

**771620 EQUITIES CORP.**  
**77-16/20 Austin Street**  
**Forest Hills, N.Y. 11375**

**SUBLET OF APARTMENT#:** \_\_\_\_\_

Enclosed is your application to sublet the above-mentioned apartment. The purpose of this application is to permit the Admissions Committee and the Board of Directors of 771620 Equities Corp. to expeditiously process your request to sublease. Please answer all questions. Do not leave any questions blank or unanswered. If the questions do not apply to your situation, write N/A (not applicable) in the space provided. **THE COMMITTEE AND BOARD WILL NOT PROCESS AN INCOMPLETE APPLICATION. APPLICATIONS WHICH DO NOT HAVE ALL OF THE SUPPORTING DOCUMENTATION WILL BE CONSIDERED INCOMPLETE AND MAY BE SUMMARILY REJECTED BY THE ADMISSIONS COMMITTEE.** It is strongly recommended that you submit this application as soon as possible to avoid any delay in the approval process. Before this application can be processed, the following information must be forwarded to the Admissions Committee:

- \_\_\_\_\_ 1. Letter from current employer verifying salary, position, length of employment and the likelihood of continued employment. **(Please note we do not request employment verification by internet).**
- \_\_\_\_\_ 2. Letter from current landlord verifying status of tenancy.
- \_\_\_\_\_ 3. Bank account statements for the last three (3) months.
- \_\_\_\_\_ 4. Two (2) current pay stubs.
- \_\_\_\_\_ 5. Two (2) letters of personal reference from person other than relative.
- \_\_\_\_\_ 6. Two (2) business reference letters.
- \_\_\_\_\_ 7. Signed copy of the Sublease Agreement, Window Guard and Lead Paint attachment.
- \_\_\_\_\_ 8. Most recent tax returns, State and Federal, with W-2 Form and schedules attached.
- \_\_\_\_\_ 9. Signed and Notarized acceptance of House Rules and Pet Affidavit.
- \_\_\_\_\_ 10. Signed Credit Release and a **\$200.00 Non-refundable** application and credit fee in the form of a **Certified Check** or **Money Order** payable to **First Management Corp.** must accompany application.
- \_\_\_\_\_ 11. A **Non-refundable** application fee from the shareholder in the form of a **Certified Check** or **Money Order** must accompany the **Application**, payable as follows:

**\$100.00** made payable to **771620 EQUITIES CORP.**

- \_\_\_\_\_ 12. Applicant must enclose a **Certified Check** or **Money Order** payable to **771620 Equities Corp.** for **\$500.00** as a **Refundable Move-In Fee** provided there are no damages to the public areas of the building.
- \_\_\_\_\_ 13. Applicant must list names, ages, and relation of all family and non-family members who will be residing in the apartment.
- \_\_\_\_\_ 14. There will be a 20% of the maintenance monthly sublet fee to the shareholder.
- \_\_\_\_\_ 15. **Submit ONE (1) ORIGINAL copy and TWO (2) redacted copies.**

If you are self employed, you must furnish the following additional information:

- \_\_\_\_\_ 16. Business financial statement.
- \_\_\_\_\_ 17. Business tax returns for the last two (2) years.
- \_\_\_\_\_ 18. Business credit reference.

Please note that the application and all supporting documentation submitted must remain the property of 771620 Equities Corp. Submit the application to:

**Applications Department c/o First Management Corp.**  
**34-03 Broadway, Astoria, NY 11106**

All questions in connection with your application should be referred to the Applications Department at **(718) 726-4792** from Monday thru Friday 10 a.m. to 5 p.m.

After review by the Admissions Committee, the application will be forwarded to the Board of Directors for review. The Board of Directors may elect to interview the applicant(s) which we will contact the applicant(s) for an interview with the Board of Directors.

**PLEASE ALLOW THREE (3) TO FOUR (4) WEEKS FOR THE ENTIRE APPLICATION PROCESS.**

**Please Note:**

The Board of Directors may require further information and may request that the Applicant(s) appear for personal interview or interviews.

The Shareholder and Applicant are advised that their application is subject to the approval of the Board of Directors without which the proposed sublease may not be consummated. In this regard, the Shareholder is directed to the By-Laws of 771620 Equities Corp. and the provisions of the Proprietary Lease.

The Shareholders is directed to the Proprietary Lease and House Rules which govern the occupancy of 771620 Equities Corp. by its residents and which would govern the occupancy of the Applicant.

In no event will 771620 Equities Corp. Board of Directors or its agents be responsible for any liabilities or expenses incurred by any Shareholder and/or Applicant whose application is disapproved. While the Board of Directors will attempt to promptly review all applications, 771620 Equities Corp. the Board of Directors and its agents assume no responsibility for expenses or liabilities resulting from any delay in its review.

771620 Equities Corp. the Board of Directors or its agents, assume no responsibilities for expenses or liabilities resulting from any delay in occupancy of apartment. In the event a subtenant violates any of the house rules of the cooperative you as the owner are responsible for damages, fines, etc.

Please note that ANY AND ALL TERMS AGREED UPON concerning the sublease pertaining to this apartment, including the terms of payment, return of deposit, etc., ARE STRICTLY between the Shareholder(s) and Subtenant(s), and the Cooperative Corporation is not a party to the transaction and assumes no responsibility whatsoever in connection with any claim that may arise from these transactions.

The Applicant is advised that falsification of any of the foregoing information or omission of material information herefrom may result, without limitations, in revocation of the Board of Directors approval and termination of the Applicant's Sublease.

The undersigned hereby authorizes the Board of Directors to contact any of the employers, banks, landlords, educational institutions, references, etc., application, including Credit Reporting Agencies.

First Management Corp. and the Board of Directors of 771620 Equities Corp. does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Subletting of any kind is not permissible without the express written consent of the Board of Directors of 771620 Equities Corp.

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION FURNISHED HEREIN IS TRUE:

APPLICANT: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

State of )  
County of )

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_ of 201\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

DATE: \_\_\_\_\_

**I. SUBLEASE INFORMATION**

Apartment #: \_\_\_\_\_ Apartment Size: \_\_\_\_\_

Shareholder: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Lease Date: \_\_\_\_\_ Term of Lease: \_\_\_\_\_ Security: \_\_\_\_\_ Rent: \_\_\_\_\_

Broker: \_\_\_\_\_

**II. PERSONAL INFORMATION**

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

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

\_\_\_\_\_

Own: \_\_\_\_\_ Rent: \_\_\_\_\_ Own: \_\_\_\_\_ Rent: \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_ Phone: (Cell) \_\_\_\_\_

(Email) \_\_\_\_\_ (Email) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Marital Status: \_\_\_\_\_

**EDUCATIONAL BACKGROUND AND/OR VOCATIONAL TRAINING:**

SCHOOL/COLLEGE DATES ATTENDED GRADUATED

Applicant: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

Do you own any cars: \_\_\_\_\_ Year/Make/Model: \_\_\_\_\_

**LIST PETS:**

\_\_\_\_\_

**Name of ALL other persons who will occupy apartment:**

NAME RELATIONSHIP TO APPLICANT AGE

\_\_\_\_\_

\_\_\_\_\_

Name and telephone numbers of any residents of Co-operative who know the Applicant: \_\_\_\_\_

\_\_\_\_\_

**III. INCOME AND EMPLOYMENT**

APPLICANT

CO-APPLICANT

**1. Current Base Salary**

Annual: \_\_\_\_\_ Monthly: \_\_\_\_\_

Annual: \_\_\_\_\_ Monthly: \_\_\_\_\_

Other Income (Bonuses, Overtime, Interest, etc.):

Other Income (Bonuses, Overtime, Interest, etc.):

\_\_\_\_\_

\_\_\_\_\_

**2. Present Employer:**

Contact Person: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

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

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

Position Held: \_\_\_\_\_

Position Held: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

Period of Employment: \_\_\_\_\_

3. Previous Employer

Contact Person: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
Period of Employment: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
Period of Employment: \_\_\_\_\_

IF THE PAST 2 POSITIONS OF EMPLOYMENT HAVE LASTED FOR LESS THAN 5 YEARS, LIST FURTHER EMPLOYMENT HISTORY ON A SEPARATE SHEET OF PAPER.

4. Self-Employment

Name and Nature of Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
Years Applicant has been in this business: \_\_\_\_\_  
Age of Business: \_\_\_\_\_ Percentage Owned: \_\_\_\_\_ Is this a Family Business: \_\_\_\_\_  
Relationship to Owners: \_\_\_\_\_ Business Sales: \_\_\_\_\_ Net Worth: \_\_\_\_\_

IV. ASSETS & LIABILITIES

A. CASH (Including Money Funds or Equivalents)/STOCKS/BONDS:

<u>Bank or Stock/Bond Name</u>	<u>Type of Account &amp; Account Number</u>	<u>Current Balance</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. REAL ESTATE

Location: \_\_\_\_\_  
Type: \_\_\_\_\_ Extent of Ownership: \_\_\_\_\_  
Mortgage Indebtedness: \$ \_\_\_\_\_ Annual Net Income: \$ \_\_\_\_\_

C. LIABILITIES

<u>TYPE</u>	<u>NAME OF CREDITOR</u>	<u>ORIGINAL AMOUNT</u>	<u>OUTSTANDING AMOUNT</u>	<u>MONTHLY PAYMENTS</u>	<u># OF MONTHS REMAINING</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Do you pay alimony or child support? \_\_\_\_\_ Monthly Payments: \$ \_\_\_\_\_  
Are you a Guarantor of another's indebtedness?: \_\_\_\_\_ If so, describe: \_\_\_\_\_

V. RESIDENCES

Present Landlord: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Rent: \$ \_\_\_\_\_ Dates of Occupancy: \_\_\_\_\_  
Previous Landlord: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Rent: \$ \_\_\_\_\_ Dates of Occupancy: \_\_\_\_\_

Please provide any information not contained in the application that you feel would be helpful to the Admissions Committee in evaluating your application. (Use space below and additional sheets, if necessary.)

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

771620 EQUITIES CORP.  
77-16/20 Austin Street  
Forest Hills, NY 11375

Date: \_\_\_\_\_

I am fully aware that the House Rules say that I cannot have pets and that we are subject to fines for violating this House Rule.

So agreed: \_\_\_\_\_

State of                    )  
County of                )

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_ of 201\_\_

\_\_\_\_\_  
NOTARY PUBLIC

# FAIR CREDIT REPORT ACT

## PRE-NOTIFICATION

This is to inform you that as part of our procedure for processing your application, an investigative consumer report may be made whereby information is obtained through consumer credit agencies, personal interviews with third parties, such as family members, business associates, financial sources, friends, neighbors or others with whom you are acquainted. This inquiry includes information as to your character, general reputation, personal characteristics and mode of living, whichever may be applicable. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

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DATE

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APPLICANT'S SIGNATURE

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DATE

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APPLICANT'S SIGNATURE

## NOTIFICATION OF LEGAL MAILING ADDRESS FOR SHAREHOLDERS

All communications and invoices concerning the shareholder of Unit \_\_\_\_\_ should be sent to the following address rather than to the apartment.

SHAREHODLER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

BUSINESS TELEPHONE NUMBER: \_\_\_\_\_

HOME TELEPHONE NUMBER: \_\_\_\_\_