



HUDSON VIEW REALTY
Licensed Real Estate Broker

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Troy Towers - Sublease Application

Before completing the following application, please take this moment to better understand its purpose.

Unlike a rental building, a cooperative or "coop" consists of units that are individually owned and maintained. Your landlord is the unit owner, and Troy Towers has an on-site office that manages the common areas of the building. To protect the financial integrity of the building, the coop requires financial review and approval of all new sub-tenants as well as new owners in the building. Troy Towers is highly owner-occupied and is thus particularly concerned with maintaining a high quality of life in a safe, well-managed, pleasant environment.

The Troy Towers sub-lease application specifies the documents required of all prospective tenants and co-tenants in order for the Board's admissions committee to approve your sub-lease. It is imperative that the application be completed in its entirety and all requested documents be provided, without exception. Hudson View Realty is here to assist you with completing your application package. For your convenience, we use the same application and required documents for preapproval by the unit landlord so your lease can be signed prior to application to Troy Towers.

Please know that our company takes your privacy very seriously. Your information will be handled with the utmost discretion and confidentiality, and will be shared only with those who must review your application for approval purposes.

We are here to help you. If you have any questions or concerns, please don't hesitate to contact Paula Brown at (201) 866-6500.



Sub-Lease Application Process

HTTAC applicants **must submit three (3) copies** of the application package one (1) week prior to the first or third Monday of the month. The Admissions Committee meets twice per month on the first and third (1st & 3rd) Tuesday of the month; if the packages are not complete, they will be returned with the exception of the application fee. The application package consists of the following:

- ☐ **An original and two (2) copies** of a completed and signed HTTAC Sub-Lease Application form (this document). If the apartment is to be sub-leased to two (2) or more persons, each prospective lessee's information will be required.
- ☐ Three (3) copies of each person(s) photograph who will be living in the apartment.
- ☐ Three (3) copies of State of Federal ID / I.E. Unexpired – Driver's License, Passport, School ID, Employment Authorization.
- ☐ Three (3) copies of a fully executed contract of sub-lease agreement.
- ☐ Three (3) copies of the previous two years of income tax returns and W-2 forms, or corporate returns/partnership papers, if applicable.
- ☐ Three (3) copies of your most recent pay stub.
- ☐ Three (3) copies of three (3) letters of reference.
- ☐ A signed statement of policy regarding subletting at HTTAC (page #10 of this application package).
- ☐ A two hundred (\$200.00) dollar application fee check made payable to the Hudson Troy Towers Apartment Corporation.

Upon receipt of the completed application package no later than one (1) week prior to the first or third (1st or 3rd) Monday of the month, HTTAC will conduct a credit check. After receipt of the credit check and a review of the application, an Admissions Committee interview will be scheduled with the Applicant(s) on the first or third (1st or 3rd) Tuesday of the month. The interview will last approximately thirty (30) minutes. At the end of the interview there will be an opportunity for questions from the Applicant(s). Decisions by the Admissions Committee are based on the applicant's financial qualifications!

Interviews with the Admissions Committee are scheduled for the first or third (1st or 3rd) Tuesday of the month. The final decision will be made at the next subsequent Board Meeting. Only after official notification is made, can the Sub- Lessee/Tenant move-in.

Applicants and the leasing Shareholder will be notified in writing as to the result of the Board's decision, all information received by the Board of Directors during the application process will remain, confidential.

Applicants should note that HTTAC has a **two hundred (\$200.00) dollar move-in/move-out** fee that must be paid prior to a move. Failure to pay the fee will result in a five hundred (\$500.00) dollar fine. Moves should be scheduled no later than two (2) days in advance.

Any questions regarding the application process should be directed to the Management Office.



Sub-Lease Application Form

Applications shall complete the following form. If there are co-applicants, the co-applicants information shall be completed and copied for each co-applicant.

