

CONDOMINIUM SUBLET APPLICATION

Directions

Please complete the enclosed application and submit it with the required attachments to the managing agent at the address listed below. If you are leasing this apartment through the services of a real estate broker you may have your broker submit the application to the managing agent. The agent will verify that the application is complete, perform a credit search on the applicants and submit the application to the Condo board. The board will review the application and make a decision on whether or not to approve the lease to the applicant(s) within 30 days of receiving the complete application (including all attachments, deposits and fees).

About the Unit

Unit _____

Address _____

About the Lease

Monthly Rent _____

Lease Term From _____ To _____

Desired Move-in Date _____

About the Owner(s)

Owner 1 _____

Telephone (H or C) _____ (W) _____

E-mail _____

Owner 2 _____

About the Applicant(s)

Applicant 1

Name _____

Telephone (H or C) _____ (W) _____

E-mail _____ SS# _____

Date of Birth _____ State _____

Applicant 2

Name _____

Telephone (H or C) _____ (W) _____

E-mail _____ SS# _____

Date of Birth _____ State _____

Applicant(s) Residence History

Applicant 1		
Current Address	_____	

Agent/Landlord	_____	Phone _____
How long?	_____	Rent _____
Previous Address	_____	

Agent/Landlord	_____	Phone _____
How long?	_____	Rent _____
Applicant 2		
Current Address	_____	

Agent/Landlord	_____	Phone _____
How long?	_____	Rent _____
Previous Address	_____	

Agent/Landlord	_____	Phone _____
How long?	_____	Rent _____

Is the Applicant going to be the Primary Resident? _____ Yes _____ No

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

- Current landlord reference, if renting, or current board reference, if in a cooperative or condominium
- Immediate neighbor reference
- Resumes providing full employment histories for each renter
- Most recent paystub for each renter
- Application fee of \$300.00 payable to Goldin Management, Inc.

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) authorize you to verify any information presented in the application and to perform a credit search on me (us). I (we) authorize you to release this information to the committee evaluating our application.

I (we) hereby confirm that I (we) have received and read the House Rules relating to the condominium, that I (we) fully understand them, and that I (we) agree to abide by their provisions.

Applicant 1 _____ Date _____

Applicant 2 _____ Date _____

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Required Attachments from the Owner

- **Service fee of \$200** payable to City View Gardens Condominium
- **Move-in Fee of \$1,000** payable to City View Gardens Condominium
- **Security Deposit** (refundable): **\$1,000** payable to City View Gardens Condominium

Please note: Sublet Application is not complete and cannot be processed until the above checks from the owner are received.