

KYROUS REALTY GROUP, INC.

263 West 38th Street ♦ Suite 15E ♦ New York, NY 10018

Phone: 212.302.1500 ♦ Fax: 212.302.3855

325 West 21st ST. INC. – Sublet Application and Required Documents

The following is a list of the items you are required to submit for the board to review your application. Please be sure to provide all the information requested. All the required documents must be e-mailed to carine@kyrousrealtygroup.com. **DO NOT DUPLICATE HOUSE RULES.** Please retain the copy included in this package for your information.

Copies of all Financial Materials furnished will be returned to applicant or destroyed.

Upon receipt of a completed package and after verification of all financial data and references, the application will be submitted to the Board of Directors for review.

1. Sublet Application
2. Executed Sublease Agreement (must be submitted)
3. Financial Statement
4. Last two (2) year's Income tax Returns (include W-2's)
5. Signed Credit Report Release
6. Letter from current landlord/management agent verifying status of tenancy
7. Letter from current employer verifying salary, position length of employment and likelihood of continued employment.
8. Letter of financial reference
9. Copies of Checking & Savings Account Statement for past three (3) months
10. House Rules Acknowledgement
11. New York City: Window Guard/Lead Paint Notice

Schedule of Fees–Due with Application

1. A \$350.00 refundable Move–In/Out Deposit from applicant: payable to 325 West 21st Street INC. In the form of a certified check or money order in case of damage to the building, the cost of repairs will be deducted from this deposit. The deposit will be refunded at the end of the lease term.
 2. A \$450.00 Application Processing Fee: In the form of a certified check or money order payable to Kyrous Realty Group, Inc.
 3. A \$150.00 Credit Check Fee per applicant: This check is non–refundable and made payable to Kyrous Realty Group, Inc. This check must be certified check or money order.
- All maintenance fees must be current for the application to be processed.
 - Sublets are for a maximum of three consecutive years, after which the shareholder must re–occupy the apartment for at least one year before a new sublease can be requested.
 - Subletting is permitted after one year of ownership. Any sublet renewal will require a new application.
 - The sublet fee: \$3.00 per share shall be payable for each month (or part of thereof) that an apartment is to be subleased. The sublease fee for the entire approved sublease period shall be payable at the commencement of the lease and is payable to 325 West 21st Street INC.

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IMPORTANT NOTICE

Please Read Carefully

Kyrous Realty Group, Inc. realizes that this application contains sensitive personal information. We require the social security number for each applicant (and each other adult occupant of the apartment) on the authorization to obtain Credit Report Information (see Credit Report Release). This is the only place on the application requiring a social security number, but social security numbers may be contained on other documents that you are submitting (e.g., tax returns, contracts of sale). Before submitting these documents, please blacken out or otherwise obliterate the social security number as Kyrous Realty Group, Inc. cannot be responsible for the security of this information if it is included in these documents.

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Applicant Information

Name(s): _____

Address: _____

Nature of Business: _____

Present

BROKER INFORMATION:

Address: _____

Name: _____

Address: _____

Years at this address: _____

Phone: _____

Do you own your present residence?

Yes No

CURRENT EMPLOYER INFORMATION:

SS#: _____

Employer: _____

SS#: _____

Business

Address: _____

Apartment to be occupied by:

Applicant(s) · Yes No

Nature of Business: _____

Occupant's _____

PREVIOUS EMPLOYER INFORMATION:

Employer: _____

Business

Address: _____

Relationship _____

SPOUSE'S EMPLOYER INFORMATION:

Employer: _____

Business

Office Phone: _____

Position: _____

Annual Salary: \$ _____

Annual Salary: \$ _____

Length of Employment: _____

Length of Employment: _____

Office Phone: _____

ATTORNEY INFORMATION:

Length of Employment: _____

Name: _____

Office Phone: _____

Address: _____

Position: _____

Phone: _____

Applicant Information

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-continued

Are there any outstanding judgments against you? Yes No

If yes, please explain: _____

Do you have any diplomatic immunity or other special status? Yes No

If yes, please explain: _____

Have you ever declared bankruptcy or are involved in a bankruptcy procedure? Yes No

If yes, please explain: _____

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

Schools and colleges attended by husband, wife, and children: _____

Names of all residents in the building known by the applicant: _____

Does applicant wish to maintain any pets in the apartment, and if so, please specify with full information:

Do you own or rent another residence, and if so, where? _____

PERSONAL & BUSINESS REFERENCES

PERSONAL REFERENCE#1:

Name: _____

Address: _____

Phone: _____

Relationship: _____

Person to verify Applicant's Employment:

Name: _____

Address: _____

Phone: _____

PERSONAL REFERENCE#2:

Name: _____

Address: _____

Phone: _____

Relationship: _____

Person to verify Applicant's Employment:

Name: _____

Address: _____

Phone: _____

Applicant Information

FINANCIAL REFERENCES

PERSONAL ACCOUNTS: CHECKING

Bank Name: _____

Account No: _____

Address: _____

PERSONAL ACCOUNTS: CHARGE CARD #1

Bank Name: _____

Account No: _____

Address: _____

PERSONAL ACCOUNTS: CHARGE CARD#2

Account Name: _____

Account No: _____

Exp. Date: _____

BUSINESS ACCOUTS: CHECKING

Bank Name _____

Account No: _____

Address: _____

CLOSEST LIVING ADULT RELATIVE

(Not intending to reside with Applicant)

Name: _____

Relationship: _____

Date: _____

Phone: _____

Address: _____

EMERGENCY CONTACT INFORMATION

APPLICANT INFORMATION:

Person to call in the event of an emergency

Contact Name: _____

Residence Phone: _____

Relationship: _____

Office Phone: _____

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The following is submitted as being a true and accurate statement of the financial condition of the undersigned on ____ day of ____, 20__

Applicant Name

Applicant Name

Applicant Signature

Applicant Signature

Address: _____

Address: _____

Attach additional pages if necessary.

ASSETS	Applicant	Co-Applicant	LIABILITIES	Applicant	Co-Applicant
Cash in banks			Notes Payable:		
Money Market Funds			To Banks		
Contract Deposit			To Relatives		
Investments: Bonds & Stocks <i>(See schedule)</i>			To Others		
Investment in Own Business			Installment Accounts Payable:		
Accounts and Notes Receivables			Automobile		
Real Estate Owned <i>(See schedule)</i>			Other		
Automobiles: Year: Make:			Other Accounts Payable		
Personal Property & Furniture			Mortgages Payable on Real Estate <i>(see schedule)</i>		
Life Insurance Cash Surrender Value			Unpaid Real Estate Taxes		
Retirement Funds/IRA			Unpaid Income Taxes		
401K			Chattel Mortgages		
KEOGH			Outstanding Credit Card Loans		
Profit Sharing/Pension Plan			Other Debts <i>(itemize)</i>		
Other Assets			TOTAL LIABILITIES		
TOTAL ASSETS			NET WORTH		
COMBINED ASSETS			COMBINED NET WORTH		

Application: 325 WEST 21 ST INC.

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SOURCE OF INCOME	Applicant	Co-Applicant	CONTINGENT LIABILITIES	Applicant	Co-Applicant
Base Salary			Endorser or Co-maker on Notes		
Overtime Wages			Alimony Payments (Annual)		
\$Bonus & Commissions			Child Support		
\$Dividends and Interest Income			Defendant in any legal action?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other Income <i>(itemize)</i>			Any unsatisfied judgments	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL			Ever filed for bankruptcy	Yes <input type="checkbox"/> No <input type="checkbox"/>	
COMBINED TOTAL			Explain		

PROJECTED COMBINED MONTHLY EXPENSES	Applicants
Maintenance	
Apartment Financing	
Other Mortgages	
Bank Loans	
Auto Loan	
TOTAL	

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SCHEDULE OF STOCKS AND BONDS

Amount Of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value

SCHEDULE OF REAL ESTATE

Description	Cost	Actual Value	Mortgage Amount	Maturity Date

SCHEDULED OF NOTES PAYABLE

Specify any assets pledged as collateral, including the liabilities they secure:

To Whom Payable	Date	Amount	Due	Interest	Pledged As Security

The foregoing statements and details pertaining thereto, both printed and written, have been carefully read and the undersigned hereby solemnly declares and certifies that the same is a full and correct exhibit of my/our financial condition.

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CREDIT REPORT RELEASE

I (we) hereby authorize Kyrous Realty Group, Inc., on behalf of 325 West 21 Street, INC., to request and receive all information from any credit bureaus, previous employers, law enforcement agencies, and references.

I (we) will hold harmless and/or release Kyrous Realty Group, Inc., and 325 West 21 Street Inc, from all claims and liability which may arise now or in the future with regards to the obtaining or the releasing of the above stated information for the purpose of doing credit checks, and criminal activity checks.

Each Applicant and **all** adults who will reside in the Unit must complete Credit Report Release.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

Name: _____

Date of Birth: _____

Social Security #: _____

Age: _____

Address: _____

Employer's Company Name

Address: _____

Date: _____

Applicant Signature

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325 West 21 ST. INC.- Letter to Board of Directors

The Board of Directors
325 West 21 ST. INC.
325 West 21st Street
New York, NY 10010

Re: 325 West 21 ST INC.
Apt #: _____

Dear Board of Directors:

I (We) have received, read, understand, and agree to abide by the House Rules for 325 West 21 ST INC.

