

BID PACKET

BID SUBMISSION DOCUMENTS

Thursday, September 2, 2010
1 Centre Street
20th Floor North Conference Room
New York, NY 10007

Doors Open at 10:00 a.m.
10:00 a.m. - 11:00 a.m. Sealed Bids Accepted
11:00 a.m. Sealed Bids Opened

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INSTRUCTIONS

Thank you for your interest in leasing, licensing or permitting New York City-owned property. The following information is provided to assist you in completing the enclosed documents and to prepare you for the auction and/or bid. Please read all the information carefully before completing the required documents. Further, you are advised to inspect the properties and read the brochure thoroughly before you bid.

All prospective bidders are also advised to consult an architect, engineer or other qualified advisors regarding the zoning and other land use regulations applicable to the subject properties. For information on Zoning, contact the Department of City Planning at (212) 720-3291, 9 a.m. to noon, 1 p.m. to 4 p.m. For information regarding EXACT zoning requirements, consult the New York City Zoning Resolution, a copy of which is available for review at the Municipal Reference Library (212) 788-8590, 31 Chambers Street, Room 112, New York, NY 10007, call for hours or visit online at nyc.gov/records. For additional information, please call the Department of Citywide Administrative Services at (212) 669-2111.

AUCTION DAY BID SUBMISSION REQUIREMENTS

I. ALL BIDS MUST BE HAND-DELIVERED TO 1 CENTRE STREET, 20TH FLOOR NORTH CONFERENCE ROOM, NEW YORK, NY BETWEEN 10:00 A.M. AND 11:00 A.M. ON THURSDAY, SEPTEMBER 2, 2010. EACH BID SHOULD BE IN A SEPARATE SEALED BID ENVELOPE CLEARLY MARKED WITH BOROUGH, BLOCK, LOT, PARCEL NUMBER AND LEASE AUCTION AND/OR REQUEST FOR BIDS DATE. FAILURE TO PROVIDE ALL OF THE FOLLOWING WILL RESULT IN THE REJECTION OF A BID.

A. **SECURITY DEPOSIT**

SECURITY DEPOSIT in the form of a **Certified Check, Cashier's Check or Postal Money Order** made payable to the "NYC Office of the Comptroller" in the amount of one-quarter the Annual Bid Rent for Long-Term Leases or, three (3) times the Monthly Bid Rent for Short-Term Leases, Licenses or Occupancy Permits. If you are using money orders for your submission, you must use postal money orders. Personal money orders are not acceptable.

B. **BID RENT or PERMIT FEE**

ONE TWELFTH THE ANNUAL BID RENT OR PERMIT FEE for Long-Term Leases or Occupancy Permits or, ONE MONTH'S BID RENT for Short-Term Leases in the form of a **Certified Check, Cashier's Check or Postal Money Order** made payable to the "NYC/DCAS/DRES". If you are using money orders for your submission, you must use postal money orders. Personal money orders are not acceptable.

C. **SEALED APPLICATION FORM AND DISCLOSURE STATEMENT FOR COMMERCIAL LEASING, LICENSING OR PERMITTING (the "DISCLOSURE STATEMENT") (THESE FORMS ARE INCLUDED IN THE BID PACKET)**

Complete the Sealed Application Form and Disclosure Statement(s).

Sealed Bid Application Form and Disclosure Statement(s) are required for any bidder wishing to lease, license or permit property. If the bidder is a partnership, the partnership must complete a Partnership/Corporate Disclosure Statement and a separate Individual Disclosure Statement must be completed by each partner with a 10% or greater ownership or voting interest. If the bidder is a corporation, the corporation must complete a Partnership/Corporate Disclosure Statement and a separate Individual Disclosure Statement is required for all individuals whose ownership or voting interest in the corporation is ten percent (10%) or greater.

BE SURE TO HAVE THE DISCLOSURE STATEMENT NOTARIZED.

MAKE ADDITIONAL COPIES OF FORMS AS NEEDED.

