

Shareholders Interested in Subletting

The below excerpts are reprinted from the Valley Park Estates House Rules. This information is brought to your attention, so that you are aware of certain conditions pertaining to the subletting of your unit. Should you have any questions or concerns, please feel free to call the Manager's Office.

(23) Shareholders shall be held fully responsible for the actions of their subtenant, guests, servants, employees, and family members.

(24) Shareholders that wish to sublease their unit must comply with the following:

- I. Shareholder must have occupied apartment at least 18 months before applying for a subleasing application.*
- II. Prospective tenant(s) are subject to approval of Admission Committee, completed application, and all applicable fees.*
- III. Yearly approval to renew tenancy must be obtained from the Manager's Office.*
- IV. Only those approved by the Admission Committee may occupy the apartment through out the term.*
- V. The Board of Directors reserves the right to revoke or withdraw any approval given.*
- VI. No subtenants will be permitted to harbor or keep a dog.*

(24a)** Any Shareholder of record who does not reside in his/her apartment will incur a monthly **sublet surcharge fee of \$25.

***(24b)** A fee of \$500 per month will be charged as additional rent to any Lessee who sublets their apartment without prior Board of Directors approval. In addition, the Lessee will automatically be referred to Legal counsel for legal action in terminating the Proprietary Lease. Additionally, the Lessee will be subject to all Legal fees incurred by the Cooperative.*

The below is an excerpt from a Recognition Agreement that the Co-operative has signed with your bank. Accordingly, in order for the Co-operative to grant your sublet application, consent from your bank must be included with the application. You should contact your mortgage bank and advise them that pursuant to this Recognition Agreement you are seeking a consent letter.

2 (a) You will not consent to any further encumbrances, subletting, termination, cancellation, surrender or modification of the Apartment by the Lessee without our approval, which we will not unreasonably withhold but this provision shall not apply to any modification or termination which, by the terms of the Lease, may be effective against a Lessee when approved by a fixed percentage of other holders of your shares, or which may be effective against a Lessee when approved by a fixed percentage of other holders of your shares, or which may be effective in the event of condemnation or casualty.

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 675 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