



**P. Sirulnick & Son**  
Ditmas Management Corp.

Philip Sirulnick (1875-1971)  
Joseph Sirulnick  
Sanford Sirulnick  
Aaron T. Sirulnick  
Ross Epstein

505 Chestnut Street, Cedarhurst, NY 11516 516-374-7000  
P.O. Box 417 Real Estate Fax: 516-374-7029  
Established 1909

April 15, 2009

**Shareholder(s)**

75 Bank Street  
Apt. \_\_\_\_\_  
New York, NY 10014

Re: Abingdon Court Owners Corp.  
75 Bank Street, Apt. \_\_\_\_\_  
New York, NY 10014  
**Sublet Application**

Dear Shareholder(s):

Enclosed please find the sublet requirements and application for 75 Bank Street. Please review the package carefully and have it completely filled out and returned to the undersigned including the original and four (4) collated copies.

You must attach your sublease agreement and addendum (**attached**) along with the package in order for it to be properly reviewed and processed.

Please keep in mind the following fees to be submitted along with the completed application (fees subject to change):

1. **Processing Fee, \$400:** Payable to Ditmas Management Corp.
2. **Move In/Move Out deposits, \$1500:** Payable to Abingdon Court Owners Corp. Any additional damages that exceed the deposit will be billed to the shareholder(s) account accordingly.
3. **Sublet Security Deposit:** Check equal to one month's maintenance payable to Abingdon Court Owners Corp. This will be returned when the subtenant(s) vacate the apartment assuming no house rules were violated, no damage was caused to the building, etc.
4. **Annual Sublet Fee:** Payable to Abingdon Court Owners Corp. 5% of annual rent being charged to subtenant(s) must be submitted with application and prior to each renewal period.

Also include the following for the Board's consideration:

- a. Copies of complete last two (2) years tax returns;
- b. Copies of most recent bank statements;
- c. Three personal references;
- d. Two professional references;
- e. Complete background information on subtenant(s) (**see attached one (1) page Co-op application form and nine (9) pages Application to Sublease Tenancy**).
- f. Credit release letter from subtenant(s) authorizing **DITMAS MANAGEMENT CORP.** to perform a credit and complete background check (including FBI, Criminal, etc.);
- g. Copy of signed sublet agreement between shareholder(s) and subtenant(s) (**see attached**).
- h. Copy of signed sublet addendum by subtenant(s). (**See attached**)
- i. Address where Shareholder(s) can receive mail or be reached in case of emergency during period of sublet. (Emergency contact #'s/e-mail address, etc.)
- j. Copy of certificate of insurance for the shareholders apartment with a minimum liability coverage of \$2,000,000.

Please allow thirty (30) days upon receipt of completed application for processing purposes.

Incomplete applications will delay processing.

All fees subject to change.

For further information regarding policies and procedures, please refer to the Shareholders Guide.

If you should have any additional questions, please contact me at 516-374-7000 Ext. 136.

Very truly yours,

**DITMAS MANAGEMENT CORP.**  
A/a/f Abingdon Court Owners Corp.

Ross Epstein  
Building Agent

Enclosures

Cc: Admissions Committee