

Red Hook Homes Cooperative Corporation
c/o Kyrous Realty
263 West 38th Street, Suite 15E
New York, NY 10018

Dear Applicant:

Enclosed is the Rental Applicant to be completed, signed, and notarized. Please submit two collated sets of the completed application package, with attachments, in either one- or two-sided unbound copies to Kyrous Realty, 263 West 38th Street, Suite 15E, New York, NY 10018 Attn: Lynn Tiews.

1. A non-refundable application fee in the amount of \$450.00 payable to “Kyrous Realty Group Inc.”
2. A non-refundable reviewing fee in the amount of \$100.00 payable to “Red Hook Homes Apt. Corp.”
3. A non-refundable Credit Check in the amount of \$20.00 payable to “FAC.”
4. A Refundable Move Damage Deposit/from shareholder and renter – payable to “Red Hook Homes Apt. Corp.”
5. Applicant to supply Renters Insurance
6. Purchase Application Includes:
 - a) Hints for Expediting the Application Process
 - b) Important Rental Information
 - c) Rental Application Form
 - d) Assets/Liabilities and Net Worth
 - e) Affidavit of Net Worth
 - f) Credit and Criminal Report Authorization (to be filled out by all adult household members)
 - g) Memorandum Regarding Insurance on Apartment Contents
 - h) House Rules
7. An executed copy of the Sublease
8. (2) months of full copies of the following Statements: Bank, money market funds, securities, and any other source of income. All statements must show current balance verifying information in the application for all the adults’ members of the household and/or financing guarantors/co-signers. A bank letter that includes account types and account balances can substitute for a bank statement.
9. Employment verification letter stating position, salary and length of employment. If self-employed, a letter from an accountant indicating annual gross income from January 1 to December 31 of this year.
10. Letter from your existing landlord or management agent indicating that you are a tenant in good standing with no arrears.
11. One (1) personal letters of reference from non-family members for each adult members of the household (the personal reference letter(s) can be for both members of a married couple).
12. Last two (2) years of Income Tax returns (include W-2 Forms), if self-employed include last three (3) year’s Income Tax Returns (including K1’ and/or 1099’s).
13. Two (2) recent consecutive paystubs.

Please contact Lynn Tiews at Kyrous Realty at (212) 302-1500 ext. 204, if you have any questions or need additional information. Thank you for your interest in Red Hook Homes.

Sincerely yours,

Red Hook Homes Board of Directors

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HINTS FOR EXPEDITING THE APPLICATION PROCESS

The following information is meant to be a guide to assist you in expediting the application process.

Applications must be complete to be processed. Incomplete applications will delay the approval process. Please read the application materials thoroughly and then fill them out completely. Incomplete applications will not be submitted to the Board and will be returned to you!

Please note the number of copies that the Board is requesting. An application will be deemed incomplete if the appropriate numbers of copies are not submitted. The copies must be collated into separate packages and should be printed neatly.

THE GUIDELINES TO THE APPLICATION PROCESS

1. Please review the purchase application and be sure to fill it out completely.
2. **Statement of Financial Condition:** The Statement of Financial Condition must be completed in its entirety. All assets listed must be documented. Be sure to check that assets listed correspond to those that can be verified for those requested.
3. **Bank Balance Confirmation Letter:** If you are asking for a Bank/Brokerage House Balance Confirmation Letter in lieu of providing bank statement(s), please make sure the letter from your bank/brokerage house (a) states how long your account has been in existence; (b) the balance in the account; (c) that you are an account holder in good standing.
4. **Personal/Social References:** Personal/Social Reference letter should be written on personal or professional letterhead. If a couple is applying jointly, then the letters can be about the couple and apply to both of those adult members of household.
5. **Landlord Reference Letter:** Landlord Reference letters should be from your Landlord, or if you own a cooperative/condominium, from your Managing Agent. If you own a single-family home, please provide a separate letter stating that fact.
6. **Income Tax Return & W-2 Form:** Income Tax Returns must be signed and submitted in full with all accompanying schedules. If applicable, W-2 forms must also be submitted.
7. **Criminal /Credit Report Authorization Letter:** A Credit Report Authorization form is supplied. Please fill out one form for each adult resident of the apartment and/or shareholder.

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THE PROCESS

Once the application is submitted to Lynn Tiews at Kyrous Realty, it will be reviewed for completeness. As stated above, if it is not complete, it will be returned. If it is complete, it will be forwarded within 5 days to the Admissions Committee of the Board for review.

Admissions Committee and Board review of the application can take up to a month to review an application. When they have completed their review, the Admissions Committee and/or Board may authorize Kyrous to contact the prospective purchaser to set up an interview. Kyrous will call the Seller to advise him/her of the status of the application after the interview.

Throughout the process, Kyrous will contact the Shareholder only when there is information to report. If the above procedure is followed, the process should go smoothly in your endeavor to purchase a home.

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IMPORTANT INFORMATION

1. All adult members of the Applicant must be interviewed and approved by the building's Admission Committee and/or Board of Directors.
2. *The processing of your application will take approximately 4 weeks from the date we receive a completed application. Interviews are typically set-up 2 to 3 weeks from the date we receive a complete application.* Interviews are scheduled through the Managing Agent but are ultimately subject to the schedule of the Admissions Committee and Board of Directors. Lease Dates and move-in dates should be set with this in mind.
3. All requests for building information should be made in writing.
4. *Only one person on each side of the transaction should be appointed to make inquiries into the status of the application.* Please specify below who those people will be.
5. All fees are non-refundable.
6. No application will be processed without the signatures of all parties indicated below and receipt of all fees due.

WE, THE UNDERSIGNED, UNDERSTAND AND AGREE TO THE ABOVE:

SHAREHOLDER

REAL ESTATE BROKER (if any)

SUBTENANT

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SHAREHOLDRE CONTACT PERSON

NAME

PHONE NUMBER

E-MAIL ADDRESS

SUBTENANT'S CONTACT PERSON

NAME

PHONENUMBER

E-MAIL ADDRESS

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PERSONAL INFORMATION	
APPLICANT	CO-APPLICANT (if applicable)
Name:	Name:
Current Residence:	Current Residence:
City/State/Zip	City/State/Zip
Date of Birth:	Date of Birth:
Length & Dates of Current Residency: Yrs. Mos.	Length & Dates of Current Residency: Yrs. Mos.
Home Phone No.: ()	Home Phone No.: ()
Email Address:	Email Address:
Current Monthly Rent/Maintenance: \$	Current Monthly Rent/Maintenance: \$
Landlord's Name:	Landlord's Name:
Landlord's Phone No.: ()	Landlord's Phone No.: ()
Prior Residence: (if less than 3 yrs)	Prior Residence: (if less than 3 yrs)
City/State/Zip	City/State/Zip
Citizenship:	Citizenship:
Diplomatic Status:	Diplomatic Status:
Occupation:	Occupation:
Current Employer:	Current Employer:
Street Address:	Street Address:
City/State/Zip	City/State/Zip
Business Phone No.: ()	Business Phone No.: ()
Period of Employment: (Length and Dates) Yrs. Mos.	Period of Employment: (Length and Dates) Yrs. Mos.
Position Held:	Position Held:
Prior Employer and Address: (if less than 3 yrs)	Prior Employer and Address: (if less than 3 yrs)
Salary Estimate for this Yr.	Salary Estimate for this Yr.

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Actual Salary Last Yr.	Actual Salary Last Yr.
Dividends Interest Last Yr.	Dividends Interest Last Yr.
PERSONAL INFORMATION	
Alimony/Child Support:	Alimony/Child Support:
Sale Capital Assets:	Sale Capital Assets:
Rental Income Last Yr.	Rental Income Last Yr.
Other: (Itemize)	Other: (Itemize)

GENERAL INFORMATION	
Names(s) Lease Will Be Held In:	
Names(s) & Relationship of Proposed Occupant(s) of the Apt. & Ages of Child(ren) (if any) & Schools attending:	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black;"/>	
Name(s) of Anyone in the building known to Applicant:	
Are any pets to be maintained in the Apt., if yes indicate number & kind:	
Name of all clubs & society memberships, fraternities, civic associations, board of directors & other societies to which applicant belongs:	
Personal Reference Name:	
Address:	
City/State/Zip	
Daytime Phone No.: ()	

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DATE _____

QUESTIONNAIRE				
	APPLICANT		CO-APPLICANT	
	YES	NO	YES	NO
Do you intend to sub-sublet the apartment you have applied for in the future?				
Have you any outstanding judgments?				
Are there any judgments or liens against the prospective purchaser? <i>(If so, please give full caption, court details, if applicable and the amount of the judgment and lien.)</i>				
Other than traffic violations, have you ever been, or are you presently, a party in a criminal or civil proceeding?				
In the last seven (7) years, have you been declared bankrupt?				
Has your salary ever been garnished?				
Have you a co-maker or endorse on a Note?				
Are you obligated to pay alimony, child support or separate maintenance?				
Will any part of your cash payment be borrowed?				
Do you intend to use the apartment for professional or business purposes?				
Are you presently planning any alterations or renovations of the apartment?				
Do you currently own or have you owned an apartment/home in the last 5 years?				
Do you intend to have any pets in the apartment?				
Have you ever been denied approval by another Cooperative's Board of Directors?				
Have you in the last five (5) yrs. Personally been involved in bankruptcy or insolvency proceedings?				

 APPLICANT SIGNATURE

 CO-APPLICANT SIGNATURE *(if applicable)*

Please feel free to enclose on a separate sheet an explanation for any item you may answer yes to above or any other information which you wish to include which you think will assist us in evaluation your application.

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AFFIDAVIT OF NET WORTH

State of New York)

County of New York) SS.

_____ being duly sworn deposes and states the following:

I submit herewith a true statement of my assets and liabilities. I make this affidavit to induce the Board of Directors of _____

(The Apartment Corporation) to approve permission for me to be a Subtenant of an apartment in Red Hook Homes.

Applicant's signature _____

Sworn to me this _____ day of _____

Notary Public

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CREDIT AND CRIMINAL CHECK AUTHORIZATION FORM

(to be filled out by each adult member of the household)

Full Name: _____

Maiden Name or Any Other name(s) used: _____

Date of Birth: _____

Social Security Number (s): _____

Name of Spouse: _____

House Address (Last seven years):

Current Address: _____

Street Address	City	State	Zip
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Prior Address: _____

Street Address	City	State	Zip
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Prior Address: _____

Street Address	City	State	Zip
----------------	------	-------	-----

Prior Address: _____

Street Address	City	State	Zip
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In connection with this application, I authorize the procurement of a consumer investigation report, as well as a criminal check and any other investigation of me that the Board of Red Hook Homes Apartment Corporation deems to be appropriate. I further authorize ALL credit agencies, banks, lending institution, former employers, and persona to release any and all information that they may have about me, and I release them from any liability and responsibility from doing so.

This authorization, in original form or copy or fax, shall be valid for this and any future reports that may be requested. Further information may be available upon request within a reasonable

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APPLICANT SIGNATURE

The Board of Directors
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Dear Board of Directors:

I (We) have received, read, understand, and agree, if we move into Red Hook Homes, to abide by the House Rules for Red Hook Homes.

Signature of Applicant

Date

Signature of Applicant

Date

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MEMORANDUM

FROM: Board of Directors, Red Hook Homes Cooperative Corporation
TO: All Applicants to Purchase Shares and/or to be Subtenants
DATE: January 26, 2015

I would like to take this opportunity to remind all tenant-shareholders and Subtenants of the importance of carrying adequate and up-to-date insurance on the contents of your apartments. By the terms of the Proprietary Lease, even if there is damage to your apartment caused by a building component, the coop's responsibility is limited and does not include responsibility for restoring specialty finishes. If you have custom paint or wallpaper, the coop will be responsible only to plaster and paint in a standard color. The coop, and its insurance company, will assume no responsibility for furnishings, personal belongings, or such "improvements" as kitchen cabinets and other built-in furniture. These are items that must be covered by your own insurance policy.

Living in an apartment building makes it especially important that you have sufficient coverage. Issues including water leaks from other apartments are not uncommon and you should have coverage to protect against that risk.

Further, please remember that your policy should include sufficient liability insurance to cover any instances of damage to other apartments that might be caused by some problem in your apartment, such as overflowing sink or tub, or a broken pipe under the sink.

If you have any questions feel free to call the Lynn Tiews, Property Manager, Kyrour Realty. Thank you for your attention.