

## Sublet Package

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

- Your Glen Oaks account must be current and without any outstanding balances.
- You must gather all the documents listed below into one complete package. ***Incomplete packages will be returned.***
- Inform your prospective subtenant that they must **know** the "House Rules".

The processing of your application will take approximately 4 weeks.

After a complete package is received, it will be reviewed and an Admissions interview will be scheduled with the prospective subtenant(s). Repeatedly calling the office for a package and/or interview date will delay the processing of your package. ***Please note that admissions interviews take place in person on Thursday evenings.*** All prospective occupants (12 years of age and older) of the subject unit must be present during one admissions interview.

Enclosed you will find a copy of the Glen Oaks Village House Rules. Kindly make sure that all prospective subtenants and occupants **know** the House Rules. Priority is not given to those that may have to return for "no shows" or not knowing the House Rules during the initial admissions interview.

### I. CO-OP FEE TO SUBLET AN APARTMENT

*The following fees were adopted by the Board of Directors, effective January 1<sup>st</sup>, 2020:*

The co-op charges an annual fee to cover its cost of reviewing all Sublet Packages. This fee is charged for each sublet lease and is necessary so that the administrative costs associated with Sublets do not become a cost burden on current co-op shareholders. Sublet Package Review Fees are non-refundable.

- The Sublet Package Review Fee for a **First Time Tenant** is \$400.
- The Sublet Package Review Fee for a **GOVO Managed First Time Tenant\*** is \$300.
- The Sublet Package Review Fee for a **Same Tenant Renewal** is \$300 annually.
- The Sublet Package Review Fee for a **GOVO Managed Unit\*** is \$200 annually.

Please make your check payable to Glen Oaks Village Owners, Inc. Only a Shareholder's personal check will be accepted. A prospective tenant may not pay the Sublet Package Review Fee.

It is important that you choose your 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 \$400 fee for a First Time Tenant when you submit the Sublet package for your new tenant.

*\*The Sublet Package Review Fee at a reduced rate of \$300 and \$200 applies only to owners entering into a Management Agreement with GOVO Real Estate Corp. (See Attached Management Agreement for complete details). We take the hassles out of owning rental properties. Consider having us manage your property. The cost is very reasonable.*

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

All 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 and Credit Application (*see attachment #2*).
- Emergency Contact Information Form (*see attachment #3*).
- Fully executed one-year Lease Agreement (*ex. A one-year lease term would begin on November 1<sup>st</sup> and expire on October 31<sup>st</sup>*) preferably using a **Blumberg A-55 Lease Agreement** Form.
- Lead Paint Disclosure Form (*see attachment #5*).
- Lead Based Paint Hazards Form- Inquiry Regarding Child (Appendix A).
- Lessee's Agreement to be completed by the Shareholder (*see attachment #6*).

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

- Rider to Lease Agreement initialed by Shareholder and prospective subtenant(s) (*see attachment #7*).
- Acknowledgment and Agreement signed by subtenant(s) and all occupants from 12 years old (*see attachment #8*).
- Admissions Committee Interview Policy signed by subtenant(s) and all occupants from 12 years old (*see attachment #10*).
- Smoke / Carbon Monoxide Detector Notice (*see attachment #11*). To be completed only if necessary.
- Homeowners Insurance Now Required for All Owners (*see attachment #12*).

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

1. Copy of subtenant(s) driver's license, passport, green card, or other photo identification. Note: All photo I.D. must be valid.
2. A letter of Employment Verification on company letterhead, stating annual salary, date of hire and probability of continued employment.
3. Copy of **two** recent and consecutively dated paystubs.
4. If the prospective subtenant is receiving Social Security or pension benefits, then a copy of the Award Letter.
5. Copy of most recent bank statement (all pages).
6. Self-employed subtenant(s) must provide a current year-to-date profit and loss statement that is signed or stamped by their accountant. This document does not need to be certified

## **V. 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.***

- Unit inspections are mandatory at turnover regardless of the date of the last inspection. Shareholders are responsible for scheduling the inspection and completing any necessary repairs in a timely manner. Approval letters will not be issued until all repairs are completed.

