

**RIVER ROAD APARTMENT, CORP  
C/O GRAMATAN MANAGEMENT, INC  
2 HAMILTON AVE # 217  
NEW ROCHELLE, NY 10801**

**APARTMENT SUBLET INFORMATION**

1. If you wish to **sublet your apartment**, your prospective Purchaser or Subtenant must qualify and be interviewed and approved by the Board of Directors in order for the sublet to take place. The Board of Directors requires your prospective Subtenant to provide detailed financial data and submit to an interview with the Board or the Admissions Committee.

2. When you list your apartment with a broker, please be sure to tell the broker that there is NO parking on the premises, and that if they park here illegally when showing your apartment, they will be towed.

Please also advise your broker that no pets including Dogs are NOT permitted on the premises and that they should not even consider a potential Purchaser or Subtenant who has a dog.

**I. GENERAL SUBLET PROCEDURE**

A. A Shareholder who wishes to sublet the apartment their apartment ("Sublessor") must notify the Board in writing of his/her intention to sublet **at least 45 days before a proposed lease commencement date**, together with a check in the amount of \$250.00, payable to River Road Apartments Corp., as a "move-out" deposit. This "move-out" deposit is refundable provided that the Seller/ Sublessor does not cause damage to the common areas of the premises or move in violation of the moving rules.

B. Upon receipt of the notice of intent to sublet, the Board shall cause the Managing Agent to forward an Sublet application form to the prospective Sublessor to be completed by the prospective Purchaser/Subtenant.

C. The sublet application form must be completed in full by the Subtenant and returned to the Managing Agent (Gramatan Management, Inc., 2 Hamilton Avenue, New Rochelle, New York 10801) with a copy of each of the following:

- (1) Fully completed sublet application form;
- (2) Non-refundable check in the amount of \$225.00 payable to "Gramatan Management Inc.", as the fee for processing the sublet application and for a credit search of the Subtenant;
- (3) Non-Refundable check in the amount of \$75.00 payable to "River Road Apartments Corp.", as the fee for review of the application;
- (4) Check in the amount of \$250.00, payable to "River Road Apartments Corp." as a "move-in" deposit, which is refundable provided that the Subtenant does not cause damage to the common areas of the premises or move in violation of the moving rules;
- (5) The Shareholder, as a condition of approval of the proposed sublease, must pay an annual fee of \$250.00 per sub tenancy payable to River Road Apartments Corp. This fee must be submitted with the application to the Managing Agent
- (6) Such additional fees and documents as set forth below.

**ANY APPLICATION WHICH IS INCOMPLETE AT THE TIME OF SUBMISSION SHALL NOT BE REVIEWED AND SHALL BE RETURNED TO THE PURCHASER/ SUBTENANT.**

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D. In the case of a sublet, the Subtenant must submit a copy of his/her lease and special "Co-op Sublease Rider" to the Transfer Agent. The contract of sale or the lease, as the case may be, must contain the lead-based paint hazard disclosure form. The Co-op Sublease Rider and the lead-based paint hazard disclosure form can be obtained from the Managing Agent.

E. After the Board has received the completed application for review, the Subtenant will be contacted and an appointment will be made for a personal interview with the Admissions Committee of the Apartment Corporation. All interviews will be conducted at a time and place to be specified by the Admissions Committee. The Sublessor does not attend this interview.

F. After the Board interview, the Admissions Committee will report to the Board, and a vote will be taken concerning the acceptability or non-acceptability of the Subtenant. The Subtenant will be advised by the Management agent after the interview of the Board's decision.

**II. SUBLET RULES:**

A. A Shareholder who wishes to sublet his/her apartment will be required to follow a procedure similar to that of a proposed sale. All steps in Paragraph I must be followed.

B. The Shareholder seeking approval of a proposed Subtenant must have been a resident/shareholder of the apartment proposed to be sublet for at least one (1) year prior to the proposed sublease.

**C. Only fifteen (15%) percent of the apartments not owned by the holder of unsold shares (sponsor) may be sublet at any given time. If this ratio is met no other apartments will be allowed to sublet. The owner requesting to sublet will be placed on a waiting list. The Managing Agent will maintain the waiting list.**

D. All proposed subleases must be for a term of only one (1) year, and may be for a term of two (2) years. After two (2) years, a shareholder must wait one (1) year before subletting again. If there is a waiting list at that time, said shareholder will be placed on the list at the end of the one (1) year waiting period.

E. The Shareholder, as a condition of approval of the proposed sublease, must pay an annual fee of \$250.00 per sub tenancy payable to River Road Apartments Corp. This fee must be submitted with the application to the Managing Agent.

F. The Sublessor shall pay a fee in the amount of \$150.00 to Beck Lineman Patron, P.C. for review of the proposed sublease.

G. Any Shareholder who sublets or permits occupancy of an apartment in violation of the laws of the State of New York, the Proprietary Lease, the By-Laws and/or the Rules and Regulations of River Road Apartments Corp. shall be liable for an administrative fee of \$25.00 per day. This fee shall be deemed additional maintenance and shall be collectible as such pursuant to the Proprietary Lease.

H. At the time that an application to sublet is submitted, all monies due the Cooperative Corporation, including maintenance charges, assessments, late fees, and/or other charges which may be outstanding against the Shareholder's apartment, are required to be paid in full. The Board will consider no application while charges are outstanding. Any outstanding fees shall be paid by certified check or money order.

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I. An executed copy of the Sublease Agreement, including the special Sublease Rider and lead paint disclosure, must accompany the application.

J. All Subtenants shall be subject to the Proprietary Lease, the Co-op By-Laws and all of the Rules and Regulations and moving procedures of the Co-op, as same may from time to time be amended.

Any of the above requirements may be waived by the Board of Directors for good cause shown.

**IV. MOVE IN/MOVE OUT PROCEDURE**

1. Sellers and Purchasers/Subtenants must notify the Superintendent in advance of their moving in/out dates. Those moving in must provide proof of Board approval. If such approval is not exhibited, the Superintendent and/or Managing Agent have the power to prohibit the move. All belongings, including deliveries, must be moved through the basement. **MOVING IN OR OUT THROUGH LOBBY OR SIDE DOOR IS STRICTLY PROHIBITED.**

2. In particular, prior to any moving in or out of the building, and prior to the delivery of any furniture, appliances, large boxes or packages, arrangements must be made with the building superintendent for installation of elevator padding. **THERE SHALL BE NO MOVING IN OR OUT OF THE BUILDING EXCEPT DURING THE HOURS OF 9:00 A.M. AND 5:00 P.M ON MONDAYS THROUGH SATURDAYS.** Anyone moving in or out of the building, or permitting any furniture, appliances, packages or furnishings to be delivered in violation of this policy shall be SUBJECT TO AN ADMINISTRATIVE CHARGE to be determined by the Board of Directors in each instance, which shall not be less than \$250.00. In the event that a Subtenant shall violate this policy, the charge will be levied against the Sublessor (Shareholder).

3. In the event that any damage is done to the common areas of the building or grounds, or if there is a violation of the moving policy for which a charge is levied, the cost of repair and/or the payment of the charge shall be assessed against the party responsible.

4. In addition, no trash or large boxes, furniture or appliances may be disposed of at the building without first making arrangements with the Superintendent. A carting fee to the City of Yonkers may apply and must be paid in advance. If any prohibited items are placed in the hallways or basement without first making arrangements for disposal, the shareholder of the relevant apartment shall be SUBJECT TO AN ADMINISTRATIVE CHARGE to be determined by the Board of Directors in each instance, which shall not be less than \$250.00. In the event that a Subtenant shall violate this policy, the charge will be levied against the Sublessor (Shareholder).

No one will be permitted to move in or out without complying with these rules of notice or access.

**V. SUBLET RULES**

A. A Shareholder who wishes to sublet his/her apartment will be required to follow a procedure similar to that of a proposed sale. All steps in Paragraph I must be followed.

B. The Shareholder seeking approval of a proposed Subtenant must have been a resident of the apartment proposed to be sublet for at least one (1) year prior to the proposed sublease.

C. Only fifteen (15%) percent of the apartments not owned by the holder of unsold shares may be sublet at any given time. The Managing Agent will maintain a waiting list.

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D. Any proposed sublease must be for a term of at least one (1) year, and may be for a term of two (2) years. After two (2) years, a shareholder must wait one (1) year before subletting again. If there is a waiting list at that time, said shareholder will be placed on the list at the end of the one (1) year waiting period.

E. The Shareholder, as a condition of approval of the proposed sublease, must pay an annual fee of \$250.00 per subtenancy by certified or bank check payable to River Road Apartments Corp. This fee must be submitted with the application to the Managing Agent.

F. The Sublessor shall pay a fee in the amount of \$100.00 to Beck Liebman Petrone, P.C. for review of the proposed sublease.

G. Any Shareholder who sublets or permits occupancy of an apartment in violation of the laws of the State of New York, the Proprietary Lease, the By-Laws and/or the Rules and Regulations of River Road Apartments Corp. shall be liable for an administrative fee of \$25.00 per day. This fee shall be deemed additional maintenance and shall be collectible as such pursuant to the Proprietary Lease.

H. At the time that an application to sublet is submitted, all monies due the Cooperative Corporation, including maintenance charges, assessments, late fees, and/or other charges which may be outstanding against the Shareholder's unit, are required to be paid in full. No application will be considered by the Board while charges are outstanding. Any outstanding fees shall be paid by certified check or money order.

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