



Site Office

United Veterans Mutual Housing Co., Inc.
A/k/a Bell Park Manor Terrace
221-22 Manor Road
Bellerose Manor, NY 11427
718-465-6070
718-468-7556 fax

**United Veterans Mutual Housing Company, Incorporated
A/K/A Bell Park Manor-Terrace**

Sales Package

Upon obtaining a purchaser for the apartment, the purchaser or his/her agent must furnish the Screening Committee of the Board of Directors with all of the following. The processing of your application will take approximately 2 – 3 weeks, exclusive of any additional information deemed to be required.

Please submit four (4) complete packages (one (1) original & three (3) copies of the following forms & documentation in collated sets. We do not accept Incomplete Packages. Packages not submitted in duplicates of four (4) or ANY forms or DOCUMENTATION from #1 –26 not submitted, will be returned. NO EXCEPTIONS.

1. A **bank check or money order** for the processing fee in the amount of **\$250.00** from the purchaser payable to **United Veterans Mutual Housing Co., Inc. This fee is non-refundable.**
2. A **bank check or money order** for credit, criminal background check and sex offender search in the amount of **\$121.34 per applicant** appearing on the Contract of Sale (**note: only two (2) applicants are allowed on the Contract of Sale**) made payable to **United Veterans Mutual Housing Co., Inc.**
Also, a **bank check or money order** in the amount of **\$105.54** made payable to **United Veterans Mutual Housing Co., Inc.** must be submitted for each person, not appearing on the Contract of Sale, who will be residing in the apartment **over the age of seventeen (17)** for background and sex offender search. These fees are non-refundable.
3. A **signed copy of the contract between the selling shareholder and the prospective purchaser** that they have entered into written agreement concerning the sale of stock and apartment.

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4. Copies of the following for each prospective purchase and all others who are expected to occupy the apartment:
 - A. Photo Identification (e.g. **Driver's License, Passport**)
 - B. Proof of **Social Security Identification**
 - C. Documentation confirming **citizenship or permanent residency** in the United States (e.g. **Birth certificate, passport, green card**)
5. A completed and signed **Application for Approval of Sale of Cooperative Apartment.**
6. Completed & signed **“Uniform Residential Application”**.
7. (a) A completed and signed authorization form to run credit history, housing report, criminal report, salary/income, banking/financial practices.
(b) If a person over seventeen (17) will reside in the apartment, a completed and signed authorization form to run criminal background and sex offender search.
8. **Cooperative loan/commitment letter. (*Pre-Approval Not Accepted*)**
Please note: All purchasers on the Contract of Sale must also appear on mortgage.
There is \$75.00 fee to complete Co-Op Questionnaire from bank. Please make check payable to United Veterans Mutual Housing Company Inc.
9. **Signed Employment Letter**
Letter from employer with employment start date and annual salary.
Please note: In calculating annual salary, overtime and bonus will not be factored in.
10. **Four (4)** most recent payroll stubs
11. If you are **retired or disabled**, please submit social security and/or pension information. (i.e. Social Security Benefits Letter)
12. **Bank balance letter signed by bank.**
These forms must be submitted to us from your bank for verification of the data entered on the application.
13. **Six (6)** months **most recent complete** bank statements.
Please note: Explanation and documentation of any large deposits must accompany bank statements.
14. (a) Copies of the **last two years Complete Signed Income Tax forms, with all schedules and W2's.**
(b) **Completed & Signed Form 4506. Fill out 1a – 5 only**

15. Residence verification letter from landlord
16. **Six (6)** months **most recent** cancelled rent checks or rent receipts
17. **Two (2)** different, current utility bills indicating current residence.
18. **If you own your own home, coop or condo, you must be in contract to sell this residence before you can purchase in this Co-op. A signed contract of sale is required.**
19. **Two (2)** character reference letters for purchaser.
20. **Signed and Notarized** Acceptance of House Rules.
Please remove House Rules from Package. Keep for your information.
RETURN SIGNED FORM ONLY.
21. **Signed and Notarized** Agreement of “Occupancy Standards”.
22. **Signed and Notarized** “Prohibition of Subletting” Agreement
23. **Signed and Notarized** “No Pet Policy”.
24. Signed “Lead Paint” notification.
25. Signed “Insurance Notification”.
26. If seller is deceased and an estate is involved:
 - A. Death certificate
 - B. Letter of Administration/Testamentary dated within the last six (6) months

Please contact the Management Office at (718) 465-6070 if you have any questions. We ask your indulgence if the form(s) seem somewhat lengthy. Please consider that a cooperative, unlike a rental building, requires cooperation and voluntary effort by the residents. Therefore, a congenial group of residents is far more important to us than would be the case in a rental building. You should also remember that purchasers of apartments will be living with us for an indefinite period. The cooperative is entering into a relationship which may continue for a long time. Bearing this in mind, you will understand the precautions which are designed for the benefit of all present and future lessees.

NOTE: ALL COMMUNICATION DURING THIS PROCESS MUST BE THROUGH THE MANAGEMENT OFFICE ONLY, YOU MAY NOT CONTACT INDIVIDUAL BOARD MEMBERS.

A) The Corporation's current minimum financial requirement for prospective purchasers are:

1. Annual income must be at least **six (6)** times the total of the **annual** maintenance charges plus **two (2)** times your **annual** mortgage payments, if any. Additionally, other annual debt will be deducted from the annual gross salary and a percentage of assets will be added to the gross salary.
2. Cooperative loan financing is limited to a maximum of eighty (80 %) percent of the purchase price.
3. Income must be verifiable by Form 1040 Federal and State/City IT-201 income tax returns for the past two years for each applicant. (Employer W-2 wage forms required).
4. Work history must be verifiable and show stability for each applicant. A credit and background search may be obtained for each applicant and a background search may be obtained for anyone who will reside in the apartment over the age of seventeen (17).
5. The Board of Directors reserves the right to review other assets such as bank accounts, certificates of deposit, stock certificates, etc. and perform a bankruptcy check, credit check and a criminal background check.

B) The number of people residing in the apartment may not exceed the following standards:

One (1) bedroom – One or two adults living together as husband and wife, or domestic and financial partners who are not related.

Two (2) bedroom – No more than four persons as follows: Two adults and two dependent minor children, in the absence of children, the family may consist of two adults with one parent of either spouse, making a total of three.

Three (3) bedroom – No more than six persons as follows: Two adults and four dependent minor children, adult children and parents of either spouse shall be eligible.

C) The prospective purchaser must be informed of the following restrictions:

- 1. PETS ARE NOT ALLOWED.**
- 2. A shareholder is not allowed to conduct a business from his/her apartment.**
- 3. No bankruptcy within the past seven (7) years.**
- 4. SUBLETTING STRICTLY PROHIBITED.**
- 5. ONLY TWO SHAREHOLDERS ARE PERMITTED ON THE STOCK CERTIFICATE AND PROPRIETARY LEASE.**
- 6. Alterations to the apartment require the approval of the Board of Directors.**

D) Closing Fees:

Purchaser:

- 1. Only if Contract of Sale calls for financing provisions, \$350.00 fee made payable to Hankin & Mazel, PLLC.**
- 2. A one (1) time non-refundable contribution equal to three months maintenance made payable to United Veterans Mutual Housing Co., Inc.**

Seller:

- 1. \$675.00 fee payable to Hankin & Mazel, PLLC for corporate representation.**
- 2. Transfer Fee (Flip Tax) – This fee is twenty five percent (25%) of the profit or three percent (3%) of the purchase price, whichever is greater, not to exceed \$250.00 per share.**
- 3. \$1,500.00 check made payable to United Veterans Mutual Housing Co., Inc., to be held in escrow & returned approximately 45 - 60 days after closing.**



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**United Veterans Mutual Housing Company, Inc.
A/K/A Bell Park Manor-Terrace**

Application for Approval of Sale of Cooperative Apartment

Name: _____

Address: _____

Unit #: _____

Date: _____

Note: The Corporation reserves the right to verify all information supplied herein with credit agencies, landlords, employers, banks, references, etc. By your signature, you authorize verification of all information supplied. **A personal interview shall be required of all purchasers and any individuals who intend to occupy the apartment.**

The information supplied should cover each purchaser when there is more than one person involved.

1. Name(s) of Purchaser(s): _____

2. Address: _____

3. City: _____ State: _____ Zip Code: _____

4. Telephone No.: Home _____ Business _____
Other _____

5. Date of Birth: _____ Marital Status: _____

Date of Birth: _____ Marital Status: _____

6. Social Security Number: _____ - _____ - _____

Social Security Number: _____ - _____ - _____

7. Who does the Purchaser(s) anticipate will reside in the apartment? (List name, age, and relationship to Purchaser(s))

8. Previous addresses (last seven (7) years)

Address	Period of Residence	Name & Address of Landlord / Owner
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

9. Employment experience of Purchaser(s) (last seven (7) years) (Indicate whether position was full-time or temporary).

(a) Name & Address of Employer or Business:

Date from:

 Date To:

Supervisors Name:

Phone No.:

 Fax No.:

Title Duties:

Annual Salary:

*If more space is required, please attach additional page

(b) Name & Address of Employer or Business: _____

Date from: _____ Date To: _____

Supervisors Name: _____

Phone No.: _____ Fax No.: _____

Title Duties: _____

Annual Salary: _____

* If more space is required, please attach additional page

10. Estimated annual income of Purchaser(s)

\$ _____

\$ _____

Submit a breakdown of annual income, indicating sources of each item:

\$ _____ Source _____

\$ _____ Source _____

\$ _____ Source _____

\$ _____ Source _____

Total \$: _____

11. Submit statement of Purchaser's assets and liabilities.

* If more space is required, please attach additional page

12. Please list as personal references two (2) persons other than relatives, who have known the purchaser at least two (2) years:

1) Name: _____

Address: _____

Telephone No.: _____

2) Name: _____

Address: _____

Telephone No.: _____

13. Have you ever been arrested for a felony. If so, please explain.

* If more space is required, please attach additional page

14. State whether purchaser(s) has (have) been convicted of a crime. If so, please explain.

* If more space is required, please attach additional page

15. List all debts of Purchaser(s) indicating amount, creditor, due date, schedule of payment:

* If more space is required, please attach additional page

16. Are there any unsatisfied judgments against purchaser(s)? If so explain.

17. Has/Have Purchaser(s) ever filed a petition in bankruptcy or had any petition been filed against purchaser(s)? If so, give full particulars including date petition was filed, court and disposition. If discharge was denied, give full particulars:

18. Please provide bank references (indicate name and address of bank and account numbers for Purchaser(s)).

Name & Address of Bank _____

Phone No.: _____ Fax No.: _____

Account Number _____

Name & Address of Bank _____

Phone No.: _____ Fax No.: _____

Account Number _____

Name & Address of Bank _____

Phone No.: _____ Fax No.: _____

Account Number _____

19. Address of any additional residence owned or leased by Purchaser.

20. When does Purchaser plan to take possession of the Apartment?

21. Purchaser's attorney

Name: _____

Address: _____

Telephone No.: _____ Fax No.: _____

22. Name, address and telephone number of Seller's broker, (if any):

23. Purchase price of apartment: \$ _____

If part of the purchase price is being financed, indicate:

Amount to be financed: \$ _____

Duration of Loan: _____

Estimated monthly payment: _____

Lender's name & address: _____



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If there are any other facts the Purchaser would like to bring to the attention of the Board with regard to this application, please set forth on a separate sheet of paper and attach to this application.

Applicants Signature: _____

Date: _____

Co-Applicants Signature: _____

Date: _____



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United Veterans Mutual Housing Co., Inc.

Bell Park Manor-Terrace

221-22 Manor Road
Bellerose Manor, NY 11427

I hereby authorize United Veterans Mutual Housing Co., Inc. to conduct an inquiry concerning my credit history, housing report, criminal background / sex offender search, salary/income, banking/financial practices or whatever it deems necessary to process my application for residency. I agree to hold landlord and any affiliated organizations harmless for any claims that may arise as a result of this investigation.

Applicant's Name: _____ Date: _____
(Print)

Applicant's Name: _____ Date: _____
(Signature)

Co-Applicant's Name: _____ Date: _____
(Print)

Co-Applicant's Name: _____ Date: _____
(Signature)



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**United Veterans Mutual Housing Co., Inc.
Bell Park Manor-Terrace**

I hereby authorize United Veterans Mutual Housing Co., Inc. to conduct an inquiry concerning my criminal background and sex offender search. I agree to hold landlord and any affiliated organizations harmless for any claims that may arise as a result of this investigation. **(For every person who will reside in the apartment over the age of seventeen (17) This form must be completed and signed).**

Residents Name: _____ Date: _____
(Print)

Address: _____

D.O.B: _____ SSN #: _____ - _____ - _____

Residents Name: _____ Date: _____
(Signature)

Residents Name: _____ Date: _____
(Print)

Address: _____

D.O.B: _____ SSN #: _____ - _____ - _____

Residents Name: _____ Date: _____
(Signature)

United Veterans Mutual Housing Co., Inc.
aka/ Bell Park Manor-Terrace

221-22 Manor Road, Bellerose Manor, NY 11427 Phone (718)465-6070 Fax (718)468-7556

Uniform Residential Application

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

~This Application Must Be Printed and Legible~

<i>Applicant</i>		
First Name	Middle Initial	Last Name
Sex: M <input type="checkbox"/> F <input type="checkbox"/>	Social Security Number	Date of Birth
Day Phone #. :	Evening Phone #:	

<i>Current Residency</i>				
Address	Apt#	City	State	Zip Code
Daytime Phone #		Evening Phone #		
Name of Landlord, Mgmt Co.		Phone #	Contact Name	
How long have you lived at this address?	Monthly Rent/Mortgage \$	Own <input type="checkbox"/> Rent <input type="checkbox"/>		

<i>Prior Residency Must be filled in if you lived at the current address for less than 2 years</i>				
Address	Apt#	City	State	Zip Code
Name of Landlord, Mgmt Co.		Phone #	Contact Name	
How long did you live at this address?	Monthly Rent/Mortgage \$	Own <input type="checkbox"/> Rent <input type="checkbox"/>		

Current Employment		Primary source of income		
Name of Employer		Your Position/Title/Type of Business		
Address		City	State	Zip Code
Contact Name	Phone #	Dates of Employment (from-to)		

Annual Salary				
Gross Amount	Overtime	Bonuses	Commissions	Total

Prior Employment		Must be filled in if current employment is less than 2 years		
Name of Employer		Your Position/Title/Type of Business		
Address		City	State	Zip Code
Contact Name	Phone #	Dates (from-to)		

Annual Salary				
Gross Amount	Overtime	Bonuses	Commissions	Total

Asset Accounts				
Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Stock Investment <input type="checkbox"/> Other _____ Individual Account <input type="checkbox"/> Joint Account <input type="checkbox"/> (Supply Spouse Name & SS #) Corporate Account <input type="checkbox"/> (Supply Tax ID #) Is this a Borrowing Account? No <input type="checkbox"/> Yes <input type="checkbox"/>				
Name of Bank or Institution		Branch Address		Account #
Name(s) Exactly as They Appear on this Account		Branch Phone #	Contact Name	

Asset Accounts				
Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Stock Investment <input type="checkbox"/> Other _____ Individual Account <input type="checkbox"/> Joint Account <input type="checkbox"/> (Supply Spouse Name & SS #) Corporate Account <input type="checkbox"/> (Supply Tax ID #) Is this a Borrowing Account? No <input type="checkbox"/> Yes <input type="checkbox"/>				
Name of Bank or Institution		Branch Address		Account #
Name(s) Exactly as They Appear on this Account		Branch Phone #	Contact Name	

Department of Motor Vehicles Identification Must be Completed if Registered Motorist					
Motorist License ID #	State of License	Primary Vehicle License Plate	Manufacturer	Year	Model

References Other Than Family Members		
Name	Phone #	Relationship to You
Name	Phone #	Relationship to You

Applicants Signature: _____

Date: _____

**United Veterans Mutual Housing Co., Inc.
aka/ Bell Park Manor-Terrace**

221-22 Manor Road, Bellerose Manor, NY 11427 Phone (718)465-6070 Fax (718)468-7556

Uniform Residential Application

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

~This Application Must Be Printed and Legible~

Co - Applicant			
First Name		Middle Initial	Last Name
Sex: M <input type="checkbox"/> F <input type="checkbox"/>	Social Security Number		Date of Birth
Day Phone #. :		Evening Phone #:	

Current Residency				
Address	Apt#	City	State	Zip Code
Daytime Phone #		Evening Phone #		
Name of Landlord, Mgmt Co.		Phone #	Contact Name	
How long have you lived at this address?	Monthly Rent/Mortgage \$	Own <input type="checkbox"/> Rent <input type="checkbox"/>		

Prior Residency <i>Must be filled in if you lived at the current address for less than 2 years</i>				
Address	Apt#	City	State	Zip Code
Name of Landlord, Mgmt Co.		Phone #	Contact Name	
How long did you live at this address?	Monthly Rent/Mortgage \$	Own <input type="checkbox"/> Rent <input type="checkbox"/>		

Current Employment		Primary source of income		
Name of Employer		Your Position/Title/Type of Business		
Address		City	State	Zip Code
Contact Name	Phone #	Dates of Employment (from-to)		

Annual Salary				
Gross Amount	Overtime	Bonuses	Commissions	Total

Prior Employment		Must be filled in if current employment is less than 2 years		
Name of Employer		Your Position/Title/Type of Business		
Address		City	State	Zip Code
Contact Name	Phone #	Dates (from-to)		

Annual Salary				
Gross Amount	Overtime	Bonuses	Commissions	Total

Asset Accounts				
Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Stock Investment <input type="checkbox"/> Other _____ Individual Account <input type="checkbox"/> Joint Account <input type="checkbox"/> (Supply Spouse Name & SS #) Corporate Account <input type="checkbox"/> (Supply Tax ID #) Is this a Borrowing Account? No <input type="checkbox"/> Yes <input type="checkbox"/>				
Name of Bank or Institution		Branch Address		Account #
Name(s) Exactly as They Appear on this Account		Branch Phone #	Contact Name	

Asset Accounts				
Checking <input type="checkbox"/> Savings <input type="checkbox"/> Money Market <input type="checkbox"/> Stock Investment <input type="checkbox"/> Other _____ Individual Account <input type="checkbox"/> Joint Account <input type="checkbox"/> (Supply Spouse Name & SS #) Corporate Account <input type="checkbox"/> (Supply Tax ID #) Is this a Borrowing Account? No <input type="checkbox"/> Yes <input type="checkbox"/>				
Name of Bank or Institution		Branch Address		Account #
Name(s) Exactly as They Appear on this Account		Branch Phone #	Contact Name	

