

METRO MANAGEMENT

DEVELOPMENT, INC.

■ CO-OPS ■ CONDOMINIUMS ■ MITCHELL-LAMA

42-25 21st Street ■ Long Island City, NY 11101 ■ 718-706-7755 ■ Fax: 718-706-7760

3875 OWNERS CORP.

APPLICATION TO SUBLET

The completed application, with all required documents listed below, must be submitted to Metro Management Development, Inc., 42-25 21st Street, Long Island City, NY 11101. All pages should be collated, in the order listed, on letter-size paper, one-sided and unstapled, as it will be scanned and emailed to the Board for review. Incomplete applications will not be forwarded to the Board.

1. A non-refundable application fee of \$150.00 (Certified check or money order) payable to Metro Management Development Inc.
2. A non-refundable credit check fee of \$50.00 per applicant (Certified check or money order) must accompany this package, payable to 3875 Owners Corp.
3. Copies of W-2 forms for last two (2) years
4. Two (2) letters of reference, personal and professional
5. Bank Verification Balances
6. Letter of reference from current landlord
7. A letter from employer(s), on company letterhead stating:
 - (i) Job Title
 - (ii) Annual Salary
 - (iii) Length of employment
8. Signed Cooperative House Rule Acknowledgement
9. Signed Sublet Policy Acknowledgements
10. Signed Rent Payment Agreement
11. Signed Lead-Paint Statement
12. Copies of tax returns state and federal for last two (2) years
13. Signed credit report authorization – one for each applicant

Upon review of the application, Management will forward all documents to the Board of Directors for further review and possible interview date. If subtenant is approved, the following documents will be required prior to moving in:

- a) Copy of signed lease, including attached rider
- b) Proof that your subtenant has obtained renter's insurance
- c) A refundable move-in deposit of \$250.00 payable to cover expenses for possible property damage

Please inform your subtenant of the no-dog and no-washing machine policies.

Your request for a sublet slot was received on _____ . In order to retain your sublet slot, the completed application forms must be returned to the Managing Agency within 8-weeks of this date.

Shareholder's name: _____
Building: _____ Apt. # _____
Telephone: home: _____ Work: _____

Applicant (s): _____
Present Address: _____

Telephone # (home) _____ (Business) _____
Social Security No. _____ Social Security No. _____

Applicant's attorney (if you use one)
Name: _____
Address: _____

Telephone: _____

Persons to reside in apartment with applicant(s):
Names _____ Relationship to applicant(s) _____

Monthly rent being charged: _____ Duration of lease: _____

Financial Reference:

A. Name, address, telephone # of each bank.
(Account # and type):

Name: _____ Acct. 1 _____
Address: _____ Acct. 2 _____

Telephone: _____ Acct. 1 _____
Name: _____ Acct. 2 _____
Address: _____

B. Other financial resources/income*

Telephone #: _____

*NOTICE: Alimony, child support, or separate maintenance income need not be revealed if the Applicant (s) does not choose to have it considered as a basis for paying maintenance charges.

EMPLOYMENT HISTORY:

A. Applicant #1
Current employer: _____
Address: _____
_____ Zip: _____
Position: _____
Monthly income: _____ Length of employment _____

B. Co-Applicant #2
Current employer: _____
Address: _____
_____ Zip: _____
Position: _____
Monthly income: _____ Length of employment _____

COMPLETE THE FOLLOWING IF EMPLOYED IN CURRENT POSITION FOR LESS THAN TWO (2) YEARS:

Applicant #1
Previous Employer address: _____

Dates From/To: _____
Monthly Income: _____
Is there any special matter that the Board of Directors should consider when reviewing this application? _____

Applicant #2
Previous Employer address: _____

Dates From/To: _____
Monthly Income: _____
Is there any special matter that the Board of Directors should consider when reviewing this application? _____

CREDIT CHECK

In connection with this application, I authorize the procurement of a consumer investigative report. I authorize all credit agencies, banks, lending institutions, former employers and persons to release any information that they may have about me, and release them from any liability and responsibility for doing so.

This authorization, in original or in copy form, shall be valid for this and any future reports that may be required. Further information may be available upon request, within a reasonable period of time. The undersigned understands that this information is necessary for evaluation of his/her ability to pay rent on time and in accordance with lease obligations.

It is further understood by this applicant that this application must be approved by the Board of Directors of 3875 Owners Corp., and that the submission of this application is not binding in any way.

Applicant

Co-applicant

Date

Date

FINANCIAL STATEMENT AND PERSONAL NET WORTH

Applicant # 1

Name: _____

Address: _____

ASSETS:

Cash on hand _____

Checking a/c: _____

Saving a/c: _____

Stocks and bonds: _____

Life insurance

Face amount: _____

Cash value: _____

Real estate owned Enter market value _____

Retirement funds: _____

Net worth of business owned: _____

Cars owned: _____

Make _____ **Year** _____

Personal Property
itemize _____

a. _____

b. _____

c. _____

d. _____

Total assets

\$ _____

Applicant #2

Name: _____

Address: _____

ASSETS:

Cash on hand _____

Checking a/c: _____

Saving a/c: _____

Stocks and bonds: _____

Life insurance

Face amount: _____

Cash value: _____

Real estate owned Enter market value _____

Retirement funds: _____

Net worth of business owned: _____

Cars owned: _____

Make _____ **Year** _____

Personal Property
itemize _____

a. _____

b. _____

c. _____

d. _____

Total assets

\$ _____

Applicant # 1

LIABILITIES:

1. Creditors: (list credit cards, amount bank loans)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Monthly Payments

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. Car Loans

- a. _____
- b. _____

Monthly Payments

- a. _____
- b. _____

3. Real Estate Loans

- a. _____
- b. _____

Monthly Payments

- a. _____
- b. _____

4. Margin Loans

- a. _____
- b. _____

5. Other Debts and Pledges

- a. _____
- b. _____

Monthly Payments

- a. _____
- b. _____

Total Liabilities: _____

Net Worth: _____

Total Assets & Liabilities: _____

Applicant # 2

LIABILITIES:

1. Creditors: (list credit cards, amount bank loans)

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

Monthly Payments

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

2. Car Loans

- a. _____
- b. _____

Monthly Payments

- a. _____
- b. _____

3. Real Estate Loans

- a. _____
- b. _____

Monthly Payments

- a. _____
- b. _____

4. Margin Loans

- a. _____
- b. _____

5. Other Debts and Pledges

- a. _____
- b. _____

Monthly Payments

- a. _____
- b. _____

Total Liabilities: _____

Net Worth: _____

Total Assets & Liabilities: _____

3875 OWNERS CORP.

3875 Waldo Avenue

I hereby acknowledge that I have received and read the House Rules of 3875 Owners Corp. and understand that I am responsible for complying with such rules.

Prospective Subtenant – Apt. No.

Prospective Subtenant – Apt. No.

**RENT PAYMENT AGREEMENT
3875 WALDO AVENUE
Bronx, NY 10463**

This Agreement is entered into between 3875 Owners Corp. ("Owner")

_____ ("Landlord-Shareholder") and
_____ ("Prospective Subtenant").

WHEREAS, Landlord-Shareholder has submitted an application to Owner for approval to sublet Apartment _____ to Prospective Subtenant;

WHEREAS, as a condition for Owner to consider the application, Owner requires that the parties enter into this Agreement.

NOW, THEREFORE, the parties hereto agree that in the event Owner approves the application for the Prospective Subtenant and Prospective Subtenant enters into a lease with Landlord-Shareholder (the "Lease"):

1. Upon written demand of the Owner at any time during the term of the Lease, Prospective Subtenant shall pay the rent due under the Lease (including any all arrears) directly to Owner. Prospective Subtenant shall continue to make such rental payments directly to Owner each and every month until such time as Owner gives Prospective Subtenant a further written notice the Prospective Subtenant may pay the rent to Landlord-Shareholder.
2. During the period when Prospective Subtenant is obligated to pay rent directly to the Owner as set forth above, Landlord-Shareholder shall have no rights whatsoever to receive or demand any rental payment due under the Lease.

