



### **Welcome to Gables Waterway Towers**

Thank you for your interest in purchasing/leasing a unit in our community.

All the attached documents must be completed prior to your application being approved. In addition, the following fees are due when submitting your application.

- Processing Fee: \$100.00
- Common Area Security Deposit: \$300.00 (Renters Only-Refundable)
- Pet Fee: \$400.00
- Move In Fee: \$300.00 (Non-Refundable)

All applications must be completed entirely. If you have any questions or concerns, please contact the office.

Copy of Contract/Florida Bar Lease must be included when application is submitted.

Copy of driver's license or passport of person(s) that will be residing in the unit.

Copy of H06 Policy, provided by owner if applicable.

Lease addendum (included in the application). Both owner and tenant must sign.

Tenants are not permitted pets. A reasonable accommodation request must be submitted for any Service Animal or Emotional Support Animal to resident in a tenant-occupied unit. (must be indicated on lease agreement)

Processing Fee is charged through TenantEV, all other fees must be paid via check, cashier's check, or money order to Gables Waterway Towers.

Unit number must be listed on all checks made to the Association. If fees are not included, the application is considered incomplete and will not be processed.

All fees are applicable if moving from unit to unit within the building. Security Deposits can be transferred. The Board of Directors has the authority to waive any fees charged by the Association.

Application may take up to 30 business days to review and approve. Applications will not be expedited or rushed.

Moving is not permitted without the Association approval. Moving is only permitted Monday-Friday, 9:00 AM-4:30 PM, and must be scheduled with the management office. A certificate of insurance from the moving company must be provided, no self-moves allowed. Moving is not permitted on weekends or Holidays, no exceptions.

All applicants must be approved in a board meeting. Forty-eight hours is required to schedule a board meeting for approval.

Board of Directors meet on the second and last Monday of the month to approve pending resale/lease applications.

A "Certificate of Approval" must be issued to applicant prior to moving in/closing.

The Association will take legal action against anyone violating any of the above.



**Important information you should know as a new resident:**

The Management Office hours are Monday-Friday 9:00 AM-5:00 PM

Front Desk/Valet is available 24 hours/ 7 days a week.

At the time of your closing, you should have the following:

- Unit Key
- FOB \$30.00
- Mailbox Key \$60.00
- Gate Clicker \$40.00
- Laundry Card (If not utilizing the app) \$5.00

All of the above are available for purchase via the management office, except unit keys.

For resales, a copy of the warranty deed or closing statement must be submitted to the management office to update unit owner records.

Your monthly maintenance dues will start as soon as you close on your new unit. Payments are due on the 1<sup>st</sup> of each month and is considered "Past Due" by the 10<sup>th</sup> of each month. We highly recommend setting up an account via Clickpay to pay your monthly association fee.

No boats, trailers, trucks, or vendor vehicles are permitted in the parking lot.

After moving in, if you have cardboard boxes to discard, please contact the Front Desk for assistance. Do not dispose of boxes in the trash chutes.

You should contact Florida Power & Light to set up your electricity.

In order to set up your basic cable & internet please contact the management office for further information. Please note someone must be present in your unit the day of installation, staff will not be able to enter with the installer. An individual account with Comcast will need to be set up in order to receive these services.

Air conditioning is provided through "fan cooler units" in your unit. The maintenance of your unit is your responsibility.

Hot water is provided for all units.

Hot tubs, Fish Tanks, Waterbeds, and BBQ/Grills sets are prohibited in the units.