

# HUDSON TOWER CONDOMINIUM

C/O R.Y. Management Co., Inc.

50 Battery Place

New York, NY 10280

(212) 786-2803

## **INFORMATION REQUIRED FOR SALE APPLICATIONS**

- 1) COPY OF EXECUTED CONTRACT OF SALE SIGNED BY **ALL** PARTIES.
- 2) NOTICE OF INTENTION TO SELL CONDOMINIUM UNIT TO BE COMPLETED AND SIGNED BY **CURRENT** UNIT OWNER(S)
- 3) APPLICATION FOR WAIVER OF RIGHT OF FIRST REFUSAL AND APPLICATION FOR OCCUPANCY TO BE COMPLETED BY **ALL APPLICANTS**
- 4) AFFIDAVIT OF INCOME TO BE COMPLETED, SIGNED BY **ALL** APPLICANTS AND NOTARIZED.
- 5) RULES & REGULATIONS & BY-LAWS ACKNOWLEDGMENT RIDER TO BE SIGNED BY **ALL** APPLICANTS, BUT KEEP BY-LAWS AND RULES FOR YOUR RECORDS.
- 6) RIDERS 2 & 3 TO BE COMPLETED AND SIGNED BY **ALL APPLICANTS.**
- 7) NOTIFICATION OF LEGAL MAILING ADDRESS FORM TO BE COMPLETED AND SIGNED BY **PROSPECTIVE UNIT OWNER(S)**
- 8) NOTIFICATION OF FORWARDING ADDRESS FORM TO BE COMPLETED BY **SELLER** and NEW OWNER INFORMATION TO BE COMPLETED BY **PURCHASER.**
- 9) A CHECK IN THE AMOUNT OF \$39.00 (\$100.00 FOR CORPORATION) PAYABLE TO **TENANT DATA VERIFICATION.** OR CREDIT CARD INFORMATION, FOR **EACH** RESIDENT OVER THE AGE OF 18, TO PROCESS A TRW CREDIT REPORT. ALONG WITH EXECUTED RELEASE OF INFORMATION AUTHORIZATION FORM.
- 10) CLEAR COPY OF PHOTO IDENTIFICATION FOR **EACH** APPLICANT.
- 11) MOST RECENT FEDERAL TAX RETURN INCLUDING YOUR SIGNATURE AND ALL SCHEDULES FOR **ALL** APPLICANTS
- 12) EMPLOYMENT VERIFICATION LETTER FROM **EACH** APPLICANT'S EMPLOYER STATING ANNUAL SALARY, POSITION & LENGTH OF

EMPLOYMENT. IF SELF EMPLOYED, PLEASE SUBMIT THE ABOVE FROM YOUR CPA.

- 13) ONE (1) PERSONAL REFERENCE LETTER FOR EACH APPLICANT.
- 14) ONE (1) BUSINESS REFERENCE LETTER FOR EACH APPLICANT.
- 15) WINDOW GUARD RIDER TO BE COMPLETED AND SIGNED BY **APPLICANT.**
- 16) COMPLETED AUTOMATIC DEBIT FORM NOTIFICATION (IF APPLICABLE) **FOR SELLER ONLY.**
- 17) BUILDING LINK REGISTRATION . TO BE COMPLETED BY **PURCHASER**
- 18) A NON REFUNDABLE APPLICATION FEE IN THE AMOUNT OF \$350.00 PAYABLE TO R.Y. MANAGEMENT CO., INC.
- 19) A NON-REFUNDABLE MOVE IN FEE IN THE AMOUNT OF \$250 PAYABLE TO HUDSON TOWER CONDOMINIUM
- 20) A NON-REFUNDABLE MOVE OUT FEE IN THE AMOUNT OF \$250.00 MADE PAYABLE TO HUDSON TOWER CONDOMINIUM

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. ALL QUESTIONS MUST BE ANSWERED NO BLANK SPACES SHOULD BE LEFT. IF QUESTION IS NOT APPLICABLE WRITE "N/A"**

ALL DOCUMENTS MUST BE ORIGINAL EXCEPT NUMBER 1.

**PLEASE RETURN THE ORIGINAL AND ONE (1) ADDITLONAL COPY OF THE COMPLETED APPLICATION TO THE ADDRESS BELOW**

R.Y. Management Co. Inc.  
**Attention Transfer Department**  
50 Battery Place  
New York, NY 10280  
**212- 786-2803 x 14**  
212-786-9075- Fax

# HUDSON TOWER CONDOMINIUM

C/O R.Y. Management Co., Inc.

50 Battery Place

New York, NY 10280

(212) 786-2803

## NOTICE OF INTENTION TO SELL OR LEASE CONDOMINIUM UNIT

The undersigned, being the owner of 350 Albany Street Apt. \_\_\_\_\_, New York, New York 10280 hereby notifies the Board of Managers in care of RY MANAGEMENT CO., INC., Managing Agent, that the undersigned has received a bona fide offer to **SELL** ( ) **LEASE** ( ) said apartment unit from the below name prospective purchaser or lessee on the terms stated below, and that the undersigned intends to accept such offer.

NAME AND CURRENT ADDRESS OF PROSPECTIVE PURCHASER OR LESSEE; (If a prospective purchaser or lessee is a corporation, name the designated officer, director, stockholder or employee of the corporation who will occupy the apartment unit and for how long a term. When and if designated occupant vacates the unit, another application must be filed and references submitted before occupancy can be allowed to successor designated occupant.)

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## TERMS OF PROPOSED SALE OR LEASE:

Attached is a true copy of the contract of sale or lease setting for the all of the terms of the agreement between the parties:

PURCHASE PRICE: \$ \_\_\_\_\_ PROPOSED CLOSING DATE / /  
(if sale)

DOWN PAYMENT AMOUNT \_\_\_\_\_ NAME AND ADDRESS OF MORTGAGE  
COMPANY

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MONTHLY RENTAL: \$ \_\_\_\_\_ LEASE TERM \_\_\_\_\_  
(if lease) (Minimum Term= 12 months)

ANTICIPATED LEASE COMMENCEMENT DATE: \_\_\_\_\_

ATTACHMENTS :

1. Copy of contract of sale or lease setting forth all of the terms of the agreement between the parties.
2. Standard application form for purchase or lease must be completely filled in and signed by the prospective purchaser or lessee.
3. Originally signed references for the prospective occupant of the apartment unit must accompany the application form.

The undersigned represents that the sale or lease described above shall be made strictly in accordance with the provisions of the By-Laws of the Condominium and agrees to promptly deliver to the Board of Managers all such further information with respect to the offer as the Board may reasonably request.

The undersigned acknowledges that the Board has a 30-day period, commencing with the date of receipt of this notice as well as the delivery of such additional information concerning the offer as the Board may reasonably request (the completed package), to exercise its right of first refusal to purchase or lease the apartment unit on the terms specified herein and in the By-Laws. The undersigned hereby requests that, if the Board elects to waive or release such right of first refusal, it deliver to the undersigned a certificate to that effect, pursuant to the provision of the By-Laws.

\_\_\_\_\_  
Name of Individual Owner

\_\_\_\_\_  
Signature of Individual Owner

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

# Hudson Tower Condominium

C/O R.Y. Management Co., Inc.

50 Battery Place

New York, NY 10280

(212) 786-2803

## APPLICATION FOR OCCUPANCY AND WAIVER OF RIGHT OF FIRST REFUSAL (PLEASE PRINT)

Application for Apartment at 350 Albany Street Apt. # \_\_\_\_\_ New York, NY 10280

Desired Date of Occupancy \_\_\_\_\_ Lease/Sale Amount \_\_\_\_\_ Amount Financed \_\_\_\_\_

Applicant \_\_\_\_\_ Current Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Co-Applicant \_\_\_\_\_ Current Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security No., \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email Address \_\_\_\_\_

### RESIDENCE HISTORY

Current Landlord (Applicant) \_\_\_\_\_ Contact # for Landlord \_\_\_\_\_ How Long \_\_\_\_\_

Previous Address (Applicant) \_\_\_\_\_ Previous Landlord \_\_\_\_\_

Contact # for Landlord \_\_\_\_\_ How Long \_\_\_\_\_

Current Landlord (Co-Applicant) \_\_\_\_\_ Contact # for Landlord \_\_\_\_\_ How Long \_\_\_\_\_

Previous Address (Co-Applicant) \_\_\_\_\_ Previous Landlord \_\_\_\_\_

Contact # for Landlord \_\_\_\_\_ How Long \_\_\_\_\_

### REFERENCES

1. Name of Attorney (Applicant) \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

2. Name of Attorney (Co-Applicant) \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

### PLEASE LIST BANKING REFERENCES FOR EACH APPLICANT

(BANK): \_\_\_\_\_

ACCOUNT NUMBER:-----

(BANK):-----

ACCOUNT NUMBER:------

NAME AND ADDRESS OF PARTY TO BE CONTACTED FOR INFORMATION REGARDING ALL APPLICANT'S CURRENT SOURCE OF INCOME: .....

CITIZENSHIP OF APPLICANT(S)-----

NAME AND ADDRESS OF PERSON WHO IS AUTHORIZED TO ACCEPT SERVICE IN ABSENCE OF APPLICANT:

1. NAME OF DESIGNATED OCCUPANT: ..... RELATION TO APPLICANT: .....

2. WILL THERE BE ANY BUSINESS OR PROFESSIONAL ACTIVITY IN THIS UNIT? .....

3. IF SO, WHAT IS THE NATURE OF THE BUSINESS OR PROFESSION? (DESCRIBE IN DETAIL): .....

4. WILL THERE BE ANY EMPLOYEES LIVING OR WORKING IN THE UNIT? .....

5. IF SO, HOW MANY? .....

HOME STC ..... BUSINESS: .....

6. WILL THERE BE ANY BUSINESS OR PROFESSIONAL VISITORS TO THE UNIT? .....

7. IF SO, ESTIMATED NUMBER PER DAY: .....

Number of Cars Driver License Number ..... Make/Model of Car ..... Plate# .....