3875 Owners Corp.

By: _____

Landlord / Shareholder

Apt. No.

Prospective Subtenant

Prospective Subtenant

RIDER TO SUBLEASE

3875 OWNERS CORPORATION

ADDRESS: 3875 Waldo Avenue, Bronx, N.Y. 10463

Shareholder: _____ APT # _____

Sub-Tenant: _____

Sublease Dated: _____ Term: _____

In consideration of the approval by 3875 Owners Corporation of the Sublease from the Shareholder dated as set forth above, of the Apartment listed above, I, the sub-tenant, hereby agree as follows:

1. The Apartment shall be occupied only by myself and members of my immediate family as listed in my sublease application for use as a private dwelling apartment and for no other purpose.

2. I understand and acknowledge that my sublease is subject in all respects to the terms and conditions of the proprietary lease entered into between the Shareholder and 3875 Owners Corporation, a copy of which is available to me.

3. I will not do, or permit anything to be done, in the Apartment, or anywhere in the building, by myself, members of my family or any of my guests or employees, which is prohibited by the proprietary lease or the house rules now or hereafter in effect, including specifically all house rules prohibiting disturbing noises and other interferences with other shareholders of the building. I understand that I am subject to all house rules which may be enacted by the board of directors of 3875 Owners Corporation during the Term of the Sublease.

4. 3875 Owners Corporation has made no representations or warranties whatsoever with respect to the Apartment.

5. I will not assign, mortgage or encumber the sublease nor sub-let the Apartment or any part thereof.

6. No relationship of landlord and tenant is created between 3875 Owners Corporation and myself by this letter. 3875 Owners Corporation's consent to the sublease, or the sublease itself.

7. I recognize that 3875 Owners Corporation's approval to sublet the Apartment for the Term set forth in the sublease does not create or imply approval by the Corporation for a renewal of the sublease. Any renewal or extension of the sublease for a further term will require further written consent of the Board of Directors of 3875 Owners Corporation.

8. I will not allow any guest to stay in the Apartment, while I am not occupying the Apartment, for any period of time in excess of 24 consecutive hours, without the written consent of 3875 Owners Corporation.

9. I will give 3875 Owners Corporation's managing agent, Contractors, and employees access to the Apartment when and as necessary to maintain and make repairs to the building or any part thereof in or abutting the Apartment.

10. I cannot make alterations to or remove any fixtures in the Apartment unless I have received written consent from 3875 Owners Corporation.

11. If the Shareholder (my landlord) shall default in the payment of maintenance (rent) to 3875 Owners Corporation, then upon five (5) days' notice to me, from 3875 Owners Corporation, I shall pay over to 3875 Owners Corporation's managing agent the rent otherwise due to the Shareholder. In doing so, I acknowledge that no landlord-tenant relationship shall be created or inferred and that 3875 Owners Corporation shall hold me harmless only to the extent of rent paid to 3875 Owners Corporation.

Dated: _____

Sublessee: _____

Disclosure of Information on 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 a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(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 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

METRO MANAGEMENT

DEVELOPMENT, INC.

42-25 21st Street • Long Island City, NY 11101 • 718-706-7755 • Fax: 718-706-7760

AUTHORIZATION TO OBTAIN CREDIT REPORT

"I HEREBY AUTHORIZE TENANT DATA VERIFICATION CO., INC. TO CONDUCT INQUIRIES CONCERNING ALL INFORMATION ON MY APPLICATION INCLUDING MY EMPLOYMENT, INCOME, RESIDENCE, BANKING INFORMATION AND BALANCES, AND A CONSUMER CREDIT REPORT. I UNDERSTAND THAT A FULL DISCLOSURE OF PERTINENT FACTS MAY BE MADE TO THE LANDLORD AND ANY MISREPRESENTATION BY ME MAY BE CAUSE FOR REJECTION BY THE DEVELOPMENT."

