

DYNASTY PROPERTY MANAGEMENT INC.

Trusted Operators of Residential and Commercial Properties

216 West 104th Street, Suite B

New York, New York 10025

Office: 212-837-1835 Fax: 646-519-3955

Building:

No. of Collated Sets: __ (1 Original & __ Set)

Attached please find the resale package you requested.

The package outlines all the information the Board of Directors requires, and the number of **collated** copies that must be submitted. We strongly recommend that you use the outline as a check list prior to submitting your Board package. The information requested is the information that is required by the Board of Directors, there are no exceptions. Due to the volume of packages received, we cannot hold incomplete packages and same will be returned, which will only delay the process.

Please keep the following timeframe in mind, when submitting your sublet package.

DYNASTY PROPERTY MANAGEMENT INC.

216 WEST 104th STREET, SUITE B

NEW YORK, NEW YORK 1 0 0 25

OFFICE: 212-837-1835

F A X: 646-519-3955

SUBLET PACKAGE

Dear Shareholder(s):

The Board of Directors of this Corporation has established minimum financial criteria for prospective Subtenants:
No. of collated copies: __ (1 Original and __ set of copies)

1. Sublet Application, completed and signed (form attached).
2. Statement of Condition (form attached).
3. Copy of driver's license of each applicant.
4. Two (2) years of Federal Tax Returns only with W2 or 1099.
5. Copy of last two weeks of pay stubs.
6. Three (3) personal reference letters.
7. One (1) business letter.
8. Letter from present landlord or Managing Agent stating residency status.
9. Letter from employer(s) stating job function, salary and length of employment. If self-employed, provide your business' latest balance sheet, profit and loss statement.
10. Letter from bank(s) stating type of account, dollar amount, age of account and if in good standing.
11. Window Guard/Lead Paint Disclosure form
12. Nameplate request form must be completed and returned (form attached).
13. Sprinkler Disclosure Form (form attached).
14. Bedbug Disclosure Form (form attached).
15. Signed Copy of Co-ops house rules (please submit only the last page signed).
16. Non-refundable processing application fee of **\$450.00**, payable to **DYNASTY PROPERTY MANAGEMENT INC**, or pay online. (must be submitted with the package).
17. Move in/Move-out fee in the amount of **\$500.00** refundable payable to the Coop _____.
18. Board fee in the amount of **\$150.00** non-refundable payable to the Coop _____.

19. **Subtenant:**

- i **\$450.00** non-refundable processing application fee certified/bank check payable to **DYNASTY PROPERTY MANAGEMENT INC., or pay online**, upon submission of purchase application.
- ii Move-in Board fee **\$150.00** Non-refundable payable to the Coop _____.
- iii Credit Report(s) **\$150.00** for one applicant, if two Subtenants (applicants) **\$100.00** per applicant, payable to **DYNASTY PROPERTY MANAGEMENT INC, or pay online. This fee is non-refundable**
- iv Move-in/move-out fee of **\$500 .00** (refundable fee after inspection of building) certified or bank check payable to the Coop _____.

Subtenant must obtain rent insurance prior to closing moving into Coop naming DYNASTY PROPERTY MANAGEMENT INC., owner and the Coop as additional insured. Subtenants must use a licensed moving company and proof of insurance must be provided to DYNASTY PROPERTY MANAGEMENT INC. naming DYNASTY PROPERTY MANAGEMENT INC., owner the Coop as additional insured.

THE PROCESS

Once the application is submitted to DYNASTY PROPERTY MANAGEMENT INC., it is reviewed for completeness. As stated above, if it is not complete, you will be notified. If it is complete, it will be forwarded to the Board for review with five to seven days after it is received. Board review of the application can take a **substantial** period of time depending upon the Board's workload, schedule and the time of year. When they have completed their review, if the Board wishes, they will authorize us to contact the prospective Subtenant to set up an interview. We will call the broker/owner to advise him/her of the status of the application after the interview. Throughout the process we will contact the Shareholder or Broker only when there is information to report. We will not have information to report until the Board notifies our office of its decisions.

Calling us to ascertain the status of the application WILL NOT expedite the process and requests to call the Board will have to be denied. Please assign one person in the transaction to be the contact. The Board contacts us when they have met and reviewed the application and instructs us to set up an interview appointment with the Subtenant when the Board has passed on the application. The date of the next Board meeting may be irrelevant, as most Boards do not interview prospective applicants at regularly scheduled Board meetings.

If the above procedures are followed, the process should go smoothly. We wish you success in you endeavor to rent your home and welcome you to DYNASTY PROPERTY MANAGEMENT INC., managed building.

Due to the increase in identify theft we are strongly suggesting that you black-out several numbers (Ex: 1X4X67X) on your bank and brokerage statements and cross out your social security number(s) completely on your tax returns, please be advised that your social security number is only needed so that we can run a credit report.

In addition, please be advised that after the Board is completed with the review of your package for purchase, subletting and/or refinancing the information provided will be shredded. The original is kept by management and is never released to anyone without consent.

If you have any questions, please do not hesitate to contact DYNASTY PROPERTY MANAGEMENT INC.

NOTE: YOU MUST HAVE MADE ORIGINAL & _ COPIES = TOTALING _ SETS OF THE BOARD PACKAGE AND INCLUDE ALL REQUIRED DOCUMENTS TO DYNASTY PROPERTY MANAGEMENT INC. FOR SUBMISSION TO THE BOARD OF DIRECTORS.

SUBLET APPLICATION FOR COOPERATIVE

Listing Broker: _____ Brokerage Firm Name: _____
Telephone: _____ Email: _____

Co-Broker: _____ Brokerage Firm Name: _____
Telephone: _____ Email: _____

Property Address _____ Apt. No _____

Monthly Rent \$ _____

Shareholder's Name _____ Tel. No _____

Shareholder's Forwarding Address _____

Tel# _____ E-mail address _____

Approximate Move in Date & time _____

INFORMATION REGARDING SUBTENANT
(Submit separate Purchase Application for additional Subtenants)

Subtenant Name: _____ D.O.B. _____ S.S. # _____

Subtenant's Address: _____ State _____ Zip code _____

Subtenant's E-mail: Address: _____

Length of Occupancy _____ Tel. # _____ Other Tel. # _____

Rent \$ _____

Name if all persons and relationships who will reside in apartment and, if children, please state number:

Name of all residents in the building known by applicant: _____

Does applicant wish to maintain any pets? If so, please specify _____

REFERENCES

LANDLORD:

Present Landlord or Agent (If less than 2 years please fill out previous landlord below)

Address: _____ Tel. # _____

Previous Landlord or Agent _____

Address: _____ Tel. # _____

Address of previous residence and approximate length of occupancy _____

REFERENCES (cont.)

FINANCIAL (Please list first the bank, type of account (savings, checking, money market, etc.) and account number with the most assets.)

A. Bank _____
Type of Account _____ Acct. # _____
Address _____

B. Bank _____
Type of Account _____ Acct. # _____
Address _____

C. Certified Public Accountant, if any _____
Address _____

D. For information regarding sources(s) of income contact _____

BUSINESS PROFESSIONAL REFERENCES:

1. Name _____
Address _____

2. Name _____
Address _____

PERSONAL REFERENCES:

1. Name _____

Address _____

2. Name _____

Address _____

SPECIAL REMARKS:

Please give any additional information which may be pertinent or helpful:

The undersigned hereby affirms that the information contained in this application is true and accurate to the best of his/her knowledge and belief.

(Signature of Subtenant)

Date

(Signature of Subtenant)

Date

STATEMENT OF FINANCIAL CONDITION

Name _____

Address _____

For the purpose of procuring credit from the above named company, or its assigns, the following is submitted as being a true and accurate statement of financial condition of the undersigned on the _____ day of _____ 20____

FILL ALL BLANKS, WRITING "NO" OR "NONE" WHERE NECESSARY TO COMPLETE INFORMATION

ASSETS		
Cash in Banks		
Savings & Loan Shares		
Earnest Money Deposited		
Investments: Bonds & Stocks -see schedule		
Investment in own Business		
Real Estate owned-see schedule		
Year Make		
Automobiles:		
Personal Property & Furniture		
Life Insurance		
Cash Surrender Value		
Other assets-Itemize		
TOTAL ASSETS		

LIABILITIES		
Notes payable:		
To Banks		
To Relatives		
To Others		
Installment Accounts Payable:		
Automobile		
Other		
Other Accounts Payable		
Mortgages payable on Real Estate - see schedule		
Unpaid Real Estate Taxes		
Unpaid Income Taxes		
Chattel Mortgages		
Loans on Life Insurance Policies (Include Premium Advance)		
Other debts-Itemize		
TOTAL LIABILITIES		
NET WORTH		
TOTAL LIABILITIES & NET WORTH		

APPLICANT & SPOUSE SOURCE OF INCOME
BASE Salary
S/E Income
Bonus & Commissions
Dividends and interest income
Real Estate Income (Net)
Spouse income (specify)
Other income-itemize
TOTAL

PERSONAL INFORMATION
Occupation or Type of Business
Employer
Position held No. of years
Partner or officer in any other venture or other employment
Single Married Divorced Children (Ages)
Age Age of Spouse Other Dependents

APPLICANT & SPOUSE SOURCE OF INCOME
As Endorser or Co-maker on Note
Alimony payments (Annual)
Are you defendant in any legal action?
Are there any unsatisfied judgments?
Have you ever taken bankruptcy? Explain:

GENERAL INFORMATION
Personal bank accounts carried at:
Savings & Loan Accounts at:
Purpose of Loan

SCHEDULE OF BONDS AND STOCKS

AMOUNT OR NO.SHARES	DESCRIPTION Enter Valuation in Proper Column →	MARKETABLE ACTUAL MARKET VALUE	NON-MARKETABLE (UNLISTED SECURITIES) ESTIMATED WORTH

SCHEDULE OF REAL ESTATE

DESCRIPTION LOCATION	COST	ACTUAL MARKET VALUE	MORTGAGE AMOUNT

SCHEDULE OF NOTES PAYABLE

Specify any assets pledged as collateral, indicating the liabilities which they secure:

TO WHOM PAYABLE	DATE	AMOUNT	DUE	INTEREST	ASSETS PLEDGED AS SECURITY

The foregoing statements and details pertaining thereto, both printed and written, have been carefully read and the undersigned hereby solemnly declares and certifies that same is a full and correct exhibit of my/our financial condition.

Date _____

Signature of Applicant

Signature of Spouse/Co-Applicant

EMPLOYMENT INFORMATION

Applicant Name: _____

Occupation & Title: _____

Employer: _____

Address: _____

Telephone No.: _____ How Long with present: _____

Name of Supervisor _____ Supervisor Tel. # _____

Salary per annum \$ _____ Commission & Bonus \$ _____

APPLICATION TO SUBLET QUESTIONNAIRE

Question	Yes or No
1. Have you any outstanding judgments?	_____
2. In the last 7 years, have you declared bankruptcy?	_____
3. Have you had property foreclosed upon or given title or deed in lieu thereof?	_____
4. Are you a co-maker or endorser on a note?	_____
5. Are you a party in a lawsuit?	_____
6. Are you obligated to pay alimony, child support or separate maintenance?	_____
7. Will any part of your cash payment be borrowed?	_____
8. Do you or any member of your family have diplomatic status?	_____

If a "Yes" answer is given to a question above, explain below and/or on a separate sheet.

Print Name

Signature & Date

**DYNASTY PROPERTY MANAGEMENT INC.
216 WEST 104th STREET, SUITE B
NEW YORK, NEW YORK 10025
OFFICE: 212-837-1835 FAX: 646-519-3955**

TO ALL APPLICANTS:

Please be aware that DYNASTY PROPERTY MANAGEMENT INC. as Agent for the Corporation, in which you are making application to, cannot guarantee that the Interview Committee will meet with a prospective subtor. Also, DYNASTY PROPERTY MANAGEMENT INC. has no influence over the disposition of any resale/sublet application by The Board of Directors.

All fees paid to DYNASTY PROPERTY MANAGEMENT INC. are non-refundable regardless of The Board of Directors decisions.

Signature: _____

Signature: _____

Date: _____

MOVE IN-MOVE OUT POLICY

PROPERTY: _____.

Upon approval of a sale or sublease, the following rules must be complied with:

1. MOVE-IN / MOVE OUT can ONLY take place Monday through Friday between the hours of 8:30 AM and 4:30 PM. THERE IS NO EXCEPTION TO THIS RULE.
2. A move-in board fee in the amount of **\$150.00** Non-refundable payable to _____.
3. Please provide a Certificate of Insurance from the moving company for property damage and general liability & worker's compensation:
4. Please provide apartment insurance naming _____ & Dynasty Property Management Inc.

ADDITIONAL INSURED:

The Board of Directors of _____ &
DYNASTY PROPERTY MANAGEMENT INC.

CERTIFICATE HOLDER:

{Shareholder(s) / Subtenant(s)}

Address: _____

Apt. No.: _____

NAMEPLATE REQUEST

Please complete the information requested on this form and mail or return to the management office as soon as possible.

Apartment # _____

Name on Intercom Directory: _____
(Please print)

Name on Mailbox: _____
(Please print)

Signature: _____

Date: _____

CREDIT CHECK AUTHORIZATION

Thank you for your application. Please complete all the information below.

Today's Date: _____

Applicant's Full Name: _____

Current Address: _____

City: _____ State _____ Zip _____

How many years at present address _____

How many years at Employment _____ Your Monthly Wages _____

Work Telephone # _____ Home Telephone # _____

Date of Birth: _____ Social Security # _____ - _____ - _____

I hereby warrant that all my representations set forth above are true. I recognize the truth of the information contained herein is essential.

I authorize a credit search by social security number. There will be a **non-refundable charge of \$150.00** for a credit check with FICO score per person, and if two applicants **\$100.00** per person. This payment can be made in cash or by money order payable to DYNASTY PROPERTY MANAGEMENT INC. **PLEASE NOTE YOU WILL NOT BE CHARGED THIS FEE IF YOUR CREDIT WAS OBTAINED THROUGH THE SALE BROKER.**

SIGNATURE _____ DATE _____

DYNASTY PROPERTY MANAGEMENT INC.

216 West 104th Street, Suite B New York, NY 10025

(Phone 212-837-1835) – (Fax: 646-319-3953)

DYNASTYMANAGEMENTNYC.COM

Keep the top part of form for your records

Annual Notice to Tenant or Occupant in all Buildings with Apartments Protect Your Child from Window Falls and Lead Poisoning.

You are required by law to complete and return this form to your landlord before **February 15** each year. If you do not return this form your landlord/ Owner is required to visit your apartment to find out the ages of children living with you. Call 311 for more information on preventing window falls and lead poisoning.

Window Guards

- The Landlords/Owners are required by law to install window guards in all your windows if a child is age 10 years or younger lives with you, or if you ask for them (even if no children live with you). However windows that open to fire escapes and windows on the first floor used as a fire exits should not have window guards.
- Window Guards should be installed so there is no space greater than 4 ½ inches above or below the guard, on the side of the guard, or between the bars.
- It is against the law for you to refuse, interfere with the installation, or remove the window guards when they are required.

The above requirements apply to all buildings with 3 or more apartments regardless of when they were built.

Peeling Lead Paint

- Landlords/Owners are required by law to inspect your apartment for peeling paint and other lead paint hazards at least once a year if a child age 6 years or younger lives with you.
- Always report peeling paint to your landlord/Owner. If a child age 6 years or younger lives with you, your landlord must inspect your apartment. Landlord/Owner must provide you with the results of these paint inspections.
- Landlord/Owner must use safe work in practices to repair all peeling paint and other lead paint hazards.
- If you have a baby or if a child age 6 years or younger comes to live with you during the year, you must notify Landlord/Owner in writing.

The above requirements apply to buildings with 3 or more apartments built before 1960, or built between 1960 and 1978 if the landlord knows that lead paint is present in the building.

Fill Out and detach the bottom part of form and return in envelope.

Please check Yes or NO:

- | | | | | |
|---|-----|----|--------------------------|--------------------------|
| 1. A child age 10 years or younger lives in my Apartment: | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| If No: I want window guards even though no children age 10 years or younger live in my apartment: | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| If Yes: A child age 6 years or younger lives in my apartment: | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Window guards are installed in all windows as required: | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Window guards need maintenance or repair: | Yes | No | <input type="checkbox"/> | <input type="checkbox"/> |

Perspective Owner:
Apartment Number:
Address:
City, State & Zip Code:

Name of Perspective Owner (print) _____
 Name of Perspective Owner (print) _____

Perspective Owner's Signature _____
 Perspective Owner's Signature _____

Date: _____
 Date: _____

Return To:

C/O DYNASTY PROPERTY MANAGEMENT INC.
216 WEST 104TH STREET, STE B
NEW YORK, NEW YORK 10025

**THE REAL ESTATE BOARD OF NEW YORK, INC.
SPRINKLER DISCLOSURE LEASE RIDER**

Pursuant to the New York State Real Property Law, Article 7, Section 231-a, effective December 3, 2014 all residential leases must contain a conspicuous notice as to the existence or non-existence of a Sprinkler System in the Leased Premises.

Name of buyer(s): _____

Lease Premises Address: _____

Apartment Number: _____ (the "Lease Premises")

Date of Closing: _____

CHECK ONE:

1. There is NO Maintained and Operative Sprinkler System in the Leased Premises.
2. There is a Maintained and Operative Sprinkler System in the Leased Premises

A. The last date on which the Sprinkler System was maintained and Inspected was on _____.

A "Sprinkler System" is a system of piping and appurtenances designed and installed in accordance with generally accepted standards so that heat from a fire will automatically cause water to be discharged over the fire area to extinguish it or prevent its further spread (Executive Law of New York, Article 6-C, Section 155-a(5)).

Acknowledgment & Signatures:

I, the Buyer, have read the disclosure set forth above. I understand that this notice, as to the existence or non-existence of a Sprinkler System is being provided to me to help me make an informed decision about the Leased Premises in accordance with New York State Real Property Law Article 7, Section 231-a.

Buyer: Name: _____

Signature: _____ Date: _____

Name: _____

Signature: _____ Date: _____

Seller: Name: _____

Signature: _____ Date: _____

State of New York
Division of Housing and Community Renewal
Office of Rent Administration
Website: www.nysdhr.gov

NOTICE OF TENANT
DISCLOSURE OF BEDBUG INFESTATION HISTORY

Pursuant to the NYC Housing Maintenance Code, an owner/managing agent of residential rental property shall furnish to each tenant signing a vacancy lease a notice that sets forth the property's bedbug infestation history.

Buyer(s) Name:

Subject Premises:

Apt. #:

Date of vacancy of

Proprietary lease:

BEDBUG INFESTATION HISTORY
(Only boxes checked apply)

There is no history of any bedbug infestation within the past year in the building or in any apartment.

During the past year the building had a bedbug infestation history that has been the subject of eradication measures. The location of the infestation was on the _____ floor(s).

During the past year the building had a bedbug infestation history on the _____ floor(s) and it has not been the subject of eradication measures.

During the past year the apartment had a bedbug infestation history and eradication measures were employed.

During the past year the apartment had a bedbug infestation history and eradication measures were not employed.

Other: _____

Signature of Tenant(s): _____ Dated: _____

Signature of Owner/Agent: _____ Dated: _____

EXHIBIT 4

HOUSE RULES FOR _____.

[NOTE: All references to "Shareholder" in these House Rules also apply to the family, guest and subtenants of the Shareholder.]

- (1) The public halls and stairways of the building shall not be obstructed or used for any purpose other than as entrance to and exit from the apartments in the building, and the fire escapes shall not be obstructed in any way.
- (2) Children shall not play in the public halls, courts, stairways, fire escapes or elevators and shall not be permitted on the roof unless accompanied by a responsible adult.
- (3) No public hall above the ground floor of the building shall be decorated or furnished by a Shareholder in any manner without the prior consent of all of the Shareholders on that floor. If there is disagreement among Shareholders or a question about the decoration or furnishing of the ground floor, the Board of Directors shall decide.
- (4) No article shall be placed in the halls or on the staircase landings or fire towers, nor shall anything be hung or taped on the doors, windows, terraces or balconies or placed upon the window sills of the building.
- (5) No baby carriages, bicycles, scooters or similar vehicles shall be allowed to stand in the public halls, passageways or courts of the building.
- (6) Awnings or window air conditioning units, washing machines, dishwashers or dryers may not be used in or about the building except as shall have been expressly approved by the Corporation. No objects shall be projected out of any window of the building without the express approval of the Corporation.
- (7) No sign, notice, advertisement or illumination shall be written or hung from any window or other part of the building, except as has been approved in writing by the Corporation or its managing agent.
- (8) No radio or television antenna shall be attached to or hung from the exterior of the building without the prior written approval from the Corporation.
- (9) No Shareholder shall make or permit any disturbing noises in the building or do or permit anything to be done therein which will interfere with the rights, comfort or convenience of other Shareholders. No Shareholder shall play or allow to be played musical instruments or permit to be played a phonograph or a radio or television in a loud manner between the hours of eleven (11:00) o'clock p.m. and eight (8:00) o'clock a.m. the next morning so as to disturb or annoy other occupants of the building.
- (10) No construction or repair work or other installation involving noise shall be conducted in any apartment except on weekdays (not including legal holidays) and only between the hours of 8:30 a.m. and 5:00 p.m. and must obtain prior approval from the Corporation or its managing agent.
- (11) Garbage and refuse from the apartments shall be disposed of only at such times and in such manner as the superintendent or the managing agent of the building may direct.

- (12) Toilets and other plumbing fixtures in the building shall not be used for any purposes other than those for which they were constructed, nor shall any sweepings, rubbish, rags or any other articles be thrown into toilets. The cost of repairing any damage resulting from misuse of any toilets or other plumbing fixtures shall be paid for by the shareholder.
- (13) No Shareholder shall send any employee of the Corporation out of the building on any private business of Shareholder.
- (14) Birds or animals may be kept in an apartment unless they are, in each instance, expressly disapproved in writing by the Corporation. In no event shall dogs be permitted in any of the public portions of the building unless carried or on a leash.
- (15) Complaints regarding the service of the building shall be made in writing to the Corporation or its managing agent.
- (16) The Corporation may revoke at any time any consent or approval which it has given under these House Rules.
- (17) Shareholder shall observe all rules about the security of the building and its resident which The Board of Directors approves and issues in writing to the Shareholders.

Print Name: _____

Signature: _____

Date: _____