

AZALEA WOODS CONDOMINIUM ASSOCIATION. INC.

Dear Prospective New Owner/ Tenant:

All new prospective new owners or tenants are required by the association documents to complete an application and interview process prior to closing or in the case of a tenant, prior to occupancy. You should plan to allow up to two (2) business weeks for completion of the application process. The following items are required to complete the process:

- Completed sales/rental application.
- Copy of complete sales contract or lease.
- Completed lease addendum for tenants only.
- Signed questionnaire/interview confirmation sheets.
- Completed emergency information sheet.
- Application fee.
- Notarized certificate of approval.

An instruction sheet/checklist is included for your convenience.

When completed, the entire packet (originals with appropriate signatures) must be delivered or mailed to the following address to complete the process prior to closing:

Ameri-Tech Community Management, Inc.

24701 US Highway 19 North

Clearwater, FL 33763

(727) 726-8000

Att: Michael Diorio (727) 726-8000 x 270