



GRAMATAN MANAGEMENT, INC.

**KNICKERBOCKER LOFTS CONDOMINIUM
SALES REQUIREMENTS FOR UNIT OWNER**

Seller must submit the following documents to the Managing Agent PRIOR to closing:

Send to: Gramatan Management
2 Hamilton Avenue #217
New Rochelle, NY 10801

Copy of **Contract of Sale**

Check in the amount of \$300.00 (non-refundable) payable to Gramatan Management

Condo Sales Questionnaire

Move-Out Authorization and Agreement

The Seller is being provided the following items for the Seller to return to Gramatan Management on or before closing:

Prospective Owner **Data Sheet**, including **Acknowledgement of Receipt and Agreement** to Knickerbocker Lofts Condominium Rules and Regulations

Move-In Authorization and Agreement

Vehicle Registration form

Pet Registration and Indemnification form

Power of Attorney form

Included (first) in this package is a **Waiver of Right of First Refusal** signed by Management on behalf of the Board of Managers, and the **current statement** of the Sellers' account as of this day. The Seller's attorney should request a **Common Charge Clearance Letter** as of the date of closing at the appropriate time.

Steven M. Gutman
Property Manager
September 16, 2013

Knickerbocker Lofts Condominium

CONDO SALES QUESTIONNAIRE

ADDRESS OF UNIT SOLD: _____

DATE OF SALE: _____

SALE PRICE: _____

NAME OF SELLER(S): _____

SELLER'S SOCIAL SECURITY #: _____

NAME OF PURCHASER(S): _____

PURCHASERS' SOCIAL SECURITY #: _____

WORK #: _____ HOME #: _____

CELL #: _____ EMAIL: _____

FORWARDING ADDRESS FOR PREVIOUS OWNER:

Signature(s)

Date

Upon sale of the unit this must be sent to:

Gramatan Management, Inc.
2 Hamilton Ave, Suite 217
New Rochelle, NY 10801

Knickerbocker Lofts Condominium Association

Move In/Out Authorization and Agreement

All persons moving into or out of Knickerbocker Lofts Condominium are required to sign this Agreement. The Agreement must be signed by a Unit Owner. Persons leasing a Unit will be required to submit this Agreement with the owner's signature properly affixed.

The Building will be inspected prior to and after each move. The persons moving are encouraged to accompany the Building Super making these inspections to assure there are no disagreements as to whether damage was caused by their move.

In accordance with the governing documents of Knickerbocker Lofts Condominium, Unit Owners are responsible for any damage caused to the Building by the negligence of their tenants, employees, agents, or invitees. If damage is done to the Building, the Unit Owner will be responsible for reimbursing Knickerbocker Lofts Condominium for the cost of repairs.

Moves into or out of the building may not occur until this Agreement has been properly executed, the move-in/move-out deposits have been paid, and owner/resident information form submitted for move-ins.

_____ [] Move In [] Move Out
Print Name(s) of Person(s) Moving

Date move is scheduled for: _____ at: _____ AM / PM

Moving Company Insurance Verification Provided: Yes/No

Deposit Provided: Yes/No

Copy of Lease Agreement with Addendum Provided: Yes/No

I/We the Residential Unit Owner of Unit _____ at Knickerbocker Lofts Condominium hereby understand that I/we will be responsible for reimbursing Knickerbocker Lofts Condominium for the costs of repairing any damage done during the move and replacing any lost or missing keys. The attached inspection form will be used to document any pre-existing damage as well as any damage cause by the move. In addition, an insured moving company which can submit proof of liability insurance in the case of injury or damage on the Knickerbocker Loft premise must be used. The Resident and Unit Owner signing below hereby agree that they shall hold harmless Knickerbocker Lofts Condominium and the Managing Agent from any claims relating to or arising from any injury, damage or loss, including theft, incurred by any person used in the move (parents, friends, or any other person).

I/We also understand the following:

- Moving will only take place between 9:00 am - 8:00 pm on the designated day.
- Moving will only take place using the elevator and stairwells.

- All trash, debris, crating, or boxes must be taken to the Garbage Area.
- The Association may fine the Unit Owner(s) for any violations of the Rules.

Unit Owner's Signature

Date

Resident's Signature

Date

Resident's Signature

Date

Please send to: Knickerbocker Condominium Lofts, c/o Westchester Property Management Group, 280 N. Central Avenue, Hartsdale, New York 10530 (914-686-9500)

Knickerbocker Lofts Condominium Association

Move In/Out Authorization and Agreement

Inspection – Prior to Move

The following areas have been inspected and any pre-existing damage is appropriately noted:

Area	Damage
_____	_____
_____	_____
_____	_____
_____	_____

By Managing Agent/Building Super
For Knickerbocker Lofts Condominium:

For The Owner of Unit: _____

Print Name

Print Name

Signature

Signature

Date

Date

Inspection – After Move

The following areas have been inspected and any pre-existing and new damage is appropriately noted:

Area	Damage (indicate if new)
_____	_____
_____	_____
_____	_____
_____	_____

By Managing Agent/Building Super
For Knickerbocker Lofts Condominium:

For The Owner of Unit: _____

Print Name

Print Name

Signature

Signature

Date

Date

Knickerbocker Condominium Association

PROSPECTIVE OWNER OR TENANT DATA SHEET

Date: _____ Unit Number: _____

Prospective Owner: Yes/No

Prospective Tenant: Yes/No

NAME OF PROSPECTIVE OWNER/S OR TENANT (NAME/S OF PERSON/S ON DEED OR LEASE AGREEMENT):

1. _____
2. _____

Unit: _____

Assigned Parking Spot: _____

Telephone (day) _____ (evening) _____

Email for Knickerbocker Lofts Website (www.knickerbockerlofts.com) (Specify if more than one)

Note: In order to move-in or move-out, a Moving In/Moving Out Permit is required from the Managing Agent. Please contact: Westchester Property Management Group, 280 N. Central Avenue, Hartsdale, New York 10530 (914-686-9500).

NAMES OF PERSON/S (OTHER THAN BUYER/S) WHO WILL OCCUPY UNIT:

1. _____ Relationship to owner _____
2. _____ Relationship to owner _____
3. _____ Relationship to owner _____
4. _____ Relationship to owner _____

ACKNOWLEDGMENT OF RECEIPT AND AGREEMENT:

I have received, read and agree to abide by the terms and conditions of the Knickerbocker Condominium Association's Declaration of Condominium Ownership, By-Laws and current Rules and Regulations.

In addition, any new lease agreement is required to be registered with the Condominium Association together with the payment of a fee, as set forth from time to time by the Condominium Board.

Signature _____ Print Name _____ Date _____
Signature _____ Print Name _____ Date _____

Knickerbocker Lofts Condominium Association

Move In/Out Authorization and Agreement

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Unit Owner's Signature

Date

Resident's Signature

Date

Resident's Signature

Date

Please send to: Knickerbocker Condominium Lofts, c/o Westchester Property Management Group, 280 N. Central Avenue, Hartsdale, New York 10530 (914-686-9500)

Knickerbocker Lofts Condominium Association

Move In/Out Authorization and Agreement

Inspection – Prior to Move	
The following areas have been inspected and any pre-existing damage is appropriately noted:	
Area	Damage
_____	_____
_____	_____
_____	_____
_____	_____
By Managing Agent/Building Super For Knickerbocker Lofts Condominium:	For The Owner of Unit: _____
_____	_____
Print Name	Print Name
_____	_____
Signature	Signature
_____	_____
Date	Date
_____	_____

Inspection – After Move

The following areas have been inspected and any pre-existing and new damage is appropriately noted:

Area	Damage (indicate if new)
_____	_____
_____	_____
_____	_____
_____	_____

By Managing Agent/Building Super
For Knickerbocker Lofts Condominium:

For The Owner of Unit: _____

Print Name

Print Name

Signature

Signature

Date

Date

Knickerbocker Lofts Condominium

Vehicle Registration

Knickerbocker Condominium Association Vehicle Registration

The abuse of parking privileges and the parking of cars near the main entrance or the lead drive-in to the Building parking lot can be a great danger for us as a community. In the event that emergency vehicles need access to the Building, such access would be hindered by the presence of vehicles parked in these areas. The drive-in and main entrance area (along with other areas) must be readily available for access by emergency vehicles.

Therefore, the Condominium Board is requesting vehicle information from all Residents. Any Resident who observes a violation of the Parking Lot rules should contact the Building Super or a Board Member, who will have access to the registered parking lot list. If a violation of our parking regulations occurs, every attempt will be made to contact Resident's to request that the vehicle be removed from the no parking areas or from not being parked in their designated spots. If the owner is not located in a timely fashion, the vehicle will be towed at owner's expense. This will apply to all cars who do not park their cars in their designated spots or who leave their cars unattended in the parking lot but not parked in their designated spots.

Vehicles not registered with the Condominium Association will be towed automatically.

Please be respectful and courteous to your fellow neighbors. Delay of emergency care due to blocked access could prove hazardous to those concerned, therefore, the Knickerbocker Board respectfully requests that all adhere to this policy.

Please fill out the form below and return to the Knickerbocker Condominium Lofts, c/o Westchester Property Management Group, 280 N. Central Avenue, Hartsdale, New York 10530 (914-686-9500)

Knickerbocker Lofts Vehicle Registration

Unit #: _____ Owner/s: _____

Vehicle Make: _____ Model: _____ Color: _____
License Plate #: _____ State Issued: _____ Primary Driver: _____

Vehicle Make: _____ Model: _____ Color: _____
License Plate #: _____ State Issued: _____ Primary Driver: _____

Vehicle Make: _____ Model: _____ Color: _____
License Plate #: _____ State Issued: _____ Primary Driver: _____

Knickerbocker Condominium Lofts

PET REGISTRATION FORM

As per the Rules and Regulations of Knickerbocker Lofts Condominium, all cats and dogs staying at Knickerbocker Lofts must be registered with Knickerbocker Lofts Condominium. In addition, any new pet acquired by any Resident must be approved by Knickerbocker Condominium upon application by the Resident.

APPLICANT INFORMATION:

Date: ____/____/____ Unit Number: _____

Applicant's Name(s): 1) _____

2) _____
Contact Information (Please include area codes)

Home: _____ Office: _____

Cell: _____ Email: _____

PET INFORMATION:

(Note: if more than one dog or cat resides in the Unit, separate registration forms are required for each)

A. Name pet answers to:

B. Pet is a: dog cat Other:

C. Breed:

D. Color(s) and distinctive markings:

E. Additional information to identify pet:

F. Rabies tag number (if applicable):

G. License number (if applicable):

IDEMNIFICATION:

By virtue of keeping my pet(s) within the Building property I agree to indemnify and hold Knickerbocker Lofts Condominium, the Managing Agent, the Building Super, each member and the Board of Directors free and harmless from any loss, claim or liability of any kind or character whatever arising by reason of my keeping the above pet within the Building and on the premises.

I certify that I have reviewed and agree to the pet policies contained in Condominium Declaration, the By-Laws and the Rules and Regulations.

Applicant's Signature

Date

Note: If this application is submitted by a lessee, the Owner or Owner's Agent must sign this form below.

Owner's or Agent's Signature

Date

Please send to: Knickerbocker Condominium Lofts, c/o Westchester Property Management Group, 280 N. Central Avenue, Hartsdale, New York 10530 (914-686-9500)

DOCUMENT NUMBER 4

KNICKERBOCKER LOFTS CONDOMINIUM
52 Webster Avenue
New Rochelle, New York 10801

POWER OF ATTORNEY

FORM OF POWER OF ATTORNEY

The undersigned Owner(s) of the Unit designated and described as Residential Unit No. _____ in the Declaration (the "Declaration") establishing the **KNICKERBOCKER LOFTS CONDOMINIUM** (the "Condominium") under the Condominium Act of the State of New York (Article 9-B of the Real Property Law of the State of New York), dated _____, 20____, recorded in the office of the Westchester County Clerk, Division of Land Records, on the _____ day of _____, 20____ under Control No. _____, and also identified as Section _____, Block _____, Lot _____ on the tax map of the City of New Rochelle, and on the Floor Plans of the building in which the Unit is located, certified by _____, on the _____ day of _____, 20____ and filed simultaneously with the Declaration as Map No. _____, does/do hereby nominate, constitute and appoint the persons who may, from time to time, constitute the Board of Managers of the Condominium, jointly, true and lawful attorneys-in-fact for the undersigned, coupled with an interest, with power of substitution, (1) to acquire in their own name, as members of the Board of Managers, or in the name of their designee, corporate or otherwise, on behalf of all Residential Unit Owners in said Condominium, in accordance with their respective common interest, any Residential Unit whose owner desires to abandon or sell the same, the undivided interest in the Common Elements appurtenant thereto, the interest of any such Residential Unit Owner in any other Residential Units theretofore acquired by the Board of Managers, or its designee, on behalf of all Residential Unit Owners or in the proceeds of sale or lease thereof, if any, and the interest of such Residential Unit Owner in all other assets of the Condominium (hereafter collectively called the "Appurtenant Interests"), or any Residential Unit, together with the Appurtenant Interests, which shall be the subject of a foreclosure or other judicial sale, or to lease any Residential Unit whose owner desires to rent the same, at such price or on such rental, as the case may be, and on such terms as said attorneys-in-fact shall deem proper, and thereafter to convey, sell, lease, mortgage, vote the votes appurtenant thereto (other than for the election of members of the Board of Managers) or otherwise deal with any such Residential Unit so acquired by them, or to sub-lease any Residential Unit so leased by them, on such terms as said attorneys-in-fact may determine, granting to said attorneys-in-fact, the power to do all things regarding such premises which the undersigned could do if the undersigned were personally present; (2) to execute, acknowledge and deliver (a) any declaration or other instrument affecting the Condominium which the Board of Managers of the Condominium deems necessary or appropriate to comply with the Declaration of Condominium, the Condominium By-Laws or any law, ordinance or regulation, zoning resolution, or requirement of the City of New Rochelle or any Board, Agency, Committee, Department or official thereof or any other public authority, applicable to the use, operation, maintenance, demolition, construction, alteration, repair or restoration of the Condominium or (b) any consent, covenant, restriction, easement or declaration, or any site plan or subdivision map and/or application pertaining thereto, or any amendment thereto affecting the Condominium or the Common Elements, that the Board of Managers deems necessary or appropriate, provided such change is consistent with the Declaration, the Condominium By-Laws and the Condominium Act; (3) to apply for any site plan approval or amendments to any site

plan approval or variance from any zoning ordinance or building code on behalf of itself and all Residential Unit Owners, and to execute any and all documents relating thereto which the Board deems to be in the best interest of the Condominium, provided same is consistent with the Declaration, the Condominium By-Laws and the Condominium Act ; and (4) to take any other action with respect to the Condominium or the Property covered by the Declaration, provided all such actions shall be consistent with the terms of the Declaration, the Condominium By-Laws and the Condominium Act.

The undersigned do hereby further irrevocably nominate, constitute and appoint _____ and its successors, as true and lawful attorneys-in-fact for the undersigned, coupled with an interest, in the name and on behalf of the undersigned to vote at any Residential Unit Owners' meeting for, and to file an amendment to the Declaration permitting the certification by a registered architect or professional engineer, certifying that the floor plans filed as part of an amendment to the Declaration are an accurate copy of portions of the plans of the building and fully and fairly depict the layout, location, designation and approximate dimensions of the Residential Units, as built, and to amend any filed map or amending such Declaration to create any utility easements or to carry out any of the provisions of the Offering Plan of such Condominium as described in Article Fourteen of the Declaration.

The acts of a majority of such persons shall constitute the acts of said attorneys-in-fact. This Power of Attorney shall be irrevocable.

IN WITNESS WHEREOF, the undersigned has (have) executed this Power of Attorney this ____ day of _____, 20 ____.

STATE OF NEW YORK }
COUNTY OF WESTCHESTER } ss:

On the ____ day of _____, 20 __, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacities, and that by his/her/their signature(s) on the instrument, the individual(s) or the person upon behalf of which the individual(s) acted, executed the instrument.

NOTARY PUBLIC

City of New Rochelle
County of Westchester
Section: _____
Block: _____
Lot: _____

RECORD AND RETURN TO: