

GERARD J. PICASO, INC.

1133 Broadway, New York, NY 10010-7999 (212) 807-6969 Fax: (212) 691-3850



**REQUIREMENTS FOR THE SALE OF A
COOPERTIVE APARTMENT
GERARD OWNERS CORP.
7025 YELLOWSTONE BLVD.
FOREST HILLS, NEW YORK 11375**

One (1) Original Set and Seven (7) Redacted Copies in Binders and Dividers

1. Purchase Application (enclosed) must be completed in it's entirety. Please type or print clearly in black print. Answer all questions. Do not leave any questions blank or unanswered. If the questions do not apply to your situation, write NA (not applicable) in the space provided. Must be signed and dated.
2. Contract of sale executed by all parties.
3. Letter listing all residents to occupy apartment including relationships and occupations.
4. Financial Statement (enclosed).
5. Affidavit of Net Worth and Income (enclosed).
6. Apartment Finance.
7. If Financing – 75% Maximum of Purchase Price.
8. Copy of Mortgage Loan Application and Loan Commitment Letter.
9. Recognition Agreement signed by bank office – must be AZTEC FORM ONLY-three (3) originals must be submitted.
10. Letter from bank that is holding your funds signed by an officer/and telephone contact number, listing the type of account, account number and amount on deposit (in dollars).
11. Copies of checking, saving accounts, money market bank and stock statements for last six (6) months.
12. Letter from employer stating job function, salary and length of employment. If self-employed, a letter to that effect.
13. Letter from present Landlord or Managing Agent (if home owners, this does not apply), stating that they are in good standing.
14. Three (3) Reference Letters; one (1) business and two (2) personal.
15. No pet acknowledgement rider – needs to be notarized (enclosed).
16. Use of apartment acknowledgement rider (enclosed).
17. Move In/Out Procedure acknowledgment rider (enclosed).
18. House Rules/Move Procedure acknowledgment rider (enclosed).
19. Credit Report – instructions and application enclosed – (see fees for buyer).
20. Window Guard Form (enclosed).
21. Copies of tax returns and W-2's for last two (2) years (Federal, State and Local). Please include copies of all schedules and W-2.

GERARD J. PICASO, INC.

Page 2,

22. Reserve Fund Assessment (enclosed).
23. Certification of Information From (enclosed).
24. Applicant's Release Form (enclosed).
25. Acknowledgement of Insurance (enclosed).
26. Acknowledgment of Circuit Breaker Form (enclosed).
27. Monoxide/Smoke Detector Acknowledgement.
28. Interview Process Form (enclosed).
29. Terrace Enclosure Form (enclosed).
30. Name Plate Form (enclosed).
31. Lead Paint Disclosure Notification From (enclosed).
32. Emergency Contact Information Sheet (enclosed)
33. Gerard Towers Self Park Form (enclosed).

SPECIAL REQUIREMENTS FOR THIS BUILDING ONLY

If the seller is an estate, please call the Managing Agent for special instructions regarding documentation required.

The purpose of this application is to permit the Board of Directors of Gerard Owners Corp. to fairly and expeditiously process your application. All applications must be accompanied by the supporting documentation specified in the application. Any application that does not have the supporting documentation attached will be considered incomplete and will not be reviewed. After review by the Admissions Committee, each applicant may be contacted for a personal interview. If an interview is required, all applicants and/or co-applicants must attend. In conclusion of the review process, the Committee will submit a recommendation to the Board of Directors. The Board will then act on the Application and advise the Managing Agent of its decision. The Board of Directors and the Admissions Committee are not to be contacted by either party as this will only delay the transaction. All information will be communicated through the office of the Managing Agent to the parties involved. Please allow six (6) weeks for the entire application process.

Photo I.D. of the future resident(s) is needed at closing.

IF THE CLOSING IS NOT COMPLETED WITHIN 2 HOURS AN ADDITIONAL CHARGE OF \$200.00 WILL BE ADDED TO THE FEE.

THERE IS A \$200.00 CANCELLATION CHARGE IF OUR TRANSFER AGENT IS REQUIRED TO ATTEND A CLOSING WHICH IS NOT CONSUMMATED.

GERARD J. PICASO, INC.

1133 Broadway, New York, NY 10010-7999 (212) 807-6969 Fax: (212) 691-3850



SCHEDULE FEES

Application Fees

Processing Fee \$250.00 – (non-refundable) – payable to Gerard J. Picaso, Inc. to be included with application to Management

Recognition Agreement Fee \$250.00 – (non-refundable) – payable to Gerard J. Picaso, Inc. (Only if financing) to be included with application to Management.

Credit Report Fee \$190.53 per social security number – (non-refundable) – payable to Profiles Consulting Services Inc. To be included with application to credit company.

Closing Fees – to be paid at closing:

Closing takes place at 1133 Broadway, (Corner of 26th St.) Suite 335 New York, New York 10010

Closing Fees \$500.00 – payable to Gerard J. Picaso, Inc.

Move In Fee \$400.00 (non –refundable) payable to Gerard Owners Corp.

Move Out Fee \$400.00 (non-refundable) payable to Gerard Owners Corp.

Stock Transfer Fee \$0.05 cents per share-paid by seller-payable to Gerard Owners Corp.

Circuit Breaker Deposit \$1,000.00 – payable to Gerard Owners Corp. (Paid by Buyer)

Carpet Deposit \$ 1,000 payable to Gerard Owners Corp. by Buyer & refunded upon management's visual confirmation that 80% of apartment is carpeted.

Reserve Fund \$5.00 per share – payable to Gerard Owners Corp. (Paid by Buyer)