Please note: You must also be in compliance with Local Law 31 of 2020. Contact your Shareholder Representative for more information.

## **VI. OTHER ATTACHMENTS**

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

***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.***

Once we have received all 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. **Please note that admissions interviews are done only on Thursday evenings.**

Enclosed please find a copy of the Glen Oaks Village House Rules. Kindly make sure that your prospective subtenant(s) **know** the House Rules.

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



## Application for Sublease

(Attachment #1)

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

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

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

Telephone Number: \_\_\_\_\_ Email.: \_\_\_\_\_

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

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

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

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 subject me to a \$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 AND CREDIT APPLICATION

(Attachment #2)

**Please Print**

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

Tenant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

Co-Tenant's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security No.: \_\_\_\_\_

OTHERS TO OCCUPY APARTMENT	RELATIONSHIP	AGE

### RESIDENCE HISTORY (2 Years)

**Tenant:**

A. Present Address: \_\_\_\_\_ How long? \_\_\_\_\_

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

B. Previous Address: \_\_\_\_\_ How long? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Phone No.: \_\_\_\_\_

**Co-Tenant:**

A. Present Address: \_\_\_\_\_ How long? \_\_\_\_\_

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

B. Previous Address: \_\_\_\_\_ How long? \_\_\_\_\_

Previous Landlord: \_\_\_\_\_ Phone No.: \_\_\_\_\_



**EMPLOYMENT HISTORY (2 Years)**

**Tenant:**

A. Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
*Company Name*

Address: \_\_\_\_\_ Position: \_\_\_\_\_ Approx. Mo. Income: \$ \_\_\_\_\_

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

Address: \_\_\_\_\_ Position: \_\_\_\_\_ Approx. Mo. Income: \$ \_\_\_\_\_

**Co-Tenant:**

A. Employer: \_\_\_\_\_ How Long? \_\_\_\_\_  
*Company Name*

Address: \_\_\_\_\_ Position: \_\_\_\_\_ Approx. Mo. Income: \_\_\_\_\_

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

Address: \_\_\_\_\_ Position: \_\_\_\_\_ How Long? \_\_\_\_\_

The undersigned applicants certifies that the foregoing is true and hereby authorizes Glen Oaks Village Owners, Inc. (GOVO) 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 GOVO pertaining to this application including salaries, bonus/overtime information, loan balances and other information requested to assist GOVO in completing the processing of this application.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date



## Emergency Contact Information

(Attachment #5)

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.

TENANT(S)

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

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

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Office: \_\_\_\_\_

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

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

IN CASE OF EMERGENCY, PLEASE NOTIFY THE FOLLOWING

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

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

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Office: \_\_\_\_\_

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

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

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

# Lead Paint Disclosure

(Attachment #5)

## Disclosure of information on Lead-Based Paint and/or Lead Based 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 a federally approved pamphlet on lead poisoning prevention.

### Lessor's Disclosure (initial)

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

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

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

(ii) \_\_\_\_\_ 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 (i) or (ii) below):

(i) \_\_\_\_\_ 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):

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

(ii) \_\_\_\_\_ 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 U.S.C. 4852d 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 and Renewals*



**APPENDIX A**

**LEASE/COMMENCEMENT OF OCCUPANCY NOTICE FOR PREVENTION OF  
LEAD - BASED PAINT HAZARDS- INQUIRY REGARDING CHILD**

You are required by law to inform the owner if a child under six years of age resides or will reside in the dwelling unit (apartment) for which you are signing this lease/commencing occupancy. If such a child resides or will reside in the unit, the owner of the building is required to perform an annual visual inspection of the unit to determine the presence of lead-based paint hazards.

**IT IS IMPORTANT THAT YOU RETURN THIS FORM TO THE OWNER OR MANAGING  
AGENT OF YOUR BUILDING TO PROTECT THE HEALTH OF YOUR CHILD.**

If a child under six years of age does not reside in the unit now but does come to live in it at any time during the year, you must inform the owner in writing immediately. If a child under six of age resides in the unit, you should also inform the owner immediately at the address below if you notice any peeling paint or deteriorated sub-surfaces in the unit during the year.

Please complete this form and return one copy to the owner or his or her agent or representative when you sign the lease/commence occupancy of the unit. Keep one copy of this form for your records. You should also receive a copy of a pamphlet developed by the New York City Department of Health explaining about lead-based paint hazards when you sign your lease/commence occupancy.

CHECK ONE: \_\_\_\_\_ A child under six years of ages resides in the unit.  
\_\_\_\_\_ A child under six years of age **does not** reside in the unit.

\_\_\_\_\_ Occupant Signature(s)

Print occupant’s name, address, and apartment number:

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

**CERTIFICATION BY OWNER: I certify that I have complied with the provisions of s27-2056.6 of Article 14 of the Housing Maintenance Code and the rules promulgated thereunder relating to duties performed in vacant units, and that I have provided a copy of the New York City Department of Health pamphlet concerning lead-based paint hazards to the occupant.**

\_\_\_\_\_ Owner Signature

RETURN THIS FORM TO: \_\_\_\_\_

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

Date set for correction of such violation pursuant to s27-2225 (1) (1). No such application shall be accepted by the department after such date.

(b) Grant of a postponement shall be in the sole discretion of the department, and will be limited to circumstances where a showing has been made by the owner, to the satisfaction of the department, that such owner has taken steps to correct the violation promptly but that full correction could not be completed expeditiously because of the existence of a serious technical difficulty, inability to obtain necessary materials, funds or labor, or inability to gain access to the dwelling unit or other area of the building necessary to make the required repair. An application for postponement shall contain a detailed statement by the registered owner or agent, or registered managing agent, explaining the steps taken to correct the violation promptly and the specific circumstances surrounding the inability to fully correct the violation within the time set for correction of the violation. Where an owner claims inability to gain access, such application shall include a description of the steps taken to gain access, including but not limited to providing a written notice to the tenant, delivered by certified or registered mail, informing the tenant of the necessity of access to the dwelling unit to correct the violation and the reason why access could not be gained.

(c) The department shall make a determination in writing whether the postponement shall be granted or denied, and the reasons, therefore. The department may include such other conditions as are deemed necessary to ensure correction of the violation within the time set by the postponement. If the postponement is granted, a new date for correction shall be set, which shall not exceed forty-five days from the date set for correct in the notice of violation. A copy of the written determination by the department shall be provided to the owner and the complainant/occupant.

#### STATEMENT OF BASIS AND PURPOSE

The purpose of these rules is to implement Article 14 of the Housing Maintenance Code relating to the prevention of lead-based paint hazards which may cause childhood lead poisoning. The rules provide a detailed description of the responsibilities of owners of multiple dwellings and occupants of dwelling units in which children under the age of six reside with reference to the prevention of lead-based paint hazards, maintenance of painted surfaces in such dwelling units, notification of the presence of children and of lead-based paint hazards and the correction of lead-based paint hazards and lead-based paint hazard violations.



**LESSEE’S AGREEMENT TO COMPLY WITH  
LEAD-BASED PAINT LAW AND INDEMNIFICATION**

*(Attachment #6)*

Re: \_\_\_\_\_  
(Apartment address)

