



Westwood Business Center Condominium.

Application for Consent to Lease or For Sale

This application form is fully completed to include, a copy of all proposed sales/rental contracts, a photocopy of picture ID, a photocopy of valid unexpired auto registration, two (3) letters of recommendation for each applicant over the age of 18, an original police report for each applicant over the age of 18, and a cashiers check or money order for the application fee, must be received by the Management office, at the address below, **no less than ten (10) working days prior** to the date action is desired of the Association. The Board of Directors will have ten days after the interview of an applicant.

****Missing or incomplete information will cause the application to be returned without action. ** Fees: (NON-REFUNDABLE)**

Application Fee: Money Order or Cashier's Check: \$150.00 Per Person Over the age of 18 years old Payable to Vte Consulting LLC \$30.00 Money order or Cashiers check made payable to VTE Consulting LLC per application

Please note application takes from 20-25 business days. If you would like to rush 7-10 business days there is a fee of \$100.00.

******* No application will be considered and will be automatically denied if a national background report cannot be conducted.**

ONCE THE SALE IS FINAL, IT IS IMPERTIVE THAT YOU FORWARD US A COPY OF THE WARRANTY DEED AND SETTLEMENT STATEMENT INDICATING THE DATE OF THE CLOSING AND NAME(S) OF THE OWNER). Without this information, we can't update our system.

Application Print _____ Applicate Signation _____ Date _____

WestWood Business Center Condominium
Email: Info@vteconsultingllc.com or office@vteconsultingllc.com

APPLICATION MUST BE COMPLETED IN FULL BY PROSPECTIVE TENANT(S) OR BUYER(S)



Rush: Yes ___ No ___ (additional fee required)

- 1) ___ Fully completed
- 2) ___ \$150.00 Money Order or Cashier's check per applicant
- 3) ___ \$30.00- Money Order or Cashier's check per applicant
- 4) ___ Three Personal Reference Letters per applicant
- 5) ___ U.S. Government Issued Photo ID per applicant
- 6) ___ Copy of Executed Lease or purchase contract- Must be fully executed
- 7) ___ Sales Only. Please provide proof of income.
- 8) ___ Copy of License (if you are registering a vehicle with the association)
- 9) ___ Signed and Acknowledgment receipt of Rules and Regulations.

If the above requirements are not met, the application will not be accepted. (No Exceptions)

Application and documentation received (Date): _____ Received By: _____

This document must be filled out by the office manager.

Restrictions:

New Residents must be interviewed and approved by the Association, with (5) days in advance notice to move in .

- All maintenance fees must be current at the time of application.
- All boxes are to be crushed and folded, taken to the dumpster in the parking area and placed in the garbage container.
- **If sale, the buyer agrees to provide the Management Company with a copy of the Closing Statement no later than seven (7) days after the closing date. If a lease you must provide a copy of the lease agreement.**

I certify that I have read and understand the above application and

restrictions: Unit#: _____

Signature of Applicant: _____ Date: _____

Signature of Owner _____ Date: _____

Application for Consent to Lease or For Sale

This application and the attached Application for Occupancy must be completed in detail by the proposed Buyer/Tenant. Please attach a copy of the Sales Contract to this application or rental agreement.

The Seller (current owner) shall provide the Buyer with a copy of all the Condominium documents. Processing of this application will begin after all required forms have been completed, signed, and in the Management's office.

Application For: Lease _____ OR Sale _____

Applicate #1

First Name: _____ Middle Name _____ Last Name _____

Social Security# _____ D.O.B _____

Driver License # _____ D.L. State _____

Phone Number # _____ Atl. Phone: _____

Email: _____

Employment of Applicant One

Employment By: _____ Phone number _____

Position: _____ How Long at Present Job: _____

Address _____

Have you ever been arrested or convicted of a crime? Yes or NO

Dates: _____ County /State: _____ Convicted in _____ Charges _____

Applicate #2

First Name: _____ Middle Name _____ Last Name _____

Social Security# _____ D.O.B _____

Driver License # _____ D.L State _____

Phone Number # _____ Atl. Phone: _____

Email: _____

Employment of Applicant #2

Employment By: _____ Phone number _____

Position: _____ How Long at Present Job: _____ Address _____

Have you ever been arrested or convicted of a crime? Yes or NO

Dates: _____ County /State: _____ Convicted in _____ Charges _____

Applicate #3

First Name: _____ Middle Name _____ Last Name _____

Social Security# _____ D.O.B _____

Driver 'License # _____ D.L State _____

Phone Number # _____ Atl. Phone: _____

Email: _____

Employment of Applicant #2

Employment By: _____ Phone number _____

Position: _____ How Long at Present Job: _____ Address _____

Have you ever been arrested or convicted of a crime? Yes or NO

Dates : _____ County /State: _____ Convicted in: _____ Charges _____

Emergency Contact

Name: _____ Relationship _____ Phone _____

Name _____ Relationship _____ Phone: _____