



# Garthchester Realty

www.GarthchesterRealty.com

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Forest Hills, New York 11375  
(718) 544-0800

## 666 APARTMENT CORP.

(rev. 8/2021)

### APPLICATION FOR PURCHASE

Return to: Garthchester Realty  
440 Mamaroneck Ave., S-512  
Harrison, NY 10528

#### INSTRUCTIONS

1. Please complete all sections of the application. If a section is not applicable to you, so state.
2. Purchaser must provide **one (1) complete** copy of the following documents prior to the Board considering the application. ***Please do not bind, staple or print double-sided.***
  - a. fully completed application with all attached forms signed.
  - b. a signed copy of your last two (2) years Federal tax returns with all schedules attached. Also, a copy of all W-2's submitted with the tax return, as well as last two pay stubs.
  - c. copies of latest bank statements.
  - d. two (2) personal letters of reference and two (2) professional letters of reference for each applicant.
  - e. letter of reference from your present employer stating annual salary and length of employment.
  - f. letter of reference from current landlord or managing agent.
  - g. fully executed contract of sale, together with any riders thereto.
  - h. a copy of your bank mortgage commitment if financing is being obtained.

*The information and forms provided on this website are subject to change and may, therefore, not be the most current versions. Accordingly, users of this site are advised to check the date of the forms to make sure it is the most current. Garthchester Realty hereby disclaims responsibility for the reliance by any users of this site on the information contained herein without independent verification of its accuracy.*

3. The application, documents and a non-refundable application fee, payable to Garthchester Realty, in the sum of Four Hundred and Fifty (\$450.00) Dollars **plus** One Hundred and Fifty (\$150.00) Dollars **per person** (for a background/credit check) must accompany your application. These fees are non-refundable.
4. The Board reserves the right to request additional information prior to considering your application.
5. By submitting this application for the Board's consideration, you are representing that all statements contained therein are true to the best of your knowledge and are authorizing the Board to verify all statements, including the Board obtaining a current credit report.
6. Where there is more than one purchaser, the information requested is to be answered by all purchasers.
7. The purchaser(s) and all persons to reside at the residence will be required to attend a personal interview with the members of the Admissions Committee of the Board of Directors prior to the committee's moving on the application.

**\*NO APPLICATIONS ACCEPTED ON FRIDAY AFTER 12PM\***

## **666 APARTMENT CORP.**

### **APPLICATION TO PURCHASE SHARES OF THE CORPORATION**

#### **NOTICE**

Article II of Chapter 700 of the Laws of Westchester County, known as the Westchester County Fair Housing Law, prohibits discrimination in housing accommodations on the basis of a person or persons' actual or perceived race, color, religion, age, national origin, alienage or citizenship status, ethnicity, familial status, creed, gender, sexual orientation, marital status, disability, source of income, or status as a victim of domestic violence, sexual abuse, or stalking.

Section 700.21-a of the Westchester County Fair Housing Law governs applications to purchase shares of stock in cooperative housing corporations, and applies to this application. Under this section, the cooperative housing corporation is required to comply with the following deadlines:

1. Within fifteen days of the receipt of this application, the cooperative housing corporation must either acknowledge that it has received a complete application, or shall notify you of any defect in the application.
2. If you are notified of any defect in the application, within fifteen days of the receipt of the corrected application the cooperative housing corporation must either acknowledge that it has received a complete application, or shall notify you any defect in the application.
3. Within sixty days of receipt of a complete application, the cooperative housing corporation must approve or deny your application, and provide written notice thereof.
4. If your application is denied, the cooperative housing corporation is required to provide notice to the Westchester County Human Rights Commission, including your contact information.

# *666 Apartment Corp.*

666 Pelham Road | New Rochelle NY 10805



## **Financial Qualifications for Sales**

- MAXIMUM - Percentage of purchase price being financed (30% Down Payment for prospective buyers seeking to purchase a property under \$250,000; 25% Down Payment for purchasers of property over \$250,000)
- Clear background check for all applicants and occupants (occupants over 18 must submit a background check)
- Preferred minimum income (\$50k for Studios, \$70k for 1 bedrooms/Junior 4., \$80k for 2 bedrooms)
- Preferred liquid asset total (9 months of maintenance and, if applicable, mortgage payments in reserves)
- Preferred credit score (700+ with no judgements, bankruptcies, multiple late payments, etc.)
- Preferred MAXIMUM debt to income ratio (inclusive of Mortgage & Maintenance: 25%)

Unit being Purchased \_\_\_\_\_ Shares \_\_\_\_\_

Monthly Maintenance Amount \_\_\_\_\_

**PARTIES INVOLVED IN THE PURCHASE OF THE APARTMENT**

Purchaser Name

Purchaser Name

\_\_\_\_\_

\_\_\_\_\_

Soc. Sec. No.

Soc. Sec. No.#

# XXX-XX-

XXX-XX-

Present Address

Present Address

\_\_\_\_\_

\_\_\_\_\_

Telephone No.# (Home)

Telephone No.# (Home)

\_\_\_\_\_

\_\_\_\_\_

Telephone No.# (Business)

Telephone No.# (Business)

\_\_\_\_\_

\_\_\_\_\_

Do you own a pet? Yes /No \_\_\_\_\_ (No Dogs Allowed)

If yes, please describe \_\_\_\_\_

**PURCHASER'S ATTORNEY:**

Attorney \_\_\_\_\_ Firm Name \_\_\_\_\_

Telephone No.# \_\_\_\_\_ Address \_\_\_\_\_

**PARTIES INVOLVED IN THE PURCHASE OF THE APARTMENT**

**SELLER (S)**

\_\_\_\_\_

Name of Seller

\_\_\_\_\_

Name of Co-Seller

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address of Seller

\_\_\_\_\_

Address of Co-Seller

\_\_\_\_\_

Telephone No.#

\_\_\_\_\_

Telephone No.#

**SELLER (S) ATTORNEY**

Attorney \_\_\_\_\_

Firm Name \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

**SELLER (S) REAL ESTATE BROKER**

\_\_\_\_\_

Agent Name

\_\_\_\_\_

Name of Real Estate Company

\_\_\_\_\_

\_\_\_\_\_

Telephone No.#

Address

**PURCHASER (S) REAL ESTATE BROKER**

\_\_\_\_\_

Agent Name

\_\_\_\_\_

Name of Real Estate Company

\_\_\_\_\_

\_\_\_\_\_

Telephone No.#

Address

**PRICING & FINANCING**

Purchase Price Amount \_\_\_\_\_

Payment on Contract \_\_\_\_\_

Balance Due at Closing \_\_\_\_\_

**FINANCING** (Maximum Financing Allowed is 70-75%)

Amount of Loan \_\_\_\_\_

Name of Lending Institution \_\_\_\_\_

Address of Lending Institution \_\_\_\_\_

Name of Representative of Lending

Institution Responsible for Application \_\_\_\_\_

Telephone No. of Lending Institution \_\_\_\_\_

STATE THE SOURCE OF ANY FUNDS USED IN THE PURCHASE OF THE APARTMENT OTHER THAN YOUR OWN PERSONAL FUNDS OR THE FUNDS TO BE OBTAINED FROM THE LENDING INSTITUTION SET FORTH ABOVE.

**PERSONAL INFORMATION**

Please set forth the name(s) and relationship(s) to the purchaser(s) of all individuals expected to occupy the apartment. With respect to minor children only, please set forth their present age(s).

| NAME  | RELATIONSHIP | AGE (Minor) |
|-------|--------------|-------------|
| _____ | _____        | _____       |
| _____ | _____        | _____       |
| _____ | _____        | _____       |
| _____ | _____        | _____       |
| _____ | _____        | _____       |

666 APARTMENT CORPORATION HEREBY ADVISES THE PROSPECTIVE PURCHASER(S) THAT UNLESS EXPRESSLY WAIVED BY THE CORPORATION'S BOARD OF DIRECTORS IN WRITING, ALL INDIVIDUALS EXPECTED TO OCCUPY THE APARTMENT MUST BE PRESENT AT THE PROSPECTIVE PURCHASER(S) INTERVIEW WITH THE CORPORATION'S BOARD OF DIRECTORS.



**FINANCIAL INFORMATION**

**INCOME:**

**Purchaser**

**Co-Purchaser**

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Name of Employer

\_\_\_\_\_  
Position or Title

\_\_\_\_\_  
Position or Title

\_\_\_\_\_  
Number of Years Employed\*

\_\_\_\_\_  
Number of Years Employed\*

\_\_\_\_\_  
Annual Gross Wages

\_\_\_\_\_  
Annual Gross Wages

\_\_\_\_\_  
Additional Income\*\*

\_\_\_\_\_  
Additional Income\*\*

\*In the event you have been employed at your present position for less than three years, please provide the information requested for prior employment. In the event you attended an institution of education during the past three years rather than being employed, please set forth the name of the institution and the degree or other certificate, if any, awarded.

\*\*Provide this information only if you desire the Corporation to consider this income in acting on your application.

**PERSONAL FINANCIAL STATEMENT**

**ASSETS:**

|                        | <b><u>Applicant 1</u></b> | <b><u>Applicant 2</u></b> |
|------------------------|---------------------------|---------------------------|
| Cash Deposit           | _____                     | _____                     |
| (for this transaction) |                           |                           |
| Other Cash Assets      | _____                     | _____                     |
| Savings/Money Market   | _____                     | _____                     |
| Total Securities       | _____                     | _____                     |
| Other Financial Assets | _____                     | _____                     |
| Real Estate Owned      | _____                     | _____                     |
| <b>Total Assets</b>    | _____                     | _____                     |

**LIABILITIES:**

|                               |       |       |
|-------------------------------|-------|-------|
| Credit Cards/Installment Loan | _____ | _____ |
| Auto Loans / Leases           | _____ | _____ |
| Mortgage / Coop Loans         | _____ | _____ |
| Other Liabilities             | _____ | _____ |
| <b>Total Liabilities</b>      | _____ | _____ |

Evidence of all asset values stated above for consideration must be submitted.

**PERSONAL FINANCIAL STATEMENT**

**Monthly Income Statement:**

|                             | <b><u>Applicant 1</u></b> | <b><u>Applicant 2</u></b> |
|-----------------------------|---------------------------|---------------------------|
| Gross Monthly Wages         | _____                     | _____                     |
| Gross Monthly Other Income  | _____                     | _____                     |
| <b>Total Monthly Income</b> | _____                     | _____                     |

**Monthly Expenses:**

|  |       |       |
|--|-------|-------|
| Credit Cards/Loans                             | _____ | _____ |
| Auto Loans / Leases                            | _____ | _____ |
| Projected Monthly Maintenance<br>this purchase | _____ | _____ |
| Mortgage Payments this<br>purchase             | _____ | _____ |
| Alimony  | _____ | _____ |
| Child Support                                  | _____ | _____ |
| Liens / Judgments                              | _____ | _____ |
| Tuition  | _____ | _____ |
| Travel Expenses                                | _____ | _____ |
| Other Monthly Payments                         | _____ | _____ |
| <b>Total Monthly Payments</b>                  | _____ | _____ |

**REFERENCES**

**Personal References:**

You must submit two (2) personal and one business letters of reference for each individual purchasing an apartment. Each letter must include the relationship of the writer to the purchasing individual.

**Purchaser**

---

Name

---

---

Address

---

Telephone Number

---

Name

---

---

Address

---

Telephone Number

**Co-Purchaser**

---

Name

---

---

Address

---

Telephone Number

---

Name

---

---

Address

---

Telephone Number

**BUSINESS REFERENCES:**

**Purchaser**

**Co-Purchaser**

\_\_\_\_\_

\_\_\_\_\_

Name of Company/Firm

Name of Company/Firm

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address

Address

\_\_\_\_\_

\_\_\_\_\_

Name of Individual Providing Ref.

Name of Individual Providing Ref.

\_\_\_\_\_

\_\_\_\_\_

Position /Title

Position / Title

\_\_\_\_\_

\_\_\_\_\_

Telephone Number

Telephone Number

**ADDITIONAL INFORMATION REQUIRED**

Please set forth the name, address and telephone number of your present landlord or managing agent. \_\_\_\_\_

\_\_\_\_\_

Please set forth the number of years you have resided at your present address. \_\_\_\_\_

If less than three (3) years please set forth your prior address and provide the information requested above. \_\_\_\_\_

\_\_\_\_\_

Are you obligated to pay alimony, child support or separation maintenance?

\_\_\_\_\_

Are you a party to any lawsuit? \_\_\_\_\_

Has an eviction proceeding been brought against you within the past five (5) years? \_\_\_\_\_

Have you filed for bankruptcy, had your assets attached or your salary garnished within the past five (5) years? \_\_\_\_\_

Are there any outstanding judgments or liens against you? \_\_\_\_\_

If you answered yes to any of the five preceding questions, please set forth the details on a separate piece of paper.

THE UNDERSIGNED UNDERSTANDS THAT THE INFORMATION REQUESTED HEREIN IS ESSENTIAL TO THIS APPLICATION BECAUSE OF THE SPECIAL CHARACTER OF A COOPERATIVE APARTMENT COMPLEX AND THE NATURE AND CHARACTER OF THE COMMUNITY IT FORMS. THE UNDERSIGNED AGREES TO SUBMIT 666 APT. CORP., INC. ALL FURTHER DOCUMENTS AND INFORMATION REQUIRED BY THE CORPORATION PRIOR TO ITS CONSIDERATION OF THIS PROPOSED SALE, INCLUDING FINANCIAL STATEMENTS.

THE UNDERSIGNED FURTHER ACKNOWLEDGES THAT THEY HAVE BEEN ADVISED THAT THE PURCHASER OF A COOPERATIVE APARTMENT TAKES, SUBJECT TO THE PROVISIONS OF THE PROPRIETARY LEASE AND ASSUMES ALL OF THE SELLER'S OBLIGATIONS THEREUNDER AND IS OBLIGATED TO SIGN SUCH DOCUMENTS TO ACCOMPLISH SUCH PURPOSE AS 666 APT. CORP. MAY REQUIRE.

I certify statements made in this application have been examined by me and to the best of my knowledge and belief are true, correct and complete. I have no objection to inquiries to any person or institution being made for the purpose of verifying the facts herein stated. I understand that the filing of this application does not in any way bind the Cooperative Corporation to consent to the assignment of this apartment to me.

---

Purchaser's Signature

---

Date

---

Co-Purchaser's Signature

---

Date

# COMPLETE ONE PER APPLICANT

## AUTHORIZATION FOR THE RELEASE OF CONSUMER CREDIT REPORT INFORMATION TO THE FOLLOWING COMPANY OR CORPORATION

I \_\_\_\_\_ hereby authorize Garthchester Realty and the agencies used by this company or corporation, the release of, and/or permission to obtain and review, full consumer credit report information from the credit reporting agencies and/or their *vendors*. Without exception this authorization shall supersede and retract any prior request or previous agreement to the contrary. Copies of this authorization, which show my signature, have been executed by me to be as *valid* as the original release signed by me.

Compliance by the Subscriber with all provisions of the Federal Fair Credit Reporting Act (Public Law 91-508, 15 U.S.C. Section 1681ET SEQ., 604-615) and the Consumer Credit Reporting Act (California Civil Code Sec. 1785.1-1785.34) or other jurisdictional requirements. Information will be requested only for the Subscriber's exclusive use, and the Subscriber will certify for each request the purpose for which the information is sought and that the information will be used for no other purposes.

X BY WRITTEN AUTHORIZATION OF THE CONSUMER TO WHOM IT RELATES

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone #: \_\_\_\_\_

Current Address:

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## Formula Sheet

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### 666 Apartment Corporation

| Formula  | Example          | Actual       |
|--|------------------|--------------|
| Gross Monthly Income   | \$10,000         | \$           |
| Less: Estimated Tax 20%  | (\$2,000)        | (\$ )        |
| Less: Debt obligations<br><small>(car payment, student loans, credit cards, etc)</small> | <u>(\$1,000)</u> | <u>(\$ )</u> |
| Remaining Income   | \$7,000          | \$           |
| 35% Remaining Income   | \$2,450          | \$           |

**It is a building policy that 35% of remaining income must cover mortgage/maintenance or rent, leaving 65% for other monthly expenditures (food, clothing, utilities, emergencies, etc.)**

## Assets and Liabilities

---

### *Assets*

**Account Balance** \$ \_\_\_\_\_ **Bank** \_\_\_\_\_

**Account Balance** \$ \_\_\_\_\_ **Bank** \_\_\_\_\_

**Account Balance** \$ \_\_\_\_\_ **Bank** \_\_\_\_\_

**Other** \_\_\_\_\_

**Other** \_\_\_\_\_

### *Liabilities*

**Auto Loan (1)**  
per month \$ \_\_\_\_\_ **Lienholder** \_\_\_\_\_

**Auto Loan (2)**  
per month \$ \_\_\_\_\_ **Lienholder** \_\_\_\_\_

**Credit Card (1)**  
per month \$ \_\_\_\_\_ **Card** \_\_\_\_\_

**Credit Card (2)**  
per month \$ \_\_\_\_\_ **Card** \_\_\_\_\_

**Credit Card (3)**  
per month \$ \_\_\_\_\_ **Card** \_\_\_\_\_

**Credit Card (4)**  
per month \$ \_\_\_\_\_ **Card** \_\_\_\_\_

**Current Mortgage**  
per month \$ \_\_\_\_\_ **Bank** \_\_\_\_\_

**Current Open Loan**  
per month \$ \_\_\_\_\_ **Bank** \_\_\_\_\_

**Current Open Loan**  
per month \$ \_\_\_\_\_ **Bank** \_\_\_\_\_

**Other** \$ \_\_\_\_\_ \_\_\_\_\_

**Other** \$ \_\_\_\_\_ \_\_\_\_\_

## Assets and Liabilities

---

### *Assets*

**Account Balance** \$ \_\_\_\_\_ **Bank** \_\_\_\_\_

**Account Balance** \$ \_\_\_\_\_ **Bank** \_\_\_\_\_

**Account Balance** \$ \_\_\_\_\_ **Bank** \_\_\_\_\_

**Other** \_\_\_\_\_

**Other** \_\_\_\_\_

### *Liabilities*

**Auto Loan (1)**  
per month \$ \_\_\_\_\_ **Lienholder** \_\_\_\_\_

**Auto Loan (2)**  
per month \$ \_\_\_\_\_ **Lienholder** \_\_\_\_\_

**Credit Card (1)**  
per month \$ \_\_\_\_\_ **Card** \_\_\_\_\_

**Credit Card (2)**  
per month \$ \_\_\_\_\_ **Card** \_\_\_\_\_

**Credit Card (3)**  
per month \$ \_\_\_\_\_ **Card** \_\_\_\_\_

**Credit Card (4)**  
per month \$ \_\_\_\_\_ **Card** \_\_\_\_\_

**Current Mortgage**  
per month \$ \_\_\_\_\_ **Bank** \_\_\_\_\_

**Current Open Loan**  
per month \$ \_\_\_\_\_ **Bank** \_\_\_\_\_

**Current Open Loan**  
per month \$ \_\_\_\_\_ **Bank** \_\_\_\_\_

**Other** \$ \_\_\_\_\_ \_\_\_\_\_

**Other** \$ \_\_\_\_\_ \_\_\_\_\_

**666 APARTMENT CORP.**

**Resident Parking Information**

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**Resident Name:** \_\_\_\_\_

**Resident Address:** \_\_\_\_\_

\_\_\_\_\_

**Resident Phone #:** \_\_\_\_\_

**Parking Space #:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Color:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**License Plate #:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**666 APARTMENT CORP.**

**Resident Parking Information**

---

**Resident Name:** \_\_\_\_\_

**Resident Address:** \_\_\_\_\_

\_\_\_\_\_

**Resident Phone #:** \_\_\_\_\_

**Parking Space #:** \_\_\_\_\_

**Model:** \_\_\_\_\_

**Color:** \_\_\_\_\_

**Year:** \_\_\_\_\_

**License Plate #:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# 666 Apartment Corporation

666 Pelham Road, New Rochelle, NY 10805

## HOUSE RULES

1. All Shareholders are required as per the Proprietary Lease and your screening interview to provide key(s) to their unit. Should any Shareholder replace their apartment door lock(s) a new key must be immediately supplied. This will be strictly enforced. Failure to comply will result in a \$25 **monthly** administrative fee. Should we need to break your locks or door in case of an emergency, it will be a shareholder responsibility to cover such cost.
2. The public halls and stairways of the building should not be obstructed or used for any purpose other than entering and exiting from the apartments in the building.
3. Children are prohibited from playing in the public halls, courts, elevators and stairways, and lobby.
4. No public hall should be decorated or furnished by any Lessee in any manner without prior consent of the Board of Directors.
5. No Lessee should make or permit any disturbing noises in the building or do or permit anything be done therein which will interfere with the rights, comfort or convenience of other Lessees, especially between the hours of 10:00 PM. and the following 8:00 AM. Sound travels, so please be mindful of all common areas during quiet hours which include the lobby, elevator area, mailroom and hallways. Please keep voices down and cell phone conversations to a minimum.

No construction or repair work (unless an emergency) or other installation involving noise should be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:00 AM. and 4:30 PM.

6. No article should be hung (clothing, towels, laundry, etc.), shaken or thrown from the doors, windows, terraces or balconies or placed on the windowsills of ledges of the building.
7. Awnings, window air-conditioning units or ventilators are prohibited except those that have been approved by the Lessor or the managing agent. Nothing can project out of any window of the building without similar approval.
8. No garbage disposal unit, portable dishwasher, laundry washer or dryers are allowed in individual units.
9. No sign, notice, advertisement or illumination can be inscribed or exposed on or at any window or other part of the building, except those that have been approved in writing by the Lessor or the managing agent.
10. No motorcycles, bicycles, scooters, baby carriages or other wheeled items are allowed to stand in public halls, passageways, stairwells, exits and entrances or the courtyard of the building.
11. Messengers and trades people must use those doors designated (Back Door A) by the Lessor for entrance and exit and are not permitted to park in fire lanes or other shareholders parking spots, except those that have been approved in

# 666 Apartment Corporation

666 Pelham Road, New Rochelle, NY 10805

## HOUSE RULES

writing by the Lessor, the managing agent or shareholder. Service vehicles / moving trucks are permitted to park near the pool fence with proper identification placards provided by the Superintendent.

12. Delivery of large kitchen, bath and other household appliances and furniture can be delivered only by way of the rear entrance (Door A) of the building and by prior arrangement with the Lessor or Superintendent, Monday - Saturday (not including legal holidays) and only between the hours of 8:00 AM to 4:30 PM.
13. Bicycles, trunks and heavy baggage should be taken in or out of the building through the rear entrances.
14. Garbage and refuse from the apartments shall be disposed of only at such times and in such a manner as the superintendent or the managing agent of the building may direct. Cat litter must be triple bagged, closed and left on the compactor room floor (not thrown down chute); newspapers and magazines should be left on the compactor room shelves. Bagged disposable garbage must be put down the chute - do not leave on the floor. Milk cartons, juice cartons, glass, cans, and plastic containers must be rinsed out for recycling and left on the shelves in the compactor room. Empty pizza boxes are recyclable; please remove inner paper and food and leave boxes on shelves. Larger items and trash must be carried down to either the 1st floor compactor room or garbage storage area by front driveway. Breakdown all boxes.
15. Kitchen drains, bathroom, shower drains and toilets in the building should not be used for any purpose other than those for which they were constructed, nor should any sweepings, rubbish, rags, cat litter (even those that claim to be "flushable"), or any other article be thrown into the toilets. The cost of repairing any damage resulting from misuse of any drain /toilet will be paid for by the Lessee in the apartment that caused it.
16. No Lessee shall send any employee of the Lessor out of the building on any private business of a Lessee.
17. Dogs are strictly prohibited. Cats, birds, reptiles or any other animal shall not be kept or harbored in the building unless the same in each instance is expressly permitted in writing by the Lessor: such permission shall be revocable by the Lessor. No pigeons or other birds or animals should be fed from the windowsills, terraces or in the yard, court spaces or other public portions of the building or on the sidewalks or streets adjacent to the building.
18. No radio or television aerial shall be attached to or hung from the exterior of the building.
19. Sublets must be for a period of one year. Prospective tenants are subject to screening. Intent to renew must be reported to Management 90 days in advance of lease end date and renewals are subject to Board approval. Shareholders who rent their unit should inspect their apartment on an annual basis to confirm the apartment is being maintained properly.
20. **No vehicle belonging to Lessee or to member of the family or guest subtenant licensee or employee of a Lessee shall be parked in another shareholder's spot without prior consent** or in a manner that impedes or prevents ready access

# 666 Apartment Corporation

666 Pelham Road, New Rochelle, NY 10805

## HOUSE RULES

to any entrance of the building by another vehicle. Parking is strictly prohibited in any of the marked restricted areas and the vehicle will be towed at the owner's expense. All vehicles parked on the property must bear valid license plates and registrations. No commercial vehicles shall be allowed.

21. The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or parking. All parking spaces return to the parking pool for reassignment whenever a change in status occurs, e.g. a sale or different sublet. Sublets shall only be assigned one single space and will not be eligible for a second space.
22. No group tour or exhibition of any apartment or its contents can be conducted, nor shall any auction or sale be held in any apartment without prior consent of the Lessor or its managing agent.
23. The Lessee shall keep the windows of the apartment clean and in good condition. In the case of refusal or neglect of the Lessee during 10 days notice in writing from the Lessor or the managing agent to clean or replace the windows. Failure to comply, will allow the cleaning and / or replacement may be done by the Lessor, who shall have the rights, by its officers or authorized agents to enter the apartment for the purpose of such cleaning and / or replacement and to charge the costs and all other expenses incurred to the Lessee.
24. Windows with broken seals, fogging or are causing leaks and damages to interior walls and/or the building structure will be repaired / replaced by Lessor. Please contact management for evaluation.
25. Complaints regarding the service of the building or infractions of the House Rules shall be made in writing to the management company. Suggestions to the Board of Director can be left in the Suggestion Box in the mailroom.
26. Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.
27. No Lessee shall install umbrellas on terraces or any plantings on the terrace, balcony, or roof without prior written approval of the Lessor. Plantings shall be contained in boxes of wood lined with metal or other material impervious to dampness and standing on supports at least two inches from the terrace, balcony, or roof surface, and if adjoining a wall, at least three inches from such wall. Suitable weep holes or draining material shall be provided in the boxes to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good condition, and the drainage materials and weep holes in operating condition.
28. If it is determined by the Lessor or Board of Directors that pests are a problem which the Lessee has not taken care of, the Lessor is permitted to enter the apartment at any reasonable hour to correct the problem at the Lessee's expense.
29. No Lessee shall proceed with any alteration as per Section 21 of the Proprietary Lease without prior consent of the Board of Directors or the managing agent.



# 666 Apartment Corporation

666 Pelham Road, New Rochelle, NY 10805

## HOUSE RULES

Requirements shall include:

- A. A signed alteration agreement
- B. An insurance certificate indemnifying Board Members, Management and the 666 Apartment Corporation.
- C. Proof of licensed and insured contractors and / or trades people.
- D. A cash guarantee as per Rule 29 of the House Rules.
- E. The Alterations shall be performed only between the hours 8:00 AM and 4:30 PM and work which will produce unusual noise or might be disturbing to other shareholders shall not commence before 9:00 AM. No work shall be performed on Saturdays, Sundays or Holidays.

30. Lessee shall place a \$1,000.00 cash guarantee with Lessor as assurance against damages to common property as outlined below:

- A. To procure approval of alteration agreement
- B. Prior to moving in and/or out of the building, whether one is an owner or sub lessee

The \$1,000.00 cash guarantee is to be refundable following inspection and approval by The Board of Directors and / or its managing agent within 48 hours of notification or completion of move and/or construction. Lessee is responsible for damages in Excess of above \$1,000.00 cash guarantee.

Should you not follow the proper channels when renovating your unit, you will be assessed a \$1,000 administrative fee which will be reflected on your maintenance account.

31. Lessee shall, with **prior notice to the superintendent, move only within the following hours:**

Monday - Saturday (not including legal holidays)

9:00 AM to 5:00 PM

No moves are permitted on Sundays

Lessee shall move in and out of the building from the rear entrance (Door A) only.

32. The 666 Apartment Corporation common areas (halls, stairways, lobby, exits and entrances) constitute a smoke-free environment. Smoking is strictly forbidden anywhere in these common areas excluding Lessee's apartments. Sealant and air filters are required at lessee's expense to ensure no odors or smoke go into the common areas and neighboring apartments.

33. All shareholders are required to have co-op homeowners' insurance policies. It is generally recommended that at least \$300,000 in liability coverage be carried. The Board requires evidence of such coverage on the anniversary date of the

# 666 Apartment Corporation

666 Pelham Road, New Rochelle, NY 10805

## HOUSE RULES

policy and this documentation must be produced and sent to the managing agent annually. Each shareholder or resident shall obtain and continually maintain in effect, at all times, individual insurance commonly known as a "Condominium and Cooperative Apartment Owners Policy" which is often also referred to as an HOI policy. Shareholders and residents are required to present annually on the anniversary date of the policy to Lessor, or otherwise upon request, proof of insurance and evidencing the minimum amount required in the form of a certificate of insurance. Failure to comply with the terms of the foregoing insurance requirements, or failure to timely provide proof of same, shall result in an administrative fee of \$125 for each month (or portion thereof) of noncompliance. Management has "Suggested Insurance Coverage for 666 Apartment Corp" documentation for Shareholder review upon request.

34. Unless expressly authorized by the Board of Director in each case, the floors of each apartment must be covered with carpeting, inclusive of padding or equally effective noise-reducing material, to the extent of at least eighty percent (80%) of the flooring area excluding kitchens, pantries, bathrooms, and closets.

35. In accordance with City & State Fire Codes NO propane or charcoal barbeque grills are allowed to be used on any terrace, balcony, deck or patio. Electric barbeque grills are permitted according to City Fire Codes, but must be monitored at all times. Failure to abide with this House Rule can and will result in City summonses, and legal action by the Coops attorney at the Lessee and / or sub lessees' expense.

36. Lessee shall pay administrative fees for violation of any part of each House Rule as outlined below:

|                         |   |
|-------------------------|---|
| First notification      | <b>Written warning only</b>             |
| Second Violation        | <b>\$50.00 administrative fee</b>       |
| Third Violation         | <b>\$200.00 administrative fee</b>      |
| Fourth Violation        | <b>Legal fees incurred</b>              |
| Unauthorized Renovation | <b>\$1,000 administrative fee</b>       |
| Keys to Apt. Door       | <b>\$25 monthly administrative fee</b>  |
| Homeowners Insurance    | <b>\$125/monthly administrative fee</b> |

37. Pool Rules are distributed to Shareholders at the beginning of each season. Any infraction of a Pool Rule is considered an infraction of a House Rule.

38. Bike Room. Space in the bike room is limited. One bike allowed per occupant per apartment (2 occupants – 2 bikes). Exceptions will be made for families with small children. All bicycles must be properly labeled with tenants' name and apartment number. **Motorized (electric) bicycles are not permitted in the bike room or apartments as they are a fire hazard.** Failure to follow the bike room rules may result in loss of privileges.

# 666 Apartment Corporation

666 Pelham Road, New Rochelle, NY 10805

## HOUSE RULES

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39. Those Shareholders who fail to pay their maintenance after 60 days will lose the privilege of using the pool use, second parking space and bike room storage.
40. Shareholders are responsible for any action (or lack of action) they take that damages another apartment or the common areas of the building, including, but not limited to, damage caused by fixtures and equipment located within the apartment for which shareholders are responsible, such as wax gaskets, heat valves, speedy valves, water shut off valves, refrigerator lines, etc. Shareholders shall be responsible to make, or cause to be made, all necessary repairs with respect to the foregoing to both their apartment and the apartment of another and/or the common areas of the building. In the event that a vendor for the Lessor makes any of the foregoing repairs, the costs for said repairs shall be billed back to the responsible shareholder.
41. These House Rules may be added to, amended, or repealed at any time by resolution of the Board of Directors of the Lessor.

## Screenings – Purchase and Rental

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### **Process**

After the interview/screening, the committee will present to the board for approval. We will be in touch with a decision in 3-5 days.

### **House Rules**

A copy of the House Rules is provided. Please read and keep handy for reference.

### **Parking**

One parking spot is provided with a unit charge of \$20.00 per month.

A 2nd spot is \$50.00 per month & there is typically a waiting list.

There is No guest parking.

### **Must Provide Super with Key Copy**

The key will be used for Emergencies only and is stored in a coded lockbox. A form is signed to acknowledge receipt of the key copy and returned to the Superintendent.

### **Laundry Rooms**

There are laundry rooms on the 2nd, 5th, and 8th floors. We use the Hercules card system for payment. Card and card refills can be made through the machine on the fifth floor. Hours are 7:00 AM-10:00 PM.

### **Bike Room**

If you wish to store your bike in the Bike Room, you will be provided with a key. Bikes must have identification tags and will be removed if no longer used.

### **Pool**

The pool is open from Memorial Day through Labor Day, weather permitting. There is a fee for guests which is determined seasonally.

### **Recycling/Trash Rooms**

Every floor has a compactor room Please WASH everything! Recyclables go on labeled shelves. Bag your garbage and make sure it goes down the chute. Cardboard shipping boxes must be broken down and placed on the floor. Please bring larger items down to the main compactor room on the first floor.

### **Smoking**

No smoking in common areas. All smokers must have an air purifier in their apartment. Please do not leave butts on the property anywhere or flick off balconies!

### **Alterations/Renovations**

An application must be obtained from and submitted to GARTHCHESTER REALTY Management.

Work must be performed by licensed and insured contractors and approved by the Board. Please see the House Rules for permitted working hours.

### **Once Approved to Move in**

Please inform Jenna Guiliano at GARTHCHESTER REALTY MANAGEMENT and Santiago Silva, Superintendent of your move-in date.

- **Moving Hours:** Mon-Fri 9:00am-5:00pm and Saturdays 10:00am-6:00pm (*No Sundays or legal Holidays*).
- Must provide Superintendent with a \$500.00 check prior to move-in. Security deposit will be returned once you've finished with no damages.
- Provide Homeowner Insurance to GARTHCHESTER REALTY : 914-725-3600 ext. 107 - JENNA GUILIANO
- Santiago Silva, Superintendent: 914-557-6771



# Garthchester Realty

www.GarthchesterRealty.com

## How to Make Monthly Payments:

### (1) ACH, E-Check or Credit Card via our website:

*(a 3.5% administrative fee will be charged for credit or debit card payments)*

Payments via the website - [www.garthchesterrealty.com](http://www.garthchesterrealty.com) - will require you to register and setup an online user profile. You will need to input your **Resident Account Number**. *The statement sample below indicates how to locate your Resident Account Number.*

### (2) Bill Pay Account via Your Bank:

Please note the bill payment service provided by your bank produces a manual check that is sent directly to NCB's lockbox at the address below. *Please initiate the payment 3-5 days prior to the due date to ensure the payment will be processed in a timely manner. Please indicate your Resident Account Number on the memo line (Ex. 59/xx).*

### (3) Mail a Check payable to:

666 Apt. Corp.  
PO Box 5089  
White Plains, NY 10602-5089

#### **SAMPLE STATEMENT**

BOB SMITH  
949 PALMER AVENUE  
BRONXVILLE, NY 10708



|             |          |
|-------------|----------|
| DATE        | 04/01/17 |
| ACCOUNT NO. | 59/xx    |
| AMOUNT DUE  | \$xx.xx  |

Please Remit Payment To:

GARTHCHESTER REALTY  
P.O. BOX 5089  
WHITE PLAINS, NY 10602-5089

Make Check Payable To:

666 Apt. Corp.

07130313104000000 0 090116 0065487 000 0

*Please note any payments sent after business hours on Friday or anytime during the weekend or holidays will not be picked up until the following business day. In addition any documents in transit may not be delivered during that same period. Payments by paper check or bill pay service may experience delayed arrival. Normal business days for USPS delivery are Monday through Friday except for Holidays.*

*Banking and financial services provided by National Cooperative Bank, N.A. Member FDIC.*



# Receiving your monthly invoices **just got easier**



## Register for eBills

### Simplify your life... Go paperless

Receive your invoice online:

- View current invoices
- Review past invoices anytime
- Update your email

Register just once at: [www.garthchesterrealty.com](http://www.garthchesterrealty.com)

1. Click on the 'Go Paperless and then Register' button.
2. Complete the registration form (you will need the WebReg# from your invoice).
3. Click the 'Create your account' button.
4. You will receive an email shortly thereafter requiring you to click on the 'Complete your activation' button to finish the process.

It couldn't be easier! Simply visit [www.garthchesterrealty.com](http://www.garthchesterrealty.com) to register

\* Registrations after the 18th of the month may take effect the following month



# Garthchester Realty

www.GarthchesterRealty.com

209 Garth Road  
Scarsdale New York 10583  
(914) 725-3600 F:(914) 725-6453

98-20 Metropolitan Ave. Suite 1  
Forest Hills, New York 11375  
(718) 544-0800 F:(718) 520-7673

## 666 Apartment Corp.

### ONE CALL NOW – Shareholder Contact Information Sheet

Please enter contact information for up to two people per apartment in the space provided below. If you select more than one electronic communication method, you may receive messages on all methods selected.

#### RESIDENT 1 – PLEASE PRINT ALL INFORMATION CLEARLY

**NAME (first and last):**

**APT #:**

|   |  |   |
|---|--|---|
| <b><u>Home Phone:</u></b>                   |  | <input type="radio"/> Check to receive announcements here |
| <b><u>Cell Phone via Voice Message:</u></b> |  | <input type="radio"/> Check to receive announcements here |
| <b><u>Cell Phone via Text Message:</u></b>  |  | <input type="radio"/> Check to receive announcements here |
| <b><u>Email address:</u></b>                |  | <input type="radio"/> Check to receive announcements here |

#### RESIDENT 2 – PLEASE PRINT ALL INFORMATION CLEARLY

**NAME (first and last):**

**APT #:**

|   |  |   |
|---|--|---|
| <b><u>Home Phone:</u></b>                   |  | <input type="radio"/> Check to receive announcements here |
| <b><u>Cell Phone via Voice Message:</u></b> |  | <input type="radio"/> Check to receive announcements here |
| <b><u>Cell Phone via Text Message:</u></b>  |  | <input type="radio"/> Check to receive announcements here |
| <b><u>Email address:</u></b>                |  | <input type="radio"/> Check to receive announcements here |

## THANK YOU!



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

### Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

### Seller's Disclosure

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

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

\_\_\_\_\_

(ii) \_\_\_\_\_ Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

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

(i) \_\_\_\_\_ Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

\_\_\_\_\_

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

### Purchaser's Acknowledgment (initial)

(c) \_\_\_\_\_ Purchaser has received copies of all information listed above.

(d) \_\_\_\_\_ Purchaser has received the pamphlet *Protect Your Family from Lead in Your Home*.

(e) Purchaser has (check (i) or (ii) below):

(i) \_\_\_\_\_ received a 10-day opportunity (or mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

(ii) \_\_\_\_\_ waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

### Agent's Acknowledgment (initial)

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

### Certification of Accuracy

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

|                    |               |                    |               |
|--------------------|---------------|--------------------|---------------|
| _____<br>Seller    | _____<br>Date | _____<br>Seller    | _____<br>Date |
| _____<br>Purchaser | _____<br>Date | _____<br>Purchaser | _____<br>Date |
| _____<br>Agent     | _____<br>Date | _____<br>Agent     | _____<br>Date |



## Simple Steps to Protect Your Family from Lead Hazards

### If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at [epa.gov/lead](http://epa.gov/lead).
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

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# Protect Your Family From Lead in Your Home



June 2017

## Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

### Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

### Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

### If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



## Lead Gets into the Body in Many Ways

### Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

### Lead is especially dangerous to children under the age of 6.

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



### Women of childbearing age should know that lead is dangerous to a developing fetus.

- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

2

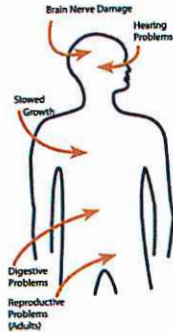


## Health Effects of Lead

**Lead affects the body in many ways.** It is important to know that even exposure to low levels of lead can severely harm children.

### In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

### In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

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## Check Your Family for Lead

**Get your children and home tested if you think your home has lead.**

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

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

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

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

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## Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.<sup>1</sup>

**Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint.** In 1978, the federal government banned consumer uses of lead-containing paint.<sup>2</sup>

Learn how to determine if paint is lead-based paint on page 7.

### Lead can be found:

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

Learn more about where lead is found at [epa.gov/lead](http://epa.gov/lead).

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<sup>1</sup> "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

<sup>2</sup> "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

## Identifying Lead-Based Paint and Lead-Based Paint Hazards

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

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

**Lead-based paint is usually not a hazard if it is in good condition** and if it is not on an impact or friction surface like a window.

**Lead dust** can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

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

**Lead in soil** can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

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

**Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.**

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

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## Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A **lead-based paint inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:
  - Portable x-ray fluorescence (XRF) machine
  - Lab tests of paint samples
- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:
  - Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
  - Sample dust near painted surfaces and sample bare soil in the yard
  - Get lab tests of paint, dust, and soil samples
- A **combination inspection and risk assessment** tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.



Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.

## What You Can Do Now to Protect Your Family

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

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

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## Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit [epa.gov/lead](http://epa.gov/lead), or call **1-800-424-LEAD (5323)** for a list of contacts in your area.<sup>3</sup>

<sup>3</sup> Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

## Reducing Lead Hazards

**Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.**

- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.



**Always use a certified contractor who is trained to address lead hazards safely.**

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.



## Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

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

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit [epa.gov/lead](http://epa.gov/lead), or call 1-800-424-LEAD.

## Other Sources of Lead

### Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

### Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800-424-LEAD.\*

Call your local health department or water company to find out about testing your water, or visit [epa.gov/safewater](http://epa.gov/safewater) for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

13 \*Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

## Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
  - Open-flame burning or torching
  - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
  - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit [epa.gov/getleadsafe](http://epa.gov/getleadsafe), or read *The Lead-Safe Certified Guide to Renovate Right*.

## Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- **Old toys and furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.\*
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon**," used to treat an upset stomach.

\* In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.



## For More Information

### The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at [epa.gov/lead](http://epa.gov/lead) and [hud.gov/lead](http://hud.gov/lead), or call **1-800-424-LEAD (5323)**.

### EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit [epa.gov/safewater](http://epa.gov/safewater) for information about lead in drinking water.

### Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at [cpsc.gov](http://cpsc.gov) or [saferproducts.gov](http://saferproducts.gov).

### State and Local Health and Environmental Agencies

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

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

## Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

### CPSC

4330 East West Highway  
Bethesda, MD 20814-4421  
1-800-638-2772  
[cpsc.gov](http://cpsc.gov) or [saferproducts.gov](http://saferproducts.gov)

## U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

### HUD

451 Seventh Street, SW, Room 8236  
Washington, DC 20410-3000  
(202) 402-7698  
[hud.gov/offices/lead/](http://hud.gov/offices/lead/)

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U. S. EPA Washington DC 20460  
U. S. CPSC Bethesda MD 20814  
U. S. HUD Washington DC 20410

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## U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

**Region 1** (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)  
Regional Lead Contact  
U.S. EPA Region 1  
5 Post Office Square, Suite 100, OES 05-4  
Boston, MA 02109-3912  
(888) 372-7341

**Region 2** (New Jersey, New York, Puerto Rico, Virgin Islands)  
Regional Lead Contact  
U.S. EPA Region 2  
2890 Woodbridge Avenue  
Building 205, Mail Stop 225  
Edison, NJ 08837-3679  
(732) 321-6671

**Region 3** (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)  
Regional Lead Contact  
U.S. EPA Region 3  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-2088

**Region 4** (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)  
Regional Lead Contact  
U.S. EPA Region 4  
AFC Tower, 12th Floor, Air, Pesticides & Toxics  
61 Forsyth Street, SW  
Atlanta, GA 30303  
(404) 562-8998

**Region 5** (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)  
Regional Lead Contact  
U.S. EPA Region 5 (DT-8J)  
77 West Jackson Boulevard  
Chicago, IL 60604-3666  
(312) 886-7836

**Region 6** (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 66 Tribes)  
Regional Lead Contact  
U.S. EPA Region 6  
1445 Ross Avenue, 12th Floor  
Dallas, TX 75202-2733  
(214) 665-2704

**Region 7** (Iowa, Kansas, Missouri, Nebraska)  
Regional Lead Contact  
U.S. EPA Region 7  
11201 Renner Blvd.  
WWPD/TOPE  
Lenexa, KS 66219  
(800) 223-0425

**Region 8** (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)  
Regional Lead Contact  
U.S. EPA Region 8  
1595 Wynkoop St.  
Denver, CO 80202  
(303) 312-6966

**Region 9** (Arizona, California, Hawaii, Nevada)  
Regional Lead Contact  
U.S. EPA Region 9 (CMD-4-2)  
75 Hawthorne Street  
San Francisco, CA 94105  
(415) 947-4280

**Region 10** (Alaska, Idaho, Oregon, Washington)  
Regional Lead Contact  
U.S. EPA Region 10  
Solid Waste & Toxics Unit (WCM-128)  
1200 Sixth Avenue, Suite 900  
Seattle, WA 98101  
(206) 553-1200

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## IMPORTANT!

### Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).