

CHECKLIST FOR NEW OWNERSHIP

Use this list to help you with the task of submitting completed paperwork for buying a unit in EWS 4. **Please do not submit this with your papers.** Make sure you have all of the documents below completed when submitting your paperwork. This will speed up the process.

Thank You!

The following document must be submitted for all new owners.

COPY OF SALES AGREEMENT

COPY OF BACKGROUND/CREDIT REPORT

EWS CONTACT INFO SHEET

_____ **ACKNOWLEDGEMENT OF RECEIVING AND AGREEMENT OF CURRENT COPY OF RULES & REGULATIONS**

_____ **SIGNED & RETURNED RECEIPT OF R & R'S**

_____ **SIGNED & RETURNED CRIME FREE ADDENDUM**

_____ **SIGNED & RETURNED COPY OF NEW OWNER APPLICATION**

_____ **ACKNOWLEDGEMENT OF RECEIVING AND AGREEMENT OF EASTWOOD SHORES CONDO ASSOCIATION 4 DECLARATION OF CONDOMINIUM (DOC'S), ARTICLES OF INCORPORATION & BY-LAWS.**

IF YOU ARE USING YOUR UNIT AS A RENTAL YOU MUST SUPPLY A COPY OF LEASE AGREEMENT. OWNERS ARE REQUIRED TO COMPLY WITH ASSOCIATIONS APPROVAL PROCESS BEFORE OCCUPANCY. ALL REQUIREMENTS MUST BE COMPLETE WITHOUT ANY EXCEPTIONS!