



**REQUIREMENTS FOR THE LEASE
OF A CONDOMINIUM APARTMENT**

DAG HAMMARSKJOLD TOWER CONDOMINIUM

**240 East 47th Street
New York, New York 10017**

Please note: Term may not be less than six (6) months.

Pursuant to the By-Laws of the Condominium, the Board of Managers has the right of First Refusal, and therefore, in accordance with the By-Laws, we request that you submit the following documents:

One (1) Original Set and One (1) Collated Copy Set:

Please Note: the following items (# 11, 12, 14, 15 and 17) do not need to be included in the package submitted to our office as they are enclosed for informational purposes only.

1. Notice of Intention to Lease Condominium Unit (enclosed).
2. Lease Application (enclosed).
3. Lease Agreement (enclosed).
4. Riders to Lease Agreement (enclosed). Must be executed by all parties.
5. Financial Statement (enclosed), signed and dated by all applicants. In the event a Corporation is leasing the unit, the statement must be on the Corporation.
6. Two (2) financial reference letters (i.e. letter from bank indicating type of account, amount on deposit; letter from accountant or stockbroker). In the event a Corporation is leasing the unit, the letters are to be on corporate letterhead.
7. Letter of employment stating position, salary, and length of employment. If you are self-employed, please provide a C. P. A. letter.
8. Four (4) personal reference letters. In the event a Corporation is leasing the unit, the letters are to be on the designated occupant.
9. Unit Owner's Acknowledgement of Leasing Restrictions – to be executed by unit owner and tenant (enclosed).
10. Proof of Identity for each occupant (copy of valid driver's license or passport).

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11. Use of Units Policy/Visitor Authorization Form – for informational purposes (enclosed).
12. Amendment to Rules & Regulations of Dag Hammarskjold Tower Condominium Dated May 3, 2000 (enclosed).
13. Modification of Rules and Regulations regarding Skyline Lounge (enclosed).
14. Use and Indemnity Agreement regarding Skyline Lounge (enclosed).
15. Rules and Regulations regarding Health Club (enclosed).
16. Rules regarding Lounge and Playroom (enclosed).
17. Sprinkler Disclosure Form (enclosed).
18. Window Guard Form (enclosed).
19. Fire Safety Plan and Brochure (enclosed) for informational purposes.
20. Sprinkler Disclosure form (enclosed).

Please note:

- (A) Please be advised that the Board of Managers has a period of thirty (30) days from the day the Board received the application to exercise their “Right of First Refusal.”
- (B) The Board of Managers will be meeting the last Tuesday of the month to review packages. Board packages will have to be submitted two (2) weeks prior to the monthly meeting (by the second Tuesday of the month).
- (C) The Board of Managers may request an interview.
- (D) No application will be considered if Unit Owner’s Account is in arrears including all common charges, assessments and all other charges due and must be paid up to date before the documents go to the Board for review.
- (E) A waiver of the Right of First Refusal is issued on behalf of the Board of Managers.

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- (F) All incomplete applications will be returned by regular mail and will cause delay in processing the application.
- (G) No Move-in may occur until 2 days after approval has been received. All moves must be scheduled in advance with the Superintendent.

SUBMISSION GUIDELINES:

- Please make certain to redact all but the last four digits of your account numbers and social security numbers on all bank statements, brokerage statements and tax returns with the exception of the credit release form.
- Please do not permanently bind or staple any part of your submission. Binder clips are preferred.
- Please use 8.5 x 11 sized paper only.
- Packages should be double sided where possible.
- All packages should include a table of contents.

GENERAL NOTES:

- Incomplete packages will not be accepted.
- All packages should be typed and not handwritten.
- All fees are non-refundable unless otherwise noted.
- Please do not individually envelope each set of the package.
- Please do not submit original documents that you expect returned after the application is reviewed. Submit copies only.
- Please do not include in your submission documents that are provided for informational purposes such as house rules, move policy, alteration agreement etc.
- All reference letters must be signed and must be unique.
- Neither “*The Work Number*” nor any other third party employment verification services are accepted. You must provide an employment verification letter.
- If any documentation in your application is in a language other than English this documentation must be translated into English and certified that the translation is accurate.
- If any financial information included in your application is stated in currency other than USD you must have these items converted into USD and certified that the conversion is accurate.

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FEES FOR UNIT OWNER:

ALL CHECKS MUST BE SEPARATE CERTIFIED, ATTORNEY'S ESCROW CHECKS OR BANK CHECKS OR MONEY ORDERS.

1. Application Processing Fee – check payable to Douglas Elliman Property Management in the amount of **\$700.00** if there is a broker or **\$750.00** if there is not a broker (**must be submitted with Board package**).
2. Move-out Fee (non-refundable) – check payable to Dag Hammarskjold Tower Condominium in the amount of \$1,000.00 (**must be submitted with Board package**).

FEES FOR TENANT:

ALL CHECKS MUST BE SEPARATE CERTIFIED, ATTORNEY'S ESCROW CHECKS OR BANK CHECKS OR MONEY ORDERS.

1. Move-in Fee (non-refundable) – check payable to Dag Hammarskjold Tower Condominium in the amount of \$1,000.00 (**must be submitted with Board package**).

Send the completed package and appropriate copies to the attention of Tara Brown, Closing Department, Douglas Elliman Property Management, 675 Third Avenue, 6th floor, New York, NY 10017 [e-mail address: Tara.Brown@ellimanpm.com].