

**J. & C. LAMB
Management Corp.**

**30 East 33rd Street, 7th Floor
New York, NY 10016
Tel: 212-779-6000
Fax: 212-779-2911**

150 EAST 61ST STREET OWNERS CORP.

**150 East 61ST Street
New York, NY 10065**

SUBLET PACKAGE

NO. OF SETS REQUIRED: 2

(1 Original and 1 copy.)

**STEP 1: Subleasing is permitted as per the Proprietary Lease and House Rules.
A one-year term with a renewal option of one year.**

*****Effective January 1st, 2008 all copies of packages excluding the original must
have all social security numbers and bank account numbers blacked/omitted.**

Procedural Requirements for the Sublet of Cooperative Apartments:

1. Sublet Application (Attached)
2. Credit Report Application (Attached)
3. Sublease Agreement/Lease – Available at stationery stores
4. Asset & Liability Statement (Attached)
5. Last year's tax return (If not prepared, please forward 1099/W2)
6. Business Reference Letters (2)
7. Personal Reference Letters (3)
8. Employment Verification – Stating Salary and length of employment
9. Landlord Reference Letter
10. Move in/ Move out Policy - (To be initialed by prospective Tenant)
11. House Rules Receipt Form and House Rules (Attached) (To be signed by prospective Tenant)
12. If applicable, a letter from Bank consenting to the subletting. This pertains to shareholders who have financed their purchase.

FEES TO BE SUBMITTED WITH PACKAGE:

Move-out Deposit (Refundable)	\$1,500.00	Payable to: 150 East 61 st Tenants Corp. Payable by: Shareholder
Move-out Fee (Non-Refundable)	\$600.00	Payable to: 150 East 61 st Tenants Corp. Payable by: Shareholder
Credit Report Fee (Per Applicant)	\$100.00	Payable to: J. & C. Lamb Management Corp. Payable by: Prospective Subtenant
Move-in Deposit (Refundable)	\$1,500.00	Payable to: 150 East 61 st Tenants Corp Payable by: Prospective Subtenant
Move-in Fee (Non-Refundable)	\$600.00	Payable to: 150 East 61 st Tenants Corp. Payable by: Prospective Subtenant
Processing Fee	\$400.00	Payable to: J. & C. Lamb Management Corp. Payable by: Prospective Subtenant

CORPORATION SUBLET FEE – A fee equal to 20% of the greater of either the monthly rental fee during the term of the sublet or \$5 per sq. ft. of the apartment. This fee is due the same time as the monthly maintenance. (Studio – 600 sq. ft., 1BR – 1,000 sq. ft., 2BR – 1,400 sq. ft., 3BR – 2,000 sq. ft.)

NOTE: ALL SHAREHOLDERS MUST PROVIDE A CERTIFICATE OF INSURANCE SHOWING THEY HAVE A HOMEOWNERS INSURANCE POLICY.

SUBLET APPLICATION

LESSOR _____

ADDRESS _____

TELEPHONE: Residence _____ Business _____

Social _____

LESSEE _____ Security No. _____

ADDRESS _____

TELEPHONE: Residence _____ Business _____

BUILDING _____ APT # _____

SHARES _____ MONTHLY RENTAL _____ TERM OF LEASE _____

TENANT: OWNERS' SUBLET FEE _____

REFERENCES

LANDLORD/COOPERATIVE CORPORATION/CONDOMINIUM ASSOCIATION/
MANAGING AGENT THEREOF _____

ADDRESS _____

DATES OF OCCUPANCY _____

FINANCIAL:

BANK _____ ADDRESS _____

BANK _____ ADDRESS _____

BANK _____ ADDRESS _____

BUSINESS:

1. _____ ADDRESS _____

2. _____ ADDRESS _____

3. _____ ADDRESS _____

PERSONAL:

- 1. _____ ADDRESS _____
- 2. _____ ADDRESS _____
- 3. _____ ADDRESS _____
- 4. _____ ADDRESS _____

LESSOR'S ATTORNEY: _____
ADDRESS: _____
TELEPHONE: _____ **FAX:** _____

LESSE'S ATTORNEY: _____
ADDRESS: _____
TELEPHONE: _____ **FAX:** _____

BROKER: _____
ADDRESS: _____
TELEPHONE: _____ **FAX:** _____

Business Connection & Position: _____

Nature of Business: _____

Business Address: _____

Names of Persons to Occupy Apartment. (If there are children, give ages)

Names of Residents in Building known by Applicant

Schools and Colleges attended by Purchaser.
(If applicable, indicate separately for husband, wife and children)

Types of Clubs, Society Memberships, Fraternities and Honorary Societies of Applicant and persons who propose to Occupy the Apartment.

