

# Valley Park Estates

1017 Fenwood Drive Valley Stream, New York 11580  
516-285-6699 Fax 516-285-6693 Email: Valleypark@me.com

## Co-operative Apartment Sublet Application

Print Clearly

Illegible or Incomplete Applications Will Not Be Processed

APPLICANT _____	CO-APPLICANT _____
ADDRESS _____	ADDRESS _____
_____	_____
SOCIAL SECURITY _____	SOCIAL SECURITY _____
DATE OF BIRTH _____	DATE OF BIRTH _____
HOME PHONE _____	HOME PHONE _____
WORK PHONE _____	WORK PHONE _____
CELL PHONE _____	CELL PHONE _____
EMAIL _____	EMAIL _____

I/WE MAKE THIS APPLICATION FOR SUBLET OF THE BELOW REFERENCED UNIT.

I/WE ACKNOWLEDGE THAT THE MONTHLY RENT IS \$ \_\_\_\_\_

ADDRESS \_\_\_\_\_ APT. \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

LIST ALL OF THOSE WHO WILL LIVE IN THE APARTMENT.

<u>NAME</u>	<u>AGE</u>	<u>RELATIONSHIP</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PETS?  DOG  CAT PET WEIGHT \_\_\_\_\_ OTHER \_\_\_\_\_

### CURRENT LANDLORD

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_

MONTHLY RENT \_\_\_\_\_ LENGTH OF RESIDENCE \_\_\_\_\_

**EMPLOYMENT INFORMATION**

\_\_\_\_\_  
NAME AND ADDRESS OF CURRENT EMPLOYER

\_\_\_\_\_  
JOB TITLE

\_\_\_\_\_  
ANNUAL SALARY

\_\_\_\_\_  
DATE OF EMPLOYMENT

\_\_\_\_\_  
BUSINESS PHONE NUMBER

\_\_\_\_\_  
SUPERVISOR NAME

IF YOU HAVE BEEN EMPLOYED AT YOUR CURRENT JOB LESS THAT 12 MONTHS,  
PLEASE COMPLETE THE FOLLOWING:

\_\_\_\_\_  
NAME AND ADDRESS OF PREVIOUS EMPLOYER

\_\_\_\_\_  
DATES EMPLOYED FROM/ TO

\_\_\_\_\_  
ANNUAL SALARY

\_\_\_\_\_  
SUPERVISOR'S NAME & PHONE NUMBER

**CO-APPLICANT EMPLOYMENT INFORMATION**

\_\_\_\_\_  
NAME AND ADDRESS OF CURRENT EMPLOYER

\_\_\_\_\_  
JOB TITLE

\_\_\_\_\_  
ANNUAL SALARY

\_\_\_\_\_  
DATE OF EMPLOYMENT

\_\_\_\_\_  
BUSINESS PHONE NUMBER

\_\_\_\_\_  
SUPERVISOR NAME

IF YOU HAVE BEEN EMPLOYED AT YOUR CURRENT JOB LESS THAT 12 MONTHS,  
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\_\_\_\_\_  
NAME AND ADDRESS OF PREVIOUS EMPLOYER

\_\_\_\_\_  
DATES EMPLOYED FROM/ TO

\_\_\_\_\_  
ANNUAL SALARY

\_\_\_\_\_  
SUPERVISOR'S NAME & PHONE NUMBER

**THE FOLLOWING MUST BE SUBMITTED BY  
APPLICANT AND CO-APPLICANT WITH THIS APPLICATION**

- Previous 2 years Income tax returns
- Previous 2 years W-2 forms
- 3 most recent pay stubs
- 3 months most recent checking statements
- 4 Reference letters (originals only)
- Signed Sublet Procedures Acknowledgment form
- Original Letter of Employment (stating salary)
- Copy - 1st page of Lease Agreement
- Photo I.D. of all (18 yrs & Older) that will reside in unit.
- Signed Smoke-Free Lease Addendum
- Smoke Detector affidavit (signed by applicant only)
- Lead Paint Disclosure form (signed by applicant only)
- \$ 150 Non-refundable Application Fee
- \$ 350 Non-refundable Interview Fee
- \$ 500 Damage Deposit from Applicant

**3 SEPERATE BANKS CHECKS OR MONEY ORDERS  
MUST ACCOMPANY THIS APPLICATION  
MAKE PAYABLE TO: VALLEY PARK ESTATES OWNER'S CORP.  
PERSONAL CHECKS WILL NOT BE ACCEPTED**

**ONLY CITY, STATE, OR GOVERNMENT ISSUED PHOTO I.D.  
WILL BE ACCEPTED.**

**INTERVIEWS ARE CONDUCTED ON THE  
1ST AND 3RD WEDNESDAYS OF THE EACH MONTH.  
COMPLETED APPLICATIONS MUST BE SUBMITTED TO THE MANAGER'S OFFICE  
NO LATER THAN 4 PM MONDAY OF THE WEEK PRIOR.**

**INCOMPLETE APPLICATIONS Will Not Be Accepted**

*DO NOT WRITE BELOW THIS LINE*

=====

DATE RECEIVED \_\_\_\_\_ INTERVIEW DATE \_\_\_\_\_

REVIEWED BY & DATE \_\_\_\_\_

REVIEWED BY & DATE \_\_\_\_\_

REVIEWED BY & DATE \_\_\_\_\_

**AUTHORIZATION TO OBTAIN A CREDIT AND BACKGROUND REPORT**

IN ORDER TO COMPLY WITH THE PROVISIONS OF SECTION 6.06(A) OF THE FEDERAL FAIR CREDIT REPORTING ACT, I/WE AUTHORIZE VALLEY PARK ESTATES OWNERS CORP. TO RETAIN A CREDIT REPORTING AGENCY, WHICH AGENCY MAY OBTAIN, PREPARE, FURNISH, AND USE INFORMATION ON MY CHARACTER AND GENERAL REPUTATION, AS WELL AS INFORMATION REGARDING EMPLOYMENT, NAMES AND DATES OF PREVIOUS AND/OR CURRENT LANDLORD OR EMPLOYMENT, WORK EXPERIENCE, WORKERS' COMPENSATION CLAIMS, CRIMINAL HISTORY RECORDS (FROM STATE, FEDERAL AND OTHER AGENCIES), CREDIT HISTORY, BANKRUPTCY RECORDS, AND OTHER RECORDS TO THE EXTENT PERMITTED BY LAW.

ALL APPLICANTS ARE SUBJECT TO CREDIT INVESTIGATION, WHICH WILL INCLUDE A FICO CREDIT SCORE. ALL APPLICANTS ARE EXPECTED TO ACHIEVE A FICO CREDIT SCORE OF **700 OR GREATER**. IF YOU ARE NOT SURE ABOUT YOUR CREDIT SCORE, YOU ARE ENCOURAGED TO OBTAIN YOUR OWN CREDIT REPORT AND FICO SCORE AT [WWW.MYFICO.COM](http://WWW.MYFICO.COM)

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
CO-APPLICANT SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**I/WE ACKNOWLEDGE RECEIPT OF THE FOLLOWING:**

- 1) VALLEY PARK ESTATES HOUSE RULES      INITIALS \_\_\_\_\_
- 2) INFORMATIONAL BOOKLET ON LEAD PAINT      INITIALS \_\_\_\_\_
- 3) SUBLET PROCEDURES FORM      INITIALS \_\_\_\_\_
- 4) SMOKE-FREE LEASE ADDENDUM      INITIALS \_\_\_\_\_

I/WE CERTIFY THAT TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF, THE INFORMATION AND STATEMENTS SUBMITTED WITH THIS APPLICATION ARE TRUE AND CORRECT.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
CO-APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

## Sublet Procedures

- 1) **No dogs** will be permitted.
- 2) Subtenant/s will abide by the "SMOKE FREE" Lease Agreement Addendum as attached hereto.
- 3) A credit score of 700 or greater must be achieved in order to qualify.
- 4) Monthly rental payment shall not exceed 35% of applicant's gross monthly income.
- 5) Nonrefundable Application fee of \$150.00 and nonrefundable Interview Processing fee of \$350.00 (Money Order or Bank Check) by the applicant to be paid to the Co-op Corporation at time of application.
- 6) A damage deposit of \$500.00 (Money Order or Bank Checks) paid by applicant and by the Shareholder **must be submitted with application**. Deposit will be used as security against damage to building premises and to ensure House Rule compliance during the entire occupancy. This deposit will be held until subtenant vacates the unit. Co-op Corporation will assess such damage to building and return any balance due the subtenant and Shareholder within reasonable time period after vacating.
- 7) Applicant(s) must submit **all** documents listed on application. All required documents must be photo copies unless otherwise indicated and will become the property of Valley Park Estates and will **not** be returned. The management office will not make copies of any documents. Failure to submit required documents will result in the delay of processing.
- 8) Number of people residing in apartment shall be consistent with size of apartment. No more than 3 people in a one bedroom apartment; 4 people in a two bedroom apartment.
- 9) False representation and/or altered documents will result in automatic denial of application and forfeiture of all processing fees.
- 10) Commercial use of apartment is prohibited.
- 11) Only members of the Admissions Approval Committee and prospective applicant(s) will be allowed to be present at the interview.
- 12) Lessee shall not renew or extend any previous authorized sublease without Lessor's prior approval.
- 13) Parking spaces and garages presently assigned to owner DO NOT automatically convey to applicant(s) without prior approval of the Management Office. Such approval will be granted based upon existing waiting list.
- 14) Permitted move-in times are 9:00 A.M. to 5:00 P.M. Monday through Saturday and 11:00 A.M. to 4:00 P.M. Sunday and Holidays.

You are advised that under no circumstance are applicant(s) permitted to:

- 1) Occupy the apartment prior to Admission Committee's approval.
- 2) Allow any vehicles on grass or park in any driveway or reserved spaces.

Failure to comply with the above may result in automatic forfeiture of deposits, fines as outlined in House Rules, legal action to cure Default, and/or termination of Proprietary Lease

All persons which will occupy the premises, 12 months of age or older, **MUST** be present at the interview.

I/we have read and understand the above procedures and guidelines.

\_\_\_\_\_  
Owner's Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

Date \_\_\_\_\_

**Subtenant/ Sublease**  
**SMOKE FREE POLICY**  
**Smoke-Free Lease Addendum**

*This Addendum states the following additional terms, conditions and rules which are hereby incorporated into the sublease.*

- 1. Purpose of Smoke Free Policy.** *The parties desire to mitigate the irritation and known health effects of secondhand smoke and the increased risk of fire from smoking.*
- 2. Definition of Smoking.** *The term "smoking" means inhaling, exhaling, breathing, or carrying any lighted cigar, cigarette, or other tobacco product or similar lighted product in any manner or in any form.*
- 3. Smoke-Free Cooperative Complex.** *Subtenant agrees and acknowledges that the premises to be occupied by subtenant and members of subtenant's household, have been designated as a smoke-free living environment. Subtenant, members of subtenant's household, guests, or visitors shall not smoke within 25 feet of any building on the grounds known as Valley Park Estates, or in any of the common areas or adjoining grounds of such building nor shall subtenant permit any guests or visitors under the control of subtenant to do so.*
- 4. Lessor Not a Guarantor of Smoke-Free Environment.** *Shareholder of the Cooperative and subtenant acknowledges that Lessor's adoption of a smoke-free living environment, and the efforts to designate the subleased units as smoke-free, do not make the Lessor or any of its managing agents the guarantor of Tenant's health or of the smoke-free condition of the Tenant's unit and the common areas. However, Lessor shall take reasonable steps to enforce the smoke-free terms of its subleased units. Lessor is not required to take steps in response to smoking unless Lessor knows of said smoking or has been given written notice of said smoking.*
- 5. Effect of Breach and Right to Terminate the Proprietary Lease.** *A breach of this sublease Addendum shall give the Lessor the right to terminate the sublease.*
- 6. Disclaimer by Landlord.** *Subtenant acknowledges that Lessor's adoption of a smoke-free living environment, and the efforts to designate the the Cooperative complex as smoke-free does not in any way change the standard of care that the Lessor or managing agent would have to a Tenant household to render buildings and premises designated as smoke-free any safer, more habitable, or improved in terms of air quality standards than any other premises. Lessor specifically disclaims any implied or express warranties that the building, common areas, or premises will have any higher or improve air quality standard. Lessor cannot and does not warranty or promise that the premises or common areas will be free from secondhand smoke. Tenant acknowledges that Lessor's ability to police, monitor, or enforce the agreements of this Addendum is dependent in significant part on voluntary compliance by subtenant and subtenant's guests. Occupants with respiratory ailments, allergies, or any other physical or mental condition relating to smoke are put on notice that Lessor does not assume any higher duty of care to enforce this Addendum than any other obligation under the Lease.*
- 10. Effect on Current Tenants.** *Subtenant acknowledges that current tenants residing in the complex under a prior lease will not be immediately subject to the Smoking Free Policy. As current subtenants move out, or enter into new leases, the smoke-free policy will become effective for their new unit or new lease.*

**Acknowledgment:**

*I hereby acknowledge the above Smoke Free policy as part of the lease or month-to-month agreement. I agree that I will not smoke in the areas of the property listed above. In addition, I will be responsible for enforcing this policy with all of my visitors, guests, and relatives who visit the premises. If I fail to abide by this policy, I agree to vacate within 30 days of notice.*

Shareholder \_\_\_\_\_  
Subtenant \_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_

**Lead Disclosure Statement**

Sale/Rental for pre-1978 housing Disclosure of information and acknowledgment lead-based paint and/or lead based paint hazards.

Seller's/Owner's Name \_\_\_\_\_  
Subject Address \_\_\_\_\_ Apt. \_\_\_\_\_  
Valley Stream, New York 11580 Section 37 block: \_\_\_\_\_ lot: \_\_\_\_\_

**Lead Warning Statement**

Every purchaser/renter of any interest in residential property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The Seller/Owner of any interest in residential real property is required to provide the buyer/renter with any information on lead based paint hazards from risk assessments or inspections in the seller's/Owner's possession and notify of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase or rental.

**Owner's Disclosure** Name \_\_\_\_\_

\_\_\_\_\_ Presence of lead-based and/or lead-based paint hazard(check one below)  
(Initial) \_\_\_\_\_

\_\_\_\_\_ Known lead-based paint and/or lead based hazards in the housing.

\_\_\_\_\_ Seller/Owner has no knowledge of lead-based paint and/or lead-based hazards in the housing.

\_\_\_\_\_ Records and Reports available to the Seller/Owner  
(Initial) \_\_\_\_\_

\_\_\_\_\_ Seller/Owner has provided the purchaser/renter with all available records and reports pertaining to lead based paints and/or lead-based paint hazards in the housing

\_\_\_\_\_ Seller/Owner has no reports or records pertaining to lead-based and/or lead-based paint hazards in the housing.

**Renter's Acknowledgment** Name \_\_\_\_\_

\_\_\_\_\_ Purchaser/renter has received copies of all information listed above  
(Initial) \_\_\_\_\_

\_\_\_\_\_ Purchaser/renter has received the pamphlet  
(Initial) "Protect Your Family From Lead in Your Home"

\_\_\_\_\_ Purchaser/renter has (check one )  
(Initial) \_\_\_\_\_

\_\_\_\_\_ Received a 10 Day opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards; or

\_\_\_\_\_ Waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

**Agent's Acknowledgment**

\_\_\_\_\_ Agent has informed the Seller/Owner of the Seller's/Owner's obligations under 42 U.S.C. 4852 d and is aware of his/her responsibility to ensure compliance.

**Certificate of Accuracy**

The following parties have reviewed the information above and certify that to the best of their knowledge, that the information they have provided is true and accurate.

Owner \_\_\_\_\_ Date \_\_\_\_\_

Renter \_\_\_\_\_ Date \_\_\_\_\_

Agent \_\_\_\_\_ Date \_\_\_\_\_

# SMOKE DETECTOR REQUIREMENT COMPLIANCE AFFIDAVIT

STATE OF NEW YORK )  
COUNTY OF NASSAU ) ss:

*We being duly sworn, depose and say under penalty of perjury that we are the Owner and Subtenant of the real property located at :*

Valley Stream, New York, Apt. \_\_\_\_\_, (“The Premises”); and

*(A) That the premises are a dwelling accommodation located in a building owned as a cooperative, used as a residential dwelling; and,*

*(B) That installed in the Premises is an approved and operational smoke detecting device in compliance with those provisions of Executive Law Section 378, subdivision 5, prescribing New York State standards for installation of single station smoke detecting alarm devices.*

*That we make this affidavit in compliance with Executive Law Section 378, subdivision 5.*

\_\_\_\_\_  
*Shareholder*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Subtenant*

\_\_\_\_\_  
*Date*

**Subtenant/ Sublease**  
**SMOKE FREE POLICY**  
**Smoke-Free Lease Addendum**

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*This Addendum states the following additional terms, conditions and rules which are hereby incorporated into the sublease.*

- 1. **Purpose of No-Smoking Policy.** The parties desire to mitigate the irritation and known health effects of secondhand smoke and the increased risk of fire from smoking.*
- 2. **Definition of Smoking.** The term “smoking” means inhaling, exhaling, breathing, or carrying any lighted cigar, cigarette, or other tobacco product or similar lighted product in any manner or in any form.*
- 3. **Smoke-Free Cooperative Complex.** Subtenant agrees and acknowledges that the premises to be occupied by subtenant and members of subtenant’s household, have been designated as a smoke-free living environment. Subtenant, members of subtenant’s household, guests, or visitors shall not smoke anywhere in the apartment dwelling or within 50 feet of any building on the grounds known as Valley Park Estates, or in any of the common areas or adjoining grounds of such building nor shall subtenant permit any guests or visitors under the control of subtenant to do so.*
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## Sublet Procedures

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