



Excel
Bradshaw
Management
Group

Date: _____

Shareholder _____

Apt. # _____

TO: SHAREHOLDERS AND PROSPECTIVE SUBTENANTS AT QUEENS
MONTGOMERY OWNERS, INC., 65-10 & 65-14 108TH STREET, FOREST
HILLS, N.Y.

FROM: GLORIA TARAS
E-mail: gtaras@ebmg.com

RE: SUBLET PROCEDURES

In connection with your potential sublet of a unit at the captioned premises, I have enclosed herewith an application for completion.

PLEASE NOTE THAT ONLY ONE YEAR LEASES ARE PERMITTED BY THE BOARD. A
Owner must live in their apartment for at least two (2) years before they are permitted to sublet.

NO DOGS ARE PERMITTED BY SUBTENANTS IN THE BUILDING.

Please return five (5) copies of the application together with (5) sets of the items requested below. Your failure to follow any of these instructions, exactly, will delay processing of your package. Only completed packages will be sent to the Board of Directors for review and approval.

1. FULLY EXECUTED SUBLEASE AGREEMENT (form not included), if not previously submitted; together with required LEAD-BASED PAINT RIDER, according to the New York State Law. The sublease should include the following language "This sublease is subject to the Board of Directors approval and subordinate to the terms of the Proprietary Lease."
2. Copy of current Driver's License (Picture I. D.) and Social Security Card;
3. A letter of Employment from the Human Resources Manager or Personnel Director on the employer's letterhead stating the length of employment, title and salary of the applicant;
4. Copies of most recent pay-stub, copy of current W-2 form and most recent income tax, which MUST be signed by both the accountant or tax preparer AND the applicants;
5. A letter from your current landlord on Management Company letterhead stating the length of tenancy, amount of rent paid, and "quality" of tenancy (i.e., rent was paid in a timely fashion, the tenant was considerate, etc.);
6. Two business and two personal written letters of reference;

Excel Bradshaw Management Group, LLC
501 Surf Avenue
Brooklyn, N.Y. 11224
Tel: 718-266-1110 > Fax 718-996-3674



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Please note that Items 2, 3, 4, 5, & 6 must be submitted for each applicant (i.e., husband and wife, roommates or applicant and guarantor). A guarantor if applicable, must complete their own credit authorization form in the application package. Please make an additional photocopy of this form for completion by guarantor.

7. The following fees must be submitted together with the package. Applications will not be processed without fees. If checks are not written as indicated below, the checks will be returned and the application will not be processed until the proper checks are submitted.

\$50.00 Per person (each person over 18 to be living in this apartment)
Submit a check payable to Excel Bradshaw Management Group

\$500.00 Check made payable to Queens Montgomery Owners Corp.
representing payment of a refundable move-in deposit, which will be deposited.

\$ _____ The annual sublet fee made payable to QUEENS MONTGOMERY OWNERS, INC. must be forwarded together with the application. Please note that is an annual fee which must be submitted with a renewal or extension of the lease.

\$250.00 A non-refundable application fee, made payable to EBMG

Upon receipt of the completed application, all documentation requested and all applicable fees; a background check on the applicant(s) will be conducted. Once a completed background check has been received in our office, the package will be forwarded to the Board of Directors for review and an interview will be scheduled. Board of Directors interviews are held at a mutually convenient date.

PLEASE NOTE THAT REGARDLESS OF THE LEASE COMMENCEMENT DATE, NO MOVE-IN CAN OCCUR UNTIL BOARD APPROVAL IS GRANTED.

After move-in has been completed, please ask the superintendent to inspect the apartment and call our office for return of the move-in deposit. It will take approximately two weeks from the time of approval for your check to be returned.

