EMBASSY COOPERATIVE, INC. 139-19/25 31ST Road, 140-21 31ST Road Flushing, NY 11354

APARTMENT		
is to permit the expeditiously blank or unan provided. THE APPLICATIO CONSIDERE COMMITTEE delay in the a	our application to purchase the above-mentioned apartment. The purpose of this application ne Admissions Committee and the Board of Directors of EMBASSY COOPERATIVE, INC. to process your request to purchase. Please answer all questions. Do not leave any questions aswered. If the questions do not apply to your situation, write N/A (not applicable) in the space HE COMMITTEE AND BOARD WILL NOT PROCESS AN INCOMPLETE APPLICATION. NS WHICH DO NOT HAVE ALL OF THE SUPPORTING DOCUMENTATION WILL BE D INCOMPLETE AND MAY BE SUMMARILY REJECTED BY THE ADMISSIONS. It is strongly recommended that you submit this application as soon as possible to avoid any pproval process. Before this application can be processed, the following information must be the Admissions Committee:	
1.	Letter from current employer verifying salary, position, length of employment and the likelihood of continued employment. (Please note we do not request employment verification by internet).	
2.	Latest bank statement for each financial institution where funds are held.	
3.	Letter from current landlord verifying status of tenancy.	
4.	Three (3) letters of personal reference from persons other than relatives.	
5.	Copy of Contract of Sale.	
6.	Copy of Mortgage Commitment Letter.	
7.	Last two (2) tax returns, State and Federal, with W-2 Form and schedules attached.	
8.	Most recent pay stub.	
9.	Signed and Notarized acceptance of House Rules & Pet Policy.	
10.	Signed Credit Release and a Non-refundable credit fee in the form of a Certified Check or Money Order payable to First Management Corp . must accompany application.	
	\$30.00 for a single individual \$40.00 for a married couple \$50.00 for two single individuals	
11.	A Non-refundable application fee in the form of a Certified Check or Money Order must accompany the Application, payable as follows:	
	\$150.00 made payable to FIRST MANAGEMENT CORP. \$200.00 made payable to EMBASSY COOPERATIVE, INC.	
12.	Submit ONE (1) original set and TWO (2) copies.	
If you are self employed, you must furnish the following additional information:		
13. 14. 15.	Business financial statement. Business tax returns for the last three (3) years. Supplier credit reference.	

PLEASE NOTE THERE IS A \$45.00 PER SHARE FLIP TAX PAYABLE AT CLOSING.

Please note that the application and all supporting documentation submitted must remain the property of EMBASSY COOPERATIVE, INC. Submit the application to:

Applications Department c/o First Management Corp. 34-03 Broadway, Astoria, NY 11106

All questions in connection with your application should be referred to the Applications Dept. at **(718) 726-4792 from Monday thru Friday 10 a.m. to 5 p.m.**

After review by the Admissions Committee, applicant(s) will be contacted to arrange for a personal interview. The interview must be attended by all applicant(s). Upon the conclusion of the interview, the Committee will submit recommendation to the Board of Directors. The Board will then act upon the application and advise you of its decision. PLEASE ALLOW FOUR (4) TO SIX (6) WEEKS FOR THE ENTIRE APPLICATION PROCESS.

Please Note:

The Board of Directors may require further information and may request that the Applicant(s) appear for personal interview or interviews.

The Applicant is advised that its application is subject to the approval of the Board of Directors without which the proposed purchase may not be consummated. In this regard, the Applicant is directed to the By-Laws of <u>EMBASSY COOPERATIVE, INC.</u> and the provisions of the Proprietary Lease.

The Applicant is directed to the Proprietary Lease and House Rules which govern the occupancy of **EMBASSY COOPERATIVE, INC.** by its residents and which would govern the occupancy of the Applicant.

In no event will <u>EMBASSY COOPERATIVE</u>, <u>INC.</u> the Board of Directors or its agents be responsible for any liabilities or expenses incurred by any Applicant whose application is disapproved. While the Board of Directors will attempt to promptly review all applications, <u>EMBASSY COOPERATIVE</u>, <u>INC.</u>, the Board of Directors and its agents, assume no responsibility for expenses or liabilities resulting from any delay in its review.

