

616 EAST 18th STREET OWNERS CORP.
MAXX PROPERTIES
600 MAMARONECK AVENUE
HARRISON, NEW YORK 10528

Dear Shareholder:

The enclosed documents and requested information must be completed, copied and returned to my office, in order to process your request to sublet your apartment. **Please note: Four (4) copies of each must be stapled together and returned.**

- #1: Application to sublet your apartment.
- #2: Credit check application for potential sublessee
- #3: Sublease agreement to be executed between the owner of the apartment and the potential sublessee and **notarized**.
- #4: Addendum to the sublease agreement, that must be signed by the owner of the apartment and the potential sublessee. **If the corporate stock is owned by more than one person, each owner must sign the lease and the addendum.**
- #5: Window Guard form completed and signed by sublessee
- #6: Lead Paint Disclosure Forms completed and signed by the owner and potential sublessee.
- #7: House Rules Agreement signed by sublessee.
- #8: Two consecutive pay-stubs from your sublessee.
- #9: Two year's tax returns from your potential sublessee.
- #10: A letter from your mortgagee, authorizing the sublet, if applicable.
- #11: Signed pet policy statement.
- #12: Signed Lead Paint Abatement Acknowledgement.

In addition, in order to comply with the NYC Local Paint Law of 1999, your apartment must be painted prior to your sub-tenant taking occupancy. The apartment must be inspected prior to occupancy by the Co-operative Corporation to ensure that you have complied with the requirements of the law. The sublease will not be approved and the interview will not be scheduled until the inspection has been conducted. When you are ready to have your apartment inspected, please contact the Building Operations Department to schedule the inspection.

A fee of \$150.00 made payable to MAXX Properties must be submitted with the application. This fee covers the credit check of the potential sublessee, and the review and distribution of all completed materials to the Board of Directors. This fee is **NON-REFUNDABLE**.

Once the completed packet is returned, it will be forwarded to the Board of Directors, who will choose a date for an interview of the potential sublessee. You will be notified as soon as the interview date is scheduled. Once your potential sublessee is interviewed, on behalf of the Board of Directors, the management company will issue either approval or rejection in writing to the shareholder. You will receive notification as soon as the management company is notified of the decision. The entire process takes from 4 to 6 weeks. Please plan accordingly.

(The Board of Directors will not approve your application to sub-let unless all arrears are paid.)

Very truly yours,
Robert Carlsen
Cooperative Operations

616 EAST 18TH STREET OWNERS CORP.

LEAD PAINT ABATEMENT ACKNOWLEDGMENT

I/We understand that the apartment must be painted prior to my occupancy.

Subtenant signature

Subtenant signature

I/We agree that if defective lead paint conditions are found during inspection, the cooperative will remove the defects and charge me for the repairs.

Owner signature

Owner signature

(This form must be signed and returned or the application will not be processed.)

APPLICATION TO SUBLET AN APARTMENT OWNED BY A SHAREHOLDER

Please note: application must be filled out completely. Failure to do so will result in the application being returned to you.

CURRENT SHAREHOLDER INFORMATION

Shareholder's Name:(also called "Overtenant")

Building:_____ Apt._____

Current Address and Phone _____

Your address during the sublet _____

City, State, Zip _____

Phone # during term of sublet () _____

Reason for sublet: _____

Dates of sublet _____ until _____ Rent/Month \$ _____

POTENTIAL SUBLESSEE INFORMATION

Name(s) of potential sublessee:(also called "Undertenant")

Current address:_____ City,state,zip _____

Current telephone # H:_____ W:_____

Date of Birth ____/____/____ Soc. Sec.# ____-____-____

Present Landlord Name _____

Landlord Address _____

City, state, zip _____ Phone # _____

Years lived there _____ Current rent \$ _____/ mo.

Who will live with you? (use back of page if necessary.)

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Do you have any pets? _____ If so, what type? _____

CREDIT APPLICATION FOR POTENTIAL SUBLETTER

Name of Potential sublessee: _____

Date of Birth _____ Soc. Sec. # _____

Spouse Name: _____ Soc. Sec. # _____

Employer name and address _____

Phone(____) _____

Occupation _____ Salary _____ per year

Spouse Employer name, address, phone _____

Occupation _____ Salary _____ per year

LIST ALL CREDIT CARDS, LOANS AND OTHER OBLIGATIONS:

(attach a separate sheet, if necessary)

CARD	ACCOUNT #	OUTSTANDING BALANCE

LIST ALL OTHER SOURCES OF INCOME

<u>SOURCE</u>	<u>AMOUNT RECEIVED PER MONTH</u>

Note: It is understood that this application is subject to rejection by the Board of Directors for any reason. The Board in connection with this application will request a consumer credit report.

Signature of applicant _____ Date _____

Signature of co-applicant _____ Date _____

ADDENDUM TO SUBLEASE AGREEMENT

It is agreed between the Overtenant and Undertenant that the sublease is subject to all terms and conditions of the Proprietary Lease, House Rules, and such other rules and regulations promulgated by the Board of Directors.

It is further agreed and understood that if the Overtenant shall default in the payment of maintenance or additional charges to the Cooperative Corporation, the Cooperative Corporation may, at its option, so long as such default shall continue, demand and receive from the Undertenant the rent due or becoming due from the Undertenant to the Overtenant, and apply the amount collected to pay sums due and to become due from the Overtenant to the Cooperative Corporation. Any such payment by the Undertenant to the Cooperative Corporation shall constitute a discharge of the obligation of the Undertenant to the Overtenant to the extent of the amount so paid. The Acceptance of the rent of the Undertenant by the Cooperative Corporation shall not be deemed as a release or discharge of any obligations of the Overtenant to the Cooperative Corporation, except to the extent of the rent so collected from the Undertenant. If payment is so demanded by the Cooperative Corporation, the Undertenant shall make his rent directly payable to the Cooperative Corporation.

In the event that the Overtenant has obtained a co-op loan for the subject premises, this sublease is subject and subordinate to both the Overlease and to the loan documentation held by the lender.

Overtenant: _____ Date: _____

Undertenant: _____ Date: _____

Address: _____ Apt. _____