

## **SPECIAL INSTRUCTIONS REGARDING APPROVALS FOR SUBLEASES**

If you have a loan secured by the shares allocated to your apartment, you, the Cooperative Corporation, and the Lender executed a document commonly known as a Recognition Agreement. That agreement requires the Lender's consent for any subletting.

Attached is a form letter which you may use to request the Lender's approval to sublet your apartment. We recommend that you send the letter by certified mail, return receipt requested. Your sublet application will not be processed by this office unless you include an original letter from the Lender approving the sublet with your application package.

If you do not have a loan secured by your stock, please complete the certification below, have it notarized, and return it with your application.

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### **CERTIFICATION**

The undersigned shareholder(s) hereby certify that the shares of stock and the proprietary lease for Apartment \_\_\_\_\_ in the building located at \_\_\_\_\_ are not currently pledged as security for any loan to the undersigned.

\_\_\_\_\_  
Shareholder Signature

\_\_\_\_\_  
Shareholder Signature

Dated: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 200\_

\_\_\_\_\_  
Notary Public