

WINSTON TOWERS 300 ASSOCIATION INC.



WELCOME

Winston Towers 300 Association, Inc.

Winston Towers 300 Association, Inc. requires certain supplemental information which we are authorized to obtain pursuant to the third paragraph of Article VII, Section 1 of The By-Laws of The Association. Please complete the attached forms and return them promptly to the Management Office.

It is necessary that a member of the Association meet with residents to acquaint them with the facilities as well as the Rules and Regulations of the Association and to ensure that the new residents will continue to maintain the community.

MOVING IN

The Management of Winston Towers 300 would like to ensure that all new residents are aware of the following rules and procedures for moving into the building:

- Renters must attend an Orientation before a move takes place.
- Please be advised that all moves must be scheduled through The Management Office, and that no moves will be permitted on SATURDAY, SUNDAY or HOLIDAYS. Move-Ins will be permitted only after the Lessee has completed all paperwork, and the \$1,000.00 refundable security deposit and a \$350.00 move fee has been paid. A Certificate of Insurance must be submitted from the moving company if one has been hired.

PARKING

Owners can lease garage spaces through Management. Renters must notify the Owner if they require garage spaces, and Renters must provide the registration for any vehicle that will occupy the garage space.

LEASING THE UNIT

The following ruling was passed by the Board of Directors,

“As of April 3, 2018, a unit owner cannot rent his unit unless he has had title to it for at least two years. All leases are to be executed for a one-year term only.”

The fee for the processing of any lease of a condominium unit is \$300.00 and must be accompanied by an application as well as a fully executed copy of the lease signed by all parties, Lease Rider, and tenant's Renter Insurance.

******PLEASE NOTE: Landlord will be responsible for any and all damages to the common area caused by their Tenants.**

Winston Towers 300 Association, Inc.

FORMAL APPLICATION

Resident Name _____ Unit # _____

Primary Phone #'s Home _____ Work _____ Cell _____

Email Address: _____ (Important to include, if applicable)

Additional Occupants:

Name _____ Relationship _____

Cell _____ Email _____

Name _____ Relationship _____

Cell _____ Email _____

Name _____ Relationship _____

Cell _____ Email _____

(Occupants will be verified through leasing documents. Any new occupants will need to show proof.)

In the event of an emergency, please list the name and number of those persons we may contact:

Primary: _____ Phone # _____ Key

Alternate: _____ Phone # _____ Key

IF ANYONE RESIDING IN YOUR UNIT IS DISABLED, PLEASE GIVE SPECIAL INSTRUCTIONS IN THE EVENT OF AN EMERGENCY.

VEHICLES

Year/Make/Model

License Plate#

Color

1. _____

2. _____

(Please provide a copy of the Vehicle Registration)

Winston Towers 300 Association, Inc.

Resident Employed By (Or Self-Employed) Company _____

Address _____

Position _____ Business Phone _____

Length of Employment _____

Previous Employer _____

Position _____ Business Phone _____

Length Of Employment _____

Musical Instruments Owned By Proposed Residents _____

To What Extent Will They Be Played In The Apartment _____

Please Furnish Three Personal References: (Name & Phone Number)

(1) _____

(2) _____

(3) _____

Name of Unit Owner: _____

Phone: _____ Email: _____

Tentative Move In Date: _____ (Subject to Availability)

At your orientation please bring the following documents:

- Copy of Signed Lease
- Copy of Signed Lease Rider
- Copy of Renters Insurance
- Completed Welcome Application
- Government-Issued IDs
- \$300.00 Check for the Lease Fee
- \$350.00 Check for the Move-In Elevator Fee
- \$1000.00 Check for the Refundable Move-In Security Deposit
- Vehicle Registration (if applicable)