

**FARMINGDALE COLLEGE
APARTMENTS OWNERS CORP
74 JERVIS AVENUE
FARMINGDALE, N.Y. 11735**

SUBLET REQUIREMENTS AND PROCEDURES

All Shareholders must obtain Board Approval prior to the sublet.

Please provide 4 sets of the following:

The following is to be submitted to Management Office at 74 Jervis Avenue:

1. Sublet application (rental application form enclosed)-
2. Copy of Lease Agreement- **ONLY** 1 year leases are allowed
3. Most recent pay stubs or employment letter from employer detailing the annual salary and length of employment
4. Most recent tax return(s); if any changes in employment in the past year, include the prior year's tax returns(s)
5. Copies of Driver's Licenses
6. Processing Fee of \$350.00 payable to the appropriate **Farmingdale College Apartments Owners Corp.**
7. Completion of the Information sheet (attached) - emergency numbers, parking, information, etc.
8. House Rules and Regulations- to be signed by the sub lessee(s) at the interview

**Please remember: NO DOGS, 2 CATS ALLOWED ONLY
:NO COMMERCIAL PLATED VEHICLES ALLOWED
:NO INDIVIDUAL WASHERS/ DRYERS ALLOWED**

The Board needs a minimum of a two week notice prior to closing to schedule an interview. Upon receipt of all completed forms and documents, the appropriate credit reviews will be conducted and an interview will be scheduled. An interview date will be scheduled with the prospective subtenant(s), all prospective occupants of the unit, the Board of Directors representative, and an NF Management representative to be held at 74 Jervis Avenue, Farmingdale, N.Y. **INDIVIDUAL BOARD MEMBERS SHOULD NOT BE CONTACTED BY SHAREHOLDERS REGARDING INTERVIEWS OR THE INTERVIEW PROCESS.**

The shareholder will be notified by NF Management within 24 hours of the interview if there are any questions or outstanding issues. Otherwise, the Sub lessee is thereby considered approved to sublet from the shareholder.

Should you have any questions, please contact the management office 631-249-0652.

NF Management
74 Jervis Avenue
Farmingdale, N.Y. 11735
Tel:631-249-0652 Fax # 631-420-4745