**ADDITIONAL INFORMATION**

Other Residents to Occupy Apt.	Social Security #	Relationship to Head	Sex	Age
1. ....	.....	.....	.....	.....
2. ....	.....	.....	.....	.....
3. ....	.....	.....	.....	.....

..... DATE: .....  
PROSPECTIVE TENANT/OWNER MM/DD/YYYY

..... DATE: .....  
PROSPECTIVE TENANT/OWNER MM/DD/YYYY

# Hudson Tower Condominium

C/O R.Y. Management Co., Inc.  
50 Battery Place  
New York, NY 10280  
(212) 786-2803

## **RULES AND REGULATIONS & BY-LAWS ACKNOWLEDGMENT**

Address: \_ \_ \_ \_ \_ Apt. \_\_\_\_\_

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Have reviewed the By-Laws of Hudson Tower Condominium and agree to the fact that the unit will be used as my primary residence and will be occupied solely by myself and the persons listed on my application for occupancy. I also understand that the unit must be used solely as a residence and not for any commercial purpose.

The undersigned will comply with all rules and regulations and By-Laws as such rules may now exist or hereafter be amended. It is your responsibility to ascertain and obtain copies of such rules and By-Laws and any changes thereto.

Furthermore, I have received a copy of and will comply with all Rules and Regulations (specifically attached hereto) and By-Laws of Hudson Tower Condominium.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

**AFFIDAVIT OF INCOME**

The undersigned, being duly sworn, deposes and says the following :

1. That I reside at \_\_\_\_\_
2. That I have heretofore signed an application for Apartment No. \_\_\_\_  
\_\_\_\_ at 350 Albany Street, New York, New York 10280.
3. (a) that my total income as reported in New York State Income Tax  
Return as "Total Income" for the year 20\_ was \$\_\_\_\_\_ \_  
  
(b) that the combined income of all persons who will reside in said  
apartment as reported on New York State Income Tax Returns  
as "Total Income" for the year 20\_ was \$\_\_\_\_\_ \_  
  
(c) that it is reasonably anticipated that such total income (estimated  
by the occupants during the current year) will be \$\_\_\_\_\_ \_  
\_\_\_\_\_

4. That I certify that the statements herein contained and in my application are, to my personal knowledge and belief, true, correct, and complete and that I understand that any willful misrepresentation made herein and therein may be cause for termination of my lease or occupancy agreement and such other penalties as may be provided by law.

\_\_\_\_\_  
SIGNATURE  
Prospective Unit Owner/Tenant

\_\_\_\_\_  
SIGNATURE  
Prospective Unit Owner/Tenant

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

SOCIAL SECURITY# \_\_\_\_\_ / \_\_\_\_\_

Sworn to before me

this\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
NOTARY PUBLIC



Addendum to the By-Laws of  
Hudson Tower Condominium

RULES AND REGULATIONS  
OF  
HUDSON TOWER CONDOMINIUM

1. The sidewalks, entrance passages, public halls, elevators, vestibules, corridors, stairways of or appurtenant to the Building shall not be obstructed or used for any purpose other than the ingress to and egress from the Units. No vehicle belonging to a Unit Owner, to a Family Member of a Unit Owner, or to a guest, tenant, subtenant, licensee, invitee, employee, or agent of a Unit Owner shall be parked in such a manner as to impede or prevent ready access to any entrance to, or exit from the Building by another vehicle.
2. No velocipedes, bicycles, scooters, or similar vehicle shall be taken into or from the Building through the main entrance or shall be allowed in any of the elevators of the Building other than the elevator designated by the Board of Managers or the Managing Agent for such purpose, and no baby carriages or any of the above-mentioned vehicles shall be allowed to stand in the public halls, passageways, or other public areas of the Building.
3. All service and delivery persons will be required to use the service entrance or such other entrance of the Building designated by the Board of Managers or the Managing Agent. In addition, all service professionals, messengers and trades people visiting the Building shall use the elevator designated by the Board of Managers or the Managing Agent for the purpose of ingress and egress, and shall not use any of the other elevators for any purpose, provided, however, that nurses in the employ of residential Unit or their Family Members, guests, tenants, subtenants, licensees, or invitees may use any of the other elevators when accompanying said residential Unit Owners or their Family Members, guests, tenants, subtenants, licensees, or invitees.
4. Trunks and heavy baggage shall be taken in or out of the Building only by the elevator designated by the Board of Managers or the Managing Agent for that purpose and only through the service entrance.
5. No article (including, but not limited to, garbage cans, bottles or mats) shall be placed or stored in any of the halls or on any of the staircases or fire tower landings of the Building, nor shall any fire exit thereof be obstructed in any manner.
6. The storage rooms of the Building, if any, shall be used by Residential Unit Owners, in common, only for the storage of trunks, bags, suitcases and packing cases, all of which shall be empty, and for the storage of such other articles as the Board of Managers, in its sole discretion, may determine. Supervision, management and control of the storing in and removal of a Residential Unit Owner's property from the storage rooms is vested in the Board of Managers. The use of the storage rooms shall be at the sole risk of the Residential Unit Owner or other person using the same, and the Board of Managers, its agents, or the Managing Agent shall not be liable for any injury to the person, loss by theft or otherwise, or damage to property, whether due to the negligence of the Board of Managers, its agents, the Managing Agent, or otherwise.

7. The laundry and drying apparatus in the laundry rooms of the Building shall be used in such manner and such times as the Board of Managers or the Managing Agent may direct. No clothes, sheets, blankets, laundry, or other articles of any kind shall be hung on or out of a Unit.
8. No refuse from the Units shall be sent to the refuse room of the Building, except at such times and in such manner as the Board of Managers or the Managing Agent may direct. Nothing shall be hung or shaken from any doors, windows, or placed upon window sills, of the Building, and no Unit Owner shall sweep or throw, or permit to be swept or thrown, any dirt, debris, or other substance therefrom.
9. There shall be no playing or lounging in the entrances, passages, public halls, elevators, vestibules, corridors, stairways, or fire towers of the Building except in recreational areas or other areas designated as such in the Declaration or by the Board of Managers.
10. No Unit Owner or any of his Family Members, agents, service professionals, employees, licensees, or visitors shall, at any time, bring into or keep in his Unit any inflammable, combustible, or explosive fluid, material, chemical, or substance, except as shall be necessary and appropriate for the permitted uses of such Unit.
11. There shall be no barbecuing in the Units, or in the Common Elements, except for those areas (if any) specifically designated for barbecuing in the Plan or by the Board of Managers.
12. No Unit Owner shall make, cause, or permit any unusual, disturbing, or objectionable noises or odors to be produced upon or to emanate from his Unit or permit anything to be done therein that will interfere with the rights, comforts, or conveniences of the other Unit Owners. No Unit Owner shall play upon or suffer to be played upon any musical instrument, or shall operate or permit to be operated a radio, television set, or other audio components in such Unit Owner's Unit between midnight and the following 9:00 A.M., if the same shall disturb or annoy other occupants of the Building, and in no event shall any Unit Owner practice or suffer to be practiced either vocal or instrumental music between the hours of 10:00 P.M. and the following 9:00 A.M. No construction, repair work, or other installation involving noise shall be conducted in any Unit except on weekdays (not including legal holidays) and only between the hours of 9:00 A.M. and 5:00 P.M., unless such construction or repair work is necessitated by an emergency.
13. No bird, reptile, or animal shall be permitted, raised, bred, kept, or harbored in the Building unless, in each instance, the same shall have been expressly permitted in writing by the Board of Managers or the Managing Agent. Any such consent, if given, shall be revocable at any time by the Board of Managers or the Managing Agent in their sole discretion. In no event shall any bird, reptile, or animal be permitted in any public elevator of the Building, other than the elevator designated by the Board of Managers or the Managing Agent for that purpose, or in any of the public portions of the Building, unless carried or on a leash. No pigeons or other birds or animals shall be fed from the window sills, or other public portions of the Building, or on the sidewalk or street adjacent to the Building.
14. No group tour or exhibition of any Unit or its contents shall be conducted, nor shall any auction sale be held in any Unit, without the consent of the Board of Managers or the Managing Agent in each instance. In the event that any Residential Unit shall be used for home occupation purposes in conformance with the Declaration and the By-Laws, no patients, clients, or other invitees shall be permitted to wait in any lobby, public hallway, or vestibule.
15. Unless expressly authorized by the Board of Managers in each instance, not less than eighty percent of the floor area of each Residential Unit (excepting only kitchens, bathrooms, closets and foyers) must be covered with rugs, carpeting, or equally effective noise-reducing material.