Applicants Information		
General Information Required	Information Provided	
1.Applicant's Name		
2. Co-Applicant's Name (If Applicable)		
3. Apartment Number		
4. Current Owner of Apt. Shares		
Sub-lease Information Required	Information Provided	
5. Monthly Rent		
6. Security Deposit		
7. Lease Commencement Date		
8. Lease Termination Date		
Personal Information Required	Applicant	Co-Applicant
9. Date of Birth		
10.Social Security Number		
11.Street Address		
12 Address – City, State and Zip code		
13.Type of Dwelling		
14.Number of Years Residing there		
15.Home Telephone Number		
16.Business Phone Number		
17.Email address		
Occupation Information Required	Applicant	Co-Applicant
18. Applicant's Employer		
19.Employer's Street Address		
20. Employer's Address – City State and Zip Code		
21. Employer's Telephone Number		
22. Applicant's Position and Title		
23. Length of Employment		
24. Current Salary		
25. Personnel Director / Supervisor Name and Telephone Number		



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Financial Information Required	Applicant	Co-Applicant
26. Banking Institution Name (s)		
27. Bank's Street Address		
28. Bank's Address – City State and Zip Code		
29. Savings Account Number		
30. Checking Account Number		
31. Stock Account Number		
32. Have you ever been convicted of a crime?		
33. Have you or any company or business in which you are or were principal, filed for. Or been forced into bankruptcy?		
34. Is there any outstanding litigation involving you or any company in which you have a substantial (greater than 5%) interest?		
35. Are you subject to any judgment, lien, tax lien or court ordered lien?		
36. Has any property you have ever owned or had a substantial interest in, been the subject of a foreclosure proceeding (give details).		
Reference Information Required	Applicant	Co-Applicant
37. Applicant's Present Landlord – Name and Phone Number		
38. Applicant's Present Landlord's Address		
General Information Required	Applicant	Co-Applicant
39. If Represented by an Attorney – Name of the Attorney		
40. Attorney's Telephone Number		
41. Attorney's Address		
42. Number of people who will be occupying the apartment.		
43. Family consists of (list name and ages of family members who will be living in the apartment.		
Addresses of Other Residences Owned by the Applicant		



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In applying for approval of this proposed Sub-lease, the undersigned understands that such approval is required by the terms of the Proprietary Lease and that this application is subject to the approval of the Board of Directors of the Hudson Troy Towers Apartment Corporation. The undersigned: also understands that the information requested herein is essential to the application because this is a cooperative apartment house in which the stockholders reside and because of the desire of the stockholders to maintain a financially qualified group of residents in the building. The undersigned also agrees to meet in person with representatives of the cooperative apartment cooperation when requested to do so.

The undersigned further acknowledges receipt of the Proprietary Lease, House Rules and Statement of Policy regarding Subleasing at the Hudson Troy Towers Apartment Corp. and agrees to abide by all of the terms and conditions set forth therein.

Signature of Applicant

Date

Signature of Co-Applicant

Date



Statement of Policy Regarding Subletting

Any tenant found to have rented illegally is deemed to have an illegal tenant. An illegal tenant is a tenant who is not on file with the office and has not been approved by the Admissions Committee. The following fines will be applied against the shareholder of the apartment occupied by the illegal tenant:

- After the first notice is sent to the shareholder and the tenant, the shareholder/tenant has thirty (30) days to remedy the situation. If after thirty (30) days the illegal tenant is still occupying the apartment and the shareholder has made no arrangements with the Board of Directors to remedy the situation, the shareholder and tenant are considered to be in breach of the by-laws and is subject to the following fines.
- At thirty (30) days of illegal tenancy, a fine of five hundred (\$500.00) dollars will be imposed. Each additional month that an illegal tenant is in possession of the apartment, an additional fine of one hundred (\$100.00) per month in addition to the five hundred (\$500.00) dollars will be added. In addition, if a fine is not paid within thirty (30) days, a lien will be placed against the shareholder's stock in the corporation.

Signature of Applicant

Date

Signature of Co-Applicant

Date



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