in the Board of Managers. The use of the storage rooms shall be at the

sole risk of the Residential Unit Owner or other person using the same, and the Board of Managers, its agents, or the Managing Agent shall not be liable for any injury to person, loss by theft or otherwise, or damage to property, whether due to the negligence of the Board of Managers, its agents the Managing Agent, or otherwise.

7. The laundry and drying apparatus in the laundry rooms of the Building shall be used in such manner and such times as the Board of Managers or the Managing Agent may direct. No clothes, sheets, blankets, laundry, or other articles of any kind shall be hung on or out of a Unit.

8. No refuse from the Units shall be sent to the refuse room of the Building, except at such times and in such manner as the Board of Managers or the Managing Agent may direct. Nothing shall be hung or shaken from any doors, windows, or placed upon the window sills of the Building, and no Unit Owner shall sweep or throw, or permit to be swept or thrown, any dirt, debris or other substances there from.

9. There shall be no playing or lounging in the entrances, passages, public halls, elevators, vestibules, corridors, stairways, or fire towers of the Building, except in recreational areas or other areas designated as such in the Declaration or by the Board of Managers.

10. No Unit Owner or any of his Family Members, agents, servants, employees, licensees, or visitors shall, at any time, bring into or keep in his Unit any flammable, combustible, or explosive fluid, material, chemical, or substance, except as shall be necessary and appropriate for the permitted uses of such Unit.

11. There shall be no barbecuing in the Units, or in the common elements, except for those areas (if any) specifically designated for barbecuing in the plan or by the Board of Managers.

12. No Unit Owner shall make, cause, or permit any unusual, disturbing, or objectionable noises or odors to be produced upon or to emanate from his Unit or permit anything to be done therein that will interfere with the rights, comforts or conveniences of the other Unit Owners. No Unit Owner shall play upon or suffer to be played upon by any musical instrument, or shall operate or permit to be operated a phonograph, radio, television set, or other loudspeaker in such Unit Owner's Unit between midnight and the following day 8:00 A.M., if the same shall disturb or annoy other occupants of the Building, and in no event shall any Unit Owner practice or suffer to be practiced either vocal or instrumental music between the hours of 10:00 P.M. and the following 9:00 A.M. No construction, repair work, or other Installation involving noise shall be conducted in any Unit except on weekdays (not including legal holidays) and only between the hours of 9:00 AM and 5:00 PM, unless such construction or repair work is necessitated by an emergency.

13. No bird, reptile, or animal shall be permitted, raised, bred, kept, or harbored in the Building unless, in each instance, the same shall have been expressly

permitted in writing by the Board of Managers or the Managing Agent. Any such consent, if given, shall be revocable at any time by the Board of Managers or the Managing Agent in their sole discretion. In no event shall any bird, reptile, or animal be permitted in any public elevator of the Building, other than the elevators designated by the Board of Managers or the Managing Agent for that purpose, or in any of the public portions of the Building, unless carried or on a leash. No pigeons or other birds or animals shall be fed from the windowsills, or other public portions of the Building, or on the sidewalk or street adjacent to the Building.

14. No group tour or exhibition of any Unit or its contents shall be conducted; nor shall any auction sale be held in any Unit, without the consent of the Board of Managers or the Managing Agent in each instance. In the event that any Residential Unit shall be used for home occupation purposes in conformance with the Declaration and the By-Laws, no patients, clients or other invitees shall be permitted to wait in any lobby, public hallway or vestibule.

15. Unless expressly authorized by the Board of Managers in each instance; not less than eighty percent of the floor area of each Residential Unit (excepting only kitchens, bathrooms, closets and foyers) must be covered with rugs, carpeting, or equally effective noise reducing material.

16. No window guards or other window decorations shall be used in or about any Residential Unit, except such as shall be authorized by law or have been approved in writing by the Board of Managers or the Managing Agent, which approval shall not be unreasonably withheld or delayed. In no event, however, shall any exterior glass surfaces of any windows at the Property be colored or painted.

