

# ***221 East 76th Street Owners Corp.***

## **221 East 76<sup>th</sup> Street New York, NY 10021**

### **PROCEDURE FOR SUBLEASE OF APARTMENTS**

The Board of Directors of 221 East 76<sup>th</sup> Street Owners Corp. has established policies and procedures for the consideration and approval of the sublease of apartments in this Cooperative.

Enclosed please find a Sublease Application Package. All of the requested documents must be submitted to First Management Corp., 34-03 Broadway Astoria, NY 11106, Attention: Luz Rosado, in **ONE (1) ORIGINAL SET.**

Should you fail to follow these instructions exactly, the package will be returned to you for correction and will delay processing of your package for Board approval. Only completed packages will be sent to the Board of Directors for review.

### **NO DOGS ALLOWED**

**PLEASE NOTE THERE WILL BE A 10% OF THE MAINTENANCE MONTHLY SUBLET FEE TO THE SHAREHOLDER.**

**THE FOLLOWING FEES ARE PAYABLE UPON SUBMISSION OF THE APPLICATION. ONLY CERTIFIED CHECKS, BANK CHECKS OR MONEY ORDERS.**

- A Processing Fee, in the amount of \$150.00. This fee is non-refundable. Please make check payable to First Management Corp.
- A Credit Report Fee in the form of a certified check and money order payable to **First Management Corp.**, payable as follows:

**\$30.00 for a single individual**

**\$40.00 for a married couple**

**\$50.00 for two single individuals**

- A Move-out Deposit from the shareholder in the amount of \$500.00. This deposit is refundable. Please make check payable to 221 East 76<sup>th</sup> Street Owners Corp.
- A Move-in Deposit from the tenant in the amount of \$500.00. This deposit is refundable. Please make check payable to 221 East 76<sup>th</sup> Street Owners Corp.

Move in/out security deposits are refundable only after the move is complete, The House Rules have been adhered to and no damage has been done to any part of the building.

Please Note: Sublease renewals are subject to board approval.

**PROCESSING OF YOUR APPLICATION OF YOUR APPLICATION TAKES APPROXIMATELY THREE WEEKS.**

## **IMPORTANT NOTES**

Due to the large volume of calls, and applications, received by this office, we kindly ask that you refrain from calling for an update, during the three (3) week processing period. When an update is ready, we will contact your point person, which we recommend should be your Real Estate Broker, or in the absence of a Broker your Attorney. Please advise all parties involved and provide them with the brokers and/or attorney's contact information.

***In an effort of fairness, we must process applications on a first come first serve basis.***

If you are concerned about the receipt of the package, please use a method of return receipt via USPS, Fed Ex, messenger service or hand delivery, etc.

If there is a problem with the application submitted you will be notified accordingly.

***Please be advised that submission of an incomplete package may extend the three week processing period.***

After the application is processed and submitted to the Board you will be advised, via telephone, or e-mail, on the next step of the process.

First Management Corp. and the Board of Directors of 221 East 76<sup>th</sup> Street Owners 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.

**\*\*Please note the Board of Directors reserves the right to request for guarantors, if necessary.\*\***

Please provide e-mail addresses below and advise us who the point person, (main contact) is. Please be advised that all parties will not be called/emailed, only the main contact.

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**Brokers: replace your purchase and lease applications every three (3) months to make sure you have a current one. Submission of old packages will cause delays in the processing. Call our office and updated packages could be e mailed to you.**

# APPLICATION

## **SHAREHOLDER INFORMATION:**

SHAREHOLDER'S NAME: \_\_\_\_\_

SHAREHOLDER'S ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DAY/EVENING TELEPHONE NUMBER: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

APARTMENT #: \_\_\_\_\_

TERMS OF LEASE: \_\_\_\_\_

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

MONTHLY RENT: \_\_\_\_\_

THIS PROPOSAL SHALL RESULT IN NO LEGAL OBLIGATION UNTIL A FORMAL LEASE IS EXECUTED BY THE PARTIES CONCERNED, AND APPROVAL IS GRANTED BY **221 East 76<sup>th</sup> Street Owners Corp.**

## **APPLICANT'S INFORMATION:**

APPLICANT'S NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ TEL #: \_\_\_\_\_

\_\_\_\_\_ E-Mail Address \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

EMPLOYER AND POSITION: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ TEL #: \_\_\_\_\_

FAX #: \_\_\_\_\_

CO-APPLICANT'S  
NAME: \_\_\_\_\_

**(If applicable)**

HOME ADDRESS: \_\_\_\_\_ TEL #: \_\_\_\_\_

\_\_\_\_\_ E-Mail Address \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

EMPLOYER AND POSITION: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_ TEL #: \_\_\_\_\_

