

Sunrise Tower Association, Inc.
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Ft Lauderdale, FL, 33304
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New Owner Instruction Sheet

Welcome to your new home! We want to make your transition & move-in as easy and comfortable as possible.

All purchasers at Sunrise Tower Condominium must provide the office with the following information:

- The original completed and signed 'Application for Occupancy' Form.
- A copy of Driver's License or Passport and Social Security card for each applicant.
- A signed 'Associated Credit Reporting, Inc Authorization' form.
- A check, in the amount of **\$150. payable to *Sunrise Tower Association*** (\$100 application fee, \$50 administrative fee) (*each application – except spouses*)
- Completed 'Certificate of Closing'. (Typically completed by Attorney or closing agent at closing)
- Receipt of and Agreement to Abide by the Building Rules form - Signed
- Receipt of 'Frequently Asked Questions and Answers Sheet' (FAQ) form.
- Copy of the Fully Executed Real Estate Purchase Contract
- Receipt of the latest Financial Report
- Certificate of Approval (which will be signed by a Board Member after the interview)
- Contact Information Sheet
- ACH Authorization for debit of monthly maintenance fee
- Electronic Voting / Notice of Consent Form

A Screening Interview with a board member is required **PRIOR TO CLOSING** and will be scheduled through the Building Manager.

Move In Guidelines:

1. Move In's and Deliveries are permitted on weekdays between 8AM and 4PM only. (No weekends or holidays)
2. 48 hour prior notice required. (to pad the elevator or not conflict with other moves)
3. A Work Order form must be completed and returned to the front desk, with a \$500.00 security deposit. (Check made payable to *Sunrise Tower Association*)
4. A copy of the License and Insurance from the Moving Company.

If you have any questions, please call or email and we'll be happy to help.

Sincerely,

Judy Storck, Building Manager CAM/CFCAM

