

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 assembled into a complete package of **one (1) original** delivered to Kyrus Realty Group, Inc., 263 West 38th Street, Suite 15E, New York, NY 10018. **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 \$350.00 Application Processing Fee:** In the form of a certified check or money order payable to **Kyrus Realty Group, Inc.**
3. **A \$100.00 Credit Check Fee per applicant:** This check is non-refundable and made payable to **Kyrus 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.
- A Shareholder who owns two apartments in the building may not sublease either apartment for more than three consecutive years and may not sublease both apartments simultaneously. A shareholder who owns more than two apartments in the building may not sublease any of such apartments. For purpose of this paragraph, apartments that have been structurally and lawfully joined shall be considered one apartment.
- The Board may, as its discretion, deny a request to sublease based on such factors as the Board may deem appropriate, including, without limitation, the number or percentage of subleased apartments in the building, the recommendation of the regulations or polices of the corporation.
- The shareholder shall at all times be responsible for all of his or her obligations as a shareholder, including the payment of all maintenance charges and assessments, and shall be responsible for the sublease's compliance with all applicable building regulations.
- Subletting without consent from the Board of Directors is a violation of the Proprietary Lease. In addition to other remedies available to the corporation (which may include termination of the shareholder's Property Lease), shareholders who sublease their apartment without the consent of the Board of Directors shall be required to pay a penalty sublease fee equal to \$20.00 per share for each month (or thereof) of such unapproved sublease applications to sublease, sell of otherwise transfer an apartment submitted by shareholders from whom such a penalty sublease fee is due will not be considered unless and until the shareholder remits such penalty sublease fee to the Corporation.
- This sublease policy may be added to, amended, or repealed at any time by the resolution of the Board of Directors.

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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

Page 2 of 4

-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 Kyrus 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 Kyrus 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