17. No ventilator or air conditioning device shall be installed in any Residential Unit (except for original construction by Sponsor under the Plan) without the prior written approval of the Board of Managers, which approval may be granted or refused in the sole discretion of the Board of Managers.

18. No radio or television aerial shall be attached to or hung from the exterior of the Building, and, no sign, notice, advertisement or illumination (including, with respect to the Common Elements and Units, without limitation; "For Sale", "For Lease", or "For Rent" signs) shall be inscribed or exposed on or at any window or other part of the Building, except such as are permitted pursuant to the terms of the Declaration and/or the By-laws or shall have been approved in writing by the Board of Managers or the Managing Agent. Nothing shall be projected from any window of a Unit without similar approval.

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

20. Water closets and other water apparatus in the Building shall not be used for any purpose other than those for which they were designed, and no sweepings, rubbish, rags or any other article shall be thrown into same. Any damage resulting from misuse of any water closets or other apparatus in a Unit shall be repaired and paid for by the owner of such unit.

21. Each Unit Owner shall keep his Unit in a good state of preservation, condition, repair and cleanliness in accordance with the terms of the By-Laws.

22. The agents of the Board of Managers or the Managing Agent, and any contractor or workman authorized by the Board of Managers or the Managing Agent, may enter any room or Unit at any reasonable hour of the day on at least one day's prior notice to the Unit Owner, for the purpose of inspecting such Unit for the presence of any vermin, insects, or other pests; however, such entry, inspection and extermination shall be done in a reasonable manner so as not to unreasonably interfere with the use of such Unit for its permitted purposes.

23. The Board of Managers or the Managing Agent may retain a passkey to each Residential Unit. If any lock is altered or a new lock is installed, the Board of Managers or the Managing Agent shall be provided with a key thereto immediately upon such alteration or installation. If the Residential Unit Owner is not personally present to open and permit an entry to his Residential Unit at any time when an entry therein is necessary or permissible under these Rules and Regulations or under the By-Laws, and has not furnished a key to the Board of Managers or the Managing Agent, then the Board of Managers or Managing Agent or their agents (but, except in an emergency, only when specifically authorized by an officer of the Condominium or an officer of the Managing Agent) may forcibly enter such Residential Unit without liability for damages or trespass by reason thereof (if, during such entry, reasonable care is given to such residential Unit Owner's property).

24. If any key or keys are entrusted by a Unit Owner, by any Family member thereof, or by his agent, servant, employee, licensee, or visitor to an employee of the Condominium or of the Managing Agent, whether for such Unit Owner's Unit or an automobile, trunk, or other item of personal property, the acceptance of the key shall be at the sole risk of such Unit Owner and neither the Board of Managers, the condominium and its employees nor the Managing Agent shall (except as provided in Rule 23 above) be liable for injury, loss or damage of any nature whatsoever, directly or indirectly resulting there from or connected therewith.

25. Unit Owners and their respective Family members, guests, servants, employees, agents, visitors or licensees shall not at any time or for any reason whatsoever enter upon or attempt to enter upon the roof of the Building.

26. No occupant of the Building shall send any employee of the Condominium or of the Managing Agent out of the Building on any private business.

27. There shall be no barbecuing in the Common Garden at the Building except when approved by the Board of Managers. Children shall not be permitted in the Common Garden unless accompanied by an adult. Pets shall not be permitted on the common garden.

28. Any consent or approval given under these Rules and Regulations may be amended, modified, added to, or repealed at any time by resolution of the Board of Managers. Further, any such consent or approval may, in the discretion of the Board of Managers or the Managing Agent, be confidential in nature.

29. Complaints regarding the service of the Condominium shall be made in writing to the Board of Managers or to the Managing Agent.

* * * * *

I am the new owner of unit _____, located at 300 Albany Street, New York, NY 10280. I have been presented with a copy of the “Rules and Regulations of Hudson View West Condominium” (noted above) and agree to abide by them.

