

To: Prospective Buyer

Subject: Purchase of Apartments

Upon acceptance of an offer from a prospective purchaser the Office must be notified and the following picked up:

Membership Application

Rules We Live By

Condominium Documents (if not supplied by seller, \$25.00 charge)

The Membership Application must be filled out completely and signed by applicants where indicated. The names and ages of all permanent occupants must be shown.

The Membership Application must be returned to the office together with a copy of the completed sales contract and a non-refundable check in the amount of \$150.00. No final sale may take place until the Membership Application has been approved by the Association's Board of Directors and after it receives a report from the Screening Committee. Upon approval a notarized certificate will be issued for use at the closing.

Prior to approval by the Board of Directors, prospective owners must be interviewed by the Screening Committee. The Board reviews applications at the regular monthly meeting held on the last Thursday of every month. **Therefore, Screening Committee interviews should be scheduled prior thereto and closings should only be scheduled after the Board has met.** The Screening Committee must also have, prior to interview:

A copy of the completed Membership Application
A copy of the Sales Contract

All persons who will occupy the apartment must be interviewed by the Screening Committee.

Ownership is limited to a single family unit. Corporate ownership is not allowed.

7. A copy of the Deed must be provided to the Association upon closing.
8. Purchase of the apartment with the intent to lease is not permitted. Leasing is not permitted except under exceptional circumstances.
9. The Seller must be in good standing as to any indebtedness to Plaza East Association, Inc...
10. A charge of **\$250.00** will be made to each family **moving in or out** of Plaza East for protection and use of the elevators.
11. The Plaza East office will be very pleased to answer all questions pertaining to the Membership Application and will assist in every way possible to expedite its processing. Under no circumstances is the Board of Directors or the Membership Committee to be contacted directly concerning this application. This will only delay the application, and in order to avoid such delays, all inquiries must be directed to the Plaza East office.