**PLEASE ALLOW AT LEAST THREE WEEKS TO PROCESS AN APPLICATION.
PLEASE SEND "ALL" APPLICATIONS TO:**

Excel Bradshaw Management Group – 501 Surf Avenue, Brooklyn, N.Y. 11224
Attention: Gloria Taras

Thank you

APPLICATION TO SUBLEASE
SHAREHOLDER / UNIT OWNER INFORMATION

BUILDING: _____ APARTMENT #: _____

1. Name of Shareholder(s)/Unit Owner(s): _____
2. Number of shares: _____
3. Monthly maintenance: \$ _____
4. Home telephone number: _____
5. Name(s) of all other occupants of apartment (Relationship to Shareholder/Unit Owner):

6. Present business address and telephone number of Shareholder / Unit Owner:

7. Period of time of proposed sublease:
From: _____ To: _____
8. Period of time of previous sublease:
From: _____ To: _____
9. Primary dwelling address of Shareholder/Unit Owner during period of sublet:

10. Does the Shareholder/Unit Owner intend to return to the apartment in the future?

11. State in detail the reason for the proposed sublet: _____

12. Is the Shareholder/Unit Owner leaving any furnishings in the apartment for use by the subtenant? _____
13. How was the subtenant found? _____

Shareholder / Unit Owner Signature

Date

Shareholder / Unit Owner Signature

Date



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QUEENS MONTGOMERY OWNERS, INC.

Shareholder's Change of Address Form

Name of Shareholder: _____

Building and Apartment #: _____

Term of Sublet: Beginning: _____

Ending: _____

Alternate address of Shareholder during sublet term: _____

Shareholder(s) Signature: _____

Date: _____

APPLICATION TO SUBLEASE
SUBTENANT INFORMATION

BUILDING: _____ APARTMENT: _____

1. Name of proposed subtenant: _____
2. Social Security Number: _____
3. Name of other person(s) who will occupy apartment:

4. Name of employer, present business address, position, and phone number:

5. Monthly rent to be paid for apartment by subtenant: _____
6. Amount of security, if any, to be paid to Shareholder \$ _____
7. Does the subtenant intend to use the premises in any way for business purposes? _____
If so, explain: _____

8. Does the subtenant intend to permit any person other than a member of his/her immediate family to use the apartment? _____
9. Does the subtenant own any real property? _____ If so, list address: _____

10. Present address of subtenant and home phone number: _____

11. State in detail the reason for subletting: _____

12. Have you ever sublet an apartment before: _____
13. Marital status of subtenant: _____

14. Gross yearly income: \$ _____
Base employment _____
Overtime: _____
Bonuses: _____
Commission: _____
Dividend: _____
Net Rental Income: _____
Other income: _____
Total: _____

15. Assets and liabilities:

Cash: _____	Installment Debts: _____
Checking/Savings Account (Name of institutions) _____	Automobile Leases: _____
Stocks & Bonds: _____	Mortgages: _____
Life Insurance: _____	Other Loans: _____
Real Estate: _____	Other Liabilities: _____
Net worth of Business: _____	Total Liabilities: _____
Automobile: _____	
Other Assets: _____	
Total Assets: _____	

16. Proposed date of subtenant occupancy: _____

Signature: _____ Date: _____

ALL APPLICANTS OR INDIVIDUALS WHO ARE TO
RESIDE IN THE APARTMENT BEING SUBLET
MUST COMPLETE AND SIGN A CREDIT APPLICATION.
PLEASE MAKE ADDITIONAL COPIES OF THE APPLICATION
IF THERE ARE CO-APPLICANTS, A GUARANTOR, OR IF
MORE THAN ONE ADULT OVER THE AGE OF EIGHTEEN (18)
IS TO LIVE IN THE APARTMENT.



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CREDIT CHECK AUTHORIZATION

D.O.B. _____

I, _____ S.S. # _____,
applying for an apartment at _____ do hereby permit
the management company for the Co-op Corporation/Condominium, to conduct a
credit search on my background.

I, _____ do hereby affirm that it is agreed and
understood by me that my approval for the apartment located at _____
may be based on my credit history.

AGREED AND UNDERSTOOD

Dated: _____



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**ACKNOWLEDGMENT OF HOUSE RULES AT
QUEENS MONTGOMERY OWNERS, INC.**

To Whom it May Concern:

I, the undersigned acknowledge that I have received a copy of the House Rules for
Queens Montgomery Owners, Inc.

I have read them, and agree to abide by same.

Apartment #: _____

Signature

Date: _____

HOUSE RULES

- (1) The public halls and stairways of the Building shall not be obstructed or used for any purpose other than ingress to and egress from the Apartments in the Building, and the fire towers shall not be obstructed in any way.
- (2) No patient of any doctor who has offices in the Building shall be permitted to wait in the lobby.
- (3) Children shall not play in the public halls, courts, stairways, fire towers or elevators and shall not be permitted on the roof unless accompanied by a responsible adult.
- (4) No public hall above the ground floor of the Building shall be decorated or furnished by any Lessee in any manner without the prior consent of all of the Lessees to whose Apartments such hall serves as a means of ingress and egress; in the event of disagreement among such Lessees, the Board of Directors shall decide.
- (5) No Lessee shall make or permit any disturbing noises in the Building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Lessees. No Lessee shall play upon or suffer to be played upon any musical instrument or permit to be operated a phonograph or a radio or television loud speaker in such Lessee's Apartment between the hours of eleven o'clock p.m. and the following eight o'clock a.m. if the same shall disturb or annoy other occupants of the Building. No construction or repair work or other installation involving noise shall be conducted in any Apartment except on weekdays (not including legal holidays) and only between the hours of 8:30 a.m. and 5:00 p.m.
- (6) No article shall be placed in the halls or on the staircase landings or fire towers, nor shall anything be hung or shaken from the doors, windows, terraces or balconies or placed upon the window sills of the Building.
- (7) No awnings, window air-conditioning units or ventilators shall be used in or about the Building except such as shall have been expressly approved by the Lessor or the managing agent, nor shall anything be projected out of any window of the Building without similar approval.
- (8) No sign, notice, advertisement or illumination shall be inscribed or exposed on or at any window or other part of the Building, except such as shall have been approved in writing by the Lessor or the managing agent.

- (9) No velocipedes, bicycles, scooters or similar vehicles shall be allowed in a passenger elevator and baby carriages and the abovementioned vehicles shall not be allowed to stand in the public halls, passageways, areas or courts of the Building.
- (10) Messengers and tradespeople shall use such means of ingress and egress as shall be designated by the Lessor.
- (11) Kitchen supplies, market goods and packages of every kind are to be delivered only at the service entrance of the Building and through the service elevator to the Apartments when such elevator is in operation.
- (12) Trunks and heavy baggage shall be taken in or out of the Building through the service entrance.
- (13) Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the superintendent or the managing agent of the Building may direct.
- (14) Water closets and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other article be thrown into the water closets. The cost of repairing any damage resulting from misuse of any water closets or other apparatus shall be paid for by the Lessee in whose Apartment it shall have been caused.
- (15) No Lessee shall send any employee of the Lessor out of the Building on any private business of a Lessee.
- (16) No bird or animal shall be kept or harbored in the Building unless the same in each instance be expressly permitted in writing by the Lessor; such permission shall be revocable by the Lessor. In no event shall dogs be permitted on elevators or in any of the public portions of the Building unless carried or on leash. No pigeons or other birds or animals shall be fed from the window sills, terraces, balconies or in the yard, court spaces or other public portions of the Building, or on the sidewalks or street adjacent to the Building.
- (17) No radio or television aerial shall be attached to or hung from the exterior of the Building without the prior written approval of the Lessor or the managing agent.
- (18) No vehicle belonging to a Lessee or to a member of the family or guest, subtenant or employee of a Lessee shall be parked in such manner as to impede or prevent ready access to any entrance of the Building by another vehicle.
- (19) The Lessee shall use the available laundry facilities only upon such days and during such hours as may be designated by the Lessor or the managing agent.

(20) The Lessor shall have the right from time to time to curtail or relocate any space devoted to storage or laundry purposes.

(21) Unless expressly authorized by the Board of Directors in each case, the floors of each Apartment must be covered with rugs or carpeting or equally effective noise-reducing material, to the extent of at least eighty (80%) percent of the floor area of each room excepting only kitchens, pantries, bathrooms, maid's rooms, closets and foyer.

(22) No group tour or exhibition of any Apartment or its contents shall be conducted, nor shall any auction sale be held in any Apartment without the consent of the Lessor or its managing agent.

(23) The Lessee shall keep the windows of the Apartment clean. In case of refusal or neglect of the Lessee during ten (10) days after notice in writing from the Lessor or the managing agent to clean the windows, such cleaning may be done by the Lessor, which shall have the right, by its officers or authorized agents, to enter the Apartment for the purpose and to charge the cost of such cleaning to the Lessee.

(24) The passenger and service elevators, unless of automatic type and intended for operation by a passenger, shall be operated only by employees of the Lessor, and there shall be no interference whatever with the same by Lessees or members of their families or their guests, employees or subtenants.

(25) Complaints regarding the service of the Building shall be made in writing to the managing agent of the Lessor.

(26) Any consent or approval given under these House Rules by the Lessor shall be revocable at any time.

(27) If there be a garage in the Building, the Lessee will abide by all arrangements made by the Lessor with the garage operator with regard to the garage and the driveways thereto.

(28) The following rules shall be observed with respect to incinerator equipment:

(i) All wet debris is to be securely wrapped or bagged in small package size to fit easily into the hopper panel.

(ii) Debris should be completely drip-free before it leaves the Apartment and carried to the incinerator closet in a careful manner and in a drip-proof container; then placed into the flue hopper so it will drop into the flue for disposal.

(iii) No bottles or cans shall be dropped down the flue before 10:00 a.m. or after 5:00 p.m., but shall be left in a neat

manner in service elevator area, if such items must be disposed of before 10:00 a.m. or after 5:00 p.m.

(iv) Cartons, boxes, crates, sticks of wood or other solid matter shall not be stuffed into hopper opening. Small items of this nature may be left in a neat manner on the incinerator closet floor. Bulky items should be left at service elevator area between 10:00 a.m. and 6:00 p.m. and service employee summoned to dispose of them by way of the service elevator.

(v) Under no circumstances should carpet sweepings containing naphthalene, camphor balls or flakes, floor scrapings, plastic wrappings or covers, oil soaked rags, empty paint or aerosol cans or any other inflammable, explosive, highly combustible substances or lighted cigarettes or cigar stubs be thrown into the incinerator flue.

(vi) Vacuum cleaner bags must never be emptied into the flue. Such dust, dirt, etc. should be wrapped in a securely tied bag or package and then be placed through hopper door panel into flue.

(vii) The superintendent shall be notified of any drippings, or moist refuse, appearing on incinerator closet floor and corridors.

(29) No Lessee shall install any plantings on the terrace, balcony or roof without the prior written approval of the Lessor. Plantings shall be contained in boxes of wood lined with metal or other material impervious to dampness and standing on supports at least two inches from the terrace, balcony or roof surface, and if adjoining a wall, at least three inches from such wall. Suitable weep holes shall be provided in the boxes to draw off water. In special locations, such as a corner abutting a parapet wall, plantings may be contained in masonry or hollow tile walls which shall be at least three inches from the parapet and flashing, with the floor of drainage tiles and suitable weep holes at the sides to draw off water. It shall be the responsibility of the Lessee to maintain the containers in good condition, and the drainage tiles and weep holes in operating condition.

(30) The agents of the Lessor, and any contractor or workman authorized by the Lessor, may enter any Apartment at any reasonable hour of the day for the purpose of inspecting such Apartment to ascertain whether measures are necessary or desirable to control or exterminate any vermin, insects or other pests and for the purpose of taking such measures as may be necessary to control or exterminate any such vermin, insects or other pests. If the Lessor takes measures to control or exterminate carpet beetles, the cost thereof shall be payable by the Lessee, as additional rent.

(31) These House Rules may be added to, amended or repealed at any time by resolution of the Board of Directors of the Lessor.