



370 Westchester Ave. Corp.
Port Chester, NY 10573

SUBLEASE APPLICATION PACKET – COVER PAGE

Apartment Number: _____

Applicant: _____ **Phone Number:** _____

Current Shareholder: _____ **Phone Number:** _____

PREREQUISITES FOR APPLICATION REVIEW

The Admissions Committee will consider review of a sublease application only when all the application forms and all supporting documents have been completed and submitted as specified. Additionally, during the approval process, the Admissions Committee may request additional supporting documents from a prospective subtenant to complete the evaluation process.

It is the responsibility of the prospective subtenant to submit and to supply three (3) copies of all application forms and supporting documentation, in collated sets to the Management Agent for submission to the Admissions Committee. Agent can be reached at Gramatan Management, 2 Hamilton Ave., Suite 217, New Rochelle, NY 10801 (Tel. 914-654-1414).

SPECIAL CONDITIONS

The shareholder and/or prospective subtenant being represented by a realtor, attorney or bank loan officer currently serving on the Windsor Board of Directors or its Admission Committee will not be given any special consideration or expedited approval in the sublease application process.

In addition, as the sublease application is reviewed by the Admissions Committee or Board, the shareholder and/or prospective subtenant's representative currently serving on either the Committee or the Board must recuse himself/herself from any discussion and vote.

A family member of the shareholder and/or prospective subtenant, if currently serving on the Admissions Committee or the Board, must recuse himself/ herself from any discussion and vote.

Admissions Committee Chairperson Initial Review

- Check for completeness of application including all supporting documents.
- Check with Board of Directors for written approval that the sublet is in compliance (according to the Sublease Policy) to proceed for an Admissions Committee review.
- Check with Management Company that the shareholder has submitted proof of a current homeowner's liability insurance policy which covers the apartment as a rental.
- Check with Management Company that the shareholder has submitted a \$500 carpet compliance deposit.
- Check with superintendent to confirm that he has copies of the keys to the apartment.

All of the above prerequisites must be met in order for the application to proceed, no exceptions will be granted. The Admissions Committee itself cannot rule on changing or waiving some or all of the prerequisites for review and should not be contacted by the shareholder or prospective subtenant in this regard. All application approvals are at the sole discretion of the Board of Directors.

Once the application passes initial review, the full Admissions Committee will review the application and will make a decision based solely on the merits of the application itself, including the supporting documentation and the credit report and the final interview with the applicant(s).



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APPLICANT'S REQUIREMENTS & CHECKLIST

Sublease Application Packet (includes the following): To be completed and signed by prospective tenant(s).

1. Admission Form* (will be completed by Admissions Committee)
2. Applicant Information Form
3. Applicant Credit Authorization / Employment Release Form
4. Personal Financial Statements #1 and #2 (Income & Liability)
5. Financial Acknowledgment Form
6. References Form (Personal, Business, Landlord)
7. House Rules Acknowledgement Form
8. Carpet Compliance Acknowledgement Form
9. No Pets Acknowledgment Form
10. Emergency Contact Resident Questionnaire
11. Lead-Based Paint Disclosure Form and Lead Hazard Information Pamphlet

Sublease Agreement & Rider: To be completed and signed by shareholder and prospective tenant(s)

1. Fully executed sublease agreement and rider (forms provided by Management Company) signed by both shareholder and prospective tenant(s)
2. Lead Paint Disclosure

Supporting Documentation: To be submitted by prospective tenant(s) & attached to relevant forms.

1. Most recent federal income tax return filed and the two (2) most recent pay stubs.
2. Most recent bank statement (checking & savings) showing current balances.
3. Letter from employer verifying employment and salary.
4. Two (2) reference letters (Personal or Business).
5. One (1) landlord reference letter (if applicable and currently renting).
6. A check in the amount of \$250 (\$200 application processing fee + \$50 credit check fee) payable to the Management Company. Please note: An additional \$50 credit check fee is required for each additional applicant.
7. A carpet inspection administrative charge in the amount of \$500 payable to 370 Westchester Ave. Corp., submitted by the shareholder in conjunction with this application, to be refunded after 80% carpet coverage has been verified. (see pages 11 & 15 for further information).
8. A move-in deposit in the amount of \$250 payable to 370 Westchester Ave. Corp., payable prior to moving in, to be refunded after compliance with the move-in rules. (see page 15 for further information).
9. A non-refundable move-in fee in the amount of \$100 payable to 370 Westchester Ave. Corp., payable prior to moving in.



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ADMISSION FORM – ACCEPTANCE/DENIAL SUMMARY
SUBLEASE

This form will be completed by the Admissions Committee and returned to Management following the interview with prospective tenant.

DATE: _____

APPLICANT(S): _____

UNIT NO. _____

CURRENT SHAREHOLDER(S): _____

COMMITTEE MEMBERS REVIEWING APPLICATION:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

APPROVED APPLICATION: **YES** **NO**

DATE: _____

DATE COMMUNICATED TO MANAGEMENT COMPANY _____

BY _____



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APPLICANT INFORMATION

(Please fill in all information requested)

DATE: _____ **UNIT NO.** _____

NAME OF APPLICANT(S): _____

**MAIDEN NAME OR OTHER NAME
USED BY APPLICANT OR CO-APPLICANT** _____

	Applicant	Co-Applicant
Current Home Address		
Approximate Length of Occupancy		
Telephone Number Home		
Telephone Number Mobile		
Email Address		
Name of Employer		
Business Address		
Occupation		
Length of Employment		

Names of any other persons to occupy the apartment (all must be listed):

List any children to occupy the apartment: _____
(There should be no other person occupying the apartment unless listed above)



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APPLICANT CREDIT & EMPLOYMENT AUTHORIZATION RELEASE
(Search of Credit History & Verification of Current Employer)

In applying for this proposed lease, the undersigned understands that this consent is required by the terms of the proprietary lease and that this application is subject to approval of the Apartment Corporation.

The undersigned understands that the information outlined herein is essential to evaluate the financial condition of the prospective subtenant and authorizes the procurement of a consumer investigative report. Additionally, the undersigned authorizes all credit agencies, bank, lending institutions, current and former employers and persons to release information they may have about the undersigned and release them from any liability and responsibility from doing so.

This authorization, in original or copy form, shall be valid for this application only. Further information may be made available upon written request within a reasonable time.

The undersigned also agrees to meet in person with the representative of the cooperative Apartment Corporation when requested to do so.

Print Name of Applicant

Print Name of Co-Applicant

Signature of Applicant

Signature of Co-Applicant

Social Security Number Applicant

Social Security Number Co-Applicant



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PERSONAL FINANCIAL STATEMENT #1

INCOME

DATE: _____

NAME OF APPLICANT(S): _____

Applicant

Co-Applicant

Social Security No.		
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	Applicant	Co-Applicant	Joint Only
Annual Income (Current Year)	\$	\$	\$
Salary	\$	\$	\$
Bonus	\$	\$	\$
Commissions	\$	\$	\$
Real Estate Income	\$	\$	\$
Other* (Itemized)	\$	\$	\$
Total Income	\$	\$	\$

* Please attach a separate sheet listing any other itemized sources of income.

It is optional to disclose income from alimony, child support or maintenance payments.

Financial Statement Instructions: Please fill out all financial items that apply. If there is no annual income or liability in a given category, please indicate by entering zero.



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PERSONAL FINANCIAL STATEMENT #2

LIABILITIES

DATE: _____

NAME OF APPLICANT(S): _____

Liabilities	Applicant	Co-Applicant	Joint Only
Current Mortgage Loans	\$	\$	\$
Current Automobile Loans	\$	\$	\$
Credit Card Debt	\$	\$	\$
Other Liabilities* (Itemized)	\$	\$	\$
Total Liabilities	\$	\$	\$

* Please attach a separate sheet listing any other itemized liabilities.



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PERSONAL FINANCIAL STATEMENT - ACKNOWLEDGMENT

DATE: _____

NAME OF APPLICANT(S): _____

I (we) have examined this statement and hereby certify that the information contained herein is true, accurate and complete.

Signature of Applicant

Date

Signature of Applicant

Date

Supporting Documentation

Please attach the following supporting documentation to this form:

1. Letter from employer verifying employment and salary
2. Most recent federal income tax return
3. Two most recent pay stubs
4. Most recent bank statements

* The Apartment Corporation may request additional information of financial or non-financial nature, as it deems necessary to assess the merits of the application.



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APPLICANT REFERENCES

(Please fill in all information requested)

REFERENCES

(Personal, Business, Landlord)

NAME OF APPLICANT(S): _____

	Applicant	Co-Applicant
Name of Reference #1		
Reference #1 Address		
Reference #1 Telephone		
Name of Reference #2		
Reference #2 Address		
Reference #2 Telephone		
Name of Reference #3		
Reference #3 Address		
Reference #3 Telephone		

Building residents known by applicant(s): _____

** Please attach reference letters to this form*



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APPLICANT HOUSE RULES ACKNOWLEDGMENT

DATE: _____

NAME OF APPLICANT(S): _____

I (we) _____, have applied for consent to lease Unit No. _____ of 370 Westchester Ave. Corp. I / We acknowledge receipt of the House Rules and agree to abide by the rules and regulations of 370 Westchester Ave. Corp. and any subsequent amendments. If consent to lease is granted by the Admissions Committee, I/we agree to be bound to all terms and conditions of the Corporation's By-Laws, Proprietary Lease and House Rules.

Applicant Signature

Date

Co-Applicant Signature

Date



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APPLICANT CARPET COMPLIANCE ACKNOWLEDGMENT

Pursuant to House Rules, all residents are required to have at least 80% of the floors in their apartments covered with carpeting or rugs **and padding** in each and every room, including the hallways, except the kitchen, bathroom and closets. In order to meet the standard “of sufficient quality and thickness so as not to deprive their neighbors of the quiet enjoyment of their home” – the padding should be 40 oz. all fiber or its equivalent.

A carpet inspection deposit of \$500 payable to 370 Westchester Ave. Corp. is required from the shareholder upon submission of this application (see page 15 for further information). The deposit will be held by the Management Company until after the subtenant moves in and upon inspection and confirmation of carpet compliance. Thereafter, the deposit will be returned to the shareholder.

I certify that I have read and agree to this House Rule and that I am aware that my compliance is required within 30 days of occupancy. In addition, I authorize Gramatan Management, Inc. or the Windsor Apartments superintendent to conduct an inspection in order to verify carpet compliance.

Applicant Name & Apt. #

Co-Applicant name

Applicant Signature

Co-Applicant Signature

Date

Date



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NO PETS ACKNOWLEDGMENT

NAME OF APPLICANT(S): _____

I am / we are aware that pursuant to paragraph 13 of the Rider to Co-op Sublease Agreement between _____ and _____ it is prohibited for me/us to harbor any pet(s) in my / our apartment.

Applicant Signature

Date

Co-Applicant Signature

Date



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EMERGENCY CONTACT / RESIDENT QUESTIONNAIRE

Please print clearly and fill in section 1. Sections 2 and 3 will be handled after moving in. Personal information collected here is for Coop use only and will be kept confidential.

Unit #: _____ Shareholder or tenant name (s): _____

Section 1: Right of entry; key. For full explanation of right of apartment entry by a Board authorized agent, please see the Proprietary Lease, section 25.

Emergency entry by a Board authorized agent, as permitted by the Proprietary Lease, is allowed to make or facilitate repairs. In order to provide such access at all times, the shareholder must provide all apartment keys to the building staff.

Even if your apartment key is kept with the building staff, the Co-op will still need to contact you if entry to your unit is required when you are not at home. Please provide emergency contact information below:

Your home phone: _____ - _____ - _____ Your cell phone: _____ - _____ - _____

Your day time phone: _____ - _____ - _____ Your email address: _____

May the Corporation send informational notices to your email address? Yes _____ No _____

Section 2: Use of premises. For full explanation of the rights of Co-op and Shareholder please see the Proprietary Lease, section 14.

