

ROCK RIVER APTS., INC.
ROCKVILLE CENTRE NY 11570

Kaled Management Corp.
7001 Brush Hollow Road
Westbury, NY 11590
(516) 876-4800 Fax (516) 876-6812

SUB-LEASE APPLICATION

Dear Shareholder,

In order to process your anticipated sub-lease, we require the prospective tenant to submit the following information:

1. Sub-Lease Application;
2. Copy of **signed** Lease Agreement; not to exceed one (1) year;
3. Signed receipt of House Rules;
4. Completed and **signed** tax returns (including all schedules) for the past two (2) years;
5. Pay stubs for the past four (4) pay periods;
6. Copies of monthly statements from all bank accounts, brokerage accounts, mutual funds, stocks, and any other financial instruments not listed above, for the past four (4) months;
7. A letter of reference from sub-lessee's bank stating that all accounts are in good standing;
8. A letter from sub-lessee's employer indicating length of employment and base salary;
9. Two (2) personal letters of reference, from someone other than family, who has known the sub-lessee for a minimum of five (5) years; and Two (2) business reference letters.
10. Lead Paint Disclosure Form;
11. If sub-lessee does not have a United States passport, copies of documents showing legal status, and/or proof of citizenship, including social security card, as well as copy of the first two (2) pages of their passport must be submitted.

Please Note:

- * All prospective subtenants are subject to Board interview and approval. The transfer agent will contact the prospective tenants for interview upon receipt of an acceptable credit check. All persons who will be residing in the premise must attend the interview. All persons must bring proof of identity, photo ID issued by State or Government Agency (i.e. Drivers License), and Social Security card.
- * All subtenants must maintain renter's insurance (including liability) naming the Co-op Corporation as an additional insured and a copy must be mailed to Kaled Management Corp.
- * "Sublets not presented to the Board of Directors and approved are subject to a fine of **\$5000.00 levied against the Owner**"

Required Fees:(All fees are non refundable and must be made payable by Certified Check or Money Order)

- * Enclose a check in the amount of **\$150.00 per person payable to Kaled Management Corp.** for credit report.
- * Enclose a check in the amount of \$400.00 payable to Kaled Management Corp. for Administration fee.
- * Purchaser to pay \$500.00 for application/interview fee payable to Rock River Apts. Inc.
- * Enclose a check in the amount of **\$1,000.00 payable to Rock River Apts. Inc. \$500.00 will be refunded** if moving rules are followed and no damages occur during moving;
- * **Shareholders** will be charged a **sublet fee** in the amount of **\$500.00** billed monthly which will be applied to your maintenance bill.
- * Submit **One (1) Original Package along with Seven (7) Collated Copies - totaling eight (8)** completed packages to:

**Ms. Susan Rubin
c/o Kaled Management Corp.,
7001 Brush Hollow Road, Westbury, NY 11590.**
- * Any packages not submitted in their entirety will be returned. *You must allow at least three (3) weeks for processing of the application and Board Interview.*

**ADDENDUM TO LEASEHOLD
AGREEMENT
BY AND BETWEEN**

(KINDLY PRINT THE NAMES OF THE CO-OP SHAREHOLDERS IN THIS BOX)

**AND
ROCK RIVER APTS., INC.
AND
KALED MANAGEMENT CORP.**

This Addendum is made between the co-op corporation known as ROCK RIVER APTS., INC., a New York corporation with its principal place of business at 7001 Brush Hollow Rd, NY (the "Co-op"), and its agent, Kaled Management Corporation, a New York corporation with its principal place of business at 7001 Brush Hollow Rd Westbury, New York and

X

X

(KINDLY PRINT THE ADDRESS OF THE CO-OP SHAREHOLDERS IN THIS BOX)

the owner (s) of certain stock shares in the Co-op and lessee under an appurtenant proprietary lease ("individually or collectively termed the "Shareholder"). This writing relates to the Shareholder's rental of Co-op apartment number X_____ under a written lease (the "Lease") made between the Shareholder, the Renter of that apartment, and the Co-op.

The Shareholder presently resides at:

(KINDLY PRINT THE ADDRESS OF THE CO-OP SHAREHOLDERS IN THIS BOX)

ADDENDUM TO LEASEHOLD AGREEMENT BY AND BETWEEN

X

X

(KIDLY PRINT THE NAME OF THE CO-OP SHAREHOLDERS IN THIS BOX)

AND ROCK RIVER APTS. INC
AND KALED MANAGEMENT

It is agreed between the Co-op and the Shareholder and Kaled as follows:

1. As a predicate condition of the Co-op's approval – if any – of any proposed rental or lease agreement of and for the Shareholder's apartment, the parties deem that this writing constitutes an assignment of the Shareholder's co-op stock shares and appurtenant co-op proprietary lease to the co-op.

