

## HYDE PARK OWNERS CORP.

137-07 Jewel Avenue • Kew Gardens Hills, NY 11367 • Telephone (718)263-9680 • Fax (718)520-0185

RE: Sublease Requirements

Dear Shareholder:

The Board of Directors has adopted a procedure that must be followed before you sublet your apartment. Be advised that certain personal and financial information is to be provided by the prospective tenant along with the following documents for review.

1. Last three (3) pay stubs on each applicant
2. Last two (2) years W-2 forms or income tax forms on each applicant
3. Last four (4) months cancelled rent checks or money orders
4. Copy of current drivers license
5. Copy of social security card
6. Completed Sublease Application (attached)
7. Completed Sublease Acknowledgment form (attached)
8. Completed Information and credit report release form (attached)
9. Completed notification of legal address for shareholder (attached)
10. Completed Move In Application (attached)
11. Application fee of \$350.00, non refundable
12. Move in fee of \$500.00
13. Smoking Policy Acknowledgement Form

The Shareholder must fill out a Move Out Application (attached) and submit a Move Out Fee of \$500.00.

If there is a loan on your unit, you must include with your sublet package a letter from you lender consenting to the sublease.

Please note that all referenced fees are NOT REFUNDABLE unless specifically stated and are to be in the form of a certified check or money order. No personal checks will be accepted. All fees are to be made payable to HYDE PARK OWNERS CORP. and are to be submitted with a complete package.

Any shareholder who permits a person(s) to move into a unit without Board consent is in violation of their proprietary lease and will be subject to a fine of \$500.00.

Carol Sorensen, President  
Lorraine Barbara, Vice President  
D. Lavelda Davis, Treasurer  
Lydia Velazquez, Secretary  
Hedy Levine, Director  
Florence Fisher, Director  
Israel Spira, Director

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November 10, 2015

RE: Increase Fee Schedule as of January 1, 2016

Dear Shareholders:

After reviewing the budget for 2016, the Board has adjusted the ancillary fees below as of January 1, 2016. Please note that all of the fees have not been increased since July 1, 2006 with the exception of parking fees which were last increased in January 2012.

### Air Conditioning

Air Conditioning is charged currently at the rate of \$300.00 per year for the seasonal use, for each air conditioner unit, billed at the rate of \$25.00 per month, per unit. *As of January 1, 2016, the rate will be \$360.00 per year for the seasonal use for each air conditioner unit billed at the new rate of \$30.00 per month, per unit.*

### Washer/Dryer

The Corporation currently charges \$10.00 per appliance. *As of January 1, 2016 the amount will be increased to \$15.00 per appliance.*

### Parking

The Corporation currently charges residents \$65.00 for an outside accommodation and \$95.00 for garage accommodation. *As of January 1, 2016 the amount will increase to \$70.00 for an outside accommodation and \$100.00 for garage accommodation.*

### Sublet fees

The Corporation currently charges the following fees for subletting:

- 1 bedroom apartments - \$75.00
- 2 bedroom apartments - \$150.00
- 3 bedroom apartments - \$225.00

The new charges as of January 1, 2016 will be:

- 1 bedroom apartments - \$100.00
- 2 bedroom apartments - \$175.00
- 3 bedroom apartments - \$250.00

**The Board has passed the 2016 budget with NO maintenance increase.**

Yours truly,  
The Board of Directors



## APPLICATION TO SUBLET

Applicant: \_\_\_\_\_  
Social Security #: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_  
Social Security #: \_\_\_\_\_

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

Landlord Name, Address & Phone #: \_\_\_\_\_  
\_\_\_\_\_

Length of Tenancy: \_\_\_\_\_ Amount of Rent : \_\_\_\_\_

Occupation: (Applicant) \_\_\_\_\_

Company Name, Address & Phone #: \_\_\_\_\_  
\_\_\_\_\_

Annual Salary: \_\_\_\_\_ Additional Income: \_\_\_\_\_

Previous Employment if less than one (1) year at current employer  
Company Name, Address, Position & Phone#: \_\_\_\_\_  
\_\_\_\_\_

Annual Salary: \_\_\_\_\_

Occupation: (Co-Applicant) \_\_\_\_\_

Company Name, Address & Phone#: \_\_\_\_\_  
\_\_\_\_\_

Annual Salary: \_\_\_\_\_ Additional Income: \_\_\_\_\_

Previous Employment if less than one (1) year at current employer  
Company Name, Address, Position & Phone#: \_\_\_\_\_  
\_\_\_\_\_

Annual Salary: \_\_\_\_\_

Other persons to occupy apartment and relationship to occupant:

\_\_\_\_\_  
\_\_\_\_\_