

Building Association Application Process (Draft 3/27/21)

1. **Owner / Renter / Realtor submits to Building Association's Property Manager:**
 - Copy of Property Transfer Agreement (Contract for Sale or Lease)
 - Copy of applicant Photo ID
 - Complete Property Transfer Application (*signed and notarized*) along with Resident Emergency Information Form (one Application for each individual seeking to reside in CVE)
 - Complete supplemental Building Application/ Questionnaire (if applicable)
 - Complete Service/Support Animal Application (if applicable)
 - Payment for Criminal & Financial Background Check
2. **Management Company**
 - Performs Background Check and signs that background check completed.
 - Building President may waive Background Check by email to idooffice@cenclub.com or by letter signed by Building President. It may only be waived if Owner of CVE Unit purchasing another CVE unit, or if Resident Renter renewing Lease of same unit.
3. **Management Company forwards to CenClub:**
 - *Original* CenClub Application & Resident Emergency Information for Data Entry.
 - Property Transfer Agreement (Contract for Sale or Lease)
 - Copy of Photo ID
 - If all documents submitted correctly, 1-Day Turn-Around
4. **CenClub prepares & sends 4 copies of unsigned Certificate of Approval Form** (COA) to Management Company, along with return of original Application & Emergency Form.
 - a. **Note:** *CenClub COA only form that can be used in property closing*
5. **Management Company forwards to Building Association:**
 - 4 Copies of Certificate of Approval Forms (COA)
 - Completed CenClub Application and Resident Emergency Information
 - Completed Supplemental Building Application / Questionnaire (if needed)
 - Copy of Property Transfer Agreement (Contract for Sale or Lease)
 - Financial & Criminal Background Checks (*or summary thereof*)
 - Support / Service Animal Application (if needed)
 - Copy of applicant Photo ID
6. **Building Association interviews applicant, then approves or denies** new Owner / Renter.
 - If approved, then **4 COA Forms are signed & sealed by President**
 - One copy sent to Realtor, Title Company, or Applicant (*for Closing of Property*)
 - One copy sent to CenClub ID Office
 - One copy kept by Building Association
 - One copy kept by Management Company
 - If denied, Building President sends letter to ID Office stating so.
7. **CenClub ID Office issues new ID**
 - After Current Resident ID Card(s) turned in.
 - If Warranty Deed has not been recorded, Temporary ID is issued for 30 days.