

Interview with _____

Date _____ Interviewed by _____

Tell us about yourself

Do you plan on having frequent visitors?

Who will be living permanently in the unit?

Why did you pick this neighborhood?

Are you planning on doing any interior renovations?

Have you received a copy of our Rules and Regulations?

Any questions about the Rules and Regulations?

Does applicant understand the NO PET policy for owner AND any guests?

Does applicant understand the Parking policy for owner and guests?

Explain – Trash pickup on – Tuesday (regular garbage and recyclables), Friday (regular garbage and bulk trash, boxes, furniture, vegetation) – Trash can be put out the night previous for pickup.

Emphasize – Parking rules for them and any guests. – No parking on street midnight to am – No parking on grass anytime. Don't park on road during the day across from another parked vehicle. Don't block mailboxes.

Emphasize – No exterior alterations without POA approval.

Instruct – They must go to POA office (9am to 3pm) for gate cards and gate access instructions and submit guests – **Renters must bring copy of lease. Buyers must bring copy of deed.**

Explain to buyers only – HOOA maintenance fee of \$95 per mo must be paid by the 15th of the month. \$20 late fee accessed if paid after the 15th. They will get coupon book in the mail. They can setup ACH, mail check, drop check at the office or have payment setup thru their own checking acct.

POA maintenance fee of \$170 must be paid by the 1st of the month of a late fee will be accessed. They will get a coupon book for POA maintenance. Payments can be made in the same manner as for HOA.

Does buyer/renter have any questions?

Make notes on reverse.