



SPECIAL INSTRUCTIONS REGARDING APPROVALS FOR SUBLICENSES

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 Lenders consent for any subletting.

Attached is a form letter which you may use to request the Lenders 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.

CERTIFICATION

The undersigned shareholder(s) hereby certify that the shares of stock and the proprietary lease for Apartment 9H in the building located at 10 Park Avenue, are not currently pledged as security for any loan to the undersigned.

Shareholder Signature

Shareholder Signature

Dated:06/17/2024

Notary Public

Certified Mail - Return Receipt Requested

Date: _____

To: Lender: _____

Re: Borrower: _____

Address: _____

Address: _____

Apartment: _____

Loan #: _____

Dear Madam/Sir:

The undersigned is the borrower(s) of the above referenced loan which is secured by the shares of stock allocated to the above referenced apartment and an assignment if the proprietary lease for such apartment.

A recognition agreement was executed in connection with the loan which requires your consent to any subletting of the apartment, which consent may not be unreasonably withheld.

The undersigned desires to sublet the apartment, and hereby requests your consent thereto. This consent must be submitted to the Board of Directors of the Cooperative Corporation with the formal request for approval.

Please confirm your approval by forwarding a letter to the undersigned. A sample of a letter for this purpose is attached hereto.

Thank you in advance for your prompt attention to this matter.

Very truly yours,

Borrower