

**Wetherole Tenants Corp.  
66-15 Wetherole Street  
Rego Park, NY 11374**

**SUBLET OF APARTMENT#:** \_\_\_\_\_

Enclosed is your application to sublet the above-mentioned apartment. The purpose of this application is to permit the Admissions Committee and the Board of Directors of Wetherole Tenants Corp. to expeditiously process your request to sublease. Please answer all questions. Do not leave any questions blank or unanswered. If the questions do not apply to your situation, write N/A (not applicable) in the space provided. **THE COMMITTEE AND BOARD WILL NOT PROCESS AN INCOMPLETE APPLICATION. APPLICATIONS WHICH DO NOT HAVE ALL THE SUPPORTING DOCUMENTATION WILL BE CONSIDERED INCOMPLETE AND MAY BE SUMMARILY REJECTED BY THE ADMISSIONS COMMITTEE.** It is strongly recommended that you submit this application as soon as possible to avoid any delay in the approval process. Before this application can be processed, the following information must be forwarded to the Admissions Committee:

- \_\_\_\_\_ 1. Letter from current employer on company letterhead verifying salary, position, length of employment and the likelihood of continued employment. **(Please note we do not request employment verification by internet).**
- \_\_\_\_\_ 2. Letter from present banks confirming balance in accounts or copies of most recent bank statements.
- \_\_\_\_\_ 3. Letter from current landlord or Mortgage Company verifying status of tenancy or date of Mortgage and payment history. If renting, Landlord Character Reference.
- \_\_\_\_\_ 4. **Two (2)** letters of personal reference from person other than relative and **two (2)** business references.
- \_\_\_\_\_ 5. Signed copy of the Sublease Agreement, Window Guard and Lead Paint.
- \_\_\_\_\_ 6. Last **two (2)** most recent year tax returns, State and Federal, with W-2 Form and schedules attached.
- \_\_\_\_\_ 7. Past months' pay stubs.
- \_\_\_\_\_ 8. Signed and Notarized acceptance of House Rules.
- \_\_\_\_\_ 9. Signed Credit Release and a **Non-refundable** credit fee in the form of a **Certified Check** or **Money Order** payable to **First Management Corp.** must accompany application.  

**\$30.00 for a single individual**  
**\$40.00 for a married couple**  
**\$50.00 for two single individuals**
- \_\_\_\_\_ 10. A **Non-refundable** application fee in the form of a **Certified Check** or **Money Order** must accompany the **Application**, payable as follows:  

**\$150.00 made payable to FIRST MANAGEMENT CORP.**  
**\$250.00 made payable to WETHEROLE TENANTS CORP.**
- \_\_\_\_\_ 11. Submit **ONE (1)** set **ONLY**.

**Please note there will be monthly sublet fee to the shareholder.**

Please note that the application and all supporting documentation submitted must remain the property of Wetherole Tenants Corp. Submit the application to:

**Applications Department c/o First Management Corp.  
34-03 Broadway, Astoria, NY 11106**

All questions in connection with your application should be referred to the Applications Department at **(718) 726-4792** from Monday thru Friday 10 a.m. to 5 p.m.

After review by the Admissions Committee, applicant(s) will be contacted to arrange for a personal interview. The interview must be attended by all applicant(s). Upon the conclusion of the interview, the Committee will submit recommendation to the Board of Directors. The Board will then act upon the application and advise you of its decision. **PLEASE ALLOW TWO (2) TO FOUR (4) WEEKS FOR THE ENTIRE APPLICATION PROCESS.**

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**PLEASE NOTE THE FOLLOWING IMPORTANT INFORMATION:**

- The application will not be considered complete unless all the above-specified documents are properly completed and attached. Only complete sublet packages will be submitted to the Board. No exceptions will be made.
- If any document is not submitted, please explain its omission in writing.
- After the completed package is received and reviewed by the Board, a personal interview may be scheduled between the prospective Renter(s) and the Interview Committee of the Board. The Committee will hold one (1) meeting. Everyone who is to reside in the apartment must be present at the interview. The Renter(s) will be notified of the Board's decision in writing. Only at this time may a move in be scheduled.
- All sublets are subject to approval by the Co-op Board of Directors.
- All sublet leases must be for one (1) year only. Renewals are subject to approval by the Co-op Board of Directors.
- Pets are permitted. They must be declared in the application, and acknowledge by the Board of Directors. The Board of directors reserves the right to evict pets at any time.
- **Move-in Fee from the prospective subtenant:** \$500.00 payable to **Wetherole Tenants Corp.** Fee is refundable upon satisfactory inspection by the super.

**Please Note:**

The Board of Directors may require further information and may request that the Applicant(s) appear for personal interview or interviews.

The Shareholder and Applicant are advised that their application is subject to the approval of the Board of Directors without which the proposed sublease may not be consummated. In this regard, the Shareholder is directed to the By-Laws of **Wetherole Tenants Corp.** and the provisions of the Proprietary Lease.

The Shareholders is directed to the Proprietary Lease and House Rules which govern the occupancy of **Wetherole Tenants Corp.** by its residents and which would govern the occupancy of the Applicant.

In no event will **Wetherole Tenants Corp.** Board of Directors or its agents be responsible for any liabilities or expenses incurred by any Shareholder and/or Applicant whose application is disapproved. While the Board of Directors will attempt to promptly review all applications, **Wetherole Tenants Corp.**, the Board of Directors and its agents assume no responsibility for expenses or liabilities resulting from any delay in its review.

**Wetherole Tenants Corp.**, the Board of Directors or its agents, assume no responsibilities for expenses or liabilities resulting from any delay in occupancy of apartment.

Please note that ANY AND ALL TERMS AGREED UPON concerning the sublease pertaining to this apartment, including the terms of payment, return of deposit, etc., ARE STRICTLY between the Shareholder(s) and Subtenant(s), and the Cooperative Corporation is not a party to the transaction and assumes no responsibility whatsoever in connection with any claim that may arise from these transactions.

The Applicant is advised that falsification of any of the foregoing information or omission of material information herefrom may result, without limitations, in revocation of the Board of Directors approval and termination of the Applicant's Sublease.

The undersigned hereby authorizes the Board of Directors to contact any of the employers, banks, landlords, educational institutions, references, etc., application, including Credit Reporting Agencies.

First Management Corp. and the Board of Directors of the Wetherole Tenants Corp. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Subletting of any kind is not permissible without the express written consent of the Board of Directors of **Wetherole Tenants Corp.**

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION FURNISHED HEREIN IS TRUE:

APPLICANT: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

State of )  
County of )

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_ of 201\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

DATE: \_\_\_\_\_

I. SUBLEASE INFORMATION

Apartment #: \_\_\_\_\_ Apartment Size: \_\_\_\_\_  
Shareholder: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Lease Date: \_\_\_\_\_ Term of Lease: \_\_\_\_\_ Security: \_\_\_\_\_ Rent: \_\_\_\_\_  
Broker: \_\_\_\_\_

II. PERSONAL INFORMATION

Applicant: _____	Co-Applicant: _____
Address: _____	Address: _____
Own: _____ Rent: _____	Own: _____ Rent: _____
Phone: (Cell) _____	Phone: (Cell) _____
(Email) _____	(Email) _____
Date of Birth: _____	Date of Birth: _____
Social Security #: _____	Social Security #: _____
Marital Status: _____	Marital Status: _____

EDUCATIONAL BACKGROUND AND/OR VOCATIONAL TRAINING:

	<u>SCHOOL/COLLEGE</u>	<u>DATES ATTENDED</u>	<u>GRADUATED</u>
Applicant:	_____	_____	_____
	_____	_____	_____
Co-Applicant:	_____	_____	_____
	_____	_____	_____

Do you own any cars: \_\_\_\_\_ Year/Make/Model: \_\_\_\_\_

Name of ALL other persons who will occupy apartment:

<u>NAME</u>	<u>RELATIONSHIP TO APPLICANT</u>	<u>AGE</u>
_____	_____	_____
_____	_____	_____

Name and telephone numbers of any residents of Co-operative who know the Applicant: \_\_\_\_\_

\_\_\_\_\_

III. INCOME AND EMPLOYMENT

	<u>APPLICANT</u>	<u>CO-APPLICANT</u>
1. Current Base Salary		
Annual: _____ Monthly: _____	Annual: _____ Monthly: _____	
Other Income (Bonuses, Overtime, Interest, etc.): _____	Other Income (Bonuses, Overtime, Interest, etc.): _____	
2. Present Employer:		
Contact Person: _____	Contact Person: _____	
Company: _____	Company: _____	
Address: _____	Address: _____	
Telephone #: _____	Telephone #: _____	
Position Held: _____	Position Held: _____	
Nature of Business: _____	Nature of Business: _____	
Period of Employment: _____	Period of Employment: _____	

3. Previous Employer

Contact Person: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Position Held: \_\_\_\_\_

Position Held: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

IF THE PAST 2 POSITIONS OF EMPLOYMENT HAVE LASTED FOR LESS THAN 5 YEARS, LIST FURTHER EMPLOYMENT HISTORY ON A SEPARATE SHEET OF PAPER.

4. Self-Employment

Name and Nature of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Years Applicant has been in this business: \_\_\_\_\_

Age of Business: \_\_\_\_\_ Percentage Owned: \_\_\_\_\_ Is this a Family Business: \_\_\_\_\_

Relationship to Owners: \_\_\_\_\_ Business Sales: \_\_\_\_\_ Net Worth: \_\_\_\_\_

IV. ASSETS & LIABILITIES

A. CASH (Including Money Funds or Equivalents)/STOCKS/BONDS:

<u>Bank or Stock/Bond Name</u>	<u>Type of Account &amp; Account Number</u>	<u>Current Balance</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. REAL ESTATE

Location: \_\_\_\_\_

Type: \_\_\_\_\_ Extent of Ownership: \_\_\_\_\_

Mortgage Indebtedness: \$ \_\_\_\_\_ Annual Net Income: \$ \_\_\_\_\_

C. LIABILITIES

<u>TYPE</u>	<u>NAME OF CREDITOR</u>	<u>ORIGINAL AMOUNT</u>	<u>OUTSTANDING AMOUNT</u>	<u>MONTHLY PAYMENTS</u>	<u># OF MONTHS REMAINING</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Do you pay alimony or child support? \_\_\_\_\_ Monthly Payments: \$ \_\_\_\_\_

Are you a Guarantor of another's indebtedness?: \_\_\_\_\_ If so, describe: \_\_\_\_\_

V. RESIDENCES

Present Landlord: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Rent: \$ \_\_\_\_\_ Dates of Occupancy: \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Rent: \$ \_\_\_\_\_ Dates of Occupancy: \_\_\_\_\_

Please provide any information not contained in the application that you feel would be helpful to the Admissions Committee in evaluating your application. (Use space below and additional sheets, if necessary.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# FAIR CREDIT REPORT ACT

## PRE-NOTIFICATION

This is to inform you that as part of our procedure for processing your application, an investigative consumer report may be made whereby information is obtained through consumer credit agencies, personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living, whichever may be applicable. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

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DATE

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APPLICANT'S SIGNATURE

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DATE

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APPLICANT'S SIGNATURE