

The Master Apartments, 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: _____

Attention: Orsid Realty, Transfer Department

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, specified below.

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

B. Driver's license or 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

Return completed form to:
Adeel Tahir
Orsid Realty Corp
156 West 56th Street, 6th Floor
New York, NY 10019
T: 212-484-0244 | F: 212-586-4524
Email: atahir@orsidny.com