



**IMPORTANT INFORMATION REGARDING
SOCIAL SECURITY NUMBERS, BANK ACCOUNT NUMBERS
AND GENERAL PACKAGE SUBMISSION**

****PROTECTING YOUR PRIVACY****

****The original Credit Report Release that shows the social security number should ONLY be in the original package. YOU MUST REMOVE OR BLACKOUT the social security number in the additional copies*****

In order to protect your privacy, please **REMOVE** or "**BLACKOUT**" your **SOCIAL SECURITY NUMBER** and **BANK ACCOUNT NUMBERS** from any **HARD COPY, CD or FLASH DRIVE COPY** of **ALL FINANCIAL DOCUMENTS**. However, the bank account numbers and social security numbers are to be **INCLUDED IN THE ORIGINAL PACKAGE ONLY**. These will be used to verify assets and this copy will be securely kept in our office.

Please be sure that any reference to any portion of the social security numbers are to be removed from the following documents:

- ◆ Application
- ◆ Financials
- ◆ Contract of Sale
- ◆ Bank Statements
- ◆ Brokerage Statements
- ◆ Tax Returns & W2's*

*When submitting Income Tax Returns and W2's, only **COPIES** of are to be submitted (even in the original package). **DO NOT INCLUDE ORIGINALS**. The application **MARKED ORIGINAL** will **NOT** be returned for any reason. Please be sure to make a copy to keep for your records.

SUBMISSION OF FEES

All Processing and Credit Check Fees are to be submitted on BANK CHECKS ONLY.

ALL PROCESSING FEES MUST BE SUBMITTED WITH THE PACKAGE. FAILURE TO INCLUDE FEES WILL RESULT IN YOUR PACKAGE BEING RETURNED FOR RESUBMISSION.

IF YOU DO NOT REMOVE ALL SOCIAL SECURITY NUMBERS AND BANK ACCOUNT NUMBERS FROM ALL COPIES (PAPER & DIGITAL), YOUR PACKAGE WILL NOT BE REVIEWED AND THE ENTIRE PACKAGE WILL NEED TO BE PICKED UP, REVISED AND RESUBMITTED.

If you have any questions, please contact Anita Sehwan at asehwani@orsidr.com.



200 EAST 16TH STREET HOUSING CORP.
200 East 16th Street, New York, NY 10003

PROCEDURE FOR SUBLET RENEWAL OF APARTMENTS

At a meeting of the Board of Directors held on July 23, 2007, the Board concluded that the sublet of apartments to a full-time student will not be approved by the Board of Directors.

Lease date must always begin the 1st of the month. Minimum Lease Term is 1 year. Only 1 year lease at a time is accepted.

Please allow a minimum of thirty (30) days for processing your application.

The Resolution in reference to the Sublet Policy is as follows:

It is hereby RESOLVED, that the Sublet Policy of the Apartment Corporation commencing October 1,1998 shall be as follows:

The Board of Directors hereby enacts a Sublet Policy in accordance with the provisions of the Proprietary Lease, which strictly prohibits subletting, without the prior consent of the Board of Directors. The Board of Directors, in its sole discretion, will determine the criteria for the granting of the consent of the Board of Directors for a sublet application.

REQUIRED INFORMATION

In order to process the sublease renewal, the Board of Directors requires that you submit in listed order **One (1) original one (1) copy and one (1) copy on USB** of the following:

TO EXPEDITE PROCESSING, SUBMIT SINGLE-SIDED PAGES ONLY IN TABBED SECTIONS AND DO NOT STAPLE. ARE PAYABLE UPON SUBMISSION OF THE PACKAGE. ONLY CERTIFIED CHECKS, BANK CHECKS OR MONEY ORDERS WILL BE ACCEPTED.

1. Sublease Agreement Form (form attached) – must be signed by all parties;
2. Copy of picture ID for all applicants is required;
3. Annexed to the Sublease Agreement is a copy of the enclosed Rider to Sublease Agreement, executed by both the Shareholder(s) and their prospective Subtenant(s), which represents, in part, that the provisions of the Sublease are in compliance with both the Proprietary Lease and all rent guidelines and regulations (form attached);
4. Window Guard Form (signed by each applicant) (form attached);
5. House Rules Rider (signed by each applicant) (form attached);
6. **Sublet Fee:** A sublet fee of **20% for years 1-2, after 2 years the fee will be 25%**, of the annual **maintenance paid with the application to the Corp.** (Bank Certified Check only). If the Board of Directors denies the Application, the Sublet Fee will be returned. If the Sublet is approved, this Sublet Fee is then non- refundable. If the Subtenant vacates the premises prior to the end of the Sublease term for any reason whatsoever, there will be **no refund** of any pro-rata portion of the Sublet Fee. As an example, if an apartment has an annual maintenance of \$6,000.00, a sublet fee sum of \$1,200 is due for years 1-2, \$1,500 after 2 years. The Sublet Fee must be paid before the effective date of the Sublease. ***Please make check payable to: 200 East 16th Street Housing Corp.***
7. **Lease Renewal Processing Fee:** When the sublease renewal is due, and once it has been approved by the Board of Directors, the shareholder will be notified in writing by Management. At the time the renewal application is submitted, ***a \$150.00 Sublease Renewal fee is due and payable to Orsid Realty Corp. (non-refundable).***

