

## COOPERATIVE 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 Co-op admissions committee. The committee will review the application, interview the applicant(s) 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.
- \$500 refundable move-in security deposit payable to 533-537 Clinton Owners Corp.
- \$100 non-refundable move-in fee payable to 533-537 Clinton Owners Corp.
- The completed attached Financial Statement form.

**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 \_\_\_\_\_

## Financial Summary

- Credit Scores
  - ◆ Applicant 1
  - ◆ Applicant 2
- Total Savings (not including money used for down payment; ex. 41k in checking and savings)
- Total Debt (with specification on what type; ex. 13k in student loans; 4k in credit card debt)
- Income for the Past 3 Years – Individual and Combined

	Last Year (20....)	Prior Year (20....)	Prior Year (20....)
Applicant 1			
Applicant 2			
Combined			

- Current Monthly Combined after Tax Income (ex. based on \$119K, \$7,437/mo after 25% taken out for taxes)
- Percentage of Monthly Combined after Tax Income to Housing (ex. 27%)