



CONGRESSIONAL OWNERS, INC. SUBLEASE APPLICATION

ALL SUBLEASE APPLICANTS ARE REQUIRED TO COMPLETE THIS APPLICATION FORM & INCLUDE ALL DOCUMENTATION PRIOR TO THEIR INTERVIEW WITH THE BOARD OF DIRECTORS. THE INFORMATION CONTAINED ON THIS FORM IS NECESSARY FOR THE BOARD, THE MANAGING AGENT AND THE SUPERINTENDENT.

1. Sublease Application (Enclosed)
 - A. Signed Sublet Addendum on House Rules
 - B. Sublet Application Data Form
 - C. Balance Sheet (Asset & Liabilities)
 - D. Emergency Contact Form
 - E. Credit Release Form
 - F. Signed Move in/Out Authorization Form
2. Sublease Agreement (Blumberg P-193 Form)
3. Employment Verification Letter w/Income and length of time. If self employed please provide a CPA letter with last year's income and projected current income
4. Four (4) recent (consecutive) pay stubs
5. Landlord Reference Letter w/ most current cashed rent checks (3 months)
6. Assets: Financial/Bank Statements for past (3) Months (On **ALL** accounts)
7. Three (3) reference letters, (Per applicant)
8. Copies of last two (2) years 1040 Tax Returns as well as a copy of your W2(S)
9. Signed Lead-Based Paint Disclosure Form
10. Sublet Fee: \$300 fee made payable to **Congressional Owners Inc.** paid by the shareholder
11. All subleases are to be for one (1) year. New approval required two (2) months prior to lease expiration for second year. **Maximum of 3 years.**

Fees to be submitted with the application

Bank certified checks or money orders for processing fee payable to: **Hudsoncrest Properties Inc.**, in the amount of **\$450.00** per person unless it is a married couple. **Please note these fees are non refundable.**

Upon approval, a **Move-In Deposit** of **\$300** is required and made payable to: **Congressional Owners, Inc.** **The move-in deposit is refundable after the completion of the move-in process barring no damage to the building/property.**

Please note: **Six (6)** copies plus the original **(7)** of all papers are required by **Hudsoncrest Properties Inc.** for submission to the Board of the Directors. All Papers must be collated into individual sets. **NO**
DOUBLE SIDED COPIES.

Your completed application must be sent to:

Hudsoncrest Properties Inc.,
5683 Riverdale Avenue, Suite 203
Riverdale, NY 10471
Attn: Sublease Department

Incomplete packages will not be processed and returned.

NOTE: Please be advised that the processing procedure can take up to ten (10) business days from the time we receive ALL required documents and consider the application complete.



SUBLET APPLICATION DATA FORM

Applicant Name: _____

Applicant Current Address: _____

Home Number: _____ **Cell Number:** _____

Email Address: _____

Co- Applicant Name: _____

Co-Applicant Address: _____

Home Number: _____ **Cell Number:** _____

Email Address: _____

Emergency Contact Information

Name: _____

Relation: _____

Contact Number: _____

Real Estate Agent's Name: _____

Company: _____

Address: _____

Telephone Number: _____

EMERGENCY CONTACT FORM

HOME NUMBER

between the hours of

_____ and _____

WORK NUMBER

between the hours of

_____ and _____

ALTERNATE ADDRESS

EMERGENCY CONTACT

Name: _____

Relationship: _____

Address: _____

Phone: _____

*between the hours of * _____ and _____

**BALANCE SHEET AT THE LAST DAY OF MONTH IMMEDIATELY PRECEEDING
DATE OF APPLICATION**

ASSETS

- | | |
|---|----------|
| 1. CASH | \$ _____ |
| 2. CHECKING ACCOUNTS | \$ _____ |
| 3. SAVINGS ACCOUNTS, MONEY FUNDS | \$ _____ |
| 4. TOTAL CASH, BANKS AND MONEY FUNDS | \$ _____ |
| 5. MARKETABLE SECURITIES (furnish cover sheet showing
balance of most recent statement for any major account) | \$ _____ |
| 6. LIFE INSURANCE NET CASH VALUE (list below) | \$ _____ |
| 7. SUBTOTAL LIQUID ASSETS | \$ _____ |
| 8. NON-MARKETABLE SECURITIES (list below) | \$ _____ |
| 9. REAL ESTATE OWNED (list below) | \$ _____ |
| 10. VESTED INTEREST IN RETIREMENT FUND | \$ _____ |
| 11. NET WORTH OF BUSINESS OWNED | \$ _____ |
| 12. AUTOMOBILES/PLEASURE BOATS (list below) | \$ _____ |
| 13. MARKET VALUE OF FURNITURE &
PERSONAL PROPERTY | \$ _____ |
| 14. NOTES RECEIVABLE | \$ _____ |
| 15. OTHER ASSETS (explain below) | \$ _____ |
| 16. TOTAL ASSETS (explain below) | \$ _____ |

**Please number explanatory material to correspond to numbers on this statement under the
notes section**

**BALANCE SHEET AT THE LAST DAY OF MONTH IMMEDIATELY PRECEEDING
DATE OF APPLICATION**

LIABILITIES

- | | |
|--|----------|
| 17. INSTALLMENT DEBT PAYABLE
(list below) | \$ _____ |
| 18. OTHER UNSECURED LOANS
(list below) | \$ _____ |
| 19. REAL ESTATE LOANS & MORTGAGES
(list below) | \$ _____ |
| 20. AUTOMOBILE/BOAT LOANS
(list below) | \$ _____ |
| 21. OTHER SECURED LOANS
(list below) | \$ _____ |
| 22. OTHER LIABILITIES
(explain below) | \$ _____ |
| 23. TOTAL LIABILITIES | \$ _____ |
| 24. NET WORTH (assets minus liabilities) | \$ _____ |

****NOTES****

Credit Release Form
HUDSONCREST PROPERTIES INC.
5683 RIVERDALE AVENUE, SUITE 203
RIVERDALE, NY 10471
PHONE: 718-796-5022 FAX: 718-796-5026

<p style="text-align: center;">APPLICANT</p> <p>Name: _____</p> <p>Date of Birth: _____ S.S. #: _____</p>	<p style="text-align: center;">SPOUSE/CO-APPLICANT</p> <p>Name: _____</p> <p>Date of Birth: _____ S.S. #: _____</p>
<p style="text-align: center;">APPLICANT RESIDENCY</p> <p>Present Address: _____</p> <p>Apt #: _____ City: _____ State: _____ Zip: _____</p> <p>Home #: _____ Cell #: _____</p> <p>Monthly Rent: _____ Utilities Included? _____</p> <p>Date: From _____ To _____</p> <p>Present Landlord's Name: _____</p> <p>Landlord's Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Date: From _____ To _____</p> <p>Landlord's Telephone #: _____</p> <p>Has a Landlord ever sued for non-payment of rent or repossession? _____</p>	<p style="text-align: center;">SPOUSE/CO-APPLICANT RESIDENCY</p> <p>Present Address: _____</p> <p>Apt #: _____ City: _____ State: _____ Zip: _____</p> <p>Home #: _____ Cell #: _____</p> <p>Monthly Rent: _____ Utilities Included? _____</p> <p>Date: From _____ To _____</p> <p>Present Landlord's Name: _____</p> <p>Landlord's Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Date: From _____ To _____</p> <p>Landlord's Telephone #: _____</p> <p>Has a Landlord ever sued for non-payment of rent or repossession? _____</p>
<p style="text-align: center;">APPLICANT EMPLOYMENT</p> <p>Present Employer: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Tel #: _____ Supervisor: _____</p> <p>Position: _____ Annual Salary: _____</p> <p>Employment Date: From _____ To _____</p> <p>Previous Employer: _____</p> <p>(If less than 1yr)</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Tel #: _____ Supervisor: _____</p> <p>Position: _____ Annual Salary: _____</p> <p>Employment Date: From _____ To _____</p> <p>Other Monthly Income: _____</p> <p>Source: _____</p> <p>(Alimony, Assets, Child Support, Social Security, Unemployment, Veterans Supplement, etc.)</p>	<p style="text-align: center;">SPOUSE/CO-APPLICANT EMPLOYMENT</p> <p>Present Employer: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Tel #: _____ Supervisor: _____</p> <p>Position: _____ Annual Salary: _____</p> <p>Employment Date: From _____ To _____</p> <p>Previous Employer: _____</p> <p>(If less than 1yr)</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Tel #: _____ Supervisor: _____</p> <p>Position: _____ Annual Salary: _____</p> <p>Employment Date: From _____ To _____</p> <p>Other Monthly Income: _____</p> <p>Source: _____</p> <p>(Alimony, Assets, Child Support, Social Security, Unemployment, Veterans Supplement, etc.)</p>

Proposed Occupants including children (other than those listed above)

Name	Date of Birth	Relationship to Applicant	Income (if applicable)
_____	_____	_____	_____
_____	_____	_____	_____

Are you now in the Service or dependant of serviceman? _____

This application is made subject to the approval of _____

And may be without designating cause be disproved by them, it being agreed that any such disproof shall not be considered a reflection upon the applicant. This application is to be made part of the lease entered into by the applicant and the landlord. The truth of the information contained herein is essential and if the aforementioned property deems any answer or statement herein to be false, or misleading it shall be considered that any lease granted by virtue of this application may be canceled at their option. I/We hereby authorize Hudsoncrest Properties Inc. to use any consumer reporting, credit bureau, or other investigative agencies employed by such, to investigate the references herein listed or statements or other data obtained from me or from any other person pertaining to my employment history, credit, prior tenancies, character, general reputation, personal characteristics. And mode of living, to obtain a consumer report and such other credit information which may result thereby and to disclose and furnish such information to the owner/agent listed above in support of this application. I have been advised that I have the right under section 606B of the Fair Credit Reporting Act to make a written request, within reasonable time, for a complete and accurate disclosure of the nature and scope of any investigation.

Signature of Applicant

Signature of Spouse/Co-Applicant

SUBLEASE AGREEMENT Blumberg - P193

The parties agree as follows:

Date of this

Sublease: _____

Parties to this

Sublease: Over-tenant: _____
Address for notices: _____

You, the Under-tenant: _____
Address for notices: _____

If there are more than one Over-tenant or Under-tenant, the words "Over-tenant" and "Under-tenant" used in this Sublease includes them.

Information from
Over-lease:

Landlord: _____
Address for notices: _____

Over-tenant: _____
Address for notices: _____

Date of the Over-lease: _____
Term: _____ From _____ To _____

A copy of the Over-lease is attached as an important part of the Sublease.

Term: 1. _____ Years _____ Months - Beginning: _____ Ending: _____

Premises Rented: 2. _____

Use of Premises: 3. The premises may be used for _____ only.

Rent: 4. The yearly rent is \$ _____. You, the Under-tenant, will pay this yearly rent to the Over-tenant in twelve (12) 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 Under-tenant performance is \$ _____. Over-tenant state that Over-tenant has receive it. Over-tenant shall hold the security in accordance with paragraph ____ of the over-lease.

Agreement to lease and pay rent: 6. Over-tenant sublets the premises to you, the Under-tenant, for the Term. Over-tenant states that is has authority to do so. You, the Under-tenant, agrees to pat the Rent and other charges as required in the sublease. You, the Under-tenant, 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 Under-tenant, state that you have read and initialed the Over-lease and will not violate it in an way.

Over-tenant's duties: 9. The Over-lease describes the Landlord's duties. The Over-tenant is not obligated to perform the Landlord's duties. If the Landlord fails to perform, you, the Under-tenant, must send the Over-tenant a notice. Upon receipt of the notice, the Over-tenant shall then promptly notify the landlord and demand that the Over-lease agreements be carried out. The Over-tenant shall continue the demands until the Landlord performs.

Consents: 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 Under-tenant.

Adopting the Over-lease and Exceptions: 11. The provision of the Over-lease are part of this Sublease. All the provisions of the Over-lease applying to the Over-tenant are binding you, the Under-tenant, 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 Under-tenant, have no authority to contact or make any agreement with the Landlord about the premises or the Over-lease. You, the Under-tenant, may not rent or other charges to the Landlord, but only to the Over-tenant.
- Successors: 13. Unless otherwise stated, the Sublease is binding on all parties who lawfully succeed to the rights take the place of the Over-tenant or you, the Under-tenant. Examples are an assign, heir or 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:

OVER-TENANT:

You, the UNDER-TENANT:

Witness:

STATE OF _____ COUNTY OF _____ S.S: _____
On _____ before me personally appeared before me and known to me to be the Individual(s) described in and who executed the foregoing Sublease, and duly acknowledged before me and the he/she executed the same. _____

GUARANTY OF PAYMENT WHICH IS PART OF THE SUBLEASE

Date of Guarantee: _____

Guarantor
and Address:

Reason for
Guaranty:

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

Guaranty:

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

In addition, I agree to these other items:

Changes in Sublease:

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 to notices:

4. I do not have to be informed about any failure of performance by the under-tenant. I waive notice of non-payment or non-performances.

Performances:

5. If the Under-tenant fails to perform under the Sublease, the Over-tenant may require me to perform without first demanding that the Under-tenant 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:

WITNESS:

GUARANTOR:

