

Royal View Condominiums
c/o White Management Ltd.
119 Montgomery Ave * Scarsdale, NY 10583
(914) 874-5424 * Fax: (914) 874-5430

RENTAL REGULATIONS

1. New leases have a fee of \$250.00 and if you plan to renew upon your lease expiration there is a \$175.00 fee payable to Royal View Condo.
2. You are responsible for your tenant's knowledge of condominium rules and regulations.
3. Copy of duly executed lease to be filed with the managing agent. Lease must include monthly rental fee.
4. Copy of driver's license from all those on the lease.
5. House Rules Acknowledgement and Federal Lead Paint forms must be filed with the managing agent.
6. Credit and criminal Background check - Our office is able to run the criminal and credit background check for you tenant at an additional cost of \$75.00. However, you may feel free to run one of your own and provide our office with a copy of the report.
7. The following Move-in/Move-out Procedure must be complied with at the time a request for a waiver is made:
8. A \$250.00 refundable move in/out fee is due with submission of the application. The superintendent must be notified of the move-in/move-out date at least 24-hours in advance of the anticipated move in/out date. All movers are to be made aware that if the doors are to be left opened, someone must be there at all times.

Royal View Condominium

Rental Form

Please have your tenant(s) fill out the information below. You are more than welcome to run a criminal and credit background check, or our office can run the report for you at an additional \$75.00 cost (per applicant over the age of 18).

Name: _____

Date of Birth: _____ SS#: _____

Home Phone: _____ Mobile Phone: _____

Drivers License Number and State: _____

Include copy of driver's license for each person listed on the lease.

Email address: _____

How many will reside in unit: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

To lease Apt. No. _____ Owner: _____

Employment History

Present Employer: _____

Address: _____

Phone: _____ Position: _____

Length of employment: _____ Annual Salary: _____

Current Address

Address: _____ Apt #: _____

City: _____ State: _____ Zip: _____

All information will be keep strictly confidential.

Signature

Date