16. No window guards or other window decorations shall be used in or about any Residential Unit, except such as shall be authorized by Law or have been approved in writing by the Board of Managers or the Managing Agent, which approval shall not be unreasonably withheld or delayed. In no event, however, shall any exterior glass surfaces of any windows at the Property be colored or painted.
17. No ventilation unit or air conditioning device shall be installed in any Residential Unit (except for original construction by Sponsor under the Plan) without the prior written approval of the Board of Managers, which approval may be granted or refused in the sole discretion of the Board of Managers.
18. No radio or television aerial shall be attached to or hung from the exterior of the Building, and no sign, notice, advertisement, or illumination (including, with respect to the Common Elements and Units, without limitation, "For Sale," "For Lease" or "For Rent" signs) shall be inscribed or exposed on or at any window or other part of the Building, except such as are permitted pursuant to the terms of Declaration and/ or the By-Laws or shall have been approved in writing by the Board of Managers or the Managing Agent. Nothing shall be projected from any window of a Unit without similar approval.
19. All radio, television, or other electrical equipment of any kind or nature installed or used in each Unit shall fully comply with all rules, regulations, requirements, or recommendations of the New York Board of Fire Underwriters and the public authorities having jurisdiction, and the Unit Owner alone shall be liable for any damage or injury caused by any radio, television, or other electrical equipment.
20. Toilets and any other water apparatus in the Building shall not be used for any purpose other than those for which they were designed, and no sweepings, rubbish, rags or any other article shall be thrown into same. Any damage resulting from misuse of any toilets or other apparatus in a Unit shall be repaired and paid for by the owner of such Unit.
21. Each Unit Owner shall keep his Unit in a good state of preservation, condition, repair and cleanliness in accordance with the terms of the By-Laws.
22. The agents of the Board of Managers or the Managing Agent, and any contractor or workman authorized by the Board of Managers or the Managing Agent, may enter any room or Unit at any reasonable hour of the day, on at least one day's prior notice to the Unit Owner, for the purpose of inspecting such Unit for the presence of any vermin, insects, or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects, or other pests; however, such entry, inspection and extermination shall be done in a reasonable manner so as not to unreasonably interfere with the use of such Unit for its permitted purposes.
23. The Board of Managers or the Managing Agent may retain a passkey to each Residential Unit. If any lock is altered or a new lock is installed, the Board of Managers or the Managing Agent shall be provided with a key thereto immediately upon such alteration or installation. If the Residential Unit Owner is not personally present to open and permit an entry to his Residential Unit at any time when an entry therein is necessary or permissible under these Rules and Regulations or under the By-Laws, and has not furnished a key to the Board of Managers or the Managing Agent then the Board of Managers or Managing Agent or their agents (but, except in an emergency, only when specifically authorized by an officer of the Condominium or an officer of the Managing Agent) may forcibly enter such Residential Unit without liability for damages or trespass by reason thereof (if, during such entry, reasonable care is given to such residential Unit Owner's property).

24. If any key or keys are entrusted by a Unit Owner, by any Family Member thereof, or by his agent, service professionals, employee, licensee, or visitor to an employee of the Condominium or of the Managing Agent, whether for such Unit Owner's Unit or an automobile, trunk, or other item of personal property, the acceptance of the key shall be at the sole risk of such Unit Owner, and neither the Board of Managers nor the Managing Agent shall (except as provided in Rule 23 above) be liable for injury, loss or damage of any nature whatsoever, directly or indirectly resulting therefrom or connected therewith.
25. Unit Owners and their respective Family Members, guests, service professionals, employees, agents, visitors or licensees shall not any time or for any reason whatsoever enter upon, or attempt to enter upon, the roof of the Building.
26. No occupant of the Building shall send any employee of the Condominium or of the Managing Agent out of the Building on any private business.
27. There shall be no barbecuing on the common roof terrace at the seventh floor of the Building. Children shall not be permitted on the common roof terrace unless accompanied by an adult. Pets shall not be permitted on the common roof terrace.
28. Any consent or approval given under these Rules and Regulations may be amended, modified, added to, or repealed at any time by resolution of the Board of Managers. Further, any such consent or approval may, in the discretion of the Board of Managers or the Managing Agent, be conditional in nature.
29. Complaints regarding the service of the Condominium shall be made in writing to the Board of Managers or the Managing Agent.

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# HUDSON TOWER CONDOMINIUM RESIDENT MANUAL



## **MANAGING AGENT**

The Managing Agent is RY Management Co., Inc. located at 1619 Third Avenue, New York, N.Y. 10128. The home office number is (212) 534-7771, extension 146. The Battery Park City site office is located at 50 Battery Place. The site office telephone number is (212) 786-2803.

For immediate assistance you may call the Concierge desk in the building at (212) 945-2329.

If you become aware of conditions in the building that you find unsatisfactory after advising building staff of same, please contact the Managing Agent directly.

## **IMPORTANT TELEPHONE NUMBERS**

Concierge Desk	(212) 945-2329
Resident Manager (Robert Allocca)	(212) 945-2329 <a href="mailto:HudsonTowerRM@hotmail.com">HudsonTowerRM@hotmail.com</a>
BPC Management Office	(212) 786-2803
Police - 1 <sup>st</sup> Pct.	(212) 334-0666 (0611)
Park Enforcement Police	(1-800) 201-PARK
Fire Department	(212) 628-2900

## **APARTMENT OCCUPANCY**

Occupancy of any leased unit is limited as follows

- 1) 1- Bedroom Units- No more than 3 occupants
- 2) 2- Bedroom Units- No more than 4 occupants

## **MOVE-INS. MOVE-OUTS AND DELIVERIES OF FURNITURE**

In order to reserve the elevator, all move-ins, move-outs and deliveries must be scheduled with the Resident Manager in advance.

In addition, you must leave written authorization with the Concierge to permit the delivery person to enter your unit if you will not be home when the delivery arrives.

Written permission to move furniture out must be obtained from the unit owner of record and forwarded to the Resident Manager, prior to the day of your move.

On the day of the move, you will be required to leave \$500.00 cash deposit with the Concierge

on duty. This is In the event there is any damage to the common area. This deposit will be refunded to you (assuming there are no damages) when you have completed your move.

Moving will only be permitted between the hours of 9:00 A.M. to 5:00 P.M., Monday through Saturday, except for holidays. **No moves will be permitted on Sunday.** unless special arrangements have been made in advance.