Pursuant to the Proprietary Lease and New York State Law a shareholder is permitted to have a family member(s) or non-family person(s) reside with them TOGETHER WITH the shareholder whose name appears on the Stock Certificate and Proprietary Lease. Shareholders are required to notify the Co-op with the name of all such co-occupants. Under no circumstances may such co-occupant, family member or otherwise occupy the apartment except in the residential presence of the shareholder. All persons who intend to occupy the apartment as of the purchase date by the shareholder, must be interviewed by the Admissions Committee at that time. Any person who becomes an occupant together with the shareholder after the purchase date shall be considered a guest under the Proprietary Lease. Any such guest who resides in the apartment with the shareholder for more than thirty (30) days shall be required to register with the Co-op in writing to the Managing Agent, and to meet with the Admissions Committee of the Board, for an informal "meet and greet" session.

For guests residing with the shareholder for more than 30 days, the Admissions Committee will conduct a "meet and greet" and register all such co-occupants. Please provide:

Name(s) of each adult guest living in unit: _____

Name (s) of each minor guest living in unit: _____

Section 3: Use of parking lot. Officially, there is one parking space per unit.

Please complete the requested information:

Car #1 - make _____ model _____ car license plate # _____ Windsor hanging tag # _____

Do you have a valid state issued handicapped parking tag for this car? Yes _____ No _____

A second car spot is given based on availability and only on a provisional basis. Please contact the Parking Committee to be added to the waiting list. If you already have a second car, please complete the requested information:

Car #2 - make _____ model _____ car license plate # _____ Windsor hanging tag # _____

Do you have a valid state issued handicapped parking tag for this car? Yes _____ No _____

If you need more space for your responses, please use the reverse page.



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Disclosure of Information on Lead-Based Paint & Lead-Based Paint Hazard

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 (initial)

(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 Acknowledgement (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. 4852d 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 Lessor Date

Agent Date Agent Date

***NOTE: Please detach & retain the attached Lead Hazard EPA Pamphlet before submitting the application.**



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APPLICANT'S INFORMATION SHEET

You will be notified by Gramatan Management of the Admission's Committee's decision to accept or deny this application, typically within two business days after your interview meeting with the Committee.

Gramatan Management can be contacted at 2 Hamilton Ave., Suite 217, New Rochelle, NY 10801 (Tel. 914-654-1414).

Carpet Inspection Deposit

Upon submission of the application the shareholder must submit to Gramatan Management a carpet inspection deposit of \$500 payable to 370 Westchester Ave. Corp. The deposit will be held by the Management Company until after your move-in date. This fee is refundable to the shareholder upon inspection and confirmation of your carpet compliance.

Move-in Deposit

Upon approval of the application you must submit to Gramatan Management a move-in fee of \$250, payable to the order of 370 Westchester Ave. Corp. The deposit will be held by the Management Company until after the move-in date. This fee is refundable if the move-in occurs without any damage to the building, its grounds and common areas, and pursuant to the move-in policies of the Building. Also you must submit a non-refundable move-in fee in the amount of \$100 payable to 370 Westchester Ave. Corp., payable prior to moving in.

The Building Superintendent Juan Contreras will be in charge of coordinating your move-in date and should be given at least two weeks' notice to schedule. The move-in is restricted from Monday to Saturday from the hours of 9 AM to 4:30 PM, as scheduled with the Superintendent.

After your move-in, you must schedule a carpet inspection with the Superintendent. Upon compliance of the move-in rules and carpet rules the Superintendent will contact Gramatan Management to issue the refund checks.

Contact Information for Move-in and Carpet Inspection

The Superintendent's office phone number is 914-935-9581.

Obtaining a Parking Tag for your Car

After notification of your approval to move in you may email the Parking Committee at Parking@windsor370.com to obtain a parking tag for your car. If you don't have access to email you may call the Superintendent's office to arrange a time to get the tag.

Please retain this information sheet along with the House Rules and the Lead Hazard Information Pamphlet.