

**PARC IV & PARC V CONDOMINIUM RESIDENCE APPLICATION**

Current Owner(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (cell) \_\_\_\_\_ (work) \_\_\_\_\_

Date _____
Parc _____ Unit _____
Leased _____ Sale _____

**Applicants** - Application must be filled out completely

**Full Name** \_\_\_\_\_

Telephone (cell) \_\_\_\_\_ (work) \_\_\_\_\_ Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Work Address \_\_\_\_\_

Present Address \_\_\_\_\_ How Long? \_\_\_\_\_

If less than one year, list previous address \_\_\_\_\_

Current Landlord \_\_\_\_\_

Reason for Moving \_\_\_\_\_

**Personal References**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

**Full Name** \_\_\_\_\_

Telephone (cell) \_\_\_\_\_ (work) \_\_\_\_\_ Occupation \_\_\_\_\_

Employer \_\_\_\_\_ Work Address \_\_\_\_\_

Present Address \_\_\_\_\_ How Long? \_\_\_\_\_

If less than one year, list previous address \_\_\_\_\_

Current Landlord \_\_\_\_\_

Reason for Moving \_\_\_\_\_

**Personal References**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

**Other Permanent Residents**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Telephone \_\_\_\_\_

The Parc Condominium bylaws require that there will be no more than two (2) residents in efficiencies and one-bedroom units and no more than four (4) residents in the two-bedroom units.

Pet Type(s)/Name(s) \_\_\_\_\_ Weight \_\_\_\_\_

**The Parc Management will schedule a move-in when:**

1. All assessments are paid in full by owner.
2. The buyer and lessee (if applicable) have met with Property Manager for a new resident orientation.
3. A copy of the lease agreement or sales contract, along with this application are given to the Property Manager. All documents must reflect signatures of **all** parties. (Lease agreement must be for a minimum of one year and not longer than two years.)
4. A check in the amount of \$150.00 (non-refundable Administrative Service Charge) payable to Parc Condominium Association is given to the Property Manager. (Residents moving from one Parc building to the other or within one building must pay a non-refundable Service Charge of \$150.00.)
5. A check in the amount of \$500.00 (Move In/Out Deposit) payable to Parc Condominium Association is given to the Property Manager. This deposit is refundable, once the elevator and common areas have been assessed for damages, 30 days after move in/move out.
6. The Board of Directors has reviewed this application. The homeowner/agent or applicant will be notified when the review is complete, at which time a move in date will be scheduled.

**OTHER FEES**

The following fees or financial obligations are applicable when a unit sells:

1. A transfer Fee of \$165.00 payable to the Management Company.
2. Two months assessment is paid in advance by the buyer.
3. 1% of the sales price is deposited automatically in the Associations Reserve Fund.
4. A Resale Certificate Fee of \$265.00 is due to the Management Company.
5. A Mortgage Questionnaire is available for a fee of \$215.00 (rush 48 hour service is \$55.00).

**\*\*If a unit is refinanced:** A Refinancing Certificate Fee of \$75.00 is due payable to the Management Company. For fees or other special documents that an owner may need that are not listed above, please contact the Management Company.

**ACKNOWLEDGMENT BY OWNER AND BUYER OR LESSEE**

I (We) acknowledge that notwithstanding anything to the contrary contained in the proposed lease or sale entered into Date \_\_\_\_\_ between us in respect of a residential unit in the Parc Condominium, the provisions of the Condominium Declaration for the Parc Condominium and the Articles of Incorporation, Bylaws and House Rules of the Parc Condominium Association shall prevail.

I (We) acknowledge that the \$500.00 damage deposit will be forfeited in full if I (we) cause any damage to the Association’s property, the deposit will be considered a minimum payment for such damage.

Date \_\_\_\_\_ Owner/Lessor \_\_\_\_\_

Date \_\_\_\_\_ Owner/Lessor \_\_\_\_\_

Date \_\_\_\_\_ Owner/Lessor \_\_\_\_\_

I (We) acknowledge having met with the Property Manager for a new resident orientation and received a copy of the House Rules of the Parc Condominium Association. (To be signed on completion of the interview.)

Buyer/Lessee \_\_\_\_\_