### **GUEST AUTHORIZATIONS**

If you are expecting visitors and will not be home, you must leave written authorization with the Concierge or on Building Link to permit your guest to enter your unit at least 24 hours in advance. The Concierge has been instructed to only accept written authorization from the unit owner (or authorized tenant) of record. In addition, your guest will be asked to produce photo identification upon arrival at the building before being permitted to enter.

### **PRIVATE CONTRACTORS**

If you are expecting contractors, or any other workers (such as the cable or telephone company), please leave written authorization with the Concierge or on Building Link.

Please be advised that said workers will be allowed access to your unit with your written authorization, however, we cannot be responsible for the workers relocking your unit when they depart.

Please inform all contractors that they will be required to sign in and out with the Concierge.

**You MUST check with the property manager as to whether or not the work you are planning constitutes an alteration which will require the pre-approval of the Board of Managers (see page 4).**

### **DELIVERIES OF NEWSPAPERS. FOOD. ETC.**

There have been several problems in the past regarding vandalism to the common areas caused by delivery persons. In addition, allowing delivery persons to freely enter the building is a breach of security.

In order to avoid these problems, the Board of Managers has requested that all residents pick up their deliveries at the Concierge desk.

## **APARTMENT KEYS**

The Concierge has been instructed not to give apartment keys to anyone.

If you are expecting a guest and wish them to have a set of keys to your unit, you may leave them in a sealed envelope with the person's name on it, with the Concierge on duty.

Please instruct your guests to bring identification with them, as this will be required prior to the keys being released (see the section on guests for additional procedures).

## **PACKAGES**

You will be notified by Building Link and the Concierge if you receive a package. We cannot be responsible for the condition of a package when it arrives; however, the Concierge has been instructed not to accept a package if it appears to have been opened.

## **IMPORTANT INFORMATION**

Management Office  
Battery Park District  
RY Management Co., Inc  
50 Battery Place  
New York, NY 10280

Lisa Dragone, District Manager  
Eric Clark, ARM® Property Manager

Requests for service to any common areas may be left with the Concierge on duty.

The Condominium Association is not responsible for repairs or maintenance within your unit. Should you require repair in your unit you may contact the Concierge desk to schedule an appointment by the Resident Manager. If the Resident Manager is capable of making the repair, he will do so and you will be billed for his time and parts used. The Resident Manager's time is billed at \$35.00 per hour with \$15.00 minimum for any time over 15 minutes.

If he cannot do the repair he will advise you as to the nature of the problem and with your permission, call the appropriate contractors to complete the repair. The cost of the repair will be billed to your common charge account.

If you are a tenant, no repairs will be made to the apartment without the prior consent of the unit owner.

## **STORAGE ROOM**

Use of the Storage Room is limited to building residents only, and only for the storage of empty trunks, garment bags and suit cases.



**LAUNDRY FACILITES**

Each floor has a laundry room containing a washer and dryer. The cost of the use of each machine, washer or dryer is \$2.00. The card refill machine is located in the basement of the Building.

Please report any problems with machines to the Concierge desk.

**UTILITY CABLE SERVICE**

The Condominium has entered into an agreement with Time Warner Cable for reduced monthly billing for basic and standard service.

The following are the contact numbers for cable and other utility services:

Time Warner Cable .....(212) 674-9100  
Con Edison.....(212) 338-3000

Verizon FiOS- 929-226-5377- John Althoff [john.althoff@smgi-verison.com](mailto:john.althoff@smgi-verison.com)

**ALTERATIONS**

All alterations to your unit must be pre-approved by the Board of Managers and depending in the nature of the alteration, by the NYC Building Department.

If you are planning any alterations, please contact the Managing Agent for details on how to obtain approval.

**RECYCLING OF RUBBISH**

Hudson Tower is required to recycle newspapers, magazines, glass, (bottles and jars only), corrugated or multi-layered cardboard and metals (tin plated steel and aluminum).

Receptacles for disposal of any of the aforementioned materials are located in the laundry rooms on each floor. There is one receptacle for glass and metals, and a second for newspapers and magazines... Each is clearly labeled.

If you are disposing of corrupted cardboard, you may contact the Concierge on duty and a porter will be sent to your apartment to collect this recyclable.

Please make certain that bottles and cans are cleaned prior to disposal of same.

## **PARKING IN THE SERVICE ROAD AREA**

You may park in the service road area, to load and unload your vehicle, at your own risk, for no more than ten (10) minutes. If you exceed this time limit your vehicle will be tagged and the unit owner will be fined \$100.00 for the violation. This same rule applies to your guests.

There is **NO** parking in the cul-de-sac on Albany Street.

All of the above parking rules are enforced by the Park Enforcement Patrol (PEP) officers who will ticket for these violations.

## **PETS**

As you are aware, the Condominium By-laws prohibit the harboring of any pets in you unit.

In addition, all residents are required to sign an addendum to the unit lease to the **NO PET** policy of the Condominium.

