

45-55 Pineapple Street Owners Corporation
45-55 Pineapple Street, Brooklyn Heights, NY 11201

Applying for Shareholder Sublets

Sublets based on House Rules (last revised 5/2/2003):

9. Sublets:

[A] No sublet is allowed without the written approval of the Board of Directors who shall have the right to disallow any applications for subletting. Subject to board approval, sublets will only be granted for one (1) year per application. A two (2) year sublet will require the shareholder to re-apply 60 days before the initial one (1) year sublet period expires. The Board of Directors has the right to disallow any application for the second year sublet. No sublet will be granted for more than two consecutive years.

[B] All prospective subtenants and lessees must be interviewed and approved by the Board of Directors before any sub-lease agreement is signed.

[C] Sublets will only be considered in situations where the Lessee will be returning to the apartment after the end of the sublet period, which shall not be longer than two (2) years.

[D] Subject to approval of the sublet, the shareholder will pay 25% of the apartment maintenance fee per month as a sublet fee.

[E] The usual application fee of four hundred dollars (\$400) will be payable by the subtenant to the 45-55 Pineapple Street Owners Corporation.

[F] A sublet contract between shareholder and subtenant will only be valid if approved by the Board of Directors prior to signing by both parties. The shareholder will be solely responsible for any legal fees the Lessor incurs in reviewing the contract or during its term.

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Application for Shareholder Sublets

1. Contact Information

Name	
Street Address, apt.#	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

2. How long you have been a shareholder?

3. Reasons for request to sublet

4. Dates requested (1 year maximum per request, see House Rules for details)

5. Previous requests and allowances for subletting

Summarize your previous requests and/or allowances for subletting, if any. Please include approximate dates, and brief explanation for need. Make sure to include any approved extensions.

6. Reference person and documentation to vouch for your situation

Please provide proof / reference person to vouch for your situation (for instance, a current or former employer for work related reasons). Also attach (or send separately) a formal letter on company letterhead from the reference person, confirming your situation in writing.

Name	
Title, Company	
Relationship to situation	
Street Address	
City ST ZIP Code	
Work Phone	
E-Mail Address	
Is a letter attached?	

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if my request is accepted, any false statements, omissions, or other misrepresentations made by me on this application may result immediate withdrawal of permission to sublet. I also agree to abide by the House Rules regarding Sublets.

Name (printed)	
Signature	
Date	

Our Policy

After completion of the application, the Board will review your situation and get back to you with a decision. If permission to sublet is granted, the Board will send along an application to be completed by the prospective subtenant.

You may email your completed application to:

Board of Directors
45-55 Pineapple Street Owners Corporation
4555board@gmail.com