

Steps Associated with New Renters at the Roosevelt Condominium

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Website: www.rooseveltcondo.org
Email: board@rooseveltcondo.org

Mailing address: **Roosevelt Condominium Association**
1255 Pennsylvania Ave.
Miami Beach, FL 33139

NO RENTER IS ALLOWED TO MOVE IN WITHOUT HAVING COMPLIED WITH EACH POINT OF THIS PROCEDURE

The following are the steps associated with new renters at the Roosevelt Condominium:

- 1. Review the "Roosevelt Condominium Association Rules and Regulations"** (available at www.rooseveltcondo.org).
- 2. Complete the "Roosevelt Condominium Association Rules and Regulations Affidavit"** (available at www.rooseveltcondo.org). Submit the completed form to the Condo Association, either via email or via U.S. mail (see above for both).
- 3. Complete the "Roosevelt Condominium Association Renters Application"** (available at www.rooseveltcondo.org). Submit the completed form to the Condo Association, either via email or via U.S. mail (see above for both).
- 4. Provide the Condo Association with a refundable security deposit of \$200.00, and a non-refundable application fee of \$100.00 via check.** This can either be mailed to the Condo Association (see above for the U.S. mailing address), or brought to the meeting mentioned below. If eventually receiving a refund of this security deposit via a mailed check is an issue, please see www.rooseveltcondo.org/securityrefund.pdf
- 5. Provide the Condo Association with a copy of the written lease.** This can either be mailed to the Condo Association (see above for the U.S. mailing address), or brought to the meeting mentioned below.
- 6. Schedule a rental application meeting with the Condo Association Board prior to the tenant(s) moving in.** (the Board can be reached at board@rooseveltcondo.org). Please let us know what dates and times would be most convenient for you, and please provide sufficient advance notice so we can set up a mutually convenient time for all parties. Please note that ALL prospective tenants (if there are more than one) must meet with the Board PRIOR to moving in. [If we haven't yet received the renters application when you contact us about this meeting, please let us know if there is more than one person associated with the rental (each potential tenant needs to meet with the Board), and if any pets are involved.]

Additional information about keys

Please note that new renters must obtain a front gate key either from their landlord, or from the Condo Association (there is a \$100 security deposit required for each front gate key obtained from the Condo Association). In all cases, new renters must obtain keys to actual condominium units and U.S. mailboxes from their landlord.