



Troy Towers
380 Mountain Road
Union City, NJ



APPLYING FOR SUBLEASE

TROY TOWERS SUBLEASE PROCESS

Important: Please Read [Troy Towers House Rules & Regulations](#)

Since Troy Towers is a cooperative, all "rentals" in the building are technically subleases, since the individual owners (shareholders) hold a proprietary lease on their units. **There are two steps to obtaining approval of a sub-lease in Troy Towers: (1) obtain approval of the unit owner (your prospective landlord) so a sub-lease can be prepared, and (2) obtain approval from the Troy Towers coop.** Below are step-by-step instructions for getting through this process. The more information and material you can supply up front, the more expeditious will be the process of approval.

Timing is important, since you need to interview with the coop management prior to final approval by the building. Allow at least a week after your final application and lease are submitted to get written approval, usually within a day or so, after which you can schedule your move-in date with the building. To maximize your chances of starting your sub-lease when you wish, you should allow at least two weeks prior to the target date to submit your initial application materials to Hudson View Realty and sign your sublease.

IF YOU WISH TO PROCEED WITH A SUB-LEASE, PLEASE FOLLOW THE BELOW INSTRUCTIONS:

1. **Immediately advise Hudson View Realty** that you wish to apply for the apartment and your **earliest and latest possible lease start dates**.
2. **Deliver to Hudson View Realty the following, via email, fax, or hand-delivered photocopy:**
 - a) A **rough draft of the "Troy Towers (HTTAC) Sublease application Form."**
Keep the original application until it is fully complete and ready for final submission to the coop board. The application has a checklist of documents required by Troy Towers. Please advise Hudson View Realty if you foresee any problems with providing the documents requested.
 - b) **Proof of current income.**
If you don't receive a regular pay check, you will need to provide an employment contract letter, or if self-employed or retired, documentation of income as it appears on your most recent two or three bank statements.
 - c) **Current credit report** from a national bureau **with all vendor accounts and credit score, or complete the [Authorization to Check Credit form](#) and submit with a \$35 non-refundable credit check fee payable to Hudson View Realty.**
3. **If your application is approved by the landlord, you must next provide the following:**
 - a) **Fully refundable good faith deposit of one month's rent plus security deposit plus broker fee.**
These funds **must be in** the form of cashier's check, money order, wire transfer, or direct cash-equivalent deposit payable to "Hudson View Realty Escrow Account." Once received, the apartment will be taken off the market and



held for you while paperwork is being reviewed and approved by the coop board.

b) Final (original) Troy Towers (HTTAC) Sublease application form along with all required attachments, notarized and in triplicate (three collated sets of everything).

Please note: if you are unable to make copies of your documents, Hudson View Realty can provide scanning, duplication and collating services for an administrative fee of \$40.

c) **Signed Sub-lease**, within 24 hours of receipt.

d) **Required coop application fees of \$300 plus \$75 per person** background check fee, via personal check payable to "HTTAC" (Hudson Troy Towers Apartment Corp.)

5. **Hudson View Realty will review all documentation for completeness and forward to Hudson Troy Towers for review.**
7. **The Troy Towers management office will contact you directly to schedule your interview with management.** Normally you will know within a day or so if your application is approved.
8. **Once you have official approval, you should immediately contact the Troy Towers management office to schedule your move-in date,** and then coordinate with Hudson View Realty for keys to the apartment and to submit your proof of tenant's insurance. Note that move-in's can only take place Monday through Friday, 9am to 5pm finish. Hand-carryable items may be moved in on weekends or evenings.

Please note, Troy Towers also charges \$35.00 electronic key fee and a \$500 non-refundable move-in/move-out fee. These fees are paid directly to Troy Towers after you have been approved by the board Admissions Committee.

If you have any questions, please feel free to call us any time.

- **Contact:**
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www.HudsonViewRealty.com

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