

**On Top of the World
Activity Card Department
2069 World Parkway Blvd. East
Clearwater, FL 33763-3649**

Below is a checklist for completing your Lease Application for Approval

Tenant(s):

B ____ U ____

- 🍏 **Have you completed the tenant's portion of the Lease Application in full, signed and notarized bottom of page 2?** (One occupant must be 55 years or older & no children under 17.)
- 🍏 **Have you signed a lease?** (It must have current beginning and ending dates. Minimum 6 months + 1 week furnished or Maximum 1 year unfurnished)
- 🍏 **Have you initialed any statements crossed out on your lease referring to:** Assignments, Subletting, or Holdover by Lessee and Month-to-Month leasing? No display of signs permitted.
- 🍏 **Have you provided a copy of your Driver's License or State I.D.?**
- 🍏 **Have you written a check for \$50 to SCA (Sidney Colen & Associates)?**

Owner(s):

- 🍏 **Have you completed the owner's portion of the Lease Application, signed and notarized bottom of page 3?** (One occupant must be 55 years or older & no children under 17.)
 - 🍏 **Have you completed and signed your lease?** (It must have current beginning and ending dates Minimum 6 months + 1 week furnished or Maximum 1 year unfurnished)
 - 🍏 **If you have a management company or Power of Attorney** - We need a current copy of the agreement for this unit. (Please include a copy with your lease application.)
 - 🍏 **Please cross out and initial any statements on your lease referring to:** Assignments, Subletting, Holdover by Lessee and Month-to-Month leasing. No display any signs permitted.
 - 🍏 **Have you returned your activity card to be held on file with the Association?** If you do not have cards, please send a signed statement to that fact and include with your lease application.
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- ✓ Please submit by mail or in person, the **Application**, the **lease**, copy of tenant's **State Driver's License or State I.D.**, and the **check to SCA for \$50** to the address listed above.
 - ✓ Please provide for your tenants a copy of the Rules for On Top of the World (available at the Customer Service Office or online at www.otowclearwaterinfo.com)
 - ✓ The Association **recommends** you perform a criminal background and credit check on your prospective tenant(s).

All parts need to be submitted for processing

This entire process is completed annually for all tenants wishing to stay longer

Thank you for you cooperation. Questions call Karen at 727-799-8517