



44-37 Douglaston Pkwy., Douglaston, NY 11363 • Tel. 718-631-1084
Fax 718-225-7739

Attached herewith please find the purchase/resale and sublet application for The Ridge.

Kindly return the application, fully completed to:

RIDGE REALTY MANAGEMENT LLC
44-37 Douglaston Parkway
Douglaston, NY 11363

The applicant(s) must submit copies of financial information, such as tax returns and W-2s for the past two years (and any other pertinent information) as well as the required letters of reference (original letters) and a current landlord reference letter when returning the application. The above information is required for all occupants of the apartment. A fully completed application, with additional information provided, will help expedite the process. Signatures are required where indicated, incomplete applications will not be accepted and will be returned.

If a purchase application is submitted, a copy of the contract (and commitment letter for loan, if applicable) must also be submitted with the application package.

If a sublet application is submitted, a copy of the proposed sublease must be included.

The application package will be forwarded to the Board of Directors for review. The Board of Directors will then advise us of the next step, such as the scheduling of an interview (if necessary). Notification of approval or denial is sent in writing by Ridge Realty Management LLC.

*** If application is approved, there will be a required deposit in the amount of **\$2,000.00 ESCROW DEPOSIT** which will be held by the co-op at the closing for **ninety (90) days for any illegal alterations (adding walls), moving damages and construction garbages in the apartment.** ***

Please feel free to call if there are any question at (718) 631-1084.

RIDGE APARTMENT OWNERS CORP.
41-34 FRAME PLACE FLUSHING, NY 11355

APARTMENT RESALE INFORMATION

REQUIRED DOCUMENTS (ORIGINAL AND 3 COLLATED COPIES)

1. Fully executed Contract of Sale.
2. Copy of mortgagee's Commitment Letter
3. Two (2) written letters of recommendation- may not be from applicant's family.
4. Copies of IRS tax return Form 1040 for two most recent years as well as W-2's.
5. Letter from employer stating job function and salary.
6. Window guard form.
7. Signed an initialed lead-based paint disclosure.
8. Copy of bank(s) two months statements showing type of account and balance.

FEES DUE (NON-REFUNDABLE) WITH APPLICATION

- \$ 200.00 Application fee, made payable to: RIDGE REALTY MANAGEMENT LLC
- \$ 100.00 PER APPLICANT for credit check. Checks made payable to RIDGE REALTY MANAGEMENT LLC.
- \$ 200.00 Administrative Fee, made payable to: RIDGE APARTMENT OWNERS CORP.

FEES DUE AT CLOSING:

1. \$350.00 Managing Agent's processing fee, payable to: RIDGE REALTY MANAGEMENT LLC non- refundable.
2. Co-op Lawyer's transfer fee: TBA prior to the day of closing.
3. \$10.00/share Flip Tax fee payable to RIDGE APARTMENT OWNERS CORP.
4. \$2000.00 Escrow Deposit which will be held by the co-op at the closing for Ninety (90) days for any illegal alteration (adding walls or partitions). moving damages and construction garbage.

RESALE PROCEDURE

1. Submit all required documents and fees due to Managing Agent. Please be sure all credit authorization forms are signed.
2. Managing Agent will arrange for purchaser(s) to meet Screening Committee.
3. The Board of Directors will consider the application at its first meeting following the interview with the Screening Committee. Notification of the Board's decision will be handled by Management.

PLEASE NOTE: THE AZTECH DOCUMENT SYSTEMS, INC. FORM OF RECOGNITION AGREEMENT IS THE ONLY ONE ACCEPTABLE TO THE CO-OPERATIVE CORPORATION.

**RIDGE APARTMENT OWNERS CORP.
COOPERATIVE STOCK PURCHASE/SUBLET APPLICATION**

A. APPLICATION TO PURCHASE/SUBLET
(Complete one for each applicant)

Date

TO: THE BOARD OF DIRECTORS OF "THE RIDGE"

FROM: _____
(Applicant's name (please print))

Check One:

() The undersigned hereby submits this Application to Purchase _____ shares of stock in Ridge Apartment Owners Corp. (the "Corporation") for Apartment _____ at 41-34 Frame Place Flushing, New York 11355, shares for which are held by

Insert name(s) of shareholder(s)

() The undersigned hereby submits this Application to Sublet Apartment _____ at 41-34 Frame Place Flushing, New York 11355, for which shares are held by

Insert name(s) of shareholder(s)

I hereby acknowledge understanding of the following:

- 1. Pursuant to authority granted in the Proprietary Lease and By-Laws of the Corporation, the Board of Directors or its authorized agents will use this application to obtain background information regarding the proposed purchaser(s) or subtenants of the Corporation's stock.**
- 2. The Board of Directors may require additional information and will require that the applicant(s) appear for a personal interview (and unit owner, if requested). Other persons who will reside in the apartment required to appear at this interview.**
- 3. The proposed purchase or sublet cannot be consummated without the consent of the Board of Directors.**
- 4. I have read the Proprietary Lease and House Rules which govern the occupancy of the apartment and agree to abide by these rules.**
- 5. In no event will the Corporation, the Board of Directors, or its agents be responsible for any liabilities or expenses incurred by an applicant whose application is not approved.**
- 6. While the Board of Directors will attempt to review all application promptly, the Corporation, the Board of Directors, and its agents will not be responsible for expenses or liabilities resulting from any delay in the review.**

RIDGE APARTMENT OWNERS CORP.
COOPERATIVE STOCK PURCHASE/SUBLET APPLICATION

A. APPLICATION TO SUBLET

(PAGE 2)

7. Falsification of any of the enclosed information or omission of material information may result, without limitation, in revocation of approval by the Board of Directors and termination of the applicant's Proprietary Lease or sublease.

The undersigned authorizes the Board of Directors to contact any of the employers, banks, landlords, educational institutions, references, etc. described herein for information bearing upon this application.

The undersigned acknowledges that, if this application is accepted, the undersigned will not, without the prior written consent of the Board of Directors:

- * pledge the shares of the Corporation's stock
- * make structural alterations to the apartment
- * sublease the apartment
- * permit non-family members to reside in the apartment for more than one month
- * use the apartment for other than residential purposes
- * violate any provision of the Proprietary Lease, House Rules, or By-Laws

The undersigned acknowledges that the apartment is being acquired in "as is" condition.

The undersigned confirms the accuracy of all information contained herein.

FOR PURCHASE:

Purchaser
Date _____

FOR SUBLET:

Subtenant
Date _____

Shareholder
Date _____

Shareholder
Date _____

RIDGE APARTMENT OWNERS CORP.
COOPERATIVE STOCK PURCHASE/SUBLET APPLICATION

B. GENERAL INFORMATION QUESTIONNAIRE

(Complete one for each applicant)

Date

This application is being submitted for Purchase ()
Sublease ()

APT. NO. _____ # SHARES _____ MONTHLY
MAINTENANCE \$ _____

NAME OF APPLICANT: _____

CURRENT ADDRESS: _____

TELEPHONE: HOME () _____ BUSINESS () _____

SOCIAL SECURITY NUMBER: _____

Will the applicant reside in the unit? Yes () No ()

Name(s) in which cooperative stock will be held:

Names of all persons proposing
to reside in apartment:

Relationship

Age

_____	_____	_____
_____	_____	_____
_____	_____	_____

Will any of the above persons a shareholder? Yes () No ()

Who? _____

Have they completed a Cooperative Stock Purchase Application?

Yes () No ()

RIDGE APARTMENT OWNERS CORP.
COOPERATIVE STOCK PURCHASE/SUBLET APPLICATION

C. EMPLOYMENT HISTORY QUESTIONNAIRE
(Complete one for each applicant)

Please indicate your employment history for the past ten years. If you were a student during this period, please indicate the name of the school(s), dates of attendance, and degree(s) received. Attached additional pages if necessary.

CURRENT EMPLOYER: _____

Address: _____

Telephone () _____ **YOUR POSITION** _____

DATES OF EMPLOYMENT: FROM : _____ **TO :** _____

IMMEDIATE SUPERVISOR:

Name : _____ **Title :** _____

Telephone () _____ **Salary :** _____

PREVIOUS EMPLOYER: _____

ADDRESS: _____

Telephone () _____ **YOUR POSITION** _____

DATES OF EMPLOYMENT: FROM : _____ **TO :** _____

IMMEDIATE SUPERVISOR:

Name : _____ **Title :** _____

Telephone () _____ **Salary :** _____

EDUCATIONAL BACKGROUND:

Name of School: _____

Dates of Attendance: From : _____ **To :** _____

Degree(s) Received: _____ **Date:** _____ **Subject:** _____

Name of School: _____

Dates of Attendance: From : _____ **To :** _____

Degree(s) Received: _____ **Date:** _____ **Subject:** _____

PROFESSIONAL ASSOCIATIONS OF WHICH YOU ARE A MEMBER:

RIDGE APARTMENT OWNERS CORP.
COOPERATIVE STOCK PURCHASE/SUBLET APPLICATION

D. FINANCIAL QUESTIONNAIRE

(Complete one for each applicant)

(If accounts are jointly held, please indicate and include on only one form.)

ASSETS	BALANCE
CHECKING	\$ _____
SAVINGS	\$ _____
IRA	\$ _____
Securities <u>Describe</u>	<u>Market Value</u>
_____	\$ _____
_____	\$ _____
Real Estate _____	\$ _____
Other (if you carry life insurance, please indicate in this section.)	
_____	\$ _____
_____	\$ _____
TOTAL ASSETS	\$ _____

LIABILITIES:

<u>Installment debts (describe)</u>	<u>Monthly Payment:</u>	<u>Outstanding Balance</u>
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
Auto Loan	\$ _____	\$ _____
Make and year of Vehicle : _____		
Mortgages & liens	\$ _____	\$ _____
Alimony/Child Support	\$ _____	\$ _____
Personal Loans	\$ _____	\$ _____
Student Loans	\$ _____	\$ _____
Other (describe)		
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
TOTAL LIABILITIES		\$ _____

RIDGE APARTMENT OWNERS CORP.
COOPERATIVE STOCK PURCHASE/SUBLET APPLICATION

D. FINANCIAL QUESTIONNAIRE

(Page 2)

SAVINGS ACCOUNTS:

BANK _____

ADDRESS _____

ACCOUNT NO. _____

CHECKING ACCOUNTS:

BANK _____

ADDRESS _____

ACCOUNT NO. _____

OTHER ACCOUNTS:

BANK _____

ADDRESS _____

ACCOUNT NO. _____

CREDIT CARDS:

CARD NAME _____ **Account Number** _____

CARD NAME _____ **Account Number** _____

CARD NAME _____ **Account Number** _____

CO-OP/RE LOANS:

Purchase price of stock \$ _____ **Amount Financed \$** _____

Interest Rate: _____ **Term :** _____ **years**

Type of Mortgage:

Fixed Monthly payment \$ _____

Adjustable Monthly payment first year \$ _____
Annual Cap _____ % **Lifetime cap** _____ %

RIDGE APARTMENT OWNERS CORP.
COOPERATIVE SUBLET APPLICATION

E. PERSONAL DATA QUESTIONNAIRE
(Complete one for each applicant)

PLEASE ATTACH TWO VERIFIABLE CHARACTER REFERENCE LETTERS.
ORIGINAL LETTERS ARE REQUIRED

ATTORNEY'S NAME _____

LEGAL FIRM _____

ADDRESS _____

TELEPHONE () _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

- | | |
|---|---------------------------|
| 1. Have you ever filed for bankruptcy?
a. In what year? | Yes () No ()
19 ____ |
| 2. Are there any outstanding judgement against you? | Yes () No () |
| 3. Have you ever been party to a lawsuit? | Yes () No () |
| 4. Have you ever been convicted of a crime? | Yes () No () |
| 5. Have you ever been evicted from a residence? | Yes () No () |
| 6. Have you had property foreclosed upon or given
title or deed in lieu thereof? | Yes () No () |
| 7. Will any part of your cash payment be borrowed? | Yes () No () |
| 8. Are you a US citizen?
If you are not, what is your nationality? | Yes () No ()
_____ |
| 9. Do you or any member of your family have
diplomatic status? | Yes () No () |

If you answered "Yes" to any of the above (exception: #8), please attach an explanation using as many sheets as required.

**RIDGE APARTMENT OWNERS CORP.
COOPERATIVE STOCK PURCHASE/SUBLET APPLICATION**

F. AFFIDAVIT OF COMPLIANCE

with
**RIDGE APARTMENT OWNERS CORP.
HOUSE RULES AND BY-LAWS**

(Complete one for each applicant and each seller or shareholder)

Date _____

I, _____

hereby agree to be responsible for any and all damages incurred to the common areas (hallways, entrances, stairwells, elevator) in the building known as "The Ridge", located at 41-34 Frame Place, Flushing, New York 11355, which are a direct result of my moving into/out of the building.

Should any damage result, I agree to pay for all repairs necessary to the satisfaction of the Board of Directors.

I further agree to comply with all conditions set forth in the Proprietary Lease, By-Laws, and House Rules established by the Ridge Apartment Owners Corp.

Purchaser

Date: _____

Seller/Shareholder

Subtenant

Date: _____

Purchaser

Date: _____

Seller/Shareholder

Subtenant

Date: _____



44-37 Douglaston Pkwy., Douglaston, NY 11363 • Tel. 718-631-1084
Fax 718-225-7739

CREDIT CHECK AUTHORIZATION

Applicant's Name: _____ S.S.#: _____ Date of Birth: _____

Co-Applicant's Name: _____ S.S.#: _____ Date of Birth: _____

I/We, applying for an apartment at: _____ do

hereby permit Ridge Realty Management LLC, the management company for the Co-op Corporation/Condominium, to conduct a Credit search, Criminal search (County and State) Employment verification and or any other inquiries being made herein for the purpose of verifying my/our background.

I, Applicant: _____, Co-Applicant:

_____, do hereby affirm that it is agreed and understood by me that my approval for the apartment located at:

_____ may be based on my credit history and other inquiries.

AGREED AND UNDERSTOOD:

Applicant's Signature: _____ Dated: _____

Co-Applicant's Signature: _____ Dated: _____

RIDGE APARTMENT OWNERS CORP.
44-37 DOUGLASTON PARKWAY
DOUGLASTON, NEW YORK 11363

FLIP TAX WORKSHEET TO BE COMPLETED BY SELLER

(this page must be submitted along with the completed application)

Unit Number: _____

1) Number of Shares _____

2) \$10.00/Share - Flip Tax
(payable to: *Ridge Apartment Owners Corp.*) \$ _____

I/We understand and agree that the foregoing information is subject to the approval of the Board of Directors of Ridge Apartment Owners Corp.

Shareholder

Date

Shareholder

Date

New York City Department of Health Window Guards Required Bureau of Window Falls Prevention

For Further Information Call: Window Falls Prevention (212) 676-2158

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

Your landlord is required by law to install window guards in your apartment if you ask him to install window guards at any time (you need not give a reason).

OR

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

It is a violation of law to refuse, interfere with installation, or remove window guards where required.

CHECK ONE

- ☐ Children 10 years of age or younger live in my apartment
- ☐ No Children 10 years of age or younger live in my apartment
- ☐ I want window guards even though I have no children 10 years of age or younger.

Tenant (Print)

Tenant's Signature

Tenant's Address

Date

Apt No.

RETURN THIS FORM TO:

☐ RIDGE REALTY MANAGEMENT LLC
☐ 44-37 DOUGLASTON PARKWAY
DOUGLASTON, NY 11363
Owner/Manager's Address

**Affidavit of Compliance
With Smoke Detector Requirements
For One and Two Family Dwellings**

State of New York)

) SS:

County of)

The undersigned, being duly sworn, depose and say under penalty of perjury that they are the grantor and _____,

(Street Address)

_____, New York, _____ ("the premises");

Borough

Block

Lot

grantee of the real property or of the cooperative shares in a cooperative corporation owning real property located at _____.

That the Premises is a one or two family dwelling, or a cooperative corporation apartment or condominium unit in a one – or two-family dwelling, and that installed in the Premises I an approved and operational smoke detecting device in compliance with the provisions of Article 6 of Subchapter 1 of Title 27 of the Administrative Code of the City of New York concerning smoke detecting devices;

That they make affidavit in compliance with New York City Administrative Code Section 11-2105 (g). (The signature of at least one grantor and one grantee are required, and must be notarized.)

Name of Grantor (Type or Print)

Name of Grantee (Type or Print)

Signature of Grantor

Signature of Grantee

Sworn to before me
this _____ date of _____ 20____

Sworn to before me
this _____ date of _____ 20____

These statements are made with the knowledge that a willfully false representation is unlawful and is punishable as a crime of perjury under Article 210 of the Penal Law.

**NEW YORK CITY REAL PROPERTY TRANSFER TAX RETURNS FILED ON OR AFTER
FEBRUARY 6TH 1990, WITH RESPECT TO THE CONVEYANCE OF A ONE OR TWO FAMILY
DWELLING, OR A COOPERATIVE APARTMENT OR A CONDOMINIUM UNIT IN A ONE OR TWO
FAMILY DWELLING, WILL NOT BE ACCEPTED FOR FILING UNLESS ACCOMPANIED BY THIS
AFFIDAVIT.**

New York City Department of Health Window Guards Required Bureau of Window Falls Prevention

For Further Information Call: Window Falls Prevention (212) 676-2158

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

Your landlord is required by law to install window guards in your apartment if you ask him to install window guards at any time (you need not give a reason).

OR

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

It is a violation of law to refuse, interfere with installation, or remove window guards where required.

CHECK ONE

- ☐ Children 10 years of age or younger live in my apartment
- ☐ No Children 10 years of age or younger live in my apartment
- ☐ I want window guards even though I have no children 10 years of age or younger.

Tenant (Print)

Tenant's Signature

Date

Tenant's Address

Apt No.

RETURN THIS FORM TO:

RIDGE REALTY MANAGEMENT LLC

044-37 DOUGLASTON PARKWAY

DOUGLASTON, NY 11363

Owner/Manager's Address

**COMMENCEMENT OF OCCUPANCY NOTICE FOR PREVENTION OF LEAD BASED PAINT
HAZARDS—INQUIRY REGARDING CHILD**

You are required by law to inform the owner if a child under six years of age resides or will reside in the dwelling unit (apartment) for which you are signing this lease/commencing occupancy. If such a child resides or will reside in the unit, the owner of the building is required to perform an annual inspection of the unit to determine the presence of lead-based paint hazards. **IT IS IMPORTANT THAT YOU RETURN THIS FORM TO THE OWNER OR MANAGING AGENT OF YOUR BUILDING TO PROTECT THE HEALTH OF YOUR CHILD.**

If a child under six years of age does not reside in the unit now, but does come to live in it at any time during the year, you must inform the owner in writing immediately. If a child under six years of age resides in the unit, you should also inform the owner immediately at the address below if you notice any peeling paint or deteriorated sub surfaces in the unit during the year.

Please complete this form and return one copy to the owner or his or her agent or representative when you sign the lease/commence occupancy of the unit. Keep one copy of this form for your records. You should also receive a copy of a pamphlet developed by the New York City Department of Health explaining about lead based paint hazards when you sign your lease/commence occupancy.

CHECK ONE: _____ A child under six years of age resides in the unit.
 _____ A child under six years of age does not reside in the unit.

_____ (Occupant signature)

Print occupant's name, address and apartment number: _____

Certification by owner: I certify that I have complied with the provisions of §27-2056.6 of Article 14 of the Housing Maintenance Code and the rules promulgated thereunder relating to duties to be performed in vacant units, and that I have provided a copy of the New York City Department of Health pamphlet concerning lead based paint hazards to the occupant.

_____ (Occupant signature)

RETURN THIS FORM TO: RIDGE REALTY MANAGEMENT LLC _____

44-37 DOUGLASTON PARKWAY
DOUGLASTON, NY 11363

OCCUPANT: KEEP ONE COPY FOR YOUR RECORDS
OWNER COPY/OCCUPANT COPY

**COMMENCEMENT OF OCCUPANCY NOTICE FOR PREVENTION OF LEAD BASED PAINT
HAZARDS—INQUIRY REGARDING CHILD**

You are required by law to inform the owner if a child under six years of age resides or will reside in the dwelling unit (apartment) for which you are signing this lease/commencing occupancy. If such a child resides or will reside in the unit, the owner of the building is required to perform an annual inspection of the unit to determine the presence of lead-based paint hazards. **IT IS IMPORTANT THAT YOU RETURN THIS FORM TO THE OWNER OR MANAGING AGENT OF YOUR BUILDING TO PROTECT THE HEALTH OF YOUR CHILD.**

If a child under six years of age does not reside in the unit now, but does come to live in it at any time during the year, you must inform the owner in writing immediately. If a child under six years of age resides in the unit, you should also inform the owner immediately at the address below if you notice any peeling paint or deteriorated sub surfaces in the unit during the year.

Please complete this form and return one copy to the owner or his or her agent or representative when you sign the lease/commence occupancy of the unit. Keep one copy of this form for your records. You should also receive a copy of a pamphlet developed by the New York City Department of Health explaining about lead based paint hazards when you sign your lease/commence occupancy.

CHECK ONE: _____ A child under six years of age resides in the unit.
 _____ A child under six years of age does not reside in the unit.

_____ (Occupant signature)

Print occupant's name, address and apartment number: _____

Certification by owner: I certify that I have complied with the provisions of §27-2056.6 of Article 14 of the Housing Maintenance Code and the rules promulgated thereunder relating to duties to be performed in vacant units, and that I have provided a copy of the New York City Department of Health pamphlet concerning lead based paint hazards to the occupant.

_____ (Occupant signature)

RETURN THIS FORM TO: **RIDGE REALTY MANAGEMENT LLC** _____

**44-37 DOUGLASTON PARKWAY
DOUGLASTON, NY 11363**

OCCUPANT: KEEP ONE COPY FOR YOUR RECORDS
OWNER COPY/OCCUPANT COPY

RIDGE APARTMENT OWNERS CORP.
41-34 FRAME PLACE FLUSHING, NEW YORK 11355

GARBAGE & RECYCLING RULES AND REGULATIONS
ACKNOWLEDGEMENT FORM

Please be advised that as shareholders and residents it is your responsibility to comply with New York City recycling laws.

There will be spot checks done to ensure that the Corporation will not receive any fines from building residents and shareholders who do not follow the recycling laws. If a spot check is done and we do find that anyone has been caught breaking the recycling laws, the fines can start as follows:

\$50.00 for the first offense
\$100.00 for the second offense
\$300.00 for the third offense

Please take extra measures to ensure that the recycling laws are taken seriously, it is in everyone's best interest to maintain a clean environment.

Finally, please do not discard used clothes, shoes, etc in the trash. Kindly take all unwanted items down to the superintendent so that arrangements can be made to discard items properly.

The following rules and regulations are as follows:

****ALL GLASS BOTTLES, CANS AND FOIL MUST BE WASHED AND PLACED IN THE BLUE CONTAINER****

****ALL PLASTICS, SUCH AS JUICE AND MILK CARTONS, PLASTIC SODA BOTTLES, ETC. MUST BE WASHED AND PLACED IN THE BROWN CONTAINER.****

****ALL GARBAGE MUST BE BAGGED AND TIGHTLY TIED BEFORE DEPOSITING DOWN THE GARBAGE CHUTE.****

****ALL NEWSPAPERS, MAGAZINES, CARDBOARD AND CEREAL BOXES MUST BE TIED AND PLACED IN THE GREEN BINS LOCATED ACROSS FROM THE LAUNDRY ROOM ON THE FIRST FLOOR OR IN THE GARBAGE CORRIDOR.****

Please be caring of your environment. Management and the superintendent can only do so much to preserve the building without your help.

Thank you in advance for your cooperation.

Applicant: _____

Dated: _____

Co-Applicant: _____

Dated: _____

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)

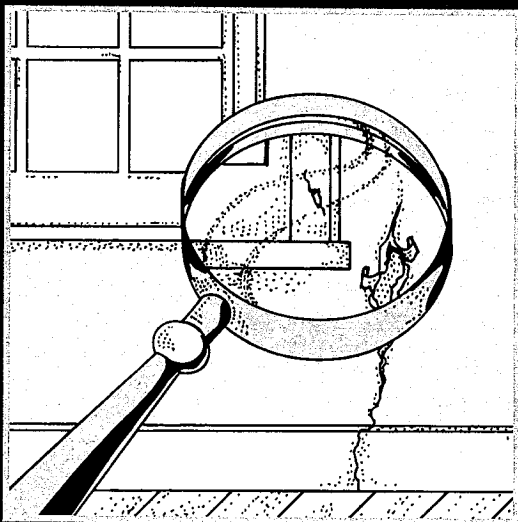
(f) **RRM LLC** Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

