

APPLICATION INSTRUCTIONS

Before completing a lease or sale contract, the Association **first requests the background check of each adult**. The approval process depends on the documents and related fees to be submitted to the Association promptly and can take up to 15 days for approval or more if applicants are not USA residents.

DOCUMENTS TO PROVIDE:

- ✓ Resident pages to be completed by applicants
- ✓ Owner pages to be completed and signed by the current owner (includes *Agreement* and, for rental applications *Addendum to lease agreement*).
- ✓ *GBA background form* to be completed for each adult in the application (Only USA residents)
- ✓ Copy of passport – International Application (If you are not a USA resident)
- ✓ Copy of Driver's license
- ✓ Copy of Vehicle Registration and Insurance
- ✓ Copy of Sales or Lease Agreement
- ✓ Owner pages include *Agreement* and, if a rental application *Addendum to lease agreement*.

APPLICATION FEES & SECURITY DEPOSITS:

- ✓ \$150 Screening Fee for each **adult or married couple** (certificate of marriage needs to be provided)
\$250 Screening Fee for International Applications (No Social Security) - \$250 **per applicant**.
- ✓ \$200 Security Deposit from tenants
- ✓ \$500 Security Deposit from the landlord if the unit is being rented

The tenant must pay a \$200 Security Deposit to the condominium Association before the move-in date as Security against damage to the common elements and payment of any fees owed when the tenant moves out. The landlord must also pay a \$500 Security Deposit to the Condominium Association before the tenant moves in. These security deposits must be in a separate Money Order or Cashier's Check.

ELEVATOR RESERVATION

- ✓ \$125 (Non-refundable) Elevator Reservation fee – Must be paid before the moving date.

Moves only on weekdays from Monday through Friday between 10:00 a.m. – 4:00 p.m.

No move-in/out on holidays or weekends.

Move-in / out may NOT be started after 3:00 p.m.

ELECTRONIC KEYS & TRANSPONDER FEES

- ✓ \$50 Fob - Electronic keys providing access to Lobby entrance & Pool area.
- ✓ \$50 Transponder & Decal Package – Windshield tag providing access to the parking lot (Must register vehicle)
- ✓ \$30 Mailbox lock replacement.
- ✓ \$10 Master Key providing access through the back of the building.

*New Decal – Decal replacement at no cost for registered vehicles.

The current owner of the unit is responsible for providing their tenants with Unit and Mailbox keys. If they are not provided by the owner, you may purchase items needed from the Association office.

FEES PAYABLE TO:

Parkview Point Condominium

Pay via Money Order, Cashier's Check, or personal check.

Pay via Debit or Credit card - except for Security Deposit fees (3.75% card payment fee charge)

ESTOPPEL LETTER & QUESTIONNAIRES – For Sales Applications Only

You are advised to obtain Estoppel information before the closing takes place, as the new owner is responsible for any unpaid assessments and/or legal fines that may have been incurred. Estoppel will be issued only after Board of Directors interview and a signed Certificate of Approval is issued.

For sales transactions, please visit www.castlegroup.com to order Estoppel Letter and Questionnaires.

Application Documents to be hand-delivered to the management office and/or via email to info@parkviewpoint.com

Please return the completed application to the management office at least 20 days prior to moving into the association, incomplete applications will not be accepted. Do Not Move in without Association's approval.

TABLE OF CONTENTS

- Application Instructions
- Resident Pages
 - Application Form
 - Rules & Regulations Highlights – Acknowledgement
 - Parcel Receipt Authorization
 - Pest Control Services Authorization
- Background Check Application
- Owner pages
 - Application For Occupancy Approval - *Unit Owner & Renter*
 - Agreement - *Unit Owner & Renter*
 - Addendum To Lease Agreement - *Unit Owner & Renter*
- Orientation Acknowledgment

Please keep in mind...

- **Unit cannot be rented during first year of ownership.**
- No lease shall be for less than 1 (one) year.
- New owners are responsible for providing the certificate of title or warranty deed and requesting a coupon book unless new owner registers for AutoPay.
- Rules and Regulations, By-Laws (in case of purchasing), must be provided to the new owner by the actual unit owner.
- No rental or sale will be completed without the Certificate of Approval from the Association. This certificate will be given within 48 hours of the interview. You will be contacted as soon as the certificate of approval is ready for pick up.
- If the person who is applying does not live in the country or city of the property, we require notarized power of attorney that appoints who is authorized to represent you in the rental of your property and in case of emergency.
- The Association cannot have keys for the realtors. Lockboxes are not allowed anywhere in our premises.
- Every unit has the right to 2 parking spaces: One assigned parking space and the other one is not assigned, upon availability.