



## COOPERATIVE SUBLET APPLICATION

### Required Documentation

1. Fully executed REBNY Cooperative Apartment Sublease (broker to provide)
2. Completed Sublet Application (broker to provide)
3. Completed Background/Credit Reports (broker to provide)
4. (2) most recent bank statements
5. (2) most recent pay stubs
6. Last tax return and W2
7. Occupancy Rider (enclosed)
8. Notification of legal mailing (enclosed)
9. Emergency Contact Form (enclosed)
10. A letter to the Board of Managers advising them of a bona fide offer to rent the unit. The letter should include the terms of the contract and offer to rent such unit to the Board of Managers or its designee on the same terms and conditions.

### Fee due with the Application

**Processing Fee** - \$350 fee payable to Harlem Property Management, Inc. due with submission of the application.

Pay Fee & Upload your completed document at [www.harlempm.com](http://www.harlempm.com)

Use our document upload feature to pay and process your application

PLEASE SUBMIT the following:

- Click Here to Upload ONE (1) PDF file & Pay fee @ <https://www.harlempm.com/document-upload-page/>

While every effort will be made to expedite your application, please note that pursuant to the Proprietary Lease, the Board has twenty (20) days to exercise or Waive the Right of First Refusal., Therefore, your application should be submitted at least thirty (30) days in advance. Please be sure your package is completed in its entirety as incomplete packages will not be processed. and will be returned for completion.



**OCCUPANCY RIDER**

BUILDING: \_\_\_\_\_ UNIT: \_\_\_\_\_

TENANT(S): \_\_\_\_\_

DATE OF LEASE/OWNERSHIP: \_\_\_\_\_

1. It is understood that the above mentioned apartment is to be used for residential purposes only by \_\_\_\_\_ . It is further understood and agreed that in the event this apartment is occupied by persons other than those names above, the Landlord may terminate this lease (if applicable) ownership.
2. Rules and Regulations – Lessee acknowledges that he/she has been provided with a copy of the Condominium’s current Rules and Regulations, and expressly agrees to abide by such Rules and Regulations and any amendments thereto.

By: \_\_\_\_\_  
Tenant Signature



NOTIFICATION OF  
LEGAL MAILING ADDRESS FOR UNIT OWNER

All correspondence and invoices concerning the ownership of Unit \_\_\_\_\_ should be sent to the following address rather than to the apartment.

Owner's Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**EMERGENCY CONTACT/LEASE INFORMATION FORM**

Occasionally, a maintenance problem or emergency will occur when it is imperative to contact the residents. Repair work can be hampered when residents are not at home and cannot be contacted. Extensive damage can be prevented if we can contact the occupants.

Please fill in the information below. We regret that move-ins will not be permitted unless this form is completed in its entirety. Thank you for your assistance

Tenant Name:

Unit #:

Phone:

Email address:

Emergency Contact Name:

Emergency Contact Number: \_\_\_\_\_

Lease Term: \_\_\_\_\_