



Garthchester Realty

www.GarthchesterRealty.com

440 Mamaroneck Ave, Suite S512
Harrison, NY 10528
(914) 725-3600 F: (914) 725-6453

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

Rental Package

Unit owners and Brokers are to present Beatrice Lovera at the Classic Office a copy of the signed lease rental package for approval at least 5 business days before the lease begins. The rental package should include a check or money order for a \$500.00 annual fee, a \$500.00 move-in fee and a \$500.00 refundable fee to reserve the elevator. The checks should be written to The Classic Condominium. The check is returned the once **the elevator is inspected and no damage is observed after the move in occurs.**

The Board will only issue one (1) waiver of right of first refusal for any unit one time during any twelve (12) month period. Any request for a waiver of the right of first refusal submitted sooner than the expiration of the twelve (12) month period will be considered incomplete until the twelve (12) months have expired.

Resident is to provide copy of the Rental Insurance.

Unit owners are to pay a fee of \$500.00 annually. Initial _____

Renters are to pay a move in fee of \$500.00. Initial _____

Renters are to give a \$500.00 refundable check to reserve the elevator.

Move in-out deliveries are Monday through Friday from 8:00 am to 5:00 pm. Required payment and all required signed documents must be submitted at the same time before the lease can be approved.





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Renters are to inform their moving company they must email Beatrice Lovera the Certificate of Insurance to Beatrice@garthchesterrealty.com before the delivery date. Attached is a copy of our sample COI.

When your mover arrives at the property they are to informed the front desk they arrived. The front desk will inform a staff member to meet the mover by the garage and lead them to the elevator. Only the large padded elevator can be used for deliveries. Movers are required to put down **Masonite Board** from the elevator entrance to the resident's apartment door. If you have any questions, please contact Beatrice at 914-949-0018 or email

Beatrice@garthchesterrealty.com.

Unit _____ Owners _____ Signature _____
Date: _____

Renters _____ Signature _____
Date: _____

Renters _____ Signature _____
Date: _____





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Classic Resident Information Form

Unit Owner(Y/N) _____

Renter: (Y/N) _____

Unit #: _____

Occupant # 1

Email address: _____

Cell # _____

Vehicle License Plate # _____ Permit # _____

Garage Space # _____ LP _____ LL _____ Bin# _____

Vehicle License Plate # _____ Permit # _____

Make _____ Year _____ Model _____ Color _____

Occupant #2

Email address: _____

Cell phone: _____

Vehicle License Plate # _____ Permit # _____

Make _____ Model _____ Color _____

Vehicle License Plate # _____ Permit # _____

Garage Space # _____ LP _____ LL _____ Bin# _____

Make _____ Year _____ Model _____ Color _____





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MOVE-IN/MOVE-OUT POLICY

1. The moving company must take the temperature of all of its workers participating in the move prior to any workers entering to the building and require each to certify at the start of each day that each worker has not, within the last 14 days, tested positive for COVID-19; exhibited symptoms of COVID-19 (including no temperature in excess of 100.4); come into contact with anyone who, to their knowledge, has tested positive for, or exhibited symptoms of, COVID-19; or that he/she has any reason to believe he/she has COVID-19. The mover must also certify that it has no information that the certification of any worker is inaccurate in any respect. The move may be canceled if any worker participating in the move falls within the above categories.
2. The Property Manager or managing agent has right to deny entry to any worker who appears to be ill or cancel the move (as determined in their discretion).
3. All moves into or out of a unit must be scheduled and coordinated with the Property Manager at least fourteen (14) days prior to the move.
4. Moves must be conducted Monday - Friday, 9 a.m. to 5:00 p.m. except for legal or building holidays. Any extension must be approved by the Property Manager.
5. The Property Manager will determine how long movers may remain in the building depending upon the ~~circumstances~~ circumstances.
6. No more than three (3) movers may be in the building at any time.
7. All movers are required to wear a mask or other face covering over their nose and mouth and gloves when inside the building.
8. All moves must be conducted using the service entrance and the elevator designated by management. Use of the main lobby entrance, the stairs or the any other elevator is strictly prohibited.
9. Movers are strictly prohibited from entering any portion of the building not along the direct path of the move from the outside of the building to the unit in which the move is taking place.