D. **PROOF OF MINIMUM NET WORTH REQUIREMENT/PERSONAL GUARANTEE (THESE FORMS ARE INCLUDED IN THE BID PACKET)**

Bidder must provide evidence that bidder meets the Minimum Net Worth ("MNW") requirements as set forth in the Offering Terms and Conditions in the Lease Auction Brochure or Request For Bids. For bidders of Long-Term Leased Property, the MNW is twice the Annual Bid Rent or Permit Fee. Proof must include a current financial statement or a letter from a certified public accountant. If a bidder is unable to provide the evidence described above, the bidder may provide a personal guarantee from a guarantor which meets the Minimum Net Worth Requirement on the day of the Lease Auction or Request For Bids.

A sample form of financial statement consisting of a balance sheet and income statement for both a corporate bidder and an individual bidder have been included in the Bid Packet as one method of disclosure for bidders to utilize in providing evidence of MNW. However, any similar form disclosing adequate data may be utilized.

MAKE ADDITIONAL COPIES OF FORMS AS NEEDED.

E. PROOF OF IDENTIFICATION

Bidders are required to provide copies of two pieces of identification one of which must be either a valid drivers license, non-drivers photo I.D. issued by the Department of Motor Vehicles or a valid passport and proof of domicile (e.g. a utility bill) and, for business entities, proof of principal place of business satisfactory to the City of New York during the bid qualification process.

II. CORPORATION, PARTNERSHIP OR SOLE PROPRIETORSHIP

In addition to complying with the auction bid submission requirements set forth above, a corporation, partnership or sole proprietorship **MUST SUBMIT** the following additional documents which can be found in the bid packet (**IF ANY OF THESE FORMS ARE NOT SUBMITTED BY THE BIDDER WHERE REQUIRED OR ARE INCORRECTLY COMPLETED, A BID MAY BE REJECTED**):

A. Corporation: A Corporation must provide all of the following items:

1. Resolution of the Board of the corporation authorizing participation in the auction or request for bids. (A sample form is enclosed.)
2. Incumbency Certificate disclosing the names of the officers and verifying their signatures. (A sample form is enclosed.)
3. Certificate of Good Standing issued by the State of New York verifying the corporation's status.

A Certificate of Good Standing (short form) verifies a corporation's status as a duly formed corporation in good standing with the State of New York. This document can be obtained from:

New York State Department of State
The Division of Corporations & State Records
One Commerce Plaza
99 Washington Avenue
Albany, NY 12231
(518) 473-2492

When requesting this form, a \$50 special handling fee is required. This fee must be in the form of a certified check or money order payable to New York State Department of State. You will receive the Certificate within two (2) weeks of receipt by the Department of State of your request. If you are not able to obtain the Certificate prior to the auction, a copy of your filing receipt may be included with your bid packet.

B. Partnership or Sole Proprietorship must provide the following item:

A certified copy of **Certificate of Partnership** or **Certificate of Doing Business Under an Assumed Name** pursuant to section 130 of the New York State General Business Law.

A Business Certificate for a newly formed Partnership or Sole Proprietorship can be obtained from a local stationery store. The partners or sole proprietor must complete and file the Certificate in the Office of the Clerk in the County in which the partnership or sole proprietorship is registered. If the partnership or sole proprietorship is registered in the City of New York, a copy can be obtained from A certified copy of Certificate of Partnership or Certificate of Doing Business under an Assumed Name.

MANHATTAN
County Clerk
60 Centre Street
Room 109-B
New York, NY 10007
(646) 386-5955

BRONX
County Clerk
851 Grand Concourse
Room 118
Bronx, NY 10451
(718) 618-3348

STATEN ISLAND
County Clerk
130 Stuyvesant Place
1st Floor
Staten Island, NY 10301
(718) 675-8960

BROOKLYN
County Clerk
360 Adams Street
Room 189
Brooklyn, NY 11201
(347) 404-9754

QUEENS
County Clerk
88-11 Sutphin Blvd.
Jamaica, NY 11435
(718) 298-0608

PLEASE NOTE: THE BOROUGH OFFICES OF THE CLERK REQUIRE FIVE (5) BUSINESS DAYS TO ISSUE A CERTIFIED CERTIFICATE.