Department of Motor Vehicles Identification Must be Completed if Registered Motorist					
Motorist License ID #	State of License	Primary Vehicle License Plate	Manufacturer	Year	Model

References Other Than Family Members		
Name	Phone #	Relationship to You
Name	Phone #	Relationship to You

Co - Applicants Signature: _____

Date: _____



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United Veterans Mutual Housing Co.,Inc.
Occupancy Standards Agreement

a) One Bedroom Apartments – One or two adults living together as husband & wife, or domestic and financial partners who are not related.

b) Two Bedroom Apartments – No more than four persons as follows: Two adults and two dependent children, in the absence of children, the family may consist of two adults with one parent of either spouse, making a total of three.

c) Three Bedroom Apartments – No more than six persons as follows: Two adults and four dependent minor children, adult children and parents of either spouse shall be eligible.

II. In all instances, occupancy of the same bedroom by children of opposite sex shall be permitted only if the older child has not attained his or her 11th birthday, and the other child has not attained his or her 7th birthday, and the other child has not attained his or her 7th birthday at the time of moving into the apartment.

III. The Board of Directors may, upon written application, waive these standards on a case by case basis only for good cause shown, and then only provided the housing company is experiencing financial difficulties because of a slowed market and an unreasonable number of vacancies.

I / We have read, understand and will abide by United Veterans Mutual Housing Co.'s Occupancy Standards.

I / We will have _____ adults and _____ children residing in my / our _____ room apartment located at _____

Signature(s): _____ **Date:** _____

State of
County of

Subscribed and sworn to me this
Day of



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Lead Paint
Disclosure

Please note that all buildings were initially occupied in 1951 and were decorated with lead paint.

In many instances, this lead paint has been scraped away, but there may still be traces of lead paint in the apartment.

If you have children under 10 occupying the apartment, please be aware that it is dangerous for them to eat lead paint chips.

COPY OF THIS
DISCLOSURE WAS RECEIVED:

Signature(s): _____

Date: _____



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Prohibition of Subletting

I / we understand that subletting is prohibited and considered to be a material and substantial breach of the terms and conditions of the Proprietary Lease.

If I am caught subletting, I will be subject to immediate legal action and a \$1,500.00 monthly administrative charge until the illegal sublet is vacated. Legal fees will also be imposed.

Signature(s): _____

Date: _____

State of
County of

Subscribed and sworn to me this
Day of



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Insurance Notification

“Insurance is required for all Shareholders in the amount of \$25,000.00 for personal/property damage and \$100,000.00 for liability. This insurance must remain in force at all times”.

If a Shareholder does not have the required insurance an administrative fee may be placed on their maintenance account in the amount of \$250.00 for the first month and \$100.00 a month thereafter until proof of insurance is submitted to the Management Office.

Signature(s): _____

Date: _____



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Acceptance of House Rules

I (we) have read, understand and agree to abide by all House Rules.

Signature(s): _____

Date: _____

State of
County of

Subscribed and sworn to me this
Day of



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No Pet Policy

I / we understand that harboring a cat or dog is strictly prohibited and is a violation of the terms and conditions of the Proprietary Lease and House Rules.

Signature(s): _____

Date: _____

State of _____
County of _____

Subscribed and sworn to me this _____
Day of _____

**Bell Park
Manor Terrace**

**United Veterans Mutual
Housing Co., Inc**

**HOUSE RULES
2011**

www.bellparkmanorterrace.com

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1 – Use of Common Areas

- Residents and their guests shall not play in the common hallways, stairways, garages, roofs or trees. Lawns shall not be used as playgrounds or for any other purpose that may impair the appearance or increase the cost of maintenance.
- Shareholders will be held responsible for the actions of their children and guests and will be held responsible for any damages.
- Lawns are common property and gardening or any items placed on lawns must be in agreement by both lower and upper residents. Should neighbors not agree then it would be decided upon by the Board of Directors.
- Children's pools may be utilized in season provided that the water is emptied daily by 8:00 P.M. and the pool is placed upright at the side or back of the building in order to preserve the grass.
- Smoking is prohibited in the common hallways.

Note - 1st violation- warning letter, 2nd violation-\$25 fine, 3rd violation-\$50, and 4th violation-\$75

2- Obstruction of Common Areas

- The entrances, vestibules, sidewalks and driveways shall not be obstructed or used for any purpose other than to enter and exit from the apartments.
- You may not drape, chain or tie any items to railings, trees, ramps etc. anywhere on the property.