TERM OF THE SUBLEASE:

The term of any sublease shall be for a period of one (1) year. In event the shareholder seeks a renewal term, the Shareholder(s) will be required to submit a renewal application for subleasing at lease sixty (60) days prior to the expiration of the initial sublease term. The granting of a consent to a renewal of the Sublease shall be solely within the discretion of the Board of Directors. **Sublet fee: 1st and 2nd year is 20% of the annual maintenance; after 2 years, the fee is 25% of the annual maintenance. The minimum term allowed for a sublease is 1 year.**



SUBLEASING CONDITIONS:

The Board of Directors shall approve no Sublease unless and until the following conditions are met:

- The Shareholder(s) furnish a duplicate key to all Apartment door locks to the Managing Agent for retention by the building Superintendent;
- The Shareholder(s) designate the Managing Agent, or an agent in the local area, to be responsible for the Apartment in the Shareholder(s) absence. Such designated agent must be provided with any change of address and/or telephone number(s) of the Shareholders during the complete term of the Sublease;
- The Shareholder(s) designate an individual located in Manhattan as their agent for service of process;
- The Shareholder(s) and/or Subtenant(s) obtain homeowners insurance satisfactory to the Board of Directors, and provide a Certificate evidencing such insurance to the Managing Agent prior to the commencement of the Sublease Term;
- At its sole discretion, the Board of Directors shall conduct an interview of the prospective Subtenant(s), including all anticipated residents of the Apartment subsequent to receipt of all the required documentation listed below.

Your completed package should be sent to:

Orsid Realty Corp.
1740 Broadway, 2nd Floor
New York, NY 10019
Attn: Anita Sehwan
Contact Information: Phone: 212-484-3737, E-mail: asehwani@orsidr.com

PROCESSING OF YOUR APPLICATION TAKES APPROXIMATELY THREE WEEKS.

All checks set forth above must be remitted to the Managing Agent together with the Sublease Application, enclosed Rider to Sublease Agreement, and other required documents. It is the Shareholder(s)' responsibility to ensure the payment of all fees and that the Sublease Application Package is accurate and complete. If all fees are not remitted or the Application is not accurate or complete, the Application will not be forwarded to the Board of Directors.

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:

GUARANTY OF PAYMENT WHICH IS PART OF THE SUBLEASE

Date of Guaranty:

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:

EPA and HUD Lead Paint Regulations, Effective September 6, 1996¹

Landlords must disclose known lead-based paint and lead-based paint hazards of pre-1978 housing to tenants.² Use the following **BLUMBERG LAW PRODUCTS (800 LAW MART)** to comply:

3140 Lead Paint Information Booklet 3141 Lead Paint Lease Disclosure Form

¹December 6, 1996 for owners of 1 to 4 residential dwellings.
²Leases for less than 100 days, 0-bedroom units, elderly and handicapped housing (unless children live there) and housing found to be lead-free by a certified inspector are excluded.



RIDER TO SUBLEASE AGREEMENT

THIS AGREEMENT between the Landlord, Overtenant(s) and Subtenant(s) (the "Parties" identified herein below) constitutes a Rider to the Sublease Agreement between the Overtenant and Subtenant with respect to the sublease of a cooperative apartment at the premises of Landlord. In the event of any conflict between the terms of this Rider and the terms of the said Sublease Agreement, the terms of this Rider shall be controlling.

Overtenant(s) (Proprietary Lessee(s): _____

Address for Notices to Overtenant(s): _____

Subtenant(s): _____

Address for Notices to Subtenant(s): _____

Landlord (Apartment Corporation): 200 East 16th Street Housing Corp.

