

# ***APPLICATION FOR SUBLET***

## **DORADO HOUSE FLUSHING CONDOMINIUM**

***140-55 34 Ave.  
Flushing, NY 11354***

### **Contact Information:**

**Ms. Susan Rubin  
Transfer Agent  
Kaled Management Corp.  
7001 Brush Hollow Road  
Westbury, NY 11590  
(516) 876-4800 x 313 Fax (516) 780-8331  
Susan@Kaled.Com**

**#468**

**DORADO HOUSE FLUSHING CONDOMINIUM**

UNIT \_\_\_\_\_

**SUBLET CHECKLIST**

**All occupants that will be residing in Dorado House Flushing Condominium  
18 years old & older are required to submit a full application.**

**List of items to be submitted:**

**(only for Kaled Management Corp.)**

**Enclosed:**

- |   |          |
|---|----------|
| 1. Completed Application –<br>Application to be signed by both the<br>owner and prospective tenants. All<br>adults that will reside in the apartment must<br>be listed as applicants. | 1. _____ |
| 2. Occupancy letter- Prospective tenant to write<br>a letter certifying the name and relation of<br>all occupants to the applicant.   | 2. _____ |
| 3. Sub-lease fee-\$750.00annually.<br>This will be billed monthly on the<br>owners common charge statement.<br>(Please see sublet rules.)   | 3. _____ |
| 4. Processing fee -\$450.00 payable to Kaled<br>Management Corp.  | 4. _____ |
| 5. Credit/background check  | 5. _____ |
| 6. Three (3) reference letters<br>One (1) landlord letter   | 6. _____ |
| 7. Lease agreement- Only one (1) year lease<br>agreements are accepted  | 7. _____ |

8. Photocopy of tenants id (drivers license, passport) 8. \_\_\_\_\_
9. Damage deposit agreement- A deposit of 9. \_\_\_\_\_  
\$600.00 to be paid by each person moving  
in/moving out Payable to Dorado Flushing Condominium  
\$500.00 will be refund as long as no damages occur

**(All fees to be paid by Certified Check or Money Order)**

Application to Sublet

Unit # \_\_\_\_\_

Please submit Five Copies (5) copies, one (1) original totaling (6) Six copies of the following documents for review to Susan Rubin (Transfer Agent) Kaled Management Corp. 7001 Brush Hollow Road Westbury, NY 11590

1. Completed Application
2. Fully executed Condominium sublease

*Fees required at time of application*

- \* **Subtenant** to pay an Administration Fee (non-refundable) in the amount of **\$450.00 payable to Kaled Management Corp. (Certified or money order)**
- \* **Subtenant** to pay move in fee of \$600.00 payable to Dorado House Flushing Condominium which \$500.00 is a refundable fee if all House Rules are adhered to and no damage is done while moving. **(Certified check or money order)**
- \* **Owner** to pay move out fee of \$600.00 payable to Dorado House Flushing Condominium which \$500.00 is a refundable fee if all House Rules are adhered to and no damage is done while moving. **(Certified check or money order)**

DORADO HOUSE FLUSHING CONDOMINIUM

Sublet Application

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

Processing Procedures:

1. All sales and sublets are subject to approval by the Board of Managers.
2. All applications must be submitted along with all required documentation in order to be processed.
3. Processing time for an application is approximately (3) three weeks, providing all necessary information is supplied with the application package.

I hereby acknowledge and agree that the processing fee (as stated in the sublet rule) is non-refundable for any reason as this fee covers the cost of processing the application. I also certified that I have read and agree to abide by the attached sublet rules.

Please submit Five (5) sets, and one (1) original of the following documents for review by the Board of Managers: Susan Rubin Kaled Management Corp. 7001 Brush Hollow Road Westbury, NY 11590

Signature of Applicant(s) \_\_\_\_\_

\_\_\_\_\_

Signature of Owner(s) \_\_\_\_\_

\_\_\_\_\_

Dorado House Flushing Condominium  
C/O Kaled Management Corp.  
7001 Brush Hollow Road  
Westbury, NY 11590

Application Form (from the Prospective Tenant)

<u>General information</u>	<u>Applicant #1</u>	<u>Applicant #2</u>
Full Name	_____	_____
Relationship to Applicant #1	_____	_____
Social Security (last 4 digits)	_____	_____
Current Address	_____ _____ _____ _____	_____ _____ _____ _____
Home & Cell Phone number	_____	_____
Names and relationship of others who will occupy the unit	_____	

Emergency Contact: Name \_\_\_\_\_  
Phone \_\_\_\_\_

<u>Landlord History</u>	<u>Applicant 1</u>	<u>Applicant 2</u>
Name of Present Landlord	_____	_____
Landlord Address	_____ _____	_____ _____
Landlord Phone #	_____	_____
When did you move into your current residence	_____	_____

**DORADO HOUSE FLUSHING CONDOMINIUM**

C/O Kaled Management Corp.

7001 Brush Hollow Road

Westbury, NY 11590

Tel: (516)876-4800

Fax: (516)876-6812

Unit # \_\_\_\_\_

APPLICATION FORM (from OWNER)

Owners Name \_\_\_\_\_

Owners Address \_\_\_\_\_

Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

I/We have given the applicants a copy of the House Rules of this building and have witnessed his/her/their signature(s) on the attached application especially regarding the current and future house rules.

Dated: \_\_\_\_\_

Owner #1 signature \_\_\_\_\_

Owner #2 signature \_\_\_\_\_



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Unit # \_\_\_\_\_

**Credit Check and Background Check Authorization**

Name:
Date of Birth:
Social Security Number:
Home Address:

**IN COMPLIANCE WITH THE PROVISIONS OF SECTION 606 OF THE FAIR CREDIT REPORTING ACT, I/WE AUTHORIZE YOU TO RETAIN A CREDIT REPORTING AGENCY WHICH MAY OBTAIN INFORMATION DESCRIBING MY/OUR CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, MODE OF LIVING, AND FINANCIAL CREDIT HISTORY. WE ALSO AUTHORIZE SUCH AGENCY TO PREPARE AND PROVIDE A REPORT OF SUCH INFORMATION TO SUCH INDIVIDUALS AS MAY BE AUTHORIZED TO APPROVE THIS APPLICATION. WE FURTHER UNDERSTAND THAT I AM (WE ARE) ENTITLED TO FULL DISCLOSURE OF ALL INFORMATION THAT IS PROVIDED TO YOU BY ANY CREDIT REPORTING AGENCY.**

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

**Dorado House Flushing Condominium**  
C/O Kaled Management Corp.  
7001 Brush Hollow Road  
Westbury, NY 11590  
Tel: (516)876-4800  
Fax: (516)780-8331

Unit # \_\_\_\_\_

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

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

Occupation and Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Phone # \_\_\_\_\_ How long with present employer? \_\_\_\_\_

If less than three years, please list previous employer: \_\_\_\_\_

\_\_\_\_\_

Apartment to be occupied by: Applicant(s) \_\_\_\_\_ Yes \_\_\_\_\_ No

Occupants	Relationship
_____	_____
_____	_____
_____	_____

Signature of Subtenant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Subtenant \_\_\_\_\_ Date \_\_\_\_\_

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Westbury, NY 11590

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Fax: (516)780-8331

Unit # \_\_\_\_\_

Processing Procedures:

1. All sales and sublets are subject to the Board's waiver of the Right of First Refusal.
2. All applications must be submitted along with all required documentation in order to be processed.
3. Processing time for an application is approximately (3) three weeks, providing all necessary information is supplied with the application package.

I hereby acknowledge and agree that the processing fees (as stated in the herein) are non-refundable for any reason as these fees cover the cost of processing the application. I also certify that I have read and agree to abide by the processing procedures.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Subtenant

\_\_\_\_\_  
Signature of Co-owner

\_\_\_\_\_  
Signature of Subtenant

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Unit # \_\_\_\_\_

**Window Guard Notification**

You are required by law to have window guards installed in all windows if a child 10 years of age or younger lives in your apartment. Your landlord is required by law to install window guards in your apartment if a child 10 years of age or younger lives in your apartment.

OR

If you ask him to install window guards at any time (you need not give a reason).

It is a violation of law to refuse, interfere with installation, or remove window guards where required, or to fail to complete and return this form to your landlord. If this form is not returned promptly, an inspection by the landlord will follow.

**CHECK WHICHEVER APPLY:**

CHILDREN 10 YEARS OF AGE OR YOUNGER LIVE IN MY APARTMENT WINDOWS

WINDOW GUARDS ARE INSTALLED IN ALL

NO CHILDREN 10 YEARS OF AGE OR NOT YOUNGER LIVE IN MY APARTMENT WINDOWS

WINDOW GUARDS ARE INSTALLED IN ALL

I WANT WINDOW GUARDS EVEN THOUGH I HAVE NO CHILDREN 10 YEARS OF AGE OR YOUNGER REPAIR

WINDOW GUARDS NEED MAINTENANCE OR

\_\_\_\_\_  
Signature of Subtenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Subtenant

\_\_\_\_\_  
Date

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Unit # \_\_\_\_\_

**Lead Warning Statement**

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems and/or impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with information on lead based paint hazards from risk assessments or inspection in the seller's possession and notify the buyer of any known lead based hazards. A risk assessment or inspection for possible lead based paint hazards is recommended prior to purchase.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Subtenant

\_\_\_\_\_  
Signature of Co-owner

\_\_\_\_\_  
Signature of Subtenant

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Unit # \_\_\_\_\_

**Disclosure of Information on Lead Based Paint and or Lead Based Paint Hazards**  
**(Owner/Subtenant)**

**Owner's Disclosure**

Presence of lead based paint and/or lead based paint hazards (initial (i) or (ii) below):

- (i) \_\_\_\_\_ Known lead based paint and/or lead based paint hazards are present in the apartment (explain)
- (ii) \_\_\_\_\_ Owner has no knowledge of lead based paint and/or lead based paint hazards in the apartment.

Records and reports available to the seller (initial (i) or (ii) below):

- (i) \_\_\_\_\_ Owner has provided the purchaser with all available records and reports pertaining to lead based paint and/or lead paint hazards in the apartment (list documents below)
- (ii) \_\_\_\_\_ Owner has no records or records pertaining to lead based paint and/or lead based paint hazards in the apartment

**Tenant's Acknowledgment (Initial)**

\_\_\_\_\_ Tenant has received copies of all information listed above

\_\_\_\_\_ Tenant has received the pamphlet **"Protect Your Family from Lead in Your Home"**

\_\_\_\_\_ Tenant has (initial (i) or (ii) below):

- (i) \_\_\_\_\_ Received a 10 day opportunity (or other mutually agreed upon period) to conduct a risk assessment or inspection for the presence of lead based paint
- (ii) \_\_\_\_\_ Waived the opportunity to conduct a risk assessment or inspection for the presence of lead based paint and/or lead based paint hazards

**Agent's Acknowledgement (initial)**

\_\_\_\_\_ Agent has informed the Owner of the Seller's obligation under 42 U.S.C. 4852d and is aware of agent's independent 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 provided is true and accurate.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Subtenant

\_\_\_\_\_  
Signature of Co-owner

\_\_\_\_\_  
Signature of Subtenant

# Dorado House Flushing Condominium

140- 55 34<sup>th</sup> Avenue  
Flushing, New York 11354

**To:** All Unit Owners/Tenants  
**From:** The Board of Managers  
**Date:** October 1, 2011

**Re:** Moving In or Out Policy

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There continues to be some confusion about the policy for moving in or out of Dorado House. To clarify this issue, please be advised of the following:

1. **The schedule for residents to move in or out of Dorado House is:**  
*Monday to Friday from 8:00 a.m. to 4:00 p.m.*  
This will insure that there are enough workers on duty to assist you should there be any building problems during your move.
2. **The unit owner must notify Mr. John DeLaTorre, Superintendent, at least five (5) days prior to moving in or out of Dorado House.**
3. **There is a \$600.00 charge for moving in or out of Dorado House. More specifically, \$500.00, will be refunded from Kaled Management after it has been ascertained that the move has not caused damage to the hallway walls, doors, elevator, etc. The rest of the money, \$100.00, is non-refundable.**
4. **It is the responsibility of the unit owner to pay these fees as follows:**  
The \$100.00 non-refundable fee must be paid by bank check or money order (no cash or personal checks). The bank check or money order must be made out to "Dorado House Flushing Condominium."  
  
The \$500.00 refundable fee must be paid by a bank check or money order and must be made out to "Dorado House Flushing Condominium" (no cash or personal checks).

**These fees must be mailed directly to Kaled Management at least five days in advance of moving.**

5. **THERE ARE NO EXCEPTIONS TO THESE RULES. Failure to comply with these procedures will result in a \$100.00 fine without notice, and the inability to move your furniture**

Date: November 1, 2011

Re: **Rules and Regulations for Congenial Living at Dorado House**

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So that all Dorado House residents can live in a well maintained and courteous environment, below are various rules and regulations that the Board of Managers adopted and issued in April, 2005 and have now revised. **All Dorado House residents are expected to follow them.**

- Barking Dogs** It is the responsibility of the unit owner to prevent their dog(s) from constantly barking. **Failure to follow this policy will, without notice, result in a \$100.00 fine for the first offense; a \$200.00 fine for the second offense; a \$300.00 fine for the third offense, etc.**
- Bicycle Room** Only bicycles may be stored in this room. All bicycles must be tagged with the owner's apartment number by the Superintendent. See him to have your bicycle labeled. In addition, bicycles must be chained with a lock to the *bicycle rack* on the right side of the room only. **All unlabeled items will be discarded without notice. All items must be labeled, as cited above, within one week of receipt of this notice to avoid incurring the stated penalty.**
- Building Complaints** If you have a question or a building complaint, please call Ms. Julia Kodis, Property Manager, Kaled Management at 516/876-4800 ext. 318. Office hours are Monday through Thursday 9:00 a.m. – 5:00 p.m. and Friday 9:00 a.m. - 4:00 p.m. If the matter is unresolved after you discussed it with our Property Manager, and you wish to bring the issue to the Board's attention, please do the following: 1) Put the problem in writing. Include Ms. Kodis' response to you in the letter; 2) Place your letter in the black box by the Superintendent's office in the basement. Your issue will be taken up at the next Board meeting. You will be notified in writing of the Board's response to your issue or contacted directly by a Board member.
- Building Emergencies** **If you have a building emergency such as a leaking pipe, roof, etc.,** notify the Superintendent, John DeLaTorre. After 5:00 p.m., weekends or holidays, call Kaled Management at 718/830-5082. Please do not call the Board since we are not equipped to handle building emergencies.
- Curbing of Dogs** As per NYC law, as well as Dorado House By-Laws, dogs are to be on a leash at all times. This includes the hallways, lobby, basement and elevators. In addition, dog owners must walk their dogs away from Dorado House property, as well as pick up their dog's waste from the street. **DO NOT ALLOW YOUR DOG TO URINATE OR DEFECATE ON DORADO HOUSE PROPERTY.** Failure to follow this policy will, without notice, result in a \$100.00 fine from Dorado House for the first offense; a \$200.00 fine for the second offense, etc, as well as a possible \$100.00 fine from N.Y.C. Parking
- Disposal of Garbage** All household garbage must be properly disposed of as per the recycling guidelines posted in each compactor room. Bulk items such as boxes, lamps, etc. must be placed by the "garbage hut" in the parking lot. **DO NOT PLACE BULK ITEMS IN THE BASEMENT BY THE COMPACTOR ROOM.** Failure to comply with this procedure will result in a \$100.00 fine without notice.
- Fire Escapes** Fire escapes are to be kept clear of all items. In addition, air conditioners may not block any part of a fire escape. **Failure to follow this policy will, without notice, result in a \$100.00 fine for the first offense; a \$200.00 fine for the second offense; a \$300.00 fine for the third offense, etc. All items, as noted above, must be removed from the fire escapes and/or windows within one week of receipt of this notice.**
- The Lobby** The lobby is to be used only for entering or exiting the building. **Due to insurance costs, it is not to be used as a sitting area, social gathering place or as a play area for children. Failure to comply with this policy will, without notice, result in a \$100.00 fine for each unit owner involved.**
- Laundry Room** Laundry carts are for residents' use **ONLY** in the laundry room. **Failure to comply with this procedure will result in a \$100.00 fine without notice.**
- Moving** The unit owner must notify Mr. John DeLaTorre, Superintendent, five (5) days prior to moving in or out of Dorado House. Residents may only move in or out of Dorado House Monday to Friday from 8:30 am to 4:00 pm. This will insure that there are enough workers on staff to assist you should there be a building problem. In addition, there is a **\$600.00 charge for moving in or out of Dorado House.** More specifically, \$100.00 of the \$600.00 is non-refundable. The remaining \$500.00 will be refunded after it has ascertained that the move has not caused damage to the hallway walls, doors, elevator, etc. **It is the responsibility of the unit owner to pay these fees as follows: A \$100.00 non-refundable fee must be paid by bank check or money order**

who do not display the ORIGINAL PERMIT (no copies) on their dashboard or who stay beyond the appointed time will be towed or booted at the owner's cost. In addition, it is the responsibility of the Dorado House resident to return the permit to the Superintendent immediately (within the Super's working hours) upon the departure of the guest. Failure to do so will result in a \$100.00 fine. Finally, visitors who park in an unauthorized spot will be towed or booted at the car owner's cost.

Parking on the sidewalk by the service area for any length of time, in the driveway for more than five minutes or on the grass/dirt in the parking area is prohibited. Failure to adhere to this guideline will result in the towing of the vehicle, without notice, at the unit owner's expense plus a \$100.00 fine from Dorado House.

Items such as batteries, oil, cleaning supplies, bicycles, barbecues, furniture, etc. may not be stored in or by parking spaces. Such items are potential fire hazards. Failure to follow this policy will, without notice, result in a \$100.00 fine from Dorado House for the first offense; a \$200.00 fine for the second offense; a \$300.00 fine for the third offense, etc.

The washing of cars in any of the parking areas is prohibited. Failure to comply with this guideline will result in a \$100.00 fine without notice.

#### Shopping Carts

Shopping carts left in a hallway or stairwell for any length of time are a fire and safety hazard. As a result, it is imperative that shopping carts be returned to the storage room immediately after use. Failure to follow this policy will, without notice, result in a \$100.00 fine for the first offense; a \$200.00 fine for the second offense; a \$300.00 fine for the third offense, etc.

#### Storage Lockers

No items may be left outside or on top of the storage lockers. Items that are not properly stored will be discarded without notice. All items must be removed from above the storage lockers within one week of receipt of this notice to avoid incurring the stated penalty.

#### Terraces

As per the By-Laws, "terraces are to be kept free and clean of ice, snow and any accumulation of water by the owner of the apartment unit who shall also make repairs caused or permitted by his/her negligence, misuse or neglect." In addition, during times of exterior building renovations or city emergencies, such as hurricanes, etc, **ALL TERRACES MUST BE CLEARED OF ALL ITEMS, INCLUDING PLANTS AND FURNITURE, BY THE STATED DEADLINE WHEN SO DIRECTED.** Since this is a matter of safety, failure to follow this policy will result in a \$250.00 fine, without notice.

In addition, laundry/clothing may not be hung on the terraces. Also, boxes, household furniture, bicycles, wood, clothes lines, cleaning solutions, etc. are not to be kept on the terraces since such items are potential fire hazards. Failure to follow this policy will, without notice, result in a \$100.00 for the first offense; a \$200.00 fine for the second offense; a \$300.00 fine for the third offense, etc. All items, as noted above, must be removed from the terraces within one week of receipt of this notice.

#### Yearly Rental Fee

Unit owners who rent their apartment will be charged an annual sublet fee of \$750.00 which will be \$62.50 per month. Payment is due to the Management Company each month starting January 1st of each year. Failure to pay this fee will result in a 35.00 a month late charge.

If you see someone violating these rules/regulations, please report it to the Superintendent or to Kaled Management immediately.

If you have any questions about these matters, please contact Ms. Julia Kodis, Property Manager at 516/876-4800 ext. 318. Thank you for your cooperation.