<u>EMBASSY COOPERATIVE, INC.</u>, the Board of Directors or its agents, assume no responsibilities for expenses or liabilities resulting from any delay in closing of title or occupancy of apartment.

Please note that ANY AND ALL TERMS AGREED UPON concerning the purchase of the Shares of Stock pertaining to this apartment, including the terms of payment, return of down-payment, etc., ARE STRICTLY between the Seller(s) and Purchaser(s), and the Cooperative Corporation is not a party to the transaction and assumes no responsibility whatsoever in connection with any claim that may arise from these transactions between the Seller(s) and Purchaser(s).

The applicant is advised that falsification of any of the foregoing information or omission of material information herefrom may result, without limitations, in revocation of the Board of Directors approval and termination of the Applicant's Proprietary Lease.

The undersigned hereby authorize(s) the Board of Directors to contact any of the employers, banks, landlords, educational institutions, references, etc., application, including Credit reporting agencies.

First Management Corp. and the Board of Directors of the Embassy Cooperative Inc. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Subletting of any kind is not permissible without the express written consent of the Board of Directors of <u>EMBASSY COOPERATIVE, INC..</u>

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION FURNISHED HEREIN IS TRUE:

APPLICANT:		
APPLICANT:		
State of County of)	
Sworn to before me this _ day of	of 201	
NOTARY PUBLIC		

FAIR CREDIT REPORT ACT PRE-NOTIFICATION

This is to inform you that as part of our procedure for processing your application, an investigative consumer report may be made whereby information is obtained through consumer credit agencies, personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living, whichever may be applicable. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

DATE	APPLICANT'S SIGNATURE
DAT E	CO-APPLICANT'S SIGNATURE

	DATE:	
I. PURCHASE INFORMATION		
Apartment #: Number of Shares:		Apartment Size:
Seller:		
Current Address:	•	
Broker:		
ATTORNEY INFORMATION		
APPLICANT'S ATTORNEY		SELLER'S ATTORNEY
Name	Name:	<u>occuent om rounce.</u>
Telephone #:	Talanhana #	
Address	Address:	
Address:	Audiess	
U DEDCOMAL INFORMATION		
II. PERSONAL INFORMATION		
APPLICANT:		
Address:	Address:	
Own: Rent:	Own:	Rent:
Phone: (Cell)	Phone: (Cell)	
(Email)	(Email)	
DOB: SS#:	DOB:	SS#:
Marital Status:	Marital Status:	
Name of Dependents:		
Name(s) stock will be held in:		
EDUCATIONAL BACKGROUND AND/OR VOCATIONAL TRAIN	IING:	
SCHOOL/COLLEGE	DATES ATTEND	<u>ED</u> <u>GRADUATED</u>
Applicant:		
Co-Applicant:		
Do you own any cars: Year/Make/Model:		
Name of <u>ALL</u> other persons who will occupy apartment:		
NAME RELATIONSHIP TO	<u>APPLICANT</u>	<u>AGE</u>
Name and telephone numbers of any residents of Co-operative	o who know the Annli	cant(c):
name and telephone numbers of any residents of co-operative	e who know the Apph	Cant(s).
III. PURCHASE TERMS		
1. Purchase Price:	2. Amount to be	Financed:
, , , , , , , , , , , , , , , , , , ,	4. Wontr	nly Maintenance:
5. Total (Lines 3 + 4):	D :	
6. State Source of Unfinanced Portion of Purchase	Price:	

IV. <u>INCOME AND EMPLOYMENT</u>

<u>APPLICANT</u>

CO-APPLICANT

1. Current Base Salary	
Annual: Monthly:	·
Other Income (Bonuses, Overtime, Interest, etc.	c.): Other Income (Bonuses, Overtime, Interest, etc.):
2. Present Employer:	
Contact Person:	Contact Person:
Company:	Company:
Address:	Address:
Telephone #:	Telephone #:
Position Held:	
Nature of Business:	Nature of Business:
Period of Employment:	Period of Employment:
3. Previous Employer	
Contact Person:	Contact Person:
Company:	
Address:	Address:
Telephone #:	
Position Held:	
Nature of Business:	
Period of Employment:	
EMPLOYMENT HISTORY ON A SEPARATE SH4. Self-EmploymentName and Nature of Business:	MENT HAVE LASTED FOR LESS THAN 5 YEARS, LIST FURTHER EET OF PAPER.
Address:	
Years Applicant has been in this business:	
Age of Business:	Percentage Owned:
Is this a Family Business:	Relationship to Owner(s):
Business Sales:	Net Worth:
V. <u>ASSETS</u> A. CASH (Including Money Funds or Equ	ivalents):
Bank Type of Ac	count & Account Number Current Balance
B. STOCKS AND BONDS	
Description of Security	Market Value Per Unit Number of Units
Total Value of Securities:	

C. REAL ESTATE	
Current Residence (Disregard if a rental):	
Address:	
Holder(s) of Title:	
Mortgage Indebtedness: \$	Monthly Mortgage Costs: \$
Other Monthly Expenses (Utilities, Taxes, etc.): \$	
Do you plan to sell your current residence if approved?:	
If so, have you entered into a Contract of Sale?:	Closing Date:
Will mortgage be paid upon sale?:	
D. OTHER REAL ESTATE	
Location:	
Type:	Extent of Ownership:
Market Value: \$	Mortgage Indebtedness: \$
Annual Expenses: \$	Annual Income: \$
VI. <u>LIABILITIES</u>	
NAME OF ORIGINAL TYPE CREDITOR AMOUNT	OUTSTANDING MONTHLY # OF MONTHS AMOUNT PAYMENTS REMAINING
THE SKEDITOR PROPERTY.	, and the second
Do you pay alimony or child support?	Monthly Payments: \$
Are you a Guarantor of another's indebtedness?:	
If so, describe:	
VI. <u>RESIDENCES</u>	
If you own your own home, <u>DO NOT</u> complete this section.	
Present Landlord:	Telephone #:
Rent: \$	Dates of Occupancy:
Previous Landlord:	Telephone #:
Rent: \$	Dates of Occupancy:
Please provide any information not contained in the app	plication that you feel would be helpful to the Admissions
Committee in evaluating your application. (Use space below	ow and additional sheets if necessary.)

EMBASSY COOPERATIVE INC. 139-19/25 31ST Road, 140-21 31St Road Flushing, NY 11354

Date:		
I,, Cooperative Inc. requires all occupants	certify that the following person(s) Additionally, I acknowledge that the sto attend any scheduled interview.	will be occupying Apt# and a me Board of Directors of the Embassy
NAME	RELATIONSHIP	AGE
TV UVIL	SELF	TIOL
So Agreed:APPLICANT'S SIGNATUR	RE APPLICANT	'S SIGNATURE
State of) County of)		
Sworn to before me this of 201_		
NOTARY PUBLIC		

PET POLICY FOR EMBASSY COOPERATIVE INC.

Dear Residents:

As most of you are aware Embassy Cooperative Inc. is a **dog free property**. Shareholders who apply to purchase at Embassy are advised at their interview that there are no dogs allowed. Beginning January 1,2022, Embassy will have all new incoming shareholders sign a pet waiver acknowledging that no pets other than those specified in our House Rules are allowed. Over the years the Human Rights Commission has required that in spite of Embassy's no dog status that we allow Service Pets and Emotional Support Animal as required by law. Embassy's no pet policy shall apply to both residents and visitors with pets.

While some persons have a legitimate reason to have a Service or Emotional Support Animal we wish to prevent persons who do not possess a legitimate reason or credible documentation from bringing such a pet on the property. There are people with pet allergies who seek out a building specifically because of their no pet policy and their rights must be considered as well.

We wish to remind our residents and visitors who have provided legitimate documentation to have a Service or Emotional Support Animal that they must be compliant with our rules such as where to walk the animal, cleaning up after the animal, carrying it where possible or keeping it on a leash etc. In an effort to return Embassy to its original commitment of "no dogs and only pets as set forth in the House Rules" as agreed to when Shareholders purchased here except as required by law, our Board of Directors has directed the issuing of this letter to all of our residents in an effort to gain compliance and reinforce our pet rules.

