

Delkus Tower Condominium Association

Application Checklist

(For screening committee use only)

Applicant(s) Name: _____ Date: _____

Property Address: _____

Building #: _____ Unit _____ Parking Space # _____ Purchase _____ Lease: _____

Screening Interview Scheduled for:

Delivered on: _____ By: _____

Date: _____ Time: _____ Place: _____

Please check each item received and reviewed by the Screening Committee for preparation of the screening interview.

APPLICATION PACKAGE CONTENTS:

Discuss w/Applicant

() Committee ID

Sheet Rcvd

Applicant initial receive

1. Screening Interview Checklist (committee use only)	_____	_____	_____
2. Management Checklist top sheet (signed/dated)	_____	_____	_____
3. Application for Occupancy (completed)	_____	_____	_____
4. Purchaser/Lessor Acknowledgement (to be signed)	_____	_____	_____
5. Rules/Regulations Receipt Acknowledgement Form (signed)	_____	_____	_____
6. Background Check for credit, criminal and eviction.	_____	_____	_____
7. Copy of Sales Contract	_____	_____	_____
8. Lease Contract and Third Party Lease	_____	_____	_____
9. Pet Information	_____	_____	_____
10. Copy of transfer fee	_____	_____	_____
11. Certificate of Approval	_____	_____	_____
12. Question and Answer Sheet	_____	_____	_____
13. Contact Information Sheet	_____	_____	_____
14. Verification of Dues Form or estoppel	_____	_____	_____

Condominium Rules & Regulations: (be alert for the following)

1. Meets 'Single Family Rule' #bed _____ #bath _____
Indicate the total # of occupants listed, including owner/leasee: _____ total
2. Commercial vehicles listed as primary vehicle: _____ yes _____ no (if yes, a violation)
(Police/Trooper vehicles are the only exceptions)
3. Any other information provided deemed a violation of the Condominium Documents & Rules/Reg:

Screening Interview Notes:

