



## 328 East 94<sup>th</sup> Street Tenants Corp.

### SUBLEASE APPLICATION

The Board of Directors will only consider a sublease application after the shareholder has owned and occupied the apartment for two years. The shareholders are limited to sublease their apartment for a total of 3 years. If the sublease is approved the shareholder will be charged a sublet fee of \$50.00 per month.

- Completed sublease application
- W-2 or 1099 for the last two years
- Copy of fully executed sublease agreement ( minimum of one year)
- Financial Statement
- Non- Refundable Application fee of \$450.00 made payable to Salon Realty Corp. ( certified check or money order only )
- Move In/ Out Fee \$150.00 made payable to 328 East 94<sup>th</sup> Street Tenants Corp.



# SUBLEASE APPLICATION

FOR THE SUBLEASE OF COOPERATIVE APARTMENT

Building: \_\_\_\_\_ Apt: \_\_\_\_\_ Shares: \_\_\_\_\_  
Length of lease: \_\_\_\_\_ Monthly Maintenance: \$ \_\_\_\_\_  
To Begin: \_\_\_\_\_ To Expire: \_\_\_\_\_  
Security: \_\_\_\_\_ Annual Rent: \_\_\_\_\_ Monthly Rent \_\_\_\_\_  
Special conditions if any: \_\_\_\_\_

Name of Corporation: \_\_\_\_\_

Managing Agent: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

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

Shareholder(s): \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Address for Notices: \_\_\_\_\_ Tel: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Sub-tenant(s) \_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Office#: ( ) \_\_\_\_\_ Home#: ( ) \_\_\_\_\_

\_\_\_\_\_ SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Office# ( ) \_\_\_\_\_ Home#: ( ) \_\_\_\_\_

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

Broker(s): \_\_\_\_\_

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

Owner's Mortgage Lender \_\_\_\_\_

ADDITIONAL INFORMATION REGARDING APPLICANTS

Names of all persons who will reside in the Apartment: \_\_\_\_\_

Schools and colleges attended by applicants and occupants (optional): \_\_\_\_\_

Names of anyone in the building known to Applicant: \_\_\_\_\_

Are any pets to be maintained in the Apartment. If yes indicated number and kind: \_\_\_\_\_

Name of organizations to which Applicant belongs (optional): \_\_\_\_\_

REFERENCES

LANDLORD: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

OCCUPANCY FROM: \_\_\_\_\_ TO \_\_\_\_\_

PREVIOUS LANDLORD: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

OCCUPANCY FROM: \_\_\_\_\_ TO \_\_\_\_\_

PERSONAL REFERENCES:

APPLICANT

CO-APPLICANT

1. NAME \_\_\_\_\_

1. NAME

ADDRESS \_\_\_\_\_

ADDRESS

2. NAME \_\_\_\_\_

2. NAME

ADDRESS \_\_\_\_\_

ADDRESS

3. NAME \_\_\_\_\_

3. NAME

ADDRESS \_\_\_\_\_

ADDRESS

4. NAME \_\_\_\_\_

4. NAME

ADDRESS \_\_\_\_\_

ADDRESS

BUSINESS AND PROFESSIONAL REFERENCES

APPLICANT

CO-APPLICANT

1. NAME \_\_\_\_\_

1. NAME

ADDRESS \_\_\_\_\_

ADDRESS

2. NAME \_\_\_\_\_

2. NAME

ADDRESS \_\_\_\_\_

ADDRESS

PERSONAL INFORMATION REGARDING APPLICANT(S)

DATE \_\_\_\_\_

APPLICANT

CO-APPLICANT

NAME: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DATES OF RESIDENCE: \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ TO \_\_\_\_\_

CITIZENSHIP: \_\_\_\_\_

\_\_\_\_\_

OCCUPATION: \_\_\_\_\_

\_\_\_\_\_

NATURE OF BUSINESS: \_\_\_\_\_

\_\_\_\_\_

EMPLOYER: \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PERIOD OF EMPLOYMENT: \_\_\_\_\_ TO \_\_\_\_\_

\_\_\_\_\_ TO \_\_\_\_\_

POSITION HELD: \_\_\_\_\_

\_\_\_\_\_

PRIOR EMPLOYER AND  
POSITION OR RESIDENCE  
IN LESS THAN 3 YEARS

\_\_\_\_\_

\_\_\_\_\_

INCOME ESTIMATE FOR  
THIS YEAR: \_\_\_\_\_

\_\_\_\_\_

ACTUAL INCOME LAST YEAR: \_\_\_\_\_

\_\_\_\_\_

EDUCATIONAL BACKGROUND: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Financial Statement

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

The following is submitted as being a true and accurate statement of the financial condition of the undersigned on the:  
 \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

		Applicant		Co-Applicant	
Assets					
Cash in banks (Schedule A)					
Money Market Funds					
Contract Deposits					
Investments: Stocks and Bonds (Schedule B)					
Investments in Own Business					
Accounts and Notes Receivable					
Real Estate Owned (Schedule C)					
Automobiles:					
Year					
Make					
Personal Property and Furniture					
Life Insurance					
Cash Surrender Value					
Retirement Funds/ IRA					
401K					
KEOGH					
Profit Sharing/ Pension Plan					
Other Assets (Schedule D)					
TOTAL ASSETS		\$0.00		\$0.00	
		COMBINED ASSETS		\$0.00	
Liabilities					
Notes Payable (Schedule E)					
To Banks					
To Relatives					
To Others					
Installment Accounts Payable:					
Automobile					
Other					
Other Accounts Payable					
Mortgages Payable on Real Estate (Schedule F)					
Unpaid Real Estate Taxes					
Unpaid Income Taxes					
Chattel Mortgages					
Loans on Life Insurance Policies (Include Premium Advances)					
Outstanding Credit Card Debt					
Other Debts (Schedule G)					
TOTAL LIABILITIES		\$0.00		\$0.00	
NET WORTH		\$0.00		\$0.00	
		COMBINED LIABILITIES		\$0.00	

		Applicant		Co-Applicant	
Sources of Income					
Base Salary					
Overtime Wages					
Bonus and Commissions					
Dividends and Interest Income					
Real Estate Income (Net)					
Other Income including Gifts (Schedule H)					
TOTAL		\$0.00		\$0.00	
Monthly Expenses					
Maintenance					
Apartment Financing					
Other Mortgages					
Bank Loans					
Auto Loans					
Other:					
TOTAL		\$0.00		\$0.00	
		COMBINED TOTAL		\$0.00	

		Applicant		Co-Applicant	
General Information					
Personal Bank Accounts at					
Savings and Loan Accounts at					
Purpose of Loan					
Contingent Liabilities					
Are you an Endorser or Co-maker on Notes					
Alimony Payments (Annual)					
Child Support					
Are you a defendant in any legal action?					
Are there any unsatisfied judgments?					
Have you ever taken bankruptcy? Explain:					

SCHEDULE OF BONDS AND STOCKS			
Amount of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value

SCHEDULE OF REAL ESTATE				
Description and Location	Cost	Actual Value	Mortgage Amount	Maturity Date

SCHEDULE OF NOTES PAYABLE					
Specify any assets pledged as collateral, including the liabilities they secure:					
To Whom Payable	Date	Amount	Due	Interest	Pledged as Security

The foregoing application (pages 1 through 5) has been carefully prepared, and the undersigned hereby solemnly declare(s) and certify(s) that all the information contained herein is true and correct.

Date \_\_\_\_\_ 19\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ 19\_\_\_\_

Signature \_\_\_\_\_