DATE: _____

NEW OWNER SIGNATURE

NEW OWNER SIGNATURE

NEW OWNER NAME (PRINT)

NEW OWNER NAME (PRINT)

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

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

Name of tenant(s):

Subject Premises:

Apt #:

Date of vacancy lease:

BEDBUG INFESTATION HISTORY
(Only boxes checked apply)

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

Signature of Tenant(s): _____ Dated: _____

Signature of Owner/Agent: _____ Dated: _____

LEASE/COMMERCEMENT NOTICE FOR INDOOR ALLERGEN HAZARDS

1. The Owner of this apartment is required, under New York City administrative code section 27-2017.1et seq., to make an annual inspection for indoor allergen hazards (such as mold, mice, rats, roaches) in your apartment. The owner must also inspect if you unform him or her that there is a condition in your apartment that has issued a violation requiring correction of an indoor allergen hazard in your apartment, the owner is required to fix it, using the safe work practices that are provided by the law. The owner must also provide new tenants with a pamphlet containing information about indoor allergen hazards.
2. The owner of this apartment is also required, prior to your occupancy as a new tenant, to fix all visible mold and pest infestation in the apartment, as well as any underlying defects, like leaks, using the safe work practices provides in the law. If the owner provides carpeting or furniture, he or she must thoroughly clean and vacuum it prior to occupancy. This notice must be designed by the owner or his or her representative, and state that he or she has complied with these requirements.

I, _____ (owner or representative name in print). Certify that I have complied with the requirement of the New York City administrative code section 27-2017.5 by removing all visible mold and pest infections and any underlying defects, and where applicable, cleaning and vacuuming any carpet and furniture that I have provided to the tenant. I have performed the required work using the safe work practices provided in the law.

Signed: _____

Date: _____

Hudson View West Condominium
c/o R.Y. Management Co., Inc.
50 Battery Place
New York, NY 10280

PROCEDURES FOR TENANTS REGARDING SUSPECTED GAS LEAKS

The law requires the owner of the premises to advise tenants that when they suspect that a gas leak has occurred, they should take the following actions:

1. Quickly open nearby doors and windows and then leave the building immediately; do not attempt to locate the leak. Do not turn on or off any electrical appliances, do not smoke or light matches or lighters, and do not use house-phone or cell-phone within the building;
2. After leaving the building, from a safe distance away from the building, call 911 immediately to report the suspected gas leak;
3. After calling 911, call the gas service provider for the building as follows:

Con Edison **1-800-752-6633**

Provider

Number

PROCEDIMIENTO PARA LOS INQUILINOS CUANDO HAY SOSPECHAS DE FUGA DE GAS

La ley requiere que el propietario de la casa o edificio informe a los inquilinos que cuando sospechan que se ha producido un escape de gas, deben tomar las siguientes medidas:

1. Abra rapidamente las puertas y ventanas cercanas y salga del edificio inmediatamente; No intente localizar el escape de gas. No encienda o apague electrodomestico, no fume ni encienda fosforos ni encendedores, y no utilice un telefono de la casa o un telefono celular dentro del edificio;
2. Despues de salir del edificio, a una distancia segura del edificio, llame al 911 inmediatamente para reportar sus sospechas;
3. Despues de llamar al 911, llame al proveedor del servicio de gas para este edificio, de la siguiente manera:

Con Edison **1-800-752-6633**

Proveedor

Telefono

October 2019

SPRINKLER DISCLOSURE LEASE RIDER

Pursuant to the New York State Real Property Law, Article 7, Section 231-a, effective December 3, 2014, all residential leases must contain a conspicuous notice as to the existence or non-existence of a Sprinkler System in the Leases Premises.

