



Bridgeview Apartment Corporation

RENTAL APPLICATION INSTRUCTION SHEET

326-328 Bridge Plaza North
Fort Lee, NJ 07024

Please be advised that the following information must be submitted **in triplicate** to Foremost Management Corp. 1 East Central Blvd., P. O. Box 627, Palisades Park, NJ 07650, prior to consideration of the application by the Board of Directors of Bridgeview Apartment Corp.:

1. Completed rental application form. (Blank form attached)
2. Copy of executed Lease with all riders including a clause that sub-lessee will abide by the By-Laws and Rules and regulations of the cooperative association and a valid coop/condo clause as approved by the State of New Jersey.
3. Complete, signed copies of the last two years federal income tax returns including copies of W2 forms (signed), 1099 forms, etc.
4. Pay stubs for the last two months.
5. Copies of current bank account statements.
6. A copy of photo identification from each applicant.
7. A **NON-REFUNDABLE** application fee (personal check or money order) in the amount of \$250.00, made payable to Bridgeview Apartment Corp.
8. A **REFUNDABLE** move in deposit (personal check) in the amount of \$350.00. If the Board does not approve this application, this deposit is immediately refundable. If the Board approves this application, this fee will be refunded if there is no damage to the common area upon move in. This fee will not be refunded if the move-in is not scheduled with the superintendent or if the elevator is not padded.

PRIOR TO MOVE IN THE FOLLOWING ITEMS MUST BE SUBMITTED:

9. Proof of insurance (copy of insurance certificate or copy of policy declaration page) that insures for damage to personal property and fixtures within the apartment as well as liability coverage.
10. A copy of the Certificate of Continued Occupancy issued by the Borough of Fort Lee. Contact Fort Lee Fire Prevention at 201-592-3585 for instructions on obtaining this certificate.

When three copies of the entire application package are received, they will be examined for completeness. If not complete, the application and copies will be returned to the prospective sub-lessee.

Interviews of prospective sub-lessees will take place on the second _____ Wednesday of the month. Three (3) copies of the complete application package must be received two weeks prior to the scheduled interview meeting to be eligible for interview.

Please contact Foremost Management Corp. at 201-585-8949, if you have any questions.

TENANT DATA VERIFICATION CO., INC.

AUTHORIZATION TO OBTAIN A CREDIT REPORT

IN ORDER TO COMPLY WITH THE PROVISIONS OF SECTION 6.06 (A) OF THE FEDERAL FAIR CREDIT REPORTING ACT, I AUTHORIZE YOU TO RETAIN A CREDIT REPORTING AGENCY, WHICH AGENCY MAY OBTAIN INFORMATION REGARDING EMPLOYMENT, INCOME, CREDIT HISTORY, ACCOUNTANTS, BANKING INFORMATION, FINANCIAL BROKER, AND LANDLORD.

Print Name: _____

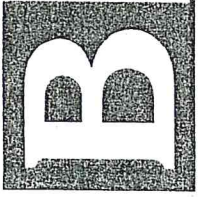
Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____



Bridgeview Apartment Corporation

328 Bridge Plaza North
Fort Lee, New Jersey 07024

RULES AND REGULATIONS Of Bridgeview Apartment Corp.

I (we) have received a copy of the Bridgeview Apartment Corp. Rules and Regulations and agree to abide by the contents of said Rules and Regulations, if I (we) are approved for occupancy.

I (we) understand that a \$350.00 fine (per offense) will be levied for improper moves into the building, improper moves out of the building and improper furniture deliveries.

I (we) understand that moves into or out of the building shall take place Monday through Saturday between 9:00 a.m. and 6:00 p.m. No moves shall be conducted on Sundays or legal holidays.

Building No.: _____ Apt. No. _____

Dated: _____ Signed: _____

Name: _____
(Please Print)

Signed: _____

Name: _____
(Please Print)

BRIDGEVIEW APARTMENT CORP.-
APPLICATION TO LEASE

Bldg.Address: _____ Bridge Plaza No., Fort Lee, NJ Apt. No.: _____ Monthly Rent: _____

APPLICANT INFORMATION:

Name: _____
Present Address: _____

Telephone No.: _____
Social Security No.: _____
Drivers License No.: _____
Date of Birth: _____
Previous Address: _____

Employer: _____
Address: _____

Telephone No.: _____
Refer to: _____
Occupation: _____
Length of Employment: _____
Monthly Income: _____
Additional Source of Income: _____

CO-APPLICANT INFORMATION

Name: _____
Present Address: _____

Telephone No.: _____
Social Security No.: _____
Drivers License No.: _____
Date of Birth: _____
Previous Address: _____

Employer: _____
Address: _____

Telephone No.: _____
Refer to: _____
Occupation: _____
Length of Employment: _____
Monthly Income: _____
Additional Source of Income: _____

Present Landlord: _____
Telephone No.: _____
Current Rent: _____
Length of Tenancy: _____
Make of Auto: _____ Yr.: _____
Color: _____ Plate: _____
Bank Accounts: _____
Checking: _____
Savings: _____

PERSONS TO RESIDE IN APARTMENT

(1) Name	Relationship	Age	(4) Name	Relationship	Age
(2) Name	Relationship	Age	(5) Name	Relationship	Age
(3) Name	Relationship	Age	(6) Name	Relationship	Age

In case of emergency please contact:

Name: _____
Address: _____
Telephone No.: _____

**** It is understood that the information stated on the Application to Lease is to be considered confidential; it is further understood that all statements are true, to the best of my knowledge; and consent is given to the Agent or Association to verify the above facts. I understand that a credit report will be performed.**

Dated: _____ Applicant's Signature: _____

Dated: _____ Co-applicant's Signature: _____

BRIDGEVIEW APARTMENT CORPORATION
HOUSE RULES

- 1) The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress and egress from the apartments in the building, and neither the fire escapes nor fire doors on each floor shall be obstructed in any way.
- 2) No patient of any doctor who has offices in the building shall be permitted to wait in the lobby.
- 3) Children shall not play in the public halls, courts, stairways, fire towers, elevators, grassy street frontages or parking lots, and shall not be permitted on the roof.
- 4) No public hall of the building shall be decorated or furnished by any Lessee in any manner without prior consent of the Board of Directors.
- 5) No Lessee shall make or permit any disturbing noises in the building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated electronic sound equipment in such Lessee's apartment between the hours of eleven o'clock p.m. and the following nine o'clock a.m. if the same shall disturb or annoy other occupants of the building.

No construction or repair work or other installation involving noise shall be conducted in any apartment except between the hours of 8:30 a.m. and 5:00 p.m.

6) No article shall be hung or shaken from the doors, windows, or placed upon the window sills of the building.

7) No awnings or ventilators shall be used in or about the building except such as shall have been expressly approved by the Board of Directors or the managing agent, nor shall anything be projected out of any window of the building without similar approval.

8) No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Board of Directors or the managing agent.

9) No velocipedes, bicycles, scooters or similar vehicles shall be allowed in the elevator, and baby carriages and the above-mentioned vehicles shall not be allowed to stand in the public halls, passageways, areas or courts of the building.

10) Deliveries that include furniture, trunks and heavy or bulky parcels shall be taken in or out of the building through the side service entrances. During work in progress, tradespeople shall transport their equipment and supplies only through the side service entrances. The tradespeople or Lessee are responsible for the disposal of all debris resulting from the work. The superintendent must be informed of any such activities at least 48 hours in advance to determine the need for elevator padding. The Lessee is liable for any damage to the common areas. Lessees must inform all delivery and tradespeople of this house rule prior to their arrival.

11) Garbage and refuse from the apartments shall be disposed of only in such manner as the superintendent or the managing agent of the building may direct.

Rules for recyclables shall be posted in each garbage room.

BRIDGEVIEW APARTMENT CORPORATION
HOUSE RULES
PAGE 2

12) Bathroom and kitchen plumbing and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweeping, rubbish, rags or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closets or other apparatus shall be paid for by the Lessee in whose apartment it shall have been caused, as stated in the proprietary lease, (citation).

13) No Lessee shall send any employee of the Cooperative out of the building on any private business of a Lessee.

14) As per the by-laws, Lessees are not permitted to harbor or have in residence any dog.
No bird or animal shall be kept or harbored in the building unless the same is apartment-bound and does not present a noise problem.

15) No radio or television aerial shall be attached to or hung from the exterior of the building.

16) No vehicle owned or rented by a Lessee or by a member of the family or guest, subtenant or employee of a Lessee shall be parked in such a manner as to obstruct ready access to any entrance of the building by another vehicle. All vehicles belonging to a Lessee or to a member of the family or guest, subtenant or employee of a Lessee shall be bound by the parking regulations of the Cooperative.

Lessees renting garages must abide by all parking regulations.

17) The Lessee shall use the available laundry facilities only between the hours of 8:00 a.m. and 11:00 p.m., or as specified by the Board of Directors.

18) The Cooperative shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.

