



Writer's Direct Line:

**REQUIREMENTS FOR THE SUBLET OF AN APARTMENT AT
790 RIVERSIDE DRIVE OWNERS INC. (790 RSD)
Please submit (1) ONE original and (6) SIX collated sets of all
documents Total #7 collated sets. MUST BE IN LISTED ORDER.**

1. Sublease Agreement (Attached)
2. Sublet Application (Attached)
3. Credit Report Release (Attached)
4. Sublease application of **\$ 300.00** (non-ref) payable to Orsid Realty Corp.
5. Move in fee of \$.50 per share, payable to 790 Riverside Drive Owners Inc. (paid by subtenant and must be included in the package)
6. Move out fee of \$.50 per share (non-ref) payable to 790 Riverside Drive Owners Inc. (paid by shareholder and must be included in the package). This fee must be included regardless if apartment is VACANT.
7. Sublease fee equivalent to one (1) month's maintenance, payable to 790 Riverside Drive Owners Inc. (must be included in the package). No personal checks.
8. Move in deposit of \$ 500.00 (refundable), payable to 790 Riverside Drive Owners Inc, (must be included in the package and is paid by subtenant)
9. Move out deposit (refundable) of \$ 500.00, payable to 790 Riverside Drive Owner Inc, (must be included in the package and is paid by the shareholder). If apartment is vacant this check is not required, however a letter signed by the shareholder indicating that the apartment is currently Vacant.

Sublet policy: AT THE BOARD MEETING ON NOVEMBER 2, 2004. THE BOARD OF DIRECTORS HAS AGREED THAT EFFECTIVE JANUARY 1, 2005.

Shareholder who wishes to sublet their apartment will only be permitted to do so for two years out of the five consecutive years. A yearly board approval is required. (Explanation is that you can sublet the apartment for a period of two years (with a one year term) after this time subtenant must VACATE the premises, then on the 3rd, 4th and 5th year the apartment must be reoccupied by the shareholder or left VACANT). And the same rules apply to start all over again for the following years. (Example (6th years- 2yrs), 7th, 8th & 9th left vacant or reoccupied etc.

All shareholder may not sublet unless they have lived in the apartment for at least one year prior.

PLEASE FORWARD ALL THE ABOVE DOCUMENTS AND THE APPROPRIATE COPIES FOR PROCESSING TO:

**ORSID REALTY CORP.
1740 BROADWAY. 2ND FLOOR
NEW YORK, NY 10019
ATTN: ANITA SEHWANI**



Writer's Direct Line:

Only complete application package with the right number of copies and in listed order provided and all checks requested must be included.

Please be advised that all subtenants will be interviewed by the Board of Directors prior to moving in to the apartment.

PLEASE NOTE THAT ANYONE MOVING IN AND OR OUT OF THE BUILDING IS REQUIRED TO SCHEDULE A MOVING DATE DIRECTLY WITH THE SUPERINTENDENT AT LEAST ONE WEEK IN ADVANCE.

MOVE-INS OR MOVE-OUTS WILL NOT BE SCHEDULED UNTIL THE BOARD APPROVAL IS GIVEN AND FEES DUE TO THE CORPORATION ARE PAID IN FULL.

If you have any questions please feel free to contact me at 212-247-2603.

Sehwani, Anita

From: Vivian Ducat

Subject: Skupinsky, Donald
Sublet policy

SUBLET POLICY

SUBLET POLICY - EFFECTIVE JANUARY 1, 2005

At the 790 Riverside Drive Owners Corp, Inc. Board of Directors meeting held on November 2, 2004 it was agreed that effective January 1, 2005, any shareholder who wishes to sublet their apartment will only be permitted to do so for a maximum period of two out of 5 consecutive years, provided that all of the existing Board requirements as specified in the sublet package are met. Shareholders may not sublet unless they have lived in the apartment for at least one year.

Furthermore, if you do choose to sublet your apartment; the coop bylaws stipulate that you must adhere to the following requirements:

- 1) Obtain and complete the 790 Riverside Owners, Inc. sublet package. You may obtain a sublet package by contacting Anita Sehwani at 212-484-3737.
- 2) Pay the mandatory sublet fee, which is equivalent to one month of your total maintenance.

SUBLEASE AGREEMENT

The parties agree as follows:

Date of this Sublease:	19
Parties to this Sublease:	Overtenant: Address for notices: You, the Undertenant: Address for notices:
	If there are more than one Overtenant or Undertenant, the words "Overtenant" and "Undertenant" used in this Sublease includes them.
Information from Over-Lease:	Landlord: Address for notices: Overtenant: Address for notices: Date of Over-Lease: 19
	Term: from 19 to 19 A copy of the Over-Lease is attached as an important part of the Sublease.
Term:	1. ending: years: 19 months: Beginning: 19
Premises rented:	2.
Use of premises:	3. The premises may be used for only.
Rent:	4. The yearly rent is \$. You, the Undertenant, will pay this yearly rent to the Overtenant in twelve equal monthly payments of \$. Payments shall be paid in advance on the first day of each month during the Term.
Security:	5. The security for the Undertenant's performance, is \$. Overtenant states that Overtenant has received it. Overtenant shall hold the security in accordance with Paragraph of the Over-Lease.
Agreement to lease and pay rent:	6. Overtenant sublets the premises to you, the Undertenant, for the Term. Overtenant states that it has the authority to do so. You, the Undertenant, agree to pay the Rent and other charges as required in the Sublease. You, the Undertenant, agree to do every thing required of you in the Sublease.
Notices:	7. All notices in the Sublease shall be sent by certified mail, "return receipt requested".
Subject to:	8. The Sublease is subject to the Over-Lease. It is also subject to any agreement to which the Over-Lease is subject. You, the Undertenant, state that you have read and initialed the Over-Lease and will not violate it in any way.
Overtenant's duties:	9. The Over-Lease describes the Landlord's duties. The Overtenant is not obligated to perform the Landlord's duties. If the Landlord fails to perform, you, the Undertenant, must send the Overtenant a notice. Upon receipt of the notice, the Overtenant shall then promptly notify the Landlord and demand that the Over-Lease agreements be carried out. The Overtenant shall continue the demands until the Landlord performs.
Consent:	10. If the Landlord's consent to the Sublease is required, this consent must be received within days from the date of this Sublease. If the Landlord's consent is not received within this time, the Sublease will be void. In such event all parties are automatically released and all payments shall be refunded to you, the Undertenant.
Adopting the Over-Lease and exceptions:	11. The provisions of the Over-Lease are part of this Sublease. All the provisions of the Over-Lease applying to the Overtenant are binding on you, the Undertenant, except those: <ol style="list-style-type: none"> a) Those numbered paragraphs of the Over-Lease shall not apply: b) Those numbered paragraphs of the Over-Lease are changed as follows:

No authority: 12. You, the Undertenant, have no authority to contact or make any agreement with the Landlord about the premises or the Over-Lease. You, the Undertenant, may not pay rent or other charges to the Landlord, but only to the Overtenant.

Successors: 13. Unless otherwise stated, the Sublease is binding on all parties who lawfully succeed to the rights or take the place of the Overtenant or you, the Undertenant. Examples are an assign, heir, or a legal representative such as an executor of your will or administrator of your estate.

Changes: 14. This sublease can be changed only by an agreement in writing signed by the parties to the Sublease.

Signatures:

OVERTENANT:
.....
.....

You, the UNDERTENANT:
.....
.....

Witness:
.....

STATE OF _____ COUNTY OF _____ ss.1
On 19 _____ before me personally appeared

to me known and known to me to be the individual(s) described in and who executed the foregoing Sublease, and duly acknowledged to me that he executed the same.

GUARANTY OF PAYMENT WHICH IS PART OF THE SUBLEASE

Date of Guaranty: 19 _____

Guarantor and address: _____

Reason for Guaranty: 1. I know that the Overtenant would not rent the premises to the Undertenant unless I guarantee Undertenant's performance. I have also requested the Overtenant to enter into the Sublease with the Undertenant. I have a substantial interest in making sure that the Overtenant rents the premises to the Undertenant.

Guaranty: 2. The following is my Guaranty:
I guaranty the full performance of the Sublease by the Undertenant. This Guaranty is absolute and without any condition. It includes, but is not limited to, the payment of rent and other money charges.

Changes in Sublease have no effect: In addition, I agree to these other terms:
3. This Guaranty will not be affected by any change in the Sublease, whatsoever. This includes, but is not limited to, any extension of time or renewals. The Guaranty will be binding even if I am not a party to these changes.

Waiver of notice: 4. I do not have to be informed about any failure of performance by Undertenant. I waive notice of non-payment or nonperformance.

Performance: 5. If the Undertenant fails to perform under the Sublease, the Overtenant may require me to perform without first demanding that the Undertenant perform.

Waiver of jury trial: 6. I give up my right to trial by jury in any claim related to the Sublease or this Guaranty.

Changes: 7. This Guaranty of payment and performance can be changed only by written agreement signed by all parties to the Sublease and Guaranty.

Signatures:

GUARANTOR:
.....

WITNESS:
.....

c/o Onqid Realty Corp.
1740 Broadway, 2nd Fl.
New York, NY 10019

Co-op Sublet'

Applicant Name _____ Sex _____ D.O.B. _____
 Present Add. _____ Apt. _____
 Phone _____ How Long _____ (if less than 5 years,
 please provide the previous address.)
 Previous Add. _____
 Your S.S.# _____ Reason for moving _____
 Present Employer _____
 Address _____ Phone _____
 Length of employment _____ Position _____
 If applicant employed less than one year*
 Previous employer _____
 Address _____ Phone _____
 Applicant's Gross Income \$ _____ Per _____ Net \$ _____ per _____
 Other Income \$ _____
 Saving/Checking A/C # _____ Bank/Branch _____
 Other A/C # _____ Bank/Branch _____
 Credit Card _____ A/C # _____
 Credit Card _____ A/C # _____

Other Occupants:

Spouse/Fiance(e)/Roommate _____ Sex _____ D.O.B. _____
 Name of children _____ Age _____ Sex _____
 S.S.# _____ Age _____ Sex _____
 Reason for moving _____
 Present Employer _____
 Address _____ Phone _____
 Length of employment _____ Position _____
 If employed less than one year,
 Previous employer _____
 Address _____ Phone _____
 Gross Income \$ _____ Per _____ Net \$ _____ per _____
 Other Income \$ _____
 Saving/Checking A/C # _____ Bank/Branch _____
 Other A/C # _____ Bank/Branch _____
 Credit Card _____ A/C # _____
 Credit Card _____ A/C # _____

I hereby authorize 790 Riverside Drive Owners, Inc. to obtain a consumer credit report to verify this application and all other information which the landlord/management company deems pertinent to my obtaining residency. I understand that any misrepresentation by me may be cause for rejection of my application.

Applicant's Signature _____ Spouse
 Fiance(e) Signature _____
 Roommate

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