

**166 TENANT'S CORP.**

166 EAST 78<sup>TH</sup> STREET  
NEW YORK, NY 10075

**SUBLET APPLICATION**

Thank you for your inquiry regarding the sublet of an apartment at 166 Tenant's Corp., 166 East 78<sup>th</sup> Street, New York, NY 10075. In order for the Board of Directors to consider the applicant(s), the documentation outlined herein must be completed and returned to:

Robert Eberhart Real Estate  
208 East 85 Street  
New York, NY 10028

It is required that one (1) original set with all the original forms and letters of references, along with a PDF file of all documents, be submitted to the above address. The PDF should be submitted by email to [robert@eberhartmgmt.com](mailto:robert@eberhartmgmt.com) AND on CD to the office address along with the paper copy. Once the completed package is received in our office, it is then reviewed to ascertain that all of the required documentation has been included. Once we receive the credit check on the applicant(s), we forward the package to each member of the Board of Directors.

**ALL DOCUMENTS MUST BE SUBMITTED at one time.** Please allow TWENTY (20) business days for the package to be reviewed and, provided the package is complete, to be sent to the Board of Directors for their review.

Upon review of these documents, the Board will advise whether any additional information is required. Provided your application is complete and has been approved by the Board for interview, you will be advised of a confirmed interview date and time by Robert Eberhart Real Estate. The Board will render a decision after their interview is conducted, possibly at their next meeting, or as soon as a consensus by email can be reached. Meeting with the Board is critical.

If you have any questions regarding the application process, please contact Robert Eberhart at (212) 734-3272 or by email at [robert@eberhartmgmt.com](mailto:robert@eberhartmgmt.com).

## REQUIREMENTS:

1. Applicant's Release (enclosed)
2. Credit/Background Check Authorization (enclosed)
3. Sublet Application (to be completed by Shareholder(s) and Applicant(s)) (enclosed)
4. Copy of Sublease Agreement with Riders (if any). Must not be for less than or more than one (1) year. **MUST BE FULLY EXECUTED.**
5. Financial Statement with Schedules **MUST BE COMPLETED** (enclosed)
6. Verification of Assets – Two months consecutive bank statements. Last two pay stubs to verify employment letter (see #8).
7. Letter from Current Landlord/Managing Agent verifying status of tenancy. Please include length of residency and monthly obligation (rent/maintenance/common charges)
8. Employer Reference Letter stating salary, commissions, bonus, position held and length of time with firm, and prospects of continued employment. If self-employed, a letter from a C.P.A. providing your gross income and adjusted for the last two (2) years. If retired, a C.P.A. providing your sources of income, gross income, and adjusted gross income for the last two (2) years.
9. Window Guard Rider (enclosed)
10. Lead Paint Disclosure and Indemnification (enclosed)
11. Smoke/Carbon Monoxide Detector Form (enclosed)
12. House Rules and By-Laws Acknowledgment (enclosed)
13. Occupancy and Pet Policy Acknowledgment (enclosed).  
Note: NO PETS allowed for sublessors.
14. Emergency Tenant Information Form (enclosed)
15. Legal Mailing Address Post Sublet Approval for Shareholders (enclosed)
16. Check in the amount of \$150 payable to Robert Eberhart representing a non-refundable processing fee

17. Check in the amount of \$25 payable to Robert Eberhart representing a non-refundable credit check report fee for each credit check necessary.
18. Check from the Shareholder in the amount of \$1000 payable to 166 Tenant's Corp. representing a combined refundable move-in/move-out deposit, to be held in escrow during the term of the sublease to ensure against damages.

Please submit a PDF file and one (1) original printed set with all the original forms and letters of references to:

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208 East 85 Street  
New York, NY 10028

The PDF should be submitted by email to [robert@eberhartmgmt.com](mailto:robert@eberhartmgmt.com) and on CD to the office address along with the paper copy.

If you have any questions regarding this application, please contact Robert Eberhart Real Estate at (212) 734-3272 or at the email address above.