



## Sales & Rental Policies & Procedures

### Sales:

1. Applications must be filled out with a Renters Reference of Florida Inc. form. This is the only acceptable form utilized by Islandia I's Board of Directors.
2. There is a \$100.00 application fee that must accompany the sales application.
3. There is a \$150.00 Estoppels fee due at the time of closing.
4. A minimum time of 14 days is needed for the approval of a new applicant.
5. A personal interview is required before a letter of approval will be issued.
6. Moves into and out of units will need a 48 hour notice for approval. Moves are only allowed Monday thru Friday from 8:00AM to 3:45PM.
7. Owners are responsible for providing a copy of the Islandia Condominium documents and the Rules & Regulations to any lease tenant and/or potential buyer. The documents are available from the Association Office for \$50.00 per copy. Also available on the website at [www.islandiai.com](http://www.islandiai.com) and can be downloaded and printed.
8. The Association does not provide any financial information to anyone other than an owner.

### Rental:

1. Applications must be completed on a Renters Reference of Florida Inc. form. This is the only acceptable form utilized by Islandia I's Board of Directors.
2. There is a \$100.00 application fee that must accompany the lease agreement. There is a \$100.00 renewal fee on any lease. Leases are for a minimum of three (3) months, a maximum of two leases per year is allowed.
3. A minimum time of 14 days is needed for the approval of a new applicant.
4. A personal interview is required before a letter of approval will be issued. An interview is not required for a previous lease.
5. Guests of lease tenants are not permitted unless the tenant is in residence.
6. Moves into and out of units will need a 48 hour notice for approval. Moves are only allowed Monday thru Friday from 8:00AM to 3:45PM.
7. Owners are responsible for providing a copy of the Islandia Condominium documents and the Rules & Regulations to any lease tenant and/or potential buyer. The documents are available from the Association Office for \$50.00 per copy. Also available on the website at [www.islandiai.com](http://www.islandiai.com) and the documents can be downloaded and printed.