



370 Westchester Ave. Corp.  
Port Chester, NY 10573

## **PURCHASE APPLICATION PACKET – COVER PAGE**

**Apartment Number:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Current Shareholder:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

## **PREREQUISITES FOR APPLICATION REVIEW**

The Admissions Committee will consider review of a purchase application only when all the application forms and all supporting documents have been completed and submitted as specified. Additionally, during the approval process, the Admissions Committee may request additional supporting documents from a prospective shareholder to complete the evaluation process.

It is the responsibility of the prospective shareholder to submit and to supply three (3) copies of all application forms and supporting documentation, in collated sets, to the Management Agent for submission to the Admissions Committee. The Agent can be reached at Gramatan Management, 2 Hamilton Ave., Suite 217, New Rochelle, NY 10801 (Tel. 914-654-1414).

Once the application has been received and checked for completeness, the Admissions Committee review will begin and the Committee will make a decision based on the merits of the application itself, including the supporting documentation and the credit report and the final interview with the applicant(s).

## **SPECIAL CONDITIONS**

The seller and/or purchase applicant being represented by a realtor, attorney or bank loan officer currently serving on the Windsor Board of Directors or its Admission Committee will not be given any special consideration or expedited approval in the purchase application process.

In addition, as the purchase application is reviewed by the Admissions Committee or Board, the seller and/or purchase applicant's representative currently serving on either the Committee or the Board must recuse himself/ herself from any discussion and vote.

A family member of the seller and/or purchase applicant, if currently serving on the Admissions Committee or the Board, must recuse himself/ herself from any discussion and vote.



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## **APPLICANT'S REQUIREMENTS & CHECKLIST**

Purchase Application Packet (includes the following): To be completed and signed by prospective buyer(s).

1. Admission Form\* (will be completed by Admissions Committee)
2. Application for Purchase Form
3. Applicant Information Form
4. Applicant Credit Authorization / Employment Release Form
5. Financial Statement (Income & Liability)
6. Financial Statement (Schedules and Acknowledgment Signature)
7. Applicant References Form (Personal, Business, Landlord)
8. Applicant House Rules Acknowledgement Form
9. Apartment Carpet Compliance Acknowledgement Form
10. No Pets Acknowledgment Form / Board Resolution (5/11/2007)
11. Applicant Statement of Intent to Occupy
12. Emergency Contact Resident Questionnaire
13. Lead-Based Paint Disclosure Form and Lead Hazard Information Pamphlet

Fully Executed Contract of Sale: signed by both the Seller and Prospective Buyer(s)

Mortgage Documents (if apartment is being financed):

1. Three original Recognition Agreements from mortgagee (to be provided at time of closing).
2. Three copies of your bank commitment from mortgagee.

Supporting Documentation: To be submitted by prospective buyer(s) & attached to relevant forms.

1. Federal income tax returns filed for the preceding two years, including all supporting forms, i.e., IRS W-2, IRS-1098, IRS-1099 forms, etc. If the most recent federal income tax return has not been filed yet, the W-2 form must be presented. (state tax returns are not required)
2. Letter from employer(s) stating employment and annual salary. Alternatively, the most recent pay stubs for the last two pay periods may be used.
3. Last two (2) months' bank statements (checking & savings) showing current balances.
4. Two (2) reference letters (Personal or Business).
5. One (1) landlord reference letter to establish current residence (if applicable and currently renting).
6. An administrative processing fee in the amount of \$350 (\$300 application processing fee + \$50 credit check fee) payable to the Management Company. Please note: An additional \$50 credit check fee is required for each additional applicant.
7. A carpet inspection administrative charge in the amount of \$500 payable to 370 Westchester Ave. Corp., payable at closing, to be refunded after 80% carpet coverage has been verified. (see pages 11 & 17 for further information).
8. A move-in deposit in the amount of \$250 payable to 370 Westchester Ave. Corp., payable at closing, to be refunded after compliance with the move-in rules. (see page 20 for further information).
9. A non-refundable move-in fee in the amount of \$100 payable to 370 Westchester Ave. Corp., payable at closing.



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**ADMISSION FORM – ACCEPTANCE / DENIAL SUMMARY**  
**PURCHASE APPLICATION**

This form will be completed by the Admissions Committee and returned to Management following the interview with the Applicant(s).

DATE: \_\_\_\_\_

APPLICANT(S): \_\_\_\_\_

APARTMENT # \_\_\_\_\_ NUMBER OF SHARES \_\_\_\_\_

CURRENT SHAREHOLDER(S): \_\_\_\_\_

**COMMITTEE MEMBERS REVIEWING APPLICATION:**

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

APPROVED APPLICATION:    YES         NO         DATE: \_\_\_\_\_

Sellers Parking Tag(s) Collected at Closing \_\_\_\_\_ Tag Number(s) \_\_\_\_\_

Sellers \$250 Move-out Deposit Fee Collected at Closing \_\_\_\_\_

Sellers \$100 Non-refundable Move-out Fee Collected at Closing \_\_\_\_\_

Purchasers \$500 Carpet Deposit Fee Collected at Closing \_\_\_\_\_

Purchasers \$250 Move-in Deposit Fee Collected at Closing \_\_\_\_\_

Purchasers \$100 Non-refundable Move-in Fee Collected at Closing \_\_\_\_\_

Date Communicated to Management Company & Coop Attorney \_\_\_\_\_

BY \_\_\_\_\_



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**APPLICATION FOR PURCHASE OF COOPERATIVE APARTMENT**

DATE: \_\_\_\_\_

The undersigned hereby offers to purchase \_\_\_\_\_ shares of the capital stock of **370 Westchester Ave. Corp.** and the accompanying Proprietary Lease for Apartment \_\_\_\_ in the premises located at **370 Westchester Ave., Port Chester, NY 10573**, on the following terms:

Purchase Price: \$ \_\_\_\_\_

Current Monthly Proprietary Maintenance: \$ \_\_\_\_\_

Special Conditions: (1) Assessments: \$ \_\_\_\_\_

(2) Parking Fee: \$ \_\_\_\_\_ (1 space per unit)\*

(3) Other: \$ \_\_\_\_\_

Financing: Yes  / No  Amount to Finance: \$ \_\_\_\_\_

Mortgage Lender: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Seller(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature(s): \_\_\_\_\_

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

\_\_\_\_\_

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

\*Additional parking may be available. The Admissions Committee can provide this information.



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**APPLICANT INFORMATION**

**APPLICANT(S):** \_\_\_\_\_  
(all applicants must be Listed) \_\_\_\_\_

**MAIDEN NAME OR OTHER NAME USED BY APPLICANT OR CO-APPLICANT** \_\_\_\_\_

	Applicant	Co-Applicant
<b>Current Home Address</b>		
<b>Owned or Leased</b>		
<b>Length of Occupancy</b>		
<b>Home Phone Number</b>		
<b>Mobile Phone Number</b>		
<b>Email Address</b>		
<b>Employer</b> (Business Name, Address and Phone number)		
<b>Occupation</b>		
<b>Length of Employment</b>		
<b>Attorney</b> (Name, Address and Phone number)		
<b>Accountant</b> (Name, Address and Phone number)		
<b>Address of any Additional Residence Currently Owned</b>		
<b>Address of any Additional Residence Currently Leased</b>		

Names and number of adult persons to occupy the apartment (all must be listed):

Number: \_\_\_\_ Names: \_\_\_\_\_

Names of any minor children to occupy the apartment: \_\_\_\_\_

\_\_\_\_\_



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**APPLICANT CREDIT & EMPLOYMENT AUTHORIZATION RELEASE**  
**(Search of Credit History & Verification of Current Employer)**

This application is subject to approval of the Apartment Corporation. In applying for consent to this proposed sale, the undersigned understands that such consent is required by the terms of the proprietary lease.

The undersigned understands that the information outlined herein is essential to evaluate the financial condition of the prospective shareholder(s) and authorizes the procurement of a consumer investigative report. Additionally, the undersigned authorizes all credit agencies, bank, lending institutions, current and former employers and persons to release information they may have about the undersigned and releases them from any liability and responsibility by their doing so.

This authorization, in original or copy form, shall be valid for this application only. Further information may be made available upon written request within a reasonable time.

The undersigned also agrees to meet in person with the representative of the Apartment Corporation when requested to do so.

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Print Name of Co-Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Social Security Number Applicant

\_\_\_\_\_  
Social Security Number Co-Applicant



# FINANCIAL STATEMENT

Name (s) \_\_\_\_\_

Address \_\_\_\_\_

The following is submitted as being a true, accurate and complete statement of the financial condition of the undersigned on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

ASSETS	Applicant	Co-Applicant	LIABILITIES	Applicant	Co-Applicant
Cash in Banks			Notes Payable : To Banks		
Money Market Funds			: To Relatives		
Contract Deposit			: To Others		
Investments: Bonds & Stocks - see schedule			Installment Accounts Payable Automobile		
Investment in Own Business			Other		
Accounts & Loans Receivable			Other Accounts Payable		
Real Estate Owned			Mortgage Payable on Real Estate - see schedule		
Make Automobiles: Year			Unpaid Real Estate Taxes		
Personal Property			Unpaid Income Taxes		
Life Insurance Cash Surrender Value			Loans on Life Insurance Policies (Include Premium Advances)		
Retirement Funds/IRA			Outstanding Credit Card Advances		
401K			401K Loans		
Profit Sharing/Pension Plan			Other Debts		
Other Assets - list on back					
<b>TOTAL ASSETS</b>			<b>TOTAL LIABILITIES</b>		
<b>COMBINED ASSETS</b>			<b>COMBINED LIABILITIES</b> (*add below)		

SOURCE OF INCOME	Applicant	Co-Applicant	CONTINGENT LIABILITIES
Salary			As Endorser or Co-signer on Notes/Loans
Bonus, Commissions			Alimony Payments (Annual)
Alimony, Child Support (optional)			Child Support Payments (Annual)
Dividends and Interest Income			Are you defendant in any legal action?
Real Estate Income (Net)			Are there any unsatisfied judgments?
Other Income - itemize			Have you ever filed for bankruptcy? Explain:
<b>TOTAL INCOME</b>			Do you have Diplomatic Immunity Status?

GENERAL INFORMATION	Applicant	Co-Applicant	PROJECTED EXPENSES / MONTHLY
Personal Bank Accounts at:			*Monthly Combined Liabilities
			Maintenance/Assessment/Parking
			Apartment Financing
Savings and Loans at:			Utilities (phone/cable/electric)
			Other
Purpose of Loan			<b>TOTAL</b>

(Please attach a separate sheet if necessary)

**SCHEDULE OF BONDS AND STOCKS**

Number of Shares	Description	Marketable Value	Non-Marketable Value

**SCHEDULE OF REAL ESTATE**

Description and Location	Cost	Actual Value	Mortgage Amount	Maturity Date

**SCHEDULE OF NOTES/LOANS**

To Whom Payable	Date	Amount	Due	Interest	Pledged as Security

I (we) have examined the financial statements and hereby certify that the information contained herein is true, accurate and complete.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Co-Applicant

\_\_\_\_\_  
Date

Supporting Documentation

Please attach the following supporting documentation to this form:

1. Letter from employer verifying employment and salary
2. Most recent federal income tax returns for two years, including all supporting forms, i.e., IRS W-2, IRS-1098, IRS-1099 forms, etc. (State tax returns are NOT needed)
3. Two most recent pay stubs
4. Two most recent bank statements showing current checking and savings balances
5. Proof/Statement of all other assets listed





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### **APPLICANT REFERENCES**

(Please fill in all information requested and attach reference letters to this form)