PURCHASE APPLICATION
FOR THE SALE OF COOPERATIVE APARTMENT

BUILDING: _____ APT: _____ SHARES: _____

PURCHASE PRICE OF STOCK: \$ _____ MONTHLY MAINTENANCE: \$ _____

AMOUNT OF FINANCING: \$ _____

DEPOSIT ON CONTRACT: \$ _____ PROPOSED CLOSING DATE: _____

SPECIAL CONDITIONS IF ANY: _____

MANAGING AGENT: _____ TELEPHONE: (____) _____

ADDRESS: _____ CONTACT: _____

SELLER (S): _____ SS # : _____

_____ SS # _____

PRESENT ADDRESS : _____ TELEPHONE: (____) _____

ATTORNEY: _____ TEL: (____) _____ FAX: (____) _____

FIRM: _____ ADDRESS : _____

PURCHASER (S): _____ SS # _____

OFFICE # : (____) _____ HOME # : (____) _____

_____ SS # _____

OFFICE # : (____) _____ HOME # : (____) _____

_____ SS # _____

PRESENT ADDRESS : _____

ATTORNEY : _____ TEL: (____) _____ FAX: (____) _____

FIRM : _____ ADDRESS: _____

NAME (S) COOPERATIVE STOCK WOULD BE HELD IN : _____

BROKER (S): _____

TELEPHONE : _____

NEW MORTGAGE LENDER : _____

ATTORNEY : _____ TEL: (____) _____ FAX: (____) _____

TEL #: _____ FAX #: _____

Page 7,

PERSONAL INFORMATION REGARDING APPLICANTS

	APPLICANT	CO-APPLICANT
NAME	_____	_____
ADDRESS:	_____	_____
DATES OF RESIDENCE:	_____	_____
CITIZENSHIP:	_____	_____
OCCUPATION:	_____	_____
NATURE OF BUSINESS:	_____	_____
EMPLOYER:	_____	_____
ADDRESS:	_____	_____
PERIOD OF EMPLOYMENT:	_____ TO _____	_____ TO _____
POSITION HELD:	_____	_____
PRIOR EMPLOYE AND POSITION OR RESIDENCE IF LESS THAN 3 YEARS:	_____	_____
INCOME ESTIMATE FOR THIS YEAR:	_____	_____
ACTUAL INCOME LAST YEAR:	_____	_____
EDUCATIONAL BACKGROUND:	_____	_____



ADDITIONAL INFORMATION REGARDING APPLICANTS

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

Names and Relationship of proposed occupants of the Apartment and ages of children, if any, and schools attending: _____

Names of anyone in the building known to Applicant: _____

Are any pets to be maintained in the Apartment, if yes indicated number and kind: _____

Name of all clubs and society memberships, fraternities and honorary societies to which applicant belongs: _____

REFERENCES

LANDLORD:

_____ Address: _____

Occupancy from: _____ to _____

Previous Landlord: _____ Address: _____

Occupancy from: _____ to _____

PERSONAL REFERENCES:

APPLICANT

1. Name _____

Address _____

2. Name _____

Address _____

3. Name _____

Address _____

CO-APPLICANT

1. Name _____

Address _____

1. Name _____

Address _____

1. Name _____

Address _____

BUSINESS AND PROFESSIONAL REFERENCES

APPLICANT

1. Name _____

Address _____

2. Name _____

Address _____

3. Name _____

Address _____

CO-APPLICANT

1. Name _____

Address _____

1. Name _____

Address _____

1. Name _____

Address _____

**CONTRACT OF SALE
FULLY EXECUTED**

**FEDERAL TAX RETURNS INCLUDING W-2'S
(PAST TWO YEARS)**

RESERVE FUND ASSESSMENT

Board of Directors
Gerard Owners Corp.
70-25 Yellowstone Blvd.
Forest Hills, NY 11375

Re: Apartment Number _____

I have requested the consent by Gerard Owners Corp. ("Cooperative") to my purchase of the shares of stock and proprietary lease allocated to the above captioned apartment ("Apartment"). In connection therewith I am aware that the Corporation has a \$5.00 per share reserve fund assessment ("Assessment"). The full provisions of this are set forth.

Accordingly, I hereby agree that simultaneously with, and as a condition of, the closing of my purchase of the apartment, I will deliver to the Corporation's transfer agent, a certified or bank check made payable to the Corporation for the full amount of the Assessment.

I hereby waive any objection top or right to challenge the validity of the Assessment and the basis upon which it was adopted agree the same shall be binding upon and shall not be refundable to or recoverable by me, and agree to comply therewith and pay the same at the time of my acquisition of the shares allocated to the Apartment.

In have entered into this Agreement and the obligations relating thereto of my own free will after consultation with counsel of my choice and with full knowledge of the applicable facts and law with respect thereto.

Purchaser _____
Signature

Purchaser _____
Signature

Dated _____ 20 _____

GERARD OWNERS CORP.

LETTERS LISTING ALL
APPLICANTS WHO WILL BE
RESIDING IN THE APARTMENT.

FINANCIAL STATEMENT

Name(s): _____

Address: _____

ASSETS			LIABILITIES		
	Applicant	Co-Applicant		Applicant	Co-Applicant
Cash in bank			Notes payable to:	XXXXXXXXXX	XXXXXXXXXX
Money market funds			<i>Bank</i>		
Contract Deposit			<i>Relative</i>		
Investments:	XXXXXXXXXX	XXXXXXXXXX	<i>Others (explain below)</i>		
<i>Bonds and Stocks (see schedule)</i>			Installment Accounts payable:	XXXXXXXXXX	XXXXXXXXXX
<i>In own business</i>			<i>Automobile</i>		
Accounts/Notes receivable			<i>Other (explain below)</i>		
Real Estate owned (see schedule)			Accounts payable (explain below)		
Automobiles			Mortgages payable on Real Estate (see schedule)		
Personal property			Unpaid real estate taxes		
Life insurance (cash value)			Unpaid income taxes		
Retirement funds:	XXXXXXXXXX	XXXXXXXXXX	Chattel mortgages		
<i>IRA</i>			Loans on life insurance Policies		
<i>401K</i>			Outstanding credit card loans		
<i>KEOGH</i>			Other debts (explain below)		
Profit sharing/pension plan					
Other Assets (explain below)					
TOTAL ASSETS			TOTAL LIABILITIES		
			TOTAL NET WORTH		
			TOTAL LIABILITIES AND NET WORTH		
COMBINED ASSETS			COMBINED LIABILITIES AND NET WORTH		

SOURCES OF INCOME

	Applicant	Co-applicant
Base salary		
Overtime wages		
Bonus and commissions		
Dividends and interest income		
Real estate income (net)		
Other income		
TOTAL		

PROJECTED MONTHLY EXPENSES

Maintenance	\$
Apartment Financing	\$
Other Mortgages	\$
Bank Loans	\$
Auto Loan	\$
TOTAL	\$

CONTINGENT LIABILITIES

As endorser or co-maker on notes	\$
Annual alimony payments	\$
Child support	\$
TOTAL	\$

Are you a defendant in any legal action? Explain. _____

Are there any unsatisfied judgments? Explain. _____

Have you ever declared bankruptcy? Explain. _____

GENERAL INFORMATION

Personal bank accounts at: _____

Savings and loans accounts at: _____

Purpose of loan: _____

SCHEDULE OF BONDS AND STOCKS

Amount of shares	Description	Marketable value	Non-marketable value

SCHEDULE OF REAL ESTATE

Location	Cost	Actual value	Mortgage amount	Maturity date

SCHEDULE OF NOTES PAYABLE

(Please specify any assets pledged as collateral including the liabilities they secure)

To whom payable	Date	Amount	Date due	Interest	Pledge as security

EXPLANATIONS

1. Other Assets: _____

2. Other Notes Payable: _____

3. Other Installment Accounts Payable: _____

4. Accounts Payable: _____

5. Other Debts: _____

I, undersigned hereby solemnly declare and certify that all the information contained herein is true and correct.

Date

Signature

QUESTIONS

PLEASE ANSWER YES OR NO	APPLICANT #1	APPLICANT #2
HAVE YOU ANY OUTSTANDING JUDGEMENTS	_____	_____
IN THE LAST (7) SEVEN YEARS HAVE YOU BEEN DECLARED BANKRUPT:	_____	_____
HAVE YOU HAD PROPERTY FORECLOSED UPON OR GIVEN TITLE OR DEED IN LIEU THEREOF:	_____	_____
ARE YOU A PARTY IN A LAWSUIT:	_____	_____
ARE YOU OBLIGATED TO PAY ALIMONY CHILD SUPORT OR SEPARATE MAINTENANCE:	_____	_____
WILL ANY PART OF YOUR PAYMENTS BE BORROWED OTHER THAN YOUR MORTGAGE?	_____	_____
DO YOU OR ANY MEMBER OF YOUR FAMILY HAVE DIPLOMATIC STATUS	_____	_____

IF YES ANSWERED TO ANY OF THE ABOVE QUESTIONS, PLEASE EXPLAIN BELOW OR ON BACK OF PAGE.

APPLICANT UNDERSTANDS THAT THE INFORMATION IN THIS APPLICATION IS ESSENTIAL TO DETERMINE APPLICANT(S) QUALIFICATIONS FOR PURCHASING THE ABOVE MENTIONED APARTMENT AND THAT THE SELLER IS RELYING UPON THE TRUTH AND ACCURACY OF SUCH INFORMATION IN THE EVENT CONTRACT OF SALE IS EXECUTED:

APPLICANT #1 (Signature)

APPLICANT #2 (Signature)

BROKER

DATE

AFFIDAVIT OF NET WORTH AND INCOME

NOTE: If purchase is being made by more than one person, each applicant must submit an affidavit of the applicant's net worth and income.
Applicant must sign pages.

STATE OF NEW YORK]
] SS
COUNTY OF NEW YORK]

_____, being duly sworn, deposes and states the following:

I submit herewith a true statement of my assets, liabilities and current net income; I make this affidavit in order to induce the Board of Directors of Gerard Owners Corp. to approve the following:

(Cross out inapplicable portions)

1. The transfer to me of stock of said corporation now owned by _____ and the assignment to me of the lease apartment _____. At 70-25 Yellowstone Blvd., Forest Hills, New York 11375.
2. The borrowing by me of \$ _____ on the security of stock of Gerard Owners Corp., which now is or hereafter will be owned by me.

Applicant(s) signature(s) _____

GERARD OWNERS CORP.
FINANCING

APPLICANT #1 NAME: _____
(Signature)

APPLICANT #2 NAME: _____
(Signature)

I/WE WILL BE FINANCING _____

I/WE WILL NOT BE FINANCING _____

IF FINANCING
75%
IS THE MAXIMUM
AMOUNT

**COPIES OF MORTGAGE LOAN
APPLICATION
AND
LOAN COMMITMENT LETTER**

**THREE ORIGINAL RECOGNITION
AGREEMENTS
(AZTECH FORM ONLY)**

**Letter from bank that is
holding your funds signed
by an officer/and phone
numbers**

**COPIES OF CHECKING &
SAVINGS BANK STATEMENTS
(PAST 6 MONTHS)**

**PRESENT EMPLOYER
VERIFICATION LETTER
STARTING SALARY
POSITION AND LENGTH
OF EMPLOYMENT**

LANDLORD REFERENCE
LETTER

THREE REFERENCE LETTERS

(1) BUSINESS

(2) PERSONAL

GERARD OWNERS CORP.

NO HARBORING OF DOGS

In conjunction with my (our) application to sublet an apartment at Gerard Owners Corp., specifically Apartment No. _____ located at 70-25 Yellowstone Boulevard, Forest Hills, New York. I (We) understand and agree that under no circumstances may I (We) maintain a dog in that apartment and that to do so would constitute a violation of a substantial obligation of tenancy which would subject me (us) to legal action to dispossess me (us) from the apartment.

Applicant's Signature

Application's Signature

Sworn to before me this _____ day of _____, 20_____

Notary Public

USE OF APARTMENT ACKNOWLEDGEMENT RIDER

Board of Directors
Gerard Owners Corp.
70-25 Yellowstone Blvd.
Forest Hills, New York 11375

To Whom It May Concern;

The undersigned as purchaser(s) of the apartment listed below, located at 70-25 Yellowstone Boulevard, Forest Hills, New York 11375 hereby acknowledges and agrees that use of the apartment for non-residential purposes, including without limitation, use as a medical, professional and commercial office, is not permitted.

The undersigned also acknowledges receipt of your policies with respect to apartment transfer, subletting and moving in or out of the building and agrees to abide by same.

Purchaser – Signature

Purchaser – Signature

Apartment Number

Date: _____

GERARD OWNERS CORP.

MOVE-IN/MOVE OUT RULES ACKNOWLEDGEMENT FORM

I (We), the undersigned, acknowledge and agree that I (we) have to follow move-in/move-out procedure in accordance with the house rules.

Apartment No. _____

Address _____

Applicant #1 (Print Name)

Applicant #1 (Signature)

Applicant #2 (Print Name)

Applicant #2 (Signature)

Date

GERARD OWNERS CORP.
7025 YELLOWSTONE BLVD.
FOREST HILLS, NEW YORK 11375

REQUEST FOR MOVE IN/OUT

Name: _____

Current Address: _____

Home Telephone Number: _____ Business Telephone Number: _____

Moving company Name: _____

Telephone Number: _____

Date of Request Move: _____ AM/PM _____

Alternate Date: _____ AM/PM _____

Your request is contingent upon receipt of copies of (1) proof of Insurance with proof of liability and workers' compensation (2) a \$400 non-refundable fee. Checks should be payable to Gerard Owners Corp. Only personal checks or money orders will be accepted. See attached Policies and Procedures letter for further details.

Signature: _____ Date: _____

Approved by: _____ Date: _____

POST MOVE IN/OUT INSPECTION

This shall confirm that the move has been completed. I have inspected the service elevator and hallways and have determined:

No damage has occurred: _____ Damage has occurred: _____

Describe damage: _____

Employee Name: _____

Signature: _____ Date: _____

Superintendent's Signature: _____ Date: _____

**GERARD OWNERS CORP
70-25 YELLOWSTONE BLVD
FOREST HILLS, N.Y. 11375**

POLICIES AND PROCEDURES FOR MOVING PERSONAL PROPERTY IN/OUT

Compliance with these moving policies and procedures is required for any move involving the use of the service elevators.

It is the policy of Gerard Towers that any personal property that is moved in or out of the building will be done in the manner that protects the building and insures the safety and convenience of the other residents of the building. In accordance with the policy, the following procedures are to be followed:

1. **Ten days prior to your desired move date, please forward to the management office the completed request form.** A copy is attached an additional copies may be obtained from the management office. Approval of the date you have requested on the request form will be contingent upon scheduling of other moves in building.
2. A \$400 non-refundable fee. Checks should be made payable to Gerard Owners Corp. Only personal checks or money orders will be accepted. See attached Policies and Procedures letter for further details.
3. At least three business days prior to your move, you or your moving company must provide the management office with the following documentation: [I] All required New York licenses [II] Proof of insurance (\$2,000,000 liability coverage in addition to the \$100,000 coverage for your property). The following are the requirements for the insurance certificate:

CERTIFICATE HOLDER: GERARD OWNERS CORP, 70-25 YELLOWSTONE BLVD, FOREST HILLS, N.Y. 11375. **ADDITIONALLY INSURED:** [A] GERARD OWNERS CORP, 70-25 YELLOWSTONE BLVD, FOREST HILLS, N.Y. 11375 [B] GERARD J. PICASO, INC 1133 BROADWAY, NEW YORK, N.Y. 10010 [C] PERSON NAME AND APARTMENT.

IF THIS DOCUMENTATION IS NOT RECEIVED, INITIALED, CONFIRMED. (SEE ABOVE), APPROVAL OF YOUR SCHEDULED DELIVERY WILL BE CANCELED.

4. Building rules require that a move be scheduled between the hours of 9:30 A.M. and 5:30 P.M., Monday through Friday. A move is not permitted on weekends or Holidays. All movers must be out of the building by 5:30 P.M.
5. During the entire course of your move, only the service elevator may be used. Your move will be under direct supervision of a member of the building staff.
6. Please inform your moving company that it must provide the materials necessary to protect the building floors and walls during the move.

IF MOVING IN, PLEASE DO NOT SCHEDULE A MOVE DATE UNTIL THE ADMISSIONS COMMITTEE HAS APPROVED YOUR PURCHASE OR SUBLET.

**ALL MOVERS MUST SEE SUPERINTENDENT PRIOR TO
ADMITTANCE INTO BUILDING**

GERARD TOWERS

House Rules

Effective April 1, 2012

GERARD TOWERS

INTRODUCTION

This booklet is intended to acquaint Residents and Shareholders with essential information about **GERARD TOWERS**, its services, facilities and functioning as a cooperative corporation. The corporation which owns the land and the Building is **GERARD OWNERS CORP.** There are 563 Apartments. Throughout this booklet, the terms "Lessor" and "Corporation" are used interchangeably. The "Board" or the "Board of Directors" refers to the Board of Directors of the Corporation.

BUILDING STAFF

The Management Office, which is off the lobby, is open Monday through Friday, from 9:30 A.M. through 5:30 P.M. The Managing Agent may be reached at (718) 263-7799.

The Superintendent is in charge of Building staff which consists of doormen, handymen and porters. The Superintendent's office is located in the basement opposite the laundry room. The Superintendent may be reached by dialing at (718) 261-0625. The Doorman may be reached at (718) 261-7788.

BUILDING REPAIRS

A Shareholder will be notified of any costs for which he or she is responsible and for which he or she will be charged back on his or her maintenance bill.

All Apartment repair requests should be referred to the Doorman or Superintendent who will fill out a work order. The Shareholder will be given a time frame as to when the repair will be made.

SECURITY

Gerard Towers maintains 24-hour Doorman service and a camera surveillance system. The Building staff utilizes a number of portable radios,

with the Doormen serving as the coordinating link between staff and Residents.

GARAGE

The Garage entrance is located on Austin Street. Arrangements for parking must be made with the Garage operator. Gerard Owners Corp. assumes no responsibility for the services furnished to Residents by the Garage operator.

GERARD TOWERS HAS AVAILABLE FOR RESIDENTS' CONVENIENCE AND PLEASURE THE FOLLOWING FACILITIES:

LAUNDRY ROOM

Located in the basement area, the Laundry Room is equipped with commercial washers and commercial dryers. The machines are operated by magnetic smart cards available from a card machine in the Laundry Room. Cards are refilled at the card machine, which accepts \$5, \$10 and \$20 dollar bills or by online capability. Please refer to the instructions posted in the Laundry Room. A card may also be obtained in the Management Office.

GYM

A room consisting of exercise equipment such as bicycles, rowing machines, weights, exercise equipment and treadmills for the use of Residents is located in the basement area. Arrangements for membership can be made with the Managing Agent. Membership on a yearly basis and is limited to Residents who are a minimum of eighteen (18) years of age.

OUTDOOR POOL

A large outdoor pool area consisting of a "near-Olympic size pool" and a "baby pool" are available for use for a fee by Residents and their guests from Memorial Day until Labor Day (approximately). Arrangements for membership may be made at the Management Office.

SAUNAS

Saunas are available for use for a fee by Residents and their guests. and are located near the swimming pool in the ladies' and men's restrooms.

CABLE

Basic cable television is governed by contract between the Corporation and the provider. Additional services may be purchased from the provider. Should Residents wish to utilize a provider other than the one under contract with the Corporation, they may do so.

OTHER AMENITIES

A bike storage room and storage bins are available for a fee to Residents See the Management Office for more information.

A lending library is located in the party room. Residents may also rent this room for private parties.

GERARD TOWERS HOUSE RULES

The House Rules are part of the Proprietary Lease and are binding upon all Shareholders, tenants and occupants of the Building. The House Rules are presented in their entirety on the following pages.

In the event of a conflict between the terms and provisions of these House Rules and the terms and provisions of the Proprietary Lease, the terms of the Proprietary Lease shall prevail.

