



### **FOR SALE OR LEASE**

#### **Application Fee:**

Sale . . . . . \$ 450.00 (non-refundable)  
Lease . . . . . \$ 225.00 (non-refundable)

#### **Move-in Charges:**

Fee . . . . . \$200 (non-refundable)  
Deposit . . . . . \$1,000 (refundable)

- (The Move-in fee covers supervisory and administrative costs.)
- (The deposit is for the protection of the hallways, carpet and freight elevators and will be refunded if no damage is found after the move is complete.)

**All checks for the above fees should be made payable to Greenway Council Of Co-Owners.**

- The owner/lessee is responsible for electricity and chilled water (air conditioning) in his/her individual condominium; basic cable is free.
- Owner/lessee is responsible for his/her own Homeowner's Insurance. Contact Taylor Bacot at Arthur J. Gallagher (713) 358-5212 for information regarding blanket insurance covered by The Greenway.
- The Houston City Club membership (if available) requires a transfer fee to the Club, plus monthly dues.
- Notify the management office of your move-in date to arrange for priority (not exclusive) use of the freight elevator and loading dock.
- The Greenway application is to be submitted to The Greenway Council of Co-Owners, along with the application fee, as a signed waiver of Right of First Refusal must be obtained for all leases and purchases.

RESOLUTION OF THE  
BOARD OF DIRECTORS OF  
THE GREENWAY COUNCIL OF CO-OWNERS



At a regular meeting of the Board of Directors of The Greenway Council of Co-Owners, said meeting being properly called and a quorum being present, came to be heard the matter of revising the Processing/Application fee for all documents for all sale transactions.

The Processing/Application fee must be paid at the time request for said documents is submitted to the Greenway Management Office and is non-refundable.

For Purchase:

- Processing/Application fee of \$450.00 payable to The Greenway Council of Co-Owners
- Fully executed Earnest Money contract
- Application for Waiver of Right of First Refusal
- Disclosure and Acknowledgement Form
- Waiver of Right of First Refusal for a sale
- Condo Questionnaire

Collected from buyer at closing:

- Non-refundable move-in fee of \$200.00 payable to The Greenway Council of Co-Owners for supervisory and administrative costs.
- One (1) month's Maintenance Fee payable to The Greenway Council of Co-Owners.

Required documents must be completed in full before the application process will commence. Please be aware The Greenway Council of Co-Owners' Declaration of Condominium grants the Board of Directors **ten (10) working days** to exercise or waive the Right of First Refusal.

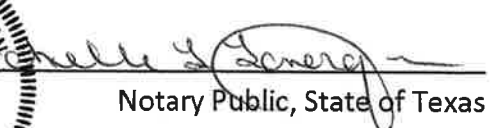
  
\_\_\_\_\_  
Leslie O. Fullerton / President

STATE OF TEXAS

COUNTY OF HARRIS

This Resolution was acknowledged before me on this 21 day of NOV 2016, by Leslie O. Fullerton, as President of The Greenway Council of Co-Owners.



  
\_\_\_\_\_  
Notary Public, State of Texas

**APPLICANT (Principal Occupant)**

Unit # \_\_\_\_\_

Name \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Time at this address \_\_\_\_\_ Own \_\_\_\_\_ Rent \_\_\_\_\_

Landlord \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**APPLICANTS IDENTIFIERS**

Social Security Number: \* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth: \* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Drivers License#: \* \_\_\_\_\_ State: \_\_\_\_\_ Sex: Female \_\_\_\_\_ or Male \_\_\_\_\_

**CONTACT ADDITIONAL INFORMATION**

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Company Name: \* \_\_\_\_\_

Country: \* \_\_\_\_\_ City: \* \_\_\_\_\_ State: \* \_\_\_\_\_

Position: \* \_\_\_\_\_

Salary: \* \$ \_\_\_\_\_ Per Hour \_\_\_\_\_ Per Month \_\_\_\_\_ Per Year \_\_\_\_\_

Dates of Employment: \* From: \_\_\_\_\_ to \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \* \_\_\_\_\_ Fax: \_\_\_\_\_

**FINANCES (Bank References)**

Bank Name \_\_\_\_\_ Address \_\_\_\_\_

Account # \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Bank Name \_\_\_\_\_ Address \_\_\_\_\_

Account # \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**PERSONAL REFERENCES** (Please do not list family members or co-workers.)

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**OCCUPANTS** (Who will be occupying the unit, in addition to the applicant.)

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

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

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

Have you or any of the proposed occupants ever been convicted of a misdemeanor or felony?

Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*\*\*Owners must register all pets with the Management Office\*\*\*\*

Applicant represents that all the above statements are true and complete and hereby authorizes verifications of the above information, references and credit records. Applicant acknowledges that false information or unsatisfactory credit reports herein may be reason for rejection of this application, termination of right of occupancy and/or forfeiture of deposits.

Principal Occupant Signature \_\_\_\_\_ Date \_\_\_\_\_



### Move-In and Move-Out Procedures

1. All move-ins and move-outs must be scheduled through the Management Office.
2. A **\$200.00 move-in or move-out fee** must be paid to The Greenway Council of Co-Owners at least 24-hours before the day of moving. (This fee covers supervisory and administrative costs.)
3. Any resident moving into or out of the building shall provide the Management Office with a **refundable security deposit of \$1,000.00** (check are accepted – the deposit is for the protection of the hallways, carpet and freight elevator).
4. The moving company shall provide a current Insurance Certificate to the Management Office not later than 72-hours prior to the scheduled move (please contact the Management Office if requirements are needed).
5. Move-ins and/or move-outs may be scheduled Monday through Friday, between the hours of 8:30 am to 4:30 pm, except major holidays. The moving company must be out of the building no later than 5:00 pm.
6. Management and Resident Services will see that the new resident has priority use of the freight elevator; however, **exclusive use of the freight elevator cannot be provided**. Elevator operating instructions will be provided to the moving company personnel.
7. All movers must obtain The Greenway Condominium I.D. badges from the Resident Services office at the dock.
8. Movers must use their own equipment and may not use any carts or hand-trucks belonging to The Greenway Condominiums.
9. Inner double doors at the service entrance may **not** be propped open or left unlocked at any time.
10. The floor of the hallway from the service elevator to the unit front door **must** be covered with Masonite or heavy cardboard (cardboard must be duct taped together) to prevent wear and damage to the carpet. If the moving company or resident does not have these materials available to them, please contact the Management Office to make arrangements for the use of such materials. The walls of the said hallways will be covered in the same or like material if they are subject to sustaining any damage during the move.
11. Prior to the commencement of the move, the movers and resident will be walked through the freight elevators and corridors that will be used during the move and any and all existing damage to the elevators and hallways will be noted. After the move is complete, a walk through of the same areas will be made and any new damages to the hallways and elevator will be noted. A bill for any new damages and/or loss to The Greenway Condominiums will be presented to the moving company. Any moving company who fails to pay for these damages will be prohibited from conducting any further moves at The Greenway Condominiums.
12. The movers may hold the elevators only while loading and unloading goods. When the movers are not using the elevator for immediate loading and unloading, they must release the elevator. Elevator use coordination will be communicated via the communication equipment provided.
13. Movers are not permitted to use the passenger elevators or the front lobby in Building 14 or Building 15 at any time.

**I hereby acknowledge and agree to The Greenway Council of Co-Owners Move-In/Move-Out procedures as specified above:**

Resident Signature: \_\_\_\_\_ Unit #: \_\_\_\_\_ Date: \_\_\_\_\_



## DISCLOSURE AND ACKNOWLEDGMENT FORM

With respect to your purchase or lease of the condominium unit in the Greenway Condominiums, \_\_\_\_\_ Greenway Plaza, Unit No. \_\_\_\_\_ Houston, Texas 77046, you are hereby notified and informed that neither the owner of the condominium unit nor The Greenway Council of Co-Owners, guarantees or insures the quality, availability or effectiveness of the security services and systems provided in the condominium project. Further, you acknowledge that The Greenway Council of Co-Owners has not made any representations or warranties to you of any kind, and is not liable or responsible for any representations or statements made by an owner of the condominium unit or any real estate brokers or agents in connection with the sale or lease of the condominium unit.

I certify that I have provided \_\_\_\_\_, the prospective buyer or tenant, with copy of this Disclosure and Acknowledgment Form.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner, Sales Associate, or Broker

\_\_\_\_\_  
I have received, read and understand this Disclosure and Acknowledgment Form.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Buyer/Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Prospective Buyer/Tenant