WINSTON TOWERS 700 CONDOMINIUM

290 174 STREET, SUNNY ISLES BEACH, FL 33160

TELEPHONE: 305-931-5998
FAX: 305-935-0670
EMAIL: office@wtc700.com

***** Please make sure to select the correct application type before proceeding with the application process. *****

THIS IS A NO PET BUILDING!
(The only dogs allowed are both service and ESA animals!)

STEP 1

(Before you begin note that a valid major credit is required and allow 15-20 minutes for the completion of this step)

Visit: www.tenantev.com

☐ **Lease/ Purchase**	**7363**
☐ **Additional Resident (Owned Apartment)**	**7364**
☐ **Additional Resident (Leased Apartment)**	**7365**

Ready: Begin your online application!

STEP 2

(Allow 15-20 minutes for the completion of this part)

Sign: After step 1, you will have the option to complete your online application now or complete later. If you choose to complete it later, you will receive an email with the link to access your online application at any time. If applicable, once you have completed and signed all the forms, your co-applicant will receive a separate email to complete their signatures.

Upload: We will be sending you, and your co-applicant (if applicable) an email with the link to upload the required documents to complete your application.

Customer Support: 1-855-383-6268

Identity Theft:
You can be charged with identity theft if you enter another person's name or social security number, or any other information other than your own on an application. Conviction for identity theft carries with it some potentially hefty penalties. In fact, the identity Theft Penalty Enhancement Act signed into legislation in 2004 established identity theft as a federal crime. The law sets the penalty for identity theft at up to 15 years in prison and paying as much as $250,000.00 in fines.

WINSTON TOWERS 700 CONDOMINIUM

290 174 STREET, SUNNY ISLES BEACH, FL 33160

TELEPHONE: 305-931-5998
FAX: 305-935-0670
EMAIL: office@wtc700.com

APPLICATION PACKAGE PROCEDURES

***** The Application Package will not be released if the units account is not current. *****

READ ALL THE INSTRUCTIONS CAREFULLY. It is your responsibility to check that the application package is complete. The Association will not accept an incomplete package. ONLY completed application packages will be processed.

If English is not primary language, the association insists that YOU employ a translator to interpret ALL DOCUMENTS. The translator must also attend the scheduled orientation. It is YOUR responsibility to understand ALL PROCEDURES, FORMS, APPLICATIONS, CONDOMINIUM DOCUMENTS and RULES & REGULATIONS before submitting the application package.

APPLICATION PACKAGE

- The Winston Towers 700 Condominium Association requires a completed application package. The application package should be placed in a folder.
- The Association may take up to **30 DAYS** to process the application package.
- The Association will attempt to expedite the application package if possible.
- If you plan on leasing the unit:
  - Review the Condominium Documents for leasing restrictions.
  - Note that the leasing terms must be for 3 continuous months or longer and only once per year. As per Florida Statute 212.03; the unit owner must collect and pay a sales and use tax to the state of Florida for any monies collected on a lease with terms of 6 continuous months or less.
  - A completed leasing application package must be received by the Association Office by the 15th of the month by 12:00 noon to be processed for that month!

FEES to be submitted with application package

All fees must be paid by separate checks. All checks must be made payable to the Winston Towers 700 Condominium Association, Inc. **A formal written request must be submitted to the Association Office for return of refundable fees.**

SECURITY DEPOSIT MUST BE PAID BY THE OWNER – ONE MONTH'S RENT **(Refundable)**

💲 $35.00 KEY FOB DEPOSIT – for each Security Key Fob

💲 $35.00 per Vehicle for Barcodes (Non-Refundable)

WINSTON TOWERS 700 CONDOMINIUM

290 174 STREET, SUNNY ISLES BEACH, FL 33160

TELEPHONE: 305-931-5998
FAX: 305-935-0670
EMAIL: office@wtc700.com

💲 $65.00 for carpet protection (Non-Refundable)

💲 $100.00 per person for US Citizens (over age 18) BACKGROUND SCREENING is (Non-Refundable). Additional fees apply if international screening is required.

💲 $200.00 ADMINISTRATIVE FEE (Non-Refundable)

💲 $50.00 MOVE-IN FEE and PROCESSING FEE (Non-Refundable):

- The MOVE-IN or MOVE-OUT **MUST** be scheduled in advance at the Association Office.

💲 $500.00 Security Elevator Deposit (Refundable)

SCHEDULED ORIENTATION

- Orientation is held DURING THE LAST WEEK OF EACH MONTH in the mornings. Every attempt will be made to accommodate schedules.
- ALL persons, including minors, to reside in the Unit must be during the orientation with the Committee before final Association approval will be issued.
- Please be advised that anyone moving into the building **without Association approval** will be **automatically rejected**, followed by **legal action and/or eviction.**
- All owners, agents and applicants MUST attend orientations via Microsoft Teams.

MAXIMUM NUMBER of OCCUPANTS (2 per bedroom)

	Line
• Efficiencies	15
• 1 Bedroom	14, 16
• Convertible	3, 4, 6, 7
• 2 Bedrooms	1, 2, 8, 10, 11, 12, 17, 18
• 3 Bedrooms	5, 9, 19

CONDOMINIUM RULES and REGULATIONS

- All residents are subject to a **$100.00 FINE** per day per offense for failing comply with the RULES and REGULATIONS of the Winston Towers 700 Condominium Association [State of Florida Statute Section 7188.303(3)].
- 🚫 **THIS IS A NO PET BUILDING!** The only dogs allowed are both service and ESA animals!
- Your cooperation is mandatory.

WINSTON TOWERS 700 CONDOMINIUM

290 174 STREET, SUNNY ISLES BEACH, FL 33160

TELEPHONE: 305-931-5998
FAX: 305-935-0670
EMAIL: office@wtc700.com

Section I. FORMS

All forms must be filled in **ACCURATELY and COMPLETELY. PRINT** all the information. **All documents must be clear and readable.**

Form 1: Primary Applicant Information Form

Form 2: Co-Applicant Information Form, is applicable

Form 3: Copy of executed lease or sales contract (10% down payment)

Form 4: Addendum to Sales or Lease Agreement, signed by all parties

Form 5: Background Screening Authorization Form, one each applicant

Form 6: Indemnification and Release Form

Form 7: Key fob form

Form 8: Homeowner Insurance Certificate **by Owner**

Form 9: A copy of your Vehicles Registration

Section II. Two (2) IDENTIFICATION DOCUMENTS for every person to reside in Unit:

1. **PICTURES** or every person to reside in Unit, including minors.
2. **PROOF** of valid **DRIVER'S LICENSE.**
3. **PROOF** of **PASSPORT, PERMANENT RESIDENT CARD, ALIEN CARD**, and/or **WORK VISA.**

Section III. REFERENCE LETTERS:

1. Three (3) character reference letters for each applicant.
2. Two (2) business reference letters for each applicant.
3. Statement indicating reason for entering into agreement.

Section IV. FINANCIAL STATEMENT and supporting DOCUMENTS:

1. Current three (3) months bank statements.
2. Letter from employer, stating job function, current salary and length of employment. If employed, a letter outlining source of current and expected income
3. Last two years signed and completed income tax returns.