



## **INSTRUCTIONS FOR IN-PERSON ORIENTATIONS**

Applications are available online at [www.otowclearwaterinfo.com](http://www.otowclearwaterinfo.com), from the **Community Service Office**, by phoning **Application Processing** at 727-799-8517, or emailing [clw\\_interview@otowfl.com](mailto:clw_interview@otowfl.com).

**Co-applicants not related by marriage need to submit individual applications.**

### **Supporting Documents:**

#### **1. Ownership Application:**

- a. Purchase** – Mail a copy of the sales contract to: OTOW Application Processing, 2069 World Parkway Blvd, E., Clearwater, FL 33763 OR drop off a copy with the Community Service Office located in the East Activity Center. Please include contact information for realtors involved and buyer(s). *Our office must review the contract prior to setting an appointment for orientation. Orientations must be conducted within 7 to 14 days prior to the date of closing.*
- b. Inheritance** – Obtain a copy of death certificate and documentation verifying that you are inheriting the condo (e.g., deed transferred in probate, order determining homestead). *Documents are not required in our office prior to setting an appointment and may be presented at the orientation.*
- c. Deed Change** – Obtain documentation verifying proposed/executed deed change. *Documents are not required in our office prior to setting an appointment and may be presented at the orientation.*

- 2. Residency Application:** Proof of residency may include driver's license with OTOW address, a copy of business correspondence addressed to you at OTOW address, or an envelope with your name and USPS forwarding label with OTOW address. *Documents are not required in our office prior to setting an appointment and may be presented at the orientation.*

**Orientations are conducted at the West Recreation Center located at: 2291 World Parkway Blvd W, Clearwater, FL 33763. Please make yourself comfortable in the lobby area until called for your scheduled orientation.**

### **What to bring with you to the orientation:**

- ✓ Completed application. Make sure you have included three (3) emergency contacts. Incomplete applications will not be submitted for approval.
- ✓ For inheritance, deed change and residency applicants: Any required documents as listed above.
- ✓ For residency applicants only: If the owner(s) is/are not attending the orientation, the related section of the application must be signed and notarized by the owner(s) confirming approval of your occupancy.
- ✓ Driver's licenses or other government issued photo IDs for everyone who will be on the deed and/or taking residency in the unit.
- ✓ Voided check to initiate the auto debit of monthly maintenance fees. If using a savings account, bring a deposit slip or letter from the bank showing the routing and account numbers.
- ✓ \$50 application fee for processing: check made payable to Parkway Management or cash.
- ✓ Signing, witnessing and notarizing may be done at the time of the interview.

**PLEASE DO NOT WEAR PERFUME OR COLOGNE TO THE INTERVIEW**

If you have any questions about orientation, please call 727-799-8517 and leave a detailed message.