

Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give form to the requester. Do not send to the IRS.
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Before you begin. For guidance related to the purpose of Form W-9, see Purpose of Form, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Melissa L. Hallman		
	2 Business name/disregarded entity name, if different from above		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☒ Individual/sole proprietor or ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C=corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ▶ _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐		
	5 Address (number, street, and apt. or suite no.) See instructions. 788 Willoughby Avenue #502		Requester's name and address (optional)
	6 City, state, and ZIP code Brooklyn, New York 11206		
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. See also What Name and Number To Give the Requester for guidelines on whose number to enter.	Social security number <table><tr><td>4</td><td>9</td><td>2</td><td>0</td><td>4</td><td>6</td><td>3</td><td>6</td><td>8</td></tr></table> or Employer identification number <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	4	9	2	0	4	6	3	6	8									
4	9	2	0	4	6	3	6	8											

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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June 24, 2025

Dear Melissa L. Hallman:

We would like to thank you for your interest in leasing an apartment at **The Hartby**. At this time, your lease application has been processed. Please review the following lease terms:

Apartment: **788 Willoughby Avenue #502, Brooklyn, NY 11206**
Rent: **\$3,275.00**
Term: **1 year**
Lease Dates: **October 1, 2025 to September 30, 2026**
Concession: Early Occupancy Beginning **August 1, 2025**
Source: Other Guide

Note that no lease is binding until counter-signed by Owner. Approval is subject to our receipt of the following executed original documents together with the payments set forth below **within 48 hours**:

- | | |
|--|--|
| 1) Amenities Rider | 2) Apartment Lockout |
| 3) Bedbug Infestation History Disclosure | 4) Bicycle License |
| 5) Early Occupancy Rider | 6) Fair Chance Housing Notice |
| 7) Flood History and Risk Rider | 8) Indoor Allergen Hazard Notice |
| 9) Indoor Allergen Tenant Pamphlet | 10) NY Disclosure Form for Landlord and Tenant |
| 11) No Smoking Rider | 12) Notice of Suspected Gas Leak |
| 13) Occupancy Rider | 14) Overnight Subleasing Prohibition |
| 15) Pet Rider | 16) Renters Insurance |
| 17) Rider To Lease | 18) Rider To Lease |
| 19) Rider To Lease | 20) Smoke-Carbon Rider |
| 21) Smoking Policy | 22) Sprinkler Disclosure Lease Rider |
| 23) Storage Cage Rental | 24) Stove Knob Covers |
| 25) Submeter Rider | 26) Temporary Amenity Concession Rider |
| 27) Tenant Contact Worksheet | 28) W-8 / W-9 |
| 29) Welcome Letter | 30) Standard Form of Apartment Lease |
| 31) Window Guards | |

- 32) Payment in the form of certified check, bank check or money order for the following: **\$3,275.00** representing the first month's rent payable to **75 Lewis Avenue LLC** and a separate check for **\$3,275.00** representing the security deposit payable to **75 Lewis Avenue LLC**, **\$0.00** representing the pet security deposit payable to **75 Lewis Avenue LLC**, **\$0.00** representing the pet fee

Sincerely,

STANDARD FORM OF APARTMENT LEASE
(FOR APARTMENTS NOT SUBJECT TO THE RENT STABILIZATION LAW)
THE REAL ESTATE BOARD OF NEW YORK, INC.
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REBNY Apt non-stab 2019 Rev 7.19

PREAMBLE: This lease contains the agreements between Tenant and Owner concerning the rights and obligations of each party. Tenant and Owner have other rights and obligations which are set forth in government laws and regulations.

Tenant should read this Lease carefully. If Tenant has any questions, or if Tenant does not understand any words or statements herein, obtain clarification from an attorney. Once Tenant and Owner sign this Lease, Tenant and Owner will be presumed to have read it and understood it completely. Tenant and Owner admit that all agreements between Tenant and Owner have been written into this Lease. Tenant understands that any agreements made before or after this Lease was signed and not written into it will not be enforceable.

THIS LEASE is made as of **June 24, 2025**

between Owner(hereinafter referred to as "Owner" or "Lessor"), **75 Lewis Avenue LLC**

whose address is **10 Bank Street, Suite 550, White Plains, NY 10606**

and Tenant (hereinafter referred to "Tenant" or "Lessee"), **Melissa L. Hallman**

whose address is **788 Willoughby Avenue #502, Brooklyn, NY 11206**.

Please note the following paragraphs that require a selection among alternative wording: 2, 3E, 34

Please note the following paragraphs that require deletions if inapplicable: 9D, 12C(ii), 12E, 25, 32C(i), 33, 34, 35, 36, 37, 38, 59, 60

Please note the following paragraphs that require the insertion of terms (and/or delete if inapplicable): 1, 2, 3A, 3B, 4, 9D, 12B, 12C, 25, 32C, 34A, 35, 38B, Exhibit A (Memorandum Confirming Term), Exhibit C (Owner's Work), Exhibit D (Apartment Furniture)

1. APARTMENT AND USE Owner agrees to lease to Tenant Apartment **502** (the "Apartment") in the building at **788 Willoughby Avenue, Brooklyn, NY 11206** (the "Building"), Borough of Brooklyn, City and State of New York.

Tenant shall use the Apartment for living purposes only and for no other purpose (such restricted purposes includes, but are not limited to, any commercial activity or illegal or dangerous activity).

The Apartment may only be occupied by Tenant and the following Permitted Occupants (and occupants as permitted in accordance with Real Property Law §235-f):

Tenant acknowledges that no other person other than Tenant and the Permitted Occupants may reside in the Apartment without the prior written consent of the Owner. If Tenant violates any of the terms of this provision, the Owner shall have the right to restrain the same by injunctive relief and/or any other remedies provided for under this Lease and at law and/or equity.

2. LEASE COMMENCEMENT DATE; LENGTH OF LEASE The "Lease Effective Date" is the date a fully executed Lease is returned to Tenant or Tenant's representative by Owner or its representative. The "Lease Commencement Date" is **October 1, 2025**. Except as may be provided for otherwise in this Lease, the term (that means the length) of this Lease will begin on the Lease Commencement Date and will end on **September 30, 2026** (the "Term"). Tenant acknowledges that notwithstanding anything to the contrary contained in this Lease: (i) the Term of this Lease may be reduced provided for herein and (ii) the Term shall consist of the period beginning with the Lease Commencement Date through and including, the date that is the last day of the month in which the **[CHOOSE ONE AND CROSS OUT THE OTHER ALTERNATIVES] [one (1) year] [two (2) year] [] month(s)]** anniversary of the Lease Commencement Date occurs.

3. RENT

A. "Rent" is defined as the base rent due under this Lease. Tenant's monthly Rent for the Apartment is **\$3,275.00** per month. Tenant must pay Owner the Rent, in equal monthly installments, on the first day of each month either to Owner at the above address or at another place that Owner may inform Tenant of by written notice.

B. When Tenant signs this Lease, Tenant must pay by bank or cashier's check (or by electronic fund transfer, if instructed by Owner as described below) , the following:

(i) one (1) months' Rent (i.e., **\$3,275.00**);

(ii) the Security Deposit (in the amount stated in Article 4); and

(iii) any commission due by Tenant to the Brokers (as defined in Article 34 hereinafter) in connection with this Lease.



Initials: _____



- C. If the Lease Commencement Date shall not occur on the first day of a calendar month, the Rent for such calendar month shall be prorated on a per diem basis. If the Lease begins after the first day of the month, Tenant must pay when it signs this Lease one (1) full months' Rent and for the next full calendar month Tenant shall pay a prorated Rent based on the number of days the Lease began after the first day of the month (for example, if the beginning date of this Lease is the 16th day of the month, Tenant would pay for fifteen (15) out of thirty (30) days, or one-half (1/2), of a full months' Rent for the second calendar month). In any event, if the Lease Commencement Date shall not occur on the first day of a calendar month, the Term shall also include the remainder of the month in which the Lease Commencement Date occurred.
- D. Within five (5) business days after the request of Owner, at Owner's option, Tenant shall return a document supplied by Owner in the form attached hereto as Exhibit A (a "Memorandum Confirming Term") confirming the Lease Commencement Date, the Rent Commencement Date (if different than the Lease Commencement Date) the Lease expiration date and any other material terms of this Lease, certifying that Tenant has accepted delivery of the Apartment and that the condition of the Apartment complies with Owner's obligations hereunder. Tenant's failure to so deliver the Memorandum Confirming Term shall be considered a material default under this Lease, however, Tenant's failure to do so shall not affect the occurrence of the Lease Commencement Date or the validity of this Lease or alter the terms and provisions contained in the Memorandum Confirming Term if so delivered to Tenant by Owner.
- E. Tenant may be required to pay other charges to Owner under the terms of this Lease, such additional charges shall be referred to as "Additional Rent". Any Additional Rent must be paid by Tenant to Owner upon the earlier of (i) the first day of the month immediately following the month said Additional Rent is billed to Tenant or (ii) fifteen (15) days from the date Tenant is billed for the Additional Rent. If Tenant fails to pay the Additional Rent on time, Owner shall have the same rights against Tenant as if Tenant failed to pay Rent. Said Rent and Additional Rent must be paid in full in accordance with the foregoing, without deduction or offset and without the need for demand or notice from Owner. Except as may be provided for otherwise in this Article 3, all Rent and Additional Rent shall be payable to Owner by _____ **[CROSS OUT ANY FORM OF PAYMENT THAT IS INAPPLICABLE]** or such other form of payment as required by Owner only. If by direct deposit, Owner shall provide Tenant the necessary wiring instructions.
- F. Tenant shall be entitled to a five (5) day grace period for the payment of any sum of Rent or Additional Rent due under this Lease. Any sum of Rent or Additional Rent not paid within five (5) days of the date due shall be subject to a late fee of the lesser of (i) \$50.00, or (ii) five percent (5%) of the unpaid amount. Interest shall also be payable on the aforesaid late Rent or Additional Rent beginning thirty (30) days from the due date, such interest accruing at the lesser of (i) the maximum amount allowable by law, or (ii) one and one - half percent per month (1.5%), until the late Rent or Additional Rent is paid in full. There shall be a **Fifty Dollar (\$50.00)** fee for any check which is dishonored or returned. Any late charge or interest charge shall be considered Additional Rent.
- G. Owner need not give notice to Tenant to pay Rent. Rent must be paid in full and no amount subtracted from it. The whole amount of Rent is due and payable as of the Lease Commencement Date. Payment of Rent in installments is for Tenant's convenience only. If Tenant is in default under any of the terms and conditions of this Lease, Owner may give notice to Tenant that it may no longer pay Rent in installments and the entire Rent for the remaining part of the Term will then immediately be due and payable.
4. **SECURITY DEPOSIT** Tenant is required to give Owner the sum of **\$3,275.00** (such amount not to exceed one (1) months' Rent pursuant to The Housing Stability and Tenant Protection Act of 2019) when Tenant signs this Lease as a security deposit (the "Security Deposit"). Owner will deposit the Security Deposit in **Chase** bank at **PO Box 659734 San Antonio, TX 78265-9734**. This Security Deposit shall not bear interest, unless if otherwise required by applicable law. In the event that the Security Deposit shall earn interest, then in such event Owner shall be entitled to an administrative fee pursuant to applicable law.

If Tenant carries out all of Tenant's agreements in this Lease and if Tenant moves out of the Apartment and returns it to Owner vacant, broom clean and in the same condition it was in when Tenant first occupied it, except for ordinary wear and tear or damage caused by fire or other casualty through no fault of Tenant, Owner will return to Tenant the full amount of the Security Deposit within fourteen (14) days after the later of (i) the date this Lease ends, or (ii) the date Tenant vacates the Apartment. However, if Tenant is in default of Tenant's obligations under this Lease and/or there are any damages to the Apartment beyond ordinary wear and tear or damage caused by fire or other casualty, Owner may keep all or part of the Security Deposit to cover reasonable repairs of such damage and Owner shall provide Tenant with an itemized statement indicating the basis for the amount of the Security Deposit retained within the aforementioned fourteen (14) day period. Furthermore, for sake of clarity and emphasis, (i) if Tenant does not carry out all of Tenant's obligations under this Lease, Owner may keep all or part of the Security Deposit necessary to pay Owner for any losses incurred, including missed payments and (ii) Owner's retention of the Security Deposit as allowable under this Lease shall not be deemed to be Owner's sole remedy for any default by Tenant of Tenant's obligations pursuant to the terms and conditions of this Lease.

TENANT ACKNOWLEDGES AND AGREES THAT THE SECURITY DEPOSIT CANNOT BE USED TOWARDS RENT OR



Initials: _____



ADDITIONAL RENT BY TENANT. Notwithstanding anything to the contrary contained in this Lease, if Owner shall apply all or any portion of the Security Deposit to cure a default by Tenant hereunder during the Term of this Lease, Tenant shall, within five (5) business days, deposit with Owner that sum which shall be necessary to maintain the security in an amount equal to the Security Deposit as so required in this Article 4. Failure to replenish the Security Deposit in a timely manner shall be deemed a default under this Lease.

If Owner sells the Apartment, Owner, at its sole option, will turn over Tenant's security either to Tenant or to the person buying the Apartment within five (5) days after the sale. Owner will then notify Tenant, by registered, certified or overnight mail by a nationally recognized overnight courier, of the name and address of the person or company to whom the deposit has been turned over. In such case, Owner will have no further responsibility to Tenant for the Security Deposit and the new owner will become responsible to Tenant for the Security Deposit.

5. IF TENANT IS UNABLE TO MOVE IN Except as otherwise provided herein, Owner shall not be liable for failure to give Tenant possession of the Apartment on the Lease Commencement Date. Rent shall be payable as of the beginning of this Lease Term unless Owner is unable to give Tenant possession. A situation could arise which might prevent Owner from letting Tenant move into the Apartment on the Lease Commencement Date. If this happens for reasons beyond Owner's reasonable control, Owner will not be responsible for Tenant's damages or expenses, and this Lease will remain in effect. However, in such case, this Lease will start on the date when possession is available, and the ending date of this Lease as specified in Article 2 will remain the same (unless otherwise mutually agreed to in writing by Tenant and Owner). Tenant will not have to pay Rent until the date possession is available, or the date Tenant moves in, whichever is earlier (however, in no event shall Tenant move in or take possession prior to the date Owner shall have given Tenant notice that Tenant may take possession of the Apartment). Owner will notify Tenant as to the date possession is available. If Owner does not give Tenant notice that possession is available within thirty (30) days after the Lease Commencement Date, provided that Owner's failure to deliver possession is not due to a Tenant delay, Tenant may send a fifteen (15) day written termination notice (the "Termination Notice") to Owner, and if Owner is unable to deliver possession within fifteen (15) days of receipt of Tenant's Termination Notice, this Lease shall terminate and be of no further force and effect and all prepaid Rent, the Security Deposit and any other fees paid by Tenant (except for non-refundable fees required in the Lease package) at the execution of this Lease shall be promptly returned to Tenant.

6. CAPTIONS In any dispute arising under this Lease, in the event of a conflict between the text and a caption, the text controls.

7. WARRANTY OF HABITABILITY

- A. All of the sections of this Lease are subject to the provisions of the Warranty of Habitability Law. Under that law, Owner agrees that the Apartment is fit for human habitation and that there will be no conditions which will be detrimental to life, health or safety.
- B. Tenant will do nothing to interfere with or make more difficult Owner's efforts to provide Tenant and all other occupants of the Building with the required facilities and services. Any condition caused by Tenant's misconduct or the misconduct of Tenant Parties (as hereinafter defined) or anyone else under Tenant's direction or control shall not be a breach by Owner.

8. CARE OF TENANT'S APARTMENT; END OF LEASE; MOVING OUT

- A. At all times during the Term of this Lease, Tenant will take good care of the Apartment and will not permit or do any damage to it, except for damage which occurs through ordinary wear and tear. Tenant shall, at Tenant's own cost and expense, make all repairs caused or occasioned by Tenant or Tenant's agents, contractors, invitees, licensees, guests or servants (collectively hereinafter "Tenant Parties"). In addition, Tenant shall promptly notify Owner and/or the Building Superintendent/Building Manager in writing upon the occurrence of any problem, malfunction or damage to the Apartment. Tenant will move out on or before the ending date of this Lease and leave the Apartment in good order and in the same condition as it was when Tenant first occupied it, except for ordinary wear and tear and damage caused by fire or other casualty through no fault of Tenant.
- B. **CLEANING.** Tenant is required to use only non-abrasive cleaning agents in the Apartment. Tenant is responsible for damage done by use of any improper cleaning agents.
- C. If Tenant fails to maintain the Apartment or make a needed repair or replacement as required hereunder, Owner may hire a professional and make such maintenance, repairs or replacements at Tenant's sole cost and expense. Owner's reasonable expense will be payable by Tenant to Owner as Additional Rent within ten (10) business days after Tenant receives a bill from Owner.
- D. When this Lease ends, Tenant must remove all of Tenant's movable property. Tenant must also remove at Tenant's own expense, any wall covering, bookcases, cabinets, mirrors, painted murals or any other installation or attachment Tenant may have installed in the Apartment, even if it was done with Owner's consent. Tenant must restore and repair to its original condition those portions of the Apartment affected by those installations and removals. Tenant has not



Initials:



moved out until all persons, furniture and other property of Tenant's is also out of the Apartment. If Tenant's property remains in the Apartment after this Lease ends, Owner may either treat Tenant as still in occupancy and charge Tenant for use, or may consider that Tenant has given up the Apartment and any property remaining in the Apartment. In this event, Owner may either discard the property or store it at Tenant's expense. Tenant agrees to pay Owner for all costs and expenses incurred in removing such property. The provisions of this article will continue to be in effect after the end of this Lease.

- E. Except as provided for otherwise in Article 35 of this Lease, in the event that (i) Owner intends to offer to renew this Lease with a Rent increase equal to or greater than five (5%) percent above the then current Rent, or (ii) Owner does not intend to renew this Lease, Owner shall provide Tenant written notice as follows:
 - i. If Tenant has occupied the Apartment for less than one (1) year and does not have a Lease Term of at least one (1) year, Owner shall provide at least thirty (30) days' notice;
 - ii. If Tenant has occupied the Apartment for more than one (1) year but less than two (2) years, or has a Lease Term of at least one (1) year but less than two (2) years, Owner shall provide at least sixty (60) days' notice; or
 - iii. If Tenant has occupied the Apartment for more than two (2) years or has a Lease Term of at least two (2) years, Owner shall provide at least ninety (90) days' notice.
- F. Within a reasonable time after notification of either party's intention to terminate this Lease, unless Tenant provides less than two (2) weeks' notice of Tenant's intention to terminate, Owner shall notify Tenant in writing of Tenant's right to request an inspection before vacating the Apartment. Tenant shall have the right to be present at said inspection. Subject to the foregoing, if Tenant requests such inspection, the inspection shall be made no earlier than two (2) weeks and no later than one (1) week before the end of the tenancy. Owner shall provide at least forty-eight (48) hours written notice of the date and time of the inspection. After the inspection, Owner shall provide Tenant with an itemized statement specifying repairs, cleaning or other deficiencies that are proposed to be the basis of any deductions from the Security Deposit. If Tenant requests such inspection, Tenant shall be given an opportunity to remedy any identified deficiencies prior to the end of the tenancy (or, at Owner's sole option, if Tenant fails to remedy any such identified deficiencies, Owner may remedy such identified deficiencies at Tenant's sole cost and expense as described hereinafter). Any and all repairs or alterations made to the Apartment as a result of said inspection shall be at Tenant's sole cost and expense. Said repairs must be approved by Owner and shall be performed, at Owner's sole option by (i) licensed and adequately insured Tenant's contractors in a good and skillful manner with materials of quality and appearance comparable to existing materials and approved by Owner or (ii) by Owner's contractor(s).