- 1. Any shareholder or potential shareholder requesting a disability accommodation to have a Service Animal or Emotional Support Animal pursuant to the Human Rights Laws of the City of New York, State of New York and Federal Government, must complete a disability accommodation application, along with a picture of the animal to be introduced into the premises.
- 2. Ownership is limited to only one animal at any one time.
- 3. The maximum weight is 30 pounds (except for specific service animals, or where a greater weight is required by law).
- 4. No animal which is of a known aggressive or large sized breed will be allowed, such as but not limited to Pit Bulls, Rottweiler's, Dobermans, German Sheppard's, Siberian Huskies, Malamutes, Wolf-Animal hybrids, Chow Chows and Great Danes, (except for specific types of service animals).
- 5. All potential owners shall provide proof of the animal's good health, weight, and breed and vaccination history from the resident's veterinarian.

- 6. A written and notarized statement must be submitted by the owner stating that the animal is house broken and is not trained to exhibit any type of aggressive behavior. The owner must also agree that he or she will be financially responsible for any damages to the common areas by said animal.
- 7. The owner must maintain liability insurance of at least \$500,000.00, naming First Management and Embassy cooperative Inc., which covers acts of the animal against individuals or property. Proof of insurance will be required annually, and kept on file with the managing agent.
- 8. All animals will be required to be leashed and carried in all public and common areas including the elevators and lobbies of the cooperative unless the animal is a specific type of service animal or the owner is physically unable to carry the animal.
- 9. The dog must be walked off the property of Embassy Cooperative. Walking an animal on the grass around the Buildings is strictly prohibited. Any violation of these requirements will cause the revocation of the permission to have the animal at the premises.
- 10. All pet litter is not to be disposed of in toilets. Any accidents caused by the animal in any area of the property must be cleaned up by the animal care taker immediately. The animal caretaker must carry with them at all time's appropriate materials for such a cleanup.
- 11. All potential owners shall as a condition of maintaining an animal at Embassy Cooperative Inc. further agree in writing to be bound by any determination thereafter by the Board of Directors, based on reasonable cause and reasonable notice, to remove the animal from the premises when, it has been determined that the animal causes damage to the subject premises, creates a nuisance or interferes substantially with the health, safety or welfare and quality of life of other tenants or occupants of the same or adjacent building or structure. It is understood, however, that such a determination by the Board shall not be made before the animal owners shall be afforded an opportunity to be heard, as well as the right to call any appropriate witnesses.
- 12. Guests of a shareholder or resident who wish to bring a Service or Therapy animal on to the property must submit a "Visiting Service or Therapy Pet" application with the appropriate back up documentation with the Management Company at least 72 hours in advance of bringing a visiting animal on to the premises so the proper persons can review and pre approve the request.
- 13. Documents available for purchase on internet sites that represent that the pet is a Service or Emotional Support Animal without the proper medical back up documentation will not be accepted.
- 14. Breach of any of the aforesaid provisions will cause the shareholder to be deemed in violation of his or hers proprietary lease and subject to enforcement as per the proprietary lease.

In closing, we ask that everyone in our "Cooperative" works together to respect the rights of residents who are either afraid or allergic to pets with the legal rights of persons who require a Service or Emotional Support Animal. We also ask for your cooperation with our staff that has been charged with the responsibility to enforce our rules.

Sincerely,

PET POLICY FOR EMBASSY COOPERATIVE INC.

Dear Residents:

As most of you are aware Embassy Cooperative Inc. is and has been, since it was built as a Cooperative more than 60 years ago under Fair Housing Act Section 213, a **dog-free property**. Shareholders who apply to purchase at Embassy are advised of the no dog policy at the time of their applying for an apartment and that no pets other than those specified in our House Rules are allowed. However, despite Embassy's no dog policy, we allow Reasonable Accommodations for Service Pets and Emotional Support Animals. Embassy's no dog policy applies to both residents and visitors who wish to bring dogs on to the property. Though we recognize that there are people with dog allergies and those who may be afraid of dogs or uncomfortable around them, and who sought out our building specifically because of our no dog policy, those with disabilities have rights that must be recognized.