Information regarding any pets to be maintained in Apartment

Official Remarks (Please give any additional information which may be pertinent or helpful as an indication of nature of applicant's occupancy)

Signature of Lessee

Signature of Lessee

J & C LAMB MANAGEMENT CORP.
TEL - 212-779-6000
FAX - 212-779-2911

30 East 33rd Street, 7th Floor
NEW YORK, NY 10016

CREDIT REPORT APPLICATION

BUILDING ADDRESS APPLYING FOR _____ APARTMENT _____
NAME OF APPLICANT _____ SOCIAL SECURITY _____
CURRENT ADDRESS _____ CITY _____ STATE _____ ZIP _____ APT _____
DATE OF BIRTH _____ HOME TELEPHONE NUMBER _____
LENGTH OF RESIDENCY _____ MONTHLY RENT \$ _____ MORTGAGE \$ _____ MAINTENANCE \$ _____ SHARE \$ _____
CURRENT RESIDENCE IS A HOME _____ Co-OP _____ CONDO _____ RENTAL _____ SUBLET _____ SHARE _____
MARITAL STATUS _____ SPOUSES NAME _____ # OF DEPENDENTS _____
AGE AND NAME OF DEPENDANTS _____ WILL THEY BE MOVING WITH YOU _____
IF YOU ARE SELLING YOUR RESIDENCE . WHAT IS PRICE YOU WILL BE RECEIVING \$ _____ WHEN ARE YOU SELLING _____
LANDLORDS NAME _____ LANDLORDS ADDRESS _____
LANDLORDS TEL# _____ LEASE EXPIRES _____
DO YOU OWN REAL ESTATE ELSEWHERE ? YES _____ NO _____ IF YES PLEASE STATE LOCATION, VALUE & USE OF THE PROPERTY _____
ARE YOU RECEIVING SOCIAL SECURITY _____ OR A PENSION _____ IF SO, HOW MUCH PER MONTH \$ _____ PENSION \$ _____
CURRENT EMPLOYER _____ ADDRESS _____
POSITION _____ DATE OF HIRE _____ TEL# _____
ANNUAL SALARY \$ _____ BONUS \$ _____ COMMISSIONS \$ _____ OTHER \$ _____
NAME OF SUPERVISOR _____ TEL # _____
PRIOR EMPLOYMENT _____ ADDRESS _____
TEL # _____ POSITION _____ DATE OF HIRE _____ DATE OF DEPARTURE _____ SALARY \$ _____
NAME OF YOUR BANK _____ ADDRESS _____
NAME OF BANK OFFICER _____ TEL# _____
CHECKING ACCT # _____ BAL \$ _____ SAVINGS ACCT # _____ BAL \$ _____
OTHER ACCOUNTS (PLEASE LIST BANK, ACCOUNT NUMBERS, PHONE NUMBER , ADDRESS AND ACCOUNT VALUE) _____

IF SELF EMPLOYED OR IF SUBJECT HAS OUTSIDE INCOME FROM TRUSTS, RENTALS, INVESTMENTS, ALIMONY SS, COMPLETE BELOW AND NOTIFY REFERENCES THAT A CREDIT CHECK IS BEING PERFORMED AND TO RELEASE INFORMATION TO CREDITFACTS
NAME OF BUSINESS _____ TYPE OF BUSINESS _____ HOW LONG SELF EMPLOYED _____
FEDERAL TAX ID # _____
ADDRESS _____ INCOME PER YEAR \$ _____ TEL # _____
ACCOUNTANT _____ ADDRESS _____ TEL# _____
ATTORNEY _____ ADDRESS _____ TEL# _____
BROKER OR FINANCIAL ADVISOR _____ TEL # _____
ACCOUNT NUMBERS _____ VALUE OF PORTFOLIO \$ _____ TRUST \$ _____ ALIMONY \$ _____

