



Schooner Bay Condominium Inc.  
109 Paradise Harbour Blvd., #108  
No. Palm Beach, FL 33408  
Phone (561-842-5982)  
Email: schoonerbaycondo@gmail.com

## **ITEMS REQUIRED FOR PURCHASE OR RENTAL OF UNIT**

1. Completed Application from Buyer / Renter
2. \$100.00 Application fee from Buyer / Renter (for background/credit check)  
NON-REFUNDABLE ONCE BACKGROUND CHECK HAS BEEN STARTED.
3. \$100.00 Administration fee from Owner when renting unit (for updating records, etc.)  
[Does not apply to purchase of unit].
4. Completed background check.
5. Opt-Out for Retrofitting Sprinkler System provided to **renters and purchasers**.
6. “Frequently Asked Questions and Answers Sheet” provided to purchaser(s).
7. Copy of fully executed Lease Agreement with **no pet clause** included (for rentals).  
**NOTE: if no pets clause is in the lease with a checkbox/choice, the appropriate choice/response must be marked/initialed as applicable. Lease will not be approved if this is not properly addressed. Lease must be signed by all parties.**
8. Copy of driver’s license(s).
9. Copy of vehicle registration(s).
10. Interview Checklist (includes emergency contact info).
11. “Certificate of Approval of Purchase”  
(Provided by Condo Association for purchaser to take to closing).
12. SIGNED “Information for Residents” Sheet (for rentals).

**NOTE: This is a NO PETS condominium as stated in the Declaration, Article XIII.**

1. Seller to provide condominium documents to buyer.
2. Seller to provide laundry room key, mailbox key to buyer.
3. Owner shall NOT give renter the laundry room key. Renters are to use coin operated washers/dryers on 3<sup>rd</sup> and 5<sup>th</sup> floors.
4. Owner to provide Rules & Regulations to renter.