

New Owner Application

NEW RESIDENT

This application should be completed at least 10 business days prior to new occupancy date and accompanied with a \$100.00 check payable to Eastwood Shores #4.

Incomplete forms cannot be processed and will be returned. All items must be completed.

CURRENT OWNER

I acknowledge that, as the current owner, it's my responsibility to provide the purchaser/renter with the following: (Please initial)

- _____ Current set of the Declaration of Condominium, Articles of Incorporation & By-Laws (Owners only)
 - _____ Current copy of the Rules and Regulations (Mandatory for Owners and Renters)
 - _____ Crime Free Addendum (Mandatory Renter & Association gets copy)
 - _____ Board Approved Interview Sheet (Signed by BOD member) (renter/owners)
 - _____ Maintenance Payment Coupon Book (Owner Only)
 - _____ Copy of Sales Contract
 - _____ Mail box key
 - _____ Pool area key
 - _____ Only two pets allowed; one pet not weighing over 40 lbs or two pets together not totaling over 40 lbs.
 - _____ Two Vehicles only per unit owner/resident
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Date: _____

CURRENT OWNER INFORMATION:

Name: _____

Address: _____

Unit: _____

Leased Units

If Unit is to be leased, Purchaser agrees to supply the Board of Directors with All Required Lease Application Documents for Approval. A copy of Lease Agreement must be included.

All Required Forms must be submitted and accepted before occupancy. Non-compliance will result in immediate disqualification of proposed tenant.

- _____ Current copy of the Rules and Regulations (Mandatory owner/renters)
- _____ Copy of Lease Agreement (Renter gets copy, Association gets copy)
- _____ New Tenant application form.
- _____ Crime Free Addendum (Mandatory Renter & Association gets copy)
- _____ Board Approved Interview sheet (Signed by BOD member) (renter/owners)
- _____ Mail box key
- _____ Pool area key

Please initial each item, by doing so you agree to terms and acknowledge receipt of each.

***NOTE: All required forms must be signed and fully completed before approval No resident will be allowed move-in until all required forms are completed, signed and submitted for approval.**

(Please refer to Check List of Requirements).

NOTE: TO ALL OWNERS WHO ARE USING AGENTS TO REPRESENT THEIR UNITS: It is the unit owner's responsibility to furnish agents the documents required by Eastwood Shores 4 Condominium Association. All Documents must have a return signature receipt that they have read and agree to all Association Doc's, By-laws, & R&R's (Most documents listed above can be downloaded from the associations website. (www.eastwoodshores4.org) No approvals will be made without the proper documents required by the Association. All Renters must go through the approval process, NO EXCEPTIONS! (If you are in need of Association Documents, CCR'S or By-Laws you can obtain copies at AMERI-TECH. There is a fee for any copies generated you must also provide at least ten days notice to obtain copies. Postage will be charged if you need them mailed.