Those individuals who have been granted Reasonable Accommodation for a Service or Emotional Support Animal are reminded that they must adhere to the law regarding the care of their pets as well as the rules of the Co-op. In that regard the animal must be kept on a leash outside of the shareholder's apartment and within the Co-op's hallways, lobbies and grounds. If there are other people in the elevator with them, we ask that that they carry the animal if asked, provided it is possible. We encourage cooperation among our residents.

- 1. Any shareholder or potential shareholder requesting Reasonable Accommodation to have a Service Animal or Emotional Support Animal must complete a disability accommodation application.
- 2. The applicant shall provide proof of the animal's vaccination history.
- 3. The owner shall be financially responsible for any damage to the common areas caused by said animal.
- 4. All animals are required to be leashed in all public and common areas of the Cooperative including the elevators and lobbies of the cooperative unless it's a Service animal.
- 5. Dogs must be walked off the property of Embassy Cooperative. Walking a dog on the grass around the buildings or in the park areas behind the buildings is strictly prohibited.
- 6. Pet litter should not be disposed of in toilets. Any accidents caused by the animal in any area of the property must be cleaned up by the animal's caretaker immediately. The animal's caretaker must carry with them appropriate materials for such a cleanup.
- 7. Guests of a shareholder or resident who wish to bring an Emotional Support animal onto the premises must notify the Co-op Management Office at least 72 hours in advance and provide proof that it is an Emotional Support animal.

In closing, we ask that everyone in our "Cooperative" work together to respect the rights of those

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residents who have Service or Emotional Support Animals as well as those who are uncomfortable around dogs or are either allergic or afraid of dogs.

We incorporate by reference and include herewith a copy of our Policy and Procedure for Reasonable Accommodation and the Notice Disclosing Tenants' Rights To Reasonable Accommodations For Persons With Disabilities.

Sincerely,

Embassy Cooperative Inc.

EMBASSY COOPERATIVE INC. 的宠物政策

亲爱的居民:

正如你们大多数人所知,Embassy Cooperative Inc. 自从 60 多年前根据《公平住房法》第 213 条作为合作社建成以来,一直是无犬舍。申请在使馆购房的股东在申请公寓时被告知禁止携带宠物狗政策,并且除了我们的房屋规则中规定的宠物外,不允许携带宠物。然而,尽管 Embassy 禁止携带宠物狗,我们仍允许为服务性宠物和情感支持动物提供合理的住宿条件。大使馆禁止携带宠物狗的政策适用于希望携带宠物狗进入酒店的居民和访客。虽然我们认识到有些人对狗过敏,并且可能害怕狗或在他们周围感到不舒服,并且因为我们的禁狗政策而专门寻找我们的建筑物,但残疾人拥有必须得到承认的权利。

提醒那些为服务或情感支持动物获得合理住宿的个人,他们必须遵守有关照顾宠物的法律以及合作社的规则。在这方面,必须在股东 公寓外和合作社的走廊、大堂和场地内用皮带拴住动物。如果电梯里有其他人和他们一起,我们会要求他们在可能的情况下携带动 物。我们鼓励居民之间的合作。

- 1.任何要求合理便利以拥有服务性动物或情感支持动物的股东或潜在股东必须完成残疾便利申请。
- 2.申请人应提供动物接种史证明。
- 3. 所有者应对该动物对公共区域造成的任何损害承担经济责任。
- 4. 除非是服务性动物,否则所有动物都必须在合作社的所有公共和公共区域(包括合作社的电梯和大厅)使用牵引绳。
- 5. 狗必须离开使馆合作社的财产。严禁在建筑物周围的草地上或建筑物后面的公园区域遛狗。
- 6. 宠物垃圾不得丢入厕所。由动物在物业的任何区域造成的任何事故都必须由动物的看护人立即清理。动物的看护人必须随身携带适当的材料进行此类清理。
- 7. 股东或居民的客人如果希望将情感支持动物带入场所,必须至少提前 72 小时通知合作社管理办公室,并提供证明它是情感支持动的证据。

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最后,我们要求我们"合作社"中的每个人共同努力,尊重那些拥有服务或情感支持动物的居民以及那些对狗感到不舒服或对狗过敏或害怕狗的人的权利。

我们通过引用合并并附上我们的合理便利政策和程序的副本以及披露租户为残疾人提供合理便利的权利的通知。

真挚地,

大使馆合作社