

# **Landlord Management**

44 Court Street, Suite 1217, Brooklyn, New York, 11201 Phone- 718-536-2642 Fax- 718-536-2643

## **CONDOMINIUM**

Association name

### **SUBLEASING APPLICATION**

#### **PROCEDURE FOR APPLYING FOR WAIVER OF RIGHT OF FIRST REFUSAL FOR LEASING**

1. Submit a formal written letter requesting the Board of Manager's waiver of their Right of First Refusal. Include in your letter that you have verified your tenant's references;
2. Submit a copy of a credit and background report
3. Submit a **fully executed** copy of the Condominium Lease Agreement (Blumbergs A-101 form);
4. Submit a copy of a driver's license and birth certificate if U.S. citizen; or a copy of a Green Card, U.S. Employment Card or Visa if non-U.S. Citizen;
5. As always, all Common Charges, etc. must be paid to date. An investigation of the status of your account will be made to verify same;
6. Complete and return with your application all of the attached forms;
7. Submit a \$400.00 Processing Fee **payable to Landlord Management LLC**;
8. Submit a \$200.00 Move-In Fee payable to \_\_\_\_\_ **Condominium**;  
Association name
9. Submit a \$500.00 Security Deposit from tenant payable to \_\_\_\_\_ **Condominium** to be held in a non-interest-bearing account. **If no monies are due from the tenant, the return of your deposit will be based on the Building Superintendent's inspection of the common areas after your tenant moves in and again after your tenant vacates the premises at the end of your lease;**
10. All information should be sent by certified or over-night mail to Colette Ford, C/O Landlord Management, 44 Court Street, Suite 1217, Brooklyn, NY 11201 @ 929-422-4110

- 11.** The Board of Managers is entitled to **twenty (20) days** from the date of receipt of all required information in which to respond to all applications. **Please Keep this in mind when applying.**
  
- 12.** All Move-Ins/ Move-Outs/Deliveries are done on **Monday through Friday between the hours of 9:00am – 5:00pm only**. All Move-Ins/ Move-Outs/Deliveries must be scheduled at least two (2) business days in advance of the date requested in Writing, also advising if a mover will be used. **A certificate of Insurance from your moving company must be submitted at the same time.**
  
- 13.** If you are planning to renew your tenant's lease, the renewal for each subsequent year is subject to Board approval.
  
- 14.** Please note that there is a monthly sublet fee to Owners who rent out their units in the amount of 20% of that unit's common charges.

**RIDER "A" TO LEASE OF CONDOMINIUM**

This rider dated \_\_\_\_\_ attached to and part of lease dated \_\_\_\_\_ by and between \_\_\_\_\_ as the landlord of the premises and \_\_\_\_\_ as the tenant for Apt. \_\_\_\_\_ at \_\_\_\_\_.

This agreement made part of lease dated \_\_\_\_\_ as follows;

In the event common charges, etc, become delinquent on the unit \_\_\_\_\_ at \_\_\_\_\_, upon written notice from The Board of Managers to tenant, tenant shall make all future monthly rental payments to The Board of Managers, payable in the following manner:

\_\_\_\_\_ Condominium  
C/O Landlord Management LLC  
44 Court Street, Suite 1217  
Brooklyn, NY 11201

The payment of the monthly rent to the Board and the acceptance of the rent by the Board shall not constitute a landlord/tenant relationship between the parties.

Upon resolution of all delinquent common charges, etc., tenant shall resume paying landlord upon notice by The Board of Managers.

In addition, a fee of \$250 shall be charged to Owner for management's transaction fee when this Rider "A" must be instituted.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Tenant