

## CONDOMINIUM SUBLET APPLICATION

### Directions

Applicant(s) please complete the enclosed application and submit it with the required attachments to the managing agent at the address listed below. If you are subletting this apartment through the services of a real estate broker you may have your broker submit the application to the managing agent. The managing will verify that the application is complete, perform a credit search on the applicants and submit the application to the condo admissions committee. The committee will review the application, and make a decision on whether or not to approve the sublet of the apartment by the applicant(s).

### About the Unit

Unit \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

### About the Sublet

Monthly Rent \_\_\_\_\_  
Lease Term \_\_\_\_\_  
Desired Move In Date \_\_\_\_\_

### About the Owner(s)

Owner 1 \_\_\_\_\_  
Owner 2 \_\_\_\_\_

### About the Applicant(s)

#### Applicant 1

Name \_\_\_\_\_  
Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail \_\_\_\_\_ SS# \_\_\_\_\_  
Date of Birth \_\_\_\_\_ State \_\_\_\_\_

#### Applicant 2

Name \_\_\_\_\_  
Telephone (H) \_\_\_\_\_ (W) \_\_\_\_\_  
E-mail \_\_\_\_\_ SS# \_\_\_\_\_  
Date of Birth \_\_\_\_\_ State \_\_\_\_\_

**Applicant(s) Residence History**

|                    |       |             |
|--------------------|-------|-------------|
| <b>Applicant 1</b> |       |             |
| Current Address    | _____ |             |
|                    | _____ |             |
| Agent/Landlord     | _____ | Phone _____ |
| How long?          | _____ | Rent _____  |
| Previous Address   | _____ |             |
|                    | _____ |             |
| Agent/Landlord     | _____ | Phone _____ |
| How long?          | _____ | Rent _____  |
| <b>Applicant 2</b> |       |             |
| Current Address    | _____ |             |
|                    | _____ |             |
| Agent/Landlord     | _____ | Phone _____ |
| How long?          | _____ | Rent _____  |
| Previous Address   | _____ |             |
|                    | _____ |             |
| Agent/Landlord     | _____ | Phone _____ |
| How long?          | _____ | Rent _____  |

**Potential Residents**

| Name       | Age   | Relationship to Applicant(s) |
|------------|-------|------------------------------|
| _____      | _____ | _____                        |
| _____      | _____ | _____                        |
| _____      | _____ | _____                        |
| _____      | _____ | _____                        |
| _____      | _____ | _____                        |
| Pets _____ |       |                              |

**Applicant(s) Employment History**

**Applicant 1**

Current Employer \_\_\_\_\_

Years with Firm \_\_\_\_\_ Position \_\_\_\_\_

Income \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Previous Employer \_\_\_\_\_

Years with Firm \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

**Applicant 2**

Current Employer \_\_\_\_\_

Years with Firm \_\_\_\_\_ Position \_\_\_\_\_

Income \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Previous Employer \_\_\_\_\_

Years with Firm \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

**In Case of Personal Emergency, Please Notify:**

|               |                    |
|---------------|--------------------|
| Name _____    | Relationship _____ |
| Phone _____   |                    |
| Address _____ |                    |
| _____         |                    |

**Required Attachments**

- Latest two years of filed federal income tax returns for each applicant.
- Paystubs verifying income.
- Two reference letters
- Rental Lease
- Application fee of \$300.00 payable to Goldin Management, Inc.
- \$250 Move-In Fee, payable to The Jackson Plaza Condominium
- \$250 Refundable Move-In Deposit, payable to the Jackson Plaza Condominium

**Authorizations**

I (we) hereby make an application for the rental of the above mentioned apartment and certify that the information presented in this application and the accompanying attachments is truthful. I (we) authorized you to verify any information presented in the application and to perform a credit search on me (us). We authorize you to release this information to the committee evaluating our application.

Applicant 1 \_\_\_\_\_ Date \_\_\_\_\_

Applicant 2 \_\_\_\_\_ Date \_\_\_\_\_