

CYPRESS TREE CONDOMINIUM ASSOCIATION, INC.

APPLICATION FOR OCCUPANCY CHECKLIST

Thank you for your interest in Cypress Tree Condominium Association, Inc. The following items are required in order to process your application.

All new owners are required to apply with Cypress Tree Condominium Association, Inc prior to moving in. A proposed buyer **MUST** be approved before moving in. You **MUST** obtain the required forms from the office at:

2351 NW 41ST AVENUE, LAUDERHILL, FL. 33313

All applications **MUST** be submitted to CYPRESS TREE CONDOMINIUM ASSOCIATION, INC.

All forms must be fully completed and signed by the appropriate parties. Incomplete applications **WILL NOT** be accepted nor processed. The following must be included with the application:

- Completed application and a copy of State Issued ID for each applicant.
- A signed copy of the Sale Contract.
- Mortgage Approval / DU Approval Letter.
- Application fee / Screening fee of \$150 per applicant, and \$250 per Foreign National, Condo Questionnaire fee \$350, made payable to Cypress Tree Condominium Association, Inc, (cashier's check or money order only). This fee is Non-Refundable
- If you are a Cooperation your articles of Cooperation and your Operating Agreement is required.
- The Application Questionnaire can be requested from Cypress Tree Condo Assoc (754-701-0429)
- An Estoppel is required and can be requested from the Accountant (954-739-0310)
- If the applicant(s) is/are Active-Duty Military, the application will be processed in 7 days or less. Please provide proof of Active-Duty.
- Minimum credit score for purchase is 675.
- All applicants must have a completed debt-to-income ratio of no greater than 45%.
- All applicants must be able to provide a minimum household income of \$45,000 per year. Income verification must be in the form of the two most recent Pay Stubs, and the last Years Filed Tax Return.
- There are no rentals allowed in this community
- No Pets are allowed.
- Corporation – Ability of Corporation / Operating Agreement / Income

When the completed application package is received, we will begin the process for the background screening, which can take up to thirty (30) business days. Once the background Screening is completed, it will be forwarded to the Board of Directors for approval. Once your Certificate of Approval is ready, we will contact you. Please do not contact us repeatedly as this will not expedite the process.

All inquiries in reference to the application process must be done by email to Cypresstreeassociation@gmail.com.

Sincerely,
Application Department