Name of tenant(s): _____

Lease Premises Address: _____

Apartment Number: _____ (the "Leased Premises")

Date of Lease: _____

CHECK ONE:

- 1. **There is NO Maintained and Operative Sprinkler System in the Leases Premises.**
- 2. **There is a Maintained and Operative Sprinkler System in the Leases Premises.**

A. The last date of which the Sprinkler System was maintain was and inspected on _____.

A "Sprinkler System" is a system of piping and appurtenances designed and installed in the accordance with generally accepted standards so that the heat from a fire will automatically cause water to be discharged over the fire area to extinguish it or prevent its further spread (Executive Law of New York, Article 6-C, Section 155-a (5)).

Acknowledge & Signature:

I, the Tenant, have rad the disclosure set forth above. I understand that this notice as to the existence or non-existence of a Sprinkler System is being provided to me to help me make an informed decision about the Leases Premises in accordance with New York Real Property Law Article 7, Section 231-a.

Tenant:

Name: _____ Date: _____

Signature: _____

Name: _____ Date: _____

Signature: _____

Hudson View West Condominium
c/o R.Y. Management Co., Inc.
50 Battery Place
New York, NY 10280

Hudson View West Board of Managers has contracted with the "BuildingLink" system. "BuildingLink" allows you to communicate online, through the web, and through email. Some of the features it will offer you are:

- Submitting and tracking of any repair request
- Reading important notices and/or building information
- Responding to survey building management may post from time to time
- Reading and posting to a share bulletin board

In order for **BuildingLink** to work best for you, we need to input your email address. This will not be used for any solicitations, spam, etc. and will be accessed only by the building staff and BuildingLink programs as needed. Please complete the information indicated on the form below so that we can establish within that system. As with all personal information, we will hold all data in strict confidence.

PLEASE WRITE ALL INFORMATION IN PRINT FORMAT AND AS CLEARLY AS POSSIBLE.

Thank you for your cooperation.

UNIT: _____

OCCUPANT 1

OCCUPANT 2

Occupant Name: _____

Email Address: _____

Home Phone: _____

Cell Phone: _____

Emergency

Contact Name: _____

Emergency

Contact Phone #: _____

Children & Ages: (1) _____

(2) _____

(3) _____

(4) _____

Regular Guest to be admitted in your absence- List Full Names:

Other information of import:

**** Please use separate columns for each occupant, since everyone will be provided with their own individual username and password when the system is active. You may use a second sheet if needed. ****

**NOTIFICATION OF
LEGAL MAILING ADDRESS FOR UNIT OWNER**

All communications and invoices concerning the ownership of 300 Albany Street,
Unit # _____, New York, NY 10280, should be sent to the following address rather the
apartment:

Owner's Name: _____

Address: _____

Business Telephone Number: _____

Home Telephone Number: _____

Email Address: _____

**Re: Hudson View West
300 Albany Street # _____
(New Owner Information)**

Dear Owner(s):

In conjunction with your closing, we ask that both the seller(s) and the purchaser(s) provide the following information at the time of your closing in order to keep our records current. Please complete the information below and return it to R.Y. Management Co., Inc.

Thank you for your assistance in this matter.

Seller's Name: _____

Seller's Forwarding Address: _____

Seller's New Telephone #: _____

Purchaser's Name(s) on Deed: _____

Date of closing: _____

**Purchaser's mailing address
For Common charge Bills:** _____

**Name & Address Of
Mortgage Holder
(Include Loan Number)** _____

AUTOMATIC DEBIT NOTIFICATION

Please be advised if you signed up for automatic debit of your common charges through ClickPay or via www.rymanagement.com or any other automatic payment method it will be **YOUR** responsibility to discontinue the payments and close the account.

R.Y. Management Co. Inc., the condominium Association, The Condominium Board of Managers, ClickPay or nay affiliates will NOT be responsible for any owner that does not fulfill their obligation to discontinue their payments. Furthermore, no refunds will be given if you fail to cancel a pending payment reimbursement must be provided by the purchaser.

If you are not signed up for automatic deposit, please check the box below and sign.

By signing below, I understand & acknowledge the contents listed in this notification.

Owner Signature Date

Owner Signature Date