APPLICANT # 1:

Print Name: _____

Social Security #: _____

Current Address _____

City & State _____

Signature: _____

Date: _____

APPLICANT # 2:

Print Name: _____

Social Security #: _____

Current Address _____

City & State _____

Signature: _____

Date: _____

**For House Rules
3875 Waldo Avenue**

Revised July 2017

1. The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building.
2. Individuals of any age shall not play in the public halls, stairways or elevators.
3. No public hall above the ground floor of the building shall be decorated or furnished by any Shareholder or Subtenant in any manner without the prior consent of the Board of Directors.
4. No Shareholder or Subtenant shall make or permit any disturbing noises in the building or permit anything to be done which will interfere with the rights, comfort or convenience of other Shareholders or Subtenants.
No Shareholder or Subtenant shall install and use mechanically operated exercising equipment in his/her apartment.
No Shareholder or Subtenant shall play any musical instrument or permit to operate a phonograph, stereo, radio or television loud speaker in Shareholder's or Subtenant's apartment if the same shall disturb or annoy other occupants of the building.
5. No article shall be placed in the halls, on the staircase or fire escape landings nor shall anything be hung from the doors, windows or placed on the windowsills or fire escape landings of the building.
6. All window air-condition units or ventilators shall be installed in accordance with New York City Building and Fire Safety Code and shall be subject to removal in the event of non-compliance with the City Code.
7. No sign, notice, advertisement or illumination shall be inscribed or exposed on any window or other part of the building, except such as shall have been approved by the Board of Directors.
8. Please protect our elevator cabs. When transporting bicycles, scooters, roller blades or similar vehicles, building carts and strollers from any floor from 11th to lobby please push both the up and down buttons. This will increase the likelihood that the padded elevator will arrive for your use.

Strollers and the above-mentioned vehicles shall not be allowed to remain unattended in the public halls or passageways of the building.

9. All deliveries must go through the basement entrance of the building. Trunks, heavy baggage and large items shall be taken in or out of the building through the basement. The elevator shall not be overloaded. Only the padded elevator shall be used.

10. Toilets and kitchen sink drains shall not be used for any purposes other than those for which they were constructed. No sweepings, hair cuttings, rubbish, paper, diaper wipes, cigarettes butts, Q-tips, dental floss, paper towels or other material likely to cause a stoppage shall be deposited therein. Repairing any damage resulting from misuse of any toilet or kitchen sink shall be paid for by the Shareholder.

RUNNING WATER: Water conservation is a building priority. Unnecessary and unreasonable water usage is prohibited.

WATER LEAKS: Shareholders are responsible for monitoring toilets, sinks and under sink areas, showers and drains for drips, and leaks.

(1) Notify the Superintendent without delay of any plumbing concerns such as leaks of any kind or stopped drains, dripping faucets or shower heads, running or hissing toilets, and deteriorated caulking between bathtub and wall.

(2) The installation and/or use of automatic clothes washing machines in individual apartments is strictly prohibited.

11. Ownership of pets is a privilege not a right. After a period of residency in the building of one year a Shareholder in good standing wishing to obtain a dog must apply to the Board of Directors in writing. Permission shall be granted in writing on a case by case basis. As part of the request for permission to have a dog the Shareholder will need to document that their Home Owners Insurance Policy covers claims arising from dog's behavior. All pets except dogs must be restricted to their individual units unless in transport.

(1) No dog or cat shall be permitted to wander freely in the public areas of the building including but not limited to hallways, elevators, lobbies and offices. All such pets must be in a secure transport container or on leash before leaving the unit. Owners are not permitted to allow their pets to urinate or defecate within the building, at the entrances or any area adjacent to the building or fail to clean up in the event of an accident.

(2) No Shareholder will advertise or cause to advertise publicly that 3875 Waldo Avenue is a "pet-friendly" building.

12. No radio, television aerial antenna or similar device shall be attached to or hung from the exterior of the building or mounted on the roof.

13. No vehicle belonging to a Shareholder or Subtenant or to a member of the family or guest or employee of a Shareholder or Subtenant shall be parked in such a manner as to impede or prevent ready access to any entrance of the building.

The loading zone parking spot at the Waldo entrance is for shareholders to conveniently bring their packages in and out of the building and parking is limited to 15 minutes. (The parking spot is also used for emergency contractor work such as plumbing and boiler repair). Guests may not use this parking spot and this parking spot cannot be used to comply with the 90 minutes alternate street parking rules and no cars may be left in that spot overnight. Misuse of this parking spot results in great inconvenience to others and offending vehicles are subject to being tagged and or removed.

14. Unless expressly authorized by the Board of Directors in each case, the floor of each apartment must be covered with rugs or carpeting/padding or equally effective noise-reducing material to the extent of at least 80% of the floor area of each room, except kitchen and bathroom.

15. No open house events of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Board of Directors.

16. Complaints regarding the service of the building shall be made in writing to the managing agent of the Corporation.

17. The following rules shall be observed with respect to hall recycling and trash disposal rooms and use:

(1) All wet household garbage is to be securely wrapped or bagged in a small package size to fit easily into the chute;

(2) All household garbage must be completely drip-free before it leaves the apartment and is carried to the hall recycling and trash disposal room in a careful manner and in a drip-proof container; then placed into the chute;

(3) Cans, glass, aluminum and plastic items must be placed in the left container, newspapers, fliers, catalogues etc. must be placed in the right container for recycling purposes;

(4) Bulky items must be carried to the basement. If help is needed, please contact the Superintendent;

(5) Under no circumstance shall any items such as carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any other inflammable explosive, highly combustible substances, lighted cigarettes or cigar stubs, be thrown into the incinerator chute. These items must be carried to the

basement for disposal. Vacuum cleaner bags must be bagged as trash. Damage to the compactor from misuse of the incinerator shall be paid for by the Shareholder or Subtenant who has caused it;

(6) The Superintendent shall be notified of any drippings or moist waste on the incinerator closet floor.

18. Moving-in or moving-out: Either moving shall take place from Mondays to Saturdays between 8.00 a.m. and 4.00 p.m. The Superintendent must be notified a week prior to the moving date. The elevator shall not be overloaded with luggage or furniture. A refundable fee of \$ 250.00 shall be deposited at the office of the managing agent of the Corporation to cover possible damage to the public areas. If the move passes the 4 p.m. deadline, shareholder forfeits the \$ 250.00 fee.

19. All Shareholders must carry Home Owners Insurance for Cooperatives with the proviso to add 3875 Owners Corporation as additional insured.

20. No construction/renovation or repair work or other installation involving noise shall be conducted in any apartment except on weekdays between the hours of 8.30 a.m. and 4.00 p.m. No work is permitted on holidays. No construction, renovation or repair work shall be conducted without prior approval by Management and the Board of Directors. Upon request Management will provide the Apartment Renovation Application Forms.

For any work in an apartment, including plumbing, electrical, painting, carpentry, carpeting or other renovation work not specifically enumerated, the Board of Directors, Management and the Superintendent must be informed at least 5 business days before any apartment work is scheduled no matter whether the work is being done by a Shareholder, Subtenant or a Contractor. It is strongly recommended not to schedule the start of any plumbing or electrical work close to the weekend or holidays when assistance from the building and or from the building's plumbing company (should an unexpected problem arise) are not available. Damages resulting from unauthorized apartment work will exempt the Corporation from any and all repair responsibilities including those repairs that commonly would be undertaken by the Corporation. The Corporation will charge a fine of up to \$ 2,000.00 to any Shareholder or Subtenant undertaking unauthorized work of any kind in his/her apartment.

All renovation work requires written prior Board approval. In order not to delay the desired work it is recommended that applications be submitted to the Board at least 30 days in advance of the start date.

Changes to the original plumbing footprint of the building are not recommended.

Due to the possibility of a lead hazard only chemical paint stripping is allowed. Mechanical paint stripping is strictly prohibited.

21. The Board may impose financial penalties for violations of the House Rules aside from the specific penalties listed above.

These House Rules maybe added to, amended or repealed at any time by resolution of the Board of Directors.

3875 Owners Corporation

Sublet Policy

Sublet Policy:

After physical residence in the building for one year, a shareholder in good standing may sublet for a maximum of two years. The sublet fee will be twenty percent (20%) of the maintenance.

The maximum permitted number of non-owner occupied apartments is 10.

This sublet policy goes into effect on August 1, 2017.