

1. Cover Letter
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5. Mortgage Holder Consent Letter

## 1. Cover Letter

Please refer to the attached for additional information.



AKAM Corporate Headquarters - NY  
99 Park Avenue, 14th Flr  
New York, NY 10016

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Greetings,

Welcome to the AKAM Transfer and Closing Department! This is an exciting time as you look to purchase, sell, rent, or refinance your home and we hope to make the process move as quickly and effortlessly as possible.

At AKAM, we are trained in management and entrusted to operate over 60,000 apartments throughout the New York City metropolitan area, and we are committed to delivering the highest levels of customer service. Whether you are purchasing a starter studio or a floor-through penthouse with stunning views, we want to ensure that your experience is special and that your transaction is processed with care, expediency, and professionalism.

Your designated Transfer Agent will be your point-person throughout the process. We strongly encourage you to contact him/her through the Board Packager platform for guidance and support on the application process.

Should you require any additional assistance, you can reach out to any one of our Transfer & Closing Vice Presidents; Fatima Ismaili [fismaili@akam.com](mailto:fismaili@akam.com) or Alicia Peralta [aperalta@akam.com](mailto:aperalta@akam.com).

We also welcome your comments and feedback at [feedback@akam.com](mailto:feedback@akam.com) which is overseen by our client success team.

For those purchasing or renting, welcome to AKAM! We look forward to meeting and exceeding all your expectations, and if you are selling, it has been a pleasure to service your needs while we managed your home, and we wish you all the best!

Sincerely,

Fatima Ismaili

Vice President, Transfer and Closing Department

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AKAM Corporate Headquarters - NY  
99 Park Avenue, 14th Flr  
New York, NY 10016

Building Address: \_\_\_\_\_

Unit: \_\_\_\_\_

### Cooperative Sublease Renewal Application

Packages are now processed digitally via BoardPackager:  
<https://akam.boardpackager.com/buildings>

Thank you for your inquiry regarding the sublease renewal of a unit at \_\_\_\_\_. In order for the Board of Directors to consider the applicant(s) as a bona fide applicant(s), the documentation outlined herein must be completed online through BoardPackager.

**Please refer to the below guidelines and regulations to complete your package:**

1. Incomplete packages will not be processed or sent to the Board. ALL DOCUMENTS MUST BE SUBMITTED AT ONE TIME. All common charges and sundry charges must be current.
2. Neither The Work Number nor any other third-party employment verification services are accepted. You must provide an employment verification letter or CPA letter which will verify/confirm salary and/or additional income.
3. If any documentation in your application is in a language other than English, this **documentation must be translated into English and certified** that the translation is accurate.
4. Social Security Numbers and Bank Account Numbers (excluding last four digits) should be removed or blacked out on BoardPackager. This includes references to any portion of the social security numbers in the following documents: Application, Bank Statements, Bank Reference Letters, Contract of Sale, Financials, Brokerage Statements, Tax Returns & W2s. **ONLY the credit authorization form should include Social Security Numbers.**

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#### Document Requirements and Information:

1. Kindly refer to BoardPackager for the list of document requirements
2. Please insert a letter of explanation in place of any documentation that is not applicable.

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#### Fee Schedule and Information:

1. Please refer to BoardPackager for the title and amounts of all application fees.
2. All fees, deposits, and arrears must be paid in full prior to submission to the Board for their approval.

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#### Need Assistance?

- For the application procedures, please contact: [info@akam.com](mailto:info@akam.com) [\(212\) 986-0001](tel:(212)986-0001)
- For the BoardPackager platform: [info@boardpackager.com](mailto:info@boardpackager.com) [\(800\) 690-8299](tel:(800)690-8299)

## 2. Letter requesting Sublease Renewal

Please upload a Letter requesting Sublease Renewal.

### 3. Sublease Agreement

Please upload a copy of the new fully executed Sublease Agreement (sample enclosed).

Tenant's Name(s): \_\_\_\_\_

The Lease of your unit will expire on: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Contact Information: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

Tel: (000) 000-0000 \_\_\_\_\_

Email: \_\_\_\_\_

### RENEWAL OF APARTMENT LEASE

THIS RENEWAL AGREEMENT dated MM/DD/YYYY

Is a rider to and forms a part of the original lease (the "lease") dated MM/DD/YYYY

Between \_\_\_\_\_, Lessor,

And \_\_\_\_\_, Lessor,

For the apartment located at \_\_\_\_\_ APARTMENT NO. \_\_\_\_\_ BLDG. \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY & STATE \_\_\_\_\_

The lease is hereby extended for an additional term of \_\_\_\_\_ months  
Commencing \_\_\_\_\_ and ending \_\_\_\_\_  
And the RENTAL RATE during this period shall be \_\_\_\_\_ DOLLARS (\$  
\_\_\_\_\_) per month.

Additional deposit required is \_\_\_\_\_ Dollars (\$ \_\_\_\_\_).

All other covenants and conditions of the lease shall remain in effect, and no covenant or condition of the lease shall be deemed waived by any action or non-action on the part. This renewal shall also serve as a request to have the Condominium issue its consent.

<input checked="" type="checkbox"/> Owner or Agent	<u>MM/DD/YYYY</u>	<input checked="" type="checkbox"/> Tenant/Resident	<u>MM/DD/YYYY</u>
<input checked="" type="checkbox"/> Owner or Agent	<u>MM/DD/YYYY</u>	<input checked="" type="checkbox"/> Tenant/Resident	<u>MM/DD/YYYY</u>

## 4. Sprinkler Disclosure Form

Please complete Sprinkler Disclosure Form (enclosed).

## THE REAL ESTATE BOARD OF NEW YORK, INC. SPRINKLER DISCLOSURE LEASE RIDER

Pursuant to the New York State Real Property Law, Article 7, Section 231-a, effective December 3, 2014 all residential leases must contain a conspicuous notice as to the existence or non-existence of a Sprinkler System in the Leased Premises.

Name of Tenant(s)/Sub-Tenants/  
Occupants: \_\_\_\_\_

Lease Premises Address: \_\_\_\_\_

Apartment Number: \_\_\_\_\_ (the Leased Premises)

Date of Lease: MM/DD/YYYY \_\_\_\_\_

### CHECK ONE:

- 1. There is NO Maintained and Operative Sprinkler System in the Leased Premises.
- 2. There is a Maintained and Operative Sprinkler System in the Leased Premises.
  - A. The last date on which the Sprinkler System was maintained and inspected was on MM/DD/YYYY.

A Sprinkler System is a system of piping and appurtenances designed and installed in accordance with generally accepted standards so that heat from a fire will automatically cause water to be discharged over the fire area to extinguish it or prevent its further spread (Executive Law of New York, Article 6-C, Section 155-a(5)).

### Acknowledgment & Signatures:

I, the Tenant/Sub-Tenant/Occupant, have read the disclosure set forth above. I understand that this notice, as to the existence or non-existence of a Sprinkler System is being provided to me to help me make an informed decision about the Leased Premises in accordance with New York State Real Property Law Article 7, Section 231-a.

Tenant/Sub-Tenant/Occupant:

Name: \_\_\_\_\_

Signature:  \_\_\_\_\_ Date: MM/DD/YYYY \_\_\_\_\_

Name: \_\_\_\_\_

Signature:  \_\_\_\_\_ Date: MM/DD/YYYY \_\_\_\_\_

Owner:

Name: \_\_\_\_\_

Signature:  \_\_\_\_\_ Date: MM/DD/YYYY \_\_\_\_\_

## 5. Mortgage Holder Consent Letter

Please upload Mortgage Holder Consent Letter (only applicable if you have a mortgage on your apartment at 10 Park Avenue). Special instructions regarding approvals for Subleases and Lender Letterhead has been enclosed.



## SPECIAL INSTRUCTIONS REGARDING APPROVALS FOR SUBLASES

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 you 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

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.

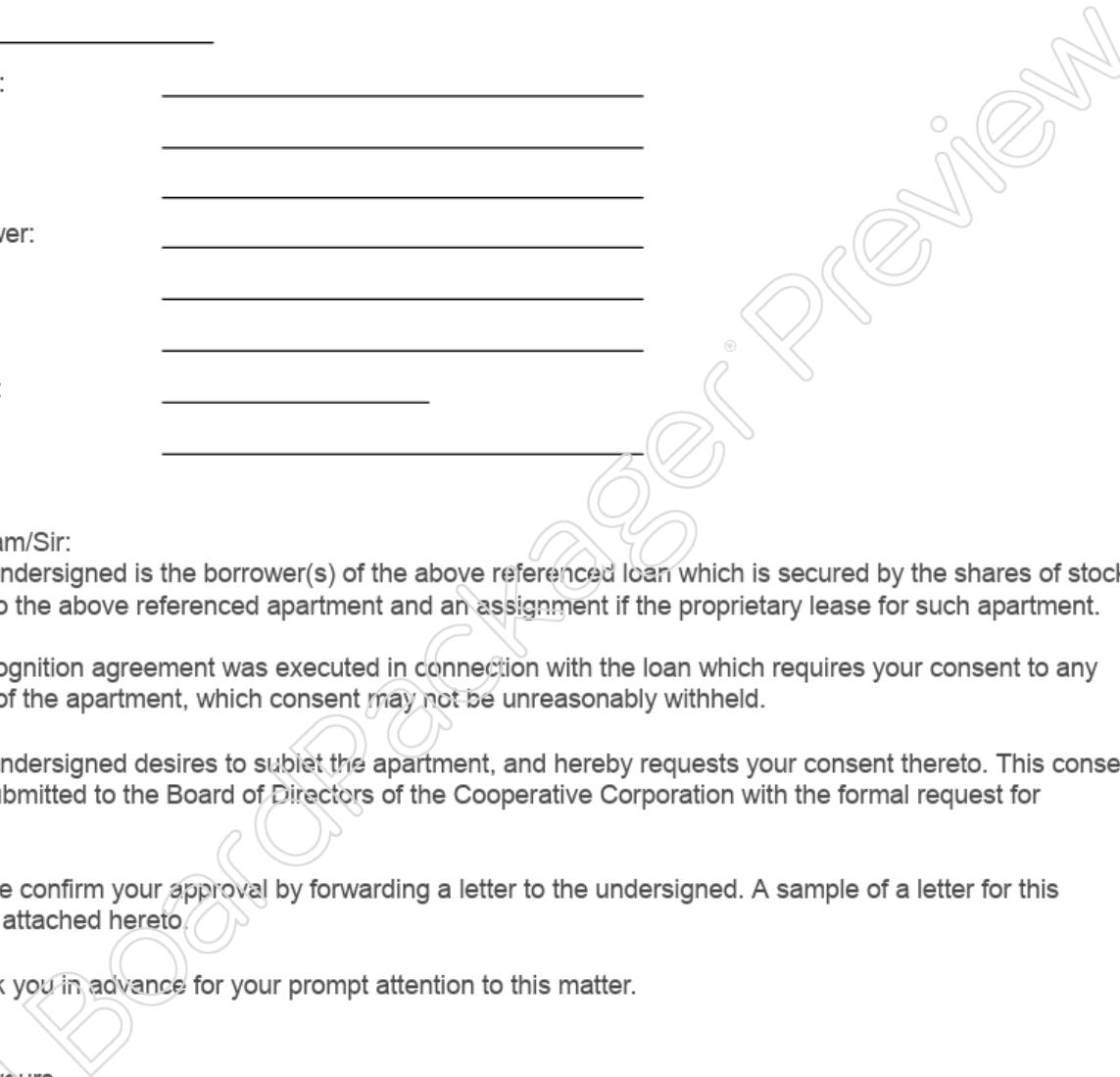
A recognition agreement was executed in connection with the loan which requires your consent to any subletting of the apartment, which consent may not be unreasonably withheld.

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

Date: MM/DD/YYYY

Name and address of Borrower

Re: Borrower: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Apartment: \_\_\_\_\_

Loan #: \_\_\_\_\_

Dear Shareholder:

We have received your letter requesting approval to sublet the above referenced apartment for which a loan secured by the shares of stock allocated to the above referenced apartment and an assignment of the proprietary lease for such apartment had been made by us.

Please be advised that your request is hereby denied.

X  
Name

Title

