

## **KEY COLONY NO. 1 CONDO. ASSOC. – TIDEMARK**

### **LEASE REQUIREMENTS**

The **application fee is \$150**, and the common area **security deposit is \$1000**, we need separate checks both **payable to Key Colony 1**. **There is no RUSH processing**. In addition to the money, we will need the following:

1. Copy of lease
2. Key Colony 1 Addendum – 2<sup>nd</sup> page needs to be filled out with names of everyone that will live in the unit. Last page must be signed by the owner and tenants. All signatures go on the right side of the form, the left is only for witnesses.
3. Application for Lease
4. Application for Occupancy – We need to verify 5 years residence and employment. Include city and state or country for all address. We need 3-character references preferably with US numbers. If employment has been less than 5 years, we will need a letter from the previous employer on letterhead stating dates of employment, position with the company and salary. **If the applicant is retired, we will then need a good standing letter from a bank (see #5 below)**.
5. **If they don't have social security numbers**, we will need a letter from a bank on letterhead in which they have had an account with for at least 5 years (Spanish is ok) stating date the banking relationship began, average balance (Figures) and have they maintained the accounts to the banks satisfaction.
6. Parking memo must be signed by the applicants.

***Minimum rental time allowed is 3 months, no pets are allowed***

You can find the addendum, applications and parking memo in our website **keycolonyone.com** under Members then form and applications we need all three documents shown there.

***We will need a complete package, partials will not be accepted***

***Realtors will need to assist the applicants completing the applications.***

***Please do not complete online and attempt to send me via email as it will print blank. You can complete online print it and then scan it to me.***

Once the applicants are approved, we will need to do an in-person interview.

***Approval process can take up to 21 days!!***

***No recreational devices will be allowed inside the building even if carried ie. bikes, scooters, etc.***