I HEREBY AUTHORIZE CREDITFACTS TO CONDUCT INQUIRIES CONCERNING MY EMPLOYMENT , CREDIT HISTORY, FINANCIALS AND LANDLORD VERIFICATIONS FOR THE PURPOSE OF MY APPLICATION FOR A NEW APARTMENT . I ALSO GIVE PERMISSION FOR THIS INFORMATION TO BE RELEASED TO CREDITFACTS
SIGNATURE _____ DATE _____

Email Address _____

Creditfacts Inc
79 Madison Ave
New York, NY 10016

212-481-6502
www.creditfacts.com

AUTHORIZATION TO RELEASE INFORMATION

It is recognized and understood that the Fair Credit Reporting Act provides that anyone "who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses" shall be fined not more than \$2,500 or imprisoned not more than a year, or both. In connection with my application, I understand that investigative background inquiries are to be made on me which may include Landlord / Management payment history, consumer credit, criminal convictions, motor vehicle, and other reports. These reports may include information as to my character, work habits, performance, education and experience along with reasons for termination of employment from previous employers. Further, I understand that you will may be requesting information from various Federal, State, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences.

I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from any liability and responsibility for doing so. I hereby consent to obtaining the above information from Creditfacts Inc" and/or any of their licensed agents. This authorization and consent shall be valid in original, fax or copy form. I further authorize ongoing procurement of the above mentioned reports at any time during my tenancy.

Applicant Name _____

Applicant Signature: _____ Date: _____

FINANCIAL STATEMENT



Name(s) _____

Address _____

The following is submitted as being true and accurate statement of the financial condition of the undersigned on the _____ day of _____ 20__.

ASSETS			LIABILITIES		
	Applicant	Co-Applicant		Applicant	Co-Applicant
Cash in Banks			Notes Payable:		
Money Markets Funds			To Banks		
Contract Deposit			To Relative		
Investments: Bonds & Stocks - see schedule			To Others		
Investment in Own Business			Installment Accounts Payable:		
Accounts & Notes Receivable			Automobile		
Real Estate Owned-see schedule			Other		
Year Make			Other Accounts Payable		
Automobiles:			Mortgages Payable on Real		
Personal Property & Furniture			Estate - see schedule		
Life Insurance			Unpaid Real Estate Taxes		
Cash Surrender Value			Unpaid Income Taxes		
Retirement Funds/IRA			Chattel Mortgages		
401K			Loans on Life Insurance Policies		
KEOGH			(Include Premium Advances)		
Profit Sharing/Pension Plan			Outstanding Credit Card Loans		
Other Assets			Other Debts - Itemize		
TOTAL ASSETS			TOTAL LIABILITIES		
			NET WORTH		
COMBINED ASSETS			TOTAL LIABILITIES & NET WORTH		
SOURCE OF INCOME	Applicant	Co-Applicant	COMBINED		
Base Salary			CONTINGENT LIABILITIES		
Overtime Wages			As Endorser or Co-Maker on Notes	\$	
Bonus & Commissions			Alimony	\$	
Dividends and Interest Income			Child Support	\$	
Real Estate Income (Net)			Are you defendant in any legal action?	\$	
Other Income - Itemize			Are there any unsatisfied judgments?	\$	
TOTAL			Have you ever taken bankruptcy? Explain	\$	
GENERAL INFORMATION	Applicant	Co-Applicant	PROJECTED EXPENSES / MONTHLY		
Personal Bank Accounts at			Maintenance	\$	
Savings & Loan Accounts at			Apartment Financing	\$	
			Other Mortgages	\$	
			Bank Loans	\$	
Purpose of Loan			Auto Loan	\$	
			TOTAL	\$	

SCHEDULE OF BOND & STOCKS

Amount of Shares	Description (Extended Valuation in Column)	Marketable Value	Non-Marketable Value

SCHEDULE OF REAL ESTATE

Description & Location	Cost	Actual Value	Mortgage Amount	Maturity Date

SCHEDULE OF NOTES PAYABLE

Specify any assets pledged as collateral, including the liabilities they secure:

To Whom Payable	Date	Amount	Due	Interest	Pledged as Security

The foregoing statements and details pertaining thereto, both printed and written, have been carefully read and the undersigned hereby solemnly declares and certifies that the same is a full and correct exhibit of my/our financial condition.