- C. At the sole discretion of the Deputy Commissioner or her designee, a personal guarantee may be required of any bidder (including principal shareholders of any corporate bidder. A “principal shareholder” shall be defined as one owning 10% or greater of the outstanding shares of said corporation) guaranteeing the monetary obligations of Lessee in conjunction with the execution of the Lease, License or Occupancy Permit.

THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
DIVISION OF REAL ESTATE SERVICES

SEPTEMBER 2, 2010
BID FORM

INSTRUCTIONS:

Please complete a **separate Bid Form** for each parcel to be bid upon. In the spaces provided below, enter the amount you are bidding as stated in both numerals and in words. Only fully completed Bid Forms with a bid amount that meets or exceeds the minimum bid amount specified in the Public Lease Auction Brochure or Request For Bids will be considered valid.

IMPORTANT NOTE:

Bids for Parcels 1, 2, and 3 must be given as an ANNUAL RENTAL AMOUNT

Bidder must provide the following information:

PARCEL #: _____ BORO: _____ BLOCK: _____ LOT _____

Write Bid Amount in numbers below:

\$ _____

Write Bid Amount in words below:

Please explain your specific intended use of the property below:

Note: Bidders are fully responsible for determining whether the proposed use of the property is in conformance with applicable zoning and other regulations.

Name of Bidder: _____
print clearly

Signature of Bidder: _____

=====

For Division of Real Estate Services use only:

Opened by: _____ Date: _____

Reviewed by: _____ Date: _____

**INDIVIDUAL
DISCLOSURE STATEMENT FOR COMMERCIAL LEASING**

Please type your response or print using a ballpoint pen
THIS DISCLOSURE STATEMENT MUST BE NOTARIZED

Date _____

If any additional space is required for any response, attach additional pages to this document. All additional pages must be identified at the top with the applicant's name, borough, block and lot of the property requested for leasing and the page and number of the question to which the response corresponds.

Applicant's
Name _____ Borough _____ Block _____ Lot/s _____

1. INDIVIDUAL (complete information below):

(Name) (Date of Birth) (Social Security #)

(Home Address) (City) (State) (Zip Code)

How long at this Address? _____

(Employer) (Occupation)

(Business Address) (City) (State) (Zip Code)

(Home Telephone Number) (Business Telephone Number)

2. Have you owned, leased or managed any non-City owned real property (this includes residential, commercial, vacant land, etc.) in New York City within the last 5 years?

_____ **Yes** _____ **No**

If yes, list the borough, block, lot, address, owner of record, dates owned, managed or leased (add additional page, if necessary).

BORO BLOCK LOT(S) OWNER OF RECORD/ADDRESS DATES OWNED/MANAGED/LEASED

Applicant's

Name _____ Borough _____ Block _____ Lot/s _____

3. Have you defaulted on any obligations to pay any of the following?

Real Estate Taxes	_____ Yes	_____ No
Water/Sewer Rents and Charges	_____ Yes	_____ No
Other Legally Mandated Charges	_____ Yes	_____ No

If yes, please provide pertinent details of the default below or on a separate piece of paper.

4. Are there any judgments currently outstanding against you resulting from lawsuits brought by the City of New York or any of its Agencies?

_____ **Yes** _____ **No**

If yes, specify the type and amount of the judgment, the date, court, county and docket number.

5. Are there any judgments currently outstanding against you other than those listed in question 4?

_____ **Yes** _____ **No**

If yes, specify the type and amount of the judgment, the date, court, county and docket number.

6. Are you currently a party in any lawsuit in which DCAS or DRES or the City of New York or any of its Agencies is also a party? If yes, specify the nature of the litigation, court, the date and docket number.

_____ **Yes** _____ **No**

7. Please provide name of current employer or name of business, if self-employed and annual income.

Name: _____

Address: _____

Annual Income: _____

Year Employed: _____

If you are a City employee, please state your position and the name of the agency.

(Agency)

(Position)

Applicant's
Name _____ Borough _____ Block _____ Lot/s _____

8. Within the past ten (10) years, have you ever been convicted of a crime(s)?
 Yes No

If yes, identify the charges, the court(s) in which you were convicted, and the disposition of each matter.

9. Have you had a lease, license or permit for the use or possession of property from the City of New York? If yes, specify the address(es) of the property and the dates of the lease, license or permit.
 Yes No

If yes, have you defaulted on any of your obligations relating to any lease, license or permit for this property? If yes, specify the reason for the default.

Yes No

- 10a. Have you purchased property from the City of New York? If yes, specify the address of the property and date you bid and/or purchased this property.
 Yes No

- 10b. Do you have a mortgage with the City of New York? If yes, specify the property associated with this mortgage.
 Yes No

- 10c. If yes to 10a or 10b, have you defaulted on any of your obligations relating to the purchase and/or mortgage of this property? If yes, specify the details.
 Yes No

Applicant's
Name _____ Borough _____ Block _____ Lot/s _____

11. Have you ever defaulted on any local, state, or federal government contract? If yes, specify the details.

_____ **Yes** _____ **No**

12. Have you ever been barred from bidding or declared not responsible by a local, state, or federal government agency, entity or authority? If yes, please explain.

_____ **Yes** _____ **No**

13. Have you declared bankruptcy within the past 5 years?

_____ **Yes** _____ **No**

14. Are you a principal (holding a 10% or greater voting or equity interest) in any entity that has defaulted on any contract or other obligation to the City within the last 5 years?

_____ **Yes** _____ **No**

15. Please provide two (2) bank references:

BANK REFERENCES

Bank Name (1) _____

Bank Name(2) _____

Bank Address _____

Bank Address _____

Account # _____

Account # _____

Name on Account _____

Name on Account _____

Type of Account _____

Type of Account _____

Applicant's

Name _____ Borough _____ Block _____ Lot/s _____

I understand that the City of New York (the City) will rely on the truthfulness of this disclosure statement and any financial statements, representations of net worth and credit information statements submitted as part of my bid (The Statement) in determining my eligibility to lease, license or permit the property. The City may obtain a credit report(s) on me in connection with this application or any Lease, License or Occupancy Permit relating thereto. If I ask, the City will tell me whether it has obtained a credit report and the name of the credit bureau.

I hereby authorize the release of information to the Deputy Commissioner or designee of the New York City Department of Citywide Administrative Services, Division of Real Estate Services pertaining to applicant's payment of taxes, fees, charges or other obligations to the United States government and the City and State of New York by the appropriate agents of said governmental bodies.

I understand that this Lease, License or Occupancy Permit application and bid packet may be rejected by the City of New York. I further acknowledge that the property will not be used for any illegal purposes. I agree that if anything arises which changes any of the statements I have made, I will promptly notify the Division of Real Estate Services in writing.

This Statement and all documents pertaining to the bid submission are intended to be a written instrument as defined in Article 175 of the Penal Law, and I understand that any false statement may be punishable as a Class E felony. If the Division of Real Estate Services discovers any material misrepresentation, omission or false statement, the Division of Real Estate Services will not grant me the right to lease, license or permit and I may be prohibited from leasing, licensing or permitting City-owned property.

1) Individual's Name (print)

2) Individual's Signature

Sworn to and subscribed before me this
____ day of _____, 201__

Notary Public or Commissioner of Deeds

Affix Corporate Seal

Applicant's
Name _____ Borough _____ Block _____ Lot/s _____

INDIVIDUAL FINANCIAL STATEMENT
(Please provide additional pages, if necessary)

BALANCE SHEET

Assets

Cash, including checking & savings accounts \$ _____
(Indicate name of institutions and account numbers) \$ _____

Stocks and Bonds \$ _____
(list names of issuers) \$ _____
\$ _____

Installment debts \$ _____
\$ _____
\$ _____

Real estate loans \$ _____
(Indicate name of lending institution) \$ _____

Auto loans \$ _____
(Indicate name of lending institution)

Real estate owned (market value) \$ _____
Net worth of businesses owned; \$ _____
attach financial statement

Loans receivable \$ _____
Other tangible assets \$ _____

Total Assets \$ _____ (A)

Liabilities

Home Mortgage \$ _____
Other real estate loans \$ _____
Car Loans \$ _____
Other debts (list) \$ _____

Total Liabilities \$ _____ (B)

Net Worth (A Minus B) \$ _____

Applicant's
Name _____ Borough _____ Block _____ Lot/s _____

INDIVIDUAL FINANCIAL STATEMENT CONTINUED
(Please provide additional pages, if necessary)

INCOME STATEMENT

Salary or Wages \$ _____

Interest Income \$ _____

Other Income (describe)

_____ \$ _____

Less (annual expenditures):

Rent \$ _____

Mortgage \$ _____

Car loan or lease \$ _____

Other debt payments \$ _____

=====

Net Income \$ _____

I certify that the above information to the best of my knowledge is correct.

Signature

Applicant's
Name _____ Borough _____ Block _____ Lot/s _____

**PARTNERSHIP/CORPORATE
DISCLOSURE STATEMENT FOR COMMERCIAL LEASING**

IF THE APPLICANT IS A PARTNERSHIP, CORPORATION OR NOT-FOR-PROFIT ORGANIZATION, PLEASE COMPLETE THE INDIVIDUAL DISCLOSURE STATEMENT FOR COMMERCIAL LEASING FOR EACH MEMBER WHO HAS AT LEAST 10% OWNERSHIP INTEREST IN THE BUSINESS ENTITY.

Please type your response or print using a ballpoint pen
**** ALL DISCLOSURE STATEMENTS MUST BE NOTARIZED****

Date _____

If any additional space is required for any response, attach additional pages to this document. All additional pages must be identified at the top with the applicant's name, borough, block and lot of the property requested for leasing, licensing or permitting and the page and number of the question to which the response corresponds.

1. THE APPLICANT IS: (A) Partnership, (B) Corporation, (C) Not-for-profit Organization
(CHECK ONE)

(A) _____ **Partnership**

_____ (Name of Partnership)		_____ (Employer ID #)	
_____ (Address)	_____ (City)	_____ (State)	_____ (Zip Code)
_____ (Telephone #)			
_____ (Date of formation of Partnership)		_____ (State of Formation)	

Applicant's
Name _____ Borough _____ Block _____ Lot/s _____

(B) _____ Corporation

(Name of Corporation) (Employer ID #)

(Address) (City) (State) (Zip Code)

(Telephone #)

(Date of formation of Corporation) (State of Formation)

(C) _____ Not-for-Profit Organization

(Name of Not-for-Profit) (Employer ID #)

(Address) (City) (State) (Zip Code)

(Telephone #)

(Date of Formation) (State of Formation)

2. LIST OF INDIVIDUALS IN BUSINESS ENTITY WITH A 10% OR GREATER OWNERSHIP OR VOTING INTEREST. AN INDIVIDUAL DISCLOSURE STATEMENT IS REQUIRED FOR ALL INDIVIDUALS LISTED BELOW.

Name _____ Date of Birth _____ Soc. Sec. # _____

Home Address: _____ Home Tele. #: _____

Business Address: _____ Bus. Tele. #: _____

Title: (held in business entity): _____

Occupation: (if other) _____

Applicant's

Name _____ Borough _____ Block _____ Lot/s _____

Name _____ Date of Birth _____ Soc. Sec. # _____

Home Address: _____ Home Tele. #: _____

Business Address: _____ Bus. Tele. #: _____

Title: (held in business entity): _____

Occupation: (if other) _____

Name _____ Date of Birth _____ Soc. Sec. # _____

Home Address: _____ Home Tele. #: _____

Business Address: _____ Bus. Tele. #: _____

Title: (held in business entity): _____

Occupation: (if other) _____

Name _____ Date of Birth _____ Soc. Sec. # _____

Home Address: _____ Home Tele. #: _____

Business Address: _____ Bus. Tele. #: _____

Title: (held in business entity): _____

Occupation: (if other) _____

Name _____ Date of Birth _____ Soc. Sec. # _____

Home Address: _____ Home Tele. #: _____

Business Address: _____ Bus. Tele. #: _____

Title: (held in business entity): _____

Occupation: (if other) _____

3. Has the corporation owned, leased or managed any non-City owned real property (this includes residential, commercial, vacant land, etc.) in New York City within the last 5 years?

_____ **Yes** _____ **No**

If yes, list the borough, block, lot, address, owner of record, dates owned, managed or leased (add additional page, if necessary).

BORO BLOCK LOT(S) ADDRESS OWNER OF RECORD/ADDRESS DATES OWNED/MANAGED/LEASED

Applicant's

Name _____ Borough _____ Block _____ Lot/s _____

4. Has the corporation defaulted on any obligations to pay any of the following?

Real Estate Taxes _____ **Yes** _____ **No**

Water/Sewer Rents and Charges _____ **Yes** _____ **No**

Other Legally Mandated Charges _____ **Yes** _____ **No**

If yes, please provide pertinent details of the default below or on a separate piece of paper.

5a. Are there any judgments currently outstanding against the corporation resulting from lawsuits brought by the City of New York or any of its Agencies?

_____ **Yes** _____ **No**

If yes, specify the type and amount of the judgment, the date, court, county and docket number.

5b. Are there any judgments currently outstanding against the corporation other than those stated above?

_____ **Yes** _____ **No**

If yes, specify the nature of litigation (court, county and docket number.)

6. Is the corporation currently a party in any lawsuit in which DCAS or DRES or the City of New York or any of its Agencies is also a party? If yes, specify the type and amount of the judgment, the date, court, county and docket number.

_____ **Yes** _____ **No**

7. Within the past ten (10) years, has the corporation been convicted of a crime(s)?

_____ **Yes** _____ **No**

If yes, identify the charges, the court(s) in which the corporation was convicted, and the disposition of each matter.

8. Has the corporation had a lease, license or permit for the use or possession of property from the City of New York within the last 5 years? If yes, specify the address(es) of the property and the dates of the lease, license or permit.

_____ **Yes** _____ **No**

Applicant's

Name _____ Borough _____ Block _____ Lot/s _____

9a. Has the corporation defaulted on any of its obligations relating to any lease, license or permit for this property? If yes, specify the reason for the default.

_____ **Yes** _____ **No**

9b. Has the corporation defaulted on any of its obligations relating to **any** lease **at any time** with the City of New York? If yes, specify the reason for the default.

_____ **Yes** _____ **No**

10a. Has the corporation purchased property from the City of New York within the last 5 years? If yes, specify the address of the property and date you bid and/or purchased this property.

_____ **Yes** _____ **No**

10b. Does the corporation have a mortgage with the City of New York? If yes, specify the property associated with this mortgage.

_____ **Yes** _____ **No**

11. Has the corporation defaulted on any of its obligations relating to the bid/purchase and/or mortgage of this property? If yes, specify the details.

_____ **Yes** _____ **No**

12. Has the corporation ever defaulted on any local, state, or federal government contract? If yes, specify the details.

_____ **Yes** _____ **No**

13. Has the corporation ever been barred from bidding or declared not responsible by a local, state, or federal government agency, entity or authority? If yes, please explain.

_____ **Yes** _____ **No**

Applicant's
Name _____ Borough _____ Block _____ Lot/s _____

14. If corporate entity, are you in arrears on payments of any Federal, City or State of New York taxes, fees or charges?

_____ **Yes** _____ **No**

15. Has the corporation declared bankruptcy with the last (5) years?

_____ **Yes** _____ **No**

Please provide two (2) bank references:

BANK REFERENCES

Bank Name (1) _____ Bank Name(2) _____

Bank Address _____ Bank Address _____

Account # _____ Account # _____

Name on Account _____ Name on Account _____

Type of Account _____ Type of Account _____

Applicant's

Name _____ Borough _____ Block _____ Lot/s _____

We understand that the City of New York (the City) will rely on the truthfulness of this disclosure statement and any financial statements, representations of net worth and credit information statements submitted as part of my bid (The Statement) in determining my eligibility to lease, license or permit property. The City may obtain a credit report(s) on me in connection with this application or any lease, license or occupancy relating thereto. If asked, the City will inform this corporation whether it has obtained a credit report and the name of the credit bureau.

I hereby authorize the release of information to the Deputy Commissioner or designee of the New York City Department of Citywide Administrative Services, Division of Real Estate Services pertaining to applicant's payment of taxes, fees, charges or other obligations to the United States government and the City and State of New York by the appropriate agents of said governmental bodies.

I understand that this lease, license or occupancy application and bid packet may be rejected by the City of New York. I further acknowledge that the property will not be used for any illegal purposes. I agree that if anything arises which changes any of the statements I have made, I will promptly notify the Division of Real Estate Services in writing.

This Statement and all documents pertaining to the bid submission are intended to be a written instrument as defined in Article 175 of the Penal Law, and I understand that any false statement may be punishable as a Class E felony. If the Division of Real Estate Services discovers any material misrepresentation, omission or false statement, the Division of Real Estate Services will not grant me the right to lease, license or permit, and I may be prohibited from leasing, licensing or permitting City-owned property.

1) Individual's Name (print)

1) Individual's Name (print)

2) Individual's Signature

2) Individual's Signature

Sworn to and subscribed before me this
____ day of _____, 201__

Sworn to and subscribed before me this
____ day of _____, 201__

Notary Public/Commissioner of Deeds

Notary Public/Commissioner of Deeds

Name of Entity (Print)

Name of Officer/Title

Signature of Officer

Sworn to and subscribed before me this
____ day of _____, 201__

Notary Public or Commissioner of Deeds

Affix Corporate Seal

Applicant's
Name _____ Borough _____ Block _____ Lot/s _____

**RESOLUTION OF THE BOARD OF
DIRECTORS OF CORPORATION**

Upon motion duly made, seconded and voted upon,

BE IT RESOLVED that the corporation was authorized to execute the Lease, License or Occupancy Permit from the City of New York pertaining to the property known as Block _____ Lot(s) _____, in the Borough of _____, designated as Parcel # _____ in the Public Lease Auction Brochure or Request For Bids held on _____, 201____, for a price of not less than \$ _____ (the "Upset Price") upon the terms and conditions set forth in the Lease, License or Occupancy Permit a copy of which together with any special terms and conditions are made part of the aforesaid Public Lease Auction and Request For Bids Brochure; and

BE IT RESOLVED that _____, President, and/or _____, Vice President, and each or either of them (or their authorized designee/s) is/are hereby authorized and directed to make any required deposits and to execute the Lease, License or Occupancy Permit and take such other action and execute such other documents as may be necessary or desirable to consummate the aforesaid lease on behalf of the corporation.

The above is certified to be a true copy of a resolution duly adopted by the Board of Directors of _____ Corporation at a meeting thereof, duly called, on the _____ day of _____, 201____, at which meeting a quorum was present.

Secretary

Corporate Seal:

Applicant's
Name _____ Borough _____ Block _____ Lot/s _____

INCUMBENCY CERTIFICATE OF SECRETARY

I, _____, the Secretary of _____,

EIN# _____ certify that from my examination of the minute book and other pertinent records of said corporation now in my possession, and of my knowledge, the following persons are officers of said corporation and that the following are their true signatures:

PRESIDENT: _____
(Print or Type) (Original Signature)

(S.S. #) (% Ownership)

VICE-
PRESIDENT: _____
(Print or Type) (Original Signature)

(S.S. #) (% Ownership)

SECRETARY: _____
(Print or Type) (Original Signature)

(S.S. #) (% Ownership)

TREASURER: _____
(Print or Type) (Original Signature)

(S.S. #) (% Ownership)

IN WITNESS WHEREOF, I have hereto set my hand and affixed the seal of _____
of New York, on this _____ day of _____, 201____.

Secretary

(CORPORATE SEAL)

CORPORATE FINANCIAL STATEMENT
 (Please provide additional pages, if necessary)

BALANCE SHEET

Assets

Current Assets

Cash and temporary cash investments	\$ _____
Accounts receivable less allowance for doubtful accounts	\$ _____
Inventories	\$ _____
Prepaid expenses	\$ _____

Total Current Assets \$ _____

Investments and other assets

Investments in and advances to jointly-owned companies	\$ _____
Other assets	\$ _____

Property, plant and equipment, at cost

Land	\$ _____
Buildings	\$ _____
Machinery and equipment	\$ _____
Less accumulated depreciation	\$ _____

Total Assets \$ _____

Liabilities and Share owner's Equity

Current Liabilities

Accounts payable:	\$ _____
Trade	\$ _____
Affiliated companies	\$ _____
Outstanding checks	\$ _____
Accrued maturities	\$ _____
Income taxes	\$ _____
Current maturities of long-term debt	\$ _____

Total Current Liabilities \$ _____

Long-term debt

\$ _____

Share owners equity

Common shares	\$ _____
Additional paid-in capital	\$ _____
Retained earnings	\$ _____

Total Liabilities and Share owners Equity \$ _____

Applicant's
Name _____ Borough _____ Block _____ Lot/s _____

CORPORATE FINANCIAL STATEMENT CONTINUED
(Please provide additional pages, if necessary)

INCOME STATEMENT

Net Sales	\$ _____	
Cost of Products sold		\$ _____
Gross Profit		\$ _____
Selling and administrative expenses		\$ _____
Earnings from operations		\$ _____
Other revenues		\$ _____
Interest and debt expense		\$ _____
Earnings before income taxes		\$ _____
Income taxes		\$ _____
Net Earnings		\$ _____

I certify that the above information is to the best of my knowledge correct.

Signature

Applicant's Name _____ Borough _____ Block _____ Lot/s _____

PERSONAL GUARANTEE

WHEREAS, _____, residing/with offices at _____, is desirous of entering into the lease hereinafter mentioned, as Tenant, and is hereinafter referred to as "Tenant"; and

WHEREAS, the Guarantor residing at _____, hereby requests the City of New York by its Department of Citywide Administrative Services, Division of Real Estate Services hereinafter designated as "Landlord", to enter into a Lease, License or Occupancy Permit with Tenant, for the land and/or building known as Block _____, Lot(s) _____ in the Borough of _____, the result of a Lease Auction or Request For Bids held on _____; and

WHEREAS, Landlord has required receipt of a personal guarantee as a condition for its entering into said lease;

NOW, THEREFORE, to induce Landlord to enter said lease, the undersigned, hereinafter referred to as "Guarantor", the Guarantor hereby agrees:

- 1. Guarantor unconditionally guarantee to the Landlord and the successors and assigns of Landlord the full and punctual payment by Tenant, of all the terms, covenants and conditions with respect to monetary obligations of Tenant in said lease contained on Tenant's part to be observed.
2. The Guarantor waives notice of any breach or default by Tenant. This Guarantee will not be affected by any changes in the Lease, License or Occupancy Permit and in such event this Guarantee shall be deemed to be modified in accordance with the terms of such modification of the Lease, License or Occupancy Permit.
3. Guarantor waives his/her right to trial by jury in any claim related to the Lease, License or Occupancy Permit or this Guarantee.
4. This Guarantee shall apply to the said Lease, License or Occupancy Permit any extension or renewal thereof and to any holdover term following the term hereby granted or any extension or renewal thereof.
5. This instrument may not be changed, modified, discharged or terminated orally or in any manner other than by an agreement in writing signed by Guarantor and the Landlord.

IN WITNESS WHEREOF, Guarantor has hereunto set his hand and seal the ___day of _____, 201___.

GUARANTOR

Signature

Print name

STATE OF _____)
)ss
COUNTY OF _____)

On this ___day of _____, 201___, before me personally appeared _____ to me known and to me known to be the person described in and who executed the foregoing instrument and acknowledged that (s)he executed the same.