



801 SOUTH PLYMOUTH COURT APARTMENT CONDOMINIUM ASSOCIATION

LEASE PROCEDURES

The Declaration of Condominium Ownership provides that unit owners who have owned their unit for a minimum of one year may lease their unit for a period of no less than one year.

1. Prior to leasing a unit, owners may obtain these forms from the Management Office.

- a. Resident Information Form
- b. Rules and Regulations for Residents
- c. Declaration of Condominium Ownership

2. The following information must be received by the Management Office prior to scheduling a moving date:

SUBMITTED BY UNIT OWNER(S)

- a. Executed Condominium Lease Form
- b. Completed and signed Resident Information Form listing each occupant.

TRANSFER FEE

A lease transfer fee, in the amount of \$200.00, made payable to 801 South Plymouth Court Condominium Association.

ELEVATOR FEE

An elevator fee, in the amount of \$200.00, made payable to 801 South Plymouth Court Condominium Association, and a \$100.00 damage deposit (refundable).

3. Only upon receipt of all of the above information and fees will the Management Office schedule a move-in date and accept reservations for the use of the freight elevator.

4. Failure to comply with the lease procedures may result in a delay of elevator scheduling or fines against the unit owner.