

## INSTRUCTIONS FOR LEASE IN-PERSON ORIENTATIONS

Direct Owner Lease Applications are available to the **owners, their Power of Attorney or their Management Company's Representative** online at [www.otowclearwaterinfo.com](http://www.otowclearwaterinfo.com), from the **Community Service Office**, or by sending a self-addressed stamped envelope to 2069 World Parkway Blvd. E. Clearwater FL 33763 attention: Occupancy Compliance Department, or by emailing: [occupancy\\_compliance@otowfl.com](mailto:occupancy_compliance@otowfl.com).

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

The Direct Owner Lease Application, an original lease with notarized signatures, a copy each applicant's Driver License or government issued photo ID and the required fee **must be received in our office prior to setting an in-person appointment date**. E-mailed or faxed applications are not acceptable. **Incomplete applications and leases will be returned to owners.** Both owners and tenants should retain a copy of the fully-executed lease.

**Owners, Power of Attorneys, or your Management Company's Representative may send in, or drop off in an envelope addressed to:**  
**Occupancy Compliance Department**  
**Application Processing**  
2069 World Parkway Blvd, E.  
Clearwater, FL 33763-3649

*\*Please **do not** have your future or current tenants pick up applications, or drop off the required paperwork at the CSO\**

### **Checklist of items we must already be in receipt of for your In-Person Orientation:**

- Have submitted an **original signed lease Agreement** for retention by On Top of the World Condominium Association, Inc. or the Management Company. Any hand written changes on your lease must be initialed by all parties.
- Have completed and submitted a **Direct Owner Lease Application**: Incomplete paperwork will be returned to owners.
  - Make sure your tenants have included three (3) emergency contacts.
  - Make sure both owners (or their power of attorney or management company representative) and tenants signatures have been notarized. Owner(s) are confirming their approval of tenant occupancy.
  - Signing, witnessing and notarizing will be done at the time of the orientation for tenants.
- Have submitted copies of all **driver license or other government issued photo ID** in advance for everyone who will be on the Lease. Please bring your Driver License or government issued ID with you to the In-Person Orientation.
- Have submitted the required **processing fee** listed below **prior** to the orientation; either a check made to **Sidney Colen & Associates (SCA)** or cash. Once received, the processing fee is non-refundable.
- Have submitted a **completed census form**.

Fees:

Application for Approval Processing Fee  
(excluding lease renewal with same lessee)

1. Single applicant	100.00
2. Married couple	100.00
3. Additional occupant	100.00

- **Orientations are conducted at the West Activity 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.**

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

Please email [occupancy\\_compliance@otowfl.com](mailto:occupancy_compliance@otowfl.com) for questions regarding the orientation process.