PASSAGEWAYS AND COMMON AREAS

1. Public areas of the Building including hallways, lobbies, sidewalks, entrances, driveways, passages, stairways and ramps are solely for entering, exiting, or moving about the Building. They shall not be obstructed, stacked with personal items or used for any other purpose. Public areas including but not limited to the mail room, Garage, elevators,

sitting areas, lawns, planted areas, package room, management office, superintendent office, laundry, storage rooms, gym, party room, dressing rooms, showers, toilets and Pool shall be used solely in accordance with their intended purpose under such rules as the Lessor may establish from time to time.

GENERAL RULES FOR POOL

- A. Pool members are responsible for their guests compliance with our rules.
- B. Children under the age of thirteen (13) must be accompanied by an adult responsible for their safety and conduct and must be closely supervised at all times.
- C. FULL LENGTH BEACH TOWELS must be used on lounges. Lounges must be completely covered.
- D. Personal injuries must be reported to a lifeguard, pool manager and GT management.
- E. Pool management's orders to remove umbrellas or vacate the pool area because of inclement weather must be strictly obeyed.
- F. Food may be eaten only in the designated area at the far end of the pool or in the party room.
- G. BEVERAGES MUST BE CONTAINED IN CANS, PLASTIC OR PAPER CONTAINERS ONLY. GLASS BOTTLES OR OTHER BREAKABLE CONTAINERS (INCLUDING HARD PLASTIC CONTAINERS) ARE NOT ALLOWED.
- H. Strollers must be braked and kept at a safe distance from the pool. Playpens are not allowed.
- I. Members with electric wheelchairs must be accompanied by pool staff to their destination and upon leaving must be accompanied to the exit.
- J. Radios and music players must only be used with headphones.
- K. Only chairs and furniture supplied by the pool management are allowed. No items may be placed to obstruct free passage around the pool.
- L. Infants and toddlers must wear swimmies.
- M. No pets are allowed.
- N. Only games provided by the pool management are allowed.
- O. Personal umbrellas used at the pool may not exceed 70" in diameter when fully opened and must not be left unattended while in the open position.
- P. Smoking is permitted only in the designated area in front of the lifeguard room.

Q. All chaise lounges on the pool deck have been rented and are for the exclusive use of the renter.

2. Residents and guests are to avoid loitering in the lobby or at the Doorman's station. Social visits with the Doorman on duty are not permitted and is a violation of the House Rules. We ask for everyone's cooperation. Patients of doctors with offices in the Building will not be permitted to wait in the lobby. The lobby shall be used for personal passage, greeting of guests and neighbors, gathering of mail, acceptance of food or small package deliveries and awaiting transportation. Use of the lobby for business, recreation, or habitual socializing is prohibited.

3. Eating is not permitted in the lobby. Children shall not play in the public halls, elevators, lobby, or stairwell. Children who are supervised may play in the back areas in the yard which is the only area in which scooters, tricycles, and bikes with training wheels will be allowed. Ball playing and skate boarding are not permitted in any of the common areas.

4. Between the hours of 6 AM and 10 PM all dogs may only enter or exit the Building through the basement and only are allowed to use the service elevators when they are available. Dogs may enter or exit the Building through the lobby between the hours of 10:00 PM and 6:00 AM. Please note: All dogs must be carried or leashed when in any public area of the Building, sidewalks or yard.

5. Bicycles, tricycles, scooters, strollers, shopping carts or similar vehicles shall not be stored in the public areas. Nothing, including boots, umbrellas, or doormats shall be left in hallways. In addition, shopping carts are not allowed in the lobby. It is suggested that people with baby carriages and strollers make use of the ramp and that porters, when available, be used to assist in the movement of luggage.

6. Smoking is prohibited by law in all indoor public areas of the Building. Smoking outside the Building is limited to the designated location in the Pool area.

7. No sign, notice, advertisement or illumination shall be inscribed or placed on any wall, window or other part of the Building or grounds without the prior written approval of the Corporation except that personal notices of a designated size may be placed, for a limited period of time, on the Laundry Room bulletin board or such other place as the Corporation may, from time to time, designate.

8. Radio or television antennas and/or wires are not permitted on the exterior of the Building. Satellite dishes may not be attached to the terrace railing nor protrude beyond the confines of the terrace. Installation of Satellite dishes requires the prior written approval of Management.

9. The Corporation, at its sole discretion, may from time to time impose additional fees or change any fees charged for the use of the Gym Pool, Party Room and Laundry Room. Garage fees are governed by contract between the Corporation and the Garage operator.

10. Parking is prohibited at the front driveway or Garage ramp and entrance. Instructions by the Doormen, Building staff or Garage staff with respect to vehicles stopped on the driveway or Garage ramp must be strictly obeyed.

11. Open houses, tag sales, and auctions of Apartments and/or their contents may not be conducted on the Premises of the Building or in any Apartment. Seller and/or seller's authorized representative can show Apartments for sale only by appointment.

ACTIVITIES INTERFERING WITH THE QUIET ENJOYMENT OF BUILDING RESIDENTS

12. Residents shall not, at any time, make or permit sounds or noises or engage in activities that cause excessive noxious odors that might interfere with the rights, convenience, comfort or health of other Shareholders or Residents. Stereos, radios, electronic equipment and other audible activities shall be conducted at low sound levels so as not to disturb other Residents and guests. Musical instruments shall not be played between the hours of 10:00 P.M. and 9:00 A.M.

13. Repairs, alterations, installations, deliveries, construction activities or other activities producing disturbing sound or noise shall be limited to non-holiday weekdays between the hours of 9:00 A.M. and 5:00 P.M.

Limited, quiet work such as painting may take place on Saturday or Sunday from 10:00 AM to 5:00 PM or after hours with prior Management permission.

Emergency repairs may be made with prior Management permission.

Limited Saturday deliveries are permitted between 10 AM and 2 PM with prior Management permission.

14. The floors of each Apartment must be covered with rugs or carpeting or equally effective noise-reducing material, under which shall be installed hair or jute padding of minimum 40 ounce quality, to the extent of at least 80% of the floor area of each room excepting only kitchens, bathrooms, closets, and foyers.

GARAGE, LITTER, AND OTHER DEBRIS

15. Nothing shall be hung, shaken, or thrown from windows and terraces.

16. No litter or other materials shall be discarded in any areas except in containers provided for such purpose.

17. Defacement, graffiti or willful destruction of any part of the Building or grounds is prohibited.

18. All Shareholders and Residents shall comply with the Building's recycling program.

19. Household waste shall be disposed as follows:

- A. Glass and plastic bottles and jars, metal cans and aluminum pans and foil shall be rinsed and placed into the specific recycling bins provided for such materials in the collection area on each floor.
- B. Newspapers, magazines; catalogs and phone books shall be stacked neatly for recycling in the newspaper bins in the collection area. Corrugated boxes should be flattened and similarly stacked.
- C. Items unsuitable for disposal through the chute such as spray cans, paint cans, batteries, toys, utensils and ceramics shall be placed in plastic bags or boxes and left on the floor of the collection area. Consult the management office for disposal of bulky items.
- D. DO NOT THROW UNBAGGED GARBAGE OR GLASS INTO THE CHUTE. Garbage, bags, cardboard, plastic coated cartons and paper shall be bagged, drip free to fit easily into

the chute. Kitty litter and vacuum cleaner and other sweepings and scrapings shall be tightly bagged and left on the floor.

- E. Oil, paint, chemicals, oily rags and lit cigars or cigarettes shall not be discarded through the chute. The Superintendent should be consulted about the safe and proper disposal of dangerous or questionable items. Residents are expected to comply with lawful requirements and the directions of management regarding the disposal of waste materials, old appliances or furniture.
- F. Residents should call the management office to dispose of large items such as, appliances, furniture, carpeting, etc.
- G. Medical waste such as needles and syringes must be disposed of in accordance with instructions available from the Superintendent and governed by New York City Law.

APARTMENTS

20. Toilets and drains in the Building shall not be used for any purpose other than those for which they were intended; rags or other foreign objects or substances shall not be thrown into toilets or flushed down the drains. A Resident in whose apartment such misuse occurred shall pay for the cost of repairing any damage resulting from the misuse of any toilets or other apparatus. Drain cleaning chemicals damage the pipes and are not permitted. Notify the Doorman if you require maintenance to service your clogged toilet or drain.

21. Jacuzzis, garbage disposals and high-powered toilets are not permitted.

22. Clothes washing machines and/or dryers are not permitted in Apartments.

23. Awnings, air conditioners and ventilators are not permitted without the prior written approval of the Corporation, which will be granted only in extraordinary and limited circumstances.

24. Waterbeds and other water or liquid filled furniture are not permitted.

25. Residential Apartments may not be used for commercial, professional or business purposes.

26. Professional Apartments are limited to those so designated by the Corporation. All terms and conditions regarding the use of such professional Apartments shall be subject to the terms of the written agreements entered into by the Shareholders of such Apartments and the Corporation. Shareholders of professional Apartments shall abide by all the terms and conditions of such agreements and these House Rules.

DELIVERIES

27. Messengers, deliveries, movers, contractors and trades people must be announced by the Doorman before being granted access to the Building. The Doorman will determine which entrances and elevators shall be used.

28. In order to help Shareholders make appropriate plans throughout the year, the following is a list of days when neither outside contractors nor movers nor deliveries (other than food) are permitted to enter the Building:

ALL SATURDAYS AND SUNDAYS (WITH EXCEPTIONS AS LISTED ELSEWHERE HEREIN)

NEW YEAR'S DAY

MARTIN LUTHER KING, JR. DAY

PRESIDENTS' DAY

PASSOVER (FIRST DAY)

GOOD FRIDAY

MEMORIAL DAY

INDEPENDENCE DAY (JULY 4TH)

LABOR DAY

ROSH HASHANAH (1ST DAY)

YOM KIPPUR

COLUMBUS DAY

ELECTION DAY

THANKSGIVING DAY

CHRISTMAS DAY

29. Solicitations of all kinds, distribution of literature and circulars, and placement of any written communications in the lobby, hallways, and elevators or under any Apartment doors are strictly prohibited. Lists of Shareholders and Residents will not be available for mailings or any other purpose except for the purpose of the Corporation's business.

MOVE-IN AND MOVE-OUT

30. Apartment Move-ins, move-outs and any other delivery or movement of furniture or large, heavy or bulky items must be made, after making an advance appointment with the Management on non-holiday weekdays between the hours of 9:00 AM and 5:00 PM, except as otherwise provided herein. Relevant fees will be paid prior to permission being granted for apartment move-in or move out. The Managing Agent must be notified well in advance to ensure the service elevator can be reserved.

31. If any furniture or other large objects need to be hoisted on the outside of the Building, the details on how the hoist will be performed must be approved by Management in advance and the Shareholder or Resident shall be required to sign an indemnification against any damage that may arise from the hoist.

PETS

32. No birds or animals are permitted to be fed from windows, balconies or in any common areas or on lawns or sidewalks surrounding the Building.

33. Based on the communal nature of the co-op and what it accepts as the greater good of its Residents, the Corporation prohibits dogs from the Building, except as permitted under applicable law. Such exception is limited to one dog weighing 30 lbs. or less, per Apartment. Properly registered service dogs are exempt from this Rule. Dogs presently weighing more than 30 pounds may remain. Upon a dog's demise or otherwise vacating an Apartment, they may not be replaced. Prospective Shareholders and Residents must attest they will not bring dogs into the Building.

Notwithstanding the foregoing, dogs will be permitted as a reasonable accommodation. Any request for such an accommodation must be specifically addressed to the Board.

In addition to dogs permitted as a reasonable accommodation, there are or may be dogs in residence that were in-house before the August 1, 1992, prohibition went into effect and were "grand-fathered".

To provide a basis for effective control, all dogs must be registered with the Management Office. All resident dogs must be licensed and the owner must present proof of all inoculations along with photo identification.

Dogs that die or otherwise vacate an Apartment may not be replaced as of right.

Visiting dogs are allowed a maximum stay of two weeks, once within a six-month period. Residents hosting visiting dogs must inform the Doorman or the Management Office in advance when dogs begin and end their temporary visit. Shareholders and Residents must assure that any visitors bringing dogs into the Building will sign in and out with the Doorman. Rules for visiting dogs are the same as for resident dogs. Dogs that create a nuisance will not be permitted to return to the Building.

Dogs must be carried or held on a leash in elevators and through hallways, lobby, mailroom and elsewhere on the Premises, and may not remain in such areas. Dogs are not permitted in the Party Room, Gym, Pool area or on lawns. Except between 10 PM and 6 AM, dogs shall be brought in only through side entrances in the basement, not the lobby. Between 10:00 PM and 6:00 AM, dogs may be brought through the lobby. No dogs should be walked on our lawns.

Residents are responsible for cleaning up after their pets and are liable for any damage or nuisance caused by their pets. Management and the Board will carefully review written, signed complaints about pets. If a satisfactory solution cannot be found, action may be taken to have the animal removed from the Premises.