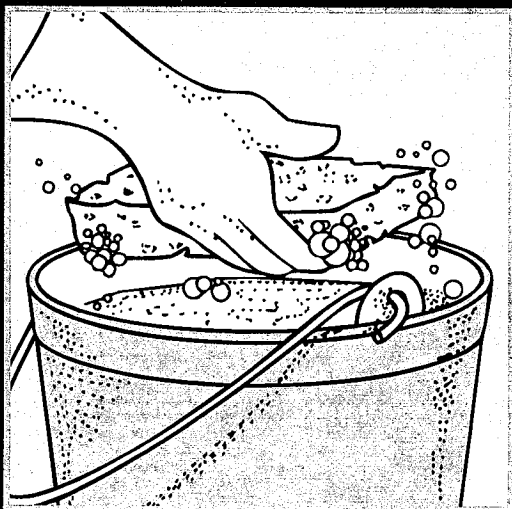
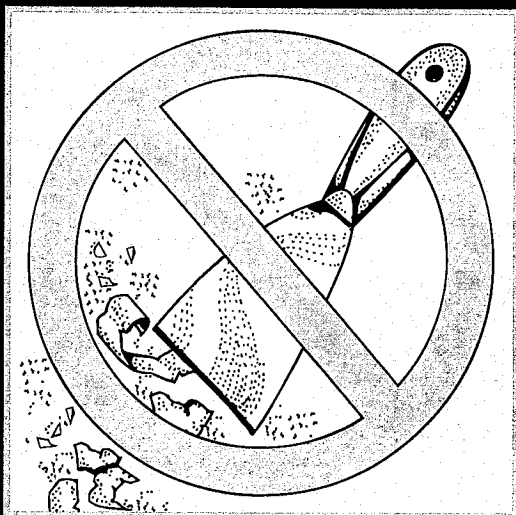
The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

RIDGE APARTMENT OWNERS CORP.

Seller	Date	Seller	Date
Purchaser	Date	Purchaser	Date
RIDGE REALTY MANAGEMENT LLC			
Agent	Date	Agent	Date



Protect Your Family From Lead In Your Home



EPA United States
Environmental
Protection Agency



United States
Consumer Product
Safety Commission



United States
Department of Housing
and Urban Development

Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

Many houses and apartments built before 1978 have paint that contains high levels of lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.



OWNERS, BUYERS, and RENTERS are encouraged to check for lead (see page 6) before renting, buying or renovating pre-1978 housing.

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



LANDLORDS have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure about lead-based paint.



SELLERS have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure about lead-based paint. Buyers have up to 10 days to check for lead.



RENOVATORS disturbing more than 2 square feet of painted surfaces have to give you this pamphlet before starting work.

IMPORTANT!

Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

- FACT:** Lead exposure can harm young children and babies even before they are born.
- FACT:** Even children who seem healthy can have high levels of lead in their bodies.
- FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.
- FACT:** Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

Lead Gets in the Body in Many Ways

Childhood lead poisoning remains a major environmental health problem in the U.S.

Even children who appear healthy can have dangerous levels of lead in their bodies.

People can get lead in their body if they:

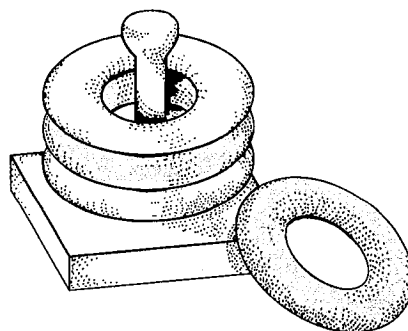
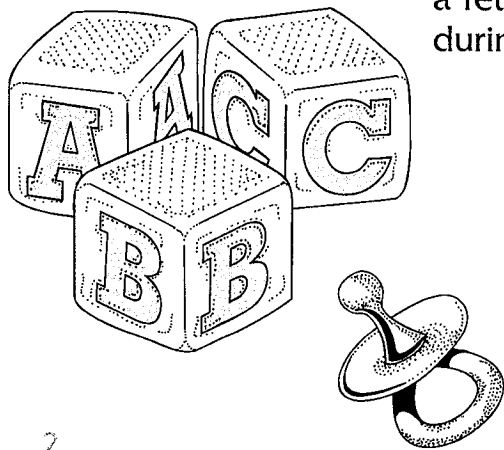
- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.

Lead is even more 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.

Lead is also dangerous to women of childbearing age:

- ◆ Women with a high lead level in their system prior to pregnancy would expose a fetus to lead through the placenta during fetal development.



Lead's Effects

It is important to know that even exposure to low levels of lead can severely harm children.

In children, lead can cause:

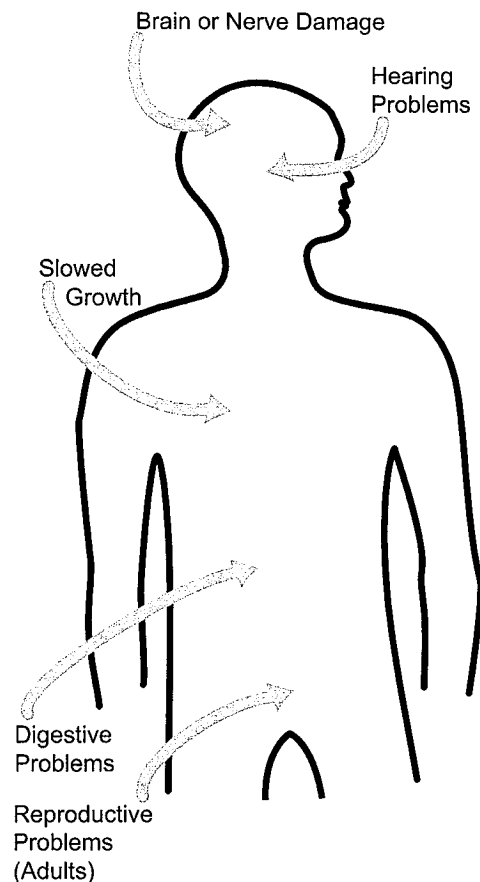
- ◆ Nervous system and kidney damage.
- ◆ Learning disabilities, attention deficit disorder, and decreased intelligence.
- ◆ Speech, language, and behavior problems.
- ◆ Poor muscle coordination.
- ◆ Decreased muscle and bone growth.
- ◆ Hearing damage.

While low-lead exposure is most common, exposure to high levels 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, lead can cause:

- ◆ Increased chance of illness during pregnancy.
- ◆ Harm to a fetus, including brain damage or death.
- ◆ Fertility problems (in men and women).
- ◆ High blood pressure.
- ◆ Digestive problems.
- ◆ Nerve disorders.
- ◆ Memory and concentration problems.
- ◆ Muscle and joint pain.



Lead affects
the body in
many ways.

Where Lead-Based Paint Is Found

In general, the older your home, the more likely it has lead-based paint.

Many homes built before 1978 have lead-based paint. The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- ◆ In homes in the city, country, or suburbs.
- ◆ In apartments, single-family homes, and both private and public housing.
- ◆ Inside and outside of the house.
- ◆ 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.)

Checking Your Family for Lead

Get your children and home tested if you think your home has high levels of lead.

To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have.

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 high levels of lead. Blood 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.

Identifying Lead Hazards

Lead-based paint is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

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

- ◆ Windows and window sills.
- ◆ Doors and door frames.
- ◆ Stairs, railings, banisters, and porches.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- ◆ 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. The following two federal standards have been set for lead hazards in residential soil:

- ◆ 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.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards.

Checking Your Home for Lead

Just knowing that a home has lead-based paint may not tell you if there is a hazard.



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

- ◆ A paint **inspection** tells you whether your home has lead-based paint and where it is located. It won't tell you whether or not your home currently has lead hazards.
- ◆ 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 combination risk assessment and inspection tells you if your home has any lead hazards and if your home has any lead-based paint, and where the lead-based paint is located.

Hire a trained and certified testing professional who will use a range of reliable methods when testing your home.

- ◆ Visual inspection of paint condition and location.
- ◆ A portable x-ray fluorescence (XRF) machine.
- ◆ Lab tests of paint, dust, and soil samples.

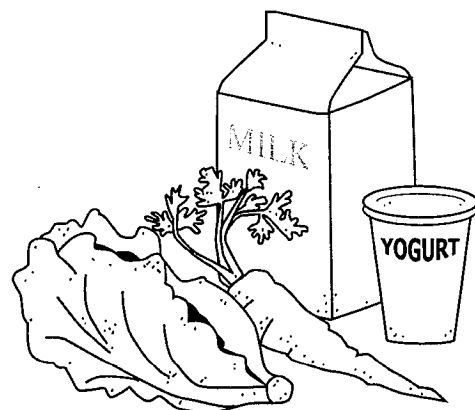
There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency (see bottom of page 11) for more information, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.

Home test kits for lead are available, but may not always be accurate. Consumers should not rely on these kits before doing renovations or to assure safety.

What You Can Do Now To Protect Your Family

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

- ◆ **If you rent, notify your landlord of peeling or chipping paint.**
- ◆ **Clean up paint chips immediately.**
- ◆ **Clean floors, window frames, window sills, and other surfaces weekly.** Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. **REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.**
- ◆ **Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.**
- ◆ **Wash 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.**
- ◆ **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.



Reducing Lead Hazards In The Home

Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.

Always use a professional who is trained to remove lead hazards safely.



In addition to day-to-day cleaning and good nutrition:

- ◆ You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called “interim controls”) are not permanent solutions and will need ongoing attention.
- ◆ To **permanently** remove lead hazards, 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 removal.

Always hire a person with special training for correcting lead problems—someone who knows how to do this 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.

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

- ◆ 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; and
- ◆ 400 $\mu\text{g}/\text{ft}^2$ for window troughs.

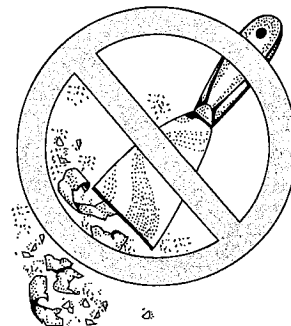
Call your state or local agency (see bottom of page 11) for help in locating certified professionals in your area and to see if financial assistance is available.

Remodeling or Renovating a Home With Lead-Based Paint

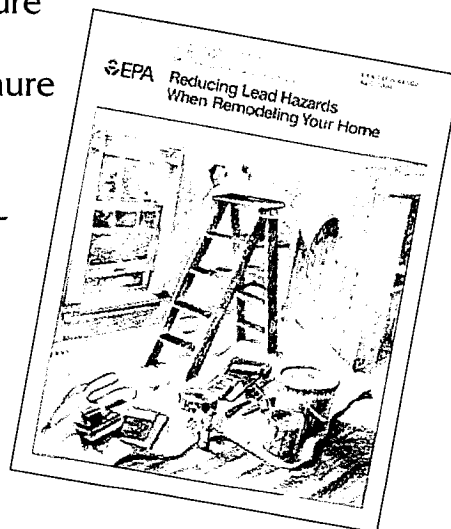
Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

- ◆ **Have the area tested for lead-based paint.**
- ◆ **Do not use a belt-sander, propane torch, high temperature heat gun, dry scraper, or dry sandpaper** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- ◆ **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



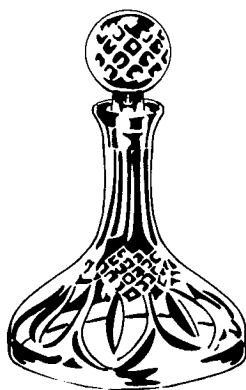
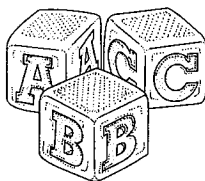
If not conducted properly, certain types of renovations can release lead from paint and dust into the air.



Other Sources of Lead



While paint, dust, and soil are the most common sources of lead, other lead sources also exist.

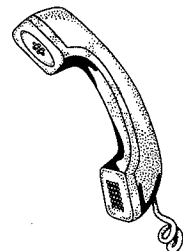


- ◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:
 - Use only cold water for drinking and cooking.
 - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- ◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- ◆ **Old painted toys and furniture.**
- ◆ **Food and liquids stored in lead crystal or lead-glazed pottery or porcelain.**
- ◆ **Lead smelters** or other industries that release lead into the air.
- ◆ **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- ◆ **Folk remedies** that contain lead, such as “greta” and “azarcon” used to treat an upset stomach.

For More Information

The National Lead Information Center

Call **1-800-424-LEAD (424-5323)** to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit **www.epa.gov/lead** and **www.hud.gov/offices/lead/**.

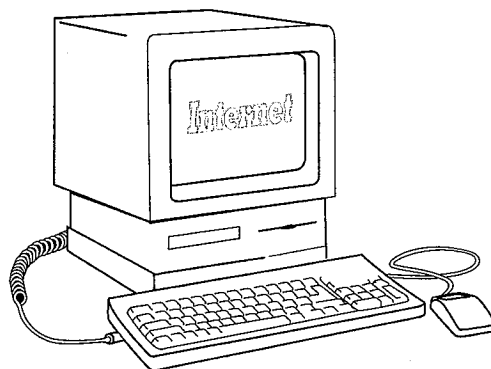


EPA's Safe Drinking Water Hotline

Call **1-800-426-4791** for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**, or visit CPSC's Web site at: **www.cpsc.gov**.



Health and Environmental Agencies

Some cities, states, and tribes have their own rules for lead-based paint activities. 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 local contacts on the Internet at **www.epa.gov/lead** or contact the National Lead Information Center at **1-800-424-LEAD**.

For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** to access any of the phone numbers in this brochure.

EPA Regional Offices

Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

EPA Regional Offices

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
Suite 1100 (CPT)
One Congress Street
Boston, MA 02114-2023
1 (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 209, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, Washington DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3 (3WC33)
1650 Arch Street
Philadelphia, PA 19103
(215) 814-5000

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
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) 886-6003

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
(ARTD-RALI)
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7020

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
999 18th Street, Suite 500
Denver, CO 80202-2466
(303) 312-6021

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4164

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Toxics Section WCM-128
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1985

CPSC Regional Offices

Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

Eastern Regional Center

Consumer Product Safety Commission
201 Varick Street, Room 903
New York, NY 10014
(212) 620-4120

Western Regional Center

Consumer Product Safety Commission
1301 Clay Street, Suite 610-N
Oakland, CA 94612
(510) 637-4050

Central Regional Center

Consumer Product Safety Commission
230 South Dearborn Street, Room 2944
Chicago, IL 60604
(312) 353-8260

HUD Lead Office

Please contact HUD's Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

U.S. Department of Housing and Urban Development

Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, P-3206
Washington, DC 20410
(202) 755-1785

This document is in the public domain. It may be reproduced by an individual or organization without permission. Information provided in this booklet is based upon current scientific and technical understanding of the issues presented and is reflective of the jurisdictional boundaries established by the statutes governing the co-authoring agencies. Following the advice given will not necessarily provide complete protection in all situations or against all health hazards that can be caused by lead exposure.

Simple Steps To Protect Your Family From Lead Hazards

If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, high temperature heat gun, scraper, or sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.



Recycled/Recyclable

Printed with vegetable oil based inks on recycled paper
(minimum 50% postconsumer) process chlorine free.