

MARINA OAKS CONDOMINIUM ASSN INC

Instructions for Lease OR Purchase Application

Fees required

<u>Lease</u>	<u>Purchase</u>
\$100 non-refundable application fee payable to: <b>GRS Management Associates, Inc.</b>	\$100 non-refundable application fee payable to: <b>GRS Management Associates, Inc.</b>
Money order or cashier's check is the only form of payment accepted.	

Documents required, filled out and signed

<u>Lease</u>	<u>Purchase</u>
<ul style="list-style-type: none"><li>• Application to the Association (*)</li><li>• Lease fully executed copy</li><li>• Association's lease addendum (*)</li><li>• Rules and Regulations (*)</li><li>• Drivers License(s) photo ID copy</li></ul>	<ul style="list-style-type: none"><li