9. CHANGES AND ALTERATIONS TO APARTMENT

- A. Tenant cannot build in, add to, change or alter, the Apartment in any way, including, but not limited to, installing, changing, or altering any paneling, wallpaper, flooring, "built in" decorations, partitions, railings, paint, carpeting, plumbing, ventilating, air conditioning, electric, or heating systems without first obtaining the prior written consent of Owner which may be withheld in Owner's sole discretion. If Owner's consent is given, the alterations and installations shall become the property of Owner when completed and paid for by Tenant. They shall remain with and as part of the Apartment at the end of the Term. Notwithstanding the foregoing, Owner has the right to demand that Tenant remove the alterations and installations at the end of the Lease Term, and in such case Tenant shall repair all damage resulting from said removal and restore the Apartment to its original condition, including any holes in the wall or damage caused by the removal of any pictures, artwork or TV mounts hung by Tenant on the walls. Any and all work shall be performed by Tenant in accordance with the terms and conditions of this Lease and in accordance with all applicable laws, rules, regulations and codes of any governmental or quasi-governmental entity. Tenant's contractor shall also supply, before performing any such work, a certificate of insurance naming Owner and the Building's managing agent (if applicable) as additional insured.
- B. Without Owner's prior written consent, Tenant cannot install or use in the Apartment any of the following: dishwasher machines, clothes washing or drying machines, electric stoves, garbage disposal units, heating, ventilating or air conditioning units or any other electrical equipment which, in Owner's reasonable opinion, will overload the existing wiring installation in the Building or interfere with the use of such electrical wiring facilities by other tenants of the Building. Also, Tenant cannot place in the Apartment water-filled furniture.
- C. If a lien is filed on the Apartment or Building due to Tenant's fault, Tenant must promptly pay or bond the amount stated in the lien. Owner may pay or bond the Lien if Tenant fails to do so within ten (10) days after Tenant has written notice about the lien, in which case, Owner's costs shall be paid by Tenant as Additional Rent.



D. APPROVED ALTERATIONS. ~~[DELETE IF INAPPLICABLE]~~ Anything contained herein to the contrary notwithstanding, provided that both Owner and Tenant have acknowledged their agreement to the following by each party affixing their initials immediately below this provision, Owner hereby consents to the following alterations to be performed by Tenant, at Tenant's sole cost and expense, but for the sake of clarity and emphasis all other terms and conditions of this Lease (including, without limitation, the terms and conditions contained in this Article 9 hereof) shall still apply: _____.

Owner Initial: _____ Tenant Initial: _____

10. TENANT'S DUTY TO OBEY AND COMPLY WITH LAWS, REGULATIONS AND RULES

- A. GOVERNMENT LAWS AND ORDERS.** Tenant will obey and comply (i) with all present and future city, state and federal laws rules, regulations and codes of any governmental or quasi-governmental entity or body which affect the Building or the Apartment, and (ii) with all orders and regulations of insurance rating organizations which affect the Apartment and the Building. Tenant will not allow any windows in the Apartment to be cleaned from the outside unless the prior written consent of the Owner is obtained.
- B. OWNER'S RULES AFFECTING TENANT.** Tenant, its Permitted Occupants and Tenant Parties must obey all Owner's rules (the "Owner's Rules and Regulations") annexed hereto and made apart hereof as Exhibit B and all future reasonable rules of Owner or Owner's agent. Notice of all additional rules shall be delivered to Tenant in writing or posted in the lobby or other public place in the building. Owner shall not be responsible to Tenant for not enforcing any rules, regulations or provisions of ano ther tenant's lease except to the extent required by law.
- C. TENANT'S RESPONSIBILITY.** Tenant is responsible for the behavior of Tenant, the Permitted Occupants of the Apartment, the Tenant Parties and any other people who are visiting the Apartment. Tenant will reimburse Owner as Additional Rent upon demand for the cost of all losses, damages, fines and reasonable legal expenses incurred by Owner because Tenant, the Permitted Occupants of the Apartment, the Tenant Parties or any other people visiting the Apa rtment have not obeyed applicable laws, rules, regulations and codes of any governmental or quasi-governmental entity or rules of this Lease.

11. OBJECTIONABLE CONDUCT Tenant, the Permitted Occupants of the Apartment, the Tenant Parties or any other people visiting the Apartment will not engage in objectionable conduct at the Apartment or the Building. Objectionable conduct ("Objectionable Conduct") means behavior which makes or will make the Apartment or the Building less fit to live in for Tenant or other occupants. It also means anything which interferes with the right of others to properly and peacefully enjoy their apartment, or causes conditions that are dangerous, hazardous, unsanitary or detrimental to other occupants of the Building. Objectionable Conduct by Tenant, the Tenant Parties, or any other people visiting the Apartment, gives Owner the right to end this Lease on six (6) days' written notice to Tenant that this Lease will end.

12. SERVICES AND FACILITIES

- A. REQUIRED SERVICES.** Owner will provide (i) cold and hot water and heat as required by law, (ii) repairs to the Apartment not caused by Tenant (subject to the terms and conditions of this Lease), the Tenant Parties or any other people visiting the Apartment, as required by law, (iii) elevator service if the Building has elevator equipment; and (iv) the utilities, if any, included in the Rent, as set forth in subparagraph B below. Tenant is not entitled to any Rent reduction because of a stoppage or reduction of any of the above services unless it is provided by law.
- B.** The following utilities are included in the rent: Water.
[INSERT "NONE" IF NO UTILITIES ARE INCLUDED IN THE RENT]
- C. ELECTRICITY AND OTHER UTILITIES.** Tenant acknowledges and understands that Owner has no obligation to supply, or liability in connection with, utilities or services in or to the Apartment (except as may be provided for otherwise in this Lease). Tenant shall be responsible, at Tenant's sole cost and expense, for securing, air conditioning, electricity, gas, cable, phone, and all other utilities and services (except as may be provided for otherwise in this Lease).
 - (i)** Tenant shall contract directly with the appropriate utility provider for all aforementioned services (not including the utilities included in the Rent as provided for in subparagraph B).
 - (ii)** ~~Notwithstanding anything to the contrary contained in this Lease, the Owner provides the following services _____ for a separate, sub-metered charge. It is covenanted and agreed by Tenant that all the aforesaid costs and expenses shall be paid by Tenant to Owner within five (5) days after rendition of any bill or statement to Tenant therefor [DELETE IF INAPPLICABLE].~~
- D.** Stopping or reducing of service(s) will not be reason for Tenant to stop paying Rent, to make a money claim or to claim constructive eviction. Damage to the equipment or appliances supplied by Owner, caused by Tenant's acts, omissions or neglect, or the act, omission or neglect of the Tenant Parties or any other person visiting the Apartment, shall be repaired at Tenant's sole cost and expense. In the event that Tenant fails to make such repairs within a reasonable period of time, Owner shall have the option to make such repairs at Tenant's expense and charge the same to Tenant



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as Additional Rent. Damage to the equipment or appliances supplied by the Owner, which are not caused by Tenant's negligence, acts or misuse or the negligence, acts or misuse of the Tenant Parties or any other people visiting the Apartment, shall be promptly repaired by the Owner at the Owner's sole cost and expense. Owner may stop service of the plumbing, heating, elevator, air cooling or electrical systems, because of accident, emergency, repairs, or changes until the work is complete. Notwithstanding the foregoing, except in emergency situations, Owner shall provide Tenant no less than twenty-four (24) hours prior written notice of any planned service stoppages. Owner shall take all necessary steps to ensure that service stoppages do not interfere with Tenant's use and enjoyment of the Apartment.

- E. **APPLIANCES.** Appliances supplied by Owner in the Apartment are for Tenant's use. They shall be in working order on the date hereof and will be maintained and repaired or replaced by Owner, except if repairs or replacement are made necessary because of Tenant's or the Tenant Parties' negligence or misuse, Tenant will pay Owner for the cost of such repair or replacement as Additional Rent. ~~Notwithstanding anything to the contrary contained in this Lease, provided the appliance in need of repair has been delivered in working order on the Lease Commencement Date, Tenant shall be responsible for the initial \$0.00 in cost of such appliance's repair or replacement.~~ **[DELETE IF INAPPLICABLE OR INSERT AMOUNT].** Tenant must not use a dishwasher, washing machine, dryer, freezer, heater, ventilator or other appliance unless installed by Owner or with Owner's prior written consent (in its sole discretion). Tenant must not use more electric than the wiring or feeders to the Building can safely carry.
- F. **FACILITIES AND AMENITIES.** If Owner permits Tenant to use any storeroom, storage bin, laundry or any other facility located in the Building but outside of the Apartment (e.g., fitness center, resident lounge, roof deck, golf simulator, movie theater, swimming pool, spa, etc.), the use of any such facility will be furnished to Tenant free of charge and at Tenant's own risk. Tenant will operate at Tenant's expense any coin operated appliances located in any such facility. Owner shall have no obligation to provide any of the aforementioned facilities or any type of doorman, attendant, porter or any other type of similar service at the Building, and Owner may discontinue same without being liable to Tenant therefor or without in any way affecting this Lease or the liability of Tenant hereunder or causing a diminution of Rent and the same shall not be deemed to be lessening or a diminution of facilities or services within the meaning of any law, rule or regulation now or hereafter enacted, promulgated or issued.

13. INABILITY TO PROVIDE SERVICES Because of a strike, labor trouble, national emergency, repairs, or any other cause beyond Owner's reasonable control, Owner may not be able to provide or may be delayed in providing any services or in making any repairs to the Building. In any of these events, any rights Tenant may have against Owner are only those rights which are allowed by laws in effect when the reduction in service occurs.

14. ENTRY TO APARTMENT During reasonable hours and with reasonable notice, except in emergencies, Owner and Owner's representatives, agents and employees may enter the Apartment for the following reasons:

- A. To erect, use and maintain pipes and conduits in and through the walls and ceilings of the Apartment; inspect; exterminate; install or work on master antennas or other systems or equipment; and to perform other work and make any and all repairs, alterations, or changes Owner decides are necessary. Tenant Rent will not be reduced because of any of the foregoing.
- B. To show the Apartment to potential buyers or lenders.
- C. For ninety (90) days before the end of the Lease Term, to show the Apartment to persons who wish to lease it.
- D. If, during the last month of the Lease, Tenant has moved out and removed all or almost all of Tenant's property from the Apartment, Owner may enter the Apartment to make changes, repairs, or redecorations. Tenant's Rent will not be reduced for that month and this Lease will not be ended by Owner's entry.
- E. If, at any time, Tenant is not personally present to permit Owner or Owner's representatives, agents or employees to enter the Apartment and entry is necessary or allowed by law or under this Lease, Owner or Owner's representatives, agents or employees may nevertheless enter the Apartment. Owner may enter by force in an emergency. Owner or Owner's representatives, agents or employees will not be responsible to Tenant, unless during such entry, any authorized party is negligent or misuses Tenant's property.

15. ASSIGNING; SUBLETTING; ABANDONMENT

- A. **ASSIGNING AND SUBLETTING.** Tenant cannot assign this Lease or sublet all or part of the Apartment or permit any other person to use the Apartment (other than a Permitted Occupant without the prior written consent of the Owner, which Tenant acknowledges may be withheld by Owner in its sole and absolute discretion, for any reason or no reason. If Tenant assigns this Lease or sublet all or part of the Apartment and fail to obtain Owner's prior written consent, in addition to any and all other rights of Owner under this Lease and at law and/or in equity, Owner has the right to cancel the Lease. Tenant must get Owner's written permission as provided for herein, each time Tenant wants to assign or sublet. Permission to assign or sublet is good only for that assignment or sublease. Tenant remains bound to the terms of this Lease after an assignment or sublet is permitted, even if Owner accepts money from the assignee or subtenant. The amount accepted will be credited toward money due from Tenant, as Owner shall determine. The



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assignee or subtenant does not become Owner's tenant. Tenant is responsible for acts and neglect of any person in the Apartment. Notwithstanding the foregoing, Owner expressly reserves the right to terminate this Lease with respect to the Apartment upon the receipt by Owner of any request for assignment or sublease ("Owner's Recapture Right"). Owner's Recapture Right, if exercised, must be sent to Tenant in writing within thirty (30) days after Tenant's request to assign or sublet the Apartment. In the event that Owner consents to an assignment and elects not to exercise Owner's Recapture Right, Tenant shall reimburse Owner for all of Owner's attorneys' fees in connection with the review of the assignment or sublease. In the event that Owner agrees to an assignment or sublease, subject to applicable law, Owner shall be entitled to one hundred percent (100%) of any consideration or rent over and above that Rent provided for in this Lease. The sublease shall provide that the subtenant shall, at Owner's option, attorn to Owner upon any termination of this Lease.

- B. ABANDONMENT.** If Tenant moves out of the Apartment (abandonment) before the end of this Lease without the consent of Owner, this Lease will not be ended. Tenant will remain responsible for each monthly payment of Rent and Additional Rent as it becomes due until the end of this Lease. In case of abandonment, Tenant's responsibility for Rent and Additional Rent will end only if Owner chooses to end this Lease for default as provided in Article 16.

16. DEFAULT

- A.** Tenant defaults under the Lease if Tenant acts in any of the following ways:

- (i) Tenant fails to carry out any agreement or provision of this Lease;
- (ii) Tenant does not take possession or move into the Apartment fifteen (15) days after the beginning of this Lease; or
- (iii) Tenant and the Permitted Occupants of the Apartment move out permanently before this Lease ends;

If Tenant defaults in any one of these ways, other than a default in the agreement to pay Rent and/or Additional Rent, Owner may serve Tenant with a written notice to stop or correct the specified default within ten (10) days. Tenant must then either stop or correct the default within such ten (10) day period, or, if the nature of the default is not reasonably capable of being cured within such ten (10) day period, then Tenant must begin to take all steps necessary to correct the default within ten (10) days and thereafter diligently continue to do all that is necessary to correct the default as soon as possible (however, in no event shall any extension of the aforesaid ten (10) day period exceed thirty (30) days).

- B.** If Tenant does not stop, correct or begin to materially correct a default within ten (10) days as provided for above, or engages in Objectionable Conduct, Owner shall give Tenant a written notice that this Lease will end six (6) days after the date such written notice is sent to Tenant. At the end of the six (6) day period, this Lease will end and Tenant then must move out of the Apartment. Even though this Lease ends, Tenant will remain liable to Owner for unpaid Rent and/or Additional Rent up to the end of this Lease, and damages caused to Owner after that time as stated in Article 17.
- C.** If Owner does not receive the Rent and/or Additional Rent within five (5) days of when this Lease requires, Owner or Owner's agent shall send Tenant, via certified mail, a written notice stating the failure to receive such Rent and/or Additional Rent. Provided Owner has served Tenant with a fourteen (14) day written demand, and Owner does not receive the overdue Rent (and Additional Rent, as applicable) within fourteen (14) days after such written fourteen (14) demand for Rent (and Additional Rent, as applicable) has been made, Owner may commence an action or summary proceeding seeking the payment of all Rent and/or Additional Rent. If the Lease ends, Owner may do the following: (i) enter the Apartment and retake possession of it if Tenant has moved out or (ii) go to court and ask that Tenant and all other occupants in the Apartment be compelled to move out.

Once this Lease has been ended, whether because of default or otherwise, Tenant gives up any right Tenant might otherwise have to reinstate this Lease.

17. REMEDIES OF OWNER AND TENANT'S LIABILITY If this Lease is ended by Owner because of Tenant's default, the following are the rights and obligations of Tenant and Owner.

- A.** Tenant must pay Rent and Additional Rent until this Lease has ended. Thereafter, Tenant must pay an equal amount for what the law calls "use and occupancy" until Tenant actually moves out.
- B.** Once Tenant is out, Owner may re-rent the Apartment or any portion of it for a period of time which may end before or after the ending date of this Lease. Owner may re-rent to a new tenant at a lesser rent or may charge a higher rent than the Rent in this Lease. Notwithstanding the foregoing, if Tenant vacates the Apartment in violation of the terms of this Lease, only then shall Owner use reasonable efforts to re-rent the Apartment at the lesser of the fair market value of the Apartment or the Rent paid hereunder.
- C.** Whether the Apartment is re-rented or not, Tenant must pay to Owner as damages:
- (i) the difference between the Rent in this Lease and the amount, if any, of the rents collected in any later lease of the Apartment for what would have been the remaining period of this Lease; and



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(ii) Owner's expenses for the cost of getting Tenant out and re-renting the Apartment, including, but not limited to, putting the Apartment in good condition, repairing damages, decorating and/or cleaning the Apartment for re-rental, advertising the Apartment and for real estate brokerage fees; and

(iii) Owner's expenses for attorney's fees (except in the event of a default judgment).

D. Tenant shall pay all aforementioned damages due in monthly installments on the Rent day established in this Lease. Any legal action brought to collect one or more monthly installments of damages shall not prejudice in any way Owner's right to collect the damages for a later month by a similar action.

E. If the Rent collected by Owner from a subsequent tenant of the Apartment is more than the unpaid Rent and damages which Tenant owes Owner, Tenant cannot receive the difference. Owner's failure to re-rent to another tenant will not release or change Tenant's liability for damages. Except as may be provided for otherwise in Article 17(B) of this Lease, Owner is not required to re-rent the Apartment.

18. ADDITIONAL OWNER REMEDIES; LEGAL FEES If Tenant does not do everything Tenant has agreed to do, or if Tenant does anything which shows that Tenant intends not to do what Tenant has agreed to do, Owner has the right to ask a Court to make Tenant carry out Tenant's agreements or to give the Owner such other relief as the Court can provide. This is in addition to the remedies in Article 16 and 17 of this Lease.

19. FEES AND EXPENSES (INCLUDING BUT NOT LIMITED TO LEGAL FEES)

A. Tenant must reimburse Owner for any of the following fees and expenses incurred by Owner:

(i) Making any repairs to the Apartment or the Building, including any appliances in the Apartment, which result from misuse, omissions or negligence by Tenant, the Permitted Occupants of the Apartment, the Tenant Parties or any other visitors to the Apartment;

(ii) Correcting any violations of city, state or federal laws or orders and regulations of insurance rating organization concerning the Apartment or the Building which Tenant, the Permitted Occupants of the Apartment, the Tenant Parties, or any other persons who visit the Apartment or work for Tenant have caused;

(iii) Preparing the Apartment for the next tenant if Tenant moves out of the Apartment before the Lease ending date without Owner's prior written consent;

(iv) Any legal fees and disbursements for the preparation and service of legal notices; legal actions or proceedings brought by Owner against Tenant because of a default by Tenant under this Lease; or for defending lawsuits brought against Owner because of the actions of Tenant, the Permitted Occupants of the Apartment, the Tenant Parties or any other persons who visit the Apartment;

(v) Removing any of Tenant's property from the Apartment after this Lease is ended;

(vi) Any miscellaneous charges payable to the Owner for services Tenant requested that are not required to be furnished Tenant under this Lease for which Tenant has failed to pay the Owner and which Owner has paid;

(vii) All other fees and expenses incurred by Owner because of the failure to obey any other provisions and agreements of this Lease by Tenant, the Permitted Occupants of the Apartment, the Tenant Parties or any other persons who visit the Apartment or work for Tenant.

These fees and expenses shall be paid by Tenant to Owner as Additional Rent within ten (10) business days after Tenant receives Owner's bill or statement. If this Lease has ended when these fees and expenses are incurred, Tenant will still be liable to Owner for the same amount as damages. In the event Tenant does not reimburse Owner within such ten (10) business day period, Owner shall be entitled to deduct the fees and expenses from the Security Deposit.

B. Tenant has the right to collect reasonable legal fees and expenses incurred in a successful defense by Tenant of a lawsuit brought by Owner against Tenant or brought by Tenant against Owner to the extent provided by Real Property Law, Section 234.

20. PROPERTY LOSS, DAMAGES OR INCONVENIENCE Tenant understands and agrees that unless caused by the gross negligence or willful misconduct of Owner or Owner's representatives, agents or employees, none of these authorized parties are responsible to Tenant for any of the following (i) any loss of or damage to Tenant or Tenant's property in the Apartment or the Building due to any accidental or intentional cause, including a theft or another crime committed in the Apartment or elsewhere in the Building; (ii) any loss of or damage to Tenant's property delivered to any employee of the Building (e.g., doorman, superintendent, etc.); or (iii) any damage or inconvenience caused to Tenant by actions, negligence or violations of their lease made by any other tenant or person in the Building except to the extent required by law. Tenant further understands and agrees that Owner's employees are not authorized by Owner to care for Tenant's personal property. Owner is not responsible for any loss, theft, damage to Tenant's personal property, or any injury caused by the property or its use by Building employees.

Owner will not be liable for any temporary interference with light, ventilation, or view caused by construction by or on behalf of Owner. Owner will not be liable for any such interference on a permanent basis caused by construction on any parcel of



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land not owned by Owner. Owner will not be liable to Tenant for such interference caused by the permanent closing, darkening or blocking up of windows, if such action is required by law. None of the foregoing events will cause a suspension or reduction of the Rent or allow Tenant to cancel the Lease.

