

Cove Towers Preserve Condominium Association, Inc.

Policy & Procedure

Sales and Rental Fee Policy

Policy: Cove Towers Preserve has in place a policy of charging an application fee for processing both Sales and Rental Applications of units within Cove Towers Preserve. This policy applies to first-time applications and repeat applications.

First-time Sales Applications: A non-refundable fee of \$150 must accompany a completed Sales Application. All appropriate questions must be fully completed on the form, a copy of the fully executed sales contract, an initialed copy of INITIALED "DUES PAYMENT AND LATE FEES POLICY" and three (2 personal, 1 business) references must be supplied. Pet Policy applies.

Repeat Sales Applications: A non-refundable fee of \$150 must accompany a completed Sales Application. All appropriate questions must be fully completed on the form, a copy of the fully executed sales contract and an initialed copy of "DUES PAYMENT AND LATE FEES POLICY" must be supplied. Three (2 personal, 1 business) references do not need to be supplied. Pet policy applies.

First-Time Rental / Lease Applications: A non-refundable fee of \$150 must accompany a completed Rental Application. All appropriate questions must be answered on the form, a completed lease and three (2 personal, 1 business) references must be supplied. Pet policy applies.

Repeat Rental / Lease Applications: A non-refundable fee of \$150 must accompany a completed Rental Application. All appropriate questions must be answered on the form and a completed lease must be supplied. References are waived for repeat renters in Cove Towers Preserve Condominium Association, Inc. Pet policy applies.

Rental / Lease Application Extension: When a current renter wishes to extend their stay, the owner must notify the Association 10- days in advance of the approved rental expiration. There is no fee for this extension. If there is failure to meet the 10-day notification, then the extension is considered a Repeat Rental / Lease Application and the above provisions apply.

Note: the change was in the amount of the fees from the original policy of 6-14-2012

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