

Douglas Elliman

Property Management

REQUIREMENTS FOR THE PURCHASE OF A CONDOMINIUM APARTMENT

MUSEUM TOWER CONDOMINIUM

15 West 53rd Street
New York, New York 10019

Pursuant to the By-Laws of the Condominium, the Board of Managers has the right of First Refusal, and therefore, in accordance with the By-Laws, we request that you submit the following documents:

One (1) Original Set and Nine (9) Collated Copy Sets:

1. Copy of the Contract of Sale fully executed and dated by all parties.
2. Notice of Intention to Sell Condominium Unit (enclosed).
3. Purchase Application completed and signed (enclosed).
4. Statement of Assets and Liabilities to be completed, signed and dated by each applicant (enclosed). In the event a Corporation is purchasing the unit, the Statement must be on the Corporation.
5. Four (4) personal reference letters. In the event a Corporation is purchasing the unit, the letters are to be on the designated occupant.
6. Three (3) financial reference letters (i.e. letter from bank indicating type of account, amount on deposit; letter from accountant or stockbroker). In the event a Corporation is purchasing the unit, the letters are to be on the Corporation.
7. Letter of employment stating position, salary, and length of employment. If you are self-employed, please provide a C. P. A. letter.
8. Tenant Data Verification Co. Criminal/Credit Report Authorization Form (enclosed).
9. "New Owner" information form (enclosed).
10. Window Guard Form (enclosed).
11. Fire Safety Plan and Brochure (enclosed) for informational purposes.

Please note:

- (A). Please be advised that the Board of Managers has a period of twenty (20) days from the day the Board received the application to exercise their "Right of First Refusal." The credit report agency takes approximately five (5) to ten (10) business days to process the credit report. Please take these into consideration when determining the closing date.

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15 West 53rd Street

In an effort to expedite the processing of the credit/background search, you may submit the Tenant Data Verification form and Background Authorization form along with all applicable fees prior to submission of the completed board package.

- (B). No application will be considered if Unit Owner's Account is in arrears including all common charges, assessments and all other charges due and must be paid up to date before the documents go to the Board for review.
- (C). A waiver of the Right of First Refusal is issued on behalf of the Board of Managers.
- (D). All incomplete applications will be returned by regular mail and will cause delay in processing the application.
- (E). **All moves must be scheduled in advance with the Superintendent.**

FEES FOR SELLER:

ALL CHECKS MUST BE SEPARATE CERTIFIED, ATTORNEY'S ESCROW CHECKS OR BANK CHECKS OR MONEY ORDERS.

1. Application Processing Fee - check payable to Douglas Elliman Property Management in the amount of **\$700.00** if there is a broker or **\$750.00** if there is not a broker (**must be submitted with Board package**).
2. Move-out Fee – check payable to Museum Tower Condominium in the amount of \$500.00 (non-refundable) (**must be submitted with Board package**).
3. A deposit of **\$1,000.00**, payable to the Museum Tower Condominium from the Seller. The Deposit shall be returned net of any outstanding balance due for Housekeeping, Housekeeping related or other amenity or service charges due from seller and when Managing Agent, Douglas Elliman Property Management, has received all closing documents (**must be submitted with package**).

FEES FOR PURCHASER:

ALL CHECKS MUST BE SEPARATE CERTIFIED, ATTORNEY'S ESCROW CHECKS OR BANK CHECKS OR MONEY ORDERS.

1. Credit Fee – check payable to Douglas Elliman Property Management in the amount of \$200.00 – per applicant (non-refundable) **must be submitted with Board package**.
2. Move-in Fee – check payable to Museum Tower Condominium in the amount of \$500.00 (non-refundable) (**must be submitted with Board package**).

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3. Capital Contribution – check payable to Museum Tower Condominium equivalent to 2% of the gross sales price (**must be submitted with Board package – otherwise closing must take place at our offices with an additional closing fee of \$600.00**). This capital contribution fee is applicable to all packages submitted on or after September 1, 2007 (see enclosed Amendment).

Send the completed package and appropriate copies to the attention of Alicia Peralta - Closing Department of Douglas Elliman Property Management., 675 Third Avenue, 6th floor, New York, New York 10017 [e-mail address: alicia.peralta@ellimanpm.com].

**CONDOMINIUM BUILDING
NOTICE OF INTENTION TO SELL OR LEASE CONDOMINIUM UNIT
(OWNER'S REQUEST FOR WAIVER OF RIGHT OF FIRST REFUSAL)**

New York, _____, 20__

The undersigned, being the owner of Apartment Unit No.: _____ at Museum Tower Condominium, located at 15 West 53rd Street, New York, New York hereby notifies the Board of Managers in care of Douglas Elliman Property management, as Managing Agent, that the undersigned has received a bona fide offer to SELL () LEASE () said apartment unit from the below named prospective purchaser or tenant on the terms stated below, and that the undersigned intends to accept such offer.

NAME AND ADDRESS OF PROSPECTIVE PURCHASER(S) OR TENANT(S): (if a prospective purchaser or tenant is a corporation, name the designated officer, director, stockholder or employee of the corporation who will occupy the apartment unit and for how long a term. The lease must provide that when and if the designated occupant vacates the unit, another application must be filed and references submitted before occupancy can be allowed successor designated occupant.)

TERMS OF PROPOSED SALE OR LEASE:

Attached is a true copy of the contract of sale or lease setting forth all the terms of the agreement between the parties.

PURCHASE PRICE: \$ _____ PROPOSED CLOSING DATE: _____
(if sale)

MONTHLY RENTAL: \$ _____ LEASE TERM: _____
(if lease)

ANTICIPATED OCCUPANCY DATE FOR SALE OR LEASE: _____

The undersigned hereby submits to the Board this proposal together with the accompanying information concerning the applicant purchaser or tenant. In applying for consent to this proposed sale or lease, the undersigned understands that such consent is required by the By-Laws. The undersigned also understands that the information requested is essential to this application. The undersigned authorizes the Board to review and request any credit reports, references, and other information necessary in connection with this application.

The undersigned represents that the sale or lease described above shall be made strictly in accordance with the provisions of the By-Laws of the Condominium and agrees to promptly deliver to the Board of Managers all such further information with respect to the offer as the Board may reasonably request.

The undersigned acknowledges that the Board has a **20** day period, commencing with the date that the Board is in receipt of this notice as well as the delivery of such additional information concerning the offer as the Board may reasonably request, to exercise its right of first refusal to purchase or lease the apartment unit on the terms specified herein and in the By-Laws. The undersigned hereby requests that, if the Board elects to waive or release such right of first refusal, it deliver to the undersigned a certificate to that effect, pursuant to the provisions of the By-Laws.

Name of Individual Owner or Corporation

Name of Individual Owner or Corporation

Signature of Individual Owner or
Authorized Officer of Corporation

Signature of Individual Owner or
Authorized Officer of Corporation



**PURCHASE APPLICATION
FOR THE SALE OF CONDOMINIUM UNIT**

BUILDING: 15 West 53rd Street, New York, New York 10019 **UNIT:** _____

PURCHASE PRICE : \$ _____ **MONTHLY Common Charges:** \$ _____

AMOUNT OF FINANCING: \$ _____

DEPOSIT ON CONTRACT: \$ _____ **PROPOSED CLOSING DATE:** _____

SPECIAL CONDITIONS IF ANY: _____

MANAGING AGENT: _____ **TELEPHONE:** () _____

ADDRESS: _____ **CONTACT:** _____

SELLER (S): _____ **SS#:** _____ - _____ - _____

_____ **SS#:** _____ - _____ - _____

PRESENT ADDRESS: _____

ATTORNEY: _____ **TEL:** () _____ **FAX:** () _____

FIRM: _____ **ADDRESS:** _____

PURCHASER (S): _____ **SS#:** _____ - _____ - _____

OFFICE #: () _____ **HOME #:** () _____

_____ **SS#:** _____ - _____ - _____

OFFICE #: () _____ **HOME #:** () _____

PRESENT ADDRESS: _____

ATTORNEY: _____ **TEL:** () _____ **FAX:** () _____

FIRM: _____ **ADDRESS:** _____

BROKER (S): _____

TELEPHONE: _____

NEW MORTGAGE LENDER: _____

ATTORNEY: _____ **TEL:** () _____ **FAX:** () _____

PERSONAL INFORMATION REGARDING APPLICANT(s)

DATE _____

APPLICANT

CO-APPLICANT

NAME: _____

ADDRESS: _____

DATES OF RESIDENCE: _____ TO _____

_____ TO _____

NATURE OF BUSINESS: _____

EMPLOYER: _____

ADDRESS: _____

PERIOD OF EMPLOYMENT: _____ TO _____

_____ TO _____

PRIOR EMPLOYER
OR RESIDENCE
IF LESS THAN 3 YEARS

INCOME ESTIMATE FOR
THIS YEAR: _____

ACTUAL INCOME LAST YEAR: _____

EDUCATIONAL BACKGROUND: _____

ADDITIONAL INFORMATION REGARDING APPLICANTS

Names of all persons who will reside in the Apartment: _____

Schools and colleges attended by applicants and occupants (optional): _____

Names of anyone in the building known to Applicant: _____

Are any pets to be maintained in the Apartment. If yes indicated number and kind: _____

Name of organizations to which Applicant belongs (optional): _____

REFERENCES

LANDLORD: _____ **ADDRESS:** _____

OCCUPANCY FROM: _____ **TO** _____

PREVIOUS LANDLORD: _____ **ADDRESS:** _____

OCCUPANCY FROM: _____ **TO** _____

PERSONAL REFERENCES:

APPLICANT

1. NAME _____
ADDRESS _____

2. NAME _____
ADDRESS _____

3. NAME _____
ADDRESS _____

4. NAME _____
ADDRESS _____

CO-APPLICANT

1. NAME _____
ADDRESS _____

2. NAME _____
ADDRESS _____

3. NAME _____
ADDRESS _____

4. NAME _____
ADDRESS _____

BUSINESS AND PROFESSIONAL REFERENCES

APPLICANT

1. NAME _____
ADDRESS _____

2. NAME _____
ADDRESS _____

3. NAME _____
ADDRESS _____

CO-APPLICANT

1. NAME _____
ADDRESS _____

2. NAME _____
ADDRESS _____

3. NAME _____
ADDRESS _____

PERSONAL FINANCIAL STATEMENT

NAME: _____

ADDRESS: _____

BUSINESS OR OCCUPATION: _____

NAME OF EMPLOYER: _____

Statement as of the ____ day of _____, 20 ____

ASSETS

Cash \$ _____

Stocks & Bonds \$ _____

Accounts & Notes Receivables \$ _____

Other Assets \$ _____

\$ _____

\$ _____

ASSETS TOTAL: \$ _____

LIABILITIES

Notes Payable Bank \$ _____

Notes Payable to Others \$ _____

Accounts Payables \$ _____

Mortgages Payables \$ _____

Other Liabilities \$ _____

LIABILITIES TOTAL \$ _____

ANNUAL INCOME

Salary \$ _____

Fees & Commissions \$ _____

Other \$ _____

TOTAL INCOME \$ _____

The figures contained in the foregoing statements are taken from the records of the undersigned. The statements contained in this document are known by the undersigned to be true and to give a correct showing of the financial condition of the undersigned

Applicant

Date

TENANT DATA VERIFICATION, CO. INC.
[Credit Report Authorization Form]

Subject Building Address 15 West 53rd Street, New York, NY 10019 **Apartment** _____

Name of Applicant _____ **Telephone #** _____
Date of Birth _____ **Social Security #** _____

Name of Co-Applicant _____ **Telephone #** _____
Date of Birth _____ **Social Security#** _____

Present Address _____ **How long at this address** _____
Present Landlord _____
Address _____ **Telephone #** _____

If less than one year, please list previous address

Previous Landlord _____
Address _____

Applicant employed by _____ **Salary** _____
Address _____ **Telephone #** _____
Position _____ **How Long** _____ **Contact** _____

If present employer is less than one year

Previous Employer _____ **Telephone #** _____
Address _____ **How long** _____
Position _____ **Salary** _____

Co-Applicant employed by _____ **Salary** _____
Address _____ **Telephone #** _____
Position _____ **How Long** _____ **Contact** _____

If present employer is less than one year

Previous Employer _____ **Telephone #** _____
Address _____ **How long** _____
Position _____ **Salary** _____

Other source of income _____
Contact person _____ **Telephone #** _____

References:

Bank	Branch	Account Number
_____	_____	_____
_____	_____	_____

Accountant _____
Address _____ **Telephone #** _____

In connection with my application for this apartment, I authorize all banks, corporations, companies, credit agencies, accountants, persons and employers, to release any information that they have about me to TENANT DATA VERIFICATION CO., or its agency and I release them from any and all liability or responsibility from doing so. Further, I authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background/character and personal reputation. I understand this notice will also apply to future update reports that may be requested. I understand that any misrepresentation by me may be the cause of rejection by the landlord.

Applicant's Signature **Date**

Co-Applicants Signature **Date**

TENANT DATA VERIFICATION CO., INC.

RELEASE OF INFORMATION AUTHORIZATION

Authorization to obtain criminal, credit/litigation report

In order to comply with the provisions of Section 6.06 (A) of the Federal Fair Credit Reporting Act, I hereby authorize any individual, company, or institution to release to Douglas Elliman Property Management and/or its representative any and all information that they have concerning any criminal credit/litigation activity...

I hereby release the individual, company, or institution and all individuals connected therewith from all liability for any damage whatsoever incurred in furnishing such information...

Print Name: _____ Date of Birth: _____

Signature: _____

Print Name: _____ Date of Birth: _____

Signature: _____

Address: _____

City: _____

State: _____ Zip: _____

Social Security #: _____ Social Security #: _____

MUSEUM TOWER CONDOMINIUM
15 West 53rd Street
New York, New York 10019

“New Owner Information Form”

Unit Number: _____

Owner's Name: _____

BILLING ADDRESS:

COMMUNICATIONS ADDRESS:

Authorized Signature(s): _____

Proposed Date of Closing: _____

APPENDIX A

Re: Apartment:
Building: 15 West 53rd Street, NY NY 10019

WINDOW GUARDS REQUIRED
LEASE NOTICE TO TENANT

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

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

- ❖ If you ask him to put in window guards at any time (you need not give a reason).

OR

- ❖ If a child 10 years of age or younger lives in your apartment.

IT IS A VIOLATION OF LAW to refuse, interfere with installation, or remove window guards where required.

CHECK ONE:

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

TENANT (PRINT AND SIGN)

TENANT (PRINT AND SIGN)

FOR FURTHER INFORMATION CALL:
Window Falls Prevention Program
New York City Department of Health
125 Worth Street, Room 222 A
New York, New York 10013
(212) 566 - 8082

FIRE SAFETY PLAN

PART I -- BUILDING INFORMATION SECTION

**15 West 53rd Street
New York, NY 10019**

BUILDING REPRESENTATIVE:

Museum Tower Condominium
15 West 53rd Street
New York, NY 10019
(212) 586-1711

BUILDING INFORMATION:

Year of Construction: 1982

Type of Construction: Non Combustible

Number of Floors: 54 floors aboveground 3 floors below ground

Sprinkler System: Yes

Sprinkler System Coverage: Storage rooms on the 6th, 7th, 8th and 53rd floors, laundry room 8th floor and the 54th Street loading dock

Fire Alarm: Yes. Alarm will be transmitted to the lobby security area then to the central station by the central station pull box in the lobby

Manual Pull Stations: Two stations are located on each floor from the 7th to the 51st floor, all three below ground levels and the 1st floor

Public Address System: No

Means of Egress:

Type of Egress	ID	Location	Leads to
Exit		West 53 rd Street side of building	Main entrance first floor exiting onto West 53 rd Street
Exit		West 53 rd Street service entrance	From 1 st floor exiting to West 53 rd Street service entrance
Exit		West 54 th Street loading dock	From 1 st floor exiting to West 54 th Street loading dock
Enclosed Interior Stairs	A	Middle of the building	From the roof to front of lobby with no access to floors 2 to 6
Enclosed Interior Stairs	B	Middle of the building	From the roof to back of lobby with no access to floors 2 to 6
Enclosed Interior Stairs	C	Middle of the building next to stairway "A"	From lobby to the 3 rd sub-cellar level

Other Information:

There is no access to floors 2 to 6
There is no access to any adjoining buildings from the roof level

Prepared: October 7, 2007

FIRE SAFETY PLAN PART II -- FIRE EMERGENCY INFORMATION

**15 West 53rd Street
New York NY 10019**

THIS FIRE SAFETY PLAN IS INTENDED TO HELP YOU AND THE MEMBERS OF YOUR HOUSEHOLD PROTECT YOURSELVES IN THE EVENT OF FIRE. THIS FIRE SAFETY PLAN CONTAINS:

- **Basic fire prevention and fire preparedness measures that will reduce the risk of fire and maximize your safety in the event of a fire.**
- **Basic information about your building, including the type of construction, the different ways of exiting the building, and the types of fire safety systems it may have.**
- **Emergency fire safety and evacuation instructions in the event of fire in your building.**

PLEASE TAKE THE TIME TO READ THIS FIRE SAFETY PLAN AND TO DISCUSS IT WITH THE MEMBERS OF YOUR HOUSEHOLD. FIRE PREVENTION, PREPAREDNESS, AND AWARENESS CAN SAVE YOUR LIFE!

IN THE EVENT OF FIRE,

CALL 911

OR THE FIRE DEPARTMENT DISPATCHER, AT

Manhattan	(212) 999-2222
Bronx	(718) 999-3333
Brooklyn	(718) 999-4444
Queens	(718) 999-5555
Staten Island	(718) 999-6666

**OR TRANSMIT AN ALARM FROM
THE NEAREST FIRE ALARM BOX**

BASIC FIRE PREVENTION AND FIRE PREPAREDNESS MEASURES

These are fire safety tips that everybody should follow:

1. Every apartment should be equipped with at least one smoke detector. Check them periodically to make sure they work. Most smoke detectors can be tested by pressing the test button. Replace the batteries in the spring and fall when you move your clocks forward or back an hour, and whenever a smoke detector chirps to signal that its battery is low. The smoke detector should be replaced on a regular basis in accordance with the manufacturer's recommendation, but at least once every ten years.
2. Carelessly handled or discarded cigarettes are the leading cause of fire deaths. Never smoke in bed or when you are drowsy, and be especially careful when smoking on a sofa. Be sure that you completely extinguish every cigarette in an ashtray that is deep and won't tip over. Never leave a lit or smoldering cigarette on furniture.
3. Matches and lighters can be deadly in the hands of children. Store them out of reach of children and teach them about the danger of fire.
4. Do not leave cooking unattended. Keep stove tops clean and free of items that can catch on fire. Before you go to bed, check your kitchen to ensure that your oven is off and any coffeepot or teapot is unplugged.
5. Never overload electrical outlets. Replace any electrical cord that is cracked or frayed. Never run extension cords under rugs. Use only power strips with circuit-breakers.
6. Keep all doorways and windows leading to fire escapes free of obstructions, and report to the owner any obstructions or accumulations of rubbish in the hallways, stairwells, fire escapes or other means of egress.
7. Install window gates only if it is absolutely necessary for security reasons. Install only approved window gates. Do not install window gates with key locks. A delay in finding or using the key could cost lives. Maintain the window gate's opening device so it operates smoothly. Familiarize yourself and the members of your household with the operation of the window gate.
8. Familiarize yourself and members of your household with the location of all stairwells, fire escapes and other means of egress.
9. With the members of your household, prepare an emergency escape route to use in the event of a fire in the building. Choose a meeting place a safe distance from your building where you should all meet in case you get separated during a fire.
10. Exercise care in the use and placement of fresh cut decorative greens, such as Christmas trees and holiday wreaths. If possible, keep them planted or in water. Do not place them in public hallways or where they might block egress from your apartment if they catch on fire. Keep them away from any flame, including fireplaces. Do not keep for extended period of time; as they dry, decorative greens become easily combustible.

BUILDING INFORMATION

Building Construction

In a fire emergency, the decision to leave or to stay in your apartment will depend in part on the type of building you are in.

Residential buildings built before 1968 are generally classified either as “fireproof” or “nonfireproof.” Residential buildings built in or after 1968 are generally classified either as “combustible” or “non-combustible.” The type of building construction generally depends on the size and height of the building.

A “non-combustible” or “fireproof” building is a building whose structural components (the supporting elements of the building, such as steel or reinforced concrete beams and floors) are constructed of materials that do not burn or are resistant to fire and therefore will not contribute to the spread of the fire. In such buildings, fires are more likely to be contained in the apartment or space in which they start and less likely to spread inside the building walls to other apartments and floors. **THIS DOES NOT MEAN THAT THE BUILDING IS IMMUNE TO FIRE.** While the structural components of the building may not catch fire, all of the contents of the building (including furniture, carpeting, wood floors, decorations and personal belongings) may catch on fire and generate flame, heat and large amounts of smoke, which can travel throughout the building, especially if apartment or stairwell doors are left open.

A “combustible” or “non-fireproof” building has structural components (such as wood) that will burn if exposed to fire and can contribute to the spread of the fire. In such buildings, the fire can spread inside the building walls to other apartments and floors, in addition to the flame, heat and smoke that can be generated by the burning of the contents of the building.

Be sure to check Part I (Building Information Section) of this fire safety plan to see what type of building you are in.

Means of Egress

All residential buildings have at least one means of egress (way of exiting the building), and most have at least two. There are several different types of egress:

Interior Stairs: All buildings have stairs leading to the street level. These stairs may be enclosed or unenclosed. Unenclosed stairwells (stairs that are not separated from the hallways by walls and doors) do not prevent the spread of flame, heat and smoke. Since flame, heat and smoke generally rise, unenclosed stairwells may not ensure safe egress in the event of a fire on a lower floor. Enclosed stairs are more likely to permit safe egress from the building, if the doors are kept closed. It is important to get familiar with the means of egress available in your building.

Exterior Stairs: Some buildings provide access to the apartments by means of stairs and corridors that are outdoors. The fact that they are outdoors and do not trap heat and smoke enhances their safety in the event of a fire, provided that they are not obstructed.

Fire Tower Stairs: These are generally enclosed stairwells in a "tower" separated from the building by air shafts open to the outside. The open air shafts allow heat and smoke to escape from the building.

Fire Escapes: Many older buildings are equipped with a fire escape on the outside of the building, which is accessed through a window or balcony. Fire escapes are considered a "secondary" or alternative means of egress, and are to be used if the primary means of egress (stairwells) cannot be safely used to exit the building because they are obstructed by flame, heat or smoke.

Exits: Most buildings have more than one exit. In addition to the main entrance to the building, there may be separate side exits, rear exits, basement exits, roof exits and exits to the street from stairwells. Some of these exits may have alarms. Not all of these exits may lead to the street. Roof exits may or may not allow access to adjoining buildings.

Be sure to review Part I (Building Information Section) of this fire safety plan and familiarize yourself with the different means of egress from your building.

Fire Sprinkler Systems

A fire sprinkler system is a system of pipes and sprinkler heads that when triggered by the heat of a fire automatically discharges water that extinguishes the fire. The sprinkler system will continue to discharge water until it is turned off. When a sprinkler system activates, an alarm is sounded.

Sprinkler systems are very effective at preventing fire from spreading beyond the room in which it starts. However, the fire may still generate smoke, which can travel throughout the building.

Residential buildings are generally not required to have fire sprinkler systems. Some residential buildings are equipped with sprinkler systems, but only in compactor chutes and rooms or boiler rooms. All apartment buildings constructed or substantially renovated after March 1999 will be required by law to be equipped with fire sprinkler systems throughout the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with fire sprinkler systems.

Interior Fire Alarm Systems

Although generally not required, some residential buildings are equipped with interior fire alarm systems that are designed to warn building occupants of a fire in the building. Interior fire alarm systems generally consist of a panel located in a lobby or basement, with manual pull stations located near the main entrance and by each stairwell door. Interior fire alarm systems are usually manually-activated (must be pulled by hand) and do not automatically transmit a signal to the Fire Department, so a telephone call must still be made to 911 or the Fire Department dispatcher. Do not assume that the Fire Department has been notified because you hear a fire alarm or smoke detector sounding in the building.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with an interior fire alarm system and whether the alarm is transmitted to the Fire Department, and familiarize yourself with the location of the manual pull stations and how to activate them in the event of a fire.

Public Address Systems

Although generally not required, some residential buildings are equipped with public address systems that enable voice communications from a central location, usually in the building lobby. Public address systems are different from building intercoms, and usually consist of loudspeakers in building hallways and/or stairwells.

Be sure to review Part I (Building Information Section) of this fire safety plan to learn whether your building is equipped with a public address system.

EMERGENCY FIRE SAFETY AND EVACUATION INSTRUCTIONS

IN THE EVENT OF A FIRE, FOLLOW THE DIRECTIONS OF FIRE DEPARTMENT PERSONNEL. HOWEVER, THERE MAY BE EMERGENCY SITUATIONS IN WHICH YOU MAY BE REQUIRED TO DECIDE ON A COURSE OF ACTION TO PROTECT YOURSELF AND THE OTHER MEMBERS OF YOUR HOUSEHOLD.

THIS FIRE SAFETY PLAN IS INTENDED TO ASSIST YOU IN SELECTING THE SAFEST COURSE OF ACTION IN SUCH AN EMERGENCY. PLEASE NOTE THAT NO FIRE SAFETY PLAN CAN ACCOUNT FOR ALL OF THE POSSIBLE FACTORS AND CHANGING CONDITIONS; YOU WILL HAVE TO DECIDE FOR YOURSELF WHAT IS THE SAFEST COURSE OF ACTION UNDER THE CIRCUMSTANCES.

General Emergency Fire Safety Instructions

1. Stay calm. Do not panic. Notify the Fire Department as soon as possible. Firefighters will be on the scene of a fire within minutes of receiving an alarm.
2. Because flame, heat and smoke rise, generally a fire on a floor below your apartment presents a greater threat to your safety than a fire on a floor above your apartment.
3. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished. Do not attempt to put the fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.
4. If you decide to exit the building during a fire, close all doors as you exit to confine the fire. Never use the elevator. It could stop between floors or take you to where the fire is.
5. Heat, smoke and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition, get down on the floor and crawl. Take short breaths, breathing through your nose.
6. If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs and roll over to smother the flames.

Evacuation Instructions If The Fire Is In Your Apartment (All Types of Building Construction)

1. Close the door to the room where the fire is, and leave the apartment.
2. Make sure EVERYONE leaves the apartment with you.
3. Take your keys.
4. Close, but do not lock, the apartment door.
5. Alert people on your floor by knocking on their doors on your way to the exit.
6. Use the nearest stairwell to exit the building.
7. DO NOT USE THE ELEVATOR.
8. Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
9. Meet the members of your household at a predetermined location outside the building. Notify responding firefighters if anyone is unaccounted for.

Evacuation Instructions If The Fire Is Not In Your Apartment

“NON-COMBUSTIBLE” OR “FIREPROOF” BUILDINGS:

1. Stay inside your apartment and listen for instructions from firefighters unless conditions become dangerous.
2. If you must exit your apartment, first feel the apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
3. If you can safely exit your apartment, follow the instructions above for a fire in your apartment.
4. If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
5. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
6. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
7. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
8. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

“COMBUSTIBLE” OR “NON-FIREPROOF” BUILDING

1. Feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
2. Exit your apartment and building if you can safely do so, following the instructions above for a fire in your apartment.
3. If the hallway or stairwell is not safe because of smoke, heat or fire and you have access to a fire escape, use it to exit the building. Proceed cautiously on the fire escape and always carry or hold onto small children.
4. If you cannot use the stairs or fire escape, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
 - A. Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
 - B. Open windows a few inches at top and bottom unless flames and smoke are coming from below. Do not break any windows.
 - C. If conditions in the apartment appear life-threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
 - D. If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose. If possible, retreat to a balcony or terrace away from the source of the smoke, heat or fire.

MUSEUM TOWER CONDOMINIUM

Contribution to the Capital Replacement Reserve Fund

**Amendment adopted by the required majorities of Unit Owners and
Percent Common Interest at the meeting of Unit Owners held on
Wednesday, May 30, 2007**

**AMENDMENT TO BYLAWS OF CONDOMINIUM
SO AS TO IMPOSE REQUIREMENT FOR PAYMENT BY PURCHASER
OF CONTRIBUTION TO CAPITAL REPLACEMENT RESERVE FUND UPON
THE SALE, TRANSFER, ASSIGNMENT OR OTHER CONVEYANCE OF A
RESIDENTIAL UNIT**

A NEW SECTION 8.13 OF THE BYLAWS OF THE CONDOMINIUM IS HEREBY ADOPTED FOR THE PURPOSE OF REQUIRING A PURCHASER OR OTHER TRANSFEREE OF A UNIT AT THE CONDOMINIUM TO MAKE A MANDATORY CONTRIBUTION PAYMENT TO THE CAPITAL REPLACEMENT RESERVE FUND OF THE CONDOMINIUM AS A CONDITION FOR THE ISSUANCE BY THE CONDOMINIUM OF A CERTIFICATE OF EXERCISE, WAIVER, OR OF NON-APPLICABILITY, OF THE CONDOMINIUM'S RIGHT OF FIRST REFUSAL, TO READ AS FOLLOWS:

Section 8.13. Condition for issuance of certificate.
With regard to a proposed sale, transfer, assignment or other conveyance of a Unit pursuant to a waiver application submitted to the Condominium or its managing agent on or after September 1, 2007, as a condition for the issuance of a certificate stating that: (i) the Condominium has exercised, waived or terminated its right of first refusal pursuant to this Article, or (ii) the Condominium's right of first refusal does not apply pursuant to section 8.8 hereof, the purchaser, transferee, assignee or other conveyancee of a Unit in the Condominium shall, at or prior to the closing of such purchase, transfer, assignment or other conveyance, pay to the Condominium a contribution to the capital replacement reserve fund of the Condominium in an amount equal to TWO PERCENT (2%) of the purchase price or other consideration for such purchase, transfer, assignment, or other conveyance. Such payment shall be by certified check, official bank check or attorney's escrow check, or such other manner of payment as the Condominium shall authorize. All monies received by the Condominium pursuant to this section shall be used solely and exclusively to fund replacements and repairs by the Condominium to the Common Elements of the Condominium.