Address for Notices: c/o Orsid Realty Corp.
1740 Broadway, 2nd Floor
New York, NY 10019

Date of Proprietary Lease: _____

1. The Parties specifically agree and understand that the sublease term is for a one (1) year period commencing on _____ and ending on _____.
2. This Sublease relates to Apartment Unit # _____ (referred to herein as the "premises" or the "apartment")
3. The premises may be used only for residential purposes, and such use is limited to those persons so identified on the Sublease Application previously submitted and approved by the Board of Directors of Apartment Corporation.
4. The Parties hereby acknowledge and agree that the above Apartment Corporation and its Managing Agent have played no role in obtaining the prospective Subtenant(s), or the establishment of any of the financial terms of the said Sublease. The Overtenant(s) and Subtenant(s) represent that the Sublease Agreement and the terms therein are in compliance and accordance with all applicable regulations, rent guidelines, statutes and laws, including the Rent Stabilization Laws, if applicable, pertaining to the use, occupancy and rental charges permitted under the law. It is understood and acknowledged that the Apartment Corporation is justifiably relying upon the representations of the Overtenant(s) and Subtenant(s) and said reliance by the Apartment Corporation is a material factor in the granting of consent to the Sublease of the Apartment.
5. The provisions of the Proprietary Lease and House Rules are part of the Sublease Agreement. All the provisions of the Proprietary Lease and House Rules, which apply to the Overtenant(s), are binding on the Subtenant(s). A breach of the terms of the Proprietary Lease or House Rules by the Subtenant(s) will be deemed a breach of the Sublease Agreement and grounds for cancellation and revocation by the Apartment Corporation, in addition to any other remedy at law or equity that either the Apartment Corporation or Overtenant(s) may have. The Overtenant(s) and Subtenant(s) each agree to waive and give up their right to a trial by jury on any issue relating to the Sublease Agreement.



RIDER TO SUBLEASE AGREEMENT (con't)

6. If the Overtenant(s) shall default in the payment of maintenance or additional charges due to the Apartment Corporation, the Apartment Corporation may, at its sole option and election, so long as such default shall continue, demand and receive from the Subtenant(s) the rent due or becoming due from Subtenant(s) to the Overtenant(s). Such sums collected from the Subtenant(s) by the Apartment Corporation may be applied to pay sums due and to become due from the Overtenant(s) to the Apartment Corporation. Any such payment by the Subtenant(s) to the Apartment Corporation shall constitute a discharge of the obligation of the Subtenant(s) to the Overtenant(s) to the extent of the amount so paid, and the Overtenant(s) shall be and hereby are precluded and prohibited from taking any action against the Subtenant(s) by reason of the payment of the rent directly to the Apartment Corporation. The acceptance of the rent of the Subtenant(s) by the Apartment Corporation shall not be deemed as a release, waiver or discharge of any obligations of the Overtenant(s) to the Apartment Corporation, except to the extent of the rent so collected from the Subtenant(s).

If payment of rent due or becoming due is so demanded by the Apartment Corporation, then the Subtenant(s) shall make the full monthly rent directly payable to the Apartment Corporation and shall remit same by mail or in person directly to the Managing Agent for the property by the fifth (5th) day each and every month next ensuing.

7. The Overtenant(s) and Subtenant(s) agree to hold harmless and indemnify the Apartment Corporation, its Board of Directors and Managing Agent, against any and all claims, damages and the expenses and fees or liabilities arising from any damage or injury by reason of the acts or conduct of the Overtenant(s) or Subtenant(s) or their agents or as a result of any breach or violation of the Sublease Agreement or this Rider.
8. The failure of the Overtenant(s) and/or Apartment Corporation on one or more previous occasions to take any action against the Subtenant(s) for violation of, or to insist upon the strict performance of, any of the terms of the Sublease Agreement or of the Proprietary Lease and House Rules, shall not prevent a subsequent act of similar nature of the Subtenant(s) from being a violation of the Sublease Agreement, Proprietary Lease and House Rules.
9. The Parties acknowledge that as a condition precedent and in order for the Sublease Agreement to become effective, the express written consent of the Board of Directors of the Apartment Corporation is necessary. The Subtenant(s) agree to make application and to submit the necessary information as required by the Board of Directors. The Subtenant(s) acknowledge and verify that all statements set forth in the Sublease Application are true. Any misrepresentation contained in the Sublease Application is grounds for revocation of the consent of the Board of Directors and the cancellation of the Sublease Agreement between the Parties.
10. The Sublease Agreement may not be renewed or extended except by the written consent of the Board of Directors.
11. The Subtenant(s) agree to obtain such insurance coverage as the Board of Directors may require.
12. The Parties acknowledge the right, but not the obligation, of the Board of Directors or its agents or attorneys to institute summary proceedings or take other action to enforce the terms of this Rider to

Sublease Agreement and/or provisions of the Proprietary Lease and House Rules, and agree that the Subtenant(s) and/or Overtenant(s) shall be liable for the reasonable attorneys' fees attendant thereto, in addition to the costs and disbursements of any such action. The Overtenant(s) agree to designate and appoint the Managing Agent and/or Subtenant(s) as agent for service of process during the term of the Sublease.



RIDER TO SUBLEASE AGREEMENT (con't)

13. Immediately upon approval of the Sublease Application and prior to the Subtenant(s) entering and moving into said Apartment, arrangements must be made with the Managing Agent by paying the following:
- a.) A non-refundable Sublet Fee
 - b.) A refundable Move-In Security Deposit
 - c.) A non-refundable credit check fee
 - d.) A non-refundable Application Processing Fee. Refer to the Sublet Policy for the Schedule of Fees
14. This Rider to Sublease Agreement cannot be modified, altered, or amended unless said modification, alteration or amendment is in writing and signed by the Parties to this Rider.
15. This Rider contains the entire Agreement and understanding of the Parties.

Overtenants(s): _____

Date: _____

Subtenants(s): _____

Date: _____

Consented and agreed to: 200 East 16th Street Housing Corp.

By: _____ Date: _____



WINDOW GUARD RIDER APPLICATION

You are required by law (Section 131.15 of the New York City Health Code) to have window guards installed if a child ten (10) years of age or younger lives in your apartment. Your Landlord is required by law to install window guards in your apartment:

- If you ask him to put in window guards at any time (you need not give a reason)
- If a child ten (10) years of age or younger lives in your apartment It is a violation of law to refuse, interfere with installation, or remove window guards where required.

CHECK ONE

_____ Children ten (10) years of age or younger live in apartment

_____ No children ten (10) years of age or younger live in my apartment

_____ I want window guards even though I have no children ten (10) years of age or younger

PLEASE NOTE YOU WILL BE CHARGED A FEE FOR INSTALLATION

Tenant (Print): _____

Tenant's Signature : _____

Date: _____

Building and Apt. Address: _____



HOUSE RULE RIDER AGREEMENT

I have received with my application a copy of the House Rules and agree to abide by same:

Print Name of Tenant: _____

Signature of Tenant: _____ Date: _____

Print Name of Tenant: _____

Signature of Tenant: _____ Date: _____

Address and Apt. Number: _____



HOUSE RULES
200 EAST 16TH STREET HOUSING CORPORATION
as of August, 2012

The following house rules are subject to change at any time. Please also review the Proprietary Lease, Policies and FAQs at www.200east.com for other relevant information

1. All moves in and out of the building must be approved by the Managing Agent in advance and pay a security deposit of \$500.00. If you are a current shareholder who intends to sell or sublet your apartment, both you and your purchaser or subtenant(s) are responsible for this deposit. The Managing Agent will hold security deposits in escrow to cover damages to the building. All moves must be scheduled with the Superintendent and can only take place between the hours of 9:00 am and 4:00 pm Monday – Friday excluding holidays. Any move that continues past these hours will result in a charge equal to the hourly rate for the porter or Superintendent. However, no move may proceed after 5:00 pm under any circumstances. The passenger elevator may not be used for the moving of any household goods at any time.
2. All moves must go through the service entrance. A certificate of insurance must be provided by the moving company and must name Orsid Realty Corp. and 200 East 16th Street Housing Corp. as additionally insured. 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.
3. No public hall above the ground floor of the building shall be decorated or furnished by a 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.
4. 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 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.
5. The Lessor and its agents and their authorized workmen shall be permitted to visit, examine, or enter the apartment and any storage space assigned to Lessee at any reasonable hour of the day upon notice, or at any time and without notice in case of emergency. 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.
6. No sign, notice, ads or illumination shall be 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 Agent.
7. 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 windowsills of the building.



HOUSE RULES (continued)

8. No 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.
9. 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.
10. 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 is shall have been caused.
11. Any Shareholder may have dogs, cats or birds as pets provided such pet does not create a nuisance. In no event shall dogs be permitted on elevators or on the public portions of the building without a leash or carried. No pigeons, bird or animals shall be fed from the windowsills, terraces, balconies or other public portions or on the sidewalks or street adjacent to the building.
12. 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.
13. The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.
14. 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
15. No Lessee shall install any plantings on the terrace, balcony or roof without the prior written approval of the Lessor.
16. No awnings shall be used in or about the building except such as shall have been expressly approved by the Lessor or the Managing Agent, nor shall anything be projected out of any window of the building without similar approval.
17. 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 eighty (80) percent of the floor area of each room excepting only kitchens, pantries, bathrooms, maid's rooms, and closets.
18. No patient of any doctor who has offices in the building shall be permitted to wait in the lobby.
19. These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors.