



INSTRUCTIONS FOR SKYPE ORIENTATIONS

Applications are available online at www.otowclearwaterinfo.com, from the **Community Service Office**, by calling **Application Processing** at 727-799-8517, or by emailing clw_interview@otowfl.com.

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

Supporting Documents:

1. Ownership Application:

- a. Purchase** – A copy of the sales contract, and contact information for any involved realtors and the 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** – Mail a copy of death certificate and documentation verifying that you are inheriting the condo (e.g., deed transferred in probate, order determining homestead, etc.).
- c. Deed Change** – Mail documentation verifying proposed/executed deed change.

- 2. Residency Application:** Copy of driver's license with OTOW address, or a copy of business correspondence addressed to you at OTOW address, or an envelope with your name and a USPS forwarding label with OTOW address.

The application and supporting documentation must be received in our office via USPS, FedEx, or UPS prior to setting the Skype appointment date. Original documents with notarized signatures are required. E-mailed or faxed applications are not acceptable. Incomplete applications will be returned, which may result in a possible delay in closing.

Send all required documents to: **OTOW Application Processing**
2069 World Parkway Blvd, E.
Clearwater, FL 33763-3649

Skype Orientation Checklist:

- ✓ Completed application: We will return incomplete paperwork to applicants.
 - Make sure you have included three (3) emergency contacts.
 - Have all signatures notarized
 - Supporting documentation as listed above.
- ✓ For residency applicants only: The owner(s) must sign on page 3 and have their signature notarized. (Owner(s) are confirming their approval of your occupancy).
- ✓ Name, address and phone number for title company or attorney handling the closing or deed change.
- ✓ Copies of 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, attach a deposit slip showing the routing and account numbers.
- ✓ \$90 application fee for processing; check or money order made payable to Parkway Management.

RETAIN A COPY OF THE APPLICATION.
THE APPLICATION AND THE WELCOME PACKAGE WILL BE REVIEWED
DURING THE SKYPE ORIENTATION.

SET UP A SKYPE ACCOUNT (IF YOU DO NOT ALREADY HAVE ONE),
SEARCH SKYPE FOR THE USER NAME: **OTOW SKYPE AND ADD TO YOUR CONTACTS.**
WE WILL ACCEPT YOUR CONTACT REQUEST PRIOR TO THE INTERVIEW.

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