



MADISON GREEN

5 East 22nd Street, New York, NY 10010

LEASE PACKAGE FOR OWNERS

Unit Owner (Seller)

Unit Number

Date

In accordance with the Bylaws of Madison Green (Article 7, Section 1(b)), the Board of Managers has the right of first refusal and has the right of election to lease the unit, on behalf of all unit owners or to produce a lessee and to act upon same within 30 days after the receipt of the Bona Fide Offer.

Owners are prohibited from signing in tenants as guests prior to board approval. Doing so would create an illegal tenancy and subject the owners to fines and other board actions.

Please note that the unit may not be leased unless the account is clear. One original and one copy of the following must be filed. Only complete packages will be reviewed.

Items included in this package:

1. This cover letter and check-list. (Pgs. 1-2)
2. Notification of Bona Fide Offer. A letter of intent to the Board of Managers stating that you have a bona fide offer to lease your unit and you are offering the lease under the same terms and conditions to Madison Green. (Pg. 3)
3. Notification of Legal Mailing Address to be completed by Owner. (Pg. 4)
4. Application for Lease of Unit all terms and conditions entered to be signed by Tenant(s). (Pg. 5)
5. Consumer Credit Report Authorization for release of credit information and acceptance of fee to be signed by Tenant(s) and returned with package. (Pgs. 6-10)
6. Rider to Lease of Condominium Madison Green Rider to the Lease Agreement to be signed by Owner and Tenant(s). (Pgs. 11-12)
7. Window Guard Rider to be signed by Tenant(s). (Pg. 13)
8. Acceptance of Dog Rule Dog Rider to be signed by Tenant(s). (Pg. 14)
9. Emergency Information to be completed by Tenant(s). (Pg. 15)
10. Acceptance of House Rules to be signed by Tenant(s). (Pg. 16)
11. House Rules: Your copy. Please retain for your records. (Pgs. 17-19)
12. Fire Safety Acknowledgement Form to be signed by Tenant(s). (Pg. 20)
13. Fire Safety Plans. Your copy. Please retain for your records. (Pgs. 21-28)
14. Building Link Information Form (Pg. 29)

Items which must be added to this package:

15. A copy of the fully executed standard Lease of a Condominium Unit (signed by both parties). All leases must be for a term of at least 6 months.
16. A non-refundable check in the amount of \$400 made payable to Douglas Elliman Property Management as application fee.
17. Employment and salary verification letter from employer.



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18. Three personal reference letters.

Items which must be completed following the submission of this package:

- 19. I agree to pay the \$65.00 fee per applicant [\$175 for corporate application] which is inclusive of 8.625% NY sales tax, to the Credential Researchers, Ltd. for credit check.
- 20. Move-ins must be scheduled with the Front Desk/Lobby of the building at least 48 hours in advance. Telephone Number: (212) 673-4171

Renewal of Existing Leases:

- 21. For renewal of leases, items 2, 13, 15 and an application fee of \$200 payable to Douglas Elliman Property Management.

Any questions regarding the items in this package or any requirements for the sale or lease of units may be directed to:

Ms. Julie Brown, Douglas Elliman Property Management, 675 Third Avenue, 6th Floor, New York, NY 10017.
Phone(212) 692-6112, Fax: (646) 843-2575

The date of receipt of this package by Douglas Elliman Property Management,

By: _____



MADISON GREEN

5 East 22nd Street, New York, NY 10010

Notification of Bona Fide Offer

Date _____

Board of Managers

Madison Green Condominium, Inc.

Re: Unit _____

Please accept this notification that I have a bona fide offer to buy my apartment and I offer same to the Board of Managers under the same terms and conditions as described in the application form and contract.

Owner _____

Owner _____



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Notification of Legal Mailing Address

Date: _____ *Unit Number:* _____

All communication and invoicing concerning the ownership of this unit should be sent to:

Owner

Name (please print): _____

Address: _____

City, State, Zip Code: _____

Home Phone: _____

Business Phone: _____



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Application for Lease of Unit

