



TUDOR REALTY SERVICES CORP.

**201 WEST 16 OWNERS CORP.
201 WEST 16TH STREET
NEW YORK, NEW YORK 10011**

IN ORDER TO EXPEDITE COMPLETION OF THIS SUBLET APPLICATION, PLEASE ASSEMBLE THE REQUIRED INFORMATION LISTED BELOW INTO A COMPLETE PACKAGE OF ONE (1) ORIGINAL AND ONE (1) SINGLE-SIDED UNBOUND COPY AND HAVE IT SENT DIRECTLY TO TUDOR REALTY SERVICES CORP.:

1. Complete sublet application form. **(Please type or print clearly.)**
2. Non-refundable application fee of \$300.00, payable by certified check or money order only, to Tudor Realty Services Corp. If there is a co-applicant or guarantor involved in the transaction, an additional \$50.00 must be submitted to cover the credit report.
3. \$500.00 to 201 West 16 Owners Corp. for EACH term of the sublease. (Refundable if application for sublet or renewal is denied.) (\$750.00 if apartment has been sublet for more than two (2) years.) A Move in/out fee of \$100, and a move in/out deposit of \$400. Move out fee/deposit applicable if shareholder is currently living in the unit.
4. An additional \$250.00 to 201 West 16 Owners Corp. for processing in an expedited manner (15 days).
5. Copy of signed Sublease, which must include a provision that the subtenant abide by the Corporation's house rules, and all riders.
6. Employer reference letter stating your subtenant's: (a) position; (b) length of employment; (c) current salary including bonuses; and (d) prospect for continued employment
7. Three (3) character reference letters for each applicant (no relatives).
8. Copy of current bank statement (Checking/Savings).
9. Copy of driver license or other picture identification.
10. Lead-based Paint/hazards Disclosure Statement (to be executed by Shareholder and Purchaser). [Two originals only- additional copies are not necessary].
11. Disclosure of Information on Lead-based Paint and/or Lead-based Paint Hazards (to be executed by Shareholder and Purchaser). [Two originals only- additional copies are not necessary].
12. Window guard notice.

In addition, the enclosed Lead-based Paint/hazards booklet from the Environmental Protection Agency must be given to your Purchaser.

IT SHOULD BE UNDERSTOOD THAT APPROVAL IS CONTINGENT UPON THE BOARD RECEIVING A COMPLETE PACKAGE OF THE AFOREMENTIONED ITEMS.

www.TudorRealty.com • www.TudorConnect.com

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