

Fire Island Pines, Inc.

Rental Procedures and Application

(Revised March 2023)

As a shareholder you are entitled to have one (1) rental for two (2) out of four (4) years between water on to water off (season). Only one (1) rental per season is permitted.

Documents

The following items must be submitted to:

Prestige Property Consultants Inc.

P.O. Box 819

Shoreham, NY 11786

Please note that failure to submit the following items to Prestige prior to occupancy of the renter may result in immediate termination of the lease.

1. Completed Shareholder's Rental Application
2. Three (3) copies of a lease, one each for you, the renter and the Corporation.
Please note that anyone that will be in occupancy needs to be listed as a renter on the lease and application.
3. House Rules Extract for Renters. The renter will sign this paperwork at the interview.
4. A waiver of the "no right to sublet" clause if your bank recognition agreement contains a rental restriction, a copy of the recognition agreement if there is no such restriction, or a signed statement that there is no mortgage.
5. A certificate of insurance showing liability with a minimum of \$300,000 listing the cooperative unit under the individual's primary residence policy, or a certificate of insurance showing a true tenant's policy (HO-4) on the cooperative unit, inclusive of a minimum of \$300,00 liability insurance.
6. If a pet will be in residence then a pet registration form must be submitted along with a photograph of said pet prior to taking occupancy of the unit. Please note that only 1pet is permitted.
7. A legible copy of a valid picture I.D. (e.g., State Driver's License, Passport, etc.).
8. A check for the appropriate rental fee (see page 5).

Once all items have been submitted to Prestige, an interview date will set up with the prospective tenant(s) and the membership committee. Please note that all tenant(s) must be interviewed and approved prior to taking residency.

Rental Application and Agreement

Shareholder(s) Name: _____

Co-Op #: _____ Date Co-op was acquired: _____

Date of Rental: Month _____ Day _____, 20__ through Month _____ Day____, 20____.

Please list your address and contact information during the period of your sub-lease.

Address: _____

Contact Numbers:

Home: _____ Cell: _____

Work: _____

Please list an emergency contact in the event that you cannot be reached. The person listed must be authorized to act on your behalf on any matter pertaining to your co-op apartment of sub-tenants.

Name: _____

Address: _____

Home #: _____

Work or Cell #: _____

The last time this co-op was rented by me was: _____

Shareholder(s) Agreement

The tenant(s) have been made aware that he/she/they may NOT have guests occupy my/our apartment during his/her/their absence. _____ (Initials)

I/we am submitting this sub-rental application in full compliance with all of the House Rules, in particular those that outline the responsibilities of both the co-op owners and his/her/their tenants. _____ (Initials)

I understand that the tenants(s) shall not take occupancy until this form, accompanied by a check for the required fees, and a copy all documents required have been received by Prestige Property Consultants Inc. If I/we am/are

renting through a rental agent, I/we understand I/we still remain responsible for the delivery of these documents and fees. _____ (Initials)

I/we have notified my/our renters that immediately upon taking occupancy of my/our apartment he/she/they will visit the site office and notify the site staff of his/her/their arrival. _____ (Initials)

I/we understand that it is my/our responsibility to ensure all House Rules are observed by my/our tenants. Delegation of this responsibility to a rental agent or any other third party will not relieve me/us of the ultimate responsibility of insuring that these rules are adhered to during the entire sub-lease period.

Shareholder Signature: _____ Date: _____

Shareholder Signature: _____ Date: _____

HOUSE RULES EXTRACT FOR SHAREHOLDERS

Rental

1. Shareholders are eligible to rent if they have owned for two full seasons. A full season is defined as ownership prior to Memorial Day for that year. Shareholders in arrears will not be permitted to rent until their accounts are made current. Additionally, the maintenance must be paid in full up to and including the October maintenance payment prior to the beginning of the rental. Only one rental is permitted during a season. The length of a rental may run from water-on to water-off. No rental agreement may be signed by more than two persons in any apartment. Rental fees are set by the Board of Directors.
2. Rentals are permitted for any two out of four years as set by the Board of Directors.
3. Shareholders must submit a properly completed rental application to the Managing Agent. The prospective renter(s) must be interviewed and approved by the Membership Committee, Managing Agent or a duly appointed person prior to the rental taking occupancy. The Co-op House Rules Extract for Renters will be reviewed and must be signed by the prospective renters. The Site Office and the Managing Agent is empowered by the Board to grant or refuse approval of rental candidates.
4. Overnight occupancy by a renter and his/her guests is limited to no more than two persons in a studio, two persons in a one-bedroom apartment and four persons in a two-bedroom apartment, unless the shareholders sub-lease indicates fewer. During the rental period, no guest may occupy an apartment without at least one renter present. Rental units are permitted one (1) pet only. Persons occupying an apartment in the legal renter's absence will be considered trespassers, and the police will be notified. Sub-letting by the sub-lessee is not permitted in any situation.
5. Violation of any of these rules will result in automatic termination of the renter's lease.
6. Shareholders are responsible for assuring their renters know the proper operation and location of the smoke detectors, sand-filled buckets, fire extinguishers, fire alarm boxes and fire hoses.
7. Shareholders are responsible for the correction of any situation resulting from their renter's failure to comply with Co-op House Rules. Failure to correct the situation by the shareholder may result in any or all of the following: suspension of rental privileges, termination of the renter's lease, and assessment of an administrative fee to the shareholder.

RENTAL REGISTRATION FEES:

	Short Term Rental Fee	Long Term Rental Fee
	(30 – 45 Days)	(> 45 Days)
Studio	\$450.00	\$800.00
1 Bedroom	\$720.00	\$1,150.00
2 Bedroom	\$810.00	\$1,425.00
Ocean Front Units	\$1,080.00	\$1,900.00

ADDITIONAL INFORMATION:

1. Prospective renter(s) must be told by the unit's owner to schedule an interview by contacting the managing agent.
2. Prior to a renter's interview and occupancy of the unit, the Shareholders must submit the following items:
 - a. A fully executed, signed Shareholder's Application for Sub-rental,
 - b. A sub-lease agreement signed by all parties,
 - c. If there is no underlying mortgage on the unit, a statement from the shareholder stating such must be submitted,
 - d. If there is an mortgage on the unit, a waiver of the right to sublet clause must be submitted if such a waiver is required by the mortgage holder, or a copy of the recognition agreement showing no such restriction is required.
 - e. A copy of the Co-op Housed Rules extract for Renters signed and dated by the potential renters
3. A check for the appropriate rental registration fee (see above) made payable to Fire Island Pines, Inc. must be submitted by the Shareholder(s) with the application.
4. A Certificate of Insurance (COI) showing liability listing the cooperative unit under the shareholder's primary residence policy inclusive of a minimum of \$300,000 liability insurance, or a COI showing the shareholder's policy (HO-4) on the cooperative unit, inclusive of a minimum of \$300,000 liability insurance.
5. A Pet Registration form must be submitted along with a photograph of said pet must be submitted by the renter(s) prior to taking occupancy of the unit.

By signing below, I agree to follow of the house rules and rental rules as stated in this application.

Tenant Signature

Date

Tenant Signature

Date

Renter's Information

Please note that no rental agreement may be signed by more than two persons.

1) Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

2) Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

If one or more of the renters listed above have rented previously in the co-ops,
please fill out the following information:

Renter (s) _____

Years Rented: _____

Shareholder Name and Unit #: _____

To be completed after the interview:

Renters Agreement

I/we, the undersigned, have read and understand the Co-Op House Rules Extract for Renters and agree to abide by its terms.

It has been explained to me/us that these rules will be reviewed when I/we am/are interviewed by the membership committee and that I will need to re-affirm, at that time, my agreement to comply with all co-op rules. At the time of my/our interview I will be given another copy of the House Rules Extract for Renters along with a copy of the Fire Alarm System Information Guide.

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Date of Interview: _____

Interview Conducted by: _____

Renter (s) Name:

Name (Print)

Signature

Date

Name (Print)

Signature

Date

A signed copy of the Co-Op Rules for Renters must be attached to this document.

FIRE ISLAND PINES, INC.

CO-OP HOUSE RULES FOR RENTERS

Welcome. The Board of Directors and all Co-op members extend a warm welcome to all renters and visitors. The rules and regulations of the co-ops exist to help ensure a safe and happy summer. They also take into account the need to respect all cooperative neighbors' property and right to peaceful and quiet occupancy.

During your interview, these rules will be reviewed in detail. At the time of your occupancy interview, a copy of the enclosed House Rules will be given to you to keep in the apartment for your reference during the period of your sub-tenancy.

We very much appreciate your adherence to these rules and regulations. Unfortunately, failure to comply with the enclosed House Rules may result in the immediate termination of your lease. If your lease is terminated due to your failure to comply with the rules, you may not be entitled to a refund of any monies paid.

Should you have any questions or require any assistance during your occupancy period, please feel free to contact the Managing Agent

The hours of operation and contact information for the Site Office are posted outside the office, located under unit #156 off Harbor Walk.

Safety

1. Fire is the number one safety concern of the co-op and the community. Open fires and flames of any type are strictly prohibited except for attended candles inside a shareholder's unit.
2. Shareholders are responsible for keeping a charged fire extinguisher in their apartments. It is recommended a sand-filled fire bucket also be kept in the apartment.
3. Shareholders and renters must familiarize themselves with the fire detection system by carefully and periodically reviewing the co-op Fire Alarm System Information Guide. In the event of a fire, occupants must leave the apartment immediately and activate the alarm at the nearest pull station. If possible, 911 should be called and given complete details of the situation and its location.
4. The following items are prohibited from all areas on the Corporation's common property including decks and walkways: charcoal or wood burning barbeques, gas (e.g. propane) grills, open fires, lit candles and use of fireworks or sparklers.
5. UL approved electric grills are permitted to be used on the decks. They must not be left unattended while in use.
6. Proper caution must be observed when using electric heaters, burning candles, operating stoves, ovens and broilers which may not be left unattended. Electric outlets must not be overloaded. Only one portable heater may be plugged into an electrical outlet, with no other item plugged into the second outlet. No more than two light duty electrical items, i.e. lamps, radios, stereo units, etc. may be plugged into any type of extension cord. No heavy duty appliances of any kind, i.e. stove, microwave, portable air conditioner, space heaters may be plugged into any type of extension cord.
7. The boardwalks and stairways shall not be obstructed or used for any purpose other than entrance and exit to the apartments. Wagons and carriages are not to be left on the walkways.

8. Flower pots and planters may be placed on the deck railings only on first floor units. They may not be permanently attached to railing and must be elevated off the railing so as to allow ventilation to prevent the accumulation of mildew and rotting of the wood. Only the Corporation's approved flower boxes may be attached to the deck railings according to the Corporation's guidelines.
9. No shareholder, sub-tenant or any guest shall throw, place or drop a lit or unlit cigarette, match or other flammable item anywhere on the grounds, decks and or walkways.

Structure

1. Excessive weight on the structure and decks is prohibited. Overcrowding of decks is prohibited. Waterbeds are prohibited.
2. Shareholders may not make any alterations or installations to the exterior of the building without prior written approval by the Board of Directors. This includes the exterior siding, gates, deck (railing, flooring and ceiling).
3. Any alterations, installations, or remodeling must be submitted in writing using the proper application packet.
4. The responsibility for damages which result from interior installations in an apartment, whether or not these alterations had been approved by the Board, pass on in perpetuity to each successive shareholder of that apartment.
5. Chairs, storage cabinets and other furnishings on the deck, with the exception of umbrellas, may not reach a height greater than that of the deck's railing. All such furnishings must be stored inside the Shareholder's unit during the off-season.

Disturbances

1. The rights and privacy of adjoining and adjacent apartments must be respected at all times. The sounds of audio speakers, radios, televisions as well as other noise easily penetrate neighboring apartments and create a nuisance. Audio speakers are not allowed on decks. Musical instruments may be practiced only between the hours of 9:00 A.M. and 6:00 p.m. and for no more than two hours each day. Shareholders cannot give vocal or instrumental instruction at any time.
2. Construction is permitted on the following dates: Monday – Friday, September 16 to June 14, 7:00 A.M. to 6:00 P.M. No construction is permitted on Saturday and Sundays, year round. With the exception of emergency repairs, shareholders and/or contractors may not perform major renovations or alterations, as defined as by the Board of Directors, between June 15 to September 15.
3. Pets may not disturb neighbors at any time and must be leashed whenever they are on corporation property.
4. Shareholders of second floor apartments must carpet, with padding, 100 % of the living room and downstairs bedroom floor spaces. Building "A" apartments and upstairs loft space of other apartments are exempt. Scatter rugs are not acceptable to fulfill this requirement.

Maintenance

1. Requests for repairs must be conveyed to the Site Office by phone or fax using the Work Order Form.
2. Co-op personnel are permitted to perform personal work or work for hire for a shareholder during employee's salaried hours on a cost per hour for labor (as set by the

Board of Directors) plus the cost of all materials. Performance of work is subject to employee availability as corporate jobs take precedence over side work.

3. Refuse must be put in tied plastic bags and put inside garbage cans. Recyclable materials must be separated and placed in the proper container. Newspapers and magazines should be tied with string or put in paper bags and placed next to garbage cans. Cardboard boxes should be flattened, tied and placed next to the garbage cans.
4. Dirt and debris must not be thrown from decks or stored under buildings.
5. Only toilet paper may be placed in toilets. Grease, towels, rags, coffee grind, sanitary napkins, paper towels may not be put into toilets or drains.
6. Arrangements with the town cartage service must be made to remove any items that cannot easily be placed in one of the garbage container. No large items may be placed in or adjacent to the garbage stations or in the maintenance area.
7. An agent of the Lessor may enter a shareholder's apartment in order to inspect and take measures to control infestation and nesting of vermin, insects or pests.
8. A Shareholder must provide the Lessor with a copy of the key(s) to his/her apartment and to his/her exterior shed. A Shareholder who changes an existing lock must immediately deliver a copy of the new key to the Site Office. If a key has not been provided to the Lessor, any costs incurred by the Lessor in gaining entrance and securing an apartment will be charged to the shareholder.
9. Shareholder may notify LIPA to suspend electrical service during the off-season. If this is done, service may not be suspended prior to December 1st and must be restored no later than April 1st.
10. End-of-season draining of the plumbing and/or any appliance by a shareholder is prohibited.

Grounds

1. Any proposed plans to remove, alter or add to the natural vegetation on co-op property must be submitted in advance to the Grounds Committee Chairperson for approval.
2. Exterior/outdoor fixtures and equipment may not be moved or tampered with.
3. Dog owners, according to New York State law, are responsible for having their dogs leashed at all times outside their apartments. No pets are allowed to defecate on the walks or grounds of the Corporation's property.
4. According to Federal and local laws, the feeding of deer and other wild animals is prohibited, including on the grounds of the cooperative.

Exterior

1. Signs, notices, advertisements, antennae/satellite dishes are all prohibited on decks, building exteriors, or exposed from apartment windows except with Board approval.
2. Towels, clothing or other articles may not be hung over deck railings.
3. Installation and use of any permanent outdoor lighting must be approved in writing by the Board prior to installation and use. Any approved lighting may not intrude on any neighbors.
4. The decks may be occupied by deck furniture, including chairs, tables and umbrellas along with plants and planters. All items, except for the umbrella and plants, may not protrude above the height of the railing. Exception to this directive can only be made by written request to the Board of Directors. Any other furnishings or items used or stored on the deck must have approval by the Board of Directors. Umbrellas must be kept in the closed position when the shareholder is not in residence. It is the shareholder's

responsibility to remove all items on the deck, except for approved affixed items, must when requested by the Corporation to allow proper maintenance of the deck.

5. Area rugs made of natural fibers such as straw and sisal may be placed on the deck floors. No more than 50% of the deck may be covered. The rug must be removed during the off season. Any damage due to rotting of the wooden deck as determined by the Corporation will be the responsibility of the shareholder.
6. Retractable awning installation is permitted on certain decks based on the building structure according to the Corporation's specification sheet and is subject to the Engineer's approval.

Renter's Occupancy

1. Overnight occupancy by a renter and his/her guests is limited to no more than two persons in a studio, two persons in a one bedroom apartment and four persons in a two bedroom apartment, unless the shareholder's sub-lease indicates fewer.
 - a. During the rental period, no guest may occupy an apartment without at least one renter present. Note: Violation of this rule will automatically terminate the renter's lease.
 - b. Persons occupying an apartment in the legal renter's absence will be considered trespassers, and the police will be notified. Subletting by the sub-lessee is not permitted in any situation and will automatically result in termination of the renter's lease.
2. No more than one (1) pet is permitted in any apartment.
 - a. Dog owners, according to New York State Law, are responsible for having their dogs leashed at all times outside their apartments.
 - b. Pets are not allowed to defecate on the walks or grounds of co-op property.
 - c. All pets must be registered with the site office, including a photograph.

To be completed by the Renter(s):

I/we the undersigned acknowledge I/we have read and fully understand the CO-OP HOUSE RULES FOR RENTERS and agree I/we will abide by them.

Signature and Date: _____

Signature and Date: _____