



LAWN TERRACE
Owners Corporation

LAWN TERRACE OWNERS CORP
PURCHASE/SUBLET APPLICATION KIT
REVISED 05/22/2026

FORM EXPIRES DECEMBER 31, 2026

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WESTCHESTER FAIR HOUSING LAW SECTION 700.21-A NOTICE

ARTICLE II OF CHAPTER 700 OF THE LAWS OF WESTCHESTER COUNTY KNOWN AS THE WESTCHESTER COUNTY FAIR HOUSING LAW, PROHIBITS DISCRIMINATION IN HOUSING ACCOMMODATIONS ON THE BASIS OF A PERSON OR PERSONS' ACTUAL OR PERCEIVED RACE, COLOR, RELIGION, AGE, NATIONAL ORIGIN ALIENAGE OR CITIZENSHIP STATUS, ETHNICITY, FAMILIAL STATUS, CREED, GENDER SEXUAL ORIENTATION, MARITAL STATUS DISABILITY, SOURCE OF INCOME, OR STATUS AS A VICTIM OF DOMESTIC VIOLENCE SEXUAL ABUSE OR STALKING.

SECTION 700.21-A OF THE WESTCHESTER COUNTY FAIR HOUSING LAW GOVERNS APPLICATIONS TO PURCHASE SHARES OF STOCK IN COOPERATIVE HOUSING CORPORATIONS, AND APPLIES TO THIS APPLICATION.

UNDER THIS SECTION, THE COOPERATIVE HOUSING CORPORATION IS REQUIRED TO COMPLY WITH THE FOLLOWING DEADLINES:

1. WITHIN FIFTEEN DAYS OF THE RECEIPT OF THIS APPLICATION, THE COOPERATIVE HOUSING CORPORATION MUST EITHER ACKNOWLEDGE THAT IT HAS RECEIVED A COMPLETE APPLICATION OR SHALL NOTIFY YOU OF ANY DEFECT IN THE APPLICATION.
2. IF YOU ARE NOTIFIED OF ANY DEFECT IN THE APPLICATION, WITHIN FIFTEEN DAYS OF THE RECEIPT OF THE CORRECTED APPLICATION THE COOPERATIVE HOUSING CORPORATION MUST EITHER ACKNOWLEDGE THAT IS HAS RECEIVED A COMPLETE APPLICATION OR SHALL NOTIFY YOU ANY DEFECT IN THE APPLICATION.
3. WITHIN SIXTY DAYS OF RECEIPT OF A COMPLETE APPLICATION, THE COOPERATIVE HOUSING CORPORATION MUST APPROVE OR DENY YOUR APPLICATION AND PROVIDE WRITTEN NOTICE THEREOF.
4. IF YOUR APPLICATION IS DENIED, THE COOPERATIVE HOUSING CORPORATION IS REQUIRED TO PROVIDE NOTICE TO THE WESTCHESTER COUNTY HUMAN RIGHTS COMMISSION INCLUDING YOUR CONTACT INFORMATION.

REQUIRED DISCLOSURE OF MINIMUM FINANCIAL CRITERIA FOR PURCHASE

ALL PROSPECTIVE PURCHASERS MUST MEET AND COMPLY WITH THE FOLLOWING REQUIREMENTS AND FINANCIAL PARAMETERS.

MAXIMUM DEBT TO INCOME RATIO

- EACH APPLICANT SHALL SHOW MONTHLY GROSS EARNINGS WITH A MAXIMUM THEREOF OF 32% ALLOCATED TO HOUSING COSTS. THIS INCLUDES MORTGAGE PAYMENT, MONTHLY MAINTENANCE FEES AND HOMEOWNERS INSURANCE.
- IN ADDITION, EACH APPLICANT SHALL SHOW A MAXIMUM OF 5% OF MONTHLY GROSS EARNINGS ALLOCATED TO OTHER DEBT, SUCH AS AUTOMOBILE LOANS, MONTHLY CREDIT CARD PAYMENTS, STUDENT LOANS, AND OTHER CHARGES.
- APPLICANTS WHO CAN SHOW RESERVES IN THEIR SAVINGS ACCOUNTS EQUAL TO OR MORE THAN 60% OF THE PURCHASE VALUE CAN BE EXEMPTED FROM THE MAXIMUM DEBT TO INCOME RATIO.

POST-CLOSING LIQUIDITY

- FOR A SALE FINANCED THROUGH MORTGAGE, APPLICANT SHALL HAVE A MINIMUM OF NINE (9) MONTHS OF CO-OP MAINTENANCE + MORTGAGE PAYMENTS IN SAVINGS ACCOUNT AFTER THE CLOSING.
- FOR AN 'ALL CASH SALE", APPLICANT SHALL HAVE A MINIMUM OF EIGHTEEN (18) MONTHS OF CO-OP MAINTENANCE IN SAVINGS ACCOUNT AFTER THE CLOSING.
- FOR JOINT APPLICANTS, THE POST-CLOSING MINIMUMS SHALL APPLY JOINTLY.
- FUNDS IN RETIREMENT OR INVESTMENT ACCOUNTS SHALL NOT BE USED TO SATISFY THE POST-CLOSING LIQUIDITY REQUIREMENT.

DOWN PAYMENT

- THE DOWN PAYMENT FOR THE PURCHASE SHALL NOT BE LESS THAN 10%.