MAINTENANCE STAFF

34. Shareholders and Residents and their guests, employees and agents, shall allow authorized Building staff, service people and contractors to freely perform their duties without hindrance, delay, interference or verbal or physical abuse. Any complaints about Building services should be addressed in writing to the Managing Agent. Any complaints about the Managing Agent should be addressed in writing to the Board of Directors.

35. It should be understood that Building staff may not perform private services for Residents during the employee's scheduled working hours at Gerard Towers. It should also be understood that Residents will be held

responsible for any damage to their apartment, other Apartments, common areas of the Building or equipment caused by Building employees performing private work for Residents.

36. Residents requesting repairs for which the Building is not responsible shall be charged for materials at cost. Questions should be directed to the Management Office.

GARAGE

37. Charges and rules pertaining to the use of the Garage are subject to a contract between The Corporation and the Garage Operator. The Corporation and the Garage Operator, Shareholders, Residents and their guests and employees utilizing the Garage shall cooperate with the Garage Operator and staff in maintaining an orderly and safe operation. Cars shall be parked only in designated areas and shall not be left in any location that impedes the free movement of other vehicles. Complaints regarding service or charges are to be addressed in writing to the Garage area supervisor, who is contractually required to reply in writing within ten (10) working days;

If the complaint is not satisfactorily resolved at this level, the Shareholder or Resident may then forward the correspondence to Building Management with a cover letter indicating the reasons for dissatisfaction. Within the confines of the contract, Building Management and/or the Board will attempt to resolve the problem. It should be noted that the Corporation and its staff are not liable for any damage to cars or personal injury sustained in the parking operation. Management shall attempt to resolve questions or problems wherever possible.

TERRACES AND BALCONIES

38. No terrace or balcony including, without limitation, any terrace or balcony windows, sills, doors, floors, ceilings, railings, dividers or exterior walls adjacent thereto, shall be altered, decorated, painted, covered or enclosed in any way, except that: terrace or balcony floors may be temporarily covered with removable outdoor carpeting which may not be affixed to the floor in any permanent way or interfere with any drains. Materials such as adhesive and fastenings, which cause holes in the surface of the floor, are forbidden.

Violations of this House Rule shall constitute a default under the Proprietary Lease. The Shareholder to which such terrace is appurtenant shall be responsible for any loss, damage, liability, expense including attorneys' fees and other cost of repair, rehabilitation and replacement incurred by the Corporation as a result of any such violation.

39. Notwithstanding the foregoing, effective Spring, 1999 the Board of Directors approved a specific type of screen enclosure. Installation of such enclosures must be in accordance with the approved specifications of the Building. Approved contractors' names may be obtained from Management. Nonconforming, previously "grand-fathered" enclosures will be removed as a condition of transfer of shares.

40. Fences, lattices or other architectural or structural devices are not permitted on any terrace or balcony.

41. Non-electric cooking devices including barbecues and hibachis may not be used on terraces or balconies.

42. Bicycles, carriages, mattresses, clotheslines, boxes, storage units, greenhouses, closets and other items that do not, in the sole opinion of the Corporation, conform to acceptable terrace usage are prohibited on terraces.

EMERGENCY INSURANCE AND ACCESS

43. Homeowners insurance must be maintained on an annual basis listing the Corporation and Management as additional insured and proof must be furnished to Management on an annual basis. Guidelines are available from the Management Office.

44. Apartment keys should be left with the Management Office. If there is an emergency in your Apartment when you are not home, such as leaks, or smoke, and if Management does not have a Resident's keys, it will be necessary to break the door lock to enter the Apartment to address the emergency, in which case the Resident will be responsible for all costs relating thereto.

45. The agents of the Corporation, and any contractor or worker authorized by the Corporation, may enter any Apartment at any reasonable hour for the purpose of ensuring the health, safety and protection of the Building, Shareholders and Residents, including inspecting such

apartment to ascertain if measures are necessary or desirable to control or exterminate 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.

ALTERATIONS AND RENOVATIONS

46. No alteration, remodeling, renovation, construction, addition or modification may be made to an Apartment without the prior written consent of the Corporation. No modification or addition shall be made to the plumbing or electrical system without the prior written approval of the Corporation. Consent will be contingent upon prior acceptance of the Shareholder's specific plans for work; submission of acceptable certificates of insurance naming the Shareholder, the Corporation and the Managing Agent as additional insured in an amount of not less than two million dollars (\$2,000,000); the Shareholder's entering into an alteration agreement in form and content acceptable to the Corporation in its sole discretion; and performing the work in accordance with the terms and conditions stated in that alteration agreement. Fees of architects, engineers, attorneys or other professionals reviewing the application on behalf of the Corporation for compliance with Building standards are payable by the Shareholder as an additional charge. Work hours are non-holiday weekdays from 9:00 A.M. - 5:00 P.M. (See Rule 28 for a list of observed holidays.) No demolition is permitted before 9:00 A.M. or after 5 P.M. No work is permitted on weekends or holiday weekdays.

STORAGE AREAS

47. No flammable, combustible or explosive materials may be brought into or stored anywhere in the Building. The Corporation bears no responsibility for personal items left in the rental storage bins or in the Building storage areas. All such storage is at the Shareholders' sole risk and expense. Keys to individual storage bins must be left with Management for periodic extermination of such storage bins and in the event of emergency. If there is an emergency in a storage bin when a Shareholder is not home, such as leaks or smoke, or if access is not readily provided, for the purpose of inspection of extermination and if Management does not have keys, it will be necessary to break the lock open to correct the condition, at the Shareholder's sole cost and expense. The Corporation may from time to time change or discontinue items accepted for storage or areas designated for storage space.

SUBLETTING

48. Subletting is not permitted without the prior written consent of the Corporation. In general, it is the policy of the Corporation to limit subletting and to grant permission to sublet only under extraordinary circumstances. The policy of the Corporation is not to allow more than one sublet of not less than one year or more than two years in duration within a ten year period. The Shareholder must have been in residence in the Apartment specified for at least one (1) year prior to any consideration for subletting. Approval of a proposed subtenant will be subject to a favorable screening under the same procedures that apply to the approval of proposed Shareholders including an interview and agreement to comply with the House Rules.

The granting of a sublet is conditional upon the receipt of a non-refundable annual sublet fee in the amount required by the Corporation. In addition the Shareholder shall be responsible for the usual move-in and move out fees with respect to the Tenant. The Board, at its sole discretion, may impose additional fees or change any fees imposed in connection with sublet.