I (we) \_\_\_\_\_, the proprietary lessee(s) ("Lessee") of the above-referenced apartment ("Apartment"), have requested that the Board of Directors of Glen Oaks Village Owners, Inc. ("Lessor") consent to my (our) request to sublease the Apartment (or insert if applicable... request to allow the Apartment to be occupied by persons other than the Lessee or members of the Lessee's family). I (we) understand that once the Apartment is not occupied by the Lessee or members of the Lessee's family, the Apartment will become subject to The New York City Childhood Lead Poisoning Prevention Act of 2003 (Local Law 1 of 2004) (hereinafter, the "CLPPA"); however, I (we) also understand that the CLPPA permits the Lessor and the Lessee to enter into an agreement allocating responsibility for complying with the CLPPA. Accordingly, in consideration of the Lessor’s granting of my (our) aforesaid request, I (we) agree that I (we), the Lessee, and not the Lessor, shall be responsible for complying with the provisions of the CLPPA. I (we) further understand that the Lessor is granting my (our) request on condition that I (we), the Lessee, and not the Lessor, shall be responsible for compliance with the CLPPA.

I (we) further agree that if the Apartment is or becomes subject to the CLPPA, I (we) shall defend, indemnify and save harmless the Lessor and its directors, officers and agents against and from any and all claims, losses, liabilities, damages, demands, actions, causes of action, judgments, fines, penalties, costs and expenses, including, without limitation, attorneys’ fees, arising from or related to any non-compliance with the CLPPA in connection with the Apartment. This indemnification shall also include all costs and expenses (including attorneys' fees) incurred in connection with the enforcement of this indemnity obligation. This indemnification shall survive the expiration of my (our) proprietary lease and any sublease or occupancy agreement.

Dated: \_\_\_\_\_

\_\_\_\_\_  
***Lessor (Owner(s) signature only)***

\_\_\_\_\_  
***Lessor (Owner(s) signature only)***



## Rider to Lease Agreement

(Attachment #7)

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 #8)

***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 any time by Glen Oaks Village Owners, Inc., ("GOVO") its 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, its 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 if 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, its 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, its 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's Signature*

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*Date*

---

*Prospective Subtenant's Signature*

---

*Date*



## **Admissions Committee Interview Policy**

*(Attachment #10)*

**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 12 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.***

**1/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's Signature*

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*Date*

---

*Prospective Subtenant's Signature*

---

*Date*



## Smoke/Carbon Monoxide Detector Notice to All Residents

(Attachment #11)

This form is only necessary if the apartment does not currently have a smoke/carbon monoxide detector and you would like the maintenance department to install one for you. *If the apartment already has a smoke/carbon monoxide detector or you will be installing one yourself then this form does not need to be completed.*

New York State Law requires that a Smoke/Carbon Monoxide Detector **MUST** be installed in your apartment. At closing, both the Seller and the Buyer will have to sign an affidavit that the Smoke/Carbon Monoxide Detector has been installed.

**DOES YOUR APARTMENT HAVE ONE INSTALLED?** If not, please complete the form below and send it to the Maintenance Office at 70-41 260th Street, Glen Oaks, NY 11004. A smoke/carbon monoxide detector will be installed in your apartment at the current cost.

Name: _____			
Address: _____		Up	Down
_____	_____	_____	_____
City	State	Zip Code	Unit Number
Contact #: _____		Email: _____	



(Attachment #12)

**ALL OWNERS ARE REQUIRED TO HAVE HOMEOWNERS INSURANCE**

**Homeowners Insurance Now Required for All Owners**

The Board of Directors on 10/30/18 passed a resolution requiring all shareholders obtain Homeowners Insurance as of 1/1/19 covering damages to their apartment, personal possessions and any maintenance/rental fees that may be incurred while they are temporarily displaced. Although tenants are not required to purchase “Tenant” insurance, we strongly recommend that they do so. This requirement already exists in most co-ops and we have urged shareholders and tenants alike to obtain insurance for many years. Homeowners, Landlord or Tenant Insurance is an integral part of sound financial protection and is relatively inexpensive and will be very important when damage from storms, water, fire or theft occur.

**When Disaster Strikes – How is Cost Responsibility Determined?**

Your Proprietary Lease which you received when you purchased your apartment spells out the division of repair responsibilities if a disaster should occur and apartment damage is sustained.

**Repair Expenses that are the responsibility of Owners and Not the Co-op**

Pursuant to paragraphs 4(a) and 4(b) of the Proprietary Lease, GOVO is NOT required to repair or replace equipment, fixtures, furniture, furnishings or decorations installed or owned by the owner. In general, GOVO is NOT responsible to refinish floors, paint or replace wallpaper or other decorations in the apartment. YOU will be responsible for most of the costs of repairing and refurbishing your apartment, including but not limited to carpet, wallpaper, painting, furniture and fixtures, bathroom fixtures, appliances and cabinetry, etc., which are outlined in paragraph 18(a) of the Proprietary Lease. Just as important, the Proprietary Lease further states that if your apartment sustains damage rendering it uninhabitable, your monthly maintenance will NOT be abated while you are temporarily displaced.

**Repair Expenses that are the responsibility of the Co-op and Not the Owner**

GOVO is responsible for the repair and replacement of original floors; walls; ceilings; windows; pipes, wiring and damage within the apartment walls.

**How to Report a Claim if Damage is Sustained to Your Apartment**

Any damage to a shareholder’s property or apartment should always be reported to your insurance carrier regardless of who may be at fault.

**How to Obtain Insurance**

You should contact your insurance broker and compare policies and prices. GOVO’s Corporate insurance policies are provided by HUB International at 100 Sunnyside Boulevard, Woodbury, NY 11797. You can call Millie Ayala at (516) 677-4775 or Michael Capobianco at (516) 677-4797 for information on a wide range of co-op insurance to Owners and Tenants. You are not obligated to use our insurance company; we provided this information as a courtesy to our shareholders and residents.

I/we have read, understand and agree to abide by the above policy.

\_\_\_\_\_  
Shareholder’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shareholder’s Signature

\_\_\_\_\_  
Date



(Attachment #13)

**APARTMENT CONDITION RULES FOR LANDLORDS WHO SUBLET THEIR APARTMENTS**

The condition of Apartments that are sublet in Glen Oaks Village is a reflection of our community and impacts the quality of life of our residents. Landlords in Glen Oaks Village have a responsibility to offer apartments for sublet that are in good condition, broom clean and free of unhealthy or messy conditions. **All rental apartments are subject to Management Inspection prior to Board approval.** Below is a 10-Step Guide to Properly Maintaining an Apartment for Board Authorization of a sublet package.

**10-STEP GUIDE TO PROPERLY MAINTAINING AN APARTMENT FOR SUBLET AUTHORIZATION**

1. Apartment should be broom clean, appear neat and ready for rental.
2. Apartment does NOT have to be renovated, but minor repairs should be made, and carpet should be cleaned and in good condition or new.
3. Attics (2<sup>nd</sup> Floor units) should be clean and not cluttered. Storage from prior owners or tenants must be removed.
4. Appliances must be in working order, if not, they must be removed.
5. Kitchen fixtures and appliances including, but not limited to refrigerators and stoves, must be clean and free of unhealthy stains and grease buildup.
6. Bathroom fixtures and mirrors must be in working condition and not broken. Grout and Caulking must be in good condition to prevent leaks into adjacent apartments or basement. Tub must be clean and free of unhealthy or unsightly stains and if necessary, should be reglazed or replaced.
7. Bathroom and kitchen water fixtures must not be leaking or dripping.
8. No loose electrical wires • No holes in walls • No missing doorknobs • No ripped, torn, or missing floor covering • Hanging fixtures must be properly adhered to walls or ceiling, etc.
9. Removal of Crystal Windows stickers from all windows.
10. The co-op will review Landlord history of subletting, specifically problems or security issues originating with tenants or landlord. Landlord or Tenant problems that have taken up an excessive amount of time with Security, Management or the Board of Directors may not be approved for subletting.

X \_\_\_\_\_

Shareholder.

By signing here, I acknowledge that I have read and understand these guidelines

X \_\_\_\_\_

Real Estate Agent, Broker, Representative (if applicable)

By signing here, I acknowledge that I have discussed these guidelines with the unit owner