

**Windsor Equities Owners Inc.
37-16/20 83rd Street
Jackson Heights, N.Y. 11372**

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 Windsor Equities Owners Inc. 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 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. Three (3) letters of personal reference from person other than relative.
- _____ 6. Signed copy of the Sublease Agreement, Window Guard and Lead Paint attachment.
- _____ 7. Most recent tax returns, State and Federal, with W-2 Form and schedules attached.
- _____ 8. Signed and Notarized acceptance of House Rules and Pet Affidavit.
- _____ 9. Signed Credit Release and a **Non-refundable** credit fee in the form of a **Certified Check** or **Money Order** payable to **First Management Corp.** must accompany application.

\$30.00 for a single individual

\$40.00 for a married couple

\$50.00 for two single individuals

- _____ 10. 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:

\$150.00 made payable to **FIRST MANAGEMENT CORP.**

\$150.00 made payable to **WINDSOR EQUITIES OWNERS INC.**

- _____ 11. Applicant must enclose a **Certified Check** or **Money Order** payable to **Windsor Equities Owners Inc.** for **\$300.00** as a **Refundable Move-In Fee** provided there are no damages to the public areas of the building.
- _____ 12. Applicant must list names, ages, and relation of all family and non-family members who will be residing in the apartment. All residents must be present at the Board Interview.
- _____ 13. There will be a 10% of the maintenance monthly sublet fee to the shareholder.
- _____ 14. **Submit ONE (1) set ONLY.**
- _____ 15. **Please submit a copy of a photo ID for all occupants.**

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 Windsor Equities Owners 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.

Interview Procedures:

1. Committee will hold one (1) meeting.
2. Everyone who is to reside in the unit must appear at the interview.

THE INCOME REQUIREMENTS FOR A SALE ARE AS FOLLOWS:

1. For sublets the annual rent and existing loans must be 25% or less of your annual salary.
2. For sales – The annual maintenance, mortgage and existing loans must be 25% or less of your annual salary, NO EXEMPTIONS.
3. We do not accept guarantors if you are unable to meet the income requirements.

All of the previously requested information is to be sent to:

**FIRST MANAGEMENT CORP.
C/O APPLICATIONS DEPARTMENT
34-03 BROADWAY
ASTORIA, NY 11106**

Processing time for an application is three (3) to four (4) weeks, providing all necessary information is supplied with the application package.

I hereby acknowledge and agree that the processing fee is non-refundable for any reason as this fee covers the cost of processing the application.

Signature of Applicant

Signature of Applicant

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 **Windsor Equities Owners Inc.** and the provisions of the Proprietary Lease.

The Shareholders is directed to the Proprietary Lease and House Rules which govern the occupancy of **Windsor Equities Owners Inc.** by its residents and which would govern the occupancy of the Applicant.

In no event will **Windsor Equities Owners Inc.** 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, **Windsor Equities Owners Inc.** the Board of Directors and its agents assume no responsibility for expenses or liabilities resulting from any delay in its review.

Windsor Equities Owners Inc. 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 the Windsor Equities Owners Inc. 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 **Windsor Equities Owners Inc.**

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:

	<u>SCHOOL/COLLEGE</u>	<u>DATES ATTENDED</u>	<u>GRADUATED</u>
Applicant:	_____	_____	_____
Co-Applicant:	_____	_____	_____

Do you own any cars: _____ Year/Make/Model: _____

LIST PETS:

Name of ALL other persons who will occupy apartment:

<u>NAME</u>	<u>RELATIONSHIP TO APPLICANT</u>	<u>AGE</u>
_____	_____	_____
_____	_____	_____

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

III. INCOME AND EMPLOYMENT

	<u>APPLICANT</u>	<u>CO-APPLICANT</u>
1. Current Base Salary		
Annual: _____ Monthly: _____	Annual: _____ Monthly: _____	Annual: _____ Monthly: _____
Other Income (Bonuses, Overtime, Interest, etc.): _____	Other Income (Bonuses, Overtime, Interest, etc.): _____	Other Income (Bonuses, Overtime, Interest, etc.): _____
2. Present Employer:		
Contact Person: _____	Contact Person: _____	Contact Person: _____
Company: _____	Company: _____	Company: _____
Address: _____	Address: _____	Address: _____
Telephone #: _____	Telephone #: _____	Telephone #: _____
Position Held: _____	Position Held: _____	Position Held: _____
Nature of Business: _____	Nature of Business: _____	Nature of Business: _____
Period of Employment: _____	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 & 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.)

WINDSOR EQUITIES OWNERS INC.
37-16/20 83rd Street
Jackson Heights, NY 11372

Date: _____

By signing below, I (we) acknowledge receipt of the Windsor Equities Owners Inc. House Rules and will abide by them. Also, 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.

DATE

APPLICANT'S SIGNATURE

DATE

APPLICANT'S SIGNATURE