



INSTRUCTIONS FOR IN-PERSON ORIENTATIONS

Please see Skype instructions if you will be interviewing via Skype

Applications are available online at www.otowclearwaterinfo.com/community-information/, from our Community Service Office, or by emailing the OTOW Orientation Department at clw_interview@otowfl.com. If you received an application from another source, make certain you are using the most recent application available.

ALL APPLICATIONS MUST BE PRINTED SINGLE-SIDED

- ❖ Complete the **APPLICATION FOR APPROVAL OF OWNERSHIP** if you are A) purchasing a unit, B) inheriting a unit, **OR** C) you are being added to a deed
- ❖ Complete the **APPLICATION FOR APPROVAL OF RESIDENCY** if you will be residing in a unit in which you are NOT the owner
- ❖ Complete the **SCREENING FOR OWNERSHIP OR RESIDENCY APPLICATION** if you will be A) purchasing a unit, B) inheriting a unit, C) being added to a deed, **OR** D) residing in a unit in which you are NOT the owner

FOR ALL APPLICATION TYPES

1. Submit your fully completed application(s) (including three emergency contacts), a valid, government issued photo ID for all parties involved in your specific transaction, the application processing payment(s) (see #7 below), **AND** the screening application(s) to OTOW Orientation Department, 2069 World Parkway Blvd, E., Clearwater, FL 33763 by:
 - a. Mailing it to OTOW Orientation Department, 2069 World Parkway Blvd, E., Clearwater, FL 33763
 - b. Delivering it to the Community Service Office located in the East Activity Center (same address) OR
 - c. Emailing a copy to clw_interview@otowfl.com**INCOMPLETE APPLICATIONS WILL BE RETURNED - PLEASE VERIFY YOUR INFORMATION**
2. Co-applicants not related by marriage must submit an individual application **AND** an individual screening application for each person. Married applicants with a different last name will need to submit proof of marriage
3. You do not need to have your application notarized in advance (*For Residency, see Residency section below*)
4. The Orientation Department will contact you via phone to schedule your orientation - our number will display on caller IDs as PRIVATE, RESTRICTED, or BLOCKED
5. There is a \$100.00 non-refundable application processing fee per individual (or \$100 for a married couple) payable by check or money order to Parkway Management. The processing payment must be received in our office prior to appointment scheduling
6. All orientations are held in the West Activity Center, 2291 World Parkway Blvd W, Clearwater, FL
7. Make yourself comfortable in the lobby area until you are called for your scheduled orientation

APPLICATION FOR APPROVAL OF OWNERSHIP

PURCHASES

- We must receive a copy of the sales contract and riders prior to scheduling your orientation (see address under *FOR ALL APPLICATION TYPES* above) or you or your realtor may email the contract and riders to clw_interview@otowfl.com
- There must be a minimum of seven (7) days between your orientation date and the date of your closing
- Carefully read the six items listed on the application at the bottom of Page 2 and the four items at the top of Page 3. If you understand and accept each of the statements, place a checkmark to the left of each one
- Do not complete the “Monthly Fee Amount for Current Budget Year” or the “Month Debit to Begin” listed on Page 4 of the application – this will be covered during the orientation
- Attach a voided check (or a letter from the bank on their letterhead with your routing and account number) to Page 4 of the application for the auto debit of maintenance fees. If you are using a savings account, a deposit slip must be attached. Please sign and date in the space provided

INHERITANCE

1. You must provide a copy of the death certificate and documentation verifying that you are inheriting the unit (e.g., Last Will & Testament, deed transferred in probate, order determining homestead). We will also need the name, address, and phone number of the attorney who is handling your inheritance (these documents should be provided with your application)
2. Carefully read the six items listed on the application at the bottom of Page 2 and the four items at the top of Page 3. If you understand and accept each of the statements, place a checkmark to the left of each one
3. Do not complete the “Monthly Fee Amount for Current Budget Year” or the “Month Debit to Begin” listed on Page 4 of the application – this will be covered during the orientation. This page must be completed and signed even if there is no change to the account currently utilized
4. Attach a voided check (or a letter from the bank on their letterhead with your routing and account number) to Page 4 of the application for the auto debit of maintenance fees. If you are using a savings account, a deposit slip must be attached. Please sign and date in the space provided. If there is no change to the account currently utilized, write “NO CHANGE TO CURRENT” in the space reserved for the voided check

DEED TRANSFER

1. You must provide documentation verifying the proposed or executed deed change (document from legal counsel)
2. Carefully read the six items listed on the application at the bottom of Page 2 and the four items at the top of Page 3. If you understand and accept each of the statements, place a checkmark to the left of each one
3. Do not complete the “Monthly Fee Amount for Current Budget Year” or the “Month Debit to Begin” listed on Page 4 of the application – this will be covered during the orientation. This page must be completed and signed even if there is no change to the account currently utilized
4. Attach a voided check (or a letter from the bank on their letterhead with your routing and account number) to Page 4 of the application for the auto debit of maintenance fees. If you are using a savings account, a deposit slip must be attached. Please sign and date in the space provided. If there is no change to the account currently utilized, write “NO CHANGE TO CURRENT” in the space reserved for the voided check

APPLICATION FOR APPROVAL OF RESIDENCY

1. The owner of the unit must attend the orientation with the applicant **OR** Page 3 of the Application for Approval of Residency must have the owner’s signature notarized in advance
2. The person requesting residency must carefully read the three items listed on Page 2 of the application. If you understand and accept each of the statements, place a checkmark to the left of each one
3. An owner of the property must carefully read the three items listed on Page 3 of the application. If you understand and accept each of the statements, place a checkmark to the left of each one
4. Make certain you are submitting the “Application for Approval of Residency” and NOT the “Direct Owner Lease Application” that is designed for those who plan to rent a unit at On Top of the World

If you have any questions concerning the application/orientation, please call 727-799-8517 and leave a detailed message