

Morningside Heights Housing Corporation

80 LA SALLE STREET
NEW YORK, N.Y. 10027-4711

PHONE: (212) 865-3631
FAX: (212) 866-8626

MEMORANDUM

DATE: _____

TO: _____

FROM: Tenant Selection Committee

RE: **Paying Roomer**

Please note that both the Shareholder(s) and the person applying to be a roomer must sign the application form and supply a copy of a photo ID which will be kept on file. The Tenant Selection Committee prefers that you sign together in the presence of a person representing the Corporation. The Sales and Transfer Manager will receive your application and notarize your signatures once you have filled out the forms. The Secretary to the General Manager is also authorized to receive the forms and witness your signatures.

The Tenant Selection Committee itself does not interview you or your roomer, but note that a paying roomer can stay in your apartment only if you are still residing there as well.

If you plan to be living somewhere else, and wish to have someone occupy your apartment, you must file an application for a sublet. The Sales and Transfer Manager can supply you with those forms.

Once your forms have been completed, they should be left with the Sales and Transfer Manager, the Secretary to the General Manager or the Receptionist. The application will be placed in the Tenant Selection Committee Box in the Management Office. Within 30 days the Tenant Selection Committee will review the application and you will be notified of the Committee's decision that week.

The Tenant Selection Committee meets twice a month, usually on the first and third Mondays.

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Application for a Paying Roomer

The rental of a room by a Shareholder to a Paying Roomer is not encouraged, but neither is it prohibited. The Corporation recognizes that under certain circumstances, a Shareholder may need to have someone occupy a room for either companionship or income or both. Such occupancy is permitted only on the condition that the Shareholder shall also continue to occupy the apartment. Prior to arrangements becoming effective, an application must be submitted to and approved by the Tenant Selection Committee.

Shareholder Information

Name(s) of Shareholder(s): _____

Building #: _____ Apt. #: _____ Basic Monthly Maintenance \$ _____

Home Phone: _____ Business Phone: _____

Name(s) of other family member(s) residing in the apartment: _____

Reason for Paying Roomer: _____

Period of Occupancy*: From: Mo. _____ Day _____ Year _____ To: Mo. _____ Day _____ Year _____

*Maximum allowable period is two years. If renewal is desired, a timely application with updated information must be submitted for approval by the Tenant Selection Committee.

Roomer Information

Name of Roomer: _____ Age: _____ Sex: _____

Present Address: _____

Relationship to Shareholder(s): Relative _____ Friend _____

Employee _____ Other _____

Occupation: _____

Employer: _____

Person designated by roomer to notify in case of emergency:

Name: _____

Address: _____

Home Phone: _____ Business Phone: _____

Roomer’s payment: (The roomer cannot be asked to pay more than 50 percent of the basic maintenance. Basic maintenance does not include electricity.) _____

If no charge, state reason: _____

Two letters of reference and a copy of a photo ID supplied by the roomer must accompany this application.

Note:

- No furniture shall be moved in or out by a roomer. A furnished room must be provided by the Shareholder.
- A paying roomer is not eligible to be included on the stock certificate or to sign the lease.
- It is the responsibility of the Shareholder to notify the Tenant Selection Committee of any change in this agreement.

_____ Date: _____
Signature of Shareholder

_____ Date: _____
Signature of Shareholder

_____ Date: _____
Signature of Roomer

STATE OF NEW YORK]
] SS:
COUNTY OF NEW YORK]

Sworn to before me this _____
day of _____, _____

Notary Public