

C/O YCL MANAGEMENT INC
10300 SUNSET DRIVE, SUITE 315
MIAMI, FL 33173
TELEPHONE: 786-361-1373, FAX: 786-361-1376
EMAIL: CONTACT@YCLMANAGEMENT.COM

INSTRUCTIONS FOR SALE/LEASE APPLICATION

Listed below are procedures and documents which are required for approval of sale/lease:

1. Complete application and return to YCL along with a **MONEY ORDER or CASHIER'S CHECK (NO CASH) payable to YCL Management Inc** in the amount of **\$150.00** for processing fee per applicant and/or **\$200.00** married couple (**proof of marriage certificate**). An additional **\$150.00** for any additional applicant over the age of 18. After application is completed and received with payment, please allow 21 business days for Board of Directors approval/disapproval. The processing fee is non-refundable.
2. All prospective buyers and tenants **must** sign acknowledgement confirming receipt of the Association Rules and Regulations.
3. A copy of **Purchase Contract** or **Lease Agreement** must be submitted with the application.
4. Copies of driver's licenses (picture IDs) for all applicants must be submitted with the application.
5. Copies of all current vehicles' registration and insurance must be submitted with the application.
6. All potential residents must be interviewed by the Management Company. You will be notified with enough time to make necessary arrangements.
7. Background Check - **Applycheck** Affidavit must be signed.
8. **Sales Only** – A business check or money order in the amount of \$299.00 (7-10 business days turnaround) or for an additional RUSH fee of \$175.00 (3-5 business days turnaround) payable to YCL Management Inc is required for the completion of an Estoppel letter requested by the Title Company. **Note: All buyers must obtain a copy of the Association Documents from the seller.**
9. Please review your application checklist to make sure all requested information is completed. No incomplete applications will be accepted and processed.

Please allow 21 business days for the processing of the application.
***Anyone that moves in prior to approval from the Association will be fined a \$100.00 fine per day, per violation to a maximum \$1000.00 per violation.**