Date _____ 20__

Signature _____

Signature _____

MOVE IN/MOVE OUT POLICY

Rules

1. Move in or out is permitted Monday through Friday between 9:00 am and 5:00 pm only.
2. Superintendent must be notified at least one week in advance.
3. Only the service elevator may be used to move.
4. The hallway carpet must be covered with clean construction board, which shall be inspected daily by the superintendent or the building staff (who may determine that the board proposed for use is unsuitable and must be replaced).
5. The Tenant is responsible for all aspects of the move and must reimburse the cooperative corporation for any damage to the building incurred in connection with the move.

Fees and Charges

1. There are two fees for moving in or out of the building. The first is a refundable deposit of \$1,500. The second, non-refundable fee is \$600.
2. Construction board may be borrowed from the cooperative corporation for day for a fee of \$80.
3. The Superintendent will prepare a report of any damage and may commence repairs immediately. All repair costs will be deducted from the aforementioned \$1,500 security deposit. If the costs exceed \$1,500, the Tenant must pay the excess within 30 days after receipt of the Superintendent's report (the excess costs will be added to maintenance fee for the apartment and will be subject to late fees).
4. All checks must be payable to "150 East Tenants Corp." The fees and deposits must be remitted to the Superintendent prior to the date of the move.
5. The moving company must provide a Certificate of Insurance naming 150 East Tenants Corp. and J & C Lamb Management Corp. as additional insureds. The Tenant must be named as the certificate holder. The moving company must carry a minimum of \$1,000,000 in general liability coverage.

Acknowledged: _____

150 East Tenants Corp – House Rules – Updated April 2018

For the purpose of the below house rules:

Lessee/Shareholder shall mean the person owning / residing in the apartment.

Managing Agent shall mean the company managing 150 East Tenants Corp. Currently, J & C Lamb Co, is our managing agent.

Lessor/Board of Directors shall mean the 7 elected members of the 150 East Tenants Board of Directors.

1. The public halls and stairways of the building shall not be obstructed or used for any purpose other than to access and exit apartments. Stairways shall not be obstructed and the doors should remain closed.
2. No public hallway or above ground floor of the building shall be decorated or furnished by anyone without prior consent of the board.
3. No Lessee or guests shall make or permit any disturbing noises in the building or do or permit anything to be done herein, which shall interfere with the rights, comfort or convenience of other Lessees.
4. Shareholders shall maintain a good state of repair and cleanliness within their apartments, and shall refrain from sweeping or throwing waste and other items out of their doors, windows or balconies. The floors of the living room and bedroom(s) should be covered with rugs or carpets.
5. The hallways, landings, and doors of the building will remain vacant of any personal belongings. Repeated offenses by a Shareholder may result in fines assessed by the Board.
6. Only window guards, ventilators and air conditioning units approved by board, shall be used in or about the building. Any existing window air conditioning units will be allowed to remain as long as the current lessee owns it and it is in good condition. Upon sale of the shares, the unit will be removed.
7. No sign, signal, illumination, notice or advertisement shall be inscribed or exposed on or at any window or other part of the building unless it has been approved in writing by the board.
8. All bicycles and similar vehicles shall use the service elevator and are not allowed in the passenger elevators. All of the above mentioned vehicles shall not be allowed to stand unattended in the public halls, passageways, stairways or areas or courts of the building.
9. Messengers, tradespeople, contractors, and all service workers must use the service elevator. Any repairs and/or construction shall be limited to Monday through Friday during

the hours of 9am-4:45pm. All construction is prohibited on weekends and designated holidays.

10. Trunks and heavy baggage should be taken in or out of the building through the service elevator.

11. Garbage and refuse from the apartment shall be disposed of at times and in the manner guided by the superintendent of the building or managing agent and as required by Law. All boxes are to be broken down. Large refuse items/ boxes are to be deposited in bins located in basement. Repeated offenses by a Shareholder may result in fines assessed by the Board.

12. Besides the obvious, nothing should be disposed of, or flushed down toilets. The Lessee shall pay for any damage resulting from the misuse of any toilet, or other water apparatus or from whose apartment it shall have been caused.

13. Dogs should take the service elevator with their owners or walkers. In no event are dog walkers allowed to bring outside dogs into the building.

14. No radio or television aerial, fan, ventilator or air conditioning device shall be attached to or hung from the exterior of the building, nor be permitted to extend or protrude beyond the walls of the building without written approval of the Lessor. If approval has been given, each Lessee will keep the device in good appearance and mechanical repair. The device should be maintained without leaking, or making noise, which disturbs other shareholders. If any such device shall become rusty or discolored, the Lessee will have it painted in a good workmanlike manner and in a standard color, which the Lessor may select for the building. If any Lessee shall fail to keep such a device in good order and repair and properly painted, the Lessor in its discretion may remove such device and charge the cost of removal to the Lessee and it may not be replaced until put in proper condition and only with the further written consent of the Lessor.

15. Shareholders will adhere to the operation hours of the laundry room, when using the laundry facilities. The service elevator should be used for transporting laundry.

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

17. Shareholders should provide the superintendent with a spare key to their apartment for authorized entry as provided in the guidelines of this lease. No new lock shall be installed or altered without first providing a new key to the superintendent.

18. Complaints regarding the service of the building shall be made in writing to the managing agent or Board of Directors of the Lessor.

19. No fences, structures, lattices, flower boxes or equipment for planting purposes shall be erected or installed on the terraces, balconies or roofs of the building without prior written approval of the Lessor; any such installation and any planting may be removed by the Lessor at the expense of the Lessee for the purpose of repairs, upkeep, cleanliness of the terrace, drains and maintenance of the building. No cooking shall be permitted on any terraces, balconies or roofs of the building, nor shall Lessees thereof paint the walls without the prior

written approval of Lessor.

20. The agents of the Lessor and any contractor or workman authorized by the Lessor, may enter any apartment at any reasonable time for the purpose of inspecting the apartment to ascertain whether measures are necessary to control or exterminate vermin, insects, bugs or other pests. In addition they may enter because of water or gas leaks or any and all other purposes that affect the safety of the building and its occupants.

21. Shareholders shall keep the windows of the apartment clean. In case of refusal or neglect of the Lessee during ten days after notice in writing from the Lessor to clean the windows, the Lessor, who shall have the right by its Officers and authorized agents, to enter the apartment for the purpose and to charge the cost of cleaning to the shareholder, may do cleaning.

22. To service the HVAC units properly, it is the responsibility of the lessee to keep the riser pipe access doors fully accessible. Any built in furniture, walls etc. obstructing this access shall be removed if access becomes necessary. The superintendent or designated contractor will attempt to preserve any built-in, etc., but, if this cannot be done, the cost of the repair shall fall on the Lessee.

23. Smoking is highly discouraged within the apartment and building. If smoking occurs within the apartment, a board approved air filtration system must be used. If smoking continues to impact other shareholders, and creates complaints, the lessee will be asked to cease smoking within the apartment.

24. The Lessee is responsible for all of his or her guests. Overnight guests will only be permitted when the Lessee is present unless approval has been requested and granted by the Lessor and/or the Board of Directors.

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

26. These House Rules may be added to, amended or repealed at any time by resolution of the Lessor's Board of Directors.

27. In the event cigarette, electric, cigar, pipe, marijuana, hash, hookah smoke or any other kind of smoke and/or odor leaves an apartment and enters the hallway, public area of the Building or another apartment, the Board of Directors shall have the right to obtain a court order enjoining the occupant of the apartment from which the smoke emanated from smoking in the Building and the Board of Directors shall have the right to seek the eviction of an occupant who smokes in the Building. In addition to all other remedies available to the Board of Directors, violation of this House Rule shall subject the Lessee owning the apartment from which the smoke emanates to: (i) a fine in an amount to be determined from time to time by the Board of Directors and (ii) reimbursement of any fees or expenses (including legal and professional fees) incurred by the Corporation to cause the smoke infiltration into the Building to cease and/or in enforcing this provision.

HOUSE RULES RECEIPT

The undersigned acknowledges receipt of the attached House Rules of 150 East Tenants Corp. I/We have reviewed said Rules and understand same.

This is to confirm that I/We will abide by all House Rules as now in existence or as amended in the future.

Applicant

Date

Applicant

Date