19) Unless expressly authorized by the Board of Directors in each case, the floors of each apartment must be covered with rugs or carpeting or equally effective noise reducing material, to the extent of at least 80% of the floor area or each room excluding only kitchens, pantries, bathrooms, closets and foyer.

20) No group tour, open house or exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment.

21) The Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during 10 days after notice in writing from the Board of Directors or the managing agent to clean the windows, such cleaning may be done by the Cooperative which shall have the right to instruct its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the Lessee.

22) Complaints regarding the service of the building shall be made in writing to the managing agent of the Lessor.

23) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.

BRIDGEVIEW APARTMENT CORPORATION
HOUSE RULES
PAGE 3

24) The following rules shall be observed with respect to all refuse:

i. All refuse intended for the compactor is to be non-combustible, and securely wrapped or bagged in small package size to fit easily into the compactor chute.

ii. All non-recyclable refuse should be completely drip-free before it leaves the apartment and carried to the compactor room in a careful manner and in a drip-proof container, then placed into the chute so it will drop into the compactor for proper disposal.

iii. Small cartons, boxes, crates, sticks of wood or other solids shall not be stuffed into the compactor chute. Such items are to be left in a neat manner in the garbage room of the basement. Bulky items should be placed in the dumpster on the east end of the parking apron. The compactor room floor is to remain free of debris at all times.

iv. Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any other inflammable, explosive, highly combustible substances or lighted cigarettes or cigar stubs be thrown into the compactor chute.

v. Vacuum cleaner bags must never be emptied into the chute. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then placed into the chute, or into the garbage cans.

vi. The superintendent shall be notified of any drippings or refuse appearing on the compactor room floor, the garbage room floor and corridors.

vii. All recyclables must be rinsed and disposed of appropriately in the garbage room of the basement, as per local ordinance.

25) No Lessee shall install any planting on the fire escapes or window sills.

26) All contractors are to be licensed and properly insured, and must obtain the proper permits prior to commencing work. Copies of all documents must be filed in accordance with municipal ordinance.

AMENDMENT TO HOUSE RULES

The following House Rule Amendment was approved by the Board of Directors at the Board Meeting held on December 9, 2009:

- The distribution at or under the apartment doors of all forms of correspondence, literature, advertisements, notices, printed matter or the like is strictly prohibited, except for official notices distributed by the Board of Directors or Management. Violators may be fined in accordance with the Schedule of Fines.

BRIDGEVIEW APARTMENT CORP.
GARBAGE DISPOSAL & RECYCLING PROCEDURES

RESIDENTS OF FLOORS 1-5

Garbage Disposal:

- **HOUSEHOLD GARBAGE** must be placed in plastic bags, sealed and discarded in the garbage chute located on your floor or placed directly into the dumpster in the upper parking lot. **Absolutely NO household garbage should be placed in the ground level garbage room.**

Recycling:

- **NEWSPAPERS, MAGAZINES, AND WIRE HANGERS** must be placed on the floor of the garbage room located on your floor. **Absolutely NO other items can be left on the garbage room floor.**
- **GLASS, PLASTIC, ALUMINUM, AND TIN CONTAINERS** must be thoroughly rinsed and brought to the ground level garbage room and placed in the corresponding recycling bin.
- **CARDBOARD BOXES** must be:
 - Emptied. (No packing materials or other items should be left inside)
 - Flattened.
 - Placed in the ground level recycling room.

OUTSIDE DUMPSTER USE & DISPOSAL OF LARGE ITEMS

- Residents may only use the outside dumpster from Monday through Thursday.
- **IMPORTANT** - The trash removal company will only pick up items placed **inside** the dumpster, so do not leave anything next to the dumpster.
- Residents must call the Fort Lee D.P.W. (201-592-3635) to arrange for pick up of old appliances.
- Construction debris, large furniture, mattresses, carpeting, etc. must be removed from the premises by the resident or his/her contractor.
- Residents must notify the Superintendent prior to removing large items from the building, so elevator pads can be installed.

**BRIDGEVIEW APARTMENT CORP.
GARBAGE DISPOSAL & RECYCLING PROCEDURES**

GROUND FLOOR RESIDENTS

Garbage Disposal:

- **HOUSEHOLD GARBAGE** must be placed in plastic bags, sealed and discarded in the garbage bins located in the ground level garbage room or placed directly into the dumpster in the upper parking lot.

Recycling:

- **NEWSPAPERS, MAGAZINES AND WIRE HANGERS** must be placed on the floor of the ground level garbage room.
- **GLASS, PLASTIC, ALUMINUM, AND TIN CONTAINERS** must be thoroughly rinsed and brought to the ground level garbage room and placed in the corresponding recycling bin.
- **CARDBOARD BOXES** must be:
 - Emptied. (No packing materials or other items should be left inside)
 - Flattened.
 - Placed in the ground level recycling room.

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- Residents must notify the Superintendent prior to removing large items from the building, so elevator pads can be installed.

BRIDGEVIEW APARTMENT CORP.
AMENDMENT TO THE RULES AND REGULATIONS

APPROVED BY RESOLUTION

WHEREAS, Bridgeview Apartment Corp. has heretofore duly adopted Rules and Regulations as part of its governing documents, and

WHEREAS, Bridgeview Apartment Corp. is desirous of adopting a Schedule of Fines as one of the means of enforcing the Rules and Regulations, and

WHEREAS, Bridgeview Apartment Corp. has conducted a survey of fines in effect in other community associations, and has consulted with counsel in order to ensure the reasonableness, appropriateness and fairness of the Schedule of Fines to be adopted,

WHEREAS, Bridgeview Apartment Corp. has amended its by laws to permit the Board of a Directors to adopt in the following schedule of finds.

NOW THEREFORE BE IT RESOLVED:

1. That the following Schedule of Fines is hereby adopted and made part of the Rules and Regulations of Bridgeview Apartment Corp.

2. That the Board of Directors of Bridgeview Apartment Corp. be and is hereby empowered and authorized to levy a fine in an amount not to exceed \$500 for any one violation of the Rules and Regulations of Bridgeview Apartment Corp. Each day a violation continues shall constitute a separate violation.

3. That Shareholders are and shall continue to be responsible for violations of the Rules and Regulations by their sublessees to the same extent that said violations were committed by the Shareholders.

4. The Schedule of Fines is as follows:

RUBBISH AND CONSTRUCTION DEBRIS
left in common areas or in
front of building.....\$500.00
(Per offense)

LAUNDRY MACHINES

within an apartment.....\$500.00
(Per month plus
legal fees and
costs to
terminate the
Proprietary
Lease)

PERMITTING AND/OR KEEPING OR

harboring a dog within an apartment.....\$500.00
(Per month plus
legal fees and
costs to
terminate the
Proprietary
Lease)

UNAUTHORIZED OCCUPANCY OF AN
apartment, including but not
limited to occupancy by
sublessees without prior written
authorization by the Board
of Directors.....\$500.00

(Per month, plus
legal fees and
costs to
terminate the
Proprietary
Lease)

ALTERATION AND/OR CONSTRUCTION
within an apartment without prior
written authorization by the
Board of Directors and a construction
permit from the Borough of Fort Lee.....\$500.00

(Per offense)

POSTING UNAUTHORIZED NOTICES
OR ADVERTISING (except on bulletin
board in the laundry room).....\$250.00

(Per offense)

UNAUTHORIZED AND/OR IMPROPER MOVES INTO OR
OUT OF THE BUILDING OR IMPROPER FURNITURE
DELIVERIES.....\$350.00
(Per offense)

ILLEGAL GARBAGE DISPOSAL

(Garbage left in the common areas including the floor of the compactor room).....\$50.00

(Each additional offense \$100)

All other violations of the Rules and Regulations, shall result in the following fines:

First Offense.....Warning

Second Offense.....\$50.00

Third Offense.....\$75.00

Fourth Offense.....\$100.00

5. Non-payment of the full amount of maintenance fees, late charges, parking fees, assessments or fines for two (2) months will result in the revocation of all parking privileges.

6. The effective date of this Amendment to the Rules and Regulations shall be September 1, 2000.

BRIDGEVIEW APARTMENT CORP.

BY: *C. Delo* SECRETARY

RESOLUTION
AMENDING THE RULES AND REGULATIONS
OF BRIDGEVIEW APARTMENT CORPORATION
AS TO THE MAINTENANCE
OF
INSURANCE BY TENANT/SHAREHOLDERS
AND THEIR SUB-TENANTS

WHEREAS, it has come to the attention of the Board of Directors of Bridgeview Apartment Corporation that it is necessary and desirable for all Members of Bridgeview Apartment Corporation to maintain a policy of insurance for risks not insured under the property and liability policies maintained by Bridgeview Apartment Corporation in accordance with its By-Laws, and

WHEREAS, the Board of Directors after considerable deliberation and discussion has determined it is in the best interest of Bridgeview Apartment Corporation and its Tenant/Shareholders and Sub-Tenants to require all Tenant/Shareholders and their Sub-Tenants to maintain a policy of insurance for damage to personal property and fixtures within a cooperative apartment as well as for any liability arising from accidents or property damages which occur within their cooperative apartment or as a result of the actions or omissions of a Tenant/Shareholder, or their resident family members, and

WHEREAS, Bridgeview Apartment Corporation has the authority in accordance with its Governing Documents including, but not limited to its Proprietary Lease and By-laws, to amend its Rules and Regulations from time to time, in the collective interest of all Tenant/Shareholders and their Sub-Tenants at Bridgeview Apartment Corporation,

NOW THEREFORE, on motion duly made and seconded, and after considerable discussion and deliberation, it is on this 11th day of May, 2005 resolved as follows:

1. On or before the 1st day of August, 2005, all Tenant/Shareholders and their Sub-Tenants shall be required to obtain and maintain an "all risk" Cooperative Homeowners Insurance Policy, which includes property damage coverage on the contents and fixtures in the apartment, and General Liability coverage against bodily injury and death. The coverage must include, but not be limited to, window breakage, fire, smoke and water damage to personal property, floors, ceiling, wall, and structural elements against loss from fire or other casualty. The policy must also include coverage for all property including any additions or alterations to their cooperative apartment at one hundred (100%) percent of replacement value. Additionally, all Tenant/Shareholders and their Sub-Tenants shall be required to obtain and maintain public liability insurance against bodily injury, death and property damage with a combined single limit of \$300,000.00.

2. On or before the 1st day of August, 2005, a copy of each Tenant/Shareholder, and each Sub-Tenant's Certificate of Insurance or Policy Declaration Page shall be delivered to Foremost Management office for filing. The Manager of Bridgeview Apartment Corporation shall maintain a current copy of the Certificate of Insurance or Policy Declaration Page in each Tenant's/Shareholder's File.
3. At least thirty days prior to the expiration date of your insurance policy, each Tenant/Shareholder and each Sub-Tenant shall mail or deliver a new Certificate of Insurance or Policy Declaration page to Foremost Management Office for filing.
4. Bridgeview Apartment Corporation further directs its Managing Agent to advise all prospective purchasers that a copy of a Certificate of Insurance or Policy Declaration Page, in conformance with this Resolution, be mailed or delivered to the Management Office. No Purchasers shall be permitted to move into the building until the aforesaid documents and monies have been received, and accepted, by the Management Office.

Bridgeview Apartment Corporation further directs its Managing Agent to advise all prospective Sub-Tenants that a copy of a Certificate of Insurance or Policy Declaration Page in conformance with this Resolution be delivered to the Management Office together with a fully executed copy of their lease and all Riders thereto. No tenants shall be permitted to move into the building until the documents required in Paragraphs 2, 3, and 4 above have been received and accepted by the Management Office.

5. Bridgeview Apartment Corporation directs its Managing Agent to compile and deliver to the Board of Directors on or before the 1st day of September, 2005, a list of all Tenant/Shareholders and their Sub-Tenants who have not complied with the terms and conditions of this Resolution.

6. Bridgeview Apartment Corporation directs its Managing Agent to take any and all steps necessary to insure compliance with this Resolution, including, but not limited to, replacement of insurance in conformance with this Resolution at the sole cost and expense of the Tenant/Shareholders and their Sub-Tenants.

7. This Resolution is adopted for the collective benefit of all Tenant/Shareholders and their Sub-Tenants at Bridgeview Apartment Corporation. Each Tenant/Shareholder and Sub-Tenant is specifically directed to consult with his or her insurance professionals to ascertain his or her individual insurance requirements.

8. Bridgeview Apartment Corporation directs its Managing Agent to mail a copy of this Resolution to each Tenant/Shareholder and Sub-Tenant by first class mail no later than the 30th day of June, 2005.

**CERTIFICATE OF RESOLUTION ADOPTED
BY BRIDGEVIEW APARTMENT CORPORATION**

Michael King, President of Bridgeview Apartment Corporation, and Mildred Federico, Secretary of Bridgeview Apartment Corporation, certify as follows:

The foregoing Resolution amending the Rules and Regulations of Bridgeview Apartment Corporation was duly adopted and motion made and seconded by the Board of Directors of Bridgeview Apartment Corporation at its regular meeting on the 11th day of May, 2005. The Resolution shall remain in full force and effect unless and until it is modified by subsequent resolution of the Board of Directors of Bridgeview Apartment Corporation.



MICHAEL KING, President



MILDRED FEDERICO, Secretary