

Requirements & Procedures for Leases and Sales

Please note that applications **will not be processed** until all the required paperwork and checks are submitted.

Applications must be signed, dated, completed in full along with the required checks and submitted to

Harbour Club Villas
1530 NE 105th Street
Miami Shores, FL 33138

The results may take up to 72 hours. Prior to moving in, the prospective tenants or buyers will be interviewed by the Board.

Application Fees:

\$100.00 per person

\$150.00 per married couple

\$75.00 Rush Fee. A rush fee will ensure that the interview is held prior to the next board meeting.

\$50.00 Condominium Documents (Purchased through web site)

Leasing Requirements:

1. Copy of Lease
2. Addendum
3. Application
4. Check payable to Harbour Club Villas Condominium Association
5. Receipt of Rules and Regulations (posted on website)
6. Monthly Maintenance fees must be current
7. Violations, if any, must be corrected by unit owner
8. Interview by Board at Board meeting. And if rush fee is paid, interview prior to Board meeting and moving in and again at subsequent board meeting

Sale Requirements:

1. Copy of Sales Contract
2. Application
3. Checks(s) payable to Harbour Club Villas Condominium Association
4. Receipt of Rules and Regulations (posted on website)
5. Monthly maintenance fees must be current
6. Violations, if any, must be corrected by unit owner
7. Interview by Board at Board meeting. And if rush fee is paid, interview prior to Board meeting and moving in and again at subsequent board meeting

Please note that the Association conducts background checks only, and does not request credit information on your prospective buyer(s)/tenant(s).

Rev. 10/25/10/mem