SECURITY ALARMS AND OTHER PREVENTION DEVICES

49. Installation of burglar alarms requires the consent of Management. Sound alarms must have an automatic cut-off of not more than five minutes. Request for approval must include complete plans and specifications for such device.

50. No mechanism or device is permitted on the outside of the entry door to Apartments. Security window bars are not permitted above the first floor. Children's window guards are to be installed by the Corporation and only as required by law. The cost of the window guards will be billed as an additional maintenance charge.

51. The Corporation will provide and install at least one approved combination smoke/carbon monoxide detector within fifteen feet of the primary entrance to each sleeping room. Shareholders will be responsible for the cost of the purchase of the detector(s). The Corporation will install the detector(s) at no charge. Shareholders are responsible for maintaining the detectors as operational and in good working order.

MAINTENANCE PAYMENTS

52. In accordance with the Proprietary Lease, maintenance payments are due and payable without written notice or demand on or before the first day of each month. In the event the payment is made after the 10th of the month, the following charges shall be assessed as additional maintenance:

- A. Interest at the rate of 8% per annum on all delinquent maintenance payments from their due date to the date paid.
- B. The Shareholder will be responsible for costs and expenses including attorney fees and other sums incurred related to any actions taken or litigation commenced by the Corporation for the collection of any delinquent maintenance or other fees.

TRANSFER OF SHARES

53. Each Shareholder, at or prior to closing of a transfer of shares and the Proprietary Lease allocated to his, her or its apartment, shall, in addition to any and all fees provided for in the Proprietary Lease and Bylaws, must make a payment to the Reserve Fund of the Corporation ("Reserve Fund Agreement") in an amount equal to \$5.00 for each share of the Corporation to be transferred.

The following transfers are exempted from the Reserve Fund Assessment:

- A. From lenders who have received a recognition agreement from the Corporation and thereafter became a Shareholder because of a default under the loan documents.
- B. Between spouses and between parent and child.
- C. Transfers by will or by intestate distribution.
- D. To purchasers who are already Shareholders.

VIOLATIONS & AMENDMENTS OF HOUSE RULES

54. The House Rules may be amended, modified, deleted or repealed at any time by the Board of Directors, at its sole discretion.

55. Any consent or approval granted under these House Rules is revocable at any time by the Corporation for any or no reason.

56. A. Any violation by a Shareholder or a family member, guest, employee or Subtenant of the shareholder of any house rule shall be deemed a violation by the shareholder.

B. The Corporation will, upon such violation, bill to the Shareholder the sum of \$100 for the first violation, \$200 for the second and \$300 for the third (representing the administrative fee of the Corporation in addressing the violation), plus a sum equal to the actual out-of-pocket, cost to the corporation for remedying the violation by the Shareholder (e.g. overtime for Building personnel, hiring of outside contractors to repair damage, parts and supplies to remedy damage, etc.)

C. Both the administrative fee and the actual out-of-pocket costs to the Corporation will be billed to the violating Shareholder as additional maintenance, and in the event of nonpayment the Corporation shall be entitled to maintain summary proceedings against the violating Shareholder for payment of basic maintenance. In addition, until these fees are paid, the shareholder or resident will be denied membership or use of the gym and/or pool.

Revised as of March 13, 2012

GERARD OWNERS CORP.

ACKNOWLEDGEMENT OF HOUSE RULES

I (We), the undersigned, acknowledge that I (We) have received a copy of the House Rules of GERARD OWNERS CORP., which is annexed hereto, and have read them and agree to abide by same.

Apartment No: _____

Address: _____

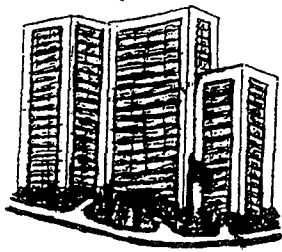
Applicant #1 (Print Name)

Applicant #1 (Signature)

Applicant #2 (Print Name)

Applicant #2 (Signature)

Date



GERARD TOWERS

ALL PROSPECTIVE PURCHASERS

Background and Security Checks

Please be advised that effective April 5, 2011, Gerard Owners Corp. will use Full Security Incorporated as the background and credit check search firm for all purchase applications. A background check is required for each person that will be listed on the Lease and Stock Certificate.

To ensure your paperwork is processed as quickly as possible, please complete the attached form and a check in the amount of \$190.53 for one and \$381.06 for two people. Please make check payable to Full Security Inc., and mail to Full Security Inc., 1325 Avenue of the Americas, Suite 2700, New York, New York 10019

Please be sure to mention Gerard Owners Corp. In the memo field of your check.

THANK YOU.



BACKGROUND & CREDIT SEARCH RELEASE

Full Security, Inc.
1325 Avenue of the Americas
New York, New York 10019

The Consumer understands that the Full Security, Inc. will perform a credit and background check to verify the Consumer's credit references and credit history in the connection with the processing of this background request.

The Consumer expressly authorizes, without reservation, Full Security, Inc., its representatives, and any and all employees, or agents to conduct and obtain information from all references (personal and professional), employers (former and current), public agencies, licensing authorities and educational institutions and to obtain the background information requested. The Consumer does hereby waive any and all rights and claims they may have regarding Full Security, Inc., its representatives, agents or employees, for seeking, gathering and using such information in the background search process, and all other persons, corporations, or organizations for furnishing such information about the Consumer.

I represent the information provided for this background investigation is true and correct, to the best of my knowledge.

Full Security, Inc. is authorized to request a credit check.

Consumer's Printed Name _____ Date _____
Consumer's Social Security Number _____

Consumer's Signature _____
Consumer's Date of Birth _____

1325 Avenue of the Americas Suite 2749 New York, NY 10019

Tel: 212.554.4000

Fax: 212.554.4167

EMPLOYMENT VERIFICATION FORM

APPLICANT SUPPLIED INFORMATION

Applicant's Name _____

Name of Employer _____

Address of Employer _____

Telephone Number: _____

Position with Employer _____

Wage/Salary _____

Length of time with Employer _____

I have completed the above information in connection with my application to Gerard Towers. The addressee of this letter is authorized to verify this information and forward it to Gerard Towers along with the information you provide in the following items. Your response is solely a matter of courtesy for which no responsibility is attached to your institution or any of its officers.

Applicant's Signature _____

VERIFICATION BY EMPLOYER

Name of Employee _____

Is the Applicant Supplied Information above correct? Yes _____ No _____

If no please comment _____

Is the Applicant: Full Time _____ Part Time _____ Permanent _____ Temp _____

Information Provided by _____

Signature: _____

Title _____ Date: _____