**APPLICANT(S):** \_\_\_\_\_  
\_\_\_\_\_

	<b>Applicant</b>	<b>Co-Applicant</b>
<b>Present Landlord</b> Name, Address and Phone Number and Length of Occupancy (if not currently renting, please list current address and type of occupancy, i.e., owner, living with parents, etc.)		
<b>Previous Landlord</b> Name, Address and Phone Number and Length of Occupancy (if not previously renting, please list previous living arrangement)		
<b>Personal or Business Reference #1</b> Name, Address and Phone Number and Business Name if Applicable.		
<b>Personal or Business Reference #2</b> Name, Address and Phone Number and Business Name if Applicable.		

Building residents known by applicant(s): \_\_\_\_\_



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**APPLICANT HOUSE RULES ACKNOWLEDGMENT**

I (we) \_\_\_\_\_

have applied for consent to purchase shares of 370 Westchester Ave. Corp., Unit No. \_\_\_\_\_

I / We acknowledge receipt of the House Rules and agree to abide by the rules and regulations of 370 Westchester Ave. Corp. and any subsequent amendments. If consent to purchase is granted by the Admissions Committee, I/we agree to be bound to all terms and conditions of the Corporation's By-Laws, Proprietary Lease and House Rules, which the following rules and provisions are part of:

No pets rule

Parking rules

Moving rules, including delivery restrictions

Compactor and recycling rules

Unit structural alteration rules

Pool rules

Laundry rules

Carpeting provisions for 80% of the unit except for kitchen & bathroom

Noise restriction rules

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date



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## **APPLICANT CARPET COMPLIANCE ACKNOWLEDGMENT**

Pursuant to House Rules, all residents are required to have at least 80% of the floors in their apartments covered with carpeting or rugs **and padding** in each and every room, including the hallways, except the kitchen, bathroom and closets. In order to meet the standard “of sufficient quality and thickness so as not to deprive their neighbors of the quiet enjoyment of their home” – the padding should be 40 oz. all fiber or its equivalent.

A carpet inspection deposit of \$500 payable to 370 Westchester Ave. Corp. is required at closing. The deposit will be held by the Management Company until after the move-in date and upon inspection and confirmation of carpet compliance. Thereafter, the deposit will be returned.

I certify that I have read and agree to this House Rule and that I am aware that my compliance is required within 30 days of occupancy. In addition, I authorize Gramatan Management, Inc. or the Windsor Apartments superintendent to conduct an inspection in order to verify carpet compliance.

\_\_\_\_\_  
Applicant Name & Apt. #

\_\_\_\_\_  
Co-Applicant name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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**NO PETS ACKNOWLEDGMENT**

**APPLICANT(S):** \_\_\_\_\_  
\_\_\_\_\_

On April 2, 2007, the Board adopted at its monthly meeting, the attached Resolution, which returns the co-op to a **“NO PET” status** as of **May 11, 2007**, and repeals the current House Rules relating to harboring pets with the authorization of the Board. Shareholders are hereby instructed to retain the attached Resolution as part of their current House Rules until new Rules are issued.

I / We, have received and read the “No Pets” Resolution of 370 Westchester Ave. Corp. effective May 11, 2007 that is currently part of the Purchase Package. I / We understand that it is prohibited for me/us to harbor any pet(s) in my / our apartment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date



370 Westchester Ave. Corp.  
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**Resolution of the Board of Directors  
370 Westchester Avenue Corp.  
Effective May 11, 2007**

**RESOLVED**, that the House Rules shall be amended to add the following:

No animal shall be kept or harbored in the Building unless the same in each instance shall be expressly permitted in advance and in writing by the Board of Directors; such permission shall be revocable at any time by the Board of Directors in its absolute discretion. In no event shall any animal be permitted on elevators or in any of the public portions of the Building unless transported in a pet carrier. In no event shall permission be given for subtenants of a shareholder to keep or harbor an animal in the Building. Subtenants in residence and who are keeping or harboring an animal on the effective date of this Resolution shall not be affected by this Resolution; however, upon the demise or removal of such animal, no new animal shall be permitted to be kept or harbored by such subtenant. No application for subtenancy will be considered by the Board unless the applicant expressly agrees in writing in the sublease not to keep or harbor an animal. No pigeons or other birds or animals shall be fed from the window sills, terraces or in the yard, driveways or other public portions of the Building, or on the sidewalk or street adjacent to the Building.

Commencing May 1, 2007, no new or additional animals may be kept or harbored by any shareholder or subtenant in the Building. It shall be the affirmative duty of any shareholder or subtenant claiming ownership of an existing animal to prove same by registering the animal on a form to be provided by the Board of Directors. Any animal not so registered will be deemed to have been kept and harbored as of after May 1, 2007, and shall be deemed in violation of this House Rule. A fee of \$25.00 per day for each day that an unregistered and/or illegally kept or harbored animal is located in an apartment shall be charged against the owner of said apartment and such fee shall be deemed additional rent. A breach of this resolution shall also be deemed a material breach of the Proprietary Lease and shall further subject the offender to termination of his/her Proprietary Lease.

Upon the demise or removal of any animal properly registered and kept in the Building, no new animal shall be permitted to be kept or harbored by the shareholder or subtenant.



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**APPLICANT STATEMENT OF INTENT TO OCCUPY**

**APPLICANT(S):** \_\_\_\_\_  
\_\_\_\_\_

Apt. No. \_\_\_\_\_ located at: 370 Westchester Ave., Port Chester, NY 10573

I/We am/are the purchaser(s) of the above premises.

I/We personally intend to occupy the above referenced premises.

I/We intend that the following will occupy the premises together **with** me/us.

Name	Relationship
_____	_____
_____	_____

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Co-Applicant Signature



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**EMERGENCY CONTACT / RESIDENT QUESTIONNAIRE**

Please print clearly and fill in section 1. Sections 2 and 3 will be handled after moving in. Personal information collected here is for Coop use only and will be kept confidential.

Unit #: \_\_\_\_\_ Shareholder or tenant name (s): \_\_\_\_\_

**Section 1:** Right of entry; key. For full explanation of right of apartment entry by a Board authorized agent, please see the Proprietary Lease, section 25.

Emergency entry by a Board authorized agent, as permitted by the Proprietary Lease, is allowed to make or facilitate repairs. In order to provide such access at all times, the shareholder must provide all apartment keys to the building staff.

Even if your apartment key is kept with the building staff, the Co-op will still need to contact you if entry to your unit is required when you are not at home. Please provide emergency contact information below:

Your home phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Your cell phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Your day time phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Your email address: \_\_\_\_\_

May the Corporation send informational notices to your email address? Yes \_\_\_\_\_ No \_\_\_\_\_

**Section 2:** Use of premises. For full explanation of the rights of Co-op and Shareholder please see the Proprietary Lease, section 14.

Pursuant to the Proprietary Lease and New York State Law a shareholder is permitted to have a family member(s) or non-family person(s) reside with them TOGETHER WITH the shareholder whose name appears on the Stock Certificate and Proprietary Lease. Shareholders are required to notify the Co-op with the name of all such co-occupants. Under no circumstances may such co-occupant, family member or otherwise occupy the apartment except in the residential presence of the shareholder. All persons who intend to occupy the apartment as of the purchase date by the shareholder, must be interviewed by the Admissions Committee at that time. Any person who becomes an occupant together with the shareholder after the purchase date shall be considered a guest under the Proprietary Lease. Any such guest who resides in the apartment with the shareholder for more than thirty (30) days shall be required to register with the Co-op in writing to the Managing Agent, and to meet with the Admissions Committee of the Board, for an informal "meet and greet" session.

For guests residing with the shareholder for more than 30 days, the Admissions Committee will conduct a "meet and greet" and register all such co-occupants. Please provide:

Name(s) of each adult guest living in unit: \_\_\_\_\_

Name (s) of each minor guest living in unit: \_\_\_\_\_

**Section 3:** Use of parking lot. Officially, there is one parking space per unit.

Please complete the requested information:

Car #1 - make \_\_\_\_\_ model \_\_\_\_\_ car license plate # \_\_\_\_\_ Windsor hanging tag # \_\_\_\_\_

Do you have a valid state issued handicapped parking tag for this car? Yes \_\_\_\_\_ No \_\_\_\_\_

A second car spot is given based on availability and only on a provisional basis. Please contact the Parking Committee to be added to the waiting list. If you already have a second car, please complete the requested information:

Car #2 - make \_\_\_\_\_ model \_\_\_\_\_ car license plate # \_\_\_\_\_ Windsor hanging tag # \_\_\_\_\_

Do you have a valid state issued handicapped parking tag for this car? Yes \_\_\_\_\_ No \_\_\_\_\_

If you need more space for your responses, please use the reverse page.



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## Disclosure of Information on Lead-Based Paint & Lead-Based Paint Hazard

### 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 (initial)

\_\_\_\_\_ (a) Presence of lead-based paint and/or lead-based paint hazards (check one below)

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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (b) Records and reports available to the seller (check one below):

- Seller has provided the purchaser with all available records and report pertaining to lead-based paint and/or lead0-based paint hazards in the housing (list documents below).

\_\_\_\_\_  
\_\_\_\_\_

- 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 one below):

- 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  
 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. 4852(d) 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 provided by the signatory is true and accurate.

\_\_\_\_\_  
Seller Date

\_\_\_\_\_  
Seller Date

\_\_\_\_\_  
Agent Date

\_\_\_\_\_  
Agent Date

\_\_\_\_\_  
Purchaser Date

\_\_\_\_\_  
Purchaser Date

**\*NOTE: Please detach & retain the attached Lead Hazard EPA Pamphlet before submitting the application.**





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## **APPLICANT'S INFORMATION SHEET**

You will be notified by Gramatan Management of the Admission's Committee's decision to accept or deny this application typically within one business day after your interview meeting with the Committee.

Gramatan Management can be contacted at, 2 Hamilton Ave., Suite 217, New Rochelle, NY 10801 (Tel. 914-654-1414).

### **Move-in Deposit**

Upon approval of the application you must submit a move-in fee of \$250 at closing, payable to the order of 370 Westchester Ave. Corp. The deposit will be held by the Management Company until after the move-in date. This fee is refundable if the move-in occurs without any damage to the building, its grounds and common areas, and pursuant to the move-in policies of the Building. In addition, you must submit a non-refundable move-in fee of \$100 at closing, payable to the order of 370 Westchester Ave. Corp.

The Building Superintendent Juan Contreras will be in charge of coordinating your move-in date and should be given at least two weeks' notice to schedule. The move-in is restricted from Monday to Saturday from the hours of 9 AM to 4:30 PM, as scheduled with the Superintendent.

### **Carpet Inspection Deposit**

Also upon approval of the application you must submit a carpet inspection deposit of \$500 at closing, payable to 370 Westchester Ave. Corp. The deposit will be held by the Management Company until after the move-in date. This fee is refundable upon inspection and confirmation of carpet compliance.

After your move-in, you must schedule a carpet inspection with the Superintendent. Upon compliance of the move-in rules and carpet rules the Superintendent will contact Gramatan Management to issue your refund checks.

### **Contact Information for Move-in and Carpet Inspection**

The Superintendent's office phone number is 914-935-9581.

### **Obtaining a Parking Tag for your Car**

After closing sale on your apartment you may email the Parking Committee at [Parking@windsor370.com](mailto:Parking@windsor370.com) to obtain a parking tag for your car. If you don't have access to email you may call the Superintendent's office to arrange a time to get the tag.

Please retain this information sheet and the House Rules and the Lead Hazard Information Pamphlet.