



7001 BRUSH HOLLOW ROAD
SUITE 200
WESTBURY, NY 11590
TEL: (516) 876-4800
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BIRCHWOOD ON THE GREEN OWNERS CORP.
2600 Wilshire Lane
Oakdale, NY 11792

SUBLET APPLICATION

Dear Shareholder(s):

We have been informed that you are interested in subletting your cooperative apartment. Below is a list of documents required by the Co-op Board to process a sublet request.

REQUIRED DOCUMENTS –One (1) Original And Two (2) Collated Copies.

Mail to: Kaled Management
7001 Brush Hollow Rd. Suite 200
Westbury NY 11590
Attention: Barbara Robertson

1. A fully executed sublease agreement with a provision stating that the sublease is contingent upon receiving the approval of the Board.
2. An apartment sublease application.
3. Credit Authorization.
4. Copy of two (2) current pay stubs.
5. Copies of Tax returns and W-2's for the last two (2) years.
6. A completed lead paint disclosure form.
7. Three (3) written letters of recommendation (may not be from family).

FEES DUE FROM SUBTENANT (with application):

1. A credit verification fee of \$75.00 per applicant payable to Kaled Management Corp. for a single person or married couple.
2. \$250.00 Managing Agent's processing fee payable to Kaled Management Corp. These fees are Non-refundable.

In Addition To The Proprietary Lease The Following Rules And Regulations Apply:

1. Please note: the screening committee interviews the second week of every month. In order to schedule an interview all documents must be received by Kaled Management Corp. by the third week of the previous month to allow enough time for consideration and review by the screening committee.
2. Kaled Management will arrange for prospective subtenant (s) to meet with the screening committee. It may be necessary that additional documentation and/or information may be requested prior to an interview. All individuals intending to live in the apartment must appear at the screening, including children.

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3. You will receive written notification of approval or disapproval from Kaled Management Corp.
3. A request for permission to sublet or renew a sublet may be denied in the event that a Shareholder has a history of late payments of maintenance or other charges.
4. Any Shareholder subletting their apartment without the consent of the Board of Directors will be liable for a \$500.00 per month charge for the duration of the illegal sublet.

***ANY VIOLATION OF THESE RULES AND REGULATIONS WILL JEOPARDIZE THE SHAREHOLDER(S) PRIVILEGE TO SUBLET.**

Attention Shareholder: The sublet fee is 18% of the annual rent to be collected, to be submitted at time the completed application is presented to the Board of Directors for screening.

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SUBLET APPLICATION

(Please print all information)

SHAREHOLDER(S): _____

APT. NO. _____ MONTHLY RENT _____ LEASE PERIOD _____ TO _____

TENANT _____ AGE _____ SOC. SEC. # _____

CO-TENANT _____ AGE _____ SOC. SEC. # _____

PRESENT ADDRESS: _____

CITY: _____ STATE _____ TEL NO. _____

Length of occupancy _____ Monthly Rent _____

Previous Landlord _____ Tel. no. _____

List everyone who will reside in the apartment:

<u>Name</u>	<u>Relationship</u>	<u>Age</u>	<u>Employed</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

	<u>Present Employment</u>	<u>Previous Employment*</u>
Name & Address	_____	_____
	_____	_____
	_____	_____
Telephone No. ()	_____	_____
Contact Person	_____	_____
Position of Applicant	_____	_____
Dates of Service	_____	_____
Annual Salary	_____	_____

*This section must be completed if present employment is less than three (3) years.

	<u>Co-Tenant's Present Employment</u>	<u>Co-Tenant's Previous Employment*</u>
Name & Address	_____	_____
	_____	_____
	_____	_____
Telephone No. ()	_____	_____
Contact Person	_____	_____
Position of Applicant	_____	_____
Dates of Service	_____	_____
Annual Salary	_____	_____

*This section must be completed if present employment is less than three (3) years.

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Other Income (source and amount) _____

CREDIT REFERENCES:

<u>Name of Bank</u>	<u>Branch/Address</u> <u>Telephone Number</u>	<u>Charge Account/</u> <u>Checking/Savings</u>	<u>Account</u> <u>Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PERSONAL REFERENCES:

<u>Name</u>	<u>Address</u>	<u>Telephone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

THREE REFERENCE LETTERS OF THE INDIVIDUALS ABOVE NAMED
MUST BE SUBMITTED WITH THIS APPLICATION

OTHER INFORMATION:

Marital Status: _____

Schools and Colleges
attended: _____

Names of clubs, society memberships, fraternities, honorary societies to which applicant
belongs: _____

Re: Sublet/Sale of Apartment # _____ Address: _____

CREDIT CHECK AUTHORIZATION

Name: _____

Date of Birth: _____

Social Security Number: _____

Home Address:
(Last seven years): _____

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In connection with my 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

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SUBTENANTS ARE NOT PERMITTED TO HARBOR A PET IN THEIR APARTMENT.

Is applicant presently involved in any legal action? _____ If yes, please explain: _____

Names of all Residents in the building known to applicant:

Make and Year of Automobile:

<u>Make & Model</u>	<u>Year</u>	<u>License Plate Number</u>	<u>State</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NO TRUCKS, RV'S TRAILERS, BOATS, ETC. ARE PERMITTED ON PREMISES

Sublease Provisions:

The undersigned cooperator hereby acknowledges and agrees that this request for approval of the prospective subtenant by the Screening Committee and/or Board of Directors is conditioned upon the payment of an administrative fee to the Corporation of a sum equal to eighteen (18) per cent of the yearly maintenance charges on said apartment or the rental lease agreement, whichever is higher. At the termination of each sub tenancy a new sublease application and an administrative fee equal to eighteen (18) per cent of the yearly maintenance charges or the rental lease agreement, whichever is higher, plus legal fees, must be paid to the Corporation. The cooperator further acknowledges that in the event the sublease breaches the sublease and terminates the tenancy prior to the expiration, and the cooperator-shareholder requests approval of a new subtenant, said application shall be considered a new application which shall be subject to a separate and distinct administrative and legal fee, equal to eighteen (18) per cent of the maintenance charges or the rental lease agreement, whichever is higher, as set forth above.

BIRCHWOOD ON THE GREEN OWNERS CORP.

Subletting of apartments will be subject to the following guidelines:

Studio/One Bedroom	Two occupants
Deluxe One Bedroom	Two adults plus one child up to 16 years of age
Two Bedroom	Three adults and one child or Two adults and two children up to 16 years of age

COPY OF SUBLEASE AGREEMENT MUST BE SUBMITTED WITH THIS APPLICATION.

Signature of Shareholder

Signature of Applicant

Signature of Shareholder

Signature of Applicant

Must be completed:

New Address

City, State, Zip

Date

NOTE: No one will be permitted to move into an apartment prior to an interview and written approval by the Board and payment of all fees due. Moving in without prior will result in the rejection of the application and a \$500.00 fine.

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. 4852(d) 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

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Signature of Applicant

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