Dear Applicant:

We are pleased to provide you with a coop application for a Sublet in 303 Beverly Owners Corp.. The attached is an application package for a Sublet. Please complete the attached package **in entirety** and ensure that **all** items listed on page 2 are completed. Upon completion of the package, please deliver **four** copies of the package to the attention of the following:

303 Beverly Owners Corp.

303 Beverly Road

Brooklyn, NY 11218

Packages may be left with the door personnel. After the Board’s review of the package, an interview may be scheduled. The personal interview with the Board and the prospective subletor(s) must be scheduled by the board. Interviews are held at 303 Beverly Road, Brooklyn, NY 11218.

If there are any questions, please email.

[board@303beverleyroad.com](mailto:board@303beverleyroad.com)

Sincerely,

303 Beverly Owners Corp.

Board of Directors

**Application Package Checklist:**

Apartment

*Please check mark the enclosed items to ensure that the package is complete.*

* Application, fully completed by all purchasing parties
* Signed Sublet Agreement
* Credit report (e.g., Experian, TransUnion, Equifax) with SSN and DOB that is independently provided by the broker or bank.
* Verification of assets (bank (last 3 months) & brokerage (last 2 years) statements
* Two (2) years complete and signed Federal Income Tax returns with W-2 & 1099 forms.
* Last two months pay stubs for the applicant and co-applicant.
* Three (3) months of bank statements verifying amounts deposited.
* Present Landlord/Managing agent letter of reference.
* Present employer’s letter of reference stating position held, length of employment and annual salary.
* Lead Paint Disclosure form required (by the shareholder)
* Three (3) Personal letters of reference
* Three (3) Professional letters of reference
* Check made out to the 303 Beverly Tenants Owner’s Corp in the amount of $350.00 for administrative costs.
* Signed agreement pertaining to House Rules.
* Initials on each page by applicant(s)

**Application Agreement:**

Apartment:

Sublet Amount:

The undersigned hereby submits this application to Sublet Apartment at 303 Beverly Road. We/I hereby acknowledge our/my understanding of the following:

1. Pursuant to authority granted in the Proprietary Lease and By-Laws of the Corp.. The Board of Directors will utilize this application to obtain background information regarding the proposed Sublet.
2. The Board of Directors may require additional information and will require that the applicant(s) appear for a personal interview.
3. The proposed Sublet cannot be consummated without the Board’s consent.
4. We/I have read the Proprietary Lease and House rules which govern the occupancy of the apartment and which would govern the occupancy of the applicant(s).
5. In no event will the Corp., the Board of Directors or its agents be responsible for liabilities or expenses incurred by an applicant(s) whose application is disapproved.
6. While the Board of Directors will attempt to promptly review all applications, the Corp., the Board of Directors or its agents assume no responsibility for expenses or liabilities resulting in any delay in its review.
7. Falsification of any of the enclosed information or omission of material here from may result, without limitation, in revocation of the Board of Directors’ approval and termination of the applicant(s) lease.

The undersigned hereby authorizes the Board of Directors to contact any of the employers, banks, landlords, educational institutions, references, etc. described herein in order to elicit information bearing this application.

The Undersigned hereby makes this application to Sublet shares of stock in the Corp. and the Proprietary Lease for the apartment described above.

The undersigned acknowledges that, if this application is accepted, the undersigned will not without written consent of the Board of Directors make structural alterations to the apartment; sublease the apartment; permit anyone to reside in the apartment for more than one month; use the apartment for other than residential purposes, or violate any provision of the Proprietary Lease, House rules, or By-Laws. The undersigned acknowledges that the undersigned is subletting in “as is” condition.

The undersigned confirms the accuracy of all of the information contained herein.

Applicant (Print Name):

Applicant Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_

Co-Applicant (Print Name):

Co-Applicant Signature:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_

Names and relationship of proposed occupants of the apartment and ages of the children, if any:

Names of anyone in building known to the applicant(s):

Personal references

|  |  |  |
| --- | --- | --- |
| Name | Phone | Relationship |
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| --- | --- | --- |
| Personal &Employment Information | Applicant | Co-applicant |
| Name |  |  |
| Address |  |  |
| Dates of Residence\* |  |  |
| Home telephone# |  |  |
| Social Security # |  |  |
| Citizenship |  |  |
| Occupation |  |  |
| Employer |  |  |
| Address |  |  |
| Business Phone |  |  |
| Nature of Business |  |  |
| Period of Employment \* |  |  |
| Position Held |  |  |
| Educational and professional background |  |  |

\*If your address or employer has changed in the past three years indicate prior addresses and the name and dates of employment or prior employment.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Applicant | Co-applicant | Combined |
| Name |  |  |  |
| Amount Received Last Yr. From: |  |  |  |
| Employment (salaried) |  |  |  |
| Bonuses |  |  |  |
| Dividends |  |  |  |
| Interest |  |  |  |
| Rent |  |  |  |
| Alimony/Child Support |  |  |  |
| Sale of capital assets |  |  |  |
| Other (list below) |  |  |  |
| Life Insurance |  |  |  |
| Amount |  |  |  |
| Premium |  |  |  |
| Beneficiary |  |  |  |
| Cash Value |  |  |  |

Total Monthly mortgage and maintenance:

Monthly mortgage and maintenance/ take home pay percentage:

|  |  |  |  |
| --- | --- | --- | --- |
| Balance Sheet | Applicant | Co-applicant | Combined |
| **ASSETS:** |  |  |  |
| Cash (Note1) |  |  |  |
| Checking Accounts (Note 1) |  |  |  |
| Savings Accounts (Note 1) |  |  |  |
| Marketable Securities (Note 2) |  |  |  |
| Life Insurance Net Cash Value |  |  |  |
| Non-marketable Securities (Note 2) |  |  |  |
| Real Estate Owned (Note 3) |  |  |  |
| Automobile/Pleasure Craft Owned (Note 4) |  |  |  |
| Vested Interest in Retirement Note (Note 5) |  |  |  |
| Net Worth of Business Owned (Note 5) |  |  |  |
| Furniture and Personal Property |  |  |  |
| Notes Receivable |  |  |  |
| Other Assets |  |  |  |
| Total Assets |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Balance Sheet | Applicant | Co-applicant | Combined |
| **LIABILITIES:** |  |  |  |
| Installment Debt (Note 6) |  |  |  |
| Other unsecure Loans (Note 6) |  |  |  |
| Mortgage Loans (Note 6) |  |  |  |
| Automobile/Pleasure Craft Loans (Note 6) |  |  |  |
| Other Secured Loans (Note 6) |  |  |  |
| Other Liabilities (Note 7) |  |  |  |
| Total Liabilities |  |  |  |
| **NET WORTH:** |  |  |  |
| Total Assets |  |  |  |
| Total Liabilities |  |  |  |
| Net Worth: Assets - Liabilities |  |  |  |

**Notes to Balance Sheet**

Note 1 – Cash, Checking and Savings Account Balances (Please attach last 3 months statements)

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Name | Name & Address of Institution | Balance | Statement Attached (Yes or No) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  |  |  |

Note 2 – Investment Balances (Please attach last 2 years statements)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant Name | # of Shares | Type of Security | Issuer | Market Value | Monthly Dividend/Int | Statement Attached (Yes or No) |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

Note 3 – Real Estate Owned

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant | Property Address | Type of Property | Costs of Property | Present Market Value | Total Mortgage Loan | Statement Attached  (Yes or No) |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

Monthly Real Estate Income Detail

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Property | Gross Rental Income | Mortgage Payments | Taxes, Insurance, Misc Payments | Net Rental Income |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total |  |  |  |  |

Note 4 – Automobile and Recreation Vehicles

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant | Make and Year of Vehicle | Market Value | Loans Outstanding |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total |  |  |  |

Note 5 – Other Assets

|  |  |  |
| --- | --- | --- |
| Applicant | Asset Description | Market Value |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Note 6 – Other Loans

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Applicant Name | Creditor Name | Account Number | Monthly Payment | Months Left | Unpaid Balances | Statement Attached (Yes or No) |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |

Other Liabilities:

|  |  |  |
| --- | --- | --- |
| Other Questions | Applicant | Co-applicant |
| Do you have you any outstanding judgments? |  |  |
| In the past seven (7) years have you been declared a bankruptcy? |  |  |
| Have you had property foreclosed upon? |  |  |
| Or given title or deed in lieu thereof? |  |  |
| Are you a party in any lawsuit? |  |  |
| Are you obligated to pay alimony, child support or separate maintenance? |  |  |
| Do you or any member of your family have diplomatic status? |  |  |

If yes to any of the above, please explain:

If there anything else that should be brought to the Board’s attention, if so please explain:

**House Rules:**

I have been informed of the House Rules specifically concerning:

1. All apartment floors at 303 Beverly Road, Brooklyn NY, must be at least 80% carpeted.
2. No dogs are allowed to be kept at 303 Beverly Road, Brooklyn NY.
3. Moving in or out of the building is limited to Monday through Friday between the hours of 9:00 A.M. and 5:00 P.M. (specifically no moving in or out on weekend or holidays).
4. No loud noise or music is allowed.
5. All recycling rules that are posted must be strictly obeyed.
6. If you are planning on doing renovations of any kind, an alteration application must be filled out as directed. The application can be requested by emailing: [board@303beberleyroad.com](mailto:board@303beberley.com)

303 Beverly Tenants Association

Tenant’s signature (Applicant 1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant’s signature (Applicant 2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_