CREDIT SCORE

- FICO® CREDIT SCORE OF EACH APPLICANT SHALL NOT BE LOWER THAN 700.

EMPLOYMENT

- EACH APPLICANT SHALL BE ABLE TO SHOW AT LEAST FIVE (5) YEARS OF STABLE INCOME, WHICH MAY INCLUDE EMPLOYMENT INCOME, SELF-EMPLOYMENT INCOME, RETIREMENT INCOME, INVESTMENT INCOME, OR A COMBINATION THEREOF.

BACKGROUND CHECK

- A CRIMINAL BACKGROUND CHECK SHALL BE CONDUCTED FOR ALL APPLICANTS AT THEIR EXPENSE WITH SATISFACTORY RESULTS TO THE BOARD OF DIRECTORS.
- A REPUTATIONAL SOCIALMEDIA CHECK SHALL IN ADDITION BE CONDUCTED FOR ALL APPLICANTS, WITH RESULTS SATISFACTORY TO THE BOARD OF DIRECTORS.

PURCHASE/SUBLET APPLICATION
LAWN TERRACE OWNERS CORP.
 C/O GRAMATAN MANAGEMENT. INC.
 333 WESTCHESTER AVENUE SUITE S202
 WHITE PLAINS, NY 10604
 PHONE: (914) 654-1414

DATE:	
APPLICANT'S NAME(S):	
CO-APPLICANT:	
SELLER'S NAME, ADDRESS & APT. NO.:	
NO. OF SHARES:	MAINTENANCE:

PLEASE SUBMIT ONE (1) COPY OF THE FOLLOWING INFORMATION TO GRAMATAN MANAGEMENT. ALL INFORMATION MUST BE COMPLETE BEFORE AN INTERVIEW IS ARRANGED.

NOTE: 10% DOWN PAYMENT BY PURCHASER IS REQUIRED

1. PURCHASE/SUBLET - COMPLETED APPLICATION
2. PURCHASE - COPY OF FULLY EXECUTED CONTRACT OF SALE – 10% DOWN PAYMENT REQUIRED BY PURCHASER
3. SUBLET – COPY OF FULLY EXECUTED LEASE
4. PURCHASE/SUBLET - COPIES OF FEDERAL TAX RETURNS AND W-2'S FOR THE LAST TWO (2) YEARS, PAGES 1 & 2 ONLY
5. PURCHASE/SUBLET - COPIES OF LATEST BANK/BROKERAGE STATEMENTS – LAST THREE (3) MONTHS
6. PURCHASE/SUBLET - COPIES OF (3) THREE REFERENCE LETTERS FROM NON-FAMILY MEMBERS
7. PURCHASE/SUBLET - COPY OF RECENT EARNINGS STATEMENT/PAYSTUB – LAST THREE (3) PAY PERIODS
8. PURCHASE/SUBLET - LETTER FROM CURRENT EMPLOYER STATING NUMBER OF YEARS EMPLOYED AND CURRENT SALARY
9. PURCHASE - COPY OF UNEXPIRED MORTGAGE COMMITMENT AND DISCLOSURE STATEMENT, IF FINANCING
10. PURCHASE/SUBLET - NON-REFUNDABLE APPLICATION FEE OF \$300 PAYABLE TO: GRAMATAN MANAGEMENT
11. PURCHASE - NON-REFUNDABLE APPLICATION FEE OF \$200 PAYABLE TO: LAWN TERRACE OWNERS CORP.
12. PURCHASE/SUBLET - REFUNDABLE MOVE-IN DEPOSIT OF \$1000 PAYABLE TO: LAWN TERRACE OWNERS CORP. + REFUNDABLE MOVE-OUT DEPOSIT OF \$1000 PAYABLE TO: LAWN TERRACE OWNERS CORP.
13. PURCHASE/SUBLET - SIGNED CREDIT RELEASE FORM FOR EACH APPLICANT
14. PURCHASE/SUBLET - SIGNED ACKNOWLEDGEMENT OF READING, UNDERSTANDING AND CONFORMING TO THE HOUSE RULES
15. PURCHASE/SUBLET - DOG AFFIDAVIT, CARPETING ANNEX, PARKING PERMIT, NEWSLETTER SIGN UP, ETC.
16. PURCHASE/SUBLET – FOR HOMEOWNERS - INSURANCE PROOF / FOR SUBLETS - RENTERS INSURANCE PROOF
17. SUBLET – SECURITY DEPOSIT EQUIVALENT TO ONE (1) MONTH OF RENT
18. SUBLET – ANNUAL SUBLET FEE EQUIVALENT TO ONE (1) MONTH OF MAINTENANCE + ASSESSMENTS

INTERVIEWS FOR PROSPECTIVE PURCHASERS/TENANTS WILL NOT BE SCHEDULED UNTIL A FULLY COMPLETED APPLICATION ALONG WITH ALL DOCUMENTATION HAS BEEN RECEIVED BY GRAMATAN MANAGEMENT. MANAGEMENT WILL NOTIFY APPLICANT OF THE DATE AND TIME OF THE INTERVIEW. ALL FAMILY MEMBERS WHO WILL RESIDE IN THE APARTMENT MUST ATTEND THE INTERVIEW.

NOTE: AT THE CLOSING OF TITLE, THE SELLER WILL BE REQUIRED TO PAY THE COOPERATIVE CORPORATION A FLIP TAX OF 1% OF THE GROSS SELL PRICE.

NO DOGS OF ANY SIZE ARE PERMITTED IN THE PROPERTY. OTHER PETS WILL BE CONSIDERED ON A CASE BY CASE BASIS. ONGOING HOMEOWNERS INSURANCE IS MANDATORY.

COOPERATIVE HOUSING APPLICATION

NAME & ADDRESS OF SELLER'S ATTORNEY:	
PHONE NO:	
NAME & ADDRESS OF BUYER'S ATTORNEY	
PHONE NO:	
NAME OF APPLICANTS:	
SOCIAL SECURITY NO:	
DATE OF BIRTH:	
PLACE OF BIRTH	
MARITAL STATUS:	
CO-APPLICANT:	
SOCIAL SECURITY NO:	
DATE OF BIRTH:	
PLACE OF BIRTH	
CURRENT ADDRESS:	
CHECK ONE: RENT <input type="checkbox"/> HOME <input type="checkbox"/> OWNER <input type="checkbox"/> OTHER <input type="checkbox"/> EXPLAIN:	
IF RENTING, NAME & ADDRESS OF PRESENT LANDLORD:	
NO. OF ROOMS:	MONTHLY CHARGES:
YEARS AT PRESENT ADDRESS:	
IF LESS THAN 3 YEARS AT PRESENT ADDRESS, GIVE FORMER ADDRESS	

(ALSO USED FOR ROOMMATE DEMOGRAPHIC INFO COLLECTION)

TITLE TO BE HELD IN WHAT NAME(S):			
SOURCE OF DOWN PAYMENT AND SETTLEMENT CHARGES:			
SOURCE OF PURCHASING FUNDS (MORTGAGE/CASH/COMBINED):			
NUMBER OF PERSONS TO RESIDE IN APARTMENT:			
NAME	RELATIONSHIP		
DETAILS OF FINANCING			
1. NAME OF BANK:			
ADDRESS:			
AMOUNT OF FINANCING:			
TERM:	INTEREST:	MONTHLY PAYMENT:	
2. CO-SIGNER'S BANK:			
ADDRESS:			
AMOUNT OF FINANCING:			
TERM:	INTEREST:	MONTHLY PAYMENT:	
GROSS MONTHLY INCOME			
ITEM	PURCHASER	CO-PURCHASER	TOTAL
BASE EMPL. INCOME			
OVERTIME			
BONUSES			
COMMISSIONS			
DIVIDENDS/INTEREST			
OTHER INCOME			
GRAND TOTAL			

APPLICANT'S EMPLOYMENT INFORMATION

1. CURRENT EMPLOYER:		
TELEPHONE NUMBER:		
ADDRESS:		
POSITION:		
# OF YEARS EMPLOYED:	SALARY:	

1. PREVIOUS EMPLOYER:		
TELEPHONE NUMBER:		
ADDRESS:		
POSITION:		
# OF YEARS EMPLOYED:	SALARY:	

CO-APPLICANT'S EMPLOYMENT INFORMATION

1. CURRENT EMPLOYER:		
TELEPHONE NUMBER:		
ADDRESS:		
POSITION:		
# OF YEARS EMPLOYED:	SALARY:	

1. PREVIOUS EMPLOYER:		
TELEPHONE NUMBER:		
ADDRESS:		
POSITION:		
# OF YEARS EMPLOYED:	SALARY:	

THESE QUESTIONS APPLY TO ALL PURCHASERS/SUBLETEES

IF A "YES" ANSWER IS GIVEN TO A QUESTION IN THIS COLUMN, PLEASE EXPLAIN ON AN ATTACHED SHEET.

QUESTION	PURCHASER	CO-PURCHASER
HAVE YOU ANY OUTSTANDING JUDGEMENTS?		
IN THE LAST (7) YEARS HAVE YOU DELCARED BANKRUPCY?		
HAVE YOU HAD A PROPERTY FORECLOSED, OR GIVEN TITLE OR DEED IN LIEU THEREOF?		
ARE YOU A CO-MAKER OR ENDORSER ON A NOTE?		
ARE YOU A PARTY IN A LAWSUIT?		
ARE YOU OBLIGATED TO PAY ALIMONY, CHILD SUPPORT OR SEPARATE MAINTENANCE?		
IS ANY PART OF THE DOWN PAYMENT BORROWED? IF SO, SUBMIT A STATEMENT SPECIFYING THE TERMS.		
DETAILS OF FINANCING		
a. FULL PURCHASE PRICE		\$
b. ESTIMATED CLOSING COSTS		\$
c. PREPAID ESCROW (IF ANY)		\$
d. TOTAL (A+B+C)		\$
e. AMOUNT OF FINANCING		\$
f. OTHER EQUITY		\$
g. AMOUNT OF CASH DEPOSIT (DOWN PAYMENT)		\$
h. CASH REQUIRED FOR CLOSING (EST.)		\$
ESTIMATED CLOSING DATE:		

MONTHLY HOUSING & OTHER EXPENSES		
ITEM	PRESENT	PROPOSED
RENT/MAINTENANCE	\$	\$
BANK FINANCING	\$	\$
OTHER FINANCING	\$	\$
HAZARD INSURANCE	\$	\$
REAL ESTATE TAXES	\$	\$
MORTGAGE INSURANCE	\$	\$
UTILITIES/CABLE/ETC.	\$	\$
OTHER EXPENSES (ALIMONY, ETC)	\$	\$
TOTAL MONTHLY EXPENSES	\$	\$

SPECIFY BELOW INTEREST AND AMORTIZATION ON ALL HOUSING LOANS.

ASSETS	CASH OR MARKET VALUE
CASH DEPOSIT TOWARDS PURCHASE	\$
CHECKING & SAVINGS ACCOUNTS (LIST NAMES OF INSTITUTIONS & ACCOUNT NUMBERS)	\$ \$ \$
OTHER ASSETS (STOCK, BONDS, ETC)	\$
REAL ESTATE OWNED	\$
AMT. VESTED INTEREST IN RETIREMENT FUND	\$
NET WORTH OF ANY BUSINESS OWNED (ATTACH FINANCIAL STATEMENTS)	\$
AUTOMOBILES (MAKE & YEAR)	\$
FURNITURE & PERSONAL PROPERTY	\$
OTHER ASSETS (ITEMIZE)	\$
TOTAL ASSETS	\$

LIABILITIES & PLEDGED ASSETS	UNPAID BALANCE
CREDITORS NAMES, ADDRESSES & ACCT NOS. (USE SEPARATE SHEET, IF NECESSARY.)	\$
INSTALLMENT DEBTS (INCLUDE "REVOLVING" CHARGE ACCOUNTS)	\$
OTHER DEBTS, INCLUDING STOCK PLEDGES	\$
REAL ESTATE LOANS	\$
AUTOMOBILE LOANS	\$
ALIMONY, CHILD SUPPORT & SEPARATE MAINTENANCE PAYMENTS OWED	\$
TOTAL MONTHLY PAYMENTS	\$
TOTAL LIABILITIES	\$
NET WORTH	\$

SCHEDULE OF REAL ESTATE OWNED			
TYPE OF PROPERTY	ADDRESS		PRESENT MARKET VALUE
1.			
2.			
IF ADDITIONAL PROPERTIES OWNED, ATTACH A SEPARATE SCHEDULE.			
AMOUNT OF MORTGAGE LIENS	RENTAL INCOME	MORTGAGE PAYMENT	TAXES, ETC.
1.			
2.			
TOTALS:			
LIST PREVIOUS CREDIT REFERENCES (PURCHASER & CO-PURCHASER)			
CREDITORS NAMES & ADDRESSES	ACCT No.	HIGHEST BALANCE	DATE PAID
1.			
2.			
3.			
BUSINESS REFERENCES			
NAME	OCCUPATION	ADDRESS	TELEPHONE

CREDIT RELEASE FORM

I (WE) HEREBY CERTIFY THAT THE STATEMENTS MADE IN THIS APPLICATION HAVE BEEN EXAMINED AND TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF ARE TRUE, CORRECT AND COMPLETE. I (WE) HAVE NO OBJECTION TO INQUIRIES TO ANY PERSON OR INSTITUTION BEING MADE FOR THE PURPOSE OF VERIFYING THE FACTS HEREIN STATED. I (WE) UNDERSTAND THAT THE FILING OF THIS APPLICATION DOES NOT IN ANY WAY BIND THE COOPERATIVE COOPERATION TO CONSENT TO THE ASSIGNMENT OF THIS APARTMENT TO ME. I (WE) UNDERSTAND AND ACCEPT THAT THE PROPERTY HAS THE RIGHT TO RELY ON INFORMATION GIVEN HEREIN AND IN THE EVENT THAT INQUIRIES PROVE ANY STATEMENT FALSE, MAY REJECT THIS APPLICATION. I (WE) HAVE RECEIVED AND REVIEWED COPIES OF THE PROPRIETARY LEASE AND HOUSE RULES AND ACCEPT THEM AS OBLIGATIONS OF STOCK OWNERSHIP AND RESIDENCE. I (WE) UNDERSTAND THAT ALL CHARGES FOR CREDIT CHECKS ARE TO BE PAID BY THE PURCHASER AND AUTHORIZE THE RELEASE OF EMPLOYMENT, INCOME, BANKING, AND FINANCIAL INFORMATION TO PROPERTY AND THE CREDIT BUREAU.

PURCHASER'S SIGNATURE	DATE	CO-PURCHASER'S SIGNATURE

**THE FOLLOWING PAGE MUST BE
SIGNED BY THE PURCHASER.
THE BOARD WILL NOT CONSIDER
THIS APPLICATION WITHOUT THE
ENCLOSED “MOVE-IN
DEPOSIT” CHECK.**



LAWN TERRACE
Owners Corporation

MOVE-IN POLICY FOR PURCHASERS/SUBLETS

A move-in deposit of \$1000 is required for any move-ins. The deposit must be made in form of a \$1000 check made out to Lawn Terrace Owners Corporation. This deposit is refundable under the conditions listed below. The deposit will be returned only if all the following rules are adhered to:

1. **The deposit must accompany this purchase application or the application will not be considered.** The superintendent or management must be given seven (7) days prior notice of the impending move.
2. Moving companies must notify the superintendent two (2) days prior to the move.
3. Moving companies must have valid Certificate of Insurance on file with Gramatan Management.
4. Moving companies must ensure that building entry doors and walls are covered with blankets or other protective material so that no damage is caused to the property while moving.
5. You may only move-in on Monday through Friday (excluding holidays) between the hours of 9AM and 4PM. Your move must be completed by 5PM. Moving companies and their vehicles will only be allowed on the property during this time. If moving vehicles or movers are noticed on the property outside of allowed times, you will forfeit your deposit, and PD may be called to remove them.
6. The superintendent or the property manager will assess the condition of hallways, doorways, pathways and lawns after the move is over. If damages to any of these occur, you will forfeit your deposit. If damages are higher than \$1000, the difference will be billed to you.
7. The movers must not traverse or damage the lawns with their moving equipment:
 - a. For buildings 106-116, access must be from the top of the complex (Lawn Terrace St.)
 - b. For buildings 100-104 and 118-134, access must be from our private road or from two side parking lots (other cars must not be blocked).

It is very important that these rules are fully adhered to, otherwise, you will forfeit the deposit and may face additional expenses.

THE SUPERINTENDENT'S PHONE NUMBER IS 646-824-6934

By signing this, it is understood that you have read, understood, and agree to adhere to the Lawn Terrace Owners Corp's move-in policy:

Signature

Signature

Building and Apartment Number

Date

**THE FOLLOWING PAGE MUST BE
SIGNED BY THE SELLER. THE
BOARD WILL NOT CONSIDER THIS
APPLICATION WITHOUT THE
ENCLOSED “MOVE-OUT
DEPOSIT” CHECK. THE SELLER
MUST PROVIDE THIS CHECK TO
GRAMATAN MANAGEMENT SO
THAT THE INTERVIEW CAN BE
SCHEDULED.**



LAWN TERRACE
Owners Corporation

MOVE-OUT POLICY FOR SELLERS/SUBLETS

A move-out deposit of \$1000 is required for any move-outs. The deposits must be made in form of a \$1000 check made out to Lawn Terrace Owners Corporation. This deposit is refundable under the conditions listed below. The deposit will be returned only if all the following rules are adhered to:

1. **The deposit check from the seller must accompany this form or the application will not be considered.**
The superintendent or management must be given seven (7) days prior notice of the impending move.
2. Moving companies must notify the superintendent two (2) days prior to the move.
3. Moving companies must have valid Certificate of Insurance on file with Gramatan Management.
4. Moving companies must ensure that building entry doors and walls are covered with blankets or other protective material so that no damage is caused to the property while moving.
5. You may only move in or move out Monday through Friday between the hours of 9AM and 4PM. Your move must be completed by 5PM. Moving companies and their vehicles will only be allowed on the property during this time. If moving vehicles or movers are noticed on the property outside of allowed times, you will forfeit your deposit, and PD may be called to remove them.
6. The superintendent or the property manager will assess the condition of hallways, doorways, pathways and lawns after the move is over. If damages to any of these occur, you will forfeit your deposit. If damages are higher than \$1000, the difference will be billed to you.
7. The movers must not traverse or damage the lawns with their moving equipment:
 - a. For buildings 106-116, access must be from the top of the complex (Lawn Terrace St.)
 - b. For buildings 100-104 and 118-134, access must be from our private road or from two side parking lots (other cars must not be blocked).

It is very important that these rules are fully adhered to, otherwise, you will forfeit the deposit and may face additional expenses.

THE SUPERINTENDENT’S PHONE NUMBER IS 646-824-6934

By signing this, it is understood that you have read, understood, and agree to adhere to the Lawn Terrace Owners Corp’s move out policy:

Signature of the Seller

Signature of the Seller

Building and Apartment Number

Date



LAWN TERRACE
Owners Corporation

ELECTRONIC NEWSLETER CONSENT FORM

By signing below, you consent to receiving relevant mailings and newsletters from Lawn Terrace Owners Corp and Gramatan Management in electronic form (email and website). Please note that printed mailings will only be furnished in case of maintenance bills, STAR notices, annual shareholder meeting notices, and any other mailings required by local, state, and federal law.

Recipient's email address

Signature

Building and Apartment Number

Date

NEWSLETTER SIGNUP

To sign up for our newsletter, please visit www.lawnterrace.com, click on the RESIDENTS menu, then REGISTER menu. Enter ***** as page password. Fill the registration and click SUBMIT. You will be notified of approval within 48 hours.

PAPERLESS BILLING SIGNUP

To sign up for paperless billing, in which case you will stop receiving paper maintenance bills every month, please go to <https://gramatan.reviewmyinvoice.com/accounts/register/> and register for this service.



LAWN TERRACE
Owners Corporation

PARKING PERMIT REQUEST FORM (ONE PER VEHICLE)

SHAREHOLDER'S FULL NAME: _____

BUILDING AND APARTMENT NUMBER: _____

VEHICLE PLATE NUMBER: _____

BY SIGNING I ACCEPT THE TERMS BELOW: _____

By signing this form, you agree to the following:

- You agree to allow our superintendent affix the sticker to your vehicle
- Once attached, you shall not remove this parking sticker and share with anyone else
- When you sell your vehicle, you shall remove the sticker
- When you purchase a new vehicle, you shall apply for a new sticker
- If your rear windshield gets broken or replaced, you shall apply for a new sticker
- If your vehicle doesn't have a sticker, or the sticker doesn't match the plate number, it may be towed or immobilized

The Board of Directors shall publish complete rules and policies regarding Permit Parking once they get finalized. The Board reserves the right to ask for proofs of ownership.

Once this application is reviewed and approved, your sticker(s) will be affixed to your vehicle by our superintendent.

LAWN TERRACE OWNERS CORP.

Mamaroneck NY. 10543-4023

HOUSE RULES August 21, 2025

1. Common Areas, Hallways and Lawn Use

- 1.1 The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building, and the fire exits shall not be obstructed in any way.
- 1.2 No public hall above the ground floor of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of the Board of Directors (the Board).
- 1.3 No article shall be placed in the halls or on the staircase landings or at fire exits, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the windowsills of the building.
- 1.4 No bicycles, scooters, baby carriages or similar vehicles shall be allowed to stand in the public halls, passageways, areas or courts of the building.
- 1.5 Water closets and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closets or other apparatus shall be paid for by the Lessee in whose apartment it shall have been caused.
- 1.6 No barbecuing or outdoor cooking facilities or implements may be left in any common areas after dark. No barbecuing or outdoor cooking facilities may be used on unpaved ground or walkways, or within 10 feet of combustible structures or vehicles. Only electric barbecuing or outdoor cooking facilities may be used on terraces or balconies. Any hot barbecue or outdoor cooking facilities must be attended at all times. Reasonable attention, care and judgment must be exercised to ensure against conditions offensive or dangerous to others.
- 1.7 The courtyard may not be used at any time for ball playing, sunbathing, bicycle riding, roller skating, wading pools, lawn chairs, picnicking or loitering.
- 1.8 The Board shall have the right from time to time to assign, reassign, curtail or relocate any space devoted to storage or laundry purposes and to make rules regulating their use.

2. Noise, Nuisance, and Conduct

- 2.1** No Lessee shall make or permit any disturbing noises in the building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Lessees at any time of the day or night. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television, loudspeakers or other audio equipment in such Lessee's apartment between the hours of eleven o'clock P.M. and the following eight o'clock A.M. if the same shall reasonably disturb or annoy other occupants of the building. No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:30 A.M. and 5:00 P.M.
- 2.2** No radio or other audio device shall be played at any time in any common areas or on terraces at a volume which may unreasonably disturb or interfere with the rights, comfort or convenience of other residents.
- 2.3** Unreasonable or pungent odors (including but not limited to odors of cooking, tobacco, vapor or cannabis, human or pets 'excrement or urine, decay odors, and any other odors not specifically listed herein) are prohibited from escaping individual apartments and seeping into the other apartments or any of the public spaces, including hallways.

3. Trash Disposal

- 3.1** Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the Board may direct. Disposing items down drains (both sinks and toilets) are prohibited. Such items include but are not limited to: grease, baby diapers or wipes, paper towels, sanitary napkins, fruit peels and construction debris such as grout, plaster and paint. These items must be disposed of in the garbage rather than washed or flushed down a drain. The cost of repairing any damage resulting from improper disposal of any item shall be paid for by the lessee in whose apartment it shall have been caused.

4. Pets and Animals

- 4.1** No animal shall be temporarily or permanently kept or harbored on the premises unless written permission is granted by the Board. No more than two (2) indoor pets shall be allowed in any apartment. In no event shall dogs be permitted on either a temporary or permanent basis. Any pet that is granted permission by the Board to reside on the property shall be prohibited in the hallways, common areas or the grounds unless secured on a leash. Bird feeders and bird baths are not allowed anywhere on the property, including without limitation, on terraces or balconies. At no time shall food be left outdoors for pets or wild animals anywhere on or adjacent to the premises.

5. Apartment Interiors and Terraces

- 5.1** No awnings shall be used in or about the building except such as have been expressly approved by the Board, nor shall anything be projected out of any window of the building without similar approval.
- 5.2** No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building or the grounds, except such as shall have been approved in writing by the Board.
- 5.3** No radio or television aerial shall be attached to or hung from the exterior of the building without the prior written approval of the Board, including satellite dishes and all other such devices as may be developed in the future. Any approved installation of satellite dishes shall comply with FCC regulations.
- 5.4** No Lessee shall install plantings or decorations on any balcony or roof or in any common area without the prior written approval of the Board.
- 5.5** Terrace appearances shall be kept in an orderly condition at all times. The Board must expressly approve any screening, carpeting, tiling and the like prior to its being utilized on terraces.
- 5.6** No laundry washers or dryers shall be installed, maintained or used in any apartment.
- 5.7** Each apartment must be carpeted with rugs, carpets and sufficient sound deadening padding to the extent of 80% of the floor space of every room, including foyer and hallways but excluding bathrooms and kitchens.

6. Entry, Inspections, and Repairs

- 6.1** Upon reasonable advanced notice (taking into consideration the circumstances of the situation) the agents of the Board, and any contractor or workman authorized by the Lessor, may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to make any repair, correct any condition or 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.
- 6.2** Upon reasonable advanced notice, the Board may make periodic inspections of any and all apartments to ensure compliance with these House Rules or for other reasonable purposes.
- 6.3** All repairs to be made by shareholders to their apartments must be performed by a cooperative-approved contractor. In the event a shareholder wishes to use a contractor who is not on the pre-approved list, the shareholder shall be required to submit the following documents to the managing agent prior to the commencement of any work: a copy of the contract, a certificate of insurance, proof of workers'

compensation, and a signed indemnity form. Shareholders are strictly forbidden from performing by themselves or anyone other than a licensed professional any repairs that require a licensed professional, such as electrical, plumbing, or structural work. Shareholders assume full liability for any damage, injuries, or other issues that result from hiring unlicensed or uninsured contractors to make repairs to their units. The cooperative retains the right to re-inspect any such work and charge the shareholder for any necessary remediation or rework.

6.4 For any renovation or alteration work, shareholders must submit a completed Renovation/Alteration application to Gramatan Management at least four weeks before the intended start date. This application must include a refundable security deposit and the following documents for each contractor: a copy of the contract, a certificate of insurance, proof of workers' compensation, and a signed indemnity form. No work may begin until the application has been officially approved by the Board. The use of unlicensed or uninsured contractors is strictly prohibited, and shareholders are not permitted to perform by themselves or anyone other than a licensed professional any renovation/alteration work that requires a licensed/insured professional. The cooperative reserves the right to re-inspect any Renovation/Alteration work and charge the shareholder for any necessary remediation or rework. All parties are required to comply with ALL rules and regulations outlined in both the application and the cooperative's House Rules.

7. Sublets, Sales, and Use

7.1 No professional offices shall be maintained in the building and no client of any professional shall be permitted to wait in the public halls, lobby or stairways; provided that this rule shall not be understood to prohibit any person from working out of their apartment in a legal profession that does not involve ingress and egress of the public.

7.2 No group tour or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Board.

7.3 No Lessee may sublet their unit prior to two years after the date of purchase and only with the prior written approval of the Board and upon such terms and conditions as it may require. No Lessee may sublet their garage to any non-resident of Lawn Terrace Owners Corp.

7.4 Shareholders wishing to move out must obtain prior move-out approval from the Board of Directors or Gramatan Management, provide the Superintendent with one week's move-out notice, and furnish a mandatory move-out deposit. Any commercial movers on the property must submit a certificate of insurance, proof of workers' compensation, and a signed indemnity form beforehand. The use of the cooperative's

designated disposal areas for discard of any apartment clean-out waste or bulk trash is strictly prohibited.

8. Parking and Vehicles

8.1 No vehicles shall be parked in parking lots or on grounds without a properly displayed and valid parking permit. Lessees and sublessees are obligated to apply for parking permits for each vehicle that they own, regardless of whether they intend to park on the co-op grounds or not. The Board of Directors shall have a sole discretion to issue and revoke parking permits, establish, impose, and collect related fines, and regulate parking upon establishing terms and conditions as it may require.

8.2 No shareholder, resident, or guest shall cause or permit the engine of a motor vehicle to idle for longer than three minutes anywhere on the cooperative property.

9. Insurance and Fire Safety

9.1 All shareholders must maintain and present proof of a current homeowner's insurance policy with liability and casualty coverage of at least \$100,000.00 and additional personal property insurance to cover their personal property. Lawn Terrace Owners Corp must be named as insured on each policy. Evidence of this insurance is to be initially provided at the time of closing, and whenever requested by the Board or Management.

9.2 All units are required to have a portable dry chemical fire extinguisher located in the kitchen area. These extinguishers must be rated to extinguish residential kitchen grease fires or have an A, B, or C fire rating. Additionally, each kitchen must be equipped with a fiberglass emergency fire blanket measuring at least 40" x 40".

9.3 Due to fire risks, ventilation issues, inadequate electrical infrastructure and prohibitive insurance and liability costs, parking and charging of battery electric vehicles (BEV) and plug-in electrical vehicles (PHEV), as well as installation of Electric Vehicle chargers in garages is strictly prohibited.

9.4 No electric bicycles, scooters, segways, hoverboards or similar e-mobility devices or vehicles or parts thereof, but excluding portable wheelchairs (an "E Vehicle") using lithium-ion batteries are permitted to be kept, used, stored, repaired, possessed and/or charged using any portion of the building's electrical system in the Apartment, on the terraces, balconies, or any other spaces appurtenant to the Apartment, or in the common areas of the Building (including but not limited to the garages, public halls, lobbies, basement, elevator, vestibules and stairways) (collectively, the "Property"). As such, no Lessee shall permit any E Vehicles (whether belonging to the Lessee or to their guests, employees, agents, visitors, tenants, sub lessees or licensees) (collectively, "Guests") to be brought into, kept, charged, or stored in the Property. In the event a violation of the foregoing policy results in property damage or in a fire at the Property, the Lessee who brought the E Vehicle into the Property or

whose Guests brought the E Vehicle into the Property, shall be solely responsible and liable for all property damages caused, including those resulting from a fire.

10. Administrative and Enforcement

10.1 Any consent or approval given under these House Rules by the Board shall be revocable at any time.

10.2 A violation of any House Rule shall be deemed a violation of a substantial obligation of the Proprietary Lease and shall subject the offender to all enforcement provisions including but not limited to imposition of administrative charges and termination of the Proprietary Lease.

