



INSTRUCTIONS FOR SKYPE ORIENTATIONS

Please see In-Person instructions if you will be interviewing in-person

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. Mail 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 via USPS, FedEx, or UPS. You may also email all but the application processing payment to clw_interview@otowfl.com. Another option if you are local is to hand-deliver all the items to the Community Service Office at the same address
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. The application(s) **MUST** be notarized in advance for a Skype orientation
4. Retain a copy of the application for review during the orientation. You will receive an email with our Welcome packet and RAVE instructions which you should have available during your orientation
5. Create a Skype account (if you do not already have one), search for the user name "OTOW SKYPE", send us a contact request, and finally email your Skype user name to clw_interview@otowfl.com so we can accept your contact request
6. The Orientation Department will contact you via phone to schedule your orientation - our number will display on caller IDs as PRIVATE, RESTRICTED, or BLOCKED
7. 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

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
- You will receive an emailed copy of the pending Certificate of Approval. This Approval should be carefully read and if in agreement, legibly signed by each party to be listed on the deed. The printed name(s) of each party should also be included and be legible. **This Approval must be returned to us (email is acceptable) before the Association will consider the approval of the property sale**

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
5. You will receive an emailed copy of the pending Certificate of Approval. This Approval should be carefully read, and if in agreement, legibly signed by each party to be listed on the deed. The printed name(s) of each party should also be included and be legible. **This Approval must be returned to us (email is acceptable) before the Association will consider the approval of the property sale**

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 listed, 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
5. You will receive an emailed copy of the pending Certificate of Approval. This Approval should be carefully read, and if in agreement, legibly signed by each party to be listed on the deed. The printed name(s) of each party should also be included and be legible. **This Approval must be returned to us (email is acceptable) before the Association will consider the approval of the property sale**

APPLICATION FOR APPROVAL OF RESIDENCY

1. The owner of the unit AND the individual requesting residency must both sign the application and have both signatures notarized in advance of the orientation
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