

If tenant moves into a unit prior to Owner completing the pre-occupancy process below, Owner of the Unit will be fined \$500.00 without formal notice and will be subject to a weekly \$200.00 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 adults maximum per bedroom plus 1 (example for a two-bedroom unit is 2X2+1 = A max of 5 adults)

**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: \$35ea. (Max. of 2/Unit) Amenity Fob New: \$50ea.

Transfer Amenity Fob to new Owner/Tenant: \$25

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. \_\_\_ All Tenant(s)/Resident(s) Executed Entrance Gate & Registration Form
4. \_\_\_ All Tenant(s)/Resident(s) Current Driver's License
5. \_\_\_ All Tenant(s)/Resident(s) Current Vehicle Insurance Policy(ies)
6. \_\_\_ All Tenant(s)/Resident(s) Current Vehicle State Registration
7. \_\_\_ All Tenant(s)/Resident(s) EAW Rules & Regulations Acknowledgement
8. \_\_\_ Pet Registration Form (If applicable)
9. \_\_\_ Lease Agreement (Only For Tenant(s))
10. \_\_\_ Tenant(s) Renter's Liability Insurance Declaration Page:
11. \_\_\_ Owner: Board Confirmed Verification of EAW Unit Account Pd. in Full

**Past Due Association Account:**

- a. Parking decals will not be issued for a unit if there are 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 for any reason, the Owner must pay a fee of \$100/decal to reinstate valid parking.