

1st Date Stamp
(when received by office)

2nd Date Stamp
(when complete)

MORNINGSIDE HEIGHTS HOUSING CORPORATION
80 LaSalle Street
New York, N.Y. 10027-4711

LONG-TERM SUBLET APPLICATION

(Please read the entire application including the summary of sublet policies. Complete all items, indicating N/A if an item is not applicable. Type or print legibly.)

Subletting a Morningside Gardens apartment is a privilege, not a right of property ownership, and therefore a valid reason for doing so is a condition of obtaining approval from the Tenant Selection Committee. *(Those who have been Shareholders in Morningside Gardens for less than one year are not permitted to sublet their apartments.)*

1. Name(s) of Shareholder(s): _____
2. Address of Apartment to be Sublet: Building # _____ Apartment # _____
3. Home Phone: _____ Business Phone: _____
4. Date of Closing (per stock certificate) for this apartment: _____
5. Have you previously sublet during the past 24 months? Yes _____ No _____
If yes, give dates below.
From: _____ To: _____
From: _____ To: _____
From: _____ To: _____
6. Reasons for wanting to sublet (attach appropriate documentation – see Policies section): _____

7. Period of Sublet: From: Mo. _____ Day _____ Year _____ To: Mo. _____ Day _____ Year _____

8. Forwarding Information (where Shareholder can be reached during sublet):

(a) Address: _____

(b) Phone Number: _____

9. Subtenant's Rent: \$ _____ per month (*Please fill in an exact amount.*)

I hereby request permission to sublet the above apartment to the following person(s), and in so doing, will observe all policies regarding sublets and concerning my lease with MHHC.

10. Name(s) of Subtenant(s): _____

11. Current Address: _____

12. Current Phone: _____

13. Employer: _____

14. Occupation: _____

15. Business Phone: _____

16. Person (named by subtenant) to notify in an emergency: _____

17. Address: _____ Phone: _____

18. Names of all persons who will reside in the apartment:

<u>Name</u>	<u>Relationship</u>	<u>Age</u>	<u>Occupation</u>	<u>Business Phone</u>

MORNINGSIDE GARDENS POLICIES GOVERNING LONG-TERM SUBLETS

House Rule 33, as amended by the Board of Directors of Morningside Heights Housing Corporation on June 24, 2003, provides in part: "Occupancy of an apartment by one or more members of a Shareholder's family *or anyone else (emphasis added)* when the Shareholder is not concurrently occupying the apartment is a sublet, whether or not money or other consideration is received, and requires prior approval by the Corporation."

I fully understand that I/We must:

- Fill out, sign and submit to the Tenant Selection Committee, (a) the Long-Term Sublet Application and (b) the Sublease Agreement between the Shareholder and the subtenant on the form attached to the Sublet Application, at least 30 days in advance of the proposed start date so that the Tenant Selection Committee can arrange to interview the prospective subtenant(s). A significant administrative fee will be charged for late filing.
- Provide documentation to support a reason for subletting as illustrated by the following examples:
 - (a) Temporary job transfer or new job out of town – give letter from employer
 - (b) Care for elderly relative(s) – give name(s) and address(es)
 - (c) Health reasons – give recommendation from health care provider
 - (d) Academic leave – give evidence of leave, or evidence of plan to work or study out of town
 - (e) Travel – give copies of tickets, itinerary, address(es) of destination(s)
- Provide two written references for subtenant(s) from other than the Shareholder or Shareholder's family.
- **Agree that no furniture will be moved in or out of the apartment in preparation for or during the sublet.**
- Adhere to the Corporation's maximum occupancy limitations.
(Studio, 2 persons; 1 bedroom, 3; 2 bedrooms, 4; 3 bedrooms, 6.) See House Rule 36.
- Make arrangements regarding parking space (if applicable) with the Sales and Transfer Office.
- Be responsible for prompt and regular payment of maintenance.
- Pay a surcharge equal to 50 percent of the total maintenance, which will appear on my monthly statement and which may be included in the rent charged the subtenant.
- Agree to re-occupy the apartment for at least 24 months before applying for any other sublet.

In conclusion, I/We realize that any violation of the aforementioned by the undersigned or the subtenant(s) will result in a substantial administrative fee and possibly legal action to terminate the Shareholder's tenancy.

If joint Shareholders, both must sign.

Signature of Shareholder

Date: _____

Signature of Shareholder

Date: _____

Signature of Sublessee

Date: _____

Interviewed by:

Date: _____

Approved by:

Tenant Selection Committee

Date: _____

Note: Picture ID's required for all sublessees.

(6/09)