

*Please review the process for submitting an application to Vernon Woods Apartments, Inc., detailed below:*

**Pre-Application Requirements:**

- **Contract Agreement:** A contract must be executed by both parties before initiating the application process.

**Initiating the Application:**

- **Requesting an Application:** Upon contract signing, the applicant should email Sasha Miranda, Paralegal at Finger and Finger, A Professional Corp., at [lit@fingerandfinger.com](mailto:lit@fingerandfinger.com). The email must include the applicant's name, the property address, their role (e.g., applicant), and a confirmation that the contract is signed.
  - Sasha Miranda will then provide a secure link for the online application and document upload.

**Online Application Process:**

- **Website Registration:** Applicants will receive an email with instructions to register on the application website, where they will create a username and password.
- **Completing the Application:** Guidance will be provided on completing the application, making payment, and uploading necessary documents.

**Application Submission and Review:**

- **Review by Finger & Finger:** Once submitted, Finger and Finger will review the application. They will contact the applicant directly to correct any errors or omissions.
- **Admissions Committee Review:** Corrected applications are forwarded to the Vernon Woods Admissions Committee, which has up to 60 days for review.
  - The site office will contact applicants to schedule an admissions interview, typically held via Zoom.
  - Approval/rejection notifications are sent within 24-48 business hours of the interview.

**Additional Information:**

- **Application Updates:** Updates or information regarding the application process are communicated only to the applicant and their attorney.
- **House Rules & Offering Plan:** For inquiries about house rules or the offering plan, contact the managing agent at [anelson@gramatanmanagement.com](mailto:anelson@gramatanmanagement.com) or [eafon@gramatanmanagement.com](mailto:eafon@gramatanmanagement.com).
- **Financials & Monthly Maintenance:** Inquiries about financials or monthly maintenance require submitting a questionnaire. Contact [lit@fingerandfinger.com](mailto:lit@fingerandfinger.com) or [daniel@fingerandfinger.com](mailto:daniel@fingerandfinger.com), respectively.
- For Co-op Questionnaires please send your request to [lit@fingerandfinger.com](mailto:lit@fingerandfinger.com)