\_\_\_\_\_ FAX #: \_\_\_\_\_

NAMES AND RELATIONSHIP OF ALL OTHER PEOPLE WHO WILL RESIDE IN THE APARTMENT. IF CHILDREN, STATE NUMBER AND THEIR AGES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## REFERENCES

Present Landlord or Agent: \_\_\_\_\_ Tel #: \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Approximate length of occupancy: \_\_\_\_\_

Previous Landlord or Agent (if less than 5 years): \_\_\_\_\_ Tel #: \_\_\_\_\_

Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address of previous residence: \_\_\_\_\_

Length of occupancy: \_\_\_\_\_

## FINANCIAL:

Bank: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

Bank: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

Bank: \_\_\_\_\_ Account Number: \_\_\_\_\_

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

Stock Broker, CPA, Executor, if any: \_\_\_\_\_

Address: \_\_\_\_\_ Tel #: \_\_\_\_\_

Other: \_\_\_\_\_

**PERSONAL REFERENCES:**

Name and  
Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name and  
Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name and  
Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

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

**CO-APPLICANT'S SIGNATURE:** \_\_\_\_\_

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

**INSERT**  
**STANDARD APARTMENT**  
**SUBLEASE AGREEMENT FORM SHOWING A MINIMUM OF**  
**ONE YEAR TERM**  
**HERE**

**INSERT  
LETTER FROM EMPLOYER  
STATING EMPLOYMENT PERIOD  
& CURRENT SALARY  
& COPY OF PAY STUBS**

**IF EITHER APPLICANT IS SELF-EMPLOYED A LETTER  
FROM APPLICANT'S ACCOUNTANT AS DESCRIBED  
HEREIN IS ACCEPTABLE.**

**IF APPLICANT IS RETIRED, PLEASE SUBMIT PENSION  
AND/OR SOCIAL SECURITY INFORMATION**

**IF THERE IS A DISCREPANCY BETWEEN THE SALARY  
STATED IN THE LETTER OF EMPLOYMENT AND THE  
PREVIOUS YEAR'S TAX RETURN, PLEASE PROVIDE A  
WRITTEN EXPLANATION REGARDING SAME AND  
FINANCIAL BACK-UP INFORMATION IF APPLICABLE.**

## **INSERT**

**COPY OF MOST RECENT TWO (2) YEARS' TAX RETURNS SIGNED BY BOTH THE INDIVIDUAL AND THE ACCOUNTANT, INCLUDING ALL SCHEDULES AND THE W-2 OR 1099'S FOR EACH APPLICANT.**

**PLEASE NOTE "TAX EXTENSIONS" CANNOT BE ACCEPTED BY THE BOARD FOR REVIEW.**

**IF APPLICANT'S FILE SEPARATE TAX RETURNS, BOTH RETURNS MUST BE SUBMITTED**



**221 East 76th Street Owners Corp.**  
**221 East 76<sup>th</sup> Street New York, NY 10021**

CREDIT AGENCY AUTHORIZATION

**AUTHORIZATION TO OBTAIN A CREDIT REPORT**

IN ORDER TO COMPLY WITH THE PROVISIONS OF 15 U.S.C. SECTION 1681(d) OF THE FEDERAL FAIR CREDIT REPORTING ACT, I (WE) AUTHORIZE YOU TO RETAIN NEED TO KNOW CREDIT REPORTING, WHICH AGENCY MAY OBTAIN, PREPARE AND FURNISH AN INVESTIGATIVE CONSUMER REPORT INCLUDING INFORMATION ON MY (OUR) CHARACTER AND GENERAL REPUTATION, PERSONAL CHARACTERISTICS AND MODE OF LIVING, WHICHEVER ARE APPLICABLE, AS WELL AS INFORMATION REGARDING EMPLOYMENT, CREDIT AND CURRENT FINANCIAL POSITION.

IF THIS IS A LEASE APPLICATION, I (WE) FURTHER AUTHORIZE FIRST MANAGEMENT CORP., AT ITS DISCRETION, TO MAKE A COPY OF SUCH CREDIT REPORT AVAILABLE TO THE OWNER OF THE UNIT WHICH I (WE) PROPOSE TO LEASE.

IN ADDITION, WITHIN A REASONABLE PERIOD OF TIME, UPON WRITTEN REQUEST TO FIRST MANAGEMENT CORP., I (WE) MAY OBTAIN A COMPLETE AND ACCURATE DISCLOSURE OF THE NATURE AND SCOPE OF THE INVESTIGATION REQUESTED.

Tenant (Print): \_\_\_\_\_

Tenant (Signature): \_\_\_\_\_

Tenant (Print): \_\_\_\_\_

Tenant (Signature): \_\_\_\_\_

Date: \_\_\_\_\_

**221 East 76th Street Owners Corp.**  
**221 East 76<sup>th</sup> Street New York, NY 10021**

**PLEASE NOTE YOU WILL BE CHARGED A FEE FOR INSTALLATION**

**WINDOW GUARDS REQUIRED**

You are required by law (Section 131.15 of the New York City Health Code) to have window guards installed if a child ten (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)
- If a child ten (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 ten (10) years of age or younger live in apartment
- \_\_\_\_\_ No children ten (10) years of age or younger live in my apartment
- \_\_\_\_\_ I want window guards even though I have no children ten (10) years of age or younger

**PLEASE NOTE YOU WILL BE CHARGED A FEE FOR INSTALLATION**

\_\_\_\_\_  
Tenant (Print)

\_\_\_\_\_  
Tenant's Signature and Date:

\_\_\_\_\_ Building and Apt. Address

# **221 East 76th Street Owners Corp.**

## **221 East 76<sup>th</sup> Street New York, NY 10021**

### **Re: Moving Policies at 221 East 76<sup>th</sup> Street Owners Corp.**

Please be advised of the following policies regarding moving:

1. All moves into the building must be pre-scheduled with the Superintendent of 221 East 76<sup>th</sup> Street Owners Corp.
2. The Superintendent requires no less than 2 business days' notice to schedule a moving date and time.
3. An alternate date and time will be suggested if the requested date and/or time is not available.
4. All moves in the building must be pre-scheduled for Monday –Friday and commence no earlier than 8:00 a.m. and be fully-completed no later than 5:00 p.m.
5. **Please note that moves cannot occur on the closing date regardless of the reason.**
6. **No move in will be permitted prior to the closing date regardless of the reason.**
7. All moving companies must be insured and licensed in the State of New York.
8. A faxed copy of the movers insurance policy naming 221 East 76<sup>th</sup> Street Owners Corp. and First Management Corp, as additional insured or certificate holders, must be faxed to this office (718) 726-4792 at least 48 business hours prior to the move.
9. A move-out deposit from the shareholder in the amount of \$500.00 payable to 221 East 76<sup>th</sup> Street Owners Corp.
10. A move-in deposit from the tenant in the amount of \$500.00 payable to 221 East 76<sup>th</sup> Street Owners Corp.
11. Upon completion of the move, please arrange for the Superintendent to perform an inspection in order to commence the process of the refund of the moving security deposit if appropriate. If it has been ascertained that damage has occurred, the amount will either be deducted from the \$500 deposit or the purchaser will be billed for any difference.
12. Any individual found to be in violation of this moving policy will forfeit their moving security deposit and be subject to additional fines and penalties and any legal fees relating thereto.

AGREED AND ACCEPTED:

\_\_\_\_\_TENANT

\_\_\_\_\_SHAREHOLDER

**221 East 76th Street Owners Corp.**  
**221 East 76<sup>th</sup> Street New York, NY 10021**

**PET RIDER TO SUBLEASE APPLICATION**

221 East 76<sup>th</sup> Street Owners Corp.  
First Management Corp, Managing Agent  
34-03 Broadway  
Astoria, New York 11106  
718-726-4792

I (we) acknowledge herewith my (our) understanding of the House Rules that dogs are not permitted in residence at 221 East 76<sup>th</sup> Street Owners Corp.

I (we) further acknowledge that I (we) do not have a dog and will not harbor a dog in any part of 221 East 76<sup>th</sup> Street New York, NY for any period of time.

I (we) understand and agree that if I (we) violate this provision of the House Rules, I (we) will be subject to legal sanctions and further understand and agree that I (we) will be responsible for any and all legal costs incurred by the Cooperative during the enforcement of this rule.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name – Print

\_\_\_\_\_  
Co- Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Name – Print

***221 East 76th Street Owners Corp.***

**221 East 76<sup>th</sup> Street New York, NY 10021**

Date: \_\_\_\_\_

By signing below, I (we) acknowledge receipt of the 221 East 76<sup>th</sup> Street Owners Corp. Inc. House Rules and will abide by them.

\_\_\_\_\_  
Print Name of Tenant

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Print Name of Tenant

\_\_\_\_\_  
Signature of Tenant

Apt. Address and Apt. Number \_\_\_\_\_