

INSTRUCTIONS FOR LEASE SKYPE 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, from the **Community Service Office**, or by sending a self- addressed stamped envelope to 2069 World Parkway Blvd. E. Clearwater FL 33763 attention: Direct Owner Lease Application Department, or by emailing: 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 the Skype 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 Attorney, 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 you Skype 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.
- Have submitted copies of all **driver license or other government issued photo ID** for everyone who will be listed on the Lease.
- Have submitted the required **processing fee** listed below **prior** to the orientation; either a check made to **Sidney Colen & Associations (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

RETAIN A COPY OF THE APPLICATION. THE APPLICATION AND THE INFORMATION PACKET 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.**
- **PLEASE EMAIL US YOUR SKYPE USER NAME.**
- **WE WILL ACCEPT YOUR CONTACT REQUEST PRIOR TO THE ORIENTATION.**

Please email occupancy_compliance@otowfl.com for questions regarding the orientation process.