Note - 1st violation- warning letter, 2nd violation-\$25 fine, 3rd violation- \$50 and 4th violation- \$75

3. Garbage

- Wire baskets shall be used for the disposal of small items only. At no time shall household garbage be placed in said baskets.
- All garbage must be brought to the garbage rooms and placed inside the proper bins. Please be sure to tie your garbage bags. Garbage must not be placed on the outside of the garbage room or on the floor of the garbage room. Green bins are for household garbage, White bins are for papers, and Blue pails are for recyclables.
- Bulk furniture must be placed inside the garbage rooms.
- Contractors, who have been hired by the resident to do renovations in their apartment, may not dispose of any debris in the garbage rooms.

Note - 1st violation- warning letter, 2nd violation-\$25 fine, 3rd violation-\$50, and 4th violation- \$75

4. Placement and Disposal of Articles

- It is forbidden to hang, shake, drape, or sweep any articles, including laundry, from windows or doors or into hallways or on the outside areas in any manner.
- No cigarettes, matches, trash or articles of any kind are to be thrown from windows or disposed of in anything other than the proper container.

Note - 1st violation- warning letter, 2nd violation-\$25 fine, 3rd violation-\$50 and 4th violation- \$75

5. Planting and Removal of Flowers, Etc.

- The Board of Directors may remove or direct the resident to remove, any and all foliage from common areas that may be deemed unsightly.
- No vegetable gardens are permitted on Bell Park property.

Note - 1st violation- warning letter, 2nd violation-\$25 fine, 3rd violation-\$50 and 4th violation- \$75

6. Alterations to Apartments

- In accordance with the Proprietary Lease Shareholders are cautioned that their right to make any additions, changes or alterations to the interior or exterior of the building requires written permission from the Board of Directors. Shareholders must submit an alteration agreement to Management for Board approval. No work may be commenced until such time that the Board gives written approval. Violation of this rule shall result in a fine of up to **\$1,000.00**. For more information regarding alterations please pick up an Alteration Agreement in the Management Office.
- Shareholders are responsible for the maintenance and upkeep of all alterations made to their apartment, whether alterations were done by them or the previous owner(s).

Note – violation – fine of up to \$1,000.00 and full restoration be made to apartment's original state.

7. Fences

- Any resident wishing to erect a fence must first obtain written consent from the Board of Directors. Pick up an Alteration Agreement in the Management Office for guidelines.

8. Signs, Antennas and/or Advertisements

- No sign, signal, aerial, antenna, advertisement, or illumination shall be placed on any window, on any part of the building, or anywhere on the property unless approved in writing by the Board of Directors.
- Nothing shall be placed on any outside windowsills or ledges.

Note - 1st violation-warning letter, 2nd violation-\$25 fine, 3rd violation-\$50, and 4th violation- \$75

9. Yard Sales

- Yard Sales or auctions may not be held without the written consent of the Board of Directors.

Note - 1st violation warning letter, 2nd violation-\$25 fine, 3rd violation- \$50 and 4th violation- \$75

10. Noise

- No person shall make or permit any disturbing noises in the buildings or do or permit anything to be done therein, which will interfere with the rights, comforts or conveniences of the other residents.
- No person shall permit the excessive use of any musical instrument or permit the operation of a stereo, radio, television, exercise equipment or any other appliance in lessees' apartment between the hours of 10:00 P.M. and the following 8:00 A.M. to the extent that it shall disturb or annoy other occupants of the buildings.
- Construction, repair work or other installation involving loud noise may be conducted in any apartment between the hours of 8:00 A.M. and 6:00 P.M. Monday through Friday and between the hours of 10:00 A.M. and 3:00 P.M. on Saturdays. Work **may not** be performed on Sundays and Holidays.

Note – 1st violation- warning letter, 2nd violation-\$25, 3rd violation-\$50 and 4th violation-\$75

11. Move In / Move Out

- Move in / Move out times is between Sundays – Saturday, 8 A.M -8 P.M.
- Moving trucks are not permitted to park on lawns, sidewalks, or courtyard grounds.

Note- The fine will be assessed according to damage caused.

12. Odors

- No resident shall allow unreasonable cooking or other odors to escape in the building. All units must have proper ventilation (open windows, window fans, and/or exhaust fans) in order to prevent said odors from annoying nearby residents.

Note- 1st violation-warning letter, 2nd violation-\$25, 3rd violation-\$50 and 4th violation-\$75

13. Use and Installation of Appliances

- Any installation of a washing machine, electric dryer or dishwasher must meet the specifications set forth by the appliance manufacturer.
- When installing a washing machine or dishwasher it is mandatory that check valves be installed on the water supply of the appliance.

- Dryers must be properly vented and must be **electric.** **Gas dryers are strictly prohibited.**

Note- 1st violation- warning letter, 2nd violation-\$25 fine, 3rd violation-\$50 and 4th violation-\$75

14. Personal Property on Lawns, Steps and Public Areas

- Temporary storage of seasonal items must not appear unsightly.
- All unattended personal property, including toys, must be removed after sundown.
-
- The Corporation will not be responsible for any damages or loss to residents' property.
- Outdoor holiday decorations must be removed no later than 30 days after the holiday.
- Outdoor patio furniture must be removed at the end of the season.

Note - 1st violation- warning letter, 2nd violation-\$25, 3rd violation-\$50 and 4th violation-\$75

15. Exterior Doors

- All common doors should be closed and locked at all times unless otherwise agreed to by both lower and upper residents.

Note - 1st violation- warning letter, 2nd violation-\$25, 3rd violation-\$50 and 4th violation-\$75

16. Emergency Access

- Employees of the Corporation, Management or Maintenance may enter an apartment in case of an emergency. In addition, they may also enter the apartment for an inspection or for the performance of work that may be reasonably required.

17. Insect Extermination

- Bell Park offers the services of an exterminator. Employees of the Corporation and any contractor or workers authorized by the Corporation may enter any apartment or garage upon reasonable notice for the purpose of inspecting to ascertain whether measures are necessary or desirable to control or exterminate any vermin insects or other pests.
- If the Corporation must take measures legal or other to control an infestation the cost of such measure shall be payable by the shareholder.

18. Garages

- Garages are to be used for the storage of currently registered and insured passenger vehicles and for no other purpose. Gasoline or any other combustible material shall not be stored in garages.
- Garages may not be sublet.

- Any resident who rents a garage located under an apartment is required to park head in and idling is prohibited.
- Use of the garage for the purpose of storage is strictly forbidden.
- Garages are not to be used for any commercial purpose.
- The electric outlet located in your garage above head is for the purpose of installation of an electric garage door opener **ONLY**. You **may not** use these electric sources for any other purpose, i.e. refrigerator, freezers, vacuums, power tools, charging any type of equipment, or for any other reason.
Any resident whose maintenance account is in arrears of three (3) months or more and rents a garage and or parking space will be subject to automatic termination of their garage and or parking space lease and confiscation of their garage.
- A Garage Lease may be canceled upon five (5) days notice at the discretion of the Board of Directors for violations of the Lease.

VIOLATION OF THESE TERMS WILL LEAD TO THE IMMEDIATE TERMINATION OF YOUR GARAGE LEASE – NO EXCEPTIONS

19. Outdoor Designated Parking Spaces

- Solely current licensed passenger vehicles owned or leased by residents of Bell Park shall use designated Parking areas. Dead storage of vehicles is strictly prohibited.
- All vehicles parked in designated parking areas must have a current valid Bell Park sticker.
- If your parking space is in front of an apartment window you must park nose in.
- Parking of commercial vehicles is prohibited, unless written approval from the Board of Directors is given.
- The Corporation is not responsible for any theft of or damage incurred to any vehicle while parked on premises, or being removed from premises.

The Corporation reserves the right to remove any vehicles (at the Lessee's expense) if in violation of the above regulations, or of which may constitute a hazard or menace.

Note- Violation of these terms may result in the confiscation of your parking spot

20. Driveways

- The use of driveways as a play area for automobiles is strictly prohibited (this includes racing and practice driving). A maximum of ten (10) miles per hour must be observed in all driveways.
- Ball playing in the driveways is strictly prohibited.
- Barbequing is not allowed in the driveways.

Note - 1st violation – warning letter, 2nd violation-\$25, 3rd violation-\$50 and 4th violation-\$75

21. Pets

- No cats or dogs shall be kept, harbored or permitted on demised premises. Cooperators who have visitors with dogs/cats shall not permit such dogs/cats to be kept overnight, unless the Board of Directors gives written permission. **This rule is a substantial and material obligation of the tenancy and any breach shall be considered a material and substantial violation under the Proprietary Lease.**
- The feeding of squirrels, birds and stray animals on the property is prohibited. Residents who are feeding animals on Bell Park property will be fined \$75.00.
- Shareholders who have visitors with pets are responsible for any property damage and/or injury that the pet may cause or inflict anywhere within Bell Park Manor Terrace.

22. Use and Storage of Gas & Charcoal Barbecue Grills

Residents are permitted to use both Gas & Charcoal barbecue grills in accordance with New York City Fire Department regulations. Residents must abide by the following rules:

- Barbecues must not be operated within ten (10) feet of any combustible material and must be used at least ten (10) feet away from building entrances so a hazard or nuisance to adjacent apartments is not created.
- There must be a garden type hose attached to a water supply, or a sixteen (16) quart pail of water available.
- Charcoal and charcoal ashes must be **cold** before being disposed of and then should be placed in a metal container, mixed with water, covered with a tight-fitting lid and disposed of in the proper container in the garbage room.
- No more than two (2) 20-pound propane tanks may be used.
- Hot grills should never be left unattended.
- Barbecue grills should be stored and used on large flat surfaces that cannot burn.

- Propane tanks must be shut off from the valve on the tank after you have finished barbecuing.
- Propane tanks **must be empty** for seasonal storage of the grill.
- Propane cylinders **must not** be stored indoors (garages) or near any heat source.
- At the end of the summer season, barbecues must be covered and neatly placed out of sight or removed and stored.
- Unattended candles/open flames on steps, sidewalks and lawns constitute a serious fire hazard and are strictly prohibited.

Note – Fine - \$75.00

23. Window Coverings

- Inappropriate items, such as bedspreads, sheets or shower curtains may not be used as window coverings.

Note - 1st violation – warning letter, 2nd violation-\$25, 3^d violation-\$50 and 4th violation-\$75

24. Carpeting

- All apartments are required to have wall-to-wall carpeting with **heavy** padding including stairways, exclusive of the bathroom, kitchen and dining room. Alternative sound proofing materials such as cork flooring may also be used.

Note- 1st violation- warning letter, 2nd violation-\$25, 3^d violation-\$50 and 4th violation-\$75

25. Commercial Use of Apartment

- Commercial use of an Apartment is strictly prohibited.

The fine is \$100.00 per month and immediate termination of the Proprietary Lease.

26. Late Maintenance Payments

- Maintenance payments are due and payable by the tenth (10th) of every month. Payments received after the tenth (10th) are subject to a late fee charge.
- Any resident who is late in paying their maintenance three times in any twelve month period will incur an administrative fee of \$350.00.

27. Co-Op Employees

- No employee of the Co-Op may be used or employed by any Lessee for any personal purpose during the employee's regular working hours.
- Management must first approve all private work done by United Veterans Mutual Housing Company, Inc. employees.

28. Mandatory Insurance

- Insurance is required for all Shareholders in the amount of \$25,000.00 for personal/property damage and a minimum of \$100,000.00 for liability. This insurance must remain in force at all times.

Note – administrative fee in the amount of \$250.00 for the first month and \$100.00 a month thereafter until proof of insurance is submitted to the Management Office.

29. Prohibition against Subletting

- Subletting is prohibited and considered to be a material and substantial breach of the terms and conditions of the Proprietary Lease.

Immediate legal action and a \$1500.00 monthly administrative fee will be placed on shareholders' maintenance account until such time that the illegal sublet is vacated.

30. Use of Premises

- Shareholders must notify, in writing, the Management Office if anyone moves into their apartment with them. All new residents must be screened and approved by the Screening Committee.

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

www.bellparkmanorterrace.com

MANAGEMENT OFFICE

Bldg. #11 221-22 Manor Road (718) 465-6070 fax (718) 468-7556

MAINTENANCE DEPARTMENT

Bldg. # 8 225-02 Manor Road (718) 465-7550

LAUNDRY ROOM LOCATIONS
In the basement of buildings

Bldg. #7 – Back of 82-50 229th Street
Bldg. #11 – Back of 221-32 Manor Road
Bldg. #18 – Back of 220-02 Stronghurst Avenue
Bldg. #20 – Back of 224-24 Stronghurst Avenue
Bldg. #26 – Back of 226-01 Manor Road
Bldg. #38 – Back of 225-04 88th Avenue
Bldg. #45 – Back of 229-11 87th Avenue

GARBAGE ROOMS

Garbage Room #8 - Next to Maintenance Office – Near Bldg. #8
Garbage Room #11- Behind Bldg. #11
Garbage Room #15- Behind Bldg. #15
Garbage Room #18- Behind Bldg. #19
Garbage Room #24- Behind Bldg. #24
Garbage Room #28- Behind Bldg. #30
Garbage Room #32- Behind Bldg. #32
Garbage Room #38- Behind Bldg. #39
Garbage Room #43- Behind Bldg. #42
Garbage Room #50- Behind Bldg. #45

BARGOLD STORAGE ROOMS – Contact Bargold (718) 227-4653
In the basement of buildings

Bldg. #3 – 225-01 Hillside Avenue - Bargold Building A
Bldg. #18 – 86-25 Springfield Blvd. - Bargold Building B
Bldg. #22 – 223-01 Manor Road - Bargold Building C
Bldg. #25 – 224-15 Manor Road - Bargold Building D
Bldg. #41 - 225-05 88th Avenue - Bargold Building E
Bldg. #47 - 227-02 Hillside Avenue - Bargold Building F

Club House - Behind Bldg. # 7 – 226-38 Manor Road
(Please Contact the Management Office for Rental information).

Retirees Club - Behind Bldg. #32 – 221-17 Braddock Avenue

SNAP- Behind Bldg. #47 – 227-02 Hillside Avenue

Fenced in Playground with toys –
Behind Bldg. #11 – 221-22 Manor Road