

September 7, 2007

Dear:

Enclosed please find the Rental Application(s), Release & Hold Harmless Authorization, Assignment of Rents, SAMPLE Lease Agreement Required Clauses (the complete lease form is your responsibility) and the Rules and Regulations. Provide your proposed sub-tenant with a copy of your Proprietary Lease. We request that all forms and the following documents duly signed be submitted to this office:

- One (1) copy of the Rental Application properly completed and signed by you and the sub-tenant(s) (form attached)
- Release & Hold Harmless Authorization signed by you and the sub-tenant(s) (form attached)
- Assignment of Rents signed by you and the sub-tenants(s) (form attached)
- A Lease Agreement signed by you and the sub-tenants(s) (**SAMPLE ONLY clauses attached - COMPLETE LEASE MUST BE PROVIDED BY STOCKHOLDER**)
- At least two (2) personal reference letters, not relatives
- An application fee of \$350.00 paid by the stockholder at time of submittal. This is for the personal interview of the prospective tenant(s) and processing by the co-op office.
- If applicable, a septic inspection will be required by the Cooperative solely for Cooperative use. The cost and appointment for the septic inspection must be arranged by the stockholder. At the present time the Cooperative recognizes the

following for septic inspectors: All-Pro Rooter, Frank J. Rice, Chief Operating Engineer (914) 232 – 8888.

- A copy of sub-tenant(s) most recent Federal tax return with W-2 and/or 1099's.

The Membership Committee will look at the application as soon as it is returned to this office. In order for the Membership Committee to review the documents and set up an interview, the **COMPLETED APPLICATION** must be submitted at least **21 days prior** to the next Board of Directors meeting which is held every third Wednesday of the month. The Committee will then give their recommendation to the Board of Directors. There will be no exceptions to this policy.

Please be further advised that a new tenant may **NOT** occupy the premises prior to written approval of the lease by the Board of Directors. Such occupancy prior to Board approval is a violation of Cooperative Rules (copy attached) and may be grounds for disapproval.

Thank you for your cooperation.

Very truly yours,  
For Vail's Grove Cooperative, Inc.

Cindy R. Battreall  
Office Manager

cc: Membership Committee