

Master Apts., Inc.

Request to Sublet

Instructions: This request is to be completed prior to all new sublet applications only, not applications to renew current subleases. The turnaround times for review of a request to sublet is 10 days and processing of a sublet application is 3 weeks. Shareholders should initiate the process with these time frames in mind.

Date: _____

Re: Apt: _____

Dear Ms. Xhelilaj,

I purchased my apartment in _____ (month/year).

___ My apartment is my current primary residence.

___ My apt was my primary residence from _____ (month/year) to _____ (month/year).

___ Verification of primary residence. I have attached one document from both Sections A and B.

A. First page of most recent NY State/City Income tax return, W2 form or Form 1099.

B. Driver's license, State ID.

___ I have attached the relevant pages of my homeowner's insurance policy which documents the effective dates of the policy, the minimum liability coverage of \$300,000, and that Master Apts., Inc. and Orsid Realty Corp. are listed as additional interests.

I would like to sublet my apartment beginning _____ (month/year).

Since purchase, I have sublet my apartment _____ times.

The dates (month/year) of the sublet terms were:

_____ to _____

_____ to _____

_____ to _____

_____ to _____

_____ to _____

_____ to _____

My contact information is:

Day phone #: _____ e-mail: _____

Thank you,

Shareholder Signature

Print Name

2016

Return completed form to:

Ariola Xhelilaj

Transfer Agent

Orsid Realty Corp.

Email: axhelilaj@orsidr.com

Fax: 212-586-4524