

## Sublet Package

Before we can process your request to sublease your apartment, the following procedures must be adhered to:

- Your Glen Oaks account must be current and without any outstanding balances.
- You must gather all of the documents listed below.
- After all documents and information have been compiled, advise your prospective subtenant that he/she must call the Management Office to schedule an appointment with the appropriate shareholder representative.
- Inform your prospective subtenant that they must read the "House Rules".

Upon receipt of a complete sublet package, the Management Office will review and forward to Board of Directors for approval.

### **I. REQUIRED CHECKS**

We need two checks made payable to Glen Oaks Village Owners, Inc. as follows:

- An Administrative Fee of \$300 per lease. Only a shareholder's personal check will be accepted, otherwise the fee must be paid in the form of a money order or certified check.

It is important that you choose your prospective tenant carefully. Should they break their lease with you prior to its expiration, you will be required to submit a new sublet package and a new \$300 fee when you find a new tenant. This can be costly, be choosy when selecting a prospective tenant.

*Note: The \$300 fee is waived for owners entering into a Management Agreement with GOVO Real Estate Corp. (See Attached Management Agreement). We take the hassles out of owning rental properties. Consider having us manage your property. The cost is very reasonable.*

- A credit check fee of \$25 for each person listed on the lease as a prospective subtenant.

### **II. FORMS REQUIRING COMPLETION AND SIGNATURES**

All of these forms must be completely filled out in order to process your application in the most expeditious manner.

- Application for Sublease to be completed by Shareholder (*see attachment #1*).
- Application for Occupancy (*see attachment #2*).
- Credit Application (*see attachment #3*).
- Emergency Contact Information Form (*see attachment #4*).
- Executed one-year Lease Agreement (*ex. A one year lease term would begin on November 1 and expire on October 31*) preferably using a **Blumberg A-55 Lease Agreement** Form (see attached).
- Lead Paint Disclosure Form (*see attachment #5*)

- Lead Based Paint Hazards Form – Inquiry Regarding Child (Appendix A)

### **III. ATTACHMENTS REQUIRING SIGNATURES ONLY**

- Rider to Lease Agreement initialed by the owner and the prospective subtenant(s) (*see attachment #6*).
- Acknowledgment and Agreement signed by subtenant(s) (*see attachment #7*).
- Authorization Form signed by the subtenant(s) (*see attachment #8*).
- Admissions Committee Interview Policy signed by subtenant(s) (*see attachment #9*).
- Smoke Detector Notice (*see attachment #10*). To be completed only if necessary.

### **IV. ITEM TO SECURE FROM YOUR PROSPECTIVE SUBTENANT(S)**

1. Copy of subtenant(s) driver's license, passport, green card, or other photo identification.
2. Copy of two current utility bills indicating residence.
3. A letter of Employment Verification, stating annual salary, date of hire and probability of continued employment.
4. Copy of two recent and consecutively dated pay stubs.
5. If the prospective subtenant is receiving Social Security or pension benefits then a copy of the Award Letter or the most recent bank statement indicating amount of benefit.
6. Copy of most recent bank statement.
7. Verification of Residence- letter from present Landlord (if you own your home tax bill, etc.) stating the amount of rent paid, length of residence and if rent payments were made in a timely fashion.

***Any additional documentation required to complete the processing of this application must be provided upon request.***

### **III. ITEMS OWNER MUST SECURE**

- Copy of Bank Consent Letter, if an outstanding mortgage exists.

***If you have an outstanding mortgage loan on your apartment, you must notify your bank of your application and submit to us your Bank's written approval of same with the completed package.***

### **IV. OTHER ATTACHMENTS**

- House Rules (for review by prospective subtenant)
- Standard Policy for Maintenance Charges
- GOVO Real Estate Corp. Management Agreement.
- Lead Paint Disclosure Memo.

The processing of your application will take approximately two (2) to three (3) weeks, exclusive of any additional information deemed to be required. *In addition, the clock does not start ticking until your Shareholder Representative has received a **COMPLETE** package from your prospective subtenant. You and your prospective subtenant will be informed immediately of any missing information. Your Shareholder*

*Representative will not accept an incomplete package.* An incomplete package will be returned so that you may complete and resubmit the package. You must also write your name as well as the address of the apartment in question on all documents submitted to your Shareholder Representative.

Once we have received all of the required documents and completed our processing, the package will be submitted to the Glen Oaks Village Owners, Inc. Board of Directors for review; after review, we will schedule an admissions interview with your prospective subtenant.

Enclosed please find a copy of the Glen Oaks Village House Rules. Kindly make sure that your prospective subtenant(s) study the House Rules and bring it with them to their interview with the Admissions Committee.

## **For Sublet Renewals Only**

It is the responsibility of the shareholder to submit the following information for renewal of a subtenant's lease:

- ◆ Renewal lease to the Management Office sixty (60) days prior to the expiration date of said lease.
  
- ◆ Copy of the subtenants most recent pay stub.
  
- ◆ Bank consent letter (if applicable).
  
- ◆ Lead Based Paint Hazards Form – (Appendix A)

There is a \$200 administrative fee for sublet renewals per lease per year made payable to Glen Oaks Village Owners Inc. which must be submitted with every sublet renewal. Should your subtenant break their lease with you prior to its expiration you will be required to submit a new sublet package and a new \$300 fee when you find a new tenant. Failure to renew by the end of the lease expiration will result in additional charges of \$1000 per month until the sublet renewal has been received and approved.

***Note: This \$200 fee is waived for an owner with a Management Agreement.***

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<b>Important</b>
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If you permit your prospective subtenant to move in prior to the Board of Directors' screening and written approval you are illegally subletting your apartment. Illegally subletting your apartment will result in a **\$3000 fine and potential cancellation of your shares.** This house rule is *VIGOROUSLY* enforced.

**PLEASE DETACH AND RETAIN FOR YOUR RECORDS**

## Application for Sublease

(Attachment #1)

Owner's Name(s): \_\_\_\_\_

Address of Apt.: \_\_\_\_\_

Mailing Address (If Different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Owner's Social Security No.: \_\_\_\_\_

My Co-op Loan is held by: \_\_\_\_\_  
(Name of Institution Holding Loan)

Mortgage Loan Number: \_\_\_\_\_

Mortgage Company's Address: \_\_\_\_\_

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

I agree to notify Management immediately of any change in the above referenced information.

I agree that I will allow my prospective subtenant(s) to occupy the above referenced apartment only after they have been interviewed by the Admissions Committee and I have received, **in writing**, an approval from the Glen Oaks Village Owners, Inc. Board of Directors. ***Failure to do so will result in the rejection of my subtenant and will subject me to a continuous \$1,000 fine.***

I understand and acknowledge that consideration of this application for approval of a sublease imposes no legal duty upon Glen Oaks Village Owners, Inc. or its officers, directors and employees, except as may be set forth in the proprietary lease. **I agree** that if this application is approved, **I am responsible** for the subtenant's strict compliance with the provisions of the sublease between me and the subtenant as well as those provisions of the proprietary lease and rules and regulations of the co-op that govern resident conduct; and I agree to hold harmless and indemnify Glen Oaks Village Owners, Inc., its officers, directors and employees from any claims or liabilities and the cost of defending any claims or asserted liabilities, including reasonable attorneys' fees, arising out of conduct of the subtenant and/or the subtenant's violation of the sublease, the proprietary lease or the rules and regulations of the co-op.

\_\_\_\_\_  
*Shareholder's Signature and Date*

\_\_\_\_\_  
*Shareholder's Signature and Date*

**APPLICATION FOR OCCUPANCY**  
*(Attachment #2)*

*Please Print Legibly*

Apartment Address: \_\_\_\_\_ Unit No.: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Soc. Sec. No.: \_\_\_\_\_ Desired Date of Occupancy: \_\_\_\_\_

Co-Tenant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Soc. Sec. No.: \_\_\_\_\_

OTHERS TO OCCUPY APARTMENT	SOC. SEC. NO.	RELATIONSHIP	SEX	AGE

**RESIDENCE HISTORY:**

A. Present Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_ How long? \_\_\_\_\_

Present Landlord: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
*(If you are the owner, list mortgage bank and loan account number)*

B. Previous Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_ How long? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
*(If you were the owner, list mortgage bank and loan account number)*

A. Co-tenant Present: \_\_\_\_\_ Phone No.: \_\_\_\_\_ How long? \_\_\_\_\_

Present Landlord: \_\_\_\_\_ Phone No.: \_\_\_\_\_

B. Co-tenant Previous: \_\_\_\_\_ Phone No.: \_\_\_\_\_ How long? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Phone No.: \_\_\_\_\_ How long? \_\_\_\_\_  
*(If you were the owner, list mortgage bank and loan account number)*

**EMPLOYMENT REFERENCES**

A. Applicant employed by: \_\_\_\_\_ How Long? \_\_\_\_\_  
*Company Name/Position*

Address: \_\_\_\_\_ Dept./Pos.: \_\_\_\_\_ Approx. Mo. Income: \$ \_\_\_\_\_

B. Previous employment: \_\_\_\_\_ How Long? \_\_\_\_\_  
*Company name/position*

Address: \_\_\_\_\_ Dept./Pos.: \_\_\_\_\_ Approx. Mo. Income: \$ \_\_\_\_\_

A. Co-tenant employed by: \_\_\_\_\_ How Long? \_\_\_\_\_  
*Company Name/Position*

Address: \_\_\_\_\_ Dept./Pos.: \_\_\_\_\_ Approx. Mo. Income: \_\_\_\_\_

B. Previous employment: \_\_\_\_\_ How Long? \_\_\_\_\_  
*Company Name/Position*

Address: \_\_\_\_\_ Dept./Pos.: \_\_\_\_\_ How Long? \_\_\_\_\_

**CHARACTER REFERENCES:** *(Both references must be a neighbor-no relatives)*

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**BUSINESS REFERENCES:**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

No. of Cars (Incl. company cars): \_\_\_\_\_ Driver's License. No.: \_\_\_\_\_ State: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Plate No.: \_\_\_\_\_

Make: \_\_\_\_\_ Year: \_\_\_\_\_ Plate No.: \_\_\_\_\_

Have you (or anyone who will be living in the apartment with you) ever been convicted of a Felony? \_\_\_\_\_

If **yes**, please attach a separate sheet of paper stating the details of this occurrence.

**Glen Oaks Village Owners, Inc.**  
**Credit Application (Attachment #3)**

**I. Applicant Information**

Applicant Name: _____	Co-applicant Name: _____
Present Address: _____ _____	Present Address: _____ _____
Soc. Sec. #: _____	Soc. Sec. #: _____
Date of Birth: _____	Date of Birth: _____

**II. Landlord Information**

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone #: _____	Phone #: _____
How long?: _____	How long?: _____

**II. Employment Information**

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone #: _____	Phone #: _____
Fax: _____	Fax: _____
Supervisor: _____	Supervisor: _____
Salary: _____	Salary: _____
Position: _____	Position: _____
How Long? _____	How Long? _____

**Note:** *If Self-employed, please furnish the landlord with a letter from your CPA or a copy of your most recent tax return.*

IV. Bank Information	
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone #: _____	Phone #: _____
Checking Acct. #: _____ _____	Checking Acct. #:
Name: _____	Name: _____
Address: _____	Address: _____
Phone #: _____	Phone #: _____
Savings Acct. #: _____	Savings Acct. #: _____

**Note:** *All other savings sources must also be disclosed.*

The undersigned certifies that the foregoing is true and hereby authorizes Glen Oaks Village Inc. to obtain a consumer credit report and verify all references listed above. In addition, the undersigned releases all parties to provide such information as requested by Glen Oaks Village Owners, Inc. pertaining to this application.

\_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Emergency Contact Information

(Attachment #4)

It is the policy of Glen Oaks Village Management Office to maintain "**emergency contact information**" files for all Glen Oaks Village residents. This information will be kept in the strictest confidence and will only be used in an emergency situation.

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**SUBTENANT**

Name: \_\_\_\_\_

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

Telephone Nos. -- Home: \_\_\_\_\_ Office: \_\_\_\_\_

Other Occupants' Name(s): \_\_\_\_\_

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**IN CASE OF EMERGENCY, PLEASE NOTIFY THE FOLLOWING**

Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

Relationship: \_\_\_\_\_

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**PHYSICIAN**

Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

*Any changes to the above mentioned information must be forwarded to Management immediately.*

## Lead Paint Disclosure

SAMPLE DISCLOSURE FORMAT FOR PRE-1978 HOUSING RENTAL AND LEASES  
DISCLOSURE OF INFORMATION LEAD-BASED PAINT AND/OR LEAD BASED PAINT HAZARDS

**Lead Warning Statement**

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive federally approved pamphlet on lead poisoning prevention.

**Lessor's Disclosure (initial)**

\_\_\_\_\_ (a) Presence of lead-based paint and/or lead-based paint hazards (check one below):

Known lead-based paint and/or lead-based paint hazards are present in the housing (explain):

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

Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

\_\_\_\_\_ (b) Records and Reports are available to the lessor (check one below):

Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below):

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

Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

**Lessee's Acknowledgment (initial)**

\_\_\_\_\_ (c) Lessee has received copies of all information listed above.

\_\_\_\_\_ (d) Lessee has received the pamphlet "*Protect Your Family From Lead In Your Home.*"

**Agent's Acknowledgment (initial)**

\_\_\_\_\_ (e) Agent has informed the lessor of the lessor's obligations under 42 USC 4852 d and is aware of his/her responsibility to ensure compliance.

**Certification of Accuracy**

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Lessor \_\_\_\_\_ Date / / Lessor \_\_\_\_\_ Date / /

Lessee \_\_\_\_\_ Date / / Lessee \_\_\_\_\_ Date / /

Agent \_\_\_\_\_ Date / / Agent \_\_\_\_\_ Date / /

**For Sublets & Renewals**

**Rider To Lease Agreement**

*(Attachment #6)*

1. I(we) affirm that we will abide by the rules and regulations as set forth by the Board of Directors when harboring a household pet and will comply with New York City Sanitation Laws.
  
2. Subtenant acknowledges receipt, has read and agrees to abide by the House Rules of Glen Oaks Village.
  
3. The Lessor (Owner) and the Lessee (Subtenant) agree that the lease dated \_\_\_\_\_, is for one (1) year only.
  
4. The Lessor (Owner) and the Lessee (Subtenant) understand that the lease is not automatically renewed, and it is the responsibility of the Lessor (Owner) to submit renewal information annually. Said leases are renewed at the sole discretion of the Board of Directors of Glen Oaks Village.
  
5. The Lessor (Owner) and the Lessee (Subtenant) understand and agree that the Management Office must be advised a minimum of ninety (90) days prior to the expiration of this lease if they desire to extend this current lease.
  
6. The Management Office will endeavor to use its best efforts to advise the owner of the apartment approximately sixty (60) days prior to the expiration of the lease of the disposition of the application.

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Owner's Initials

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Subtenant's Initials

# **Acknowledgment and Agreement**

***(Attachment #7)***

***The undersigned specifically acknowledge (s) and agrees that:***

1. The premises will not be used for any illegal or prohibited purpose or use as defined by the house rules.
2. Verification or re-verification of any information contained in the application may be made at anytime by Glen Oaks Village Owners, Inc., ("GOVO") it's agents, successors, and assigns, either directly or through a credit reporting agency from any source named in this application. The original copy of this application will be retained by GOVO even if the application is not approved.
3. GOVO, it's agents, successors, and assignees will rely on the information contained in the application and I/we have a continuing obligation to amend and/or supplement the information provided in this application is any of the material facts which I/we represented herein should change at any time. In the event my/our rental or maintenance payments become delinquent, GOVO it's agents, successors and assigns may, in addition to all their other rights and remedies, report my/our name(s) and account information to a credit reporting agency.
4. GOVO, it's agents, successors, and assigns make no representation or warranties expressed or implied to the applicant's regarding the premises, the condition of the premises or the value of the premises.

## **Certification**

I/we certify that the information provided in this application is true and correct as of the date set forth opposite my/our signature on this application.

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Prospective Subtenant Signature

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Date

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Prospective Subtenant Signature

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Date

# Authorization Form

(Attachment #8)

**Date:**

**Attention:** Banks, Savings and Loans, Employers, Prior Employers, Credit Bureaus, Mortgage Companies, etc.

To Whom It May Concern:

I/we the undersigned hereby authorize Glen Oaks Village Owners Inc. ("GOVO") to verify my/our employment record, bank account(s), credit history and all other information deemed necessary in connection with the approval requirements of GOVO.

A credit reporting bureau is hereby authorized to assist GOVO in securing and collecting information. I/we understand that we may be contacted directly by the credit reporting bureau.

You are authorized to give ratings, salaries, bonus/overtime information, loan balances and other information requested in order to assist GOVO in completing my Sublet application.

I/we authorize GOVO to reproduce this form as many times as necessary in order to obtain said information; therefore, a copy bearing my/our signature(s) carries the same authorization as the original.

In addition, by my signature below I (we) the prospective subtenant(s) authorize Glen Oaks Village Owners, Inc. to obtain and release to my prospective landlord my credit analysis report.

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Prospective Subtenant Signature

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Date

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Prospective Subtenant Signature

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Date

## **Admissions Committee Interview Policy**

*(Attachment #9)*

**All** proposed residents of the apartment **must** appear together for an interview with the Admissions Committee of the Board of Directors. If a member of the family cannot be available on the set date you must notify the Management Office immediately and receive approval to appear for your interview without said family member. If prior approval is not given and **all** residents (including minors 7 years of age and older) **do not** appear together for the scheduled interview the interview will not be conducted and your application may be disapproved.

Any request for a postponement must be made at the time of scheduling or prior to the scheduled interview and the Committee retains the discretion to grant any such postponements.

Be advised that the admissions interview does not constitute an approval and I/we agree not to move into said apartment until such time that a written approval letter is provided by the Board of Directors. I understand that if I move in prior to said approval my application will be rejected.

*I/we certify that I have read and understand the instructions listed above regarding the Admissions Committee's interview requirements.*

**I/we acknowledge receipt, have read and agree to abide by the House Rules of Glen Oaks Village. I also understand that the admissions interview will involve a discussion of said house rules.**

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Prospective Subtenant Signature

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Date

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Prospective Subtenant Signature

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Date

## Notice To All Residents

(Attachment #10)

This form is only necessary if your apartment does not currently have a smoke detector and you would like the maintenance department to install one for you. If you already have a smoke detector in your apartment this form does not need to be completed.

The NYC Smoke Detector Law requires that one or more approved detectors be installed in each apartment.

**DOES YOUR APARTMENT HAVE ONE INSTALLED?** If not, please complete the form below and send it to the Maintenance Office at 70-41 260<sup>th</sup> Street, Glen Oaks, NY 11004. A Smoke detector will be installed in your apartment shortly thereafter at a cost of \$10.00 plus labor.

**REMEMBER:** *Smoke detectors are required by law. If you do not have a smoke detector in your apartment, you must complete the request form below, or you may opt to install one yourself.*

Name: _____			
Address: _____		Up	Down
_____	_____	_____	_____
Town	State	Zip Code	Unit Number
Day Telephone # : _____		Evening Telephone #: _____	