21. FIRE OR CASUALTY

- A. Tenant shall give Owner immediate notice in case of fire or other damage to the Apartment. If the Apartment becomes unusable, in part or totally, because of fire, accident or other casualty, this Lease will continue unless ended by Owner under subparagraph C below or by Tenant under subparagraph D below. However, the Rent will be reduced as of the date of the fire, accident or other casualty. This reduction will be based upon the square footage of the Apartment which is unusable, as determined by Owner.
- B. Owner will repair and restore the Apartment, unless Owner decides to take actions described in subparagraph C below. For the sake of clarity and emphasis, Owner is not required to repair or restore the Apartment or replace the furnishings, decorations or any of Tenant's property, and furthermore (unless otherwise agreed to by Owner in writing), Owner shall not be responsible for any delays due to settling insurance claims, obtaining cost estimates, labor, material, equipment and/or supply problems, force majeure or for any other delay beyond Owner's reasonable control. If the Lease is cancelled, Owner need not restore the Apartment.
- C. After a fire, accident or other casualty in the Building, Owner may decide to tear down the Building or to substantially rebuild it. In such case, Owner need not restore the Apartment but may end this Lease. Owner may do this even if the Apartment has not been damaged, by giving Tenant written notice of this decision within the later of sixty (60) days after the date when the damage occurred or ten (10) business days after Owner is advised by its insurance carrier as to the amount of insurance proceeds it will have available to restore the Apartment. If there is substantial damage to the Apartment or if the Apartment is completely unusable, Owner may cancel this Lease by giving Tenant written notice of this decision within 30 days after the date when the damage occurred. If the Apartment is unusable when Owner gives Tenant such notice, this Lease will end sixty (60) days from the last day of the calendar month in which Tenant was given notice.
- D. If the Apartment is completely unusable because of fire, accident or other casualty and it is not repaired in thirty (30) days, Tenant may give Owner written notice that Tenant ends the Lease. If Tenant gives that notice, this Lease is considered ended on the day that the fire, accident or casualty occurred. Owner will promptly refund Tenant's Security Deposit and the pro-rata portion of Rent (and Additional Rent, as applicable) paid for the month in which the casualty happened.
- E. Unless prohibited by the applicable policies, to the extent that such insurance is collected, Tenant and Owner release and waive all right of recovery against the other or anyone claiming through or under each by way of subrogation.
- F. Tenant acknowledges that if fire, accident, or other casualty causes damage to any of Tenant's personal property in the Apartment, including, but not limited to Tenant's furniture and clothes, the Owner will not be responsible to Tenant for the repair or replacement of any such damaged personal property unless such damage was as a result of the Owner's negligence.

22. PUBLIC TAKING The entire Building or a part of it can be acquired (condemned) by any government or government agency for a public or quasi- public use or purpose. If this happens, this Lease shall end on the date the government or agency take title. Tenant shall have no claim against Owner for any damage resulting; Tenant also agrees that by signing this Lease, Tenant assigns to Owner any claim against the government or government agency for the value of the unexpired portion of this Lease.

23. SUBORDINATION CERTIFICATE AND ACKNOWLEDGEMENTS Notwithstanding any provisions to the contrary contained in this Lease, this Lease and Tenant's rights, are subject and subordinate to all present and future: (a) leases for the Building or the land on which it stands, (b) Owner's mortgage(s) now existing or hereinafter existing), (c) agreements securing money paid or to be paid by a lender, and (d) terms, conditions, renewals, changes of any kind and extensions of the mortgages, leases or lender agreements. If certain provisions of any such mortgage come into effect, the holder of any such mortgage can end this Lease and such parties may commence legal action to evict Tenant from the Apartment . If this happens, Tenant acknowledges that Tenant has no claim against Owner or such lease or mortgage holder. If Owner requests, Tenant will sign promptly any acknowledgment(s) of the "subordination" in the form that Owner may require. Tenant authorizes Owner to sign such acknowledgment(s) for Tenant if Tenant fails to do so within five (5) days of Owner's request.

Tenant also agrees to sign (if accurate) a written acknowledgment within ten (10) days of request to any third party designated by Owner that this Lease is in effect, that Owner is performing Owner's obligations under this Lease and that Tenant has no present claim against Owner.

24. TENANT'S RIGHT TO LIVE IN AND USE THE APARTMENT If Tenant pays the Rent and any required Additional Rent on time and Tenant does everything Tenant has agreed to do in this Lease, Tenant's tenancy cannot be cut off before the



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ending date, except as provided for otherwise in this Lease, including, but not limited to, in Articles 21, 22, and 23.

25. BILLS AND NOTICE; ELECTRONIC SIGNATURES Any notice, statement, demand or other communication required or permitted to be given rendered or made by either party to the other, pursuant to this Lease or pursuant to any applicable law or requirement of public authority, shall be in writing (whether or not so stated elsewhere in this Lease) and shall be given by registered or certified mail, return receipt requested, or by overnight mail by a nationally recognized overnight carrier ~~[or via email]~~ [DELETE IF INAPPLICABLE], addressed to each of the following parties:

An electronic signature on this Lease, rider or any renewal of Owner or Tenant shall be deemed an original document and a binding signature pursuant to the Electronic Signatures and Records Act of the State Technology Law.

If to Owner:

Email address: _____ [DELETE IF INAPPLICABLE]

With a copy to:

If to Tenant: at Apartment, subsequent to Commencement Date

Email address: _____ [DELETE IF INAPPLICABLE]

Prior to Commencement Date:

4540 center blvd apt 404
Long Island City, NY 11109

Notwithstanding anything to the contrary contained in this Lease, any notice from Owner or Owner's agent or attorney may be delivered to Tenant personally at the Apartment. Notices shall be deemed received the next business day if by overnight carrier, the date of delivery if by personal delivery, or three (3) business days after being mailed if by registered or certified mail.

26. GIVING UP RIGHT TO TRIAL BY JURY AND COUNTERCLAIM

- A. Both Tenant and Owner agree to give up the right to a trial by jury in a court action, proceeding or counterclaim (excluding compulsory counterclaims) on any matters concerning this Lease, the relationship of Tenant and Owner as lessee and lessor or Tenant's use or occupancy of the Apartment. This agreement to give up the right to a jury trial does not include claims for personal injury or property damage.
- B. If Owner begins any court action or proceeding against Tenant which asks that Tenant be compelled to move out, Tenant cannot make a counterclaim unless Tenant is claiming that Owner has not done what Owner is supposed to do about the condition of the Apartment or the Building.

27. NO WAIVER OF LEASE PROVISIONS

- A. Even if Owner accepts Tenant's Rent and/or Additional Rent or fails once or more often to take action against Tenant when it has not done what Tenant has agreed to do in this Lease, the failure of Owner to take action or Owner's acceptance of Rent and/or Additional Rent does not prevent Owner from taking action at a later date if Tenant does not do what Tenant has agreed to do herein.
- B. Only a written agreement between Tenant and Owner can waive any violation of this Lease.
- C. If Tenant pays and Owner accepts an amount less than all the Rent and/or Additional Rent due, the amount received shall be considered to be in payment of all or part of the earliest Rent and/or Additional Rent due. It will not be considered an agreement by Owner to accept this lesser amount in full satisfaction of all of the Rent and/or Additional Rent due unless there is a written agreement between Tenant and Owner.
- D. Any agreement to end this Lease and also to end the rights and obligations of Tenant and Owner must be in writing, signed by Tenant and Owner or Owner's agent. Even if Tenant gives keys to the Apartment and they are accepted by Owner or Owner's representative, this Lease is not ended.

28. CONDITION OF THE APARTMENT; APARTMENT RENTED "AS IS" By signing this Lease Tenant acknowledges that Owner, Owner's representatives or superintendent has not made any representations or promises with respect to the Building or the Apartment except as herein expressly set forth. After signing this Lease but before Tenant begins



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occupancy, Tenant shall have the opportunity to inspect the Apartment with Owner or Owner's agent to determine the condition of the Apartment. If Tenant requests such inspection, the parties shall execute a written agreement before Tenant begins occupancy of the Apartment attesting to the condition of the Apartment and specifically noting any existing defects or damages. Before taking occupancy of the Apartment, Tenant has inspected the Apartment (or Tenant has waived such inspection) and Tenant accepts it in its present condition "as is," except for any condition which Tenant could not reasonably have seen during Tenant's inspection. Tenant agrees that Owner has not promised to do any work in the Apartment except as specified in Exhibit C annexed hereto (if any) and made apart hereof.

29. HOLDOVER

- A. At the end of the Term, Tenant shall: (i) return the Apartment to the Owner in broom clean, vacant and in good condition, ordinary wear and tear excepted; (ii) remove all of Tenant's property and all of Tenant's installations, alterations and decorations (if so directed by Owner); and (iv) repair all damages to the Apartment and Building caused by moving; and restore the Apartment to its condition at the beginning of the Term ordinary wear and tear excepted.
- B. Tenant hereby indemnifies and agrees to defend and hold Owner harmless from and against any loss, cost, liability, claim, damage, fine, penalty and expense (including reasonable attorneys' fees and disbursements but excluding consequential or punitive damages) resulting from delay by Tenant in surrendering the Apartment upon the termination of this Lease, including any claims made by any succeeding tenant or prospective tenant or successor landlord founded upon such delay.
- C. If Tenant holds over possession after the expiration date of the Lease or earlier termination of the Lease term or any extended term of this Lease, such holding over shall not be deemed to extend the term of this Lease or renew this Lease. Under no circumstances (i) will such holdover constitute a month-to-month tenancy, (ii) shall this Article 29 imply any right of Tenant to remain in the Apartment after the expiration or earlier termination of this Lease, (iii) will Owner be prohibited from exercising any rights permitted by law against a holdover tenant; or (iv) will any monies paid by Tenant or accepted by Owner (e.g., Rent, Additional Rent, holdover rent or otherwise) after the expiration or earlier termination of this Lease be deemed to reinstate any form of tenancy between Tenant and Owner. In connection with such holdover, Tenant shall pay the following charges for the use and occupancy of the Apartment for each calendar month or part thereof (even if such part shall be a small fraction of a calendar month), which total sum Tenant agrees to pay to Owner per month promptly upon demand, in full, without set-off or deduction:
 - i) TWO (2) times the highest monthly Rent set forth in this Lease, plus
 - ii) Items of Additional Rent that would have been payable monthly pursuant to this Lease, had this Lease not expired or terminated,

The aforesaid provisions of this Article 29 shall survive the expiration or earlier termination of this Lease.

30. DEFINITIONS

- A. Owner: The term "Owner" means the person or organization receiving or entitled to receive Rent and Additional Rent from Tenant for the Apartment at any particular time other than a rent collector or managing agent of Owner. Owner is the person or organization that owns legal title to the Apartment. It does not include a former owner, even if the former owner signed this Lease.
- B. Tenant: The Term "Tenant" means the person or persons signing this Lease as lessee and the respective heirs, distributes, executors, administrators, successors and assigns of the signer. This Lease has established a lessor-lessee relationship between Owner and Tenant.

31. SUCCESSOR INTERESTS The agreements in this Lease shall be binding on Owner and Tenant and on those who succeed to the interest of Owner or Tenant by law, by approved assignment or by transfer.

32. INSURANCE

- A. As a material inducement for Owner to enter into this Lease, Tenant shall obtain (i) liability insurance insuring Tenant, the Permitted Occupants of the Apartment, the Tenant Parties and any other people visiting the Apartment, and (ii) personal property insurance insuring Tenant's furniture and furnishings and other items of personal property located in the Apartment. Tenant may not maintain any insurance with respect to any furniture or furnishings belonging to Owner that are located in the Apartment unless otherwise directed by Owner. Tenant acknowledges that Owner may not be required to maintain any insurance with respect to the Apartment.
- B. Owner is not liable for loss, expense, or damage to any person or property, unless due to Owner's gross negligence or wrongful acts. Owner is not liable to Tenant for permitting or refusing entry of anyone into the Building. Tenant must pay for damages suffered and reasonable expenses of Owner relating to any claim arising from any act, omission or neglect by Tenant. If an action is brought against Owner arising from Tenant's acts, omissions or neglect, Tenant shall defend Owner at Tenant's sole cost and expense with an attorney reasonably acceptable to Owner. Tenant is responsible for all acts, omissions or neglect of the Tenant Parties.



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- C. Tenant shall indemnify and save harmless Owner from and against any and all liability, penalties, losses, damages, expenses, suits and judgments arising from injury during the term of this Lease to person or property of any nature and also from any matter growing out of the occupation of the Apartment, provided however that such is not the result of Owner's gross negligence or wrongful acts or that of Owner's employees, or agents. Tenant agrees, at Tenant's sole cost and expense to procure and maintain at all times during the Lease term the following insurance:
- (i) General Liability Insurance for an amount not less than **fifty thousand dollars (\$50,000.00)** ~~with an umbrella policy of no less than _____ Dollars (\$_____)~~ **[DELETE IF INAPPLICABLE OR INSERT AMOUNTS];** and; and
 - (ii) Renters Insurance, which covers any, and all personal property or belongings contained in the Apartment. Tenant agrees to hold Owner harmless regarding these personal belongings due to loss or damage except in cases of Owner's gross negligence.
- D. The aforementioned insurance policies shall name Owner and the property manager (if applicable) as additional insureds or interests, as applicable. In the event of Tenant's failure to procure and/or maintain the aforementioned policies prior to the date possession of the Apartment is ready to be delivered to Tenant on the Lease Commencement Date, Owner may (i) refuse to deliver possession of the Apartment to Tenant until such time as evidence of such insurance is delivered by Tenant to Owner (however, Tenant shall nonetheless remain responsible for the payment of Rent and Additional Rent as of the Lease Commencement Date), and/or (ii) order such insurance policies, pay the premiums, and add the amount thereof to the Rent next coming due as Additional Rent, and the Owner shall have all rights and remedies for the collection thereof as is provided for collection of ordinary Rent. The abovementioned insurance policies shall provide for no less than thirty (30) days' notice of cancellation or modification to Owner, and Tenant shall provide Owner with a copy of such insurance policies. Evidence of the aforesaid coverage being in place shall be presented to the Owner on or before the first day of the term of this Lease and may be requested at any time during term of this Lease. Such insurance policies are to be written by a good and solvent company licensed to do business in the state of New York. Tenant shall immediately reimburse Owner for the cost of any insurance policy Owner obtains for the Apartment, including but not limited to insurance for Owner's furniture or furnishings in the Apartment. Tenant acknowledges that Owner may not be required to maintain any insurance with respect to the Apartment.

33. FURNITURE [DELETE IF INAPPLICABLE] ~~The Apartment is being leased as fully furnished. All furniture and furnishings contained in the Apartment (the "Apartment Furniture") are listed in Exhibit D annexed hereto (if any) and made apart hereof. Tenant shall accept the Apartment Furniture "as is" on the commencement date of this Lease. Owner represents that all Apartment Furniture is in good repair and in working order on the commencement date of this Lease except as may be noted in Exhibit D.~~

~~Tenant shall take good care of the Apartment Furniture during the pendency of this Lease and shall be liable for any damages caused by Tenant or Tenant Parties to the Apartment Furniture. Tenant shall not be responsible for any damages to the Apartment Furniture not caused by Tenant or Tenant Parties or caused by ordinary wear and tear. Tenant shall surrender the Apartment Furniture when this Lease terminates in the same condition as on the date this Lease commenced, subject to ordinary wear and tear. If any repairs are required to the Apartment Furniture when this Lease terminates, Tenant shall pay Owner upon demand the cost of any required repairs.~~

~~Tenant may not remove the Apartment Furniture from the Apartment or change the location of the Apartment Furniture during the pendency of this Lease without Owner's prior written consent.~~

34. BROKER [DELETE EITHER SUBPARAGRAPH A OR B; IF SUBPARAGRAPH B IS DELETED, INSERT NAME OF BROKER(S) IN SUBPARAGRAPH A]

- A. ~~Owner and Tenant represent that in the negotiation of this Lease they dealt with no broker(s) other than _____ (the "Tenant's Broker") and _____ (the "Owner's Broker") (hereinafter collectively referred to as the "Broker"). Such Broker(s) will be compensated by [Tenant][Owner] [CHOOSE ONE AND CROSS OUT THE OTHER ALTERNATIVE] in accordance with a separate agreement subject to a fully executed and delivered lease.~~
- B. Tenant represents to Owner that Tenant has not dealt with any real estate broker in connection with the leasing of the Apartment.
- C. Owner and Tenant hereby agree to indemnify, defend and hold harmless each other from and against any and all claims, demands, liabilities, suits, losses, costs and expenses (including reasonable attorneys' fees and disbursements) arising out of any inaccuracy or alleged inaccuracy of the above representation. Owner shall have no liability for any brokerage commissions arising out of a sublease or assignment by Tenant. The provisions of this Article 34 shall survive the expiration or sooner termination of this Lease.

35. TENANT'S OPTION TO RENEW [DELETE IF INAPPLICABLE; IF APPLICABLE, PLEASE INSERT NECESSARY



INFORMATION]

- A. Tenant shall have the right to extend the term of this Lease for _____ year(s) commencing _____, and ending on _____, (the "Extension Term") provided: (i) Tenant gives Owner notice (the "Extension Notice"), in the manner required under this Lease, of Tenant's election to extend the term of this Lease; (ii) the Election Notice must be given to Owner at least ninety (90) days prior to the ending date of this Lease as stated in Article 2, TIME BEING OF THE ESSENCE; (iii) Tenant shall have been timely in Tenant's payment of Rent and Additional Rent and may not have been in default prior to delivering the Extension Notice or then be in default of any provisions of this Lease when the Extension Notice is given or on the commencement date of the Extension Term; and (iv) Tenant is occupying the Apartment and have not assigned this Lease nor sublet the Apartment. If Owner fails to receive the Extension Notice by the date specified herein, TIME BEING OF THE ESSENCE, this Article 35 shall be of no further force and effect.
- B. The monthly Rent payable by Tenant during the Extension Term shall be \$_____.
- C. All provisions of this Lease, except as specifically modified by this Article 35, shall be, and remain in, full force and effect during the Extension Term.

36. TERRACES, BALCONIES AND BACKYARDS [DELETE IF INAPPLICABLE]

All of the terms and conditions of this Lease apply to the terrace, balcony and/or backyard (as applicable). Tenant's use of the terrace or balcony must comply with any rules that may be provided to Tenant by Owner.

Tenant shall clean the terrace or balcony and keep the terrace or balcony free from snow, ice, garbage and other debris. No cooking is allowed on the terrace or balcony except as may be otherwise permitted by law. Tenant may not install a fence or any addition on the terrace or balcony. Tenant is responsible for making all repairs to the terrace or balcony if caused by Tenant, the Tenant Parties or any other visitor to the Apartment, at Tenant's sole expense.

37. LEAD PAINT DISCLOSURE [DELETE IF THE BUILDING WAS ERECTED AFTER 1978]

Simultaneously with the execution of this Lease, Tenant and Owner shall sign and complete the disclosure of information on lead-based paint and/or lead-based paint hazards annexed as a rider attached to this Lease. Tenant acknowledges receipt of the pamphlet, "Protect Your Family From Lead in Your Home" prepared by the United States Environmental Protection Administration.

38. PETS [DELETE EITHER SUBPARAGRAPH A OR B; IF SUBPARAGRAPH A IS DELETED, INSERT NECESSARY INFORMATION IN SUBPARAGRAPH B]

- A. Tenant may not keep any pets in the Apartment. IF TENANT BREACHES THIS SECTION, TENANT WILL FORFEIT TWENTY PERCENT (20%) OF THE SECURITY DEPOSIT TO OWNER, TO COMPENSATE OWNER FOR ANY AND ALL COSTS RELATING THERETO AS LIQUIDATED DAMAGES (AND NOT AS A PENALTY). TENANT ACKNOWLEDGES AND AGREES THAT THE FOREGOING IS A MATERIAL INDUCEMENT FOR OWNER TO ENTER INTO THIS LEASE, AND BUT FOR SAID COVENANT, OWNER WOULD NOT HAVE EXECUTED THIS LEASE AGREEMENT.
- B. Tenant may keep pets in the Apartment provided: (i) Tenant obtains the prior written consent of Owner; and (ii) Tenant complies with any rules with respect to the keeping of pets in the Apartment. Owner hereby consents to the following pet(s): Ein (dog)

39. KEYS/SECURITY

- A. Tenant shall not remove, alter, or change in any way the existing locks, security codes or keys that are provided for the Apartment or any part thereof. Tenant assumes liability for any person keys are entrusted to. The name, address and telephone number of any person with an additional set of keys to the Apartment are required to be furnished to Owner or its managing agent. Only Owner may make such additional sets of keys upon Tenant's written request with the abovementioned information. Owner will not refuse any such reasonable request. All extra sets of keys must be returned to Owner no later than one (1) day prior to move out unless agreed to by Owner. In the event that all keys are not returned to the Owner by or before the last day of tenancy, Tenant agrees to pay for the replacement cost as mentioned below (or part thereof if Owner deems it appropriate).
- B. Tenant agrees and understands that Tenant will be charged a re-keying fee in the sum of **\$350.00** for the entrance door each and every time a key replacement is required or deemed necessary by Owner if the need arises due to Tenant's loss of the key, employee changes, or request. Said charges shall be deemed Additional Rent.