Unit Number: _____ *Application Date:* _____

Term of Lease: _____ *Monthly Rental:* _____

Owner

Name: _____ *Name (if joint ownership):* _____

Soc. Sec. Number: _____ *Soc. Sec. Number:* _____

Home Phone: _____ *Home Phone:* _____

Business Phone: _____ *Business Phone:* _____

Tenant(s) *If corporate purchase, name of corporation AND resident(s)*

Name(s): _____ *Name (if joint ownership):* _____

Soc. Sec. Number(s): _____ *Soc. Sec. Number(s):* _____

Home Phone: _____ *Home Phone:* _____

Business Phone: _____ *Business Phone:* _____

Employer/Business Name: _____ *Employer/Business Name:* _____

Address: _____ *Address:* _____

City, State, Zip Code: _____ *City, State, Zip Code:* _____

Nature of Employment: _____ *Nature of Employment:* _____

Annual Salary: _____ *Annual Salary:* _____

Bank Name: _____ *Bank Name:* _____

Bank Address: _____ *Bank Address:* _____

Account No: _____ *Account No:* _____

Bank/Brokerage Name: _____ *Bank/Brokerage Name:* _____

Account No: _____ *Account No:* _____

Guarantor

Tenant's Attorney or Broker (if applicable)

Name(s): _____ *Name (if joint lease):* _____

Address: _____ *Address:* _____

City, State, Zip Code: _____ *City, State, Zip Code:* _____

Phone: _____ *Phone:* _____

Fax: _____ *Fax:* _____



140 West End Ave - Suite 17J - NYC, NY 10023
 www.credentialresearchers.com

Tel 212-873-8290 / 866-873-8290 toll free
 Fax 212-873-2769 / 917-441-6785

LEASE _____ PURCHASE _____ (PLEASE CHECK ONE)

APARTMENT DATA		
Building Address: Rose Associates		Apt #:
Monthly Rent:		
Today's Date:	Lease Date:	Lease Term:
APPLICANT NAME		
First Name:	Middle:	Last: DOB:
Telephone-Work:	Home:	Social Security No:
Tenant:		Co-Tenant(s):
Guarantor:		Co- Guarantor(s):
OTHER OCCUPANTS	RELATIONSHIP	AGE
1.		
2.		
Do you have pets: Yes No	Please Specify:	
Emergency Contact:		Phone:
RESIDENTIAL HISTORY		
Current Address:		Apt:
City:	State:	Zip:
Length of Time:	Landlord/Mortgage Holder:	
Landlord Telephone:		Monthly Payment:
COMPLETE IF CURRENT ADDRESS IS LESS THAN TWO YEARS		
Address:		Apt:
City:	State:	Zip:
Length of time:	Landlord/Mortgage Holder:	
Landlord Telephone:		Monthly Payment:



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EMPLOYMENT INFORMATION*		
Employer:		How Long:
Employer's Address:		
Human Resources/Supervisor:		Telephone:
Position Held:	Annual Income:	Bonus:
COMPLETE IF CURRENT EMPLOYMENT IS LESS THAN TWO YEARS		
Employer:		How Long:
Employer's Address:		
Human Resources/Supervisor:		Telephone:
Position Held:	Annual Income:	Bonus:
ADDITIONAL INFORMATION		
Interest, Dividends, Real Estate, Etc:		
FINANCIAL INFORMATION		
Bank:		
Branch Address:		
Bank Officer:		Bank Telephone:
Account Number:		Checking ___ Savings ___ Securities ___ (Please check appropriate a/c)
Bank:		
Branch Address:		
Bank Officer:		Bank Telephone:
Account Number:		Checking ___ Savings ___ Securities ___ (Please check appropriate a/c)



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REFERENCES	
Attorney (If applicable):	Telephone:
Accountant (If applicable):	Telephone:
<p>I hereby authorize The Credential Researchers, Ltd., the Leasing Manager, landlord for building and DEPM to obtain a consumer credit report on me and to verify any information on this application with regard to my employment history, current and prior tenancies and all other information that the management company deems pertinent to my obtaining residency and to release such information to the owner/landlord/agent set forth above. Information contained in the following report is strictly confidential, may not be divulged to the subject of this report, or to any other person and is intended for the exclusive use of its inquirer. This report contains information compiled from sources believed to be reliable but the accuracy of which cannot be guaranteed. The inquirer agrees to hold all information contained herein in strict confidence and The Credential Researchers Ltd. shall not be held liable for any damages arising out of any improper use of this information.</p> <p>Processing Fee: _____ Date: _____ Signature: _____</p>	

*Please note: If your company will verify employment and salary only through one of the automated systems (which charge about \$15.00 per minute) please obtain the verification yourself and fax it to us.



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AUTHORIZATION TO RELEASE RECORDS

LANDLORD:

TO: _____
(Company Name) (Contact/Title)

(Phone Number) (Fax Number)

EMPLOYER:

TO: _____
(Company Name) (Contact/Title)

(Phone Number) (Fax Number)

BANK:

TO: _____
(Bank Name) (Contact/Title)

(Phone Number) (Fax Number)

ACCOUNTANT: (if applicable i.e. if self-employed or have income in addition to your salary, etc.)

TO: _____
(Name) (Phone)

ATTORNEY: (if applicable)

(Name) (Phone)

I authorize the above referenced individuals and/or institutions to verify any and all requested information and, when necessary, to provide written backup to the Credential Researchers, Ltd.

Applicant Name: _____
(Please Print)

Applicant Signature: _____

Please Note: To expedite your application process, please fill in the above information and advise these parties that The Credential Researchers, Ltd. will be contacting them. Please indicate the importance of a prompt response. Thank you.



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Credit Card Authorization

Property

Application # _____

(For internal use only)

Applicant(s): _____

Property Name/Owner/Manager: _____

Property Address: _____

City: _____ State: _____ Apartment/Unit: _____

Terms: The name that will appear on your credit card statement is *'The Credential Researchers, Ltd'*. An administrative surcharge of \$20.00 will be imposed on any transaction that is not successfully charged to the credit card described below. The credit checking fee is non-refundable.

Check one: Visa MasterCard (VISA OR MASTERCARD ONLY)

Credit Card Number: _____

Expiration Date: _____ 3 Digit Security Code: _____ (From the back of the card)

Cardholder's Name: _____

Email: _____

Cardholder Billing Address

Street: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Card Issuer

Phone: _____ (From the back of the card)

Amount: \$65

I hereby authorize ***The Credential Researchers Ltd*** to charge my credit card as described above for tenant screening services to be rendered pursuant to an application for tenancy at the property described above.

Cardholder's Signature

Date



Rider to Lease of Condominium

Date: _____

Unit Number: _____

Occupancy

It is agreed that the Unit is to be used for residential purposes only by:

It is further agreed that in the event this Unit is occupied by person other than those named above, the Owner/Landlord may terminate this lease.

Subordination of Lease

This Lease Agreement is subject and subordinate to (A) the By-Laws, Rules and Regulations and Provisions of the Declaration establishing a Plan for Condominium Ownership of the Premises and (B) Powers of Attorney granted to the Board of Managers, leases, agreements, mortgages, renewals, modifications, consolidations, replacements, and extensions to which the Declaration or the Unit are subject now or in the future. Tenant shall not perform any act, or fail to perform an act, or exercise any right or privilege under this lease in violation or default of the Declaration or other document noted in (B).

Acceptance of House Rules

Tenant acknowledges having received a copy of the House Rules governing ownership and residence at Madison Green as provided by the By-Laws of Madison Green and agrees to observe and be bound by all terms in it which apply to the occupant or user of the Unit, common areas, and facilities. Tenant agrees that infractions of the House Rules may, after written notification and continued disregard for the Rules, incur fines as determined by the Board of Managers, billed on common charges invoices and payable to the managing agent of the condominium, Douglass Elliman Property Management. Tenant agrees to pay such fines for violation of House Rules.

Indemnification for Liability

Tenant agrees that the Owner/Landlord, Madison Green, its Board of Managers, employees, and agents (Douglass Elliman Property Management) shall not be liable for injury to any person or damage to any property sustained by Tenant, its licensees, invitees, guests, contractor, and agents, or by any other person for any reason except for the negligence of Landlord or Madison Green. Tenant agrees to indemnify and hold harmless the aforementioned from all claims, losses, costs of damages, including attorney's fees, caused by any act or occurrence related to the use of the Unit.

Guarantee of Common Charges

In the event of bank foreclosure or common charges becoming delinquent on the Unit, upon written notice from the Board of managers to Tenant, Tenant shall make all future monthly rental payments to the condominium



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corporation, payable to Douglass Elliman Property Management and mailed to: Douglass Elliman Property Management, 675 Third Avenue, New York, NY 10017. Upon resolution of delinquent common charges and notification to Tenant, Tenant shall resume paying Owner/Landlord.

Electricity Charges

Owner will supply Tenant with electric current for the Tenant's use in the Unit. Electricity will be supplied by the public utility company serving the area, metered individually for the Unit, measured by a vendor or agent of the Owner, and billed at the Public Utility Commission controlled consumer rate. Owner or his vendor or agent will forward billing for electricity to Tenant as added rent. In addition to other remedies, including the ability to sue for non-payment of rent at a summary proceeding, failure to pay the electric bill upon receipt will subject Tenant to a default under the Tenant's Lease and/or will subject Tenant to interruption of electrical service following guidelines required by the Public Utilities Commission.

Modification and Termination of Lease

This lease may not be modified, amended, extended, or assigned without the prior consent in writing of the Board of Managers. The Tenant shall not assign his interest in such Lease or sublet the demised premises or any part thereof with the prior consent in writing of the Board of Managers. The Board of Managers shall have the power to terminate such Lease and/or to bring summary proceedings to evict the Tenant in the name of the Owner/Landlord in the event of (A) a default by the Tenant in the performance of its obligations under the Lease or (B) a foreclosure of a lien.

Owner Landlord

Tenant

Signature:

Signature:

Name (please print):

Name (please print):

Date:

Date:

Signature:

Signature:

Name (please print):

Name (please print):

Date:

Date:



MADISON GREEN

5 East 22nd Street, New York, NY 10010

Window Guard Rider

Date: _____

Dear Resident:

You are hereby notified that, under Section 131.15 of the New York City Health Code, we are required to install window guards in your apartment if a child or children of ten (10) years old or under reside(s) in your apartment.

Each resident is required the Code to advise the owner or managing agent whether or not there are children under ten years of age residing in the apartment. In order that you can fulfill your obligations regarding this matter, we are requesting that you complete the form below. Please fill out all the information requested.

If at some future time a child ten years of age or younger becomes a resident of your apartment, the Code further requires that you then inform the managing agent of the building in writing in order to have window guards installed.

Douglass Elliman Property Management

As Agent for

MADISON GREEN

Name of Resident: _____ *Unit Number:* _____

Check the appropriate box:

___ There are no children ten (10) years of age or younger in my apartment at the present time.

___ I want to have window guards even though I have no children ten years of age or younger.

___ I have children ten years of age or younger in my apartment. Their names and birth dates are:

Name: _____ *Birth Date:* _____

Name: _____ *Birth Date:* _____

Name: _____ *Birth Date:* _____

Resident(s) Name (please print): _____ *Resident(s) Signature:* _____



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Acceptance of Dog Rule

Date: _____

Unit Number: _____

By resolution of the Board of Managers, effective September 1, 1988, an amendment to the Bylaws of the Condominium, dogs are prohibited in rental apartments. By Resolution of the Board of Managers, effective April 1, 2007, the fine for keeping a dog in a rental Unit is \$1500 per month, per dog. Fines are billed on common charges invoices to the Owner/Landlord and are collectible from Tenant as agreed in the Rider to the Lease.

Harboring a dog in a rental Unit constitutes a violation of substantial obligation of the Lease and may result in the default and/or forfeiture of the Lease. The Owner/Landlord, the Board of Managers of the condominium, or their agents Douglass Elliman Property Management, may commence summary proceedings to evict Tenant from the Unit in the event of such default.

I accept the resolution regarding dogs and the fines for harboring them.

Name (please print): _____ *Signature:* _____

I further accept the owner's requirement prohibiting pets of any kind.

Name (please print): _____ *Signature:* _____



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Emergency Information

Resident's Name: Apartment(s): _____ *Apartment telephone(s):* _____

Work, daytime, or other locations where you can be reached: _____ *Telephone(s):* _____

Family, friend, business, or other person to contact in case of emergency: _____ *Telephone(s):* _____

Personal Identification Word/Name (such as your mother's maiden name): _____



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Acceptance of House Rules

Date: _____

Unit Number: _____

I have read the Madison Green House Rules that follows this Acceptance document. The House Rules are also located in the By-Laws section of the Offering Plan and are also contained in the By-Laws section of the Condominium's web site (www.madisongreen.org).

I agree to abide by the House Rules governing ownership and residence at Madison Green as provided by the By-Laws of Madison Green. I agree that infractions of House Rules may, after written notification and continued disregard for the Rules, incur fines as determined by the Board of Managers, billed on common charge invoices and payable to the managing agent of the Condominium, Douglas Elliman Property Management. I agree to pay any such fines for violation of the House Rules.

Name (please print): _____ *Signature:* _____

Name (please print): _____ *Signature:* _____



HOUSE RULES

1. The units shall be used for residences, except for the Commercial Unit and the Garage Unit which may be used for any lawful purpose. Units may also be used for professional offices by a resident thereof with the prior written consent of the Board of Managers, unless prohibited by law.
2. Except as provided in Rule 1 above, no industry, business, trade, occupation or profession of any land, commercial, religious, educational or otherwise, designed for profit, altruism, or otherwise, shall be conducted, maintained or permitted on any part of the Property, nor shall any "For Sale", "For Rent" or "For Lease" signs or other window displays or advertising be maintained or permitted on any part of the Property or in any unit therein nor shall any unit be used or rented for transient, hotel or motel purposes.

Notwithstanding the above, the right is reserved by the Sponsor, Sponsor-affiliates, the Owner of the Garage Unit and of the Commercial Unit, and the Board of Managers, of their agent, to (a) place, "For Sale", "For Rent" or "For Lease" signs on any unsold or unoccupied units, and (b) to erect, lease, manage and maintain commercial and recreational facilities on various portions of the property as permitted by applicable law and regulation, and as contemplated by the Office Plan, as amended. The Garage Unit Owner and the Commercial Unit Owner shall have the right to place signs, displays and the like in the common elements provided that use and enjoyment of such common elements by the other Unit Owners is not unduly curtailed thereby.

3. Nothing shall be done kept in any unit or the common elements or limited common elements which will increase the rate of insurance of any of the buildings, or contents thereof, without the prior written consent of the Board of Managers. No unit owner shall permit anything to be done or kept in his unit or in the common elements or limited common elements which will result in the cancellation of insurance on any of the buildings, or contents thereof, or which would be in violation of any law. No unit owner or occupant or any of his agents, servants, employees, licenses or visitors shall at any time bring into or keep in his unit, any limited common element appurtenant thereto, or vestibule, any flammable, combustible or explosive fluid, material, chemical or substance (except gasoline in automobile tanks). No waste shall be committed in the common elements or limited common elements.
4. 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 thereof, and the unit owner alone shall be liable for any damage or injury caused by any radio, television or other electrical equipment in such unit. No such installation shall interfere with reception of the Master-T.V. antenna.
5. Nothing shall be done in any unit or in, on or the common elements or limited common elements which will impair the structural integrity of any building or which would structurally change any of the buildings.
6. Nothing shall be altered or constructed in or removed from the common elements, except upon the written consent of the Board of Managers.
7. No animals, birds, or reptiles of any kind shall be raised, bred, or kept in any unit or in the common elements or limited common elements, except that dogs, cats or other household pets, not to exceed two



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per unit, may be kept in units, subject to the rules and regulations adopted by the Board of Managers, provided that they are not kept, bred or maintained for any commercial purposes; and provided further that any such pet causing a nuisance or unreasonable disturbance or noise shall be permanently removed from the property subject to these restrictions upon three (3) days' written notice from the Board of Managers. In no event shall any dog be permitted in any portion of the common elements unless carried or on a leash, or in any grass or garden plot under any circumstances.

8. No noxious or offensive activity shall be carried on in any unit or in the common elements or limited common elements, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the other unit owners or occupants.
9. There shall be no obstruction of the common elements nor shall anything be stored in the common elements without the prior consent of the Board of Managers except as hereinafter expressly provided. Each unit owner shall be obligated to maintain and keep in good order and repair his own unit in accordance with the provisions of the By-Laws.
10. Except in recreational or other areas designated as such by the Board of Managers or in the Declaration, there shall be no playing, lounging, or parking of the baby carriages or playpens, bicycles, wagons, toys, vehicles, benches or chairs, on any part of the common elements (except that limited common elements may be used for their intended purposes.) storage by owners in areas designated by the Board of Managers or in the Declaration shall be at their own risk.
11. No clothes, sheets, blankets, laundry or other articles of any kind shall be hung out of a unit or exposed on any part of the common elements. The common elements and limited common elements shall be kept free and clear of rubbish, debris and other unsightly materials, nor shall any rugs or mops be shaken or hung from on or out of the windows, doors, railings, or vestibules, nor shall a unit owner sweep or throw or permit to be swept or thrown there from any dirt or other substance.
12. Each unit owner shall keep his unit in a good state of preservation and cleanliness and each unit owner shall be obligated to maintain and keep in good order and repair his own unit in accordance with provisions of the By-Laws.
13. No vestibule shall be decorated or otherwise altered without the consent in writing of the Board of Managers.
14. Unless express written consent to the contrary is given by the Board as to the particular unit in question, 80% of the floor area each unit (with the exception of baths, kitchens, closets and foyers) shall always be covered with carpet, rugs or material equally efficient for noise reduction. This provision shall not apply to the Commercial Unit and the Garage Unit.
15. There shall be no barbequing in the units or any common areas or limited common areas, including patios and balconies, except areas specifically designated for barbequing by the Board of Managers.
16. No washing or repairs of automobiles shall take place on any of the Property.



17. 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 in the building at any reasonable hour of the day 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.
18. The Board of Managers, or its designated agent, may retain a pass key to the unit and storage area. No unit owner shall alter any lock or install a new lock or a knocker on any door of the units and storage areas without the written consent of the Board of Managers. In case such consent is given, the unit owner shall provide the Board of Managers, or its agent, with an additional kept pursuant to its right of access to such premises. If entry is required in an emergency and the key has no been furnished to management as require by these Rules, the managing agent (with authorization from an officer of the Board) may forcibly enter the Unit without liability for damages or trespass, provided that reasonable care is exercised.
19. Within fourteen (14) days after the sale or lease of any unit in the Building, the unit owner shall (a) hire an exterminator recommended by the Board (the "Recommended Exterminator") to perform an inspection of the unit to determine if there is any bedbug infestation in the unit and (b) deliver to the Board a certificate from the Recommended exterminator (the "Certificate") that either it did not find any bedbug infestation on the unit or that it did find a bedbug infestation in the unit and that it successfully performed the eradication method(s) to eliminate the infestation. The Certificate shall also specify the eradication method(s) to eliminate the infestation. The Certificate shall also specify the eradication method(s) performed by the recommended Exterminator in the unit. As of the date hereof, the Recommended Exterminator shall be one of the following:
 1. Assured Environments: (212) 480-5800
 2. Bell Environmental services: (935) 575-7800
 3. Stern Environmental Group: (732) 780-0805



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TENANT

Fire Safety Acknowledgement Form

I/we hereby acknowledge receipt of the attached fire safety plan and fire safety notice (sticker) in connection with my lease of Apartment _____ at the premises known as Madison Green, located at 5 East 22nd Street, New York, N.Y.

READ, AGREED AND ACCEPTED

Tenant Name (please print): _____

Tenant Signature: _____

Date: _____



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FIRE SAFETY PLAN PART I - BUILDING INFORMATION SECTION

BUILDING ADDRESS: 5 East 22nd Street

BUILDING OWNER/REPRESENTATIVE:

NAME: Madison Green c/o Douglas Elliman Prop. Mgmt

ADDRESS: 675 Third Avenue, New York, NY 10017

TELEPHONE: 212-370-9200

BUILDING INFORMATION:

Year of Construction: 1983

Type of Construct: Combustible Non-Combustible

Number of Floors: Above Ground 32 Below Ground 1

Sprinkler System: Yes No

Sprinkler System Coverage: Entire Building Partial (Complete All That Apply)

Dwelling Units Kitchen area ("P" apartment line only) from floors 10 thru 31

Hallways

Stairwells

Compactor Chute Compactor chute and room. Unit located on 1st floor

Other Parking garage and basement fully sprinklered

Fire Alarm

Yes Transmits Alarm to Fire Dept/Fire Alarm Co. No

Location of Manual Pull Station:

Public Address System: Yes No

Location of Speakers: Stairwell Hallway Dwelling Unit Other

Speakers located in elevator cars. Intercom type two way communication.

Means of Egress (e.g., Unenclosed/Enclosed Interior Stairs; Exterior Stairs, Fire Tower Stairs, Fire Escapes, Exit):

Type of Egress	Identification	Location	Leads To
Enclosed interior stair	A	Eastside of building	Roof to lobby and basement
Enclosed interior stair	B	Westside of building	Roof to lobby and basement

Other Information:

Emergency lighting installed in all corridors, exit stairs and lobby.

DATE PREPARED: October 1, 2008



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FIRE SAFETY PLAN PART II - FIRE EMERGENCY INFORMATION

BUILDING ADDRESS: 5 East 22nd Street

THIS FIRE SAFETY PLAN IS INTENDED TO HELP YOU AND THE MEMBERS OF YOUR HOUSEHOLD PROTECT YOURSELVES IN THE EVENT OF FIRE. THIS FIRE SAFETY PLAN CONTAINS:

- Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.
- Basic information about your building, including the type of construction, the different ways of exiting the building, and the types of fire safety systems it may have.
- Emergency fire safety and evacuation instructions in the event of fire in your building.

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY PLAN AND TO DISCUSS IT WITH THE MEMBERS OF YOUR HOUSEHOLD. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF A FIRE,

CALL 911

OR THE FIRE DEPARTMENT DISPATCHER, AT

Manhattan	(212) 999-2222
Bronx	(718) 999-3333
Brooklyn	(718) 999-4444
Queens	(718) 999-5555
Staten Island	(718) 999-6666

OR TRANSMIT AN ALARM FROM THE NEAREST FIRE ALARM BOX

BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every apartment should be equipped with at least one smoke detector. Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Replace the batteries in the spring and fall when you move your clocks forward or back an hour, and whenever a smoke detector chirps to signal that its battery is low. The smoke detector should be replaced on a regular basis in accordance with the manufacturer's recommendation, but at least once every ten years.
2. Carelessly handled or discarded cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won't tip over. Never leave a lit or smoldering cigarette on furniture.
3. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.
4. Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your oven is off and any coffeepot or teapot is unplugged.
5. Never overload electrical outlets. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit breakers.
6. Keep all doorways and windows leading to fire escapes free of obstructions, and report to the owner any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.



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7. Install window gates only if it is absolutely necessary for security reasons. Install only approved window gates. Do not install window gates with key locks. A delay in finding or using the key could cost lives. Maintain the window gate's opening device so it operates smoothly. Familiarize yourself and the members of your household with the operation of the window gate.
8. Familiarize yourself and members of your household with the location of all stairwells, fire escapes and other means of egress.
9. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.
10. Exercise care in the use and placement of fresh cut decorative greens, such as Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.

BUILDING INFORMATION

Building Construction

In a fire emergency, the decision to leave or to stay in your apartment will depend on the type of building you are in.

Residential buildings built before 1968 are generally classified as "fireproof" or "non-fireproof." Residential buildings built in or after 1968 are generally classified either as "combustible" or "non-combustible." The type of building construction generally depends on the size and height of the building.

A "non-combustible" or "fireproof" building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or space in which they start and less likely to spread inside the building walls to other apartments and floors. THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE. While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations, and personal belongings) may catch on fire and generate flame, heat, and large amounts of smoke, which can travel throughout the building, especially if apartment or stairwell doors are left open.

A "combustible" or "non-fireproof" building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of the fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat, and smoke that can be generated by the burning of the contents of the building.

Be sure to check Part I (Building Information Section) of this fire safety plan to see what type of building you are in.

Means of Egress

All residential buildings have at least one means of egress (way of exiting the building), and most have at least two. There are several types of egress:

Interior Stairs: All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed. Unenclosed stairwells (stairs that are not separated from the hallways by walls and doors) do not prevent the spread of flame, heat, and smoke. Since flame, heat, and smoke generally rise, unenclosed stairwells may not ensure safe egress in the event of a fire on a lower floor. Enclosed stairs are more likely to permit safe egress from the building, if the doors are kept closed. It is important to get familiar with the means of egress available in your building.

Exterior Stairs: Some buildings provide access to the apartments by means of stairs and corridors that are outdoors. The fact that they are outdoors and do not trap heat and smoke enhances their safety in the event of a fire, provided that they are not obstructed.



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Fire Tower Stairs: These are generally enclosed stairwells in a "tower" separated from the building by air shafts open to the outside. The open air shafts allow heat and smoke to escape from the building.

Fire Escapes: Many older buildings are equipped with a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes are considered a "secondary" or alternative means of egress, and are to be used if the primary means of egress (stairwells) cannot be safely used to exit the building because they are obstructed by flame, heat, or smoke.

Exits: Most buildings have more than one exit. In addition to the main entrance to the building, there may be separate side exits, rear exits, basement exits, roof exits, and exits to the street from stairwells. Some of these exits may have alarms. Not all of these exits may lead to the street. Roof exits may or may not allow access to adjoining buildings. Be sure to review Part I (Building Information Section) of this fire safety plan and familiarize yourself with the different means of egress from your building.

Fire Sprinkler Systems

A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Sprinkler systems are very effective at preventing fire from spreading beyond the room in which it starts. However, the fire may still generate smoke, which can travel throughout the building.

Residential buildings are generally not required to have fire sprinkler systems. Some residential buildings are equipped with sprinkler systems, but only in compactor chutes and rooms or boiler rooms. All apartment buildings constructed or substantially renovated after March 1999 will be required by law to be equipped with fire sprinkler systems throughout the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with fire sprinkler systems.

Interior Fire Alarm Systems

Although generally not required, some residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually-activated (must be pulled by hand) and do not automatically transmit a signal to the Fire Department, so a telephone call must still be made to 911 or the Fire Department dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with an interior fire alarm system and whether the alarm is transmitted to the Fire Department, and familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.

Public Address System

Although generally not required, some residential buildings are equipped with public address systems that enable voice communications from a central location, usually in the building lobby. Public address systems are different from building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with a public address system.



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EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS

IN THE EVENT OF A FIRE, FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. HOWEVER, THERE MAY BE EMERGENCY SITUATIONS IN WHICH YOU MAY BE REQUIRED TO DECIDE ON A COURSE OF ACTION TO PROTECT YOURSELF AND THE OTHER MEMBERS OF YOUR HOUSEHOLD.

THIS FIRE SAFETY PLAN IS INTENDED TO ASSIST YOU IN SELECTING THE SAFEST COURSE OF ACTION IN SUCH AN EMERGENCY. PLEASE NOTE THAT NO FIRE SAFETY PLAN CAN ACCOUNT FOR ALL OF THE POSSIBLE FACTORS AND CHANGING CONDITIONS; YOU WILL HAVE TO DECIDE FOR YOURSELF WHAT IS THE SAFEST COURSE OF ACTION UNDER THE CIRCUMSTANCES.

General Emergency Fire Safety Instructions

1. Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on the scene of a fire within minutes of receiving an alarm.
2. Because flame, heat and smoke rise, generally a fire on a floor below your apartment presents a greater threat to your safety than a fire on a floor above your apartment.
3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
4. If you decide to exit the building during a fire, close all doors as you exit to confine the fire. Never use the elevator. It could stop between floors or take you to where the fire is.
5. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl. Take short breaths, breathing through your nose.
6. If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

Evacuation Instructions If The Fire Is In Your Apartment (All Types of Building Construction)

1. Close the door to the room where the fire is, and leave the apartment.
2. Make sure EVERYONE leaves the apartment with you.
3. Take your keys.



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4. Close, but do not lock, the apartment door.
5. Alert people on your floor by knocking on their doors on your way to the exit.
6. Use the nearest stairwell to exit the building.
7. DO NOT USE THE ELEVATOR.
8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
9. Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.

Evacuation Instructions If The Fire Is Not In Your

Apartment

"NON-COMBUSTIBLE" OR "FIREPROOF" BUILDINGS:

1. Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
2. If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
3. If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
4. If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
5. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
6. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
7. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
8. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.



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"COMBUSTIBLE" OR "NON-FIREPROOF" BUILDING

1. Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat
2. Exit your apartment and building if you can safely do so, following the instructions above for a fire in your apartment.
3. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.
4. If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
 - A. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
 - B. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
 - C. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
 - D. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.



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FIRE SAFETY NOTICE

IN THE EVENT OF FIRE, STAY CALM. NOTIFY THE FIRE DEPARTMENT AND FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. IF YOU MUST TAKE IMMEDIATE ACTION, USE YOUR JUDGMENT AS TO THE SAFEST COURSE OF ACTION, GUIDED BY THE FOLLOWING INFORMATION:

YOU ARE IN A NON-COMBUSTIBLE (FIREPROOF) BUILDING

If The Fire Is In Your Apartment

- Close the door to the room where the fire is and leave the apartment.
- Make sure EVERYONE leaves the apartment with you.
- Take your keys.
- Close, but do not lock, the apartment door.
- Alert people on your floor by knocking on their doors on your way to the exit.
- Use the nearest stairwell to leave the building.
- DO NOT USE THE ELEVATOR.
- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your household at a pre-determined location outside the building. Notify the firefighters if anyone is unaccounted for.

If The Fire Is Not In Your Apartment

- Stay inside the apartment and listen for instructions from firefighters unless conditions become dangerous.
- If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
- If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
- Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches at top and bottom unless flames and smoke are coming from below.
- Do not break any windows.
- If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.



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Building Link Information Sheet

Unit Owner Information:

Unit Owner Name(s): _____ Apt #: _____

E-Mail Address: 1) _____ 2) _____

Home Phone #: 1) _____ 2) _____

Work Phone #: 1) _____ 2) _____

Cell Phone #: 1) _____ 2) _____

Fax #: 1) _____ 2) _____

Person to Contact in an
Emergency: 1) _____ 2) _____

Phone # of Emergency
Contact: 1) _____ 2) _____

Tenant Information: *(To be completed by tenant)*

Tenant Name(s): _____ Apt #: _____

E-Mail Address: 1) _____ 2) _____

Home Phone #: 1) _____ 2) _____

Work Phone #: 1) _____ 2) _____

Cell Phone #: 1) _____ 2) _____

Fax #: 1) _____ 2) _____

Person to Contact in an
Emergency: 1) _____ 2) _____

Phone # of Emergency
Contact: 1) _____ 2) _____

I do not have a computer and/or internet access.