

Dear Prospective Applicant,

*Thank you for choosing Windsor Oaks! Attached please find the **Sublet Application** package with a **Checklist for Prospective Sublets** that has all of the information you will need in completing this application in its entirety.*

Once the sublet application is completed, please schedule an appointment with La Toya in the management office for review. Application must be received two (2) weeks prior to setting up an interview prior to submission with the Management Office.

Prospective applicant current total income must be \$50K minimum for one applicant, \$75K minimum combined for two applicants. (Please note: Bonuses, overtime, tips and/or commission will not be considered as part of your income. Applicants whose income is paid off the books will not be accepted.)

All persons who reside on the premises must attend the interview, including children. (Children under the age of five years old do not have to attend.) Applicants will not be interviewed if any individual cannot attend.

(The annual fee for subletting is \$2,400.00. The Shareholder (Owner) will be billed \$200.00 per month. This amount will appear on the owner's maintenance bill as a separate line item. Garage spaces cannot be rolled over from Shareholder to Tenant. Any garage space rented by a shareholder must be returned to the Co-op upon vacating the apartment.)

We thank you for your interest and please feel free to contact our office with any questions. We look forward to meeting with you!

Sincerely,

*WOTC Tenants' Corp.
Board of Directors*