10.3 These House Rules may be added to, amended or repealed at any time by a resolution of the Board of Directors.

Last updated August 21, 2025

HOUSE RULES RECEIPT

I/WE ACKNOWLEDGE RECEIPT OF THE HOUSE RULES ON LAWN TERRACE OWNERS CORP.

OWNER/TENANT

APARTMENT NUMBER

OWNER/TENANT

OWNER/TENANT

ROOMMATE

ALL HOUSE RULES SHALL BE BINDING UPON
ALL OWNERS, TENANTS AND OCCUPANTS OF
100-134 LAWN TERRACE



LAWN TERRACE
Owners Corporation

CARPETING RULE ANNEX

Each apartment must be carpeted with rugs, carpets and sufficient sound deadening padding to the extent of 80% of the floor space of every room, including foyer and hallways but excluding bathrooms and kitchens.

By signing this Annex, the purchaser affirms that:

1. Within 90 days of the closing date, carpeting shall be installed as per Rule 25 of the House Rules.
2. Once the carpeting is installed, cooperative property manager shall visit the apartment for verification purposes, within the said 90 days.
3. A violation of any House Rule, including Rule 25, shall be deemed a violation of a substantial obligation of the Proprietary Lease and shall subject the offender to all enforcement provisions including but not limited to imposition of administrative charges and termination of the Proprietary Lease.

Purchaser's Full Name

Signature

Building and Apartment Number

Date



LAWN TERRACE
Owners Corporation

AFFIDAVIT OF NO DOGS

By signing this affidavit, the undersigned applicant(s), shareholder(s) or resident(s) of the premises located at _____ Lawn Terrace, in Mamaroneck, NY do hereby swear and affirm that:

1. We are aware and acknowledge that the By-Laws and House Rules of the Corporation specifically prohibit harboring of dogs in our premises;
2. We are subject to legal proceedings, including termination of our occupancy/proprietary lease in the event a dog is discovered on or in our premises;
3. Westchester Pet Law requires the institution of legal proceedings within ninety (90) days of discovery of the dog(s) in and/or on the premises;

The undersigned further acknowledge that we will be responsible for all legal fees, costs, and fines imposed by the Corporation arising out of the harboring of dog(s) in or on the premises.

Purchaser's Full Name

Signature

Purchaser's Full Name

Signature

Building and Apartment Number

Date



LAWN TERRACE
Owners Corporation

APARTMENT INSPECTION NOTICE

The undersigned purchaser(s) for the premises located at _____ Lawn Terrace, Mamaroneck, NY, hereby acknowledge and agree to the following:

The cooperative reserves the right to conduct an inspection of the apartment being sold to ensure compliance with all House Rules and the Proprietary Lease of Lawn Terrace Owners Corporation, as well as Village of Mamaroneck, Westchester County, and NYS code compliance. This inspection may include, but is not limited to the following checks:

1. Identification of any illegal washer and dryer hookups.
2. Verification of code compliance of electrical and plumbing installations.
3. Detection of any prohibited open-flame barbecues.
4. Verification of unauthorized use of attics.
5. Inspection of unauthorized use of flexible vent hoses and their venting into the attic.
6. Confirmation of the existence of required kitchen fire extinguishers, fire blankets, smoke/CO detectors, and any other devices as mandated by Lawn Terrace and local authorities.

The Board may condition sale approval upon reviewing the inspection results.

Purchaser's Full Name

Signature

Purchaser's Full Name

Signature

Building and Apartment Number

Date



LAWN TERRACE
Owners Corporation

OPEN DOB VILLAGE PERMIT AND OPEN DOB VIOLATION POLICY

Unit Number _____

Lawn Terrace Owners Corp. ("The Board") and Gramatan Management reserve the right to conduct independent Village DOB permit and DOB violation searches prior to sale approval in the event that the evidence provided by the seller is deemed insufficient or unsatisfactory. The cost of this research will be billed to the selling shareholder at a rate of up to \$100 per man-hour.

Furthermore, the Board reserves the right to withhold or delay sale approval until all open Village DOB permits and DOB violations are officially closed. It remains the sole responsibility of the selling shareholder to ensure that no open Village DOB permits or violations exist regarding the unit.

By signing below, the Purchaser agrees to indemnify, defend, and hold the Board and Gramatan Management harmless from any and all claims, liabilities, losses, damages, approval delays, or penalties arising from or related to open permits or DOB violations.

Purchaser Signature: _____ Date: _____ Print Name: _____

Purchaser Signature: _____ Date: _____ Print Name: _____

FOR SUBLETS ONLY:

**PLEASE AFFIX THE ANNUAL
SUBLET FEE CHECK TO THIS
PAGE. THE FEE IS EQUIVALENT
TO ONE MONTH OF
MAINTENANCE AND
ASESSMENTS AND IS PAYABLE
FOR EACH YEAR OF SUBLET, UP
TO MAXIMUM ALLOWED 3 YEARS.**

**IN ADDITION, PLEASE AFFIX THE
REFUNDABLE SECURITY
DEPOSIT CHECK FOR THE
SUBLET IN THE AMOUNT OF ONE
MONTH OF RENT**

LAWN TERRACE OWNERS CORP
PURCHASE/SUBLET APPLICATION KIT
TOTAL 32 PAGES
REVISED 05/22/2026