

Kew Manor Owners Corp.  
131-11 Kew Gardens Road  
Richmond Hill, NY 11418

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 Kew Manor Owners 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 OF 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 verifying salary, position, length of employment and the likelihood of continued employment. **(Please note we do not request employment verification by internet).**
- \_\_\_\_\_ 2. Three (3) months of bank statements for ALL banks or financial institutions where funds are held confirming present balance. **Copies must include the back and front of all pages.**
- \_\_\_\_\_ 3. Letter from current landlord verifying status of tenancy.
- \_\_\_\_\_ 4. Two (2) letters of personal reference from person other than relative and one (1) business reference.
- \_\_\_\_\_ 5. Signed copy of the Sublease Agreement, Window Guard and Lead Paint.
- \_\_\_\_\_ 6. Last two (2) years of tax returns, State and Federal, with W-2 Form and schedules attached.
- \_\_\_\_\_ 7. Two (2) most recent pay stubs.
- \_\_\_\_\_ 8. Signed and Notarized acceptance of House Rules and Pet Affidavit.
- \_\_\_\_\_ 9. Signed Credit Release and a **Non-refundable** credit fee of **\$50.00 per applicant** must be submitted with your application in the form of a **Certified Check** or **Money Order** payable to **First Management Corp.**
- \_\_\_\_\_ 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.**
- \_\_\_\_\_ 11. A Move In deposit/fee of **\$500.00** in the form of a **Certified Check** or **Money Order** made payable to **Kew Manor Owners Corp.** of which **\$250.00** is **refundable** provided there is no damage to the common areas of the building. A \$500.00 fine will be imposed if moving rules are violated.
- \_\_\_\_\_ 12. **Copies of picture ID's for all occupants.**
- \_\_\_\_\_ 13. Submit **ONE (1)** set **ONLY**.

If you are self employed, you must furnish the following additional information:

- \_\_\_\_\_ 14. Business financial statement.
- \_\_\_\_\_ 15. Business tax returns for the last two (2) years and/or a letter from your CPA stating your yearly earnings and filings in the past year.
- \_\_\_\_\_ 16. Supplier credit reference.

**\*\*\* If applying with a guarantor, he/she must supply all the above documents as well\*\*\***

**Please note, if approved, the shareholder will be billed a monthly 15% sublet fee.**

Please note that the application and all supporting documentation submitted must remain the property of the Kew Manor Owners 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.**

**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 **Kew Manor Owners Corp.** and the provisions of the Proprietary Lease.

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

In no event will **Kew Manor Owners 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, **Kew Manor Owners Corp.** the Board of Directors and its agents assume no responsibility for expenses or liabilities resulting from any delay in its review.

**Kew Manor Owners 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 Kew Manor 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.

Subletting of any kind is not permissible without the express written consent of the Board of Directors of **Kew Manor Owners 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 #: _____

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

**Kew Manor Owners Corp.  
131-11 Kew Gardens Rd  
Richmond Hill, NY 11418**

Date \_\_\_\_\_

It is hereby understood and agreed that if accepted as tenants by KEW MANOR OWNERS CORP. we will not harbor any dogs in the building. No pets of any kind are permitted.

So Agreed \_\_\_\_\_

So Agreed \_\_\_\_\_

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )

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

\_\_\_\_\_  
**Notary Public**