

New Homeowner/ New Tenant Checklist

Preparation				
Forms & Fees Preparations	Yes	No	Not Required	Comments
Has your move-in/move-out been scheduled? If not, call 800-901-5431 to schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you paid the required fees: \$75.00/move (non-refundable) & \$300.00/Elevator Security Deposit (refundable) CHECK ONLY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you completed the Homeowner/Resident Information Sheet? Returned to Mgmt Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you completed the Intercom Form? Returned to Mgmt Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you completed the DirectTv form? Returned to Mgmt Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you received a copy (hard or electronic) of the Rules and Regulations? Returned "Exhibit U-1"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
NEW TENANT SECTION: This is in addition to the above questions				
Have you supplied a current signed lease to the Mgmt Office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you paid the \$300.00 Administration Fee (required for all new leases signed on or after June 1, 2012) CHECK ONLY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you submitted a Credit Report for your tenant? HOMEOWNER RESPONSIBILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you submitted a Criminal Background Check? HOMEOWNER RESPONSIBILITY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Have you received a copy (hard or electronic) of the Rules and Regulations? Returned "Exhibit U-1"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

New Homeowner/ New Tenant Checklist

DURING POOL SEASON – BOTH HOMEOWNER & TENANT (NEW & EXISTING)				
Forms & Fees Preparations	Yes	No	Not Required	Comments
Did you receive a copy of the Pool Access Agreement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Read, Signed and Returned form "Exhibit R-2"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Read, Signed and Returned "Exculpatory Release, Indemnification and Assumption of Risk Agreement"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	