

# **WINSTON TOWERS 300 ASSOCIATION INC.**



**WELCOME**

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 with a check in the amount of \$300.00 for the processing fee.

It is necessary that a member of the Association meet with purchasers 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 referred to in Article VII, Section 3 of the By-Laws.

We wish to call to your attention to the requirements of Article VII, Section 6 of the By-Laws of the Association which state in part that "...No unit owner shall be permitted to sell or lease his apartment until he has paid to the Association, in full, all unpaid common expenses assessed against such apartment unit. The acquirer of the apartment unit shall, thereafter, be liable for payment of any such charges to the Association, without prejudice to the right of the acquirer to recourse against the transferrer for that amount paid by such acquirer."

**THIS CLAUSE MUST APPEAR IN ALL SALES:**

The purchasers agree to be bound by all the terms of The Offering Plan including The By-Laws, Master Deed and Rules and Regulations as if they were the original owners.

**AT THE TIME OF CLOSING:**

Please be advised that there is a non-refundable contribution to Working Capital which is equivalent to three (3) months maintenance. The purchaser must pay this amount to Winston Towers 300 Association, Inc.

# **Winston Towers 300 Association, Inc.**

## ***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:

- A Move-In cannot take place until after closing. A closing statement must be provided to The Management Office before a move can be scheduled. **PLEASE NOTE: Purchaser 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 Purchaser/Lessee has completed all paperwork and \$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.
- Management recommends that the purchaser obtain from the seller the exact location of storage closet for their apartment.

## ***PARKING***

Upon the sale of the Apartment Unit, seller relinquishes garage space(s). Purchasers can lease garage spaces through Management after closing documents have been provided.

## ***LEASING YOUR 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 and copy of the 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 closing 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 \_\_\_\_\_

Do You Own Your Own Home? \_\_\_\_\_

Mortgage Held By \_\_\_\_\_

Please Furnish A Copy Of The Mortgage Commitment, If There Is No Mortgage, How Will The Purchase Be Made:

\_\_\_\_\_  
\_\_\_\_\_

Name & Address Of Mortgage Company \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Musical Instruments Owned By Proposed Residents \_\_\_\_\_

\_\_\_\_\_  
To What Extent Will They Be Played In The Apartment \_\_\_\_\_

Applicant's Attorney \_\_\_\_\_

Firm & Address \_\_\_\_\_

Seller's Attorney \_\_\_\_\_

Firm & Address \_\_\_\_\_

Is there a Collateral Agreement or is there a plan or intention to enter into another agreement (orally or in writing) whereby the seller will remit or credit a portion of the purchase price to the purchase or to any other party? \_\_\_\_\_

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

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

# **Winston Towers 300 Association, Inc.**

At your orientation please bring the following documents:

- Copy of Closing Statement
- Copy of Deed
- Completed Welcome Application
- Government-Issued IDs
- \$300.00 Check for the Application Fee
- \$350.00 Check for the Move-In Elevator Fee
- \$1000.00 Check for the Refundable Move-In Security Deposit
- Vehicle Registration (if applicable)