

CURRENT TROY TOWERS SUB-LEASE APPLICATION SCHEDULE

As of: 5/2/12

(Actual schedule may vary and many dates are contingent upon other factors: Call for more information)

Anticipated time frame / deadlines:

Lease Start Dates: Mid-June - July 1		
PROCEDURE	FROM (EARLIEST) - TO (LATEST)	
<i>Last weekend to view apartments before deadline (weekday appointments are available)</i>	Sat, 5/26 - Sun, 5/27	
1 Make final decision, submit Offer to Lease + certified deposit to HVR with pay stubs and credit authorization	NOW - Wed, 5/30	
2 Deliver final triplicate coop board application to HVR	ASAP - Thu, 5/31	
3 Sign lease	ASAP - Thu, 5/31	
4 HVR proofs application, reviews/finalizes with Tenant	ASAP - Sat, 6/2	
5 HVR delivers final Sub-Lease Application to TT	ASAP - Mon, 6/4	
6 You interview with Coop Board Admissions Committee	Tue, 6/12 - Tue, 6/12	
7 You get official approval from Troy Towers (must allow up to one full week!)	Wed, 6/13 - Wed, 6/20	
8 Call to schedule your move-in (with furniture, must allow 48 hrs. notice & must be after Board approval)	Wed, 6/13 - Wed, 6/20	
* LEASE STARTS: EARLIEST:	Fri, 6/15 * Fri, 6/22	
LEASE STARTS: LATEST	Sun, 7/1	

***IMPORTANT NOTES:**

- **Lease start dates are strictly contingent upon receipt of Troy Towers Board approval!**
- **If the application deadlines (items #1, #2, #3 above) are not met, a special rush processing surcharge of \$35.00 per day late will apply, but final, proofed application cannot be submitted later than 12 noon on Monday.**
- **Incomplete applications will be returned by Troy Towers, minus the \$200 application fee.**
- **Furniture cannot be moved in on weekends or holidays!**