



APPROVAL PROCESS & PROCEDURES FOR ALL NON-OWNERS

1. All prospective tenants and non-owners MUST complete the required application/background approval process. The link may be found at www.grandedowntown.com. The application will ask for the unit number for which the prospective tenant/resident is applying for. If this information is omitted or incorrect, the approval process will take longer.
2. PAYMENT WILL ONLY BE ACCEPTED ONLINE. US Residents must pay a \$100.00 **non-refundable** fee (per person) which must be submitted online and is part of the application. If payment does not go through or is stopped by the applicant, the \$100.00 fee will be assessed to the Unit Owner's account along with the fee from the processing company. **IT CAN TAKE UP TO 7-10 BUSINESS DAYS FOR THE COMPLETED BACKGROUND REPORT TO COME BACK COMPLETED. MANAGEMENT CANNOT RUSH THIS!**
3. APPROVAL STATUS: Once the background report has come back, Management will review and send the completed report along with the approval status to the Unit Owner. The Association's approval is based solely on criminal information within the background check. If the Association approves the resident/tenant, the application and report will be forwarded to the unit owner for final approval. If the owner approves the resident/tenant based off the report provided by Management, they will need to notify Management in writing before the next step will commence.
4. MANDATORY ORIENTATION: If an Owner approves the resident/tenant, the owner must have the tenant/resident contact Management with their email address and to provide additional information that may be needed to prepare orientation paperwork. **Orientations MUST BE COMPLETED BEFORE MOVE-IN.**
5. LEASE: A fully executed copy of the lease MUST BE PROVIDED to Management BEFORE MOVE-IN. Gate remotes will not be programmed for units not in compliance with the above policies/procedures. Only one gate remote is allowed per resident. All leases must be for a period of seven (7) consecutive months or longer. **Month-to-month leases and sub-leasing are prohibited and in violation of the Rules and Regulations of the Association. SHORT TERM RENTALS ARE NOT ALLOWED AT ANY TIME.** It is the responsibility of the Unit Owner and Tenant to provide Management with a copy of all lease renewals prior to the current lease expiring.

As long as the background report is free from adverse criminal information, the above process should not take more than 14 business days to complete. ALL PROSPECTIVE TENANTS/RESIDENTS MUST ALLOW 14 BUSINESS DAYS TO COMPLETE ALL OF THE ABOVE. *If adverse criminal information is returned on the background check, it can take up to 30 days for a final approval.* **FAILURE TO COMPLY WITH THE ABOVE POLICIES WILL RESULT IN A \$100.00 PER DAY FINE TO THE UNIT OWNER UP TO \$1000 MAXIMUM UNTIL ALL PROCEDURES HAVE BEEN SATISFIED.**

PET POLICY: RENTERS AND RESIDENTS ARE PROHIBITED FROM HAVING DOGS ON PROPERTY FOR ANY AMOUNT OF TIME.

www.grandedowntown.com