

Century Tower

Rules and Regulations

one century city apartment corporation □ 1600 parker avenue □ fort lee □ nj □ 07024 □ 944 □ 5325

Revised 09/09

Century Tower

September, 2009

Dear Shareholder, Residents and Families:

The Board of Directors is pleased to provide you with the attached, up-to-date restatement of Century Tower's Rules and Regulations.

The overwhelming majority of our friends and neighbors need no recital of these rulings. We live in and enjoy our building most harmoniously. This compilation is meant mostly as a reminder and reference.

Cordially,

Murray Altchuler
President

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“The Board of Directors shall, from time to time, adopt and change house rules... for the health, safety and convenience of the tenants and occupants. All house rules shall be binding upon all tenants and occupants...”

Article III, Section 8, House Rules
By-Laws of One Century City Apartment Corporation

Management Office Schedule

Monday	9:00 AM – 12:00 PM
Tuesday	3:00 PM – 5:00 PM
Wednesday	9:00 AM – 12:00 PM
Thursday	3:00 PM – 5:00 PM
Friday	9:00 AM – 12:00 PM

You may reach the Management Office by dialing 201-944-5325.

After hours, weekends, and in case of an emergency, please contact the Concierge Desk by dialing 201-944-5323.

You may also send e-mail to lila.goldstein@ellimanpm.com.

Shareholders are fully responsible for compliance with these rules and regulations and are required to familiarize family members, guests, visitors, household employees and contractors with said rules and are urged to see that they are enforced.

Century Tower is a smoke-free building. No smoking is permitted in the lobby, hallways or common areas.

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Moving In

As soon as a prospective Shareholder is notified in writing that his/her purchase has been approved and the closing date has been set, contact should be made with the Management Office by dialing 201-944-5325. Management will reserve the service elevator for the scheduled moving day for both move-ins and move-outs.

All moves, whether in or out, must be completed between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. In the event that unforeseen problems arise and the move extends past 4:30 p.m., the building employee assigned to supervise the movers must remain on duty until the move is completed. If overtime is incurred, the moving party will be charged for the cost incurred.

A refundable security deposit of \$500.00 is required until the move has been completed and Management has inspected the appropriate areas. A non-refundable move-in fee of \$300.00 is also required.

Moving Out

A refundable security deposit of \$500.00 is required of the Shareholder at the time the agreement for sale is made. This security deposit will be returned when the premises have been inspected by building personnel, which will take place within 24 hours of the move. Shareholders may be present at the time of the inspection.

Fire Safety

- a. A fire alarm, smoke detector, sprinkler head and speaker are installed inside the entrance door of each apartment unit. These units may not be papered, painted over or obstructed in any way.
- b. Each apartment is equipped with a battery-operated smoke detector. A “chirping” sound indicates that the battery needs to be replaced. It can be replaced by calling the Management Office at 201-944-5325. Maintenance personnel will be assigned to replace the battery.
- c. Fire safety instructions and emergency evacuation plans are available in the Management Office.
- d. Smoke detection and sprinkler systems are installed throughout the hallways and all common areas, including the garage.
- e. The entry door to each apartment must be self-closing.

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Deliveries

- a. Deliveries of furniture, carpet, major appliances, etc. are only permitted on Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. The Management Office must be notified to reserve the service elevator for deliveries. Deliveries will not be permitted unless prior approval is obtained from the Management Office.
- b. Deliveries are strictly prohibited on Saturdays, Sundays and holidays.
- c. Delivery or removal of furniture or other large items will not be permitted through the front lobby at any time. Only the service elevator and service entrance may be used for this purpose.
- d. Trunks, luggage and cartons must be moved in or out of the building through the service entrance. The service elevator must be reserved for this purpose.
- e. Packages or items left for pick-up should be properly labeled with destination, name of the Shareholder and apartment number. A receipt may be requested. All persons delivering food or other packages to the lobby must be announced and must sign in and out at the Concierge Desk.
- f. Deliveries accepted by the Concierge are the responsibility of the Shareholder and will not be the responsibility of the Corporation, its employees, or its Managing Agent.

Hallways/Lobby

- a. Smoking is prohibited in the hallways, the lobby and all other common areas of the building.
- b. Hallways may not be obstructed or used for any purpose other than entering and/or leaving apartments. Fire stairways may not be obstructed at any time. Stairway doors must remain closed at all times.
- c. Personal property of any kind may not be placed in the hallways or on staircase landings. Personal property includes, but is not limited to, doormats, shoes, boots, galoshes, rubbers and umbrellas. Bicycles, baby carriages, wagons and scooters must be stored in places provided in the garage or other designated areas.
- d. Loitering in the hallways, lobby, or in front of the building, is not permitted.
- e. Children are not permitted to play in the hallways, lobby or in front of the building.
- f. Hallways may not be decorated or furnished by anyone in any manner, without the prior consent of Management.

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- g. No one is permitted to walk through the common areas barefooted or without a cover over their bathing suit.**
- h. Persons leaving the pool area should not enter the lobby with dripping bathing attire. Changing rooms are provided at the pool plaza.**
- i. Shareholders are responsible for any damage to the public areas caused by them, their family members, their guests and/or their employees.**
- j. Bicycles, roller blades, skateboards and scooters are to be brought in and out of the building only through the pool door. Use of the main lobby door for this purpose is not permitted. Riding, skating or ball playing is not permitted in the lobby, hallways or elevators.**

Shopping Carts and Luggage Racks

- a. Shopping carts and luggage racks are available at the Concierge Desk for the use of Shareholders. Whenever possible, the service elevator should be used for their transport.**
- b. Shareholders may avail themselves of a porter's services for deliveries to their apartment or may choose to deliver their own packages. It is the responsibility of the Shareholder to return carts and racks in a timely manner. CARTS MAY NOT BE LEFT IN ELEVATORS, HALLWAYS, COMPACTOR ROOMS OR STAIRWELLS.**

Bicycles, Wagons, etc.

- a. Bicycles must be tagged and registered with the Management Office.**
- b. Racks for storing bicycles are available on levels A, B & D in the garage.**
- c. Bicycles, wagons, etc., must be brought in or out of the building only through the pool door and transported in the service elevator. They may not be brought into the main lobby.**
- d. Bicycles or wagons may not be stored on terraces.**

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Elevators

- a. Elevators are automatically recalled to the lobby floor for Fire Department use when fire alarms have been activated. Only stairways may be used at that time.
- b. New Jersey ordinance prohibits smoking in elevators.
- c. There shall be no interference with the operation of the passenger and/or service elevators in the building by Shareholders, their family members, their guests or their employees.
- d. Delivery persons and/or messengers must use the service elevator whenever possible.
- e. Tradesmen, mechanics, construction and repair people must use the service entrance and service elevator.
- f. The extension of furniture, carpeting or other objects through the hatch of the service elevator is not allowed unless permission is obtained from the Management Office; nor may any article be moved on top of the elevator.
- g. Laundry carts, baskets or bags containing exposed laundry are not allowed in the passenger elevators.
- h. Children under 6 years of age are not permitted in any elevator, unless accompanied by an adult.

Sabbath Elevator

The service elevator will serve as a Sabbath elevator from Friday at sundown until Saturday at sundown and on major Jewish holidays, unless there is a building emergency. The elevator is available to all Shareholders. Access to the Sabbath elevator is through the compactor room.

Laundry and Dry-Cleaning

Laundry left for pick-up in the package room must be packaged and identified with the name of the cleaning business, as well as the name and apartment of the Shareholder. Pick-up should be made through the Concierge. The Corporation bears no responsibility for lost or misplaced items.

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Compactor Room

- a. **Garbage and refuse must be securely enclosed in bags before being deposited into the compactor chute. Any garbage or refuse that falls to the floor must be cleaned up promptly. No items are to be left in the compactor chute.**
- b. **Wet debris must be packed in drip-free bags before it leaves the apartment.**
- c. **Newspapers and magazines must be placed on the designated stand and not left on the floor. Do not place any other materials in the newspaper stand. All hangers should be hung on the newspaper stand.**
- d. **Do not force any items down the compactor chute. Bulky items should be placed in the compactor room for disposal by building personnel.**
- e. **Plants, Christmas trees, etc. must not be deposited into the compactor chute. Please call the Concierge to arrange for the removal of all excessively large items. Under no circumstances should oil-soaked rags, empty paint cans, or any other flammable, explosive, or highly combustible substances be deposited into the compactor chute. All such materials must be bagged or boxed and left at the service elevator for disposal. Lighted cigars or cigarettes must not be deposited into the compactor chute.**
- f. **A container is provided for the disposal of glass, plastic and metal products. Do not deposit any of the aforementioned materials into the compactor chute.**
- g. **Vacuum cleaner bags must never be emptied into the compactor chute. Dirt, dust and similar refuse should be wrapped in a securely tied bag or package before being placed into the compactor chute.**
- h. **Shareholders should immediately report to the Concierge if they detect any smoke, flame or ashes coming out of the compactor chutes.**
- i. **Housekeepers must be informed of these rules and are obliged to follow them. Shareholders are responsible for any infraction of the House Rules by their housekeeper.**

Windows, Terraces, Roof and Building Exterior

- a. **Exterior shades, awnings, window guards, ventilators or air conditioning devices are not permitted to be installed in any apartment without the written consent of Management.**
- b. **Signs, notices or advertisements may not be displayed on any window or any other part of the building. In addition, no object(s) may protrude from any window of the building.**

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- c. Terraces may not be enclosed, altered or painted without prior written approval of Management. Written plans for terrace enclosures must be filed with the Management Office and approved by the Borough Building Department.**
- d. Radio or television equipment shall not be attached to, or hung from, the exterior of the building.**
- e. Fences, structures, flower boxes or other plant installations shall not be erected or installed on the terraces or open balconies of the building. In the event the Shareholder refuses to move said installations, Management may remove them without liability and may charge the expense incurred by such removal to the Shareholder.**
- f. Barbeques and/or other cooking devices are not permitted on terraces or open balconies of the building.**
- g. Shareholders, their family members, their guests or their employees are not permitted on the roof area of the building.**
- h. Shareholders may not sweep or throw anything from the doors, windows, or terraces. Shareholders may not hose down their terrace.**
- i. Shareholders may not hang or shake any objects, including towels, bathing suits or laundry from their doors, windows, or terrace, or allow them to be placed upon the windowsills of their apartment.**
- j. Open terrace floors may not be carpeted. The placing of tiles on open terrace floors is permitted, provided the tiles do not extend beyond the perimeter railing. All Shareholders must contact the Management Office in advance of any tile installation for specific requirements. If deemed necessary, the Board has the right to remove such tiles at the Shareholder's expense.**
- k. Open terraces may not be used as storage areas.**

Noise and Disturbance

- a. Shareholders may not make or permit any disturbing noise in their apartment or anywhere in the building or do anything to interfere with the rights, comforts or convenience of other residents.**
- b. Shareholders may not play, or permit to be played, any musical instrument or permit a radio, television or electronic device to be played in their apartment between the hours of 10:30 p.m. and 9:00 a.m. at a volume that disturbs any resident of the building. Shareholders should be particularly considerate where adjacent apartments share common walls.**

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- c. Shareholders may not engage in the business of providing dance, vocal or instrumental instruction within the building.
- d. The floors of each apartment must be covered with adequate rugs or carpeting and with good and sufficient padding or equally effective noise reduction material installed underneath, and shall cover at least eighty (80%) percent of the entire floor area of each room of the apartment, excluding only the kitchen, bathrooms and closets. Where a hard floor covering is used, such as asphalt, rubber, vinyl tile or laminate, it shall be laid over plywood. The entry foyers and the hallways of the apartment must also have adequate carpeting with sufficient under padding installed. The Board reserves the right to require residents to install additional carpeting, rugs or padding in the event complaints are received from neighbors about noise from an apartment due to walking on bare floor areas. The Board reserves the right to have the Managing Agent inspect the apartment for adequate floor coverings.

Contractor's Work

Work performed by contractors is only permitted between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. Contractors must sign in upon arrival and sign out at the loading dock no later than 4:30 p.m. No work will be permitted on Saturdays, Sundays or holidays. Contractors must use the service elevator at all times.

Laundry Room

- a. The equipment in the laundry room shall be operated in accordance with the instructions posted.
- b. Tables and chairs may not be removed for personal use without the approval of the Management Office.
- c. All users of the laundry room equipment should extend the courtesy of cleaning lint from machines after each use. The laundry room must be kept clean and orderly at all times.
- d. Any malfunction of the laundry room equipment must be reported to the Management Office immediately.
- e. Shareholders should extend the courtesy to their neighbors of removing their washed and dried laundry from the machines in a timely manner.

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Pet Policy

- a. **Birds, reptiles or animals, including, but not limited to dogs and cats, are not permitted in the building.**
- b. **Birds, reptiles, dogs, cats, or any animal may not be fed at the pool area, from any window sill, terrace, balcony, walkway, other areas of the building, or on the sidewalks or streets adjacent to the building.**

Keys

Shareholders are required to provide the Management Office with a key(s) to their apartment. Failure to provide a key(s) is a breach of the Proprietary Lease. Entry will be forced in the event of an emergency. In the event of a forced entry, the Shareholder failing to provide such key(s) will be liable for all damage to the building, to common areas, and to the persons and property of the Shareholder and other Shareholders that result from such denial of emergency access.

Security

- a. **Shareholder's guests will be announced from the Concierge desk upon arrival. At that time, Shareholders must give permission to the Concierge to allow their guests up to their apartment.**
- b. **Personnel at the Concierge Desk should be contacted immediately in the event of any suspicious person or incident by calling 201-944-5323.**
- c. **Service or household personnel and all delivery persons must sign in at the Concierge Desk when entering the building and sign out when leaving the building.**
- d. **Canvassing, soliciting or peddling in the building is prohibited. Shareholders are requested to promptly report any violation of this rule to the Management Office.**
- e. **Shareholders are not permitted to give their common area key to anyone.**
- f. **Contractors must obtain the proper identification tags at the loading dock, which must be worn at all times while in the building.**
- g. **For security purposes, cameras are positioned at various points throughout the building and garage.**

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- h. Open houses for the purpose of selling an apartment, tag sales, auctions, estate sales, sales parties, or any other type of sales in apartments are prohibited, unless the prior written consent of the Board or the Managing Agent is obtained.**
- i. Leaflets, notices, papers, or other similar items are not to be distributed in or around the building without the prior written approval of the Managing Agent.**

Storage Bins

- a. Storage bins are located on Level D of the garage. They measure approximately 26 sq. ft. Each apartment is assigned one bin. An entry key to the storage area is available at the Concierge Desk. Each Shareholder must provide his own lock.**
- b. Storage of articles in bins shall be at the Shareholder's risk. Management is not responsible for any damages or claims by the Shareholders.**
- c. Articles or other materials prohibited by local or state ordinance may not be stored in the storage bins.**
- d. Management has the right to reassign a Shareholder to another storage bin.**

Recreation Room/Playroom

- a. The Recreation Room is available to Shareholders for private functions for a fee. A refundable security deposit is required, which will be used to offset any damage that may occur. If the room is left in a clean and orderly condition and there is no damage, the deposit will be returned. The fee for use of the Recreation Room is \$100.00. A \$500.00 refundable deposit is required to assure that the room is left in an orderly condition.**
- b. The number of persons allowed in the Recreation Room at any scheduled function shall not exceed 65, which is the legal capacity for the room.**
- c. The Recreation Room is available to children from 9:00 a.m. to 7:00 p.m., seven (7) days a week, unless reserved for special events or Corporation business.**
- d. The door is locked at all times, except when in use. For access, Shareholders must sign in and obtain a key at the Concierge Desk. Upon leaving the room, Shareholders must sign out and return the key to the Concierge Desk.**

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- e. **Reservations for birthday parties or other social functions must be scheduled with the Management Office at least five (5) days in advance. The room is rented on a first come, first served basis.**
- f. **Children under the age of twelve (12) must be accompanied by a parent or other adult at all times while in the room.**
- g. **All adults and children using the room are responsible for keeping the area neat, clean and safe.**
- h. **Horseplay or roughhousing is not permitted. Water guns, non-washable art supplies or other items that may damage the premises are not permitted.**
- i. **Use of the Recreation Room is at your own risk.**
- j. **Food is not permitted, other than on special occasions and by permission of the Management Office.**
- k. **Smoking is not permitted in the room.**
- l. **All toys and play equipment in the Recreation Room are the property of Century Tower and may not be removed.**
- m. **The Board of Directors and Management reserve the right to restrict any person, child or item from the Recreation Room.**
- n. **Should Management deem it necessary to engage the services of a security guard, the Shareholder will be responsible for the cost incurred.**

Game Room

- a. **Hours of Operation: 10:00 a.m. – 10:00 p.m.**
- b. **No one under the age of 14 permitted in Game Room unless accompanied by an adult.**
- c. **All players must sign in and pick up the key for the Game Room at the Concierge Desk. The key must be returned to the Concierge Desk upon completion of play and all players must sign out.**
- d. **Play is on a first-come basis. No reservations are accepted.**
- e. **Play is limited to 1 hour when there are other players waiting.**
- f. **Guests must be accompanied by shareholders.**

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- g. No food or beverages allowed.**
- h. No smoking allowed.**
- i. No radios or televisions allowed.**
- j. Report any damage to equipment promptly.**
- k. Please shut the light and lock the door when leaving the room. Be sure to return the key to the Concierge.**

Social Room/Library

- a. Books are available for the use of Shareholders and their families. Books are borrowed and returned on the honor system. Contributions to the library are always welcome.**
- b. The Social Room is designated for the use of our Shareholders and their guests. The Shareholders may utilize the library, card tables and other amenities. It is also available for private functions.**
- c. The Social Room is available for private functions for a fee. A refundable security Deposit is required, which will be used to offset any damage that may occur. The fee for the use of the Social Room is \$250. A \$500 refundable deposit is required to assure that the room is left in an orderly condition.**
- d. The number of persons allowed in the Social Room at any scheduled function shall not to exceed fifty (50) people.**
- e. Reservations for all functions must be scheduled with the Management Office at least five (5) days in advance and approved by Management. Approval will be based on availability. The room is rented on a first come, first served basis.**
- f. Smoking is not permitted.**
- g. Balloons, signs or other “decorations” may not be placed in the lobby**
- h. Guests are not to use the lobby as an extension of the Social Room.**
- i. The Shareholder is solely responsible for the cleanup of the room.**
- j. Children’s parties must have adult supervision of at least one to one. We strongly encourage the use of the Recreation Room in the Lower Lobby for children’s parties.**
- k. Food may not be prepared on site. However, prepared food may be warmed on site.**

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- l. All parties must be completed by midnight.**

- m. If Management deems it necessary to engage the services of a Security Guard(s), I agree to reimburse Century Tower for the direct cost.**

Fitness Center

- a. A Release Form is available in the Management Office and must be completed before initial use of the room.**

- b. Shareholders should familiarize themselves with the proper use of the equipment and safety precautions before using any equipment.**

- c. For safety and security purposes, security cameras monitor the room.**

- d. Shareholders should promptly report any damage or equipment problems to the Management Office.**

- e. Vandalism will not be tolerated and violators will be prosecuted to the full extent of the law.**

- f. A complete list of rules is posted in the Fitness Center for review.**

Fines for Violations of Rules and Regulations

Shareholders and staff members are requested to report all infractions of the Rules and Regulations in writing to the Management Office. Upon the Managing Agent's receipt of the written complaint, the agent will conduct a preliminary investigation into the allegations of the complaint and communicate his findings to the respective parties and Board members.

After notifying the Shareholder accused of committing the misconduct and requesting that the party cease and desist from such conduct, the Managing Agent may further recommend to the Board that notice of a hearing before the Grievance Committee be given to the Shareholder. The Grievance Committee will present their findings to the Board of Directors.

The schedule of fines is as follows:

First Violation:	Not more than \$ 50.00
Second Violation:	Not more than \$100.00
Third Violation:	Not more than \$200.00

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At any time, the Board reserves the right and power to institute actions that may lead to the termination of the Shareholder's Proprietary Lease.

The above rules are based on Resolution of the Board of Directors No. 98-1, August 24, 1998.

Grievances

Shareholder complaints regarding building service or Shareholder disputes must be made in writing and submitted to the Managing Agent. The Managing Agent will submit the matter to the Grievance Committee.

Apartment Purchase Applications

- a. Shareholders shall submit the required application in duplicate, together with the appropriate processing fee.
- b. The Managing Agent will forward the purchase application to the Financial Review Committee. After financial review, a personal interview of all of potential occupants is required.
- c. The Admissions Committee will review the purchase application and submit its report and recommendation to the Board of Directors. The Board will then act on their recommendation in a timely manner.

Payment of Maintenance

Maintenance payments are due on the 1st day of each month. Payments not received by the 10th day of the month will be subject to a late charge (see paragraph 12 of the Proprietary Lease).

Building Service Employees

- a. Shareholders may not request any building service employee to perform private work for them during the employee's work hours. This includes the parking of a Shareholder's automobile.
- b. Employees, if performing private work for Shareholders on their free time, must comply with all building regulations.
- c. The Corporation bears no liability or responsibility for work performed for Shareholders by building service employees on their own time. All work negotiated is strictly between the parties.

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Parking

- a. Shareholders who utilize the garage facilities are bound by the terms of their Parking Space Lease Agreement.
- b. All vehicles must display an authorized Century Tower parking sticker, which identifies the assigned parking space for said vehicle. The sticker must be permanently affixed to the rear passenger window of the vehicle.
- c. Headlights must be on at all times when an automobile is being driven in the garage.
- d. Automobiles may not be driven in the garage at a speed in excess of 5 mph.
- e. Washing or vehicle maintenance of any kind is strictly prohibited on Corporation property.
- f. Shareholders must register the make, model and license plate number of the vehicle they are parking in the garage with the Management Office. If the vehicle is replaced, the Shareholder must promptly register the new vehicle with the Management Office and request a new parking sticker.
- g. Parking is prohibited in front of the building and driveway, except when picking up or discharging passengers.
- h. Chauffeurs or other drivers must remain with their vehicles at all times.
- i. Vehicles belonging to guests will be valet parked. There is no charge for guest parking during the day. A charge of \$5. for overnight guest parking will be added to the Shareholder's maintenance bill. Any vehicle that is not properly parked in the garage will be towed at the owner's expense. Shareholders may give permission to their domestic employees to use their assigned parking space.
- j. Automatic garage door openers may be purchased from the Management Office at a cost of \$35. This price is subject to change.
- k. A 15-minute parking area is provided as a convenience to Shareholders. Vehicles parked in excess of 15 minutes will be subject to tow at the owner's expense.
- l. The outdoor parking spaces along the west side of the building are reserved for the exclusive use of the Doctor's office.

Exterminating

- a. A licensed exterminator is available at no charge should Shareholders request the service. It is recommended that Shareholders avail themselves of this service periodically.
- b. Prior to moving into the building, Shareholders must sign up with the Concierge to arrange for an exterminating treatment to the unit that they will occupy. After the move-in is completed and all boxes have been removed, a follow-up treatment by the exterminator is required.

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- c. Management may deem it necessary that the exterminator treat any apartment. If this service is refused by a Shareholder, Management and/or an authorized contractor/workman may enter the apartment at any reasonable hour to determine what measures are necessary to control or exterminate vermin, insects or other pests. Management may take any and all measures necessary to ensure that the health and welfare of others are protected.

Renovations and Alterations

- a. Shareholders who are planning to make any renovations or repairs in their apartments are required to submit an Alteration Request Form and accompanying Contractor Alteration Information form. Forms are available in the Management Office. Assistance in completing the forms or related information is available by contacting the Management Office at (201) 944-5325.
- b. In accordance with the Borough of Fort Lee requirements, Shareholders must obtain a building permit prior to the commencement of work. In the event of non-compliance, a Municipal Court summons may be issued and work will be halted immediately.
- c. A Certificate of Insurance from all contractors and a security deposit as described below, will be required before work may proceed. Security deposits are required so that the building may be compensated, if necessary, for damage that may occur to common areas, and/or cleaning expenses incurred due to untidy conditions left by workmen, as follows:
- Repairs or renovations estimated to take less than one week: \$500.00 security deposit.
 - Repairs or renovations estimated to take more than one week: \$1,000.00 security deposit.
 - Repairs or renovations taking more than six months: Additional \$1,000.00 security deposit.
- d. Upon completion of the work project, the full amount of the security deposit, if warranted, or a net amount reflecting applicable deductions, will be refunded.
- e. Contractors are prohibited from entering the building or engaging in any work before the Shareholder has complied with the above requirements and has received Management approval.
- f. Work of any kind may only be performed Monday through Friday, excluding holidays, between the hours of 8:30 a.m. and 4:30 p.m. There are no exceptions to this rule.
- g. An inspection of the work area by building service personnel will be made daily. If common areas are not clean by 4:30 p.m., the responsible Shareholder will be liable for any and all costs of cleaning and will be billed accordingly.
- h. Renovations or alterations must be completed within six months after they are commenced, unless permission is obtained from Management.
- i. For each month that alterations continue beyond a six month period, an additional \$1,000.00 security deposit will be required.

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- j. In the event that alterations are not completed within one hundred eighty (180) consecutive calendar days after the commencement date and work is permitted, in the sole discretion of the corporation to continue thereafter, Lessee shall pay an additional \$100.00 rent for a maximum of thirty (30) calendar days (or any part thereof) and \$500.00 per calendar day thereafter, until all work has been completed.**
- k. A processing fee in the amount of \$200.00 payable to One Century City Apartment Corp. must be submitted along with a completed Alteration Request Packet.**

Repairs and Responsibilities

Questions frequently arise as to the responsibility of the Shareholder for repairs and maintenance of his or her apartment. According to Paragraph 18 of the Proprietary Lease, Shareholders are responsible for the following:

- a. Painting and decorating the entire apartment**
- b. Repair and maintenance of the interior, including walls, floors, ceilings, interior and exterior windows and doors**
- c. Repair and maintenance of all appliances, lighting, electrical and plumbing fixtures, exposed gas, steam and water pipes and electrical wiring from the circuit breaker throughout the apartment**
- d. Toilets and other such facilities in the building shall not be used for any purposes other than those for which they were constructed; nor shall any sweepings, rubbish, rags or any other articles be thrown into same. Any damage resulting from the misuse of any water closet or other apparatus shall be paid for by the Shareholder.**

The Shareholder remains responsible for the removal of any decoration or other objects obstructing repair work.

Swimming Pool and Deck Area

- a. Upon entering the pool area, all Shareholders and guests must sign the register, which is located at the lifeguard station.**
- b. The swimming pool and deck areas are for the exclusive use of the Shareholders their families and guests.**
- c. Shareholders, their family and guests use the swimming pool and facilities at their own risk. A Shareholder is permitted a maximum of four (4) guests on any given day. Shareholders must accompany their guest(s) to the pool and remain in attendance with them.**
- d. Domestic employees are only permitted to use the pool facilities when accompanying the Shareholder's children or the Shareholder. Children of employees may not use the facilities.**

One Century City Apartment Corporation
House Rules
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- e. Management shall not be liable for personal injury or death, or for loss of or damage to property resulting from the use of the swimming pool or the recreational facilities, or the existence of either, or out of the act, omission or negligence on any persons using the pool facilities, or out of accident occurring at or near the pool while it is in or out of use.**
- f. Shareholders and their family shall hold and save Management harmless of and from any and all claims or demand by reason of death or of injury to person or property or loss of property caused or occasioned by the use of the pool or the facilities incident hereto by the Shareholders, or by their family or guests.**
- g. No pets are permitted in the swimming pool area.**
- h. Smoking is prohibited.**
- i. Children under 12 years of age are not permitted in the pool area unless accompanied by an adult.**
- j. Children who are not toilet trained are not permitted in the swimming pools. A kiddie pool is provided for children's use. Children must wear rubber pants while in the kiddie pool. Any violation of this rule that necessitates emptying and cleaning of the pool shall subject parents of said child to payment of all costs incurred. An adult must accompany and supervise children at the kiddie pool.**
- k. Shower and changing facilities are provided for your convenience.**
- l. No alcoholic beverages or food may be brought into the swimming pool area. Soft drinks in non-breakable containers are permitted. Light snacks are permitted in the gazebo area only. Shareholders are responsible for keeping the area clean.**
- m. Ball playing is prohibited.**
- n. For the convenience and safety of those using the pool facilities, no toys are allowed in the pool or on the sundeck area. No inflated equipment or toys are permitted in the pool. Safety floatation devices, i.e., noodles, are permitted. Inflated inner tubes are not permitted.**
- o. Additional rules and regulations may be posted from time to time on the swimming pool bulletin boards.**
- p. Shoes and a cover-up garment over the swim suit must be worn when leaving or entering the pool area, public halls or lobby. Persons in wet swim suits must use the service elevator.**
- q. Radios may be used only with headsets.**
- r. Management and lifeguards will enforce all rules and regulations.**

One Century City Apartment Corporation
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Barbeque

- a. The barbeque is for the exclusive use of Century Tower residents and up to four (4) guests.
- b. The hours are 12:00 Noon– 9:00 p.m. daily
- c. Shareholders must reserve the area in advance by signing up at the Concierge Desk.
- d. No individual under the age of 18 may operate the barbeque.
- e. Food may only be brought to and from the barbeque area in sealed containers.
- f. Shareholders transporting food may do so only via the service elevator.
- g. Shareholders are responsible for cleaning up the area, as well as the barbeque itself.
- h. Shareholders must contact the on-duty superintendent prior to their first-time use to obtain operating instructions.
- i. A table is provided at the barbeque area for your use. Please do not bring food to the upper level.

Air Conditioning and Heating Units

- a. No air conditioning apparatus shall be installed by the Shareholder without prior written consent of Management.
- b. Each unit in the apartment requires periodic maintenance and service. In the spring of each year, the Management Office will notify the Shareholders of the schedule to service the filter in the air conditioning units in the apartments. **IT IS THE SHAREHOLDER'S RESPONSIBILITY TO MAKE ARRANGEMENTS WITH THE MANAGEMENT OFFICE FOR SERVICING OF THEIR APARTMENT UNITS BY ARRANGING TO BE HOME OR LEAVING A KEY WITH THE DOORMAN.**
- c. In order for service to be properly performed, arrangements must be made by the Shareholder to remove enclosures or other obstructions to the units in the apartment. The Apartment Corporation is not responsible for the removal of same; nor can the maintenance company undertake to do so.
- d. In the colder months, starting October 15th, **ALL UNITS MUST BE LEFT ON THE MANUAL SETTING, WHETHER OR NOT A SHAREHOLDER IS HOME DURING THE HEATING SEASON.** Unless such is the case, the gaskets in the unit will burst from the force of heat suddenly rising in a cold unit.
- e. Shareholders are responsible for checking their units. Neglect by Shareholders may incur costs for the following:

One Century City Apartment Corporation
House Rules
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- 1. For any repair caused by Shareholder not complying with the preventative maintenance program.**
- 2. For removal and repositioning of enclosures, where Shareholder has had the units enclosed (see #2 above).**
- 3. For damage caused by enclosures not having air vents built into them.**
- 4. In view of expectations that Shareholders will have replaced their air conditioning units by 1995, it is projected that Shareholders will be personally liable for the repair of their units at that time.**
- 5. For damage if unit is not on manual setting (see “d” above).**

If heating units are set on “manual” when steam is turned on, heat will be generated continuously. When setting is on “automatic”, heat or air-conditioning can be controlled periodically.

**When the switch is to the RIGHT, the unit is on “automatic”.
When the switch is to the LEFT, the unit is on “manual”.**

*** UNITS SHOULD BE SET ON “MANUAL” WHEN THE SHAREHOLDER VACATES THE APARTMENT FOR AN EXTENDED PERIOD OF TIME SO THAT PIPES DON’T FREEZE.**

Century Tower

ALTERATION REQUEST FORM

Date: 200 Name: _____ Apt. #: _____
(Print)

1. Work that this contractor will perform: (a separate permit must be issued for each contractor, i.e., electrical plumbing, carpentry, etc.)
2. Please attach work specifications. (Plans, layouts, list of changes, quotation, etc.)
3. Shutdown(s) of building water service must be scheduled through the Management Office at least one week in advance. **Please note that there is a charge of \$75.00 for each service line that is shut down.**
4. Contractor's company name and address: Contact name: _____
_____ Phone # _____

5. If plumber or electrician, print license # : _____
6. **Certificates of Insurance are to name One Century City Apartment Corporation as certificate holder. Please make certain that Douglas Elliman Property Management is named as Additionally Insured. Be sure to include the owner's name and the apartment # where the work will be done. Insurance information must include liability & worker's compensation certificates. These certificates must be presented to the Management Office.**

Company Name: _____

Expiration Date: _____

7. Work Start Date: ____/____/____ Projected Completion Date: ____/____/____
8. Owners Work Phone # (____) _____ Home # _____
9. Deliveries of material and removal of debris from the apartment unit must be scheduled with the Management Office. Please call: **201-944-5325.**

10. I hereby request permission to make the following alterations to my apartment unit. I understand that the alterations cannot commence until I have received written permission from the Corporation. I acknowledge that proceeding on structural alterations without the prior written approval of the Board of Directors is a specific violation of the Proprietary Lease of One Century City Apartment Corporation and will result in the work being halted and/or monetary damages.
11. If any alteration is structural, or in any way changes the original specifications of the apartment unit, architectural or engineering plans must be approved by the Board of Directors. Such plans must be submitted through the Managing Agent.
12. **I understand and agree that all work will be performed only between the hours of 8:30 a.m. and 4:30 p.m. All workers must exit the building by 4:30 p.m. Under no circumstances may work be performed on Saturday, Sundays or holidays.**
13. I have advised my contractor(s) that all construction debris and materials must be removed from the property by the contractor. Any contractor performing major renovation work must provide his own dumpster and place it at a location approved by the Managing Agent.
14. Any damages to the building, the apartment, personal property, building equipment or to other residents' property, as a result of, or related to this work, will be my sole responsibility, and not that of One Century City Apartment Corporation. I agree to indemnify and hold harmless One Century City Apartment Corp.
15. I understand that any plumbing work that requires a shutdown of building water service must be scheduled and approved by the Managing Agent and will be at the expense of the owner/contractor.
16. I fully understand all costs incurred by the Corporation's engineering/architectural firm for review of this alteration request are my responsibility. I also understand that payment for all services must be received prior to the commencement of work.
17. No contractor may remove, dismantle, paint, block, cover or damage the fire speakers or sprinkler heads located at the entrance of each apartment unit. Any expenses incurred due to the repair/replacement will be the responsibility of the contractor and/or unit owner.
18. All building valves must be left exposed and accessible, i.e., a trap door.
19. All renovations, from start to finish, must be completed within a 3-month period.
20. All final approvals for permits from the Borough of Fort Lee must be submitted to the Management Office.
21. Contractors must protect the common area flooring/carpeting with masonite and drop cloths.
22. **Please Circle One:**
 - A. I have submitted a check in the amount of \$500.00 representing a refundable security deposit, provided there are no damages or need for clean-up resulting from this work. Work will be completed within one week's time.

Century Tower

CONTRACTOR ALTERATION INFO.

Date: _____ 200 _____ Name: _____ Apt. #: _____
(Print)

1. State scope of work. **(a separate permit must be issued for each contractor, i.e., electrical plumbing, carpentry, etc.)**

3. Please submit work specifications. **(Plans, layouts, list of changes, quotation, etc.)**

3. Shutdown(s) of building water service must be scheduled through the Management Office at least one week in advance. **Please note that there is a charge of \$75.00 for each service line that is shut down.**

7. Contractor's company name and address: Contact name: _____

Phone # _____

8. If plumber or electrician, print license # _____

9. **Certificates of Insurance are to name One Century City Apartment Corporation as certificate holder. Please make certain that Douglas Elliman Property Management is named as Additionally Insured. Be sure to include the owner's name and the apartment # where the work will be done. Insurance information must include liability & worker's compensation certificates. These certificates must be presented to the Management Office.**

Company Name: _____
Expiration Date: _____

7. Work Start Date: ____/____/____ Projected Completion Date: ____/____/____

8. Emergency Contact Phone # (____) _____ [] Beeper [] Cell

9. Deliveries of material and removal of debris from the apartment unit must be scheduled with the Management Office. Please call: **201-944-5325.**

10. Alterations may not begin until written permission from the Apartment Corporation has been granted.

11. If any alteration is structural, or in any way changes the original specifications of the apartment unit, architectural or engineering plans must be approved by the Board of Directors. Such plans must be submitted through the Managing Agent.
12. **I understand and agree that all work will be performed only between the hours of 8:30 a.m. and 4:30 p.m. All workers must exit the building by 4:30 p.m. Under no circumstances may work be performed on Saturday, Sundays or holidays.**
13. I acknowledge that all construction debris and materials must be removed from the complex by the contractor. Any contractor performing major renovation work must provide his own dumpster and place it at a location approved and arranged with the Managing Agent.
14. Any damages to the building, the apartment, personal property, building equipment or to other residents' property, as a result of, or related to this work, will be my sole responsibility, and not that of One Century City Apartment Corporation. I agree to indemnify and hold harmless One Century City Apartment Corp.
15. I understand that any plumbing work that requires a shutdown of building water service must be scheduled and approved by the Managing Agent and will be at the expense of the owner/contractor.
16. No contractor may remove, dismantle, paint, block, cover or damage the fire speakers or sprinkler heads located at the entrance of each apartment unit. Any expenses incurred due to the repair/replacement will be the responsibility of the contractor and/or unit owner.
17. All renovations, from start to finish, must be completed within a 3-month period.
18. All final approvals for permits from the Borough or Fort Lee must be submitted to the Management Office.
19. All building valves must be left exposed and accessible, i.e., a trap door.
20. Contractors must protect the common area flooring/carpeting with masonite and drop cloths.

Contractor (s) Signature

Date

Check List for Internal Alterations to Apartment:

	<u>Yes</u>	<u>No</u>
1. Building Permit (s)	_____	_____
2. Certificate (s) of Insurance	_____	_____
3. Architect's or Detailed Contractor's Plan	_____	_____
4. Contractor's quote & detailed list of work	_____	_____
5. Contractor's license number (s)	_____	_____

Century Tower

APARTMENT ACCESS AUTHORIZATION

Apt. # _____

Please allow _____ access to my
Please Print Name

apartment on (or during) the following date(s)

_____, 200__

thru _____, 200__

This person (*Check One*)

Has keys.

Should be given the key from the front desk

Should be given the key from the management office lockbox.

Unit Owner's Signature

Date

200__

Management assumes no responsibility whatsoever while the key is in the possession of the designee.
Management will not be held liable if the key is not returned.

-- 1600 Parker Avenue -- Fort Lee -- New Jersey -- 07024 --

Century Tower

Name: _____

Apt. #: _____

_____, 200_____

Dear Shareholder:

All bicycles need to be registered and display a bicycle tag. For your convenience, there are bicycle racks located on the "D" level, as well as in parking space numbers A101 and B102. Please complete the form below and return it to the Management Office. We will send you a bicycle tag that should be displayed at the rear of the bicycle seat.

BICYCLE REGISTRATION -20__

Bike tag # Bicycle Make _____ Model _____
_____ Color _____

Bike tag # Bicycle Make _____ Model _____
_____ Color _____

Bike tag # Bicycle Make _____ Model _____
_____ Color _____

Revised 06/04

Century Tower

Release & Indemnity Agreement

The undersigned resident of Century Tower, in order to induce One Century City Apartment Corp. ("Corporation"), it's directors, officers, employees and Management to permit my use of the Fitness Center, hereby acknowledges and agrees to the following:

- (a) The Corporation has no responsibility for supervision of the Fitness Center and I am utilizing same and the equipment therein at my own risk;
- (b) The Corporation has no responsibility for any and all injuries which I may suffer while utilizing the Fitness center and the equipment therein; and
- (c) I release and discharge the Corporation and shall hold the Corporation harmless from any and all claims that I or any person on my behalf might assert as a result of my utilizing the Fitness Center and the equipment therein.

IN WITNESS WHEREOF, I have signed this Release and Indemnity Agreement on the

_____ day of _____, 200 ____.

SIGNATURE

SIGNATURE

APT. #

PRINT NAME(S)

Revised 6/03

-- 1600 Parker Avenue -- Fort Lee -- New Jersey -- 07024 --

Century Tower

**ACKNOWLEDGMENT OF RECEIPT AND REVIEW
OF RULES AND REGULATIONS
FOR ONE CENTURY CITY APARTMENT CORP.**

I/We _____ will be purchasing Apartment # _____
at Century Tower, 1600 Parker Avenue, Fort Lee, New Jersey. I/We acknowledge that
I/we have received and reviewed the Rules and Regulations of the Corporation and
agree to abide by all of the terms therein.

SIGNATURE

SIGNATURE

Date: _____

-- 1600 Parker Avenue -- Fort Lee -- New Jersey -- 07024 --

Permit to Move In/Out

Any move involving furniture, equipment, appliances, etc. that requires the use of an elevator, requires an approved permit. A deposit in the amount of \$500.00 must be submitted. Damaged will be deducted should they occur. In addition, a non-refundable move-in fee of \$300.00 is required. Checks should be made payable to One Century City Apartment Corp.

Check one: Move-In Move-Out Delivery Pick-Up

Date of Move: _____ Apartment#: _____

Name of Resident: _____

Describe the general items being moved in/out (i.e., furniture, appliances, TVs, beds, etc.)

Start Time: _____ Finish Time: _____

Mover/Contractor Name: _____

Address: _____ Phone #: _____

I/We understand and agree that all work will be performed between the hours of 8:30 a.m. and 4:30 p.m. on Monday through Friday, except holidays.

The mover/contractor must remove all debris and materials from the building. Any damage to the building, apartment, personal property, building equipment or the property of other unit owners that is related to this work will be solely my responsibility.

Kindly submit a Certificate of Insurance from the mover/contractor. One Century City Apartment Corp. and Douglas Elliman Property Management must be named as the Certificate Holders. Your name and apartment number must be listed in the section titled "Endorsements".

Movers/contractors must use the service elevator only. If, for any reason, the service elevator is out of order, Management, in its sole discretion, may allow for the use of a passenger elevator. I/We agree to hold One Century City Apartment Corp. harmless for any and all claims resulting from delays.

I/We understand that if the use of additional personnel is needed, I/we will be responsible for and all costs incurred.

Date: _____ Owner's Signature: _____

Owner's Signature: _____

Management Approval: _____ Date: _____

THIS PERMIT IS VALID ONLY FOR THE DATE AND TIMES INDICATED ABOVE.

Please make your mover/contractor aware of the following:

- I/We understand and agree that all work will be performed between the hours of 8:30 a.m. and 4:30 p.m. on Monday through Friday, except holidays.
- Kindly submit a Certificate of Insurance from the mover/contractor. One Century City Apartment Corp. and Insignia Residential Group must be named as the Certificate Holders. Your name and apartment number must be listed in the section titled “Endorsements”.
- The mover/contractor must remove all debris and materials from the building. Any damage to the building, apartment, personal property, building equipment or the property of other unit owners that is related to this work will be solely my responsibility.
- Movers/contractors must use the service elevator only. If, for any reason, the service elevator is out of order, Management, in its sole discretion, may allow for the use of a passenger elevator. I/We agree to hold One Century City Apartment Corp. harmless for any and all claims resulting from delays.
- No move may proceed without “masonite” protecting the common hallway carpet. If not in place upon arrival, please contact the superintendent or the Concierge desk.

Concierge Desk: 201-944-5323

Management Office: 201-944-5325

Century Tower

_____, 200__

Fort Lee Parking Authority
Borough Hall
309 Main Street
Fort Lee, NJ 07024

To Whom It May Concern,

Please be advised that _____ are the owner(s) of
Apartment # _____ in the building known as Century Tower, located at 1600 Parker Ave., Fort Lee,
NJ.

Should you have any questions, please do not hesitate to contact me.

Very truly yours,

Lila Goldstein
Administrative Assistant

-- 1600 Parker Avenue -- Fort Lee -- New Jersey -- 07024 --

Revised 6/03

Century Tower

RECREATION ROOM RENTAL FORM

I, _____, who reside in apartment _____, hereby request permission to rent the Recreation Room on _____, 20____. The room will be used for _____, which will begin at _____ (a.m. / p.m.) and end at _____ (a.m. / p.m.). The number of guests expected to attend is _____.

I am submitting a check in the amount of **\$100.00**, which represents a non-refundable rental fee. I am also submitting a check in the amount of **\$500.00**, which will be used to offset any damage that may occur. If the room is left in a clean and orderly condition and there is no damage, the deposit will be returned. I also agree to remove all debris when the party or function is complete and leave the room in the same condition in which it was found.

In addition, I understand that if Management deems it necessary to engage the services of a Security Guard(s), I agree to reimburse Century Tower for the direct cost.

The maximum occupancy permitted in this room is 65 people. This limit may not be exceeded. I understand that there is no lavatory available.

Shareholder's Signature

Date

Phone No. _____ - _____

Please return this form, along with the two required checks and the attached room layout form as soon as possible, in order to reserve your date. Make checks payable to:
One Century City Apartment Corp.

Century Tower

SOCIAL ROOM RENTAL FORM

I, _____, who resides in apartment _____, hereby request permission to rent the Social Room on _____, 20____. The room will be used for _____, which will begin at _____ (a.m. / p.m.) and end at _____ (a.m. / p.m.). The number of guests expected to attend is _____.

I am submitting a check in the amount of **\$250.00**, which represents a non-refundable rental fee. I am also submitting a check in the amount of **\$500.00**, which will be used to offset any damage that may occur. If the room is left in a clean and orderly condition and there is no damage, the deposit will be returned. I also agree to remove all debris when the party or function is complete and leave the room in the same condition in which it was found.

In addition, I understand that if Management deems it necessary to engage the services of a Security Guard(s), I agree to reimburse Century Tower for the direct cost.

All functions must end by midnight. The maximum occupancy permitted in the Social Room is fifty (50) people. This limit may not be exceeded.

I agree to abide by the Social Room Rules attached to this application.

Shareholder's Signature

Date

Phone No. _____ - _____

Please return this form, along with the two required checks as soon as possible, in order to reserve your date. Make checks payable to: One Century City Apartment Corp.

Century Tower

To: All Shareholders
From: Howard Goldberg
Date: April 30, 2009

Century Tower has 2 propane-fueled barbeque grills for the use of our residents. The grills, along with tables, are set up at the garden area.

Listed below are the rules for use of the barbeque, along with a sign-up form. Please return the forms to the Concierge Desk if you wish to reserve the barbeque, as reservations are made on a first come, first served basis.

Barbeque Rules

- The barbeque is for the exclusive use of Century Tower residents and up to four (4) guests.
- The hours are 12:00 Noon– 9:00 p.m. daily
- Shareholders **must** reserve the area in advance by signing up at the Concierge Desk.
- No individual under the age of 18 may operate the barbeque.
- Food may only be brought to and from the barbeque area in sealed containers.
- Shareholders transporting food may do so only via the service elevator.
- Shareholders are responsible for cleaning up the area, as well as the barbeque itself.
- Shareholders must contact the on-duty superintendent prior to their first-time use to obtain operating instructions.
- A table is provided at the barbeque area for your use. Please do not bring food to the upper level.

These rules are subject to revision at any time.

tear here



Barbeque Sign-Up Form

Shareholder Name: _____ Apartment : _____

Email Address: _____

Day and Date Requested: _____

Time Requested (circle one):

- | | | |
|------------------------|-----------------------|-----------------------|
| 12:00 p.m. – 1:00 p.m. | 1:00 p.m. – 2:00 p.m. | 2:00 p.m. – 3:00 p.m. |
| 3:00 p.m. – 4:00 p.m. | 4:00 p.m. – 5:00 p.m. | 5:00 p.m. – 6:00 p.m. |
| 6:00 p.m. – 7:00 p.m. | 7:00 p.m. – 8:00 p.m. | 8:00 p.m. – 9:00 p.m. |

-- CENTURY TOWER --
1600 Parker Avenue
Fort Lee, New Jersey 07024

SHAREHOLDER INFORMATION: Apartment No. _____

Shareholder Name: (1) _____

 (2) _____

List names of any other adults residing in your apartment:

Home Phone #: _____ Cell Phone: _____

Business Phone #1: _____ Business Phone #2: _____

Children & Ages: _____

List anyone residing in your apartment with medical disabilities:

EMERGENCY CONTACT(s):

Name(s): _____

Relationship: _____

Address: _____

Day Phone #: _____

Evening Phone #: _____

Cell Phone #: _____

May the above named individuals and/or Century Tower have permission to enter apartment?

YES _____ NO _____

My key is also with my neighbor in apartment : _____ Name:

Please feel free to write in any other information that might be helpful:
