

6615 EQUITIES, INC.  
66-15 Thornton Place  
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 6615 Equities, Inc. 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. Statements for ALL banks or financial institutions where funds are held confirming present balance.
- \_\_\_\_\_ 3. Letter from current landlord verifying status of tenancy.
- \_\_\_\_\_ 4. A letter of personal reference from person other than relative.
- \_\_\_\_\_ 5. Signed copy of the Sublease Agreement, Window Guard and Lead Paint attachment.
- \_\_\_\_\_ 6. Most recent tax returns, State and Federal, with W-2 Form and schedules attached.
- \_\_\_\_\_ 7. Most recent pay stub.
- \_\_\_\_\_ 8. Signed 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:  

**\$75.00** made payable to **FIRST MANAGEMENT CORP.**
- \_\_\_\_\_ 11. Signed pet agreement which must also be **notarized**.
- \_\_\_\_\_ 12. A **refundable** Move In deposit check of **\$1000.00** made payable to **6615 EQUITIES INC.**
- \_\_\_\_\_ 13. All forms must be submitted in **FOUR** sets.

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

- \_\_\_\_\_ 14. Business financial statement.
- \_\_\_\_\_ 15. Business tax returns for the last three (3) years.
- \_\_\_\_\_ 16. Supplier credit reference.

Please note that the application and all supporting documentation submitted must remain the property of 6615 Equities, Inc. 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.**

LR 08/29/2017

**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 **6615 Equities, Inc.** and the provisions of the Proprietary Lease.

The Shareholders is directed to the Proprietary Lease and House Rules which govern the occupancy of **6615 Equities, Inc.** by its residents and which would govern the occupancy of the Applicant.

In no event will **6615 Equities, Inc.**, 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, **6615 Equities, Inc.**, the Board of Directors and its agents assume no responsibility for expenses or liabilities resulting from any delay in its review.

**6615 Equities, Inc.**, 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 6615 Equities Inc. 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 **6615 Equities, Inc.**

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:**

SCHOOL/COLLEGE DATES ATTENDED GRADUATED

Applicant: \_\_\_\_\_

\_\_\_\_\_

Co-Applicant: \_\_\_\_\_

\_\_\_\_\_

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

Name of ALL other persons who will occupy apartment:

NAME RELATIONSHIP TO APPLICANT AGE

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

**III. INCOME AND EMPLOYMENT**

APPLICANT

CO-APPLICANT

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: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
Period of Employment: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
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

6615 EQUITIES, INC.  
66-15 Thornton Place  
Forest Hills, NY 11374

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

It is hereby understood and agreed that when accepted as a unit owner at 66-15 EQUITIES, INC., I will not harbor any pets in the building.

So agreed: \_\_\_\_\_

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

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

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

## **PROCEDURES FOR MOVING IN OR OUT OF 6615 EQUITIES INC.**

The following are the rules set forth by the Board of Directors:

1. To schedule your move, please email the date and time to [Luz@firstmgmt.com](mailto:Luz@firstmgmt.com). Once your move date is confirmed, you will be asked to provide First Management Corp. with a copy of your mover's Certificate of Insurance reflecting the information below.
2. Delivery hours for furniture and other large items and for Moving in/Moving out are Monday through Friday between the hours of 9am and 5pm. There are no deliveries, moving in/out allowed on holidays or the weekends. **NO EXCEPTIONS.**
3. A \$1,000.00 deposit (check or money order) made payable to 6615 Equities Inc. must be submitted to First Management to ensure that no damage is done during the move. If there is no damage the \$1,000.00 deposit will be returned.
4. All moves are to be done through the front door on Thornton Place.
5. These rules are non-negotiable and **must** be followed to ensure a timely and safe move.

**For cable service, you can contact Time Warner (718) 358-0900  
For utility services, you can contact Con Edison (800) 752-6633**

The delivery/moving company must provide us a Certificate of Insurance listing the following:

**Certificate Holder:  
66-15 EQUITIES INC.  
C/o FIRST MANAGEMENT CORPORATION  
34-03 BROADWAY, ASTORIA, N.Y. 11106**

**Additional Insured:  
66-15 EQUITIES INC.  
FIRST MANAGEMENT CORPORATION  
(YOUR NAME) AT 66-15 THORNTON PLACE, APT-(YOUR UNIT #), REGO PARK, NY 11374**

You must inform First Management of your delivery arrangements for us to make sure we have all needed information, and give the release to the super, so that they may allow such delivery to happen.

**Any deliveries/moving that takes place without the authorization of First Management will be refused.**