

Fees to be submitted with application (Certified checks or money orders only):

1. **\$450.00 non-refundable Processing fee** payable to AKAM Associates, Inc.
2. **\$125.00 non-refundable Credit Check fee** per applicant payable to AKAM Associates, Inc.
3. **\$500.00 non-refundable Move In fee** payable to The 322 West 57th Street Condominium (paid by incoming tenant)
4. **\$1,500.00 non-refundable Condominium Fee for any lease for a term under seven (7) months, or; \$500.00 non-refundable Condominium Fee** payable to The 322 West 57th Street Condominium
5. **\$100.00 non-refundable Pet Fee (IF APPLICABLE)** payable to The 322 West 57th Street Condominium

NOTES:

- The minimum lease term is one month.
- Only complete applications will be sent to the Board of Managers. All information submitted will be treated as confidential.
- No application will be submitted to the Board where the Unit Owner is not current in all obligations to the Condominium.
- No tenant may take occupancy of any unit until the Board of Managers has waived the right of first refusal.
- Unit Owners may only rent an apartment twice in any calendar year.
- Ensure all forms/lease agreements are signed (and initialed where necessary) by all relevant parties.
- All supporting documentation must be submitted in English (if original is in another language, please provide both original and translated versions).
- The amounts set forth on the Financial Statement form must be equal to the amounts on the supporting documentation.
- Financial Statement amounts and all supporting documentation must be in USD. If funds are held in overseas accounts, a certified bank letter verifying the USD value must accompany said documentation.
- Bank statements must clearly show Applicant's name and mailing address.
- The WorkNumber is not an acceptable form of employment verification.
- Reference letters must be unique and signed (email is not acceptable).

Please be advised, the Board of Managers has a period of fifteen (15) days from the date the Board receives a complete application to consider the same and either exercise or waive the right of first refusal. Please submit your application with this timing in mind.

LEASE RENEWAL:

All lease agreements must be renewed prior to the expiration of the agreement. In order to renew a lease agreement the following is required:

- 1) Fully Executed Lease Agreement. (Attached)
- 2) Rider to Lease Agreement to be signed by the unit owner(s) and the tenant(s). (Attached)
- 3) Window Guard Rider form. (Attached)
- 4) **\$200.00 non-refundable Lease Renewal fee** made payable to AKAM Associates, Inc. **_(Certified checks or money orders only)**
- 5) **\$250.00 non-refundable Condominium Fee** payable to The 322 West 57th Street Condominium **(Certified checks or money orders only)**

*****This application was created using Adobe Acrobat. The forms can be opened, filled out, and printed using Adobe Acrobat or Adobe Acrobat Reader (versions 5.0 and above). If you do not have Adobe Acrobat Reader on your computer, you can download it free of charge from. Where a signature is required, please sign after printing the application. Electronic signatures are not permitted.***