

Hyde Park Owners Corp.

www.hydeparkownerscorp.com

137-07 Jewel Avenue - Kew Gardens Hills, NY 11367 - Telephone (718)263-9680 - Fax (718)520-0185

RE: Sublet Application

In order to sublet your apartment at Hyde Park Gardens, you must provide the on site Management office with the documents indicated below before you sublet. Please note that all referenced fees are **NOT REFUNDABLE** unless specifically stated and are to be in the form of a certified check or money order. No personal checks will be accepted. All fees are to be made payable to HYDE PARK OWNERS CORP. and are to be submitted with a complete package by the Shareholder seeking to sublet. **All fees charged by the Corporation are payable by the Shareholder.**

Be advised that certain personal and financial information is to be provided by the prospective sub tenant along with the following documents for review;

- **Forms and documents to be completed by the Applicant(s)**
 1. Last three (3) pay stubs for each applicant
 2. Last two (2) years w-2 forms or income tax form for each applicant
 3. Last four (4) months cancelled rent checks
 4. Copy of current driver's license
 5. Copy of social security card
 6. Sublease Application
 7. Sublet Application Acknowledgement form
 8. Information and credit collection Authorization form
 9. Disclosure/Agreement/Consent form
 10. Sublet Notarized Statement
 11. Executed Smoking policy acknowledge form
 12. Carpet Requirement Acknowledgement form
 13. Move In Form along with the \$500 fee
 13. One Call Now Notification

- **Forms to be completed by BOTH the Shareholder and Applicant(s)**
 1. Attic Space Acknowledgement Form – B units only
 2. Sublease acknowledgment form

- **Forms to be completed by ONLY the Shareholder**
 1. Subletting and Sublet Fees form
 2. Notification of legal address for shareholder
 3. Move Out Form along with \$500.00 Fee
 4. Application Fee \$350.00, non refundable

SHAREHOLDERS PLEASE NOTE: If there is a loan on your unit, you must include with your sublet package a letter from your lender consenting to the subleasing of the unit.

The fine is \$1,000.00 per month for each month or part thereof that Lessee sublets its apartment in violation of the proprietary lease and/or Lessor's subletting procedures, in addition to all legal fees and other costs incurred by Lessor as a result of such non-complying subletting. Lessor reserves all rights in the event of non-complying sublease including termination of Lessee's proprietary lease.

When printing this document from the PDF, please print document in single sided pages – DO NOT PRINT DOUBLED SIDED OR THE PACKAGE WILL NOT BE ACCEPTED.

Forms and
documents to be
completed by the
Applicant(s)

Hyde Park Owners Corporation

APPLICATION TO SUBLET AT HYDE PARK GARDENS

A. Subject Premises

Location of Premises _____

B. Applicant Information

1. Applicant Name _____
2. Address _____
3. Telephone Home _____ Work _____
4. Cell: _____
5. Email: _____
6. Birthdate _____
7. Social Security No. _____
8. Driver's License No. _____

Applicant's Rental History

1. Length of Time at Current Address _____
2. Name of Present Landlord _____ Telephone No. _____
3. Reason for leaving _____
4. Previous Address _____
5. Length of Time at Previous Address _____
6. Previous Landlord _____ Telephone No. _____
7. Reason for leaving _____

Applicant's Employment/Financial Background

1. Employer's Name/Address _____
2. Employer Contact Name/Telephone No. _____
3. Current Salary _____
4. Position with employer _____ Length of time in Position _____

Other Sources of Income _____

C. Co - Applicant Information

1. Applicant Name _____
2. Address _____
3. Telephone Home _____ Work _____
4. Cell: _____
5. Email: _____
6. Birthdate _____
7. Social Security No. _____
8. Driver's License No. _____

Co - Applicant's Rental History

1. Length of Time at Current Address _____
2. Name of Present Landlord _____ Telephone No. _____
3. Reason for leaving _____

4. Previous Address _____
5. Length of Time at Previous Address _____
6. Previous Landlord _____ Telephone No. _____
7. Reason for leaving _____

Co - Applicant's Employment/Financial Background

1. Employer's Name/Address _____
 2. Employer Contact Name/Telephone No. _____
 3. Current Salary _____
 4. Position with employer _____ Length of time in position _____
- Other Sources of Income _____

D. Total Income of all Occupants in Household _____

E. Household

List all household members who will occupy premises
Name

1. _____
2. _____
3. _____
4. _____

F. Applicant's Vehicles

- Number of Vehicles to be Parked on Premises _____
- Description of All vehicles

Make/Model	Year	Color	State	License Plate No.
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

G. Do you have any pets: Yes: _____
No: _____

If you answered yes please describe below – breed, weight, age and name of animal

1. _____
2. _____
3. _____