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10. The apartment owner shall comply with all applicable provisions of law and shall require its moving company to also do so. In the event any fine, violation, penalty or fee is assessed against the building, its Board members, officers, employees, apartment owners, residents, agents and/or managing agent, the apartment owner shall pay the same or reimburse the party against whom it is imposed.
11. All fees, reimbursement of expenses, security deposits, insurance, indemnities and/or releases typically required for moves into or out of the building shall continue to apply.
12. The Property Manager may require movers who do not comply with this policy to leave the building or may take other steps deemed necessary to protect the safety and health of its residents and employee.
13. Immediately following any move, the physical areas along the direct path of the move including the building's service entry, service elevator and hallway shall be disinfected by a professional cleaning company hired by the building or its managing agent. The moving to a new apartment owner shall be responsible for all costs and expenses associated with this cleaning.
14. At least five (5) days prior to any move, the moving to a new apartment owner shall provide the managing agent with a refundable check made payable to the Classic Condominium for \$500.00.

Resident: _____ Date: _____

Moving or Delivery Company:

_____ Date: _____



REQUEST FOR MOVE-IN/MOVE-OUT AND DELIVERIES

NOTE: ALL MOVES AND DELIVERIES WILL ONLY BE ALLOWED BETWEEN THE HOURS OF 8:00 A.M. TO 5:00 P.M. MONDAY THROUGH FRIDAY. RULES FOR MOVES/DELIVERIES WILL BE STRICTLY ENFORCED. PLEASE NOTE THAT ANY MOVE/DELIVERIES THAT EXTENDS BEYOND THE PERMITTED TIME YOU WILL FORFEIT YOUR DEPOSIT.

Signature required: _____.

There is a \$500.00 security deposit required for security against possible damages. The refundable check should be made payable to The Classic Condominium. The Classic will not be held responsible for unforeseen delays or circumstances beyond the building's control, such as, elevator out of service, weather related delays, etc.

Please inform your moving and/or delivery company to provide Evidence of Insurance Certificate to includes worker's compensation naming the Classic Condominium and its managing agent as additional insured. The COI should be emailed to Beatrice@garthchesterrealty.com. If the certificate is not provided prior to the move or delivery date be advised that the move or delivery will not be permitted to take place. If the delivery or move is not completed by 5:00 p.m. you will lose your \$500.00 deposit.

Signature required: _____.

Resident Name: _____ Unit # _____

Move-in date _____ Move-out date _____ Delivery date _____

Cell Telephone Number _____

Forwarding address is required if a resident is moving out. Please note if no damage occurs your damage deposit will be destroyed unless otherwise directed.

Street Address _____

State _____ Zip Code _____

Damage Deposit \$500.00

Received by _____ Date _____

Inspection/Date _____ Time _____ Performed by _____

NOTE: IF MOVES OR DELIVERIES REQUIRE THE USE OF A HAND TRUCK OR A DOLLY, THE MOVING COMPANY MUST PROTECT THE CLASSIC'S CARPETING WITH MASONITE BOARDS. MOVING COMPANIES AND DELIVERY COMPANIES ARE REQUIRED TO ARRIVE AT THE BUILDING PREPARED WITH THEIR OWN HAND TRUCKS AND MASONITE BOARDS. UNIT OWNERS/RESIDENTS ARE REQUIRED TO INFORM THEIR VENDORS TO COME PREPARED. UNIT OWNERS WILL INCUR A FEE OF \$100.00 IF THE Classic CONDOMINIUM HAS TO SUPPLY THE MASONITE BOARDS. The \$100.00 FEE WILL BE CHARGES TO THE UNIT OWNERS ACCOUNT.

Signature Required _____

Date: _____

Damage Report:

Location and items damaged:

Movers notified ____yes ____no

Contractor notified ____yes ____no

Resident notified ____yes ____no

Security check deposited (date) _____

The Date of the Delivery the driver should go to the front desk to check in and the front desk personnel will direct him where to park the truck.

ACORD CERTIFICATE OF LIABILITY INSURANCEDATE (MM/DD/YY)
00/00/0000

| | |
|--|--|
| PRODUCER FAX * NAME AND ADDRESS OF INSURANCE CARRIER | THIS CERTIFICATE ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. |
| INSURED * NAME AND ADDRESS OF INSURED | INSURERS AFFORDING COVERAGE INSURER A: xxxxxxxxxx INSURER B: xxxxxxxxxx INSURER C: _____ INSURER D: _____ INSURER E: _____ |

COVERAGES

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

| INS LTR | TYPE OF INSURANCE | POLICY NUMBER | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXP DATE (MM/DD/YY) | LIMITS | | |
|---------|--|---------------|----------------------------------|----------------------------|---|--------------|----|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | XXXXXXXXXXXX | 00/00/00 | 00/00/00 | EACH OCCURRENCE | \$ 1,000,000 | |
| | | | | | DAMAGE TO RENTED PREMISES | \$ 1,000,000 | |
| | | | | | MED EXP (any 1 person) | \$ 10,000 | |
| | | | | | PERSONAL & ADV INJURY | \$ 1,000,000 | |
| | | | | | GENERAL AGGREGATE | \$ 2,000,000 | |
| | | | | | PRODUCTS - COMP/OP AGG | \$ 2,000,000 | |
| | | | | | | | |
| | | | | | | | |
| B | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____ | | | | COMBINED SINGLE LIMIT (Ea Accident) | \$ | |
| | | | | | BODILY INJURY (per person) | \$ | |
| | | | | | BODILY INJURY (per accident) | \$ | |
| | | | | | PROPERTY DAMAGE (Per accident) | \$ | |
| | | | | | AUTO ONLY - EA ACCIDENT | | \$ |
| | | | | | OTHER THAN AUTO ONLY | EA ACC | \$ |
| | | | | | | AGG | \$ |
| | | | | | | | |
| B | EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$ | | | | EACH OCCURRENCE | \$ | |
| | | | | | AGGREGATE | \$ | |
| | | | | | | \$ | |
| | | | | | | \$ | |
| | | | | | | \$ | |
| | | | | | | \$ | |
| * | WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? | XXXXXXXXXXXX | 00/00/00 | 00/00/00 | <input type="checkbox"/> WC Statutory Limits <input type="checkbox"/> Other | | |
| | | | | | E.L. EACH ACCIDENT | \$ | |
| | | | | | E.L. DISEASE -EA EMPLOYEE | \$ | |
| | | | | | E.L. DISEASE -POLICY LIMIT | \$ | |
| | | | | | | | |
| | | | | | | | |

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

a) The Classic Condominium, 50 E. Hartsdale Avenue, Hartsdale, NY 10530

b) Garthchester Realty as Managing Agent

c) Resident Name, Apt # (where delivery or work will take place), 50 E. Hartsdale Avenue, Hartsdale, NY 10530

CERTIFICATE HOLDER

The Classic Condominium
C/O Garthchester Realty as Managing Agent
440 Mamaroneck Avenue, Harrison NY 10528
Beatrice@garthchesterrealty.com
Fax: 914-949-8406

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*IF WORKERS COMP IS NOT ON THIS CERTIFICATE - YOU MUST PROVIDE (3) CERTIFICATES FROM STATE INSURANCE FUND (ONE FOR EACH ADDITIONAL INSURED)



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RE: Rules and Regulations for Dogs and other Pets

As a result of suggestions from some residents, the Board has reviewed the current rules and regulations pertaining to dogs, especially the size of dogs that are permitted at the Classic.

After careful review and discussion, the Board has decided to include the following new regulation to the rules under the section Dogs and Other Pets:

- **(I) Before being permitted to reside at the Classic, new pets being brought to the building must be described in an application completed by their owner which includes questions concerning the pet's behavior. Pets with known aggressive or otherwise undesirable behaviors may be excluded from residing at or visiting the Classic. All pets over 50 lbs will be denied permission to reside at or visit the Classic unless approved by the Board of Managers on an exception basis. This also applies to puppies of breeds and/or mixed breeds in which the dog is normally expected to grow and weigh over the permitted weight.**

Any dog or other pet that currently resides at the Classic will not be affected by the new regulation. A pet application will be required to be completed and approved for owners or tenants bringing a new pet to reside at or visit the Classic, regardless of size, for a description of their pet and its behavior. Prospective and existing owners and/or tenants wishing to bring a new pet over 50 pounds or a puppy that is normally expected to grow and weigh over this amount to reside at the Classic will be required to submit an application and will be required to meet with the Board with their pet for approval or rejection. Any application later determined to be incomplete or inaccurate may result in fines or further actions including but not limited to eviction of the pet. Residents are not permitted to walk their dogs through the front entrance of the building. Residents must exit with their dogs through the LL and LP garage and you may re-enter the building through the front entrance.





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Please include this new regulation with your copy of the rules and regulations for the Classic. Please contact Beatrice in the office with any questions you may have.

Application to the Classic Board of Managers Pet Information Form

Unit # _____ Date: _____

Name of current Owner/Tenant _____
Or Prospective Buyer/Renter _____

Pet's Name: _____

Type of Pet/Breed: _____ Weight: _____

Has your pet ever bitten anyone? Yes ___ No ___

Is your pet aggressive? Yes ___ No ___

Male ___ Female ___

Is your pet neutered? Yes ___ No ___

Please provide a description of your pet's behavior:





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Please sign below indicating that the information you have provided is accurate.

Current Owner/Resident

Date

Buyer/Renter

Date

N/A - _____

Date

DOGS AND OTHER PETS

(A) All pets shall be on a leash at all times while in the public areas, in the shrubbery, driveways, or other public areas of the Classic. Should any accidents occur, owners are responsible to clean up after their pets. All pets shall be on a leash no more than 6 feet at all times while in the public areas, in the shrubbery, driveways, or other public areas of the Classic.

(B) No pet shall be curbed on walkways, driveways, parking areas, close buildings, or other public areas of the Classic.

(C) Owners bringing in pets shall assume full responsibility for any damages by pets to personal property and common elements of the Classic.

(D) Guests and visitors of apartment occupants shall not be permitted to bring any pet on the premises of the Classic.





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(E) Animals may not be kept on the Property other than dogs, cats, and other typical household pets not exceeding two (2) per Residential unit. Said pets may not be kept for any commercial purpose.

(F) No pet shall be allowed to create or cause any disturbance or nuisance of any kind. The pet owner may be required to permanently remove the pet from the condominium property if the disturbance or nuisance is not corrected.

(G) Types of Dogs that are prohibited at the Classic are as follows:

- Pit bull types
- Rottweiler
- Dobermans
- German Shepherds
- Husky types
- Chow Chows

(H) Residents with pets already living at the building that may be aggressive towards people or other pets must take the following precautions:

- The dog must be kept on a leash no longer than 4 feet
- The dog must be muzzled when in common areas of the building
- The garages must be used to enter or exit the building with the dog

Carry liability insurance in the minimum of \$50,000.00

(I) New pets being brought to the building must be described in an application completed by their owner which includes questions concerning the pet's behavior. Pets with known aggressive or otherwise undesirable behaviors may be excluded from residing at or visiting the Classic. All pets over 50 lbs will be denied permission to reside at or visit the Classic unless approved by the Board of Managers on an exception basis. This also applies to puppies of breeds and/or mixed breeds in which the dog will grow and weigh over the permitted weight.





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Classic Condominium Lease Addendum

Between Unit owner _____

and Renter _____

Beginning _____

Ending _____

Page 58 15.1 Condominium Offering Plan

The lease is subject to the provisions of the Declaration of the
Condominium

Page 188 5.2 Condominium Offering Plan.

The Condominium Board, acting in the name of the lessor, may (with
notice to the Institutional Mortgagee, Company) terminate the lease
and/or bring summary proceedings to evict the lessee hereunder, in
the event of a default by such lessee under the term of this lease.

Lessee Signature _____ Date _____

Lessee Signature _____ Date _____





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Classic Condominium Garage Height Restrictions

Garage levels LL and LP have a fire protection system installed within the ceilings of the garages. As a result of this fire protection system there are certain height restrictions for vehicles in effect for both garage levels. Listed below are the height restrictions for both levels. If your vehicle exceeds these height restrictions, you cannot use our garages under any circumstances, and you must make your own arrangements for parking offsite.

LL Garage Level – 6' 3"

LP Garage Level – 6' 2"

Anything placed on the roof of your vehicle, bicycles, luggage, must be removed prior to entering the garages, and added only after exiting. It is imperative that residents comply with these height restrictions as the repair costs, damage, to the building's fire sprinkler system could be an enormous expense for the building or the resident that causes the damages. You will be held responsible for damages caused by your vehicle due to failure to comply with these height restrictions.





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Dear Prospective Resident.

It is the responsibility of the prospective renter to request a copy of the Classic's Rules and Regulations. A copy can be obtained through the on-site Management Office. Please contact Beatrice at Beatrice@garthchesterrealty.com or you can call Beatrice at her office at 914-949-0018.

By signing this form, I have received and read the building's regulations and agree to abide by all Rules and Regulations of the Classic Condominium.

Unit # _____

Owner's name _____

Signature _____

Owner's name _____

Signature _____

Date _____

