

Date: _____

Sublet Application: 875 W. E. Apartment Corp.

Apartment # _____

In response to your request to sublet your apartment, please notify us in writing that you would like to sublet your apartment and the duration of the sublet. The Board of Directors requires the following information in order to consider your subletting request:

1. Executed sublease agreement (Blumberg P193 form)
2. Application (attached)
3. One (1) business letter of reference for each proposed occupant(s)
4. Two (2) personal letters of reference for each proposed occupant(s)
5. An employer letter indicating the length of employment and annual salary for each proposed occupant(s)
6. Landlord reference letter for each proposed occupant(s)
7. Proof of Insurance indicating at least \$100,000 of liability coverage. Policy must specifically cover subtenants.
8. If shareholder has a mortgage, consent from the bank or lending institution.
9. House rules letter signed by each proposed occupant(s) (see attached)
10. A check made payable to the **875 W. E. Apartment Corp.** (from the shareholder) equal to 50% of the annual maintenance or a written request to bill said amount on a prorated monthly basis.
11. A check in the amount of \$250 made payable to Orsid Realty Corp. which is a non-refundable processing fee.
A check in the amount of \$100 made payable to **875 W. E. Apartment Corp** for a non-refundable move in fee.
13. Lead-based paint disclosure information form (attached)

Please submit the above information in ten collated sets (one original and nine copies) to the attention of:

Donika Dodaj
Orsid Realty Corp.
1740 Broadway, 2nd Fl.
New York, NY 10019

Incomplete papers cause delays. If we receive any items on an individual basis, they will be returned. If we receive incomplete sets of papers, the entire package will be returned. The Board of Directors will only act on complete applications, therefore, we would appreciate your cooperation in this matter so that we may process the papers in an expeditious manner.

PLEASE NOTE THAT SUBLETS WILL BE APPROVED FOR ONLY A ONE YEAR TERM.

Application Request: 875 W. E. Apartment Corp.

1. List below the date of which the sublet will commence and the date on which it will end.

_____ start of sublet _____ end of sublet

2. Name of shareholder: _____

3. Shareholder's Work or day phone number: _____

Home or cell phone number: _____

Email address: _____

4. Shareholder's signature: _____

5. Shareholder: Fill in the address to which maintenance bills are to be sent for the duration of the sublet. Please note that your name and address cannot be more than 3 horizontal lines, with a maximum of 19 characters line.

Name

Use these 2 lines
For address

Name of Applicant 1:		
SS# listed on IRS forms	Other SS# used (<i>Explain</i>)	
Current address	Day Phone	Cell
	Night Phone	Email
Name of Applicant 2:		
Relationship to Applicant #1		
SS# listed on IRS forms	Other SS# used (<i>Explain</i>)	
Current address	Day Phone	Cell
	Night Phone	Email

Date: _____

We DO ___/ DO NOT___ expect to use the apartment for business or to maintain a home office in the apartment. <i>(Details provided in documentation)</i>
We DO ___/ DO NOT___ expect to work at home. <i>(Details provided in documentation)</i>
Our household DOES ___/ DOES NOT___ include any resident with diplomatic status. <i>(Details provided in documentation)</i>

Children of	Minor?	parent

A. Primary residents (full-time, year-round)

Name	Relationship to primary applicant	Under 10?	10-18?

B. Secondary residents (part-time or occasional)

Name	Relationship to primary applicant	Under 10?	10-18?

C. Household staff engaged on a regular basis with access to the apartment.

Name	Duties	Schedule	Resident?

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D. Pets kept in the apartment, either full-time or occasionally
(including the breed, approximate age, and license # of any dogs listed.)

1. 2. 3. 4. 5.

875 Personal Questionnaire

P2: Previous Residences

Apt: _____

Date: _____

Applicant: _____ *One form for each applicant.*

My last three residences within the past ten years were:

From / To	Address, including apartment # Type of residence Reason for leaving	Landlord Phone Email	Monthly payment
From / To	Address, including apartment # Type of residence Reason for leaving	Landlord Phone Email	Monthly payment
From / To	Address, including apartment # Type of residence Reason for leaving	Landlord Phone Email	Monthly payment

I HAVE ____ / HAVE NOT ____ ever lived in a co-op.

I HAVE ____ / HAVE NOT ____ ever had a dispute or legal issue with a co-op in which I resided and/or owned an apartment

I HAVE ____ / HAVE NOT ____ ever been evicted from a rental unit.

I HAVE ____ / HAVE NOT ____ ever been a defendant in a landlord/tenant case

Applicant: _____ *One form for each applicant.*

References in this co-op: All residents, staff, or management I know or who know me.

My application includes a letter from each of the following references.

Personal references other than those listed elsewhere

Name, address	Email / Phone	# Yrs

Business references other than those listed elsewhere

Name, company, address	Email / Phone	# Yrs

Employment references including my current employer (and previous, if I was employed 6 months or less.)

Name, company, address	Email / Phone	# Yrs

I understand that my employer's letter must state my annual salary, position, and length of employment.

Bank reference

Name, bank, address	Email / Phone	# Yrs

I understand that bank reference letters must indicate the type of account and amount I have on deposit.

Landlord / Managing Agent reference

Name, company, address	Email / Phone	# Yrs

CREDIT REPORT RELEASE

I hereby authorize ORSID REALTY CORP. on behalf of **875 W. E. Apartment Corp.**

to request and receive and all information from any credit bureaus, previous employers (with respect to matters other than occupation), references and, with respect to any criminal convictions from any law enforcement agencies.

I will hold harmless and/or release ORSID REALTY CORP., and **875 W. E. Apartment Corp.** from any and all claims and liability which may arise now or in the future with regard to the obtaining or releasing of the above stated information for the purpose of doing credit checks, reference checks, and criminal activity checks.

Please print the following:

Full name and/or aliases: _____

Full Address: _____

Social Security #: _____

Employer's Name (Company Name): _____

Are you 18 years of age or older? Yes: _____ No: _____

If not, state your age: _____

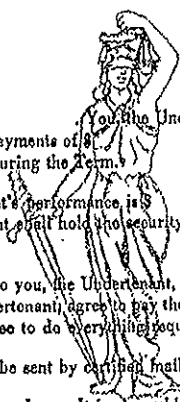
Agreed to by: _____

Signature

SUBLEASE AGREEMENT

The parties agree as follows:

Date of this Sublease:	19
Parties to this Sublease:	Overtenant: Address for notices: You, the Undertenant: Address for notices: If there are more than one Overtenant or Undertenant, the words "Overtenant" and "Undertenant" used in this Sublease includes them.
Information from Over-Lease:	Landlord: Address for notices: Overtenant: Address for notices: Date of Over-Lease: 19
Term:	Term: from: 19 to: 19 A copy of the Over-Lease is attached as an important part of the Sublease.
Premises rented:	1. ending: years: months: Beginning: 19 2.
Use of premises:	3. The premises may be used for _____ only.
Rent:	4. The yearly rent is \$ _____. You, the Undertenant, will pay this yearly rent to the Overtenant in twelve equal monthly payments of \$ _____. Payments shall be paid in advance on the first day of each month during the Term.
Security:	5. The security for the Undertenant's performance is _____. Overtenant states that Overtenant has received it. Overtenant shall hold the security in accordance with Paragraph _____ of the Over-Lease.
Agreement to lease and pay rent:	6. Overtenant sublets the premises to you, the Undertenant, for the Term. Overtenant states that it has the authority to do so. You, the Undertenant, agree to pay the Rent and other charges as required in the Sublease. You, the Undertenant, agree to do everything required of you in the Sublease.
Notices:	7. All notices in the Sublease shall be sent by certified mail, "return receipt requested".
Subject to:	8. The Sublease is subject to the Over-Lease. It is also subject to any agreement to which the Over-Lease is subject. You, the Undertenant, state that you have read and initialed the Over-Lease and will not violate it in any way.
Overtenant's duties:	9. The Over-Lease describes the Landlord's duties. The Overtenant is not obligated to perform the Landlord's duties. If the Landlord fails to perform, you, the Undertenant, must send the Overtenant a notice. Upon receipt of the notice, the Overtenant shall then promptly notify the Landlord and demand that the Over-Lease agreements be carried out. The Overtenant shall continue the demands until the Landlord performs.
Consent:	10. If the Landlord's consent to the Sublease is required, this consent must be received within _____ days from the date of this Sublease. If the Landlord's consent is not received within this time, the Sublease will be void. In such event all parties are automatically released and all payments shall be refunded to you, the Undertenant.
Adopting the Over-Lease and exceptions:	11. The provisions of the Over-Lease are part of this Sublease. All the provisions of the Over-Lease applying to the Overtenant are binding on you, the Undertenant, except these: a) These numbered paragraphs of the Over-Lease shall not apply: b) These numbered paragraphs of the Over-Lease are changed as follows:



- No authority:** 12. You, the Undertenant, have no authority to contact or make any agreement with the Landlord about the premises or the Over-Lease. You, the Undertenant, may not pay rent or other charges to the Landlord, but only to the Overtenant.
- Successors:** 13. Unless otherwise stated, the Sublease is binding on all parties who lawfully succeed to the rights or take the place of the Overtenant or you, the Undertenant. Examples are an assign, heir, or a legal representative such as an executor of your will or administrator of your estate.
- Changes:** 14. This sublease can be changed only by an agreement in writing signed by the parties to the Sublease.

Signatures:

OVERTENANT:

.....

 You, the UNDERTENANT:

Witness:

STATE OF _____ COUNTY OF _____ ss:
 On _____ 19 _____ before me personally appeared

to me known and known to me to be the individual(s) described in and who executed the foregoing Sublease, and duly acknowledged to me that he executed the same.

GUARANTY OF PAYMENT WHICH IS PART OF THE SUBLEASE

Date of Guaranty:

19 _____

Guarantor and address:

Reason for Guaranty:

1. I know that the Overtenant would not rent the premises to the Undertenant unless I guarantee Undertenant's performance. I have also requested the Overtenant to enter into the Sublease with the Undertenant. I have a substantial interest in making sure that the Overtenant rents the premises to the Undertenant.

Guaranty:

2. The following is my Guaranty:
 I guaranty the full performance of the Sublease by the Undertenant. This Guaranty is absolute and without any condition. It includes, but is not limited to, the payment of rent and other money charges.

Changes in Sublease have no effect:

In addition, I agree to these other terms:
 3. This Guaranty will not be affected by any change in the Sublease, whatsoever. This includes, but is not limited to, any extension of time or renewals. The Guaranty will be binding even if I am not a party to these changes.

Waiver of notice:

4. I do not have to be informed about any failure of performance by Undertenant. I waive notice of non-payment or nonperformance.

Performance:

5. If the Undertenant fails to perform under the Sublease, the Overtenant may require me to perform without first demanding that the Undertenant perform.

Waiver of jury trial:

6. I give up my right to trial by jury in any claim related to the Sublease or this Guaranty.

Changes:

7. This Guaranty of payment and performance can be changed only by written agreement signed by all parties to the Sublease and Guaranty.

Signatures:

GUARANTOR:

WITNESS:

HOUSE RULES

875
WGA

(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 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 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 eleven 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 or fire towers, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the window sills 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 ex-

pressly 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 apartments 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 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 cartail 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 rugs 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 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 the 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) The 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) 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.

(29) 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.

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