

If tenant moves into a unit prior to Owner completing the pre-occupancy process below, Owner of the Unit will be fined \$250.00 without formal notice, and will be subject to a weekly \$100.00 fine until such time as the registration documents in their entirety are provided to EAW, without exception.

Single Family Residential Use and Occupancy Limits. Units shall be utilized for single family residential purposes only per Governing Documents. Owners and Renters shall adhere to HUD's Standard Occupancy Code of 2 people maximum per bedroom plus 1 (example for a two bedroom unit is 2X2+1 = A max of 5 people)

**ESTATE AT WESTBURY OWNERS ASSOC., INC.**  
**OWNER RESPONSIBILITIES AND REQUIREMENTS FOR**  
**RESIDENTIAL *PRE-OCCUPANCY/RENEWAL***  
**REGISTRATION**

(Only Hard Copy Documents Accepted)

New Owner OR  New Tenant OR  Renewal

**Parking Decal: \$35 ea (2/Unit)      Amenity Fob: \$20 ea**

**Money Order/Personal Check payable to Estate At Westbury Owners Assoc. Inc.**

**Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Mailbox: \_\_\_\_\_**

- 1. \_\_\_\_\_ **Redacted SSN National Background Check Report and Sex Offender Registry Checks for all Prospective Tenants/Current Residents age 18+**
- 2. \_\_\_\_\_ **Closing information: HUD/ALTA (Only For Owner)**
- 3. \_\_\_\_\_ **Homeowner's Insurance: HO6 Declaration Page (Only For Owner)**
- 4. \_\_\_\_\_ **All Tenant(s)/Resident(s) Executed Entrance Gate & Registration Form**
- 5. \_\_\_\_\_ **All Tenant(s)/Resident(s) Current Driver's License**
- 6. \_\_\_\_\_ **All Tenant(s)/Resident(s) Current Vehicle Insurance Policy(ies)**
- 7. \_\_\_\_\_ **All Tenant(s)/Resident(s) Current Vehicle State Registration**
- 8. \_\_\_\_\_ **All Tenant(s)/Resident(s) EAW Rules & Regulations Acknowledgement**
- 9. \_\_\_\_\_ **Pet Registration Form (If applicable, must be completed prior to pet on property)**
- 10. \_\_\_\_\_ **Lease Agreement (Only For Tenant(s))**
- 11. \_\_\_\_\_ **Tenant(s) Renter's Liability Insurance Declaration Page: Mandatory**
- 12. \_\_\_\_\_ **Owner: Board Confirmed Verification of EAW Unit Account Not Past Due\***

**\*Past Due Association Account:**

- a. Parking decals will not be issued for a Unit if Owner is past due amounts owed to EAW, of any nature.
- b. If a unit is past due for more than 60 days, any parking decal(s) associated with said Unit may be revoked by EAW without notice.
- c. If decal(s) are revoked due to above, the account must be brought current and the Owner must pay a fee of \$35/decals to reinstate valid parking.