



LEASE APPLICATION POLICY

Any individual or corporation desiring to lease a Condominium unit at Courvoisier Courts Condominium Association must submit to the Association the following items:

1. Completed application for residency form (screening form). Screening process may take up to 14 business days from date of release from background screening company.
2. Copy of legible, fully executed lease contract, and two non-relative reference letters on a company letter head.
3. Copy of a valid picture ID (driver license, passport, etc.)
4. Owners wishing to lease their unit shall be required to be in a good standard (a current) maintenance fee. Additional shall be required to place in escrow with the Association a sum equal to one month's rent which may be used by the Association to repair any damage to the common elements and, or Association property resulting from acts or omissions of the lessee.
5. Furniture shall be moved only in the freight elevator between 9:00am and 4:30pm, Monday through Friday. Moving is prohibited on the weekends or legal holidays. A Management representative will inspect the freight elevator and hallways before and after completion of the move. Empty boxes and move-in debris must be taken away by the movers.
6. A move-in form must be completed and submitted along with a refundable elevator security deposit check in the amount of \$500.00, payable to Courvoisier Courts Condominium Association, Inc. The check will be held in the Management Office and will only be deposited if damages to the common areas occur as a result of the move. The reservation is contingent upon the Association's approval of the lease and subject to elevator availability.

IN ADDITION TO THE ABOVE, A CORPORATE TENANT WILL BE REQUIRED TO PROVIDE THE FOLLOWING INFORMATION:

1. Proof of incorporation
2. List of current officers and directors

No resident may use the valet services to park their vehicles. Valet services are for guests visiting the property.

IMPORTANT NOTE:

INCOMPLETE PACKAGES WILL NOT BE ACCEPTED AND THE APPROVAL PROCESS WILL BE DELAYED

An Orientation will be arranged between the lessee(s) and the Management Office subsequent the approval by the Board of Directors.

Certificate of Approval will be issued within 72 business hours after screening completion.

Applicant's Signature

Print Name

Date