

SUNRISE TOWER ASSOCIATION
888 INTRACOASTAL DR
FORT LAUDERDALE, FL 33304
Office - 954-565-2708 / Email kevin@sunrisetower.net

TENANT PACKET CHECKLIST

Welcome. We want to make your transition as comfortable as possible.
All prospective tenants (and landlords) must complete and return the following information.

Forms to be completed & returned by Tenant Candidate(s)

- Application for Occupancy with Authorization form, signed.
- Copy of Driver's License, Social Security Card, or Passport.
- Application Fee is \$100.00 Make check payable to *Sunrise Tower*.
- Agreement to Abide by the Building Rules, signed.
- Authorization to Communicate By Email, signed.


Forms to be completed & returned by Owner and or Tenant(s)

- Lease Addendum, completed & signed by Landlord & Tenant.
- Notice of Intention by Owner to Lease completed & signed by Owner.
- A copy of the fully executed Lease.

Important items prior to approval & move-in

- A screening interview with a member of the board of directors is required.
- Be prompt to your interview.
- A completed Work Order form and a (refundable) security deposit check in the amount of \$500.00 payable to *Sunrise Tower*, prior to move-in.
- Notify desk 48 hours prior to move-in or delivery at (954) 565-2708.
- Moves or deliveries are permitted Monday thru Friday 8am-4pm.
- Moves or deliveries are NOT allowed on weekends or holidays.
- Moving or delivery company MUST have valid insurance.

If you have any questions call the office between 9am – 12pm, or email me anytime.


Kevin Burke, CAM
Community Association Manager