



HUDSON VIEW REALTY
Licensed Real Estate Broker

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Troy Towers
380 Mountain Road
Union City, NJ

APPLYING FOR SUBLEASE



GENERAL INFORMATION

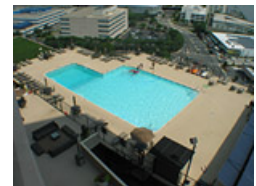
TROY TOWERS SUBLEASE PROCESS

Important: Please ask for copies, or see the following documents on our website:

- Consumer Information Statement from NJ Real Estate Commission
- State of New Jersey "Truth in Renting" booklet
- EPA pamphlet, "Protect Your family from Lead Paint in Your Home"
- Troy Towers General Policy Checklist
- Troy Towers House Rules & Regulations
- Troy Towers building info
- HTTAC Fire Safety Plan

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 two after your interview, and then 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 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. Also, for any over-18 household member who will be living in the apartment but not a responsible party to the lease, please have them complete the [Resident Application Form](#).

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 [click here](#) for information on how to run your own full, free credit report and score on [CreditKarma.com](#).** *If you are unable to provide your own credit report, you can complete the [Authorization to Check Credit form](#) and submit with a \$35 non-refundable credit check fee payable to Hudson View Realty.*

3. **Once 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, wire transfer, Zelle transfer or direct cash-equivalent deposit payable to "Hudson View Realty Escrow Account." Hudson View Realty will provide instructions. 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 and if possible, a .pdf copy of all.

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 \$20.

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

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

4. **Hudson View Realty will review all documentation for completeness and forward to Hudson Troy Towers for review.**
5. **The Troy Towers management office will contact you directly to schedule your interview with the property manager.** Normally you will know within a couple of days if your application is approved.
6. **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. Unless otherwise advised, these fees are paid directly to Troy Towers after you have been approved by the board Admissions Committee. Also, you will be required to maintain and show proof of standard Tenants' Insurance to cover personal liability and protection of your personal possessions. The amount of coverage is up to you; speak to your insurance agent for details. Coverage may be as little as \$10 per month. We can recommend a local agent if need be.

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

- **Contact:**
Paula Brown
(201) 866-6500

www.HudsonViewRealty.com

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