

APPLICATIONS WILL NOT BE ACCPTED UNLESS ALL ACCOUNTS ARE CURRENT

*Sublet Application*  
*WEST 27<sup>TH</sup> STREET REALTY, INC.*  
129-31 West 27 Street  
NEW YORK, NY 10001

**Contact Information:**

**Ms. Susan Rubin**  
**Transfer Agent**  
**Kaled Management Corp.**  
**7001 Brush Hollow Road Ste: 200**  
**Westbury, NY 11590**  
**(516) 876-4800 x 313**  
**Fax (516) 780-8331**  
**Email Susan@kaled.com**

**Bldg. # 488**

**2/2020**

**APPLICATION PACKAGE CHECKLIST:**

The following items must be included with the application:

- 1. Sublet Application including financial schedules \_\_\_\_\_
- 2. Copy of the fully executed lease \_\_\_\_\_
- 3. Copy of W-2 forms and federal income tax forms with all attachments for prior year. Note: All tax returns must be signed and dated. **(Please remove Social Security #)** \_\_\_\_\_
- 4. Letter from landlord or managing agent stating you monthly rent and length of tenancy. \_\_\_\_\_
- 5. (2) Two letters of personal reference letters. (Non-related parties). \_\_\_\_\_
- 6. Letters from present banks confirming balance in accounts or copy of most recent bank statement. **(Just the balance sheet that have name on account and balances)** \_\_\_\_\_
- 9. Credit check/criminal authorization. **Only in the original copy** \_\_\_\_\_

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**Required Application Fees – (All fees to be paid by Certified Check or Money Order)**

- \*Enclosed a check in the amount of **\$600.00 payable to Kaled Management Corp.**, for administration fee. **(applicant)**
- \*Credit check fee of **\$150.00 per person payable to Kaled Management Corp. (applicant)**
- \*Shareholder to pay sublet fee \$500.00 per month which will be billed to your monthly maintenance bill

**Applicant** – Two months security deposit to be held without interest and will be returned at the time of lease termination and inspection of premises by committee and or Managing agent, made payable to West 27<sup>th</sup> Street Realty, Inc.

Any damage done to the building's elevators or common areas will be deducted from the security.

- All prospective tenants are subject to application review and Board interview and approval. Kaled Management Corp. will contact the prospective applicant for interview upon receipt of an acceptable credit check and application review. Should a prospective applicant wish to have an interpreter present at board interview, the Board welcomes such additional individual.
- \* Submit completed package to: **Ms. Susan Rubin c/o Kaled Management Corp., 7001 Brush Hollow Road, Westbury, NY 11590**. Please allow three (3) weeks for the processing of the application and Board review.
- \* Please remove your social security number from all documents except credit check/criminal Authorization.
- \* Incomplete application packages will be returned to the applicant or broker.

**Commercial Sublet Application**

Application is herewith submitted for the sublet of \_\_\_\_\_ shares of common stock of West 27<sup>th</sup> Street Realty, Inc. and for the right of residency on floor # \_\_\_\_\_.

**Shareholder Name(s):** \_\_\_\_\_

**Shareholder Address:** \_\_\_\_\_

**1. Business Name:** \_\_\_\_\_ **Year established** \_\_\_\_\_

**A. Names of all partners & shareholders** \_\_\_\_\_

\_\_\_\_\_

**2. Current Business Address:** \_\_\_\_\_

\_\_\_\_\_

**A. Business formation** \_\_\_\_\_ **Corp./LLC/Individual**

**B. Not for profit. Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**3. Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Web address** \_\_\_\_\_

**Social media accounts? What name** \_\_\_\_\_

**4. Monthly Income:** \_\_\_\_\_ **Other Income:** \_\_\_\_\_

**5. Applicant/ Individual responsible for operation of firm.**

\_\_\_\_\_

6. Please give description of daily operation: \_\_\_\_\_

A. How many employees daily \_\_\_\_\_

B. How many customers daily \_\_\_\_\_ weekly \_\_\_\_\_

C. Hours of Operation: \_\_\_\_\_

D. Days of week \_\_\_\_\_

7. Insurance Company; \_\_\_\_\_ Phone #: \_\_\_\_\_

A. Policy # \_\_\_\_\_

8. Bank References: Checking \_\_\_\_\_

9. Divers License #: \_\_\_\_\_ of principals

10. Responsible Person in case of Emergency \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

11. References:

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12. Real Estate Agent's Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

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I declare that I have examined this application and to the best of my knowledge, it is true, correct and complete. I acknowledge receipt, read and agree to adhere to the House Rules of West 27<sup>th</sup> Street Realty, Inc.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Re: Sublet of Floor # \_\_\_\_\_ Address: \_\_\_\_\_

CREDIT CHECK AUTHORIZATION

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In connection with my leasing of property, I authorize the procurement of a credit report of 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



Release of Information Authorization

Authorization to obtain Criminal, Credit/Litigation Report

In order to comply with the provision of Section 6.06 (A) of the Federal Fair Credit Reporting Act, I hereby authorize any individual, company or institution to release to Kaled Management Corp. and/or its representative any and all information that they have concerning any Criminal/Litigation activity.

I hereby release the individual, company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred in furnishing such information.

Print Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Security #: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Applicants' Release

Re: Building Address: \_\_\_\_\_

Floor# \_\_\_\_\_

The undersigned applicant(s) is (are) submitting an application to purchase/sublease the above referenced apartment.

Applicant has submitted payment for certain fees including but not limited to fees to check applicants' credit and to process this application.

Applicant acknowledges that the application to purchase/sublet the apartment may or may not be approved by the Board of Directors of the Cooperative Corporation owning the building in its sole discretion and that if the application is approved or not approved certain costs and expenses will be incurred and the fees described above will not be refunded to the applicants.

The applicant(s) releases both the cooperative corporation and Kaled Management Corp. the managing agent from any liability for the return of these funds incurred in processing the application, and agrees that in the event the applicant seeks recovery of such fees, the applicants shall be liable for all cost and expenses (including attorney's fees) incurred by the cooperative, transfer agent and/or managing agent.

Applicant \_\_\_\_\_

Date: \_\_\_\_\_

RULES AND REGULATIONS

1. The sidewalks, entrances, driveways, passages, courts, elevators, vestibules, stairways, corridors or halls shall not be obstructed or encumbered by any Lessee or used for any purpose other than for ingress to and egress from the unit and for delivery of merchandise and equipment in a prompt and efficient manner using elevators and passageways designated for such delivery by Lessor. There shall not be used in any space or in the public areas of the building either by any Lessee or by jobbers or others in the delivery or receipt of merchandise any hand trucks except those equipped with rubber tires or safeguards during hours established by Lessor. The fire hoses shall not be obstructed in any way. No article shall be hung or shaken from the windows, doors, or roof or placed upon the windowsills of the building.

2. If the unit is situated on the first floor of the building, the Lessee thereof shall further, at Lessee's expense, keep the sidewalks and curb in front of said unit clean and free from dirt, rubbish, litter, ice, snow, etc.

3. The water and wash closets and plumbing fixtures shall not be used for any purposes other than those for which they were designed or constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the water and wash closets. The cost of repairing any damage resulting from misuse of any water and wash closets or other apparatus shall be paid for by the Lessee in whose unit it shall have been caused.

4. Lessee shall not use, keep or permit to be used or kept any foul or noxious gas or substance in the unit or permit or suffer the unit to be occupied or used in a manner offensive or objectionable to Lessor or other Lessees of the building by reason of noise, odors and/or vibrations or interfere in any way with other Lessees or those having business therein.

5. Except in accordance with paragraph 48 of the lease, of which these Rules and Regulations are a part, no sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any Lessee on any part of the outside of the unit or the building or on the inside of the unit if the same is visible from the outside of the building without the prior written consent of Lessor. Notwithstanding the foregoing, the name of Lessee may appear on the entrance door of the unit. In the event of the violation of the foregoing by any Lessee, Lessor may remove same without any liability and may charge the expense incurred by such removal to all Lessees violating this rule. Signs on interior doors and directory tablet shall be inscribed, painted or affixed for each Lessee by Lessor at the expense of such Lessee and shall be of a size, color and style acceptable to Lessor.

6. Freight, furniture, business equipment, merchandise and bulky material of any description shall be delivered to and removed from the building only on the freight elevator and through the freight entrance and corridors and only during attended hours and in a manner approved by Lessor. The Lessor reserves the right to inspect all freight to be brought into the

building and to exclude from the building all freight which violates any of these Rules and Regulations or the lease of which these Rules and Regulations are a part.

7. Lessor reserves the right to exclude from the building between the hours of 5 p.m and 8 a.m and at all hours on Sundays and holidays all persons who do not present a pass to the building signed by Lessor. Lessor will furnish passes to persons for whom any Lessee requests same in writing. Each Lessee shall be responsible for all persons for whom he requests such pass and shall be liable to Lessor for all acts of such person. Messengers and tradespeople shall use such means of ingress and egress as shall be designated by the Lessor.

8. Lessor shall have the right to prohibit any advertising by any Lessee which in Lessor's opinion tends to impair the reputation of Lessor or its desirability at a building for stores or offices and upon written notice from Lessor, Lessee shall refrain from or discontinue such advertising.

9. Lessee shall not bring or permit to be brought or kept in or on the unit any flammable, combustibile or explosive fluid, material, chemical or substance, or cause or permit any odors of cooking or any other processes, or any unusual or other objectionable odors to permeate in or emanate from the unit.

10. Lessee shall not place a Load on any floor of the unit exceeding the floor load per square foot area which it was designed to carry and which is allowed by law. Lessor reserves the right to prescribe the weight and position of all safes, business machines and mechanical equipment. Such installations shall be placed and maintained by Lessee at Lessee's expense in settings sufficient in Lessor's judgment to absorb and prevent vibration, noise and annoyance.

11. No Lessee shall send any employee of the Lessor out of the building on any private business of a Lessee.

12. No public area of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of the Lessor.

13. No Lessee shall make or permit any disturbing noises in the building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Lessees. Construction or repair work or other installation involving noise may not be conducted in any unit on weekdays (excluding legal holidays) between the hours of 8:30 a.m and 5:00 p.m.

14. No awnings, window air-conditioning units or ventilators shall be used in or about the building except such as shall have been expressly approved by the Lessor or the managing agent nor shall anything be projected out of any window of the building without similar approval.

15. Garbage and refuse from the units shall be disposed of only at such times and in such manner as the superintendent or managing agent of the building may direct. Garbage and refuse from the units shall not be