## **BICYCLES**

Bicycles are not permitted in the main building and are to be stored in a "Bike Room" located in the basement. Space is by reservation only through the management agent. The fee for use of the bicycle room is \$150.00 a year.

Bicycles, shopping carts and rollerblades are not allowed through the lobby. Entering or exiting the building with these items must be through the service entrance in the basement.

## **LOBBY AREA**

No roller blades/skates are permitted in the lobby. These items must be removed before entering the lobby area.

## **APARTMENT RENTALS**

Renting of apartments is subject to a Right of First Refusal by the Condominium's Board of Managers, which will not be considered unless a "Lease Package" is completed and submitted to the Managing Agent.

All rentals must be for a period of at least one-year and in the case of corporate rentals; the occupant must reside in the unit for at least one year.

In addition, for corporate rentals, occupancy is limited to shareholders, officers or employees of the leasing corporation only.

Lease packages, including the approved lease form, are available through the Managing Office and are posted on Building Link under "Building Documents".

**Additional Information:**

Board of Managers:

Charles Scibetti	President
Christopher O' Mara	Vice President
Paul Connolly	Treasurer
Christopher Gorayeb	Secretary
Irma Clemente	Member
John Bandier	Member

Any member of the Board of Managers may be contacted, in writing, through the managing agent.

## ADDENDUM

### BUILDING STAFF:

Robert Allocca- Resident Manager

Javier Borerro - Concierge

Toma Alijaj - Concierge

Victor Murrieta - Concierge

Reynolds Adams - Concierge

Max Moncada - Porter

Eugene Angelos - Porter

Sachel Torres - Porter

Jon Hysa - Part time coverage

Julio Perez - Summer coverage

### PROPERTY MANAGER:

Eric Clark

RY Management Co., Inc.

50 Battery Place

New York, NY 10280

(212) 786-2803 ext. 13

Date:.....

Apartment:\_\_\_\_\_

\_\_\_\_\_ have reviewed  
Section 5-7 (B) of Hudson Tower Condominium By-Laws.

I hereby attest to the fact that the apartment will be used as my primary residence and will be occupied solely by myself and the persons listed on my application for occupancy.

I also understand that the apartment I will reside in must be used solely as a residence and not for any commercial purposes.

\_\_\_\_\_  
Prospective Unit Owner

\_\_\_\_\_  
Prospective Unit Owner

RIDER# 3

# HUDSON TOWER CONDOMINIUM

## NO PETS PERMITTED ACKNOWLEDGEMENT

APARTMENT \_ \_ \_ \_ \_

\_\_\_\_\_ do hereby acknowledge the NO PET POLICY as per the By-Laws of Hudson Tower Condominium and agree to abide by that policy and attest to the fact that there will be no cat, no dog or any other animal kept on the premises.

\_\_\_\_\_  
Prospective Unit Owner/Tenant

\_\_\_\_\_  
Prospective Unit Owner/Tenant

NOTIFICATION OF  
LEGAL MAILING ADDRESS FOR UNIT OWNER

All communications and invoices concerning the ownership of 350 Albany  
Street unit \_\_\_\_\_ New York, NY 10280:

Should be sent to the following address rather than the apartment:

Owner's Name .....

Address \_\_\_\_\_  
\_\_\_\_\_

Business Telephone Number: \_ \_ \_ \_ \_

Home Telephone Number: \_\_\_\_\_

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

**Re: Hudson Tower Condominium  
350 Albany Street, Unit \_\_\_ -  
(New Owner Information)**

Dear Owner(s):

In conjunction with your closing, we ask that both the seller(s) and the purchaser(s) provide the following Information at the time of your closing in order to keep our records current. Please complete the information below and return it by fax to Adena Gelger at R.Y. Management Co., Inc. (212) 786-9395.

Thank you for your assistance In this matter.

**Seller's Name:** \_\_\_\_\_

**Seller's Forwarding Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Seller's New Telephone #:** \_\_\_\_\_

**Purchaser's Name(s) on Deed:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date of Closing:** \_\_\_\_\_

**Purchaser's Mailing Address For  
Common Charge Bills:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Name & Address Of  
Mortgage Holder  
(Include Loan Number)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**RELEASE OF INFORMATION AUTHORIZATION**

I HEREBY AUTHORIZE ANY INDIVIDUAL, COMPANY OR INSTITUTION TO RELEASE TO TENANT DATA VERIFICATION AND/OR ITS REPRESENTATIVE ANY AND ALL INFORMATION THAT THEY HAVE CONCERNING MY CHARACTER, REPUTATION, MODE OF LIVING, EMPLOYMENT HISTORY AND CREDIT REPORT.

I HEREBY RELEASE THE INDIVIDUAL, COMPANY OR INSTITUTION AND ALL INDIVIDUALS CONNECTED THEREWITH FROM ALL LIABILITY FOR ANY DAMAGE WHATSOEVER INCURRED IN FURNISHING SUCH INFORMATION.

**TENANT**

---

FULL NAME (PRINT OR TYPE) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

---

SIGNATURE \_\_\_\_\_ SS# \_\_\_\_\_ DATE \_\_\_\_\_

**CO-TENANT**

---

FULL NAME (PRINT OR TYPE) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

---

SIGNATURE \_\_\_\_\_ SS# \_\_\_\_\_ DATE \_\_\_\_\_

**PAYMENT:**

NAME OF CREDIT CARD HOLDER: \_ \_ \_ \_ \_

SIGNATURE OF CARD HOLDER: \_ \_ \_ \_ \_

CREDIT CARD NUMBER: \_ \_ \_ \_ \_

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

INDICATE TYPE OF CARD \_\_\_\_\_ (VISA, MC, AMEX)

DEPARTMENT OF HEALTH  
CITY OF NEW YORK

NOTICE TO TENANT OR OCCUPANT

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

Your landlord is required by law to install window guards in your apartment:

- ▶ If a child 10 years of age or younger lives in your apartment
- ▶ or  
If you ask him to install window guards at any time (you need not give a reason). It is a violation of law to refuse, interfere with installation, or remove window guards where required, or to fail to complete and return this form to your landlord. If this form is not returned promptly an inspection by the landlord will follow.

\* Except windows giving access to fire escapes or windows on the first floor that are required means of egress from the dwelling unit.

CHECK WHICHEVER APPLY:

- |  |  |
|--|--|
| <input type="checkbox"/> CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT    | <input type="checkbox"/> WINDOW GUARDS ARE INSTALLED IN ALL WINDOWS*     |
| <input type="checkbox"/> NO CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT | <input type="checkbox"/> WINDOW GUARDS ARE NOT INSTALLED IN ALL WINDOWS* |
| <input type="checkbox"/> I WANT WINDOW GUARDS EVEN THOUGH I HAVE NO CHILDREN         | <input type="checkbox"/> WINDOW GUARDS NEED MAINTENANCE OR REPAIR        |
| <input type="checkbox"/> WINDOW GUARDS DO NOT NEED MAINTENANCE OR REPAIR             |  |

Tenant's Name: \_\_\_\_\_ (Print) \_\_\_\_\_ (Address/Apt. No.)

Tenant's Name: \_\_\_\_\_ (Signature) Date: \_\_\_\_\_

**Return This Form To:**

RY Management Co., Inc.  
50 Battery Place  
New York, New York 10280

**For Further Information Call:**

Window Falls Prevention Program  
New York City Department of Health  
125 Worth Street, Room 222A  
New York, New York 10013  
(212) 566-8082

**AUTOMATIC DEBIT NOTIFICATION**

Please be advised if you are signed up for automatic debit of your common charges through Klik N Pay via [www.rymanagement.com](http://www.rymanagement.com) it will be **YOUR** responsibility to discontinue the payments and close the account.

R.Y. Management Co., Inc., the Condominium Association, The Condominium Board of Managers, Klik N Pay or any affiliates will **NOT** be responsible for any owner that does not fulfill their obligation to discontinue their payments. Furthermore, no refunds will be given if you fail to cancel a pending payment. Reimbursement must be provided by the purchaser.

If you are not signed up for automatic debit, please check the box below **and sign.**

By signing below, I understand & acknowledge the contents listed in this notification.

\_\_\_\_\_  
Owner Signature                      Date

\_\_\_\_\_  
Owner Signature                      Date

I am not signed up for automatic debit.

**Hudson Tower Condominium**  
**350 Albany Street**  
**New York, NY 10280**

**September 26, 2011**

We are pleased to inform you that in a few weeks we will be introducing a new online service into the building. The service is called "Buildinglink", and it will allow you to communicate online, through the web and through email. Some of the features it will offer you are:

- Submitting and tracking of any repair request
- Reading important notices and or building information
- Responding to surveys building management may post from time to time
- Reading and Posting to a shared bulletin board.

In order for Buildinglink to work best for you, we need to input your email address. This will not be used for any solicitations, spam, etc. and will be accessed only by building staff and the Buildinglink program as needed. You will also have the option to suspend receiving notifications from the Buildinglink system if you so choose, although we think you will want to be kept up to date on building events that affect you.

In addition, this is a good time to update your contact and emergency contact information, which will also be stored in the Buildinglink database and accessed only by your building's staff and manager as needed.

***Please fill in your name, apartment#- and email address, as well as the other information requested below. If you do not have an email address either at home or at work, write "None".***

**PLEASE WRITE ALL INFORMATION IN PRINT FORMAT AND AS CLEARLY AS POSSIBLE NO LATER THAN OCTOBER 25, 2011.**

Thank you for your cooperation.

---

Apt#: \_\_\_\_\_

	<u>Occupant 1</u>	<u>Occupant 2</u>
Occupant Name:	_____	_____
Email Address:	_____	_____
Home Phone#:	_____	_____
Work Phone#:	_____	_____
Cell Phone#:	_____	_____
Emergency Contact Name:	_____	_____
Emergency Contact Phone#:	_____	_____

**\*\*Please use separate columns for each occupant, since everyone will be provided with their own Individual username and password when the system is active. You may use a second sheet If needed.\*\***