

Caribbean House Rental Application

RENTAL APPLICATION INSTRUCTION SHEET

Please be advised that the following information must be submitted to Wilkin Management Group, Inc., 45 Whitney Road, Mahwah, NJ 07430, prior to consideration of the application by the Board of Directors of Caribbean House, Inc.

1. Completed application form. (Blank form attached).
2. \$150 non-refundable application fee made payable to Caribbean House, Inc.
3. Copy of rental agreement between Owner and Tenant.
4. Copies of Income Tax Returns for the past two years.
5. 2 recent paycheck stubs
6. Employment verification letter from employer verifying position, salary and length of time employed
7. Three letters of referral
8. \$500 Move-In Deposit made payable to Caribbean House, Inc. (refundable provided no damage occurs)

Please note: Only **complete** application packages with all necessary documentation **will be processed.**

Please contact Wilkin Management Group, Inc. at 201-560-0900, if you have any questions.

Caribbean House Sublet Agreement

Re: Sublet of Apartment _____

This letter is to acknowledge that I, _____, the unit owner of the above apartment, wish to sublet it for a term and under the conditions as set forth below. I warrant that the statements made and conditions set forth are true and that there shall be no breach thereof.

I have been a shareholder at the Caribbean House for a continuous period of two years prior to making this request to sublet my apartment and I have been current in my maintenance payments for that period.

I understand that the Board of Directors or its agent shall interview any proposed sub-tenant. My presence will be required at this interview.

No more than two persons per bedroom shall reside in my unit.

The proposed sub-lessee will have and shall verify a monthly gross income of three times the amount of the rent to be paid.

If my unit has a mortgage, I will present to the cooperative corporation written approval of the lender allowing rental of my unit.

The proposed sub-tenant has been advised that **the building does not allow pets and has given assurance that they do not have any pets nor will they obtain any pets while residing in the Caribbean House.** I understand that should a pet be discovered in my unit, a fine of \$100.00 per month shall be levied **upon me** until the pet is removed.

The apartment corporation agrees that the sub-lessee shall be able to use the common facilities of the premises including the pool, and laundry room, provided any applicable fees are paid.

The lease to be entered into will be for no less than one year and no greater than a two-year term. I understand that **at the end of my rental term I will not be allowed to rent my apartment again.** I understand that a monthly fine of \$500.00 per month shall be levied **upon me** should my tenant remain past the expiration of the term of the lease on my apartment.

I will remain responsible to the corporation for all fees and costs associated with repairs or the removal and eviction of any sub-lessee for breach of the underlying proprietary lease and house rules, in addition to normal, timely monthly maintenance payments.

I shall, prior to subletting, obtain and submit to the managing agent all necessary certificates and approvals required by the borough of Edgewater or any other government agency. If any laws or rules are breached; I shall be personally responsible for any fines resulting therefore and shall further indemnify the apartment corporation for any attorney fees, fines, penalties, or other payments resulting from said breach of rules.

Once approval to rent is granted, I understand that the rental of my apartment must commence within ninety (90) days; if 90 days is exceeded, I understand that permission to sublet is revoked and I must then re-apply.

I shall submit a lease in accordance with the provisions above together with proper application for approval to the building's managing agent.

Caribbean House, Inc.

Application to Lease

APPLICANT INFORMATION

Name: _____

Social Sec. No.: _____

Present Address: _____

Telephone No.: _____

No. of years at Present Residence: _____

Name & Address of Landlord: _____

Employer: _____

Address: _____

Phone No.: _____

Refer to: _____

Position Held: _____

Length of Employment: _____

Monthly Income: _____

List all Residents of Building with whom you are aquatinted: _____

List person (s) to reside in apartment: _____

CO-APPLICANT INFORMATION

Name: _____

Social Sec. No.: _____

Present Address: _____

Telephone No.: _____

No. of Years at Present Resident: _____

Name & Address of Landlord: _____

Employer: _____

Address: _____

Phone No.: _____

Refer to: _____

Position Held: _____

Length of Employment: _____

Monthly Income: _____

By signing this Application the applicant(s) acknowledge the following:

- They do not presently own a pet and will not obtain one once living in the Building.
- Washing machines and/or dryers are not permitted in apartments.

Applicant Signature: _____ Dated: _____

Co-Applicant Signature: _____ Dated: _____

I hereby give permission for the Managing Agent to use the information given in this application to obtain a credit check.

Applicant Signature: _____ Dated: _____

Co-Applicant Signature: _____ Dated: _____