40. WINDOW GUARDS

Simultaneously with the execution of this Lease, Tenant shall complete and deliver to Owner a notice with respect to the installation of window guards in the Apartment in the form required by the City of New York annexed as a rider attached to this Lease. Tenant acknowledges that it is a violation of law to refuse, interfere with installation, or remove window guards where required.

41. BED BUG DISCLOSURE

Tenant and Owner shall sign and complete the disclosure of bedbug infestation history annexed as a rider attached to this Lease.



Initials:



- 42. SPRINKLER DISCLOSURE** Tenant and Owner shall sign and complete the sprinkler disclosure annexed as a rider attached to this Lease.
- 43. OCCUPANCY NOTICE FOR INDOOR ALLERGEN HAZARDS** Owner shall complete and deliver to Tenant the Occupancy Notice for Indoor Allergen Hazards annexed as a rider attached to this Lease. Owner acknowledges that it has delivered to Tenant "What Every Tenant Should Know About Indoor Allergens" and Tenant acknowledges receipt of such notice.
- 44. STOVE KNOB COVERS** Simultaneously with the execution of this Lease, Tenant shall complete and deliver to Owner the Annual Notice for Tenants in Multiple Dwelling Units with gas-powered stoves annexed as a rider attached to this Lease.
- 45. NO SHORT TERM RENTAL** Under no circumstances shall Tenant put a listing for the Apartment on Airbnb or for other similar short term rental (i.e., a rental for less than thirty (30) days), or use the Apartment for same. If Tenant does so, Owner has the right to immediately terminate this Lease.
- TENANT ACKNOWLEDGES AND AGREES THAT THE FOREGOING IS A MATERIAL INDUCEMENT FOR OWNER TO ENTER INTO THIS LEASE, AND BUT FOR SAID COVENANT, OWNER WOULD NOT HAVE EXECUTED THIS LEASE AGREEMENT. IF TENANT DISREGARDS THIS AGREEMENT, IN ADDITION TO THE RIGHT OF INJUNCTION, THE RIGHT TO TERMINATE THIS LEASE ON SIX (6) DAYS' WRITTEN NOTICE TO TENANT AND ANY AND ALL REMEDIES AVAILABLE UNDER THIS LEASE AND AT LAW OR EQUITY, TENANT WILL FORFEIT THE ENTIRE SECURITY DEPOSIT TO THE OWNER, TO COMPENSATE OWNER FOR ANY AND ALL COSTS RELATING THERETO AS LIQUIDATED DAMAGES (AND NOT AS A PENALTY). TENANT SHALL ALSO BE RESPONSIBLE FOR ANY AND ALL FINES AND PENALTIES IMPOSED BY ANY GOVERNMENTAL OR QUASI -GOVERNMENTAL AGENCY OR BODY.
- 46. INDEMNIFICATION** Tenant shall indemnify and save harmless Owner and Owner's agents and, at Owner's option, defend Owner and Owner's agents against and from any and all claims against Owner and Owner's agents arising wholly or in part from any act, omission or negligence of Tenant or the Tenant Parties. This indemnity and hold harmless agreement shall include indemnity from and against any and all liability, fines, suits, demands, costs, damages and expenses of any kind or nature (including without limitation attorney's and other professional fees and disbursements) incurred in or in connection with any such claims (including any settlement thereof) or proceeding brought thereon, and the defense thereof
- 47. NOISE** Tenant shall not create any unreasonable noise levels which shall interfere with the quiet enjoyment of the other tenants of the Building or the neighbors of the Building. Tenant agrees to promptly notify Owner in writing of all noise complaints or summons which Tenant receives in writing, and to submit a proposal reasonably satisfactory to Owner as to how to handle same and assure that such complaints shall not recur. TENANT ACKNOWLEDGES AND AGREES THAT THE FOREGOING IS A MATERIAL INDUCEMENT FOR OWNER TO ENTER INTO THIS LEASE, AND BUT FOR SAID COVENANT, OWNER WOULD NOT HAVE EXECUTED THIS LEASE AGREEMENT. IF TENANT DISREGARDS THIS AGREEMENT, IN ADDITION TO THE RIGHT OF INJUNCTION AND ANY AND ALL REMEDIES AVAILABLE UNDER THIS LEASE AND AT LAW OR EQUITY, TENANT WILL FORFEIT THE ENTIRE SECURITY DEPOSIT TO THE OWNER, TO COMPENSATE OWNER FOR ANY AND ALL COSTS RELATING THERETO AS LIQUIDATED DAMAGES (AND NOT AS A PENALTY).
- 48. WAIVER OF LIABILITY** Anything contained in this Lease to the contrary notwithstanding, Tenant agrees that Tenant shall look solely to the estate and property of Owner in the Apartment or to any proceeds obtained by Owner as a result of a sale by Owner of the Apartment, for the collection of any judgment (or other judicial process) requiring the payment of money by Owner in the event of any default or breach by Owner with respect to any of the terms and provisions of this Lease to be observed and/or performed by Owner, subject, however, to the prior rights of any lessor under a superior lease or holder of a superior mortgage. No other assets of Owner or any partner, officer, director or principal of Owner, shall be subject to levy, execution or other judicial process for the satisfaction of Tenant's claim hereunder.
- 49. OWNER'S APPROVAL** If Tenant shall request Owner's approval or consent and Owner shall fail or refuse to give such approval or consent, Tenant shall not be entitled to any damages for any withholding or delay of such approval or consent by Owner, it being intended that Tenant's sole remedy shall be an action for injunction without bond or specific performance (the rights to money damages or other remedies being hereby specifically waived. Furthermore, such remedy shall be available only in those cases where Owner shall have expressly agreed in writing not to unreasonably withhold its consent or approval (as applicable), or where as a matter of law, Owner may not unreasonably withhold its consent or approval. In such event, provided Tenant is successful therein, Owner shall be responsible to pay Tenant's actual costs and expenses incurred therein, including reasonable attorneys' fees.
- 50. BANKRUPTCY; INSOLVENCY** If (i) Tenant files a voluntary petition in bankruptcy or insolvency or are the subject of an involuntary bankruptcy proceeding, (ii) Tenant assigns property for the benefit of creditors, or (iii) a non-bankruptcy trustee



or receiver of Tenant's or Tenant's property is appointed, Owner may give Tenant thirty (30) days' notice of cancellation of the Term of this Lease. If any of the above is not fully dismissed within the thirty (30) day period, the Term shall end as of the date stated in the notice. Tenant must continue to pay Rent and Additional Rent and any damages, losses and expenses due Owner without offset.

51. CONTROLLING LAW Tenant acknowledges that by negotiating and entering into this Lease, Tenant has transacted business within the State of New York. Any action, proceeding or claim arising out of this Lease or breach thereof, shall be litigated within the State of New York and the parties consent to the personal jurisdiction of the courts (including the New York City Housing Court) within the State of New York and consent that any process may be served either personally, by facsimile or by certified or registered mail, return receipt requested, to Tenant at Tenant's address as set forth in this Lease, or in any manner provided by New York Law.

Tenant shall not be entitled, directly or indirectly, to diplomatic or sovereign immunity and shall be subject to, and Tenant shall agree to consent to, the service of process in, and the jurisdiction of, the courts of, New York State.

52. OWNER'S CONTROL The Lease shall not end or be modified nor will Tenant's obligations be ended or modified if for any cause not fully within Owner's reasonable control, Owner is delayed or unable to (a) fulfill any of Owner's promises or agreements, or (b) supply any required service or (c) make any required repairs to the Apartment.

53. COUNTERPARTS This Lease may be executed in any number of identical counterparts and by scanned or facsimile signature, and each counterpart hereof shall be deemed to be an original instrument, but all counterparts hereof taken together shall constitute but a single instrument.

54. BINDING EFFECT It is expressly understood and agreed that this Lease shall not constitute an offer or create any rights in Tenant's favor, and shall in no way obligate or be binding upon Owner, and this Lease shall have no force or effect until this Lease is duly executed by Tenant and Owner and a fully executed copy of this Lease is delivered to both Tenant and Owner.

55. SMOKING THERE IS NO SMOKING PERMITTED INSIDE THE APARTMENT (OR ON THE BALCONY OR TERRACE, IF ANY) UNDER ANY CIRCUMSTANCES. IF TENANT DISREGARDS THIS AGREEMENT, TENANT WILL FORFEIT ONE-THIRD (1/3) OF THE SECURITY DEPOSIT TO THE OWNER, TO COMPENSATE OWNER FOR ANY AND ALL COSTS RELATING THERETO AS LIQUIDATED DAMAGES (AND NOT AS A PENALTY). TENANT ACKNOWLEDGES AND AGREES THAT THE FOREGOING IS A MATERIAL INDUCEMENT FOR OWNER TO ENTER INTO THIS LEASE, AND BUT FOR SAID COVENANT, OWNER WOULD NOT HAVE EXECUTED THIS LEASE AGREEMENT.

TENANT AND OWNER SHALL SIGN AND COMPLETE THE BUILDING'S SMOKING POLICY ANNEXED AS RIDER ATTACHED TO THIS LEASE.

56. GARBAGE, REFUSE AND RECYCLING Tenant shall comply with the rules and regulations of the Building in all respects, including, but not limited to, those regarding garbage and recycling laws. Tenant shall not place any large articles outside of the Apartment except in compliance with the rules and regulations of the Building in all respects. Tenant agrees to promptly pay Owner for any violations for violation of Tenant's obligations pursuant to this Article 56.

57. TOILETS/PLUMBING FIXTURES The toilets and plumbing fixtures shall only be used for the purposes for which they were designed or built for. No feminine hygiene or similar products such as paper towels may be discarded in the toilets or plumbing fixtures.

58. EMERGENCIES Tenant will provide Owner with list of persons to contact in the event of an emergency. Emergencies include, but are not limited to: health and safety of Tenant or guests, water damage or fire, or unauthorized persons attempting entry into the Apartment without Owner's knowledge.

59. BICYCLES [DELETE IF INAPPLICABLE] All bicycles are expressly forbidden in the Apartment.

60. ALARM SYSTEM [DELETE IF INAPPLICABLE] Tenant hereby acknowledges and agrees that the Apartment comes equipped with an alarm system (the "Alarm System") which must be turned on each and every time that Tenant leaves the Apartment unoccupied for an extended period of time. Owner shall deliver codes to Tenant to the Alarm System prior to Lease commencement. Tenant acknowledges that Tenant shall not change the Alarm System codes under any circumstances without the prior written consent of Owner. Tenant acknowledges and agrees that the foregoing is a material inducement for Owner to enter into this Lease, and but for said covenant, Owner would not have executed this Lease. Notwithstanding the presence of the Alarm System in the Apartment, Tenant hereby acknowledges and agrees that Owner will not be responsible for any loss or lost or stolen personal property, equipment, money or any article taken from the Apartment regardless of how or when such loss occurs.

61. THIRD PARTY BENEFICIARY This Lease is an agreement solely for the benefit of Owner and Tenant (and their permitted successors and/or assigns). No person, party or entity other than Owner and Tenant shall have any rights hereunder or be entitled to rely upon the terms, covenants and provisions contained herein. The provisions of this Article



Initials: _____



61 shall survive the termination hereof.

62. MOVING IN, VACATING APARTMENT AND TERMINATION

- A. Should Owner become concerned with the inadequate care and/or supervision of Tenant's moving company's crew, Tenant shall instruct moving personnel to comply with Owner's reasonable request for added protection throughout the Apartment. All moving personnel must be fully insured and reasonable proof of such insurance must be supplied to Owner before moving will be permitted on or in the Apartment.
- B. In the course of Tenant's moving in, out or having items delivered to the Apartment, should there be any damage to the halls, doors or any other part of the Apartment or the Building, Tenant shall be responsible to pay for the repair of such damage.
- C. Upon the expiration of this Lease, Tenant shall return the Apartment in broom clean condition. Additional cleaning charges incurred by Owner due to Tenant's breach of this Article 62 shall be borne by Tenant and shall be deemed Additional Rent.

63. OWNER UNABLE TO PERFORM Notwithstanding anything to the contrary contained in this Lease, any prevention, delay or stoppage due to strikes, lockouts, labor disputes, acts of God, inability to obtain services, labor, or materials or reasonable substitutes therefore, governmental actions, civil commotion, fire or other casualty, and other causes beyond the reasonable control of the party obligated to perform, except with respect to the obligations imposed with regard to the payment of Rent and Additional Rent to be paid by Tenant pursuant to this Lease (any of the foregoing "Force Majeure") shall excuse the performance of such party for a period equal to any such prevention, delay or stoppage.

64. ILLEGALITY. If a term in this Lease is illegal, invalid or unenforceable, the rest of this Lease remains in full force.

SIGNATURES CONTINUED ON NEXT PAGE



Initials:



TO CONFIRM OUR AGREEMENTS, OWNER AND TENANT RESPECTIVELY SIGN THIS LEASE AS OF THE DAY AND YEAR FIRST WRITTEN ON PAGE 1.

Witnesses		BY: 75 LEWIS AVENUE LLC	
(Witness)	Date	(75 Lewis Avenue LLC)	Date
			
		Signed by Melissa L. Hallman	
		Tue Jun 24 2025 09:49:48 PM EDT	
		Key: 5AAA68C4; IP Address: 140.174.89.137	
(Witness)	Date	Melissa L. Hallman (Tenant)	Date
(Witness)	Date		

THE HARTBY

AMENITIES RIDER TO LEASE AGREEMENT

This Amenities Rider ("Rider") is made and entered into as of the date of the Lease Agreement between 75 Lewis Avenue LLC (Landlord) and Melissa L. Hallman (Tenant), 502 (Apt#). This Rider shall be considered an integral part of the Lease Agreement and incorporates all terms and conditions specified herein. In the event of any conflict between the terms of this Rider and the terms of the Lease, the provisions of this Rider shall govern.

1. Use of Building Amenities

The Landlord agrees to make available to the Tenant, for their use and enjoyment, the following amenities (collectively referred to as the "Amenities"):

Amenities with No Fee:

- Private Courtyard
- Pet Spa

Amenities with Monthly Fee:

- Fitness Center
- Business Center/Library
- Activated Roof Deck with Barbecue Stations (seasonal) & Dog Run
- Lounge
- Private Party Room (See Section 2 for details on reservation fees)
- Other Amenities (as outlined in the Lease)

The Tenant acknowledges and agrees that the use of the Amenities is subject to the rules, regulations, and operating hours established by the Landlord and/or property management, which may be amended from time to time. The Tenant agrees to comply with all such rules and regulations.

2. Monthly Fee for Amenities Package

Fee-Based Amenities Package

Residents may opt-in to the building's amenity package at any time. Once opted-in, the non-refundable membership fee will remain in effect throughout the duration of your lease. You may opt-out when you are renewing your lease. The Tenant agrees to pay a monthly fee for access to the following fee-based amenities: Fitness Center, Business Center, Activated Roof Deck, Lounge, Private Party Room (w/add fee).

Fee Structure:

- **Standard Rate (After Roof Deck Completion):**
 - **\$75.00** per month for a two-person household (two adults listed on the Lease).
 - **\$25.00** per additional adult household member per month.
- **Discounted Rate (Until Roof Deck Completion):**
 - **\$50.00** per adult household per month.
 - **\$25.00** per additional adult household member per month.

The amenity fee is due on the first day of each month and is separate from the rent payment. The Tenant acknowledges that this fee will be due regardless of whether they utilize the fee-based amenities during the month. The fee may be adjusted by the Landlord with prior written notice, based on operational needs or changes to the cost of maintaining these amenities.

3. Private Party Space



Initials: _____



- **Use of Party Space:** The Party Space is available as part of the fee-based amenities package at no additional cost for general access. However, the Tenant may reserve the Party Space for personal or social events, subject to additional fees, availability and approval by the Landlord.
- **Fees:** There will be an additional rental and deposit fee for any use of the space for private events, gatherings, or functions. The rental fee will be determined based on the duration of the reservation and is subject to change at the discretion of the Landlord. The Tenant agrees to pay all fees at the time of booking and in accordance with the Landlord's terms and conditions for use of the Private Party Space.
- **Reservation Policy:** To reserve the Private Party Space, the Tenant must be in good standing with a current amenities agreement and submit a written request to the Landlord at least 14 days prior to the desired event date. Reservations are subject to availability and event guidelines.

The Tenant agrees to follow all rules and regulations regarding the use of the Private Party Space, including guidelines for noise levels, setup, cleanup, and any other requirements specified in the rental agreement.

4. Liability Disclaimer for the Gym/Fitness Center

The Landlord provides access to the Gym/Fitness Center located within the building for the Tenant's use, subject to the following conditions and disclaimers:

- **Assumption of Risk:** The Tenant acknowledges that the use of the gym and fitness equipment involves inherent risks of personal injury, including but not limited to muscle strains, sprains, joint injuries, and other potential hazards. By using the gym, the Tenant assumes all risks associated with such activities.
- **Health and Fitness Conditions:** The Tenant represents and warrants that they are in adequate physical condition to engage in the activities available in the gym. The Tenant agrees to consult with a physician prior to using the gym if they have any concerns about their physical health.
- **Release of Liability:** The Tenant, on behalf of themselves, their family, heirs, assigns, and personal representatives, hereby releases the Landlord and property management from any and all claims arising from injuries or damages incurred while using the gym or fitness equipment.
- **Indemnity:** The Tenant agrees to indemnify and hold harmless the Landlord and property management from any and all claims, damages, and liabilities arising from the Tenant's use of the gym.
- **Use of the fitness center is limited to residents over the age of 18. No children or pets are allowed in the space. Guests are not allowed.**

5. Dog Run and Pet Spa

- **Dog Run:** The Landlord provides a Dog Run on the roof for residents with dogs, to be used solely for recreational activities with pets. The Tenant agrees to clean up after their pets and follow all posted rules and regulations regarding the Dog Run.
- **Pet Spa (No Fee):** The Dog Bathing Station is provided for the convenience of the Tenant to bathe their registered pets. The Tenant agrees to leave the station clean and sanitary after every use.
- **Liability Disclaimer:** The Tenant acknowledges that the use of the Dog Run and Dog Bathing Station is at their own risk and is limited to pets that have been approved by management. No guest pets are allowed. The Landlord is not liable for injury, damage, or loss resulting from these amenities.

6. Activated Roof Deck

- **Use of Roof Deck:** The Roof Deck is available for use by the Tenant, subject to the rules and regulations governing its use, including hours of operation, noise restrictions, and cleanliness guidelines.
- **Liability Disclaimer:** The Tenant uses the Roof Deck at their own risk. The Landlord is not responsible for any injuries or damages incurred while using the Roof Deck.

7. Private Courtyard (No Fee)

- **Private Courtyard:** The Courtyard is available for Tenant use without any additional fee. The Tenant agrees to respect the space, clean up after themselves, and adhere to all guidelines and regulations posted by the Landlord.

8. Modification or Closure of Amenities

The Landlord reserves the right to modify, suspend, or close any of the Amenities at any time, for any reason, including but not limited to maintenance, safety concerns, or other operational needs. The Tenant acknowledges



Initials:



and agrees that the Landlord is not responsible for any loss, inconvenience, or damages resulting from such modifications, suspensions, or closures. Additionally, the Landlord shall not be held liable for the closure or unavailability of any Amenities due to circumstances beyond its control, including acts of God (such as natural disasters, fires, looding, or other unforeseen events).

9. Termination of Access

The Landlord reserves the right to suspend or terminate the Tenant's access to any and all Amenities in the event of non-compliance with the rules and regulations (inc. non-payment) or for any other reason deemed necessary by the Landlord. In such cases, the Tenant may not be entitled to a refund of any prepaid Amenities fees.

10. General Terms

- **No Commercial Use:** The Tenant shall not use any amenities for commercial purposes without prior written consent from the Landlord.
- **Violation of Rules:** Violation of the rules and regulations may result in suspension of access to the Amenities or other remedies available under the Lease.
- **Amendments:** The Landlord reserves the right to amend this Amenities Rider with written notice to the Tenant.

IN WITNESS WHEREOF, the parties hereto have executed this Amenities Rider as of the date set forth in the Lease Agreement.

75 Lewis Avenue LLC

 **Signed by Melissa L. Hallman**
Tue Jun 24 2025 09:50:30 PM EDT
Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date

(75 Lewis Avenue LLC)

Date

APARTMENT LOCK OUT POLICY:

If residents lose their key or become locked out of their apartment, the following options are available:

1. During posted normal business hours Monday through Friday (excluding holidays) residents may come to the Management Office or the Front Desk for assistance. There is no fee for the service during this time. We cannot guarantee that the office will always be open during business hours. A valid ID or other verification is required when requesting entry into a unit. Only tenants of record will be allowed access. Management will not allow an individual that is not named on the lease into a unit.
2. **After normal business hours**, but prior to **9:00 p.m.**, residents may contact the Front Desk, and the staff member if available, will open the door. If there is no one available, please leave an email at TheMonarch@grcrealty.com or a voicemail at the front desk **(212) 547-2420** with your name, unit number, and telephone number. A callback number must be left so that the staff member can speak to the resident prior to opening the door. **There will be a \$50.00 fee charged for this service.** Please understand that this service is provided as a courtesy to residents and that a staff member may not be available to provide this service after normal business hours. **Rates during holiday lockouts increase to \$75.00. This fee will be added to your monthly statement and is due and payable with your next rent payment.**
3. After 9:00 p.m., no lock out service is provided. Additionally, any damage to the premises, doors or cylinders will be at the residents' own cost and expense and will be considered a lease violation. No alterations to the locks/cylinders are permitted.

Apt#**502**



Signed by Melissa L. Hallman

Tue Jun 24 2025 09:50:48 PM EDT

Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date



Initials:





State of New York
Division of Housing and Community Renewal
Office of Rent Administration
Web Site: www.nysdhcr.gov

**NOTICE TO TENANT
DISCLOSURE OF BEDBUG INFESTATION HISTORY**

Pursuant to the NYC Housing Maintenance Code, an owner/managing agent of residential rental property shall furnish to each tenant signing a vacancy lease a notice that sets forth the property's bedbug infestation history.

Name of tenant(s): **Melissa L. Hallman**

Subject Premises: **788 Willoughby Avenue #502, Brooklyn, NY 11206**

Apt.#: **502**

Date of vacancy lease: **October 1, 2025**

BEDBUG INFESTATION HISTORY
(Only boxes checked apply)

- ☒ There is no history of any bedbug infestation within the past year in the building or in any apartment.
- ☐ During the past year the building had a bedbug infestation history that has been the subject of eradication measures. The location of the infestation was on the _____ floor(s).
- ☐ During the past year the building had a bedbug infestation history on the _____ floor(s) and it has not been the subject of eradication measures.
- ☐ During the past year the apartment had a bedbug infestation history and eradication measures were employed.
- ☐ During the past year the apartment had a bedbug infestation history and eradication measures were not employed.
- ☐ Other:

75 Lewis Avenue LLC



Signed by Melissa L. Hallman

Tue Jun 24 2025 09:50:56 PM EDT

Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date

(75 Lewis Avenue LLC)

Date



Initials:



BICYCLE ROOM LICENSE AGREEMENT

AGREEMENT made on **June 24, 2025**, between **75 Lewis Avenue LLC**, c/o **PRC Property Management LLC, 10 Bank Street, Suite 550, White Plains, NY 10606** (hereinafter referred to as "Owner"), and **Melissa L. Hallman**, (hereinafter referred to as "Licensee") residing at **788 Willoughby Avenue, Brooklyn, NY 11206** (hereinafter referred to as "Building"), in apartment **502** (hereinafter referred to as ("Apartment")). The Licensee being a tenant in the Building.

The Owner hereby grants to the Licensee a license to store in the Bicycle Room (hereinafter referred to as "Bicycle Storage Space") or such other Bicycle Storage Space as the Owner may designate from time to time at its sole discretion, on the terms set forth in this Agreement.

1. **Term.** This license shall be an annual license to commence on **June 24, 2025**. The license shall continue unless canceled at the end of the term by notice given by either party at least thirty (30) days prior thereto, or unless sooner terminated in accordance with this Agreement.
2. **License Fee.** The Licensee agrees to pay to the Owner a non-refundable annual fee (hereinafter referred to as "License Fee") for the Bicycle Storage Space in the amount of **\$100.00 per bicycle**. The License Fee shall be due on the first day of each term and will be assessed to Licensee's account during the term and shall be paid without counterclaim, set-off or deduction. The License Fee may be increased by Owner on thirty (30) days notice.
3. **Use of Storage Space.** The Licensee may use the Bicycle Storage Space to store bicycle(s) owned by Licensee, and for no other purpose.
4. **Liability of Parties.** The Licensee's bicycle is permitted to be stored in the Bicycle Room at the Licensee's own risk and the Owner or its agents shall not be liable for any loss of or damage or injury to any article of property left or stored in the Bicycle Room, nor for damage or loss to any property in the Owner's premises or possession, whether resulting from theft, vandalism, fire, explosion, falling plaster, steam, gas, electricity, or water emanating from the pipes, appliances or plumbing works of the Owner's premises or from any other cause whatsoever, unless caused by or due to the gross negligence of the Owner. The Owner shall not be liable for damage caused by any other person to the bicycle store in the Bicycle Room, or for any latent defect in the Bicycle Room.

Licensee agrees to indemnify the Owner and its agents and to hold the Owner and its agents harmless against any loss or liability arising out of the Licensee's use of the Bicycle Storage Space, including, but not limited to damage to property or to other persons. Such indemnity shall include the obligation to defend any claim at the Licensee's expense at the time the claim is made. The Owner may repair all damage or injury to the Bicycle Room or the Building in which it is located, or to its appurtenances, fixtures or equipment, at the expense of the Licensee to the extent the damage was caused by the Licensee or Licensee's servants, employees, agents or visitors.

5. **"As Is" Condition: Alterations and Keys.** Licensee hereby accepts the Bicycle Storage Space in its current "as is" condition. Licensee shall not require Owner to paint the Bicycle Room nor to make any repairs or alterations thereto. Licensee shall make no alterations, modifications, or additions to the Bicycle Room or the Bicycle Storage Space unless Licensee has obtained the prior written consent of the Owner. It is the responsibility of the Licensee to install a lock on bicycle. The lock placed on the bicycle shall be installed at the sole expense of Licensee. Licensee shall, upon request, provide Owner with a duplicate key or combination number for each lock installed on the bicycle after such installation. Owner may relocate bike, which may include breaking of lock if key or combination is not provided, if bike is improperly stored or access to building areas is blocked by bike.
6. **Damage.** In case of damage to the Bicycle Room by fire or other casualty, the term of this License shall terminate immediately. In such case, Licensee shall promptly remove Licensee's bicycle and the License Fee shall be adjusted to the time of destruction or damage.
7. **End of Term.** On the last day of the term of this Agreement Licensee will remove the bicycle from the Bicycle Room. Any personal property not removed on the last day of the term can be disposed of by the Owner in any manner it sees fit, at the sole cost and expense of Licensee, or by any means provided by law. If Licensee remains in possession of the Bicycle Storage Space after the first day of the month a License Fee shall be imposed for the entire term. However, the payment and/or acceptance of such fee shall not be deemed acquiescence to Licensee's continued occupancy of the Bicycle Room.
8. **No Assignment or Transfer.** The Licensee may not assign this Agreement or permit the Bicycle Storage Space to be used by any other person without prior written consent of the Owner in each instance, which consent may be withheld in the sole discretion of the Owner.
9. **Access for Repairs; Right to Move Bicycle Room.**
 - (a) There shall be no abatement of the License Fee for loss of use, or any liability on the part of the Owner by reason of inconvenience, annoyance or injury to business arising from the making of any repairs or alterations to any portion of the Building or the Bicycle Room. The Owner shall not be liable for failure to make repairs or improvements to any



portion of the Bicycle Room.

- (b) The Owner shall have the right, at any time, to move the Bicycle Room to any other location within the Building in which the Bicycle Room is currently located on 10 days notice, unless the Bicycle Room must be moved to another location as a result of an emergency, in which case no notice shall be required.
 - (c) The Owner may at any time change Licensee's assigned Bicycle Storage Space to another on giving thirty (30) days prior written notice of such change.
 - (d) Bicycles are not permitted to be parked in unmarked spaces. Bicycles improperly stored may be moved.
10. Notices. Any notice which the Owner may desire or be required to give to the Licensee shall be deemed sufficiently given if in writing delivered to the Licensee personally or by registered or certified mail to the Licensee at the address stated in this License. Any notice by the Licensee to the Owner must be given by registered or certified mail addressed to the Owner care of its agent.
11. Rules and Regulations. The Owner may make such rules and regulations with regard to the use of the Bicycle Room, as it, in its sole discretion, shall deem necessary or desirable and the Licensee, for himself, his family, servants, employees, agents, and visitors shall observe or cause to be observed faithfully and comply or cause compliance strictly with such rules and regulations as may be made by the Owner from time to time. Noncompliance with such rules and regulations shall be deemed a substantial violation of this Agreement.
12. Default. Licensee shall be in default under this Agreement if Licensee violates any of its obligations under this Agreement or the rules promulgated hereunder, and fails to cure the violation within five (5) days after notice. Upon such default, the Owner shall be entitled to terminate this Agreement on three (3) days notice, after which the Owner may remove and dispose of Licensee's personal property from the Bicycle Room, at Licensee's expense, in any manner the Owner deems appropriate or by summary proceedings or by any other applicable provision of law. Licensee shall be liable for any costs incurred by the Owner (including legal fees) in enforcing its rights under this Agreement.
13. Owner Not a Bailee. The Owner is not in the business of storing property, nor is the Owner in the business of leasing or licensing space for others to store their property. It is the intention of the Owner and the Licensee that their relationship at all times be deemed that of Owner and Licensee with respect to the Bicycle Room and the Bicycle Storage Space. The License Fee is based on the fact that the Owner has absolutely no duty or obligation to perform with respect to the contents of the Bicycle Room, and has no care, custody or control over the contents of the Bicycle Room. The Owner shall not be regarded as a bailee or custodian of the Licensee's personal property. The Owner has no obligations toward the Licensee, and makes no warranties, representations or guarantees, either expressly or which may be implied by law.
14. Other Events of Termination. In addition to the other conditions of termination set forth in this Agreement, this License shall expire immediately if Licensee shall cease to be a tenant of the Building.
15. Subordination. This License is subject and subordinate to all ground and underlying leases and to all mortgages, which may now or hereafter affect the License or the real property of which the Bicycle Room is a part. This License is further subject and subordinate to all renewals, modifications, consolidations, replacements and extensions of any such underlying leases and mortgages. This provision shall be self-operative and no further instrument of subordination shall be required by any ground or underlying lessee or by any mortgagee affecting any License or the real property of which the Bicycle Room is a part. In confirmation of such subordination, Licensee shall execute, within five (5) days after presentment, any certificate that the Owner may request.
16. Severability. If any provision of this License is found to be void and unenforceable by a court of competent jurisdiction, the remaining provisions of the License shall nevertheless be binding upon the Owner and the Licensee with the same effect as though the void or unenforceable part had been severed and deleted.
17. Entire Agreement; No Oral Modification; Prior Agreements; Interpretation. This Agreement contains the entire agreement and understanding between the Owner and the Licensee regarding the Bicycle Room and the Bicycle Storage Space. There are no oral terms, representations or conditions not expressly set forth in this Agreement. This License cannot be modified except in a written document signed by the parties hereto. This License supersedes and supplants any prior oral and written agreement between the Owner and the Licensee with regard to the Bicycle Room, all of which prior agreements, if any, are hereby terminated. This License shall be construed without regard to any custom or rule of law requiring construction against the draftsman.
18. Waiver of Jury Trial. It is mutually agreed by and between the Owner and the Licensee that the respective parties hereto shall and they hereby do waive trial by jury in any action, proceeding or counterclaim brought by either of the parties hereto against the other, on any matter whatsoever arising out of or in any way connected with the License.
19. E-Bikes. E bikes, E-bike batteries and gas powered vehicles are prohibited in the bike room, apartments or in common areas of the building. Charging e-bike batteries is strictly prohibited. Any e-bikes found within the building premises will be



removed immediately at Licensee's expense. Owner will not be held liable for any damage, loss or costs resulting from the removal of e-bikes.

IN WITNESS WHEREOF, the Owner and the Licensee have respectively executed this Agreement as of the date set forth above.

- ☐ I/We chose to enter into a Bicycle Room License Agreement
- ☒ I/We chose not to enter into a Bicycle Room License Agreement

75 Lewis Avenue LLC

 **Signed by Melissa L. Hallman**
Tue Jun 24 2025 09:51:20 PM EDT
Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)	Date	(75 Lewis Avenue LLC)	Date
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EARLY OCCUPANCY AGREEMENT

Re: Consent for Early Occupancy of Premises located at 788 Willoughby Avenue #502, Brooklyn, NY 11206 for Melissa L. Hallman ("Tenant").

This is to acknowledge that, as Tenant, you have entered into a lease for the above referenced Premises for a 1 year term. This rider shall permit you, commencing on August 1, 2025 to enter into possession of such Premises in advance of October 1, 2025, the lease commencement date.

The reason for this early occupancy is to accommodate your request to take possession of said apartment prior to your approved lease commencement date. This benefit shall not apply to any renewal or extension of this Lease Agreement.

It is expressly agreed and understood that this early occupancy will be subject to the same terms and conditions as contained in the lease except for the provisions relating to the payment of rent. Tenant's rent obligation will commence on the commencement date of the lease.

It is also expressly agreed and understood that the provisions of this early occupancy permit are expressly limited to the period of time commencing August 1, 2025 and terminating on September 30, 2025.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

THE HARTBY

75 Lewis Avenue LLC

 Signed by **Melissa L. Hallman**
Tue Jun 24 2025 09:53:55 PM EDT
Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)	Date	(75 Lewis Avenue LLC)	Date
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NYC Fair Chance Housing Notice: Criminal Records

As of **January 1, 2025**, in NYC, it is illegal for most housing providers to discriminate on the basis of a conviction history in rentals or sales, including co-ops and condos.

The protections of the NYC Fair Chance Housing Law apply to current tenants as well as applicants.

It is a violation of the Law for covered housing providers to:

Make statements about criminal background checks or criminal records or express limitations on this basis in ads and applications

Treat applicants or tenants differently because of a conviction history except as allowed by the Fair Chance Housing Law.

Covered housing providers **may NEVER** change the terms of a sale or lease because of a conviction history. Covered housing providers **may** revoke a housing offer or decline to renew a lease **ONLY** based on limited kinds of convictions and **ONLY** when they follow the requirements of the Fair Chance Housing Law.

The NYC Fair Chance Housing Law does not require housing providers to run criminal background checks. Any housing provider can accept a renter or buyer without following the steps below. The steps below are only for covered housing providers that choose to run a background check.



If a Covered Housing Provider Chooses to Run a Criminal Background Check: You Have Rights.

Covered housing providers **must first** consider your general housing eligibility (ability to meet lease terms) AND make a conditional offer of housing. **Only after** this conditional offer is it lawful for a covered housing provider to run a criminal background check.

Before conducting a criminal background check, covered housing providers must:

- Make you a conditional offer of housing AND
- Give you a copy of this notice explaining your rights

Housing providers are also responsible for compliance with laws governing the collection and use of personal information, such as Federal and State Fair Credit Reporting Acts.

Conditional Offer of Housing

A conditional offer of housing is a **written lease, rental agreement, or agreement for a sale** that conditionally commits a unit(s) to a renter or buyer and can only be revoked in limited circumstances. Next a covered housing provider chooses either:

NOT to conduct a criminal background check

At this time, the housing provider can either finalize the offer or revoke it for a lawful, non-discriminatory purpose that is unrelated to conviction history.

TO conduct a criminal background check

It is illegal for the housing provider to seek or review your conviction history before you have a conditional offer.



Criminal Background Check

If a covered housing provider chooses to run a criminal background check after making you a conditional offer, they may only consider **very limited** categories of convictions:

- convictions that require registration on a sex offense registry at the time of the background check
- felony convictions from the last 5 years, except those below
- misdemeanor convictions from the last 3 years, except those below

The 3 or 5 years are measured from the **actual date of release OR the sentencing date** (if the sentence does not include jail or prison time), regardless of probation or parole status.

A covered housing provider can **NEVER** consider arrests or pending cases, or:

- convictions that were sealed, expunged, are under an executive pardon or certificate of relief from disabilities, or legally nullified or vacated
- convictions for violations, which are non-criminal offenses such as disorderly conduct
- convictions under federal law or another state's law for conduct related to reproductive or gender affirming care that is lawful in New York State
- convictions under federal law or another state's law for cannabis possession that does not constitute a felony in New York State
- Adjudgments in Contemplation of Dismissal (ACDs)
- adjudications as a youthful offender or for juvenile delinquency
- terminations in favor of an individual, including but not limited to, acquittals, reversals upon appeal, and exonerations)
- Dispositions of criminal matters under federal law or another state's law that are comparable to those listed here.

It is illegal for a covered housing provider to consider information in these categories. In addition, tenant screening companies may be held liable under federal fair housing laws for discriminatory decisions by housing providers.



Right to Provide Support for Your Application

After considering only reviewable convictions, a covered housing provider that wants to revoke a housing offer must **FOLLOW THE FAIR CHANCE HOUSING PROCESS** while holding a unit open. They must:

1. Give you a copy of all criminal history information they received and/or reviewed
2. Allow you 5 business days to respond by:
 - pointing out errors in the conviction history
 - identifying any information that should not have been considered (any information outside the lawfully reviewable convictions)
 - sharing information on your background, personal and professional references, and/or any information that supports your application.

You are not required to provide information to support your application at this stage. A housing provider must complete an individualized assessment even if you do not provide supporting information.



Right to an Individualized Assessment of Your Application

A covered housing provider must conduct an individualized assessment of the reviewable convictions, together with any other information that you have timely submitted.



A covered housing provider **CANNOT** revoke a conditional offer of housing after running a criminal background check except in two **limited circumstances**:

After conducting an individualized assessment if they show in writing BOTH:

- a legitimate business interest AND
- how the legitimate business interest is linked to your individual history.

If they show *new information, unrelated to criminal history*, that impacts your qualifications for tenancy and that they did not know at the time of your conditional offer.

Legitimate Business Interest

A covered housing provider's legitimate business interest must be specific and objective. Compliance with a particular lease term is a permissible legitimate business interest. Purely discriminatory motives, stigma, stereotypes, or assumptions never constitute a legitimate business interest.

A covered housing provider that shows a legitimate business interest must also **explain** the link between that interest and your particular individual history in light of the individual information you shared to justify a decision to revoke your conditional offer of housing. **The existence of a conviction alone never creates that link.**

The following are not legitimate business interests and do not establish a sufficient link to justify a housing provider's decision to revoke an offer:

- "I don't want a hot spot for law enforcement"
- "The applicant seems likely to commit another crime and I want tenant safety"
- "This is a family building"
- "We don't want bad guys hanging around"
- "My tenants don't want criminals"
- "My insurance rates will go up"
- "This will impact my property value"

Revoking a Conditional Offer of Housing

Before a covered housing provider can revoke a conditional offer because of your criminal history, the housing provider **MUST** take the following steps:

1. Do an individualized assessment of your reviewable convictions **AND** the information you provided
2. Give you copies of all documents that it received and/or reviewed
3. Give you a written statement that explains:
 - the decision to revoke based on your conviction history **AND** the link to a legitimate business interest
 - how your individual information and circumstances were taken into account

Exemptions for Housing Providers

- Housing provider-occupied properties with 2 or fewer rooms or units are not covered by the NYC Fair Chance Housing Law.
- State or federally funded housing providers, including public housing authorities that are required or authorized to take specific actions related to criminal history **CAN** take such specific actions without violating the NYC Fair Chance Housing Law.

For additional information about tenants' and buyers' rights & housing providers' responsibilities under the NYC Fair Chance Housing Law, and to see this notice in multiple languages, visit www.nyc.gov/fairchancehousing.

REMINDER: All New Yorkers have a right to be free from retaliation in housing. It is illegal for housing providers in NYC to punish you or treat you negatively for telling them about your rights or for reporting discrimination or harassment.

Page 3 of 3

CONTACT



22 Reade Street, New York, NY 10007



212-416-0197



www.nyc.gov/HumanRights



Initials:



FLOOD HISTORY AND RISK LEASE RIDER/NOTICE TO RESIDENTIAL TENANTS

Pursuant to and in accordance with New York State Real Property Law Section 231-b, all residential leases shall provide notice of previous flood history and current flood risk of the leased premises.

The owner of **788 Willoughby Avenue, Brooklyn, NY 11206** Apt #**502** ("Leased Premises") hereby provides such notice by checking one of the following options:

- ☐ Any or all of the Leased Premises is located wholly or partially in a Federal Emergency Management Agency ("FEMA") designated floodplain.
- ☐ Any or all of the Leased Premises is located wholly or partially in the Special Flood Hazard Area ("SFHA"; "100-year floodplain") according to FEMA's current Flood Insurance Rate Maps for the leased premises' area.
- ☐ Any or all of the Leased Premises is located wholly or partially in a Moderate Risk Flood Hazard Area ("500-year floodplain") according to FEMA's current Flood Insurance Rate Maps for the leased premises' area.
- ☐ The leased premises has experienced any flood damage due to a natural flood event, such as heavy rainfall, coastal storm surge, tidal inundation, or river overflow, which is detailed as follows (attach addendum if more space is needed):

☒ None of the above conditions apply to any portion of the Leased Premises.

NOTICE TO TENANT: Flood insurance is available to renters through the Federal Emergency Management Agency's (FEMA's) National Flood Insurance Program (NFIP) to cover your personal property and contents in the event of a flood. A standard renter's insurance policy does not typically cover flood damage. You are encouraged to examine your policy to determine whether you are covered.

75 Lewis Avenue LLC



Signed by Melissa L. Hallman
Tue Jun 24 2025 10:07:53 PM EDT
Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date

(75 Lewis Avenue LLC)

Date

(6/2023)

LEASE/COMMENCEMENT OF OCCUPANCY NOTICE FOR INDOOR ALLERGEN HAZARDS

1. The owner of this building is required, under New York City Administrative Code section 27- 2017.1 et seq., to make an annual inspection for indoor allergen hazards (such as mold, mice, rats, and cockroaches) in your apartment and the common areas of the building. The owner must also inspect if you inform him or her that there is a condition in your apartment that is likely to cause an indoor allergen hazard, or you request an inspection, or the Department has issued a violation requiring correction of an indoor allergen hazard for your apartment. If there is an indoor allergen hazard in your apartment, the owner is required to fix it, using the safe work practices that are provided in the law. The owner must also provide new tenants with a pamphlet containing information about indoor allergen hazards.
2. The owner of this building is also required, prior to your occupancy as a new tenant, to fix all visible mold and pest infestations in the apartment, as well as any underlying defects, like leaks, using the safe work practices provided in the law. If the owner provides carpeting or furniture, he or she must thoroughly clean and vacuum it prior to occupancy. This notice must be signed by the owner or his or her representative, and state that he or she has complied with these requirements.

I, **THE HARTBY** (owner or representative name in print), certify that I have complied with the requirements of the New York City Administrative Code section 27- 2017.5 by removing all visible mold and pest infestations and any underlying defects, and where applicable, cleaning and vacuuming any carpeting and furniture that I have provided to the tenant. I have performed the required work using the safe work practices provided in the law.

75 Lewis Avenue LLC

(75 Lewis Avenue LLC)

Date

What Every Tenant Should Know About Indoor Allergens (Local Law 55 of 2018)

Allergens are things in the environment that make indoor air quality worse. They can cause asthma attacks or make asthma symptoms worse. Common indoor allergens, or triggers, include cockroaches and mice; mold and mildew; and chemicals with strong smells, like some cleaning products. Environmental and structural conditions, like leaks and cracks in walls often found in poorly maintained housing, lead to higher levels of allergens.

New York City law requires that landlords take steps to keep their tenants' homes free of pests and mold. This includes safely fixing the conditions that cause these problems. Tenants also play a role in preventing indoor allergens.

Tenants should:

- Keep homes clean and dry
- Place food in sealed containers, keep counters and sinks clean, and get rid of clutter such as newspapers and paper bags
- Use garbage cans with tight-fitting lids
- Take garbage and recycling out every day, and tie up garbage bags before putting them in compactor chutes
- Avoid using pesticides and chemicals with strong smells (e.g., cleaning products, air fresheners, etc.)
- Tell landlords right away if there are pests, water leaks, or holes or cracks in the walls and floors
- Let building staff into homes to make any needed repairs
- Call **311** if landlords do not fix the problem or if repair work is being done unsafely

If you are a tenant and you or your child has asthma, and there are pests or mold in your home, your doctor can request a free home environmental inspection for you through the New York City Health Department's Online Registry. Talk to your doctor or call 311 to learn more.

For more information about building owner and landlord responsibilities and safely fixing indoor allergen hazards, see the reverse side of this handout.

For more information about safely controlling asthma, visit nyc.gov/health/asthma.



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nyc.gov/health



"healthy neighborhoods"



Department of
Health & Mental
Hygiene

Department of
Housing Preservation
& Development



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What Landlords Must Do to Keep Homes Free of Pests and Mold

New York City law requires that landlords of buildings with three or more apartments – or buildings of any size where a tenant has asthma – take steps to keep tenant homes free of pests and mold. This includes safely fixing the conditions that cause these problems.

Landlords must:

- **Inspect** every apartment and the building's common areas for cockroach and rodent infestations, mold and the conditions that lead to these hazards, at least once a year and more often if necessary. Landlords must also respond to tenant complaints or requests for an inspection.
- **Use integrated pest management (IPM) practices** to safely control pests and fix building-related issues that lead to pest problems.
 - ✓ Remove pest nests and thoroughly clean pest waste and other debris using a HEPA vacuum. Make sure to limit the spread of dust when cleaning.
 - ✓ Repair and seal any holes, gaps or cracks in walls, ceilings, floors, molding, base boards, around pipes and conduits, and around and within cabinets.
 - ✓ Attach door sweeps to all doors that lead to hallways, basements or outside.
 - ✓ Remove all water sources for pests by repairing drains, faucets and other plumbing materials that collect water or leak.
 - ✓ Use pesticides sparingly. If pesticides must be used to correct a violation, they must be applied by a New York State Department of Environmental Conservation–licensed pest professional.
- **Remove indoor mold** and safely fix the problems that cause mold.
 - ✓ Remove any standing water, and fix leaks or moisture conditions.
 - ✓ Move or cover furniture, and seal off doorways, ventilation ducts and other openings securely with plastic sheeting.
 - ✓ Gently spray the moldy area with soap or detergent and water before cleaning to limit the spread of dust.
 - ✓ Clean the work area with wet mops or HEPA vacuums before work starts, at the end of each day and after all repair work is completed.
 - ✓ Dry the cleaned area completely.
 - ✓ Throw away all cleaning-related waste in heavy-duty plastic bags and seal securely.
 - ✓ To clean 10 or more square feet of mold in a building with 10 or more apartments, landlords **must** hire a New York State Department of Labor–licensed mold assessor and remediator. Per New York City Administrative Code section 24-154 and New York State Labor Law Article 32, assessors and remediators must submit paperwork to the New York City Department of Environmental Protection.
- Make sure vacant apartments are thoroughly **cleaned and free of pests and mold** before a new tenant moves in.
- Provide a copy of this fact sheet and a notice with each tenant's lease that clearly states the landlord's and tenant's responsibilities to keep the building free of indoor allergens.

For more information about building owner and landlord responsibilities and safely fixing indoor allergen hazards, visit nyc.gov/hpd and search for **indoor allergen hazards**.



Español | 繁體中文 | 简体中文 | Русский | 한국어 | Kreyòl ayisyen | العربية



nyc.gov/health



"healthy neighborhoods"



Department of
Health & Mental
Hygiene

Department of
Housing Preservation
& Development



Initials:





Division of Licensing Services

New York State
Department of State
Division of Licensing Services
P.O. Box 22001
Albany, NY 12201-2001
Customer Service: (518) 474-4429
www.dos.ny.gov

New York State Disclosure Form for Landlord and Tenant

THIS IS NOT A CONTRACT

New York State law requires real estate licensees who are acting as agents of landlords and tenants of real property to advise the potential landlords and tenants with whom they work of the nature of their agency relationship and the rights and obligations it creates. This disclosure will help you to make informed choices about your relationship with the real estate broker and its sales agents.

Throughout the transaction you may receive more than one disclosure form. The law may require each agent assisting in the transaction to present you with this disclosure form. A real estate agent is a person qualified to advise about real estate.

If you need legal, tax or other advice, consult with a professional in that field.

Disclosure Regarding Real Estate Agency Relationships

Landlord's Agent

A landlord's agent is an agent who is engaged by a landlord to represent the landlord's interest. The landlord's agent does this by securing a tenant for the landlord's apartment or house at a rent and on terms acceptable to the landlord. A landlord's agent has, without limitation, the following fiduciary duties to the landlord: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A landlord's agent does not represent the interests of the tenant. The obligations of a landlord's agent are also subject to any specific provisions set forth in an agreement between the agent and the landlord. In dealings with the tenant, a landlord's agent should (a) exercise reasonable skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the value or desirability of property, except as otherwise provided by law.

Tenant's Agent

A tenant's agent is an agent who is engaged by a tenant to represent the tenant's interest. The tenant's agent does this by negotiating the rental or lease of an apartment or house at a rent and on terms acceptable to the tenant. A tenant's agent has, without limitation, the following fiduciary duties to the tenant: reasonable care, undivided loyalty, confidentiality, full disclosure, obedience and duty to account. A tenant's agent does not represent the interest of the landlord. The obligations of a tenant's agent are also subject to any specific provisions set forth in an agreement between the agent and the tenant. In dealings with the landlord, a tenant's agent should (a) exercise reasonable

skill and care in performance of the agent's duties; (b) deal honestly, fairly and in good faith; and (c) disclose all facts known to the agent materially affecting the tenant's ability and/or willingness to perform a contract to rent or lease landlord's property that are not consistent with the agent's fiduciary duties to the tenant.

Broker's Agents

A broker's agent is an agent that cooperates or is engaged by a listing agent or a tenant's agent (but does not work for the same firm as the listing agent or tenant's agent) to assist the listing agent or tenant's agent in locating a property to rent or lease for the listing agent's landlord or the tenant agent's tenant. The broker's agent does not have a direct relationship with the tenant or landlord and the tenant or landlord cannot provide instructions or direction directly to the broker's agent. The tenant and the landlord therefore do not have vicarious liability for the acts of the broker's agent. The listing agent or tenant's agent do provide direction and instruction to the broker's agent and therefore the listing agent or tenant's agent will have liability for the acts of the broker's agent.

Dual Agent

A real estate broker may represent both the tenant and the landlord if both the tenant and landlord give their informed consent in writing. In such a dual agency situation, the agent will not be able to provide the full range of fiduciary duties to the landlord and the tenant. The obligations of an agent are also subject to any specific provisions set forth in an agreement between the agent, and the tenant and landlord. An agent acting as a dual agent must explain carefully to both the landlord and tenant that the agent is acting for the other party as well. The agent should also explain the possible effects of dual representation, including that by consenting to the dual agency relationship the landlord and tenant are giving up their right to undivided loyalty. A landlord and tenant should carefully consider the possible consequences of a dual agency relationship before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency by indicating the same on this form.

Dual Agent with Designated Sales Agents

If the tenant and the landlord provide their informed consent in writing, the principals and the real estate broker who represents both parties as a dual agent may designate a sales agent to represent the tenant and another sales agent to represent the landlord. A sales agent works under the supervision of the real estate broker. With the informed consent in writing of the tenant and the landlord, the designated sales agent for the tenant will function as the

New York State Disclosure Form for Landlord and Tenant

tenant's agent representing the interests of and advocating on behalf of the tenant and the designated sales agent for the landlord will function as the landlord's agent representing the interests of and advocating on behalf of the landlord in the negotiations between the tenant and the landlord. A designated sales agent cannot provide the full range of fiduciary duties to the landlord or tenant. The designated sales agent must explain that like the dual agent under

whose supervision they function, they cannot provide undivided loyalty. A landlord or tenant should carefully consider the possible consequences of a dual agency relationship with designated sales agents before agreeing to such representation. A landlord or tenant may provide advance informed consent to dual agency with designated sales agents by indicating the same on this form.

This form was provided to me by **MNS** of _____

(Print Name of Licensee) (Print Name of Company, Firm or Brokerage)

a licensed real estate broker acting in the interest of the:

☐ Landlord as a (check relationship below)

☐ Landlord's Agent

☐ Broker's Agent

☐ Tenant as a (check relationship below)

☐ Tenant's Agent

☐ Broker's Agent

☐ Dual Agent

☐ Dual Agent with Designated Sales Agent

For advance informed consent to either dual agency or dual agency with designated sales agents complete section below:

☐ Advance Informed Consent Dual Agency

☐ Advance Informed Consent to Dual Agency with Designated Sales Agents

If dual agent with designated sales agents is indicated above: _____ is appointed to represent the tenant; and _____ is appointed to represent the landlord in this transaction.

(I) (We) **Melissa L. Hallman** acknowledge receipt of a copy of this disclosure form:

Signature of ☐ Landlord(s) and/or ☒ Tenant(s):



Signed by Melissa L. Hallman

Wed Jun 25 2025 08:02:40 AM EDT

Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date

NO SMOKING RIDER

ADDITIONAL CLAUSES attached to and forming a part of that certain lease dated **June 24, 2025** between **THE HARTBY** ("Owner"), and **Melissa L. Hallman** as Tenant(s) ("Tenant"), for Apartment **#502** ("Apartment") in the premises located at **788 WILLOUGHBY AVE, BROOKLYN, NY 11206-7006** ("Building") (collectively, the "Lease").

WHEREAS, In the event of any inconsistency between the provisions of this Rider and the provisions of the Lease to which this Rider is annexed, the provisions of this Rider shall govern and be binding. The provisions of this Rider shall be construed to be in addition to and not in limitation of the rights of the Owner and the obligations of the Tenant.

1. Due to the health risk involved with smoking, and the difficulty in controlling the movement of smoke in a multiple floor apartment building, Owner has instituted a no-smoking policy at the Building.
2. The term "smoking" is defined as the inhaling, exhaling, burning or carrying of any lighted cigar, pipe, cigarette, other tobacco product, or cannabis, or any other similar product in any manner or in any form, as well as the use of any e-cigarette, vaporizer or similar product in any form.
3. Tenant acknowledges that smoking of any kind is not allowed in the Apartment, any common area of the Building and within a **20** foot radius around the Building. As a material inducement of Owner entering into the Lease and its riders, Tenant represents that Tenant will not smoke in the Apartment, any common area of the Building and within a **20** foot radius around the Building.
4. As a material inducement of Owner entering into the Lease and its riders, Tenant acknowledges that it is Tenant's responsibility to ensure that Tenant, Tenant's occupants, family members guests, agents, employees and anyone else in the Apartment or Building as a result of Tenant comply with the no smoking policy. As a material inducement of Owner entering into the Lease and its riders, Tenant represents it will advise any occupants, family members guests, agents, employees and anyone else in the Apartment or Building as a result of Tenant of the Apartment or Building of the no-smoking policy. Tenant understands that Tenant will be responsible for the actions of its occupants, family members guests, agents, employees and anyone else in the Apartment or Building as a result of Tenant should they violate the no smoking policy, as if it was Tenant who violated the no smoking policy.
5. Tenant further acknowledges that in the event of any violation of the Building's no smoking policy, then the Tenant shall be in violation of substantial obligations of its tenancy and of the Lease. Owner shall have all of the rights and remedies available to it as set forth in the Lease and any of its riders, including but not limited to the termination of the Lease and tenancy.
6. In addition to Owners' rights to terminate the lease and tenancy based on a violation of this clause, Owner, in its sole discretion, shall have the right to impose a penalty in the amount of **\$0.00** for a first offense and **\$0.00** for each subsequent offense.
7. Notwithstanding anything to the contrary contained herein, Tenant acknowledges that Tenant's obligations under this Lease are not contingent upon Owner maintaining the Building as a non-smoking building, nor shall Owner failure or inability to enforce or maintain the Building as a non-smoking building serve as a basis for Tenant to withhold or receive an abatement of any rent or additional rent or for Tenant to have a right to terminate the Lease.
8. Tenant understands that Owner may choose, in its sole discretion, to take action or not take action against a specific tenant, group of tenants, specific occupant or group of occupants.
9. The parties shall be deemed to have jointly drawn this Rider in order to avoid any negative inference against the preparer of the document.
10. The covenants, agreements, terms, provisions and conditions contained in this agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.
11. No modifications to this Rider are permitted unless they are in writing and co-executed and dated by the Owner.

75 Lewis Avenue LLC



Signed by Melissa L. Hallman

Tue Jun 24 2025 10:09:07 PM EDT

Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date

(75 Lewis Avenue LLC)

Date



Initials:



Section 12-12.1 of Chapter 12 of Title 28 of the Rules of the City of New York describes conditions under which a combined notice may be used, combining notice of suspected gas leak procedures with notice for smoke detectors and carbon monoxide detectors. A sample of a combined notice is below:

NOTICE FOR SUSPECTED GAS LEAKS, SMOKE DETECTING DEVICES, AND CARBON MONOXIDE ALARMS

The law requires the owner of the premises to notify tenants regarding the following:

Suspected Gas Leak Procedure: When a tenant suspects that a gas leak has occurred, the tenant should take the following actions:

1. Quickly open nearby doors and windows and then leave the building immediately; do not attempt to locate the leak. Do not turn on or off any electrical appliances, do not smoke or light matches or lighters, and do not use a house-phone or cell-phone within the building;
2. After leaving the building, from a safe distance away from the building, call 911 immediately to report the suspected gas leak;
3. After calling 911, call the gas service provider for this building as follows:

Provider _____

Number _____

Smoke Detectors: The law requires the owner of the premises to provide and install one or more approved and operational smoke detectors in each apartment and to periodically replace such devices upon the expiration of their useful life in accordance with article 312 of chapter 3 of title 28 of the New York City Administrative Code. The tenant of each apartment is responsible for the maintenance and repair of the detectors installed in the apartment and for replacing any or all detectors which are stolen, removed, missing or become inoperable during the occupancy of the apartment with a device meeting the requirements of article 312 of chapter 3 of title 28 of the Administrative Code, unless a detector becomes inoperable within one year of being installed due to a manufacturing defect. The tenant of each apartment in this building in which a battery-operated smoke detector is provided and installed shall pay the owner a maximum of twenty-five dollars or a maximum of fifty dollars where a combined smoke and carbon monoxide detecting device is installed for the cost of providing and installing each detector. The tenant has one (1) year from the date of installation to make such payment to the owner.

Carbon Monoxide Detectors: The law requires the owner of the premises to provide a carbon monoxide alarm in each apartment in this building. The carbon monoxide alarm must be placed within 15 feet of the primary entrance to each sleeping room, must be equipped with an end of life alarm, and must be periodically replaced by the owner as necessary when the suggested useful life of the alarm expires. Tenants are responsible for the maintenance and repair of the alarms installed in the apartment and for replacing any or all alarms that are stolen, removed, missing, or become inoperable during the occupancy of the apartment, unless an alarm becomes inoperable within one year of being installed due to a manufacturing defect. The occupant of each apartment in which a carbon monoxide alarm is provided and installed must pay the owner **\$0.00** per alarm, or a maximum of **\$0.00** per device where a combined smoke and carbon monoxide detecting device is installed. This fee covers the cost of the work for the initial installation and each periodic replacement. The occupant has one year from the date of installation to pay the owner.



Signed by Melissa L. Hallman

Tue Jun 24 2025 10:09:15 PM EDT

Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date



Initials:



RIDER AND THE PROVISIONS OF THE LEASE TO WHICH THIS RIDER IS ANNEXED, THE PROVISION OF THIS RIDER SHALL GOVERN AND BE BINDING. THE PROVISIONS OF THIS RIDER SHALL BE CONSTRUED TO BE IN ADDITION TO AND NOT IN LIMITATION OF THE RIGHTS OF THE OWNER AND THE OBLIGATIONS OF THE TENANT.

OCCUPANCY RIDER

The only people who may reside in the Apartment are:

- 1. named Tenants on the lease ("Tenants");
- 2. any other person who is authorized by all named Tenants to reside in the Apartment is entitled to be so authorized under Section 235-f of the New York Real Property Law ("Occupants"). Occupants shall not have the right to reside in the Apartment if the Tenants die or if the Tenant vacates or abandons the Apartment except as otherwise specifically prescribed by a non-waivable provision of the New York Real Property Law.

Tenant(s) warrant and represent that no one apart from the following individuals occupy the Apartment and have done so from the inception of the lease.

Name of Occupants	Relationship to Tenant
Melissa L. Hallman (Tenant)	

The inclusion of the above named additional residents in this document shall at no time represent an Owner/Tenant relationship between said resident and Owner. Tenant must notify owner of any change in additional occupancy, which may be allowable under Section 235-f of the New York Real Property Law.

ACKNOWLEDGED, UNDERSTOOD AND AGREED:

75 Lewis Avenue LLC

 Signed by Melissa L. Hallman
Tue Jun 24 2025 10:09:25 PM EDT
Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date

(75 Lewis Avenue LLC)

Date

ADDITIONAL CLAUSES ATTACHED TO AND FORMING A PART OF THE LEASE DATED OCTOBER 1, 2025 BETWEEN THE HARTBY (LANDLORD) AND MELISSA L. HALLMAN (TENANT) REGARDING APARTMENT 502 IN THE PREMISES LOCATED AT 788 WILLOUGHBY AVENUE, BROOKLYN, NY 11206. IN THE EVENT OF ANY INCONSISTENCY BETWEEN THE PROVISIONS OF THIS RIDER AND THE PROVISIONS OF THE LEASE TO WHICH THIS RIDER IS ANNEXED, THE PROVISIONS OF THIS RIDER SHALL GOVERN AND BE BINDING. THE PROVISIONS OF THIS RIDER SHALL BE CONSTRUED TO BE IN ADDITION TO AND NOT LIMITATION OF THE RIGHTS OF THE OWNER AND THE OBLIGATIONS OF THE TENANT.

ADDENDUM TO RENTAL AGREEMENT
OVERNIGHT SUBLEASE PROHIBITION

This Addendum to the Lease, without limiting any of Owner's rights or remedies, further supplements and defines the requirements and prohibition maintained in the Lease by and between Owner and Tenant and further restricts Tenant from subletting (or renting) all or any portion of the Apartment to a third party, whether for an overnight use or for the remainder of the lease term or for any short or long term duration, without the prior written consent of the Owner in each and every instance. This prohibition applies to overnight stays arranged on Airbnb.com, VBRO, Splicer, Homeaway, or other similar internet sites.

Tenant is responsible for and shall be held liable for any losses or damage that Owner may incur as a result of any such subletting in breach of the terms of the Lease and this Addendum.

75 Lewis Avenue LLC

 Signed by Melissa L. Hallman
Tue Jun 24 2025 10:09:30 PM EDT
Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant) _____ Date _____ (75 Lewis Avenue LLC) _____ Date _____

PET RIDER`

ADDITIONAL CLAUSES ATTACHED TO AND FORMING A PART OF THE LEASE BETWEEN **PRC PROPERTY MANAGEMENT LLC, AS AGENT FOR 75 LEWIS AVENUE, LLC** (LANDLORD), AND **MELISSA L. HALLMAN** (TENANT) REGARDING APT.#**502** (APT) LOCATED AT **788 WILLOUGHBY AVENUE, BROOKLYN, NY 11206**

In the event of any inconsistency between the provisions of this Rider and the provisions of the Lease to which this Rider is annexed, the provisions of this Rider shall govern and be binding. It is the intent of the parties that the provisions of this Rider supersede the printed Lease form, thereby modifying such form. The provisions of this Rider are in addition to and do not limit the rights of the Owner or the obligations of the Tenant.

PET RIDER

1. Approval of Pet: Upon the Owner's counter-signing and delivery of this Rider to Tenant, the Owner permits the Tenant to harbor only the below-identified pet in the Apartment, contingent upon the Tenant's full compliance with the following terms and conditions, which the Tenant hereby agrees to:

SERVICE ANIMAL INFORMATION			
NAME Ein		TYPE dog	BREED Corgi
SEX male	AGE 4	WEIGHT 30	COLOR Fawn

TERMS AND CONDITIONS:

- a) Registration: All pets must be registered with management before being brought to the property.
 - b) Pet Limitations: Tenants are permitted a maximum of **two (2)** non-aggressive breed pets, with a combined weight not exceeding **40 lbs.** per apartment.
 - c) Pet Security Deposit: A refundable **\$0.00** pet security deposit fee (waived for service animals) is required at move in. Tenant will be allowed to pay the deposit incrementally.
 - d) Nuisance Prohibition: Pets must not disturb the Owner, other tenants, or guests. Excessive barking, noise, or any other disruptive behavior will be deemed a nuisance.
 - e) Public Area Restrictions: No pets may roam the public areas unless carried or leashed. Pets must not be permitted in landscaped areas or gardens unless specifically indicated by signage.
 - f) No Substitute Pets: Tenant may not harbor any pet other than those identified above, nor replace or add to the existing pets without prior approval from the Owner.
 - g) Prior Approval: No new pets may be introduced into the Apartment without the Owner's prior written consent.
 - h) Aggressive Pets: Under no circumstances may the Tenant harbor a pet with an aggressive nature. Pets with a history of aggression are not permitted.
2. Compliance: Tenant agrees to fully comply with all terms and conditions outlined in this Rider.
 3. Breach of Terms: Tenant acknowledges that any breach of this Rider constitutes a material violation of the Lease. Upon such breach, this Rider will be void, and the Owner may pursue legal action to remove the pet(s) or enforce the breach of the Lease.
 4. Pet Behavior: Tenant warrants that the pet is peaceful, non-aggressive, and has no history of being a threat to others.
 5. Waste Management: All pets must be housebroken. Pets must not urinate or defecate in any apt., public or landscaped areas. Tenant agrees to clean up and properly dispose of all pet waste. Urination or defecation in common areas will result in a \$250 fine per occurrence.
 6. Licensing and Health: All pets must be licensed and have up-to-date tags and vaccinations. Copies of all documents must be submitted to management with this agreement and upon renewal. Pets must receive regular veterinary care.
 7. Photographs: Tenant must provide the Landlord with two (2) photographs of each pet in their possession. One photograph must show the pet's face, and the other must show the pet's full body from the side. These photographs must be submitted within Consent for the pets listed on this form does not guarantee consent for any future pets.
 8. Tenant shall be responsible for the cost of repairing any damage caused by the pet to the apartment or to the building.
 9. The tenant shall indemnify and hold landlord harmless against claims by any building tenant or other third party arising from any personal injury or injury to property caused by the pet.



Initials:



10. No Waiver: The Owner does not waive any provisions of the Lease or any of its rights or remedies under the law or equity by entering into this Rider.
11. Incorporation into Lease: This Pet Rider shall be deemed incorporated into and form an integral part of the Lease.

75 Lewis Avenue LLC



Signed by Melissa L. Hallman
Tue Jun 24 2025 10:09:53 PM EDT
Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date

(75 Lewis Avenue LLC)

Date



Initials:



THE HARTBY

RENTAL PROPERTY INSURANCE NOTICE

To: **Melissa L. Hallman**

Property Address: **788 WILLOUGHBY AVE, Brooklyn, NY 11206-7006**

Date: **June 24, 2025**

Dear **Melissa L. Hallman**,

As a condition of your lease agreement for the rental property located at [Insert Address], you are required to maintain **renter's insurance** for the duration of your tenancy. This is to ensure that both you and the property are adequately covered in case of unexpected events, including damage, loss, or liability.

Requirements for Renter's Insurance:

1. **Coverage Amount:** You must maintain renter's insurance with a minimum liability coverage of **\$50,000.00** and personal property coverage of **\$30,000.00**.
2. **Policy Holder:** The policy must list you, the Tenant, as the primary insured party, and you must be the individual responsible for the payment of the premiums.
3. **Liability Coverage:** The liability coverage must provide protection in the event of injury or damage to others within the rental unit or on the property.
4. **Property Coverage:** Your policy should cover personal property, including but not limited to furniture, electronics, clothing, and personal items, in the event of fire, theft, or other covered events.
5. **Landlord as Additional Insured:**

Your policy must include the Landlord/Property Owner as an **additional insured** or **interest holder**. A certificate of insurance verifying this must be provided to the Landlord upon request.

6. Proof of Insurance:

Proof of renter's insurance, in the form of an insurance certificate, must be submitted to the Landlord within 7 days of signing the lease agreement. Thereafter, proof of renewal or changes to the policy should be provided annually, or upon request.

7. Failure to Provide Insurance:

If proof of renter's insurance is not provided, the Landlord reserves the right to take appropriate action, including the possibility of purchasing insurance on your behalf and adding the cost to your rent payment. Please note that the cost of this insurance will likely exceed the cost of a standard renter's policy.

8. Insurance Requirements May Vary:

Please review your lease agreement for any additional or specific insurance requirements set forth by the Landlord or property management.

Why Renter's Insurance is Important:

- **Protects Personal Property:** Covers loss or damage to your belongings due to fire, theft, vandalism, or certain natural disasters.
- **Liability Protection:** Provides coverage if someone is injured in your apartment or as a result of your actions, potentially saving you from significant financial liability.
- **Peace of Mind:** Offers you protection against unforeseen circumstances, ensuring that you are not left financially vulnerable.

If you have any questions or need assistance in obtaining renter's insurance, Please don't hesitate to contact Property Management Company: **75 Lewis Avenue LLC** aka The Hartby at Thehartby@prcnyc.com.



Initials: _____



The Hartby

Thank you for your cooperation. We appreciate your understanding in maintaining appropriate insurance coverage.

Sincerely,

75 Lewis Avenue LLC
Thehartby@prcnyc.com



Signed by Melissa L. Hallman

Tue Jun 24 2025 10:10:31 PM EDT

Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date



Initials: _____



ADDITIONAL CLAUSES ATTACHED AND FORMING A PART OF THE LEASE DATED JUNE 24, 2025 BETWEEN THE HARTBY (LANDLORD) AND MELISSA L. HALLMAN (TENANT) REGARDING APARTMENT 502 IN THE PREMISES LOCATED AT 788 WILLOUGHBY AVENUE, BROOKLYN, NY 11206. IN THE EVENT OF ANY INCONSISTENCY BETWEEN THE PROVISIONS OF THIS RIDER AND THE PROVISIONS OF THE LEASE TO WHICH THIS RIDER IS ANNEXED, THE PROVISIONS OF THIS RIDER SHALL GOVERN AND BE BINDING. THE PROVISIONS OF THIS RIDER SHALL BE CONSTRUED TO BE IN ADDITION TO AND NOT IN LIMITATION OF THE RIGHTS OF THE OWNER AND THE OBLIGATIONS OF THE TENANT.

REQUIREMENT FOR RENTER'S INSURANCE

1. In accordance with New York law, as your landlord, we are required to maintain insurance on the dwelling you rent. This coverage protects the building itself against unforeseen events such as fire, water damage, and other perils. However, it is crucial to understand that the landlord's insurance does not extend to protect your personal belongings or offer liability coverage for incidents that may occur within your rented residence.
2. **The Importance of Renter's Insurance**
Renter's insurance, also referred to as tenants' insurance, is a policy designed to safeguard your personal property and provide liability protection. Many renters mistakenly believe that their landlord's policy covers their possessions, which is not the case. Your personal property, including furniture, clothing, electronics, and other belongings, remains unprotected unless you purchase a renter's insurance policy. Additionally, in the unfortunate event that someone is injured while on the premises you rent, you could potentially be held liable for medical and hospital expenses. Renter's insurance provides liability coverage that can protect you financially in such situations.
3. **What Renter's Insurance Covers:**
 1. **Contents Coverage:** Renter's insurance covers the cost of repairing or replacing your personal property in case of damage or loss due to covered perils, such as fire, theft, or water damage.
 2. **Liability Protection:** It offers liability coverage to protect you against potential legal expenses if someone is injured on your rented property, and you are found responsible.
4. Given the importance of protecting yourself and your belongings, the Landlord requires that on non-stabilized tenants obtain and maintain renter's insurance not less than \$100,000 in liability coverage throughout the duration of your lease. You are free to choose any insurance provider and policy that meets your needs and budget. Please consult with insurance professionals to explore your options and determine the coverage that best suits your circumstances.
5. Tenant agrees that it will, at its own cost and expense, take out and maintain in force at all times while this Lease, or any thereof is in effect, public liability insurance with a limit of not less than \$100,000 in the case of injury or death to one or more than one person in any one occurrence and with limits of not less than \$10,000 in the case of property damage (commonly known as "Renter's Insurance"). All such policies or certificates evidencing coverage of the insurance shall be delivered to the Landlord upon the commencement of the term of this Lease. The failure to provide the Landlord with a copy of the insurance policy or a certificate evidencing coverage of insurance may, at the Landlord's option delay Tenant's right to occupy the apartment until such time as the insurance requirements specified herein are satisfied. All such policies shall require thirty (30) days' notice by certified mail to Landlord of any cancellation or change affecting the coverage thereunder.
6. Liability insurance does not protect you against loss or damage to your personal property or belongings—only a renter's insurance policy does this.
The Tenant shall promptly pay the premiums for such insurance and if requested by Landlord, deliver to the Landlord duplicate receipts evidencing payments thereof.



7. The Tenant shall not violate or permit to be violated any of the conditions or provisions of any policy and shall so perform and satisfy the requirements of the companies writing such policies, such that at all times companies of good standing satisfactory to the Landlord shall be willing to write and/or continue such insurance.
- The insurance policy must be written on an occurrence basis and have personal liability coverage of at least \$100,000.00 per occurrence, and \$100,000.00 aggregate. Resident's liability will not be limited by the amount of insurance carried by resident.
8. Tenant's failure to maintain insurance as required herein shall be a breach of a substantial obligation under this Lease. Landlord may at any time request copies of the insurance policy and insurance binder and such additions as necessary to show that the required insurance is in full force and effect. Tenant's failure to supply such documents within five (5) business days of such request shall constitute a default pursuant to the requirements of this Lease.
9. We genuinely care about your safety and the security of your personal belongings, and we believe that renter's insurance is an essential step towards achieving this. If you have any questions or require assistance in obtaining renter's insurance, please do not hesitate to contact our management office, and we will be happy to provide guidance and information.

75 Lewis Avenue LLC

 **Signed by Melissa L. Hallman**
Tue Jun 24 2025 10:10:41 PM EDT
Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)	Date	(75 Lewis Avenue LLC)	Date
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ADDITIONAL CLAUSES ATTACHED AND FORMING A PART OF THE LEASE DATED JUNE 24, 2025 BETWEEN THE HARTBY (LANDLORD) AND MELISSA L. HALLMAN (TENANT) REGARDING APARTMENT 502 IN THE PREMISES LOCATED AT 788 WILLOUGHBY AVENUE, BROOKLYN, NY 11206. IN THE EVENT OF ANY INCONSISTENCY BETWEEN THE PROVISIONS OF THIS RIDER AND THE PROVISIONS OF THE LEASE TO WHICH THIS RIDER IS ANNEXED, THE PROVISIONS OF THIS RIDER SHALL GOVERN AND BE BINDING. THE PROVISIONS OF THIS RIDER SHALL BE CONSTRUED TO BE IN ADDITION TO AND NOT IN LIMITATION OF THE RIGHTS OF THE OWNER AND THE OBLIGATIONS OF THE TENANT.

E-BIKES, E-BIKE BATTERIES, AND GAS-POWERED VEHICLES PROHIBITED IN APARTMENTS

To prevent fires and preserve the health and safety of residents, Residents and their guests may not keep or charge e-bikes or e-bike batteries in apartments. Home-based businesses for repairing, charging, or storing e-bikes, e-bike batteries, or gas-powered vehicles are therefore prohibited and a lease violation.

It is also a violation of lease paragraphs 12(e), (f), (g), and (k), the New York City Fire Code, and the New York State Multiple Dwelling Law to keep gasoline or gas-powered vehicles (for example, all-terrain vehicles (ATVs), gas powered scooters, mopeds, dirt bikes in apartments or common areas.

75 Lewis Avenue LLC



Signed by **Melissa L. Hallman**
Tue Jun 24 2025 10:11:21 PM EDT
Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)	Date	(75 Lewis Avenue LLC)	Date
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ADDITIONAL CLAUSES ATTACHED AND FORMING A PART OF THE LEASE DATED JUNE 24, 2025 BETWEEN THE HARTBY (LANDLORD) AND MELISSA L. HALLMAN (TENANT) REGARDING APARTMENT 502 IN THE PREMISES LOCATED AT 788 WILLOUGHBY AVENUE, BROOKLYN, NY 11206. IN THE EVENT OF ANY INCONSISTENCY BETWEEN THE PROVISIONS OF THIS RIDER AND THE PROVISIONS OF THE LEASE TO WHICH THIS RIDER IS ANNEXED, THE PROVISIONS OF THIS RIDER SHALL GOVERN AND BE BINDING. THE PROVISIONS OF THIS RIDER SHALL BE CONSTRUED TO BE IN ADDITION TO AND NOT IN LIMITATION OF THE RIGHTS OF THE OWNER AND THE OBLIGATIONS OF THE TENANT.

REFUSE ROOM

Proper Use of Trash Compactor

All residents are required to follow these guidelines when using the trash compactor:

- 1. Avoid Overstuffing: You must use 13 - gallon bags or less to dispose of trash. Overloading the compactor can cause unnecessary strain on the compactor and result in damage and shutdowns.
- 2. Dispose of Trash Properly: Do not leave trash on the floor of the compactor area. Loose trash can attract unwanted pests like rodents, which we are actively working to prevent. All waste such as diapers should be secured properly before disposal.
- 3. Recycle: Each Refuse Room has a recycling bin for plastics, cans and paper.

<https://portal.311.nyc.gov/article/?kanumber=KA-02013>

By adhering to these guidelines, you not only help us maintain a clean and pest-free environment but also ensure the longevity of our compactor, reducing the need for frequent repairs.

We greatly appreciate your cooperation and commitment to keeping a pleasant and well-maintained community for all residents. If you have any questions or concerns regarding the use of the trash compactor or any other community-related matters, please do not hesitate to contact our property management team.

Thank you for being a valued member of our community, and we look forward to your continued support in maintaining a clean and enjoyable living environment.

75 Lewis Avenue LLC

 **Signed by Melissa L. Hallman**
Tue Jun 24 2025 10:11:27 PM EDT
Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)	Date	(75 Lewis Avenue LLC)	Date
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SMOKE AND CARBON MONOXIDE DETECTOR RIDER

BUILDING ADDRESS: 788 Willoughby Avenue, Brooklyn, NY 11206

UNIT: 502

TENANT: Melissa L. Hallman

Smoke Detectors:

The law requires the owner of the premises to provide and install one or more approved and operational smoke detectors in each apartment and to periodically replace such devices upon the expiration of their useful life in accordance with article 312 of chapter 3 of title 28 of the New York City Administrative Code. The tenant of each apartment is responsible for the maintenance and repair of the detectors installed in the apartment and for replacing any or all detectors which are stolen, removed, missing or become inoperable during the occupancy of the apartment with a device meeting the requirements of article 312 of chapter 3 of title 28 of the Administrative Code, unless a detector becomes inoperable within one year of being installed due to a manufacturing defect. The tenant of each apartment in this building in which a battery-operated smoke detector is provided and installed shall pay the owner a maximum of twenty-five dollars or a maximum of fifty dollars where a combined smoke and carbon monoxide detecting device is installed for the cost of providing and installing each detector. The tenant has one (1) year from the date of installation to make such payment to the owner.

Carbon Monoxide Detectors:

The law requires the owner of the premises to provide a carbon monoxide alarm in each apartment in this building. The carbon monoxide alarm must be placed within 15 feet of the primary entrance to each sleeping room, must be equipped with an end of life alarm, and must be periodically replaced by the owner as necessary when the suggested useful life of the alarm expires. Tenants are responsible for the maintenance and repair of the alarms installed in the apartment and for replacing any or all alarms that are stolen, removed, missing, or become inoperable during the occupancy of the apartment, unless an alarm becomes inoperable within one year of being installed due to a manufacturing defect. The occupant of each apartment in which a carbon monoxide alarm is provided and installed must pay the owner \$0.00 per alarm, or a maximum of \$0.00 per device where a combined smoke and carbon monoxide detecting device is installed. This fee covers the cost of the work for the initial installation and each periodic replacement. The occupant has one year from the date of installation to pay the owner.

This will confirm that:

- 1. I/we have received a smoke & carbon monoxide detector(s) installed by the Owner in the apartment referenced below.
- 2. The Smoke & Carbon Monoxide Detector(s) was/were in working condition when provided.
- 3. I/we shall, hereafter, be responsible for the maintenance and repair of the Smoke & Carbon Monoxide Detector(s), including, but not limited to, the replacement of batteries when needed.

75 Lewis Avenue LLC

 Signed by Melissa L. Hallman
Tue Jun 24 2025 10:11:56 PM EDT
Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date

(75 Lewis Avenue LLC)

Date

POLICY ON SMOKING FOR RESIDENTIAL BUILDING

Building/Property Address: **788 Willoughby Avenue, 502, Brooklyn, NY 11206**

There is no safe amount of exposure to secondhand smoke. Adults exposed to secondhand smoke have higher risks of stroke, heart disease and lung cancer. Children exposed to secondhand smoke have higher risks of asthma attacks, respiratory illnesses, middle ear disease and sudden infant death syndrome (SIDS). For these reasons, and to help people make informed decisions on where to live, New York City requires residential building owners (referred to in this policy as the "Owner/Manager," which includes the owner of record, seller, manager, landlord, any agent thereof or governing body) in buildings with three or more residential units to create a policy on smoking and share it with all tenants. The building policy on smoking applies to any person on the property, including guests.

I. Definitions

- a. **Smoking:** inhaling, exhaling, burning or carrying any lighted or heated cigar, cigarette, little cigar, pipe, water pipe or hookah, herbal cigarette, non- tobacco smoking product (e.g., marijuana or non-tobacco shisha), or any similar form of lighted object or device designed for people to use to inhale smoke
- b. **Electronic Cigarette** (e-cigarette): a battery-operated device that heats a liquid, gel, herb or other substance and produces vapor for people to inhale

II. Smoke-Free Air Act

New York City law prohibits smoking and using e-cigarettes of any kind in indoor common areas, including but not limited to, lobbies, hallways, stairwells, mailrooms, fitness areas, storage areas, garages and laundry rooms in any building with three or more residential units. NYC Admin. Code, § 17-505.

III. Policy on Smoking

Smoking is not allowed in the locations checked below (check all boxes that apply). Even if no boxes are checked, the Smoke-Free Air Act bans smoking tobacco or non-tobacco products, and using e-cigarettes in indoor common areas.

- ☐ Inside of residential units*
- ☐ Outside of areas that are part of residential units, including balconies, patios and porches
- ☐ Outdoor common areas, including play areas, rooftops, pool areas, parking areas, and shared balconies, courtyards, patios, porches or yards
- ☐ Outdoors within 15 feet of entrances, exits, windows, and air intake units on property grounds
- ☐ Other areas/exceptions:

* Rent-stabilized and rent-controlled units may be exempt from a policy restricting smoking inside residential units unless the existing tenant consents to the policy in writing.

IV. Complaint Procedure

- a. Complaints about smoke drifting into a residential unit or common area should be made promptly to the Owner/Manager listed here: _____
 - b. Complaints should be made in writing and should be as specific as possible, including the date, approximate time, location where smoke was observed, building address, description of incident and apparent source of smoke.
-

Acknowledgment and Signatures:

I have read the policy on smoking described above, and I understand the policy applies to the property. I agree to comply with the policy described above.



Initials:



For rental units, I understand that violating the smoking policy may be a violation of my lease. For condominiums, cooperatives or other owned units, I understand that violations of the policy on smoking may be addressed according to the building's governing rules.

75 Lewis Avenue LLC



Signed by Melissa L. Hallman
Tue Jun 24 2025 10:12:11 PM EDT
Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date

(75 Lewis Avenue LLC)

Date



Initials:



THE REAL ESTATE BOARD OF NEW YORK, INC. SPRINKLER DISCLOSURE LEASE RIDER

Pursuant to the New York State Real Property Law, Article 7, Section 231-a, effective December 3, 2014 all residential leases must contain a conspicuous notice as to the existence or non-existence of a Sprinkler System in the Leased Premises.

Name of tenant(s): Melissa L. Hallman
Lease Premises Address: 788 Willoughby Avenue, Brooklyn, NY 11206
Apartment Number: 502 (the "Leased Premises")
Date of Lease: October 1, 2025

CHECK ONE:

1. ☐ There is **NO** Maintained and Operative Sprinkler System in the Leased Premises.
2. ☒ There is a Maintained and Operative Sprinkler System in the Leased Premises.

A. The last date on which the Sprinkler System was maintained and inspected was on **NOT AVAILABLE ***

A "Sprinkler System" is a system of piping and appurtenances designed and installed in accordance with generally accepted standards so that heat from a fire will automatically cause water to be discharged over the fire area to extinguish it or prevent its further spread (Executive Law of New York, Article 6-C, Section 155-a(5)).

Acknowledgment & Signatures:

I, the Tenant, have read the disclosure set forth above. I understand that this notice, as to the existence or non-existence of a Sprinkler System is being provided to me to help me make an informed decision about the Leased Premises in accordance with New York State Real Property Law Article 7, Section 231-a.



Signed by Melissa L. Hallman

Tue Jun 24 2025 10:12:17 PM EDT

Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date

75 Lewis Avenue LLC

(75 Lewis Avenue LLC)

Date

*



Initials:



THE HARTBY

STORAGE CAGE RENTAL RIDER

This Rider is attached to and becomes a part of the Lease Agreement ("Lease") dated **June 24, 2025**, by and between **75 Lewis Avenue LLC** ("Landlord") and **Melissa L. Hallman** ("Tenant"), for Apt.# **502**.

1. Storage Cage Allocation The Landlord agrees to provide the Tenant with the use of a storage cage as follows:

- **Storage Cage Type:** Half-Size ☐ or Full-Size ☐
- **Storage Cage Number:** _____
- **Storage Cage Dimensions:**
 - Half-Size Storage cage: Approximately _____ .
 - Full-Size Storage cage: Approximately _____ .

2. Rental Fee The Tenant agrees to pay the Landlord a monthly fee for the storage cage rental:

- Half-Size Storage cage: **\$75.00** per month.
- Full-Size Storage cage: **\$150.00** per month.

The rental fee will be charged in addition to the Tenant's monthly rent and will be due on the same day as the rent payment.

3. Permitted Use The storage cage is to be used solely for the storage of personal, non-hazardous items. The following restrictions apply:

- No perishable goods, flammable materials, explosives, or hazardous chemicals may be stored.
- The Storage cage must not be used for illegal purposes or the storage of illegal items.
- The Storage cage must be kept clean and locked at all times. Nothing may be stored outside (above, beside) of the cage. All improperly stored material will be disposed of at resident's expense.

4. Access Access to the storage cage is permitted during the building's regular hours of operation. The Tenant is responsible for providing their own lock and ensuring the Storage cage is securely locked at all times.

5. Liability The Tenant acknowledges and agrees that the use of the storage cage is at their own risk. The Landlord is not responsible for the loss, theft, or damage of items stored in the Storage cage. Tenants are required to secure and provide proof of appropriate insurance coverage for the contents of the storage cage.

6. Termination of Storage Cage Rental Either party may terminate the storage cage rental with 30 days' written notice. Upon termination, the storage cage must be cleared of all belongings and returned to the Landlord in its original condition. Any items left in the Storage cage after the termination date will be considered abandoned and disposed of at the Tenant's expense.

7. Additional Terms The Tenant must comply with all applicable building rules and regulations related to the use of storage cages. Failure to comply may result in the termination of the storage cage rental agreement.

Acknowledgment By signing below, the parties acknowledge that they have read, understand, and agree to the terms and conditions outlined in this storage cage Rental Rider.

75 Lewis Avenue LLC



Signed by Melissa L. Hallman

Tue Jun 24 2025 10:12:59 PM EDT

Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date

(75 Lewis Avenue LLC)

Date



Initials:



ANNUAL NOTICE REGARDING INSTALLATION OF STOVE KNOB COVERS

The owner of this building is required, by Administrative Code §27-2046.4(a), to provide stove knob covers for each knob located on the front of each gas-powered stove to tenants in each dwelling unit in which a child under six years of age resides, unless there is no available stove knob cover that is compatible with the knobs on the stove. Tenants may refuse stove knob covers by marking the appropriate box on this form. Tenants may also request stove knob covers even if they do not have a child under age six residing with them, by marking the appropriate box on this form. The owner must make the stove knob covers available within 30 days of this notice. Please also note that an owner is only required to provide replacement stove knob covers twice within any one-year period. You may request or refuse stove knob covers by checking the appropriate box on the form below, and by returning it to the owner at the address provided. If you do not refuse stove knob covers in writing, the owner will attempt to make them available to you.

PLEASE COMPLETE THIS FORM BY CHECKING THE APPROPRIATE BOX, FILLING OUT THE INFORMATION REQUESTED, AND SIGNING.

Please return the form to the owner at the address provided by October 1, 2025:

- ☐ **YES**, I want stove knob covers or replacement stove knob covers for my stove, and I have a child under age six residing in my apartment.
- ☐ **YES**, I want stove knob covers or replacement stove knob covers for my stove, even though I do not have a child under age six residing in my apartment.
- ☐ **NO, I DO NOT** want stove knob covers for my stove, even though I have a child under age six residing in my apartment.
- ☒ **NO, I DO NOT** want stove knob covers for my stove. There is no child under age six residing in my apartment.



Signed by Melissa L. Hallman

Tue Jun 24 2025 10:13:08 PM EDT

Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (*Tenant*)

Date

Print Name, Address, and Apartment Number:

Melissa L. Hallman

788 Willoughby Avenue #502, Brooklyn, NY 11206

Return this form to (Owner address):

788 WILLOUGHBY AVE, Brooklyn, NY 11206-7006



Initials:



ADDITIONAL CLAUSES ATTACHED AND FORMING A PART OF THE LEASE AGREEMENT DATED JUNE 24, 2025 BETWEEN THE HARTBY ("LANDLORD") AND MELISSA L. HALLMAN ("TENANT") REGARDING UNIT 502 IN THE PREMISES LOCATED AT 788 WILLOUGHBY AVENUE, BROOKLYN, NY ("THE BUILDING"). IN THE EVENT OF ANY INCONSISTENCY BETWEEN THE PROVISIONS OF THIS RIDER AND THE PROVISIONS OF THE LEASE AGREEMENT TO WHICH THIS RIDER IS ANNEXED, THE PROVISIONS OF THIS RIDER SHALL GOVERN AND BE BINDING. THE PROVISIONS OF THIS RIDER SHALL BE CONSTRUED TO BE IN ADDITION TO AND NOT IN LIMITATION OF THE RIGHTS OF THE LANDLORD AND THE OBLIGATIONS OF THE TENANT.

ELECTRIC SUBMETERING RIDER

1. Tenant acknowledges that the New York State Public Service Commission has approved Landlord's petition to submeter electricity to residential units located at The Building.
2. Tenant acknowledges that rates and charges paid by the Tenant will be based on the rates charged by Con Edison, the electric company, and in no event will the total charges (including any administrative fees) exceed the rates for directly metered residential electric service. If Tenant self-identifies as eligible for Con Edison's energy affordability program and provides appropriate documentation of eligibility for such program to Landlord, Landlord will reflect the energy affordability program discount on Tenant's submetered charges. Refunds will be credited to any submetered resident affected by Landlord's actions that led to such refunds, provided that Landlord or its submetering agent has contact information for such resident.
3. Tenant acknowledges that each submeter will be read and the Tenant will be billed monthly for electric service. Each Tenant's submetering statement will show the service dates Tenant is being billed for, the present and previous meter readings, the kwh's consumed, the cost per kwh, and the cost for the energy consumed. Tenant's failure to pay the electrical charges entitles The Building to ultimately terminate electrical service. **HOWEVER YOU SHALL BE AFFORDED ALL NOTICES AND PROTECTIONS AVAILABLE TO YOU PURSUANT TO THE HOME ENERGY FAIR PRACTICES ACT ("HEFPA") BEFORE ANY ACTION(S) BASED ON SUCH NON-PAYMENT, INCLUDING TERMINATION OF SERVICE IS COMMENCED.**
4. Among other protections, HEFPA provides that:
 - (i) Tenant may request balanced billing. Balanced billing divides Tenant's electric costs into twelve (12) equal monthly payments. Periodically (every 3-6 months), the Tenant's account will be reviewed and balance billing adjusted as necessary. At the end of one year, Tenant shall be responsible to pay for any electricity costs in excess of the balanced billing amount paid. If Tenant has paid more than its actual electricity costs, Tenant will be provided with a credit on its next electric bill equal to the overpayment. If the overpayment exceeds the next submetered electric bill, any excess credits will be carried forward to subsequent months and offset against electric charges until the full credit is exhausted.
 - (ii) If Tenant has difficulty paying the electric bill, Tenant may contact the management office by telephone or by letter to arrange for a deferred payment agreement, whereby Tenant will be able to pay the balance owed over a period of time. If Tenant can show financial need, The Building can work with Tenant to determine the length of agreement and the amount of each monthly payment. Tenant may not have to make a down payment, and installment payments may be as little as **\$10.00** per month. The Building will make reasonable efforts to help the Tenant find a way to pay their bill.
 - (iii) If a health or safety hardship is demonstrated, management can refer Tenant to a local social service agency. Tenant should notify management if the following conditions exist:
 - (a) Medical Emergencies: Tenant must provide a medical certificate from their doctor or local board of health; or
 - (b) Life Support Equipment: Tenant must notify management if they have life support equipment and a medical certificate.
 - (c) Any medical certificate must be signed by a physician and include the physician's license number.
 - (iv) Anyone subject to special protections is required to notify The Building's management office. The applicable forms are available in the management office or you may call **(914) 729-9815**.
 - (v) Special protections may be available if Tenant and/or other persons living with Tenant are age eighteen (18) or younger or sixty-two (62) and older, or blind, or disabled.
 - (vi) Tenant may designate a third party as an additional contact to receive notices of past due balances. Any third party designated by the Tenant will not become responsible for payment of electric charges; all such charges will remain the responsibility of the Tenant.
 - (vii) If Tenant has any complaints regarding electrical service that are not satisfied after speaking with the management company, Tenant may present to management a written or verbal complaint that includes the action or relief requested.



Initials: _____



It can be in letter form and sent to **PRC Property Management, 10 Bank Street, Suite 550, White Plains, NY 10606.** Management shall investigate and respond to the complainant within thirty (30) days of receipt of complaint. If the complaint is regarding a submeter malfunction, management will arrange for the testing of the submeter within thirty (30) days. Tenant may request and receive one submeter test at no cost during a twelve month period when the request is made pursuant to a complaint. Tenant may request more than one meter test during a twelve month period and may request that the test be witnessed by Department of Public Service staff; however, if the submeter is not out of the limits as prescribed by 16 NYCRR Part 92, the person requesting more than one annual test will bear the cost of such additional meter tests. To investigate the complaint, the managing agent may utilize an outside vendor to assist in the investigation of the complaint. Tenant shall then be advised of the disposition of the complaint and the reason therefore. If Tenant is dissatisfied with management's response, Tenant may request a review of this determination by filing a written or verbal protest with management within fourteen (14) days from the date of the response by management. No particular form is required.

At any time, Tenant can also contact the Public Service Commission at New York State Department of Public Service, 90 Church Street, New York, NY 10007 or call their toll free HELPLINE at 1-800-342-3377 and file a complaint seeking to have the issue resolved by the Public Service Commission, or if Tenant is dissatisfied with the decision of the management company regarding a complaint about electrical charges, or to learn more about the protections provided by HEFPA. The website for the Public Service Commission is www.dps.ny.gov.

75 Lewis Avenue LLC

 **Signed by Melissa L. Hallman**
Tue Jun 24 2025 10:13:40 PM EDT
Key: 5AAA68C4; IP Address: 140.174.89.137

_____	_____	_____
Melissa L. Hallman (Tenant)	Date	(75 Lewis Avenue LLC) Date

TEMPORARY AMENITY CONCESSION RIDER

IT IS HEREBY AGREED this 24th day of June, 2025, by and between THE HARTBY (hereinafter "Owner"), owner of the premises known as and located at 788 Willoughby Avenue, Brooklyn, NY 11206 ("subject premises") and Melissa L. Hallman (hereinafter "Tenant"), tenant of Apartment #502 in the subject premises (hereinafter "Apartment") as follows:

1. The parties agree that the Owner offers certain amenities at the subject premises (hereinafter "Amenities"), which include Fitness Center, Business Center/Library, Activated Roof Deck with Barbeque Stations (seasonal) & Dog Run, Lounge, and Private Party Room.
2. The parties agree that the cost to utilize the Amenities is \$75.00 per month, as set forth in the attached lease ("Lease") dated October 1, 2025.
 - i. During the entire term of the Lease, the monthly cost for the Amenities shall remain the sum set forth in ¶ 2 of this Rider; however, the Owner agrees to provide Tenant with the following concession, representing a temporary concession of the Amenities fee: a concession equal to \$75.00 for the _____ period from August 1, 2025 through July 31, 2026. Owner agrees to provide tenant with the following concession for the second lease year, should Tenant renew their lease, representing a temporary concession of the Amenities fee: a concession equal to \$0.00 for the _____ period from _____ through _____;
3. Said temporary concession is not intended as a preference to govern throughout Tenant's tenancy. Other than during the periods specified at ¶ 3 of this Rider, the full monthly Amenities fee recited in this Lease must be paid in order to satisfy Tenant's Amenities fee obligation pursuant to the Lease. It is acknowledged and agreed by the parties that the Amenities fee for any subsequent lease renewal will be based upon the Amenities fee set forth in ¶ 2 of this Rider, subject to any lawful adjustments, such that the owner's willingness and agreement to grant a temporary concession have no effect upon the full price of the Amenities fee.
4. The parties shall be deemed to have jointly drawn this Rider in order to avoid any negative inference against the preparer of the document. The covenants, agreements, terms, provisions and conditions contained in this Rider shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

75 Lewis Avenue LLC



Signed by **Melissa L. Hallman**

Tue Jun 24 2025 10:14:03 PM EDT

Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date

(75 Lewis Avenue LLC)

Date



Initials:



RESIDENTIAL CURRENT OCCUPANT INFORMATION

PROPERTY The Hartby	UNIT 788 Willoughby Avenue #502, Brooklyn, NY 11206
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Tenant Information:

TENANT Melissa L. Hallman	DATE OF BIRTH 8/16/1990	SSN ***_**_****
HOME PHONE	WORK PHONE	CELL PHONE (816) 803 - 5817
EMAIL ADDRESS melissa.lee816@gmail.com		
EMERGENCY CONTACT		PHONE
EMPLOYER NAME FOLX		PHONE (360) 531 - 2055
EMPLOYER NAME White Ribbon Services Inc		PHONE

Lease Information:

Monthly Rent:	\$3,275.00
Security Deposit:	\$3,275.00
Lease Starts:	October 1, 2025
Lease Ends:	September 30, 2026

Vehicle Information:

SPACE	MAKE/MODEL	PLATE STATE/NUMBER
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Additional Occupants:

NAME	DATE OF BIRTH	RELATIONSHIP
NAME	DATE OF BIRTH	RELATIONSHIP
NAME	DATE OF BIRTH	RELATIONSHIP
NAME	DATE OF BIRTH	RELATIONSHIP



Initials:





WINDOW GUARDS REQUIRED

LEASE NOTICE TO TENANT

THE CITY OF NEW YORK
DEPARTMENT OF HEALTH
AND MENTAL HYGIENE

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

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

- If a child 10 years or younger lives in your apartment.
- OR If you ask him/her to install window guards at any time (you need not give a reason).

It is a violation of law to refuse, interfere with installation, or remove window guards where required.

CHECK WHICHEVER APPLY:

- ☐ CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT
- ☒ NO CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT
- ☐ I WANT WINDOW GUARDS EVEN THOUGH I HAVE NO CHILDREN 10 YEARS OF AGE OR YOUNGER

Apartment Address: 788 Willoughby Avenue #502, Brooklyn, NY 11206



Signed by Melissa L. Hallman

Tue Jun 24 2025 10:15:16 PM EDT

Key: 5AAA68C4; IP Address: 140.174.89.137

Melissa L. Hallman (Tenant)

Date

RETURN THIS FORM TO:

THE HARTBY

788 WILLOUGHBY AVE

Brooklyn, NY 11206-7006

FOR FURTHER INFORMATION CALL:

Window Falls Prevention Program (212) 676-2162



Initials:

