

# FIRST MANAGEMENT CORPORATION

REAL ESTATE MANAGEMENT

## M E M O

**Date:** October 8, 2009

**To:** All Shareholders of Ft. Washington Apt. Corp.

**From:** First Management Corp.

**Re:** Enforcement of Subletting Policy

This is a reminder that any shareholder interested in subletting their unit must first obtain board approval. Please note that anyone that sublets their unit without adhering to the Subletting Policy will be fined **\$500.00** for violating the house rules of the Cooperative.

If you intent to sublet your unit you must follow proper board procedures and obtain board approval. You can contact our office and request the sublet application.

Your continued cooperation in this matter is appreciated.