



**ALEXANDER WOLF & COMPANY, INC.**  
Providing Service for More Than Forty Years

Please direct all communication  
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**APPLICATION FOR APPROVAL OF SUBLET OF COOPERATIVE APARTMENT**

Legal Dept Fax:  
516.719.0096

\_\_\_\_\_  
DATE

The Board of Directors of \_\_\_\_\_  
is hereby requested to approve an application to sublet for Apartment # \_\_\_\_\_ in the building  
\_\_\_\_\_ to the applicant(s) named below:

1. Applicant's Name: \_\_\_\_\_ SS#: \_\_\_\_\_  
**Cell or Daytime phone number where applicant can be reached** \_\_\_\_\_  
Email address: \_\_\_\_\_

2. Spouse's/Co-Applicant's Name: \_\_\_\_\_ SS#: \_\_\_\_\_

3. Home Address & **Home Tel.:** \_\_\_\_\_  
\_\_\_\_\_

4. (A) Occupation: \_\_\_\_\_

(B) If self-employed, state name, address, **telephone #**, and nature of business:  
\_\_\_\_\_  
\_\_\_\_\_

(C) If not self-employed, state name, address, **phone number** of employer: \_\_\_\_\_  
\_\_\_\_\_

(D) State approximate length of time of present employment: \_\_\_\_\_

\_\_\_\_\_ (E) Previous employment (name and address of employer,  
Position held and type of business and length of time): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. (A) Co-Applicant's Occupation: \_\_\_\_\_

(B) Name and address of Co-Applicant's employer & **telephone number**: \_\_\_\_\_

\_\_\_\_\_

(C) Position held (if self-employed, so state): \_\_\_\_\_

\_\_\_\_\_

(D) Co-Applicant's **Business Telephone**: \_\_\_\_\_

6. Estimated Annual Income from Occupation (Applicant): \_\_\_\_\_

Co-Applicant's Income: \_\_\_\_\_ . Income from all other sources (describe): \_\_\_\_\_

\_\_\_\_\_. TOTAL ANNUAL INCOME OF APPLICANT & CO-APPLICANT:

\_\_\_\_\_.

7. Do you intend to use the apartment to any extent for any professional or business purposes?

\_\_\_\_\_. If so, state full details: \_\_\_\_\_

\_\_\_\_\_

8. Applicant's Family consists of: (If there are children, list ages)

\_\_\_\_\_

\_\_\_\_\_

9. Do you intend to occupy the apartment? \_\_\_\_\_

10. Please list names and relationships, including the applicant's, of each person who will reside in the apartment.

NAME

RELATIONSHIP

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Financial References:

(A) Bank Reference: \_\_\_\_\_  
(Name & Address)

(B) Business Reference: \_\_\_\_\_  
(Name & Address)

12. (A) Present Landlord/Managing Agent: \_\_\_\_\_  
(Name, Address & Telephone Number)

(B) Premises & Dates of Occupancy: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_

13. Personal References:

|    | NAME  | ADDRESS/TELEPHONE # | OCCUPATION |
|----|-------|---------------------|------------|
| 1. | _____ | _____               | _____      |
| 2. | _____ | _____               | _____      |
| 3. | _____ | _____               | _____      |
| 4. | _____ | _____               | _____      |

14. If you know any persons presently residing at \_\_\_\_\_,  
(Name of Cooperative)  
Please list their names \_\_\_\_\_

15. Schools and colleges attended by applicant(s), spouse(s) and children. Name class in each  
case: \_\_\_\_\_

16. Address of any additional real property owned or leased: \_\_\_\_\_  
(Indicate whether you own, lease  
as owner or rent as the tenant)

17. Are any pets to be maintained in the apartment? \_\_\_\_\_

If the answer is yes, indicate number and kind: \_\_\_\_\_

18. List exact name or names in which the sublease is issued:

\_\_\_\_\_

19. Applicant's Attorney's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

20. The apartment to be sublet consists of \_\_\_\_\_ rooms, including \_\_\_\_\_

bedrooms. Estimated square footage is \_\_\_\_\_.

21. Do you intend to perform any alterations or renovations to the apartment? \_\_\_\_\_

If so, please describe: \_\_\_\_\_

\_\_\_\_\_

22. Are you a citizen of the United States? \_\_\_\_\_. If not, indicate whether you are in this country legally and include supporting documentation. \_\_\_\_\_

The undersigned Applicant understands that the consent of \_\_\_\_\_  
(Name of Cooperative)

is required under the Proprietary Lease to the proposed sublet thereof and that the Board of Directors will rely on the information furnished above, as well as other documentation provided with my/our application. The undersigned also understands that the information requested is essential to this Application since \_\_\_\_\_

(Name of Cooperative)

is a cooperative apartment house/community in which the occupants reside and because of the Board of Directors' desire to maintain a compatible group of residents in the building. The undersigned also agrees to meet in person with representatives of the Cooperative. Applicant(s) understand(s) that the Cooperative Corporation reserves the right to request further information from the Applicant(s). Applicant(s) further understand(s) that \_\_\_\_\_,

(Name of Cooperative), its officers, directors, and agents shall have no liability with

respect to any matter or concerning any act of the proposed Sublessor in connection with any contract or lease or sublease contemplated here, and that the Corporation and its agents make no representation with respect to the advisability of the sublet thereof. Applicant(s) agree(s) to meet in person with representatives of the Corporation. Applicant(s) has/have submitted payment for certain fees including but not limited to fees to check applicant(s) credit and to process this application.

Applicant(s) acknowledge(s) that the application to sublet the apartment may or may not be consented to by the Board of Directors of the Cooperative Corporation in its sole discretion, and that if the application is not consented to, no reason for the failure to consent needs to be given. Whether the application is approved or not approved, certain fees, costs and expenses will be incurred by the applicant(s), and that said fees, costs and expenses will not be refunded to the applicant(s).

The applicant(s) release(s) the Cooperative Corporation, its officers, directors, and the managing agent from any liability for the return of these fees and with respect to any fees, costs, and expenses incurred by applicant(s) in connection with all aspects of the application and sublet process, and agree(s) that in the event the applicant(s) seek(s) recovery of any such fees, costs, or expenses, the applicant(s) shall be liable for all fees, costs and expenses (including attorney's fees) incurred by the Cooperative Corporation and/or managing agent, in defending and/or refuting any such claim or alleged claim.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Co-Applicant's Signature

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public