

BIRCHWOOD ON THE GREEN OWNERS CORP.
c/o SPIRE MANAGEMENT CORPORATION
410 EAST JERICHO TURNPIKE
MINEOLA, NY 11501
(516) 747-7880

RE- APPLICATION TO SUBLET

Dear Shareholder:

With regard to your request made of the Board of Directors to sublet your apartment, please be advised that we require the following information respecting the prospective sublet before your application can be processed:

1. Complete and return the enclosed application form in **duplicate**.
2. Copy of executed sublease-in **duplicate**.
3. Verification of present salary from current employer. In the event that your salary has not remained constant or has decreased within the last six (6) months, we require a verification of your salary for the prior six (6) month period as well. If you are self-employed, we require your own verified statement regarding the foregoing.
4. Copies of tax returns and W-2 forms for the last two (2) years.
5. Three (3) personal reference letters with addresses and telephone numbers.
6. A **\$40.00** non-refundable fee, for credit search, payable to "National Birchwood Corporation" for a single person or married couple \$40 for each additional person.

Please be further advised that as a result of the documents that will be submitted by you to the Board it may be necessary that additional documentation and/or information may be requested. Accordingly, you will be advised by the Board when your application is deemed complete for the Board's consideration.

A personal interview will probably be required of all individual expecting to live in the apartment.. You will be notified of the date, time and place for such interview.

Also, all maintenance charges and/or other obligations due to the Co-op must be paid in full prior to any application review.

In the event that the Board does not enforce any provisions respecting application to sublet, you are further advised that same does not constitute a waiver of any rights of the Board and the Cooperative Corporation.

BIRCHWOOD ON THE GREEN OWNERS CORP.
c/o SPIRE MANAGEMENT CORPORATION

RE- APPLICATION TO SUBLET

Interview meetings will be held once a month We shall endeavor to process your application as soon as possible after all requested information and documentation has been furnished.

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

If you have any questions with regard to the foregoing, please feel free to contact Harold I. Reichel, Esq. at the telephone number listed on the letterhead.

Very truly yours,

BIRCHWOOD ON THE GREEN OWNERS CORP.

BY: _____
HAROLD I. REICHEL

BIRCHWOOD ON THE GREEN OWNERS CORP.
 c/o SPIRE MANAGEMENT CORP.
 410 EAST JERICHO TURNPIKE
 MINEOLA, NY 11501
 (516) 747-7880

APPLICATION FOR SUBLEASE

SHAREHOLDER(S): _____

TENANT: _____ AGE _____ SOC. SEC. NO. _____

CO-TENANT: _____ AGE _____ SOC. SEC. NO. _____

APT. NO. _____ MONTHLY RENT: \$ _____ LEASE PERIOD _____ to _____

PRESENT ADDRESS:

NO. and STREET: _____

CITY: _____ STATE _____ ZIP _____ TELEPHONE NO. _____

Length of Occupancy _____ Monthly Rent _____

Reason for Moving _____

Previous Landlord or Agent _____ Telephone No. () _____

List all people (including children) who will reside in apartment:

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

	<u>Present Employment</u>	<u>Previous Employment*</u>
<u>Name/Address</u>		
<u>Telephone No.</u>	() _____	() _____
<u>Contact person/Title</u>		
<u>Position of (Applicant)</u>		
<u>Dates of Service</u>	From _____ to _____	From _____ to _____
<u>Annual Salary</u>	\$ _____	\$ _____

* This section is to be completed if present employment is less than 5 years.

*

	Co-Tenants Previous Employment	Co-Tenants Previous Employment *
Name/Address		
Telephone No	()	()
Contact Persons/Title		
Position (of Applicant)		
Dates of Service	From to	From to
Annual Salary	\$	\$

*This section is to be completed if present employment is less than 3 years.

Other Income (Source and Amount) _____

CREDIT REFERENCES

Name of Bank Check Account	Branch/Address Telephone Number	Checking/Saving Charge	Account Number

Personal References:

NAME	Address	Telephone Number

Three references 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, HONOR SOCIETIES TO WHICH APPLICANT BELONGS _____

SUB-TENANT'S ARE NOT PERMITTED TO HARBOR PET IN THEIR APARTMENT.

is applicant presently involved in any legal action 9 _____ If yes, please explain :

Names of all residents in the building known to applicant:

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 ten (10) percent of the yearly maintenance charges on said apartment or the rental lease agreement, whichever is higher, together with a legal fee of \$150.00. At the termination of each sub tenancy, a new sublease application and an administrative fee equal to ten (10) percent of the yearly maintenance charges on said apartment or the rental lease agreement, whichever is higher, plus legal fees, must be paid to tile corporation. The cooperator further acknowledges that in the event the subleases 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 ten (10) percent of the maintenance charges or the rental lease agreement, whichever is higher, as set forth above.

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 Bedrooms - 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

Address _____

City, State, Zip _____

Telephone Number _____

Date _____

NOTE:

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

Personal Financial Balance Sheet

Assets

Liabilities

Assets & Account #	\$	Liabilities	\$
Savings			
Checking			
Real Estate		Mortgage	
		Credit Card	
Insurance, Cash reserve			
IRA's			
Pension			
Auto		Payment	
Auto		Payment	
Totals		Totals	

Assets		less	Liabilities =		Net worth
_____			_____		_____