Signature of Applicant

Date

Signature of Applicant

Date



TO: All Shareholders, 325 West 21st Street
FROM: Gregory Bazhdari, Managing Agent
DATE: March 16, 2021
RE: **Update to House Rules Concerning Pets**

After careful review of the cooperative's house rules, the Board of Directors has amended building policy and will now allow pet dogs to be housed at 325 West 21st Street.

Please note that this policy is restricted to shareholders. tenants/renters may not have dogs in their apartment. Additionally, shareholders are limited to one dog with a maximum weight of 30 lbs. in their unit.

Should you be interested in having a pet dog, please fill out the attached application and return it to Management with all requested supporting documentation.

325 West 21st Street Pet Dog Application

Date: _____

General Information:

- 1) Applicant's Name: _____
- 2) Address: _____
- 3) Apartment Number: _____
- 4) Phone Number _____
- 5) E-Mail Address _____
- 6) Your New Dog:
Breed _____ Name _____ Color _____ Weight _____

Pet Dog Requirements

1. Registered & Approved by Management.
2. Only one dog per apartment.
3. Your dog must be no more than 30 lbs. adult weight.
4. Shareholder must submit proof of vaccinations and a dog license from NYC Department of Health & Hygiene both initially and on an annual basis. Documentation must be attached to this application.
5. An annual fee of \$50.00 will automatically be charged to your account if vaccine documentation information is not provided.
6. Dog must always be on a leash or properly restrained in the common areas.
7. All shareholders must abide by all City regulations regarding cleanup of dog waste on surrounding property including sidewalks and grassy areas.
8. Shareholder is responsible for cleaning any type of pet waste in hallways and surrounding areas.
9. Shareholder is responsible for costs associated with damage to the building caused by their dog. This includes, but is not limited to, repair costs for destruction of common areas and costs to clean/shampoo carpeting due to accidents.

Nuisance Definitions

1. Dog off leash
2. Pet waste that is left on the cooperative property
3. Menacing or biting
4. Excessive barking (defined by shareholder complaints)
5. Property Destruction

Nuisance Violations

- **1st violation;** Warning letter (plus payment for any property destruction)
- **2nd Violation:** \$100 administration fee to Coop.
- **3rd Violation:** \$200 administration fee to Coop
- **4th Violation:** Forfeiture of privilege and all legal cost associated with litigation against shareholder if removal of animal is not voluntary.

Gregory Bazhdari / 212-335-2723 x.223 / gbazhdari@ebmg.com

369 Willis Avenue Mineola, NY 11501 | T: 516-333-7730 F: 516-333-6182

501 Surf Avenue, Brooklyn, NY 11224 | T: 718-266-1110 F: 718-996-3674

79 Madison Avenue, New York, NY 10016 | T: 212-335-2723

Please note that the Board and Management reserve the right to demand immediate removal of the dog from the premises if the animal presents a healthy/safety danger to residents of the co-op

Shareholder: I agree to all above-referenced terms: _____ Date _____

Management Approval: _____ Date _____

HOUSE RULES

(1) The public halls and stairways of the building shall not be obstructed or used for any purpose other than ingress to and egress from the apartments in the building, and the fire towers shall not be obstructed in any way.

(2) No patient of any doctor or other person who has offices in the building shall be permitted to wait in the lobby.

(3) Children shall not play in the public halls, courts, stairways, fire towers, fire escapes or elevators and shall not be permitted on the roof unless accompanied by a responsible adult.

(4) No public hall above the ground floor of the building shall be decorated or furnished by any Lessee in any manner without the prior consent of all of the Lessees to whose apartments such hall serves as a means of ingress and egress; in the event of disagreement among such Lessees, the Board of Directors shall decide.

(5) 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. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television loud speaker in such Lessee's apartment between the hours of ten o'clock p.m. and the following eight o'clock a.m. if the same shall disturb or annoy other occupants of the building. No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:30 a.m. and 5:00 p.m.

(6) No article shall be placed in the halls or on the staircase landings, fire towers, or fire escapes, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the window sills or fire escapes of the building.

(7) 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.

(8) No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the building, except such as shall have been approved in writing by the Lessor or the managing agent.

(9) No velocipedes, bicycles, scooters or similar vehicles shall be allowed in a passenger elevator and baby carriages and the above-mentioned vehicles shall not be allowed to stand in the public halls, passageways, areas or courts of the building.

(10) Messengers and tradespeople shall use such means of ingress and egress as shall be designated by the Lessor.

(11) Kitchen supplies, market goods and packages of every kind are to be delivered only at the service entrance of the building and through the service elevator to the apartments when such elevator is in operation.

(12) Trunks and heavy baggage shall be taken in or out of the building through the service entrance.

(13) Garbage and refuse from the apart-

ments shall be disposed of only at such times and in such manner as the superintendent or the managing agent of the building may direct.

(14) Water closets and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closets or other apparatus shall be paid for by the Lessee in whose apartment it shall have been caused.

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

(16) No bird or animal shall be kept or harbored in the building unless the same in each instance be expressly permitted in writing by the Lessor; such permission shall be revocable by the Lessor. In no event shall dogs be permitted on elevators or in any of the public portions of the building unless carried or on leash. No pigeons or other birds

or animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or other public portions of the building, or on the sidewalk or street adjacent to the building.

(17) No radio or television aerial shall be attached to or hung from the exterior of the building without the prior written approval of the Lessor or the managing agent.

(18) No vehicle belonging to a Lessee or to a member of the family or guest subtenant or employee of a Lessee shall be parked in such manner as to impede or prevent ready access to any entrance of the building by another vehicle.

(19) The Lessee shall use ^{any} the available laundry facilities only upon such days and during such hours as may be designated by the Lessor or the managing agent.

(20) The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.

(21) Unless expressly authorized by the Board of Directors in each case, the floors

of each apartment must be covered with rug or carpeting or equally effective noise-reducing material, to the extent of at least 80% of the floor area of each room excepting only kitchens, pantries, bathrooms maid's rooms, closets, and foyer.

(22) No group tour or any exhibition of any apartment or its contents shall be conducted, nor shall any auction sale be held in any apartment without the consent of the Lessor or its managing agent.

(23) The Lessee shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during 10 days after notice in writing from the Lessor or managing agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right, by its officers or authorized agents, to enter the apartment for the purpose and to charge the cost of such cleaning to the Lessee.

(24) Any passenger and service elevators unless of automatic type and intended for operation by a passenger, shall be operated

only by employees of the Lessor, and there shall be no interference whatever with the same by Lessees or members of their families or their guests, employees or subtenants.

(25) Complaints regarding the service of the building shall be made in writing to the managing agent of the Lessor.

(26) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.

(27) If there be a garage in the building, the Lessee will abide by all arrangements made by the Lessor with the garage operator with regard to the garage and the driveways thereto.

(28) The following rules shall be observed with respect to incinerator equipment; *if any.*

(i) All wet debris is to be securely wrapped or bagged in small package size to fit easily into the hopper panel.

(ii) Debris should be completely drip-free before it leaves the apartment and carried to the incinerator closet in a careful manner and in a drip-proof container; then placed into the flue hopper so it will drop into the

flue for disposal.

(iii) No bottles or cans shall be dropped down the flue before 10:00 a.m. or after 5:00 p.m., but shall be left in a neat manner in service elevator area, if such items must be disposed of before 10:00 a.m. or after 5:00 p.m.

(iv) Cartons, boxes, crates, sticks of wood or other solid matter shall not be stuffed into hopper opening. Small items of this nature may be left in a neat manner on the incinerator closet floor. Bulky items should be left at service elevator area between 10:00 a.m. and 6:00 p.m. and service employee summoned to dispose of them by way of the service elevator.

(v) Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any other inflammable, explosive, highly combustible substances or lighted cigarettes or cigar stubs be thrown into the incinerator flue.

(vi) Vacuum cleaner bags must never be emptied into the flue. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then placed through hopper door panel into flue.

(vii) The superintendent shall be notified of any drippings, or moist refuse, appearing on incinerator closet floor and corridors.

29. No Lessee shall install any plantings on the terrace, balcony or roof without the prior written approval of the Lessor. Plantings shall be contained in boxes of wood lined with metal or other material impervious to dampness and standing on supports at least two inches from the terrace, balcony or roof surface, and if adjoining a wall, at least three inches from such wall. Suitable weep holes shall be provided in the boxes to draw off water. In special locations, such as a corner abutting a parapet wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet and flashing, with the floor of drainage tiles and suitable weep holes at the

sides to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition.

(30) The agents of the Lessor, and any contractor or workman authorized by the lessor may enter any apartment at any reasonable hour of the day for the purpose of inspecting such apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests. If the Lessor takes measures to control or exterminate carpet beetles, the cost thereof shall be payable by the Lessee, as additional rent.

(31) These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessee.

(32) NO DOGS except seeing eye dogs actually owned by a sight-impaired person.