2. This Addendum, constituting an assignment of and for the Shareholder's co-op stock shares and appurtenant co-op proprietary lease to the co-op, will be held in escrow and employed by the Co-op only on thirty (30) days prior written notice to the Shareholder or to the Shareholder's designated agent by certified mail, return receipt requested at the address set forth in this writing.

3. The Shareholder hereby appoints:

X

(PLEASE PRINT THE NAME OF THE DESIGNATED AGENT IN THIS BOX)

with an office or residence at

X

X

X

(PLEASE PRINT THE ADDRESS OF THE AGENT IN THIS BOX)

to be Shareholder's agent in New York State to accept notice and service of process by the co-op upon the Shareholder. The co-op need not first try to give notice or to serve process on the Shareholder before noticing or serving the named agent. If no agent for notice or

ADDENDUM TO LEASEHOLD AGREEMENT BY AND BETWEEN

X
X

(KINDLY PRINT THE NAME OF THE CO-OP SHAREHOLDERS IN THIS BOX)

AND ROCK RIVER APTS.,
AND KALED MANAGEMENT CORP.

service of process is named, then notice and service of process to the Shareholder shall be sent to the Shareholder's address on the first page of this addendum.

4. Neither the Co-op, nor its managing agent, has inquired into, verified, or ratified any rental fee charged by the Shareholder to the Shareholder's proposed renter under the lease, nor has it inquired into any other aspect of the rental agreement between the Shareholder and proposed Renter. That lease may be subject to N.Y.S. Rent Stabilization Laws and/or to the Emergency Tenant Protection Act, as interpreted by the Division of Housing and Community Renewal ("DHCR") and the courts, and other laws, and may be subject to other laws. Any approval of the lease by the Co-op does not signify any assumption of any other indemnification, the Shareholder hereby indemnifies and holds the Co-op and Kaled harmless in regard to any and all claims, charges, damages or costs arising out of or incident to the Lease, including charges by the Renter that an excessive rental was charged. That indemnification includes, but is not limited to, reasonable attorney's fees, damages, witness fees and court costs, all payable upon demand.

5. Kaled will charge the Subtenant a fee of \$250, for its time and effort and the design and drafting of the papers involved in this transaction, and for other services in connection with this transaction. Additional fees may be involved if the signing requires the Agent's attendance and is either adjourned after papers have been drawn up, or if there is travel time to that closing in excess of one/half hour Kaled office to the location of the Lease's closing.

6. Neither the Lease, nor any Rider drafted by the co-op, nor this Addendum may be added to or changed in any way except by an express writing signed by the parties to the respective writings.

7. The Shareholder hereby indemnifies and holds harmless the co-op and Kaled from and against any and all claims, charges, damages or costs arising out of or incident to the lease, including attorneys fees, witness fees and court costs, all payable upon demand.

8. The Shareholder agrees to pay a sublet surcharge to the Co-op in a sum equal to as

ADDENDUM TO LEASEHOLD AGREEMENT BY AND BETWEEN

AND ROCK RIVER APTS., INC
AND KALED MANAGEMENT CORP

much as twenty-five percent of the annual maintenance due on the apartment, as additional maintenance, in 12 equal monthly installments, and/or to pay or post such other surcharge or security as the Co-op may, from time to time require. The present surcharge is 0% of the monthly maintenance, subject to the co-op's adjustment at any time and from time.

AGREED UPON AND ENTERED INTO THIS _____ DAY OF
_____, 200.

SHAREHOLDER(S) SIGNATURE(S)

X _____

X _____

X _____

ROCK RIVER APTS., INC

BY: _____

ADDENDUM TO LEASEHOLD AGREEMENT BY AND BETWEEN

X
X
(KINDLY PRINT THE NAME OF THE CO-OP SHAREHOLDERS IN THIS BOX)

AND ROCK RIVER APTS., INC AND KALED MANAGEMENT CORP.

KALED MANAGEMENT CORP.

BY: _____, Transfer Agent

ROCK RIVER APTS., INC. SUBLET
APPLICATION
APARTMENT RENTER'S PACKET

Dear Prospective Renter:

Thank you for your interest in renting a co-op apartment at ROCK RIVER APTS., INC

Kindly complete the enclosed application and return Eight (8) full and complete copies to our office at your first convenience, along with your check for \$75.00 payable to Kaled Management Corp, for obtaining a credit check.

Enclose a check in the amount of \$250.00 payable to Kaled Management Corp. for processing fee;

Please remember to include the following in your application packet:

- >> A completed and signed lease application form;
- >> A completed rider to the lease, signed and initialed by you and by the apartment owner. ORIGINAL SIGNATURES ARE REQUIRED;
- >> Your \$75.00 check for the credit report, and
- >> Your \$250.00 check for processing the application
- >> An original copy of your actual proposed lease, signed by you and by the apartment owner. ORIGINAL SIGNATURES ARE REQUIRED

Ms. Susan Rubin our Transfer Agent, is in charge of sublets. She'd would be pleased to answer any questions you may have, or to assist you in any manner.

We regret that illegible or incomplete applications will be returned.

Very truly yours,
KALED MANAGEMENT CORP.
as agent for ROCK RIVER APTS, INC
7001 Brush Hollow Rd.
Westbury, N.Y. 11590
(516) 876-4800
Fax (516) 876-6812

ROCK RIVER APTS., INC
SUBLETS APPLICATION

To: Kaled Management Corp.
As Agent for ROCK RIVER APTS, INC
7001 Brush Hollow Rd.
Westbury, NY 11590

Dear Kaled Management:

I hereby apply to sublet an apartment in the premises ROCK RIVER APTS, INC, 100-110 South Village Avenue, Rockville Centre, NY and so provide ROCK RIVER APTS, INC. (the "Co-op") with the following information:

My (our) name (s):

My (our) social security number(s):

My (our) dates of birth:

My (our) current address(es):

My (our) work phones(s):

My (our) home phone(s):

Apartment number of unit sought to be rented:

Name of apartment's present owner(s):

Phone number of apartment's present owner(s):

ROCK RIVER APTS., INC SUBLET APPLICATION

Name, address and phone number of my (our) current employer(s):

Name, address and phone number of my (our) current landlord and length of tenancy there, plus current rent and all other monthly carrying charges:

Name of landlord: _____

Address of landlord: _____

Length of tenancy: _____

Current rent other charges: _____

The name and ages of all persons whom I expect to occupy apartment during subtenancy are:

NAMES	AGES
_____	_____
_____	_____
_____	_____

My maiden name:

- >> Yes, I have attached true, complete and accurate copies of my previous two year's IRS 1040 (first 2 pages of the form only) and W-2 forms to this application.
- >> Yes, I have attached Two (2) personal letters of reference, from someone other than family, who has known the sub-lessee for a minimum of five (5) years; and Two (2) business reference letters.
- >> Yes, I have attached the rider to the intended lease, signed by me and by the co-op apartment owner. I understand that the lease will not be effective unless and until it is approved by the co-op.

ROCK RIVER APTS., INC SUBLET APPLICATION

>> Yes, I have attached eight (8) complete copies of this application and its attachments, together with eight (8) copies of my true, complete and actual sublease agreement, which, I understand, will not be effective unless the corporation's board of directors approves of my application in writing.

By this writing, I hereby waive any rights I may have to confidentiality and to privacy so as to authorize ROCK RIVER APTS., INC., Kaled Management Corporation or its designee to make inquiry into my credit standing and to report any matters relating to my credit to credit reporting agencies. I enclose a check in the amount of seventy five dollars (\$75) Payable to Kaled Management Corporation to pay for the obtaining of such credit report.

I understand that no pets are allowed in the co-op's building, nor may any business be conducted by me or by any other occupant under my proposed subtenancy in the apartment which I intend to sublet.

I have read or waived a reading of the co-op's House Rules and Proprietary Lease and if my sublet is approved, I shall abide by all House Rules and by all applicable requirements of the co-op's proprietary lease as it exists or as it may be amended from time to time, as if they are a material part of my intended lease. A breach by me of the said proprietary lease, by-laws or House Rules shall be deemed a material breach of my intended lease, entitling the co-op corporation to terminate that lease and to pursue any other remedies against me at law or in equity. I shall neither assign nor sublet my rights to the apartment. I have no right to renew my lease for any period and I will not renew my lease without the prior express written consent of the co-op. I agree that any rights which I may have under the sublease agreement which I hope to have with the apartment's owner will be modified by this writing. This writing shall be deemed a part of my lease, if it is approved. I will, if approved as a resident at the co-op, notify management immediately of any problem in or with the apartment, including but not limited to water leaks, broken windows, peeling paint, and fire damage and I agree to maintain said apartment in its present condition, reasonable wear and tear excepted.

I understand that if I will be moving my furniture and possessions into the apartment, a security deposit of one thousand dollars (\$1,000.00) against move-in damages to the building must be deposited with the co-op or its managing agent not less than one week prior to the commencement of the lease. This deposit will be returned to me as soon as the building's superintendent verifies that no damages have been sustained as a result of the move or will be applied to any damages, without limitation.

ROCK RIVER APTS, INC SUBLET APPLICATION

Upon the expiration of the lease term I will deposit the same security of one thousand dollars (\$1,000.00) against move- out damages to the building at least one week prior to my moving out. This deposit will be returned to me as soon as the building's superintendent verifies that no damages have been sustained as a result of the move or will be applied to any damages, without limitation.

By signing this letter and the attached form, I warrant that all information provided by me to you as agent for the co-op corporation is true, accurate and complete and I understand that such information will be materially relied on by the co-op corporation.

If the apartment owner should default in his or her or their obligation to pay maintenance And sundry charges to the co-op, I will pay my rent to the co-op provided I receive written notification thereof from the co-op. This clause accomplishes an assignment of my rent.

I understand that the co-op will not be my landlord and I also waive any right to a jury Trial which I may have regarding any claims which I may wish to bring against the co-op or which it may wish to bring against me, if any.

I also understand that I have no right to park my car(s) on Rock River Apts., Inc.'s Property unless I am given the privilege to do so by the co-op. My contemplated lease shall not be effective unless and until the co-op approves of that lease.

Dated:

Signature:.....

Signature:.....

RIDER TO LEASEHOLD
AGREEMENT BY AND BETWEEN

•
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and
(KINDLY PRINT THE NAME OF THE CO-OP SHAREHOLDERS AND RENTERS IN THIS BOX)

AND ROCK RIVER APTS., INC.

The Rider is made between the Co-op corporation Rock River Apts., INC., a New York corporation with its principal place of business at 7001 Brush Hollow Rd, Westbury, NY (the "Co-op) and

X
X
Presently residing at
(KINDLY PRINT THE NAME AND ADDRESS OF THE CO-OP APARTMENT RENTER IN THIS BOX)

the owner of certain stock shares in the co-op and lessee under an appurtenant proprietary lease, presently residing at 7001 Brush Hollow Rd, Westbury, NY (the "Shareholder") , relating to Co-op apartment >> _____ << and

X
X
Presently residing at
(KINDLY PRINT THE NAME AND ADDRESS OF THE CO-OP APARTMENT RENTER IN THIS BOX)

The renter of that apartment, (the "Renter").

RIDER TO LEASEHOLD AGREEMENT BY AND BETWEEN

Shareholder, and

Renter

KINDLY PRINT THE NAMES OF THE CO-OP SHAREHOLDERS IN THE BOX ABOVE)

AND ROCK RIVER APTS., INC.

1. This rider modifies and is a part of the leasehold agreement between the Shareholder and Renter and incorporates same by reference and makes the Co-op a party thereto.
2. Despite any contrary terms of the underlying lease agreement between the Shareholder and the Renter (the "Lease"), this Rider will control the legal relationship between the parties.
3. The Co-op is a party to Lease agreement and has the clear right to enforce the Lease against the Shareholder and/ or against the Renter.
4. The Co-op is not a landlord in privet with the Renter and has no responsibility to the Renter for the provision or maintenance of any but essential services.
5. The Renter has waived a reading of the Co-op's House Rules, Proprietary Lease and By- Laws and the same are incorporated by reference as a material part of this lease in their present form or as they may be added to, amended or modified by the Co-op or by its Stockholders in the future.
6. A material breach by the Renter of the Co-op's House Rules, by-laws and Proprietary Lease, as they now exist, or as they may be added to, amended or modified by the Co-op or by its stockholders in the future, shall be deemed a material breach of the Lease between the Renter, the Stockholder and the Co-op which may be enforced by the Co-op on ten (10) days prior written notice to the Shareholder.
7. The Shareholder and the Renter shall jointly and severally indemnify and hold the Co-op harmless against any and all legal expenses and/or costs and damages that the Co-op might suffer as a result of the Renter's tenancy. Any such expenses, costs and/or damages shall be payable to the Co-op by the Renter and Shareholder, jointly and severally, on

RIDER TO LEASEHOLD AGREEMENT BY AND BETWEEN

Shareholder, and

Renter

(KINDLY PRINT THE NAMES OF THE CO-OP SHAREHOLDERS AND RENTERS IN THE BOX)

AND ROCK RIVER APTS, INC

Demand, and are deemed a lien on the Shareholder's co-op stock shares.

8. This rider is deemed an assignment of rents from the Shareholder to the Co-op. In the event that the Shareholder fails to pay any obligations due and owing to the Co-op, the Co-op will attempt to mitigate its damages by taking any rent payable under the Lease. Accepting any rent from the Renter shall not waive, limit, restrict or prevent the Co-op from seeking any other rights, remedies or protections it may have. By signing this Rider, the Renter agrees to pay its rent over to the Co-op upon written demand of it made by the Co-op.

9. This Lease is strictly limited to a one (1) year term absent the written approval of the Co-op to an extension of one occupant under this Lease.

10. No pets are allowed in the Co-op's building, nor may any business be conducted by the Renter or by any other occupant under this Lease.

11. This Lease may neither be assigned nor sublet without the prior written approval of the Co-op.

12. The Renter and Shareholder will notify management immediately of any problem in or with the apartment, including but not limited to water leaks, broken windows, peeling paint, and fire damage.

13. Renter will post a security deposit of one thousand dollars (\$1,000.00) against move-in damages to the building must be deposited with the Co-op or its managing agent not less than one week prior to the commencement of the lease and one week prior to Renter's quitting the premises. This deposit will be returned to Renter promptly upon verification by the co-op's superintendent that no damage has been sustained as a result of the move, or will be applied to any damages, without limitation.

RIDER TO LEASEHOLD AGREEMENT BY AND BETWEEN

Shareholder, and

Renter.

(KINDLY PRINT THE NAMES OF THE CO-OP SHAREHOLDERS AND RENTERS IN THE BOX ABOVE)

AND ROCK RIVER APTS, INC

14. Renter understands that the Co-op will not be Renter's landlord and both Shareholder and Renter waive any rights to a jury trial regarding any claims which either or both may wish to bring against the Co-op or which it may to bring against either of them, if any.

15. The Renter hereby appoints the following person to accept notice and service of process as an alternate to the giving of notice and service of process to the Renter. The Renter's agent's name and address are:

(KINDLY SET FORTH THE NAME AND ADDRESS OF AGENT IN THIS BOX)

The Shareholder hereby appoints:

X

(PLEASE PRINT THE NAME OF THE AGENT IN THE BOX ABOVE)

with an office or residence at

X

X

X

(PLEASE PRINT ADDRESS OF THE AGENT IN THE BOX ABOVE)

RIDER TO LEASEHOLD AGREEMENT BY AND BETWEEN

SHAREHOLDER, AND

RENTER

KINDLY PRINT THE NAMES OF THE CO-OP SHAREHOLDERS AND RENTERS IN THE BOX ABOVE

AND ROCK RIVER APTS, INC

To be Shareholder's agent in New York State to accept notice and service of process by the co-op upon the Shareholder. The co-op need not first try to give notice or to serve process on the Shareholder before noticing or serving the named agent. If no agent for notice or service of process is named, then notice and service of process to the Shareholder's address on the first page of this Rider.

16. Except for emergencies, the Renter will make no repairs, alterations or improvements to the apartment without first notifying the Shareholder and Co-op obtaining the express written approval of both for same. Violation of this provision is a material breach of the Lease.

17. Neither the Lease nor this Rider may be added to or changed except by an express writing signed by all parties to this Rider. This Rider is made on the same day as the Lease and is deemed a part of that lease by incorporation.

AGREED UPON AND ENTERED INTO THIS

DAY OF 200

SHAREHOLDER

SHAREHOLDER

RENTER

ROCK RIVER APTS, INC
BY:

CREDIT CHECK AUTHORIZATION

NAME: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER: _____

HOME ADDRESS:
(LAST SEVEN YEARS): _____

In connection with my transfer/ purchase/sublet of property. I authorize the procurement of a credit report on myself. I further authorize all credit agencies, banks, lending institutions and persons to release information they may have about me and release them from any liability and responsibility doing so. This authorization, in original or copy form, shall be valid for this and any future reports that may be requested, Further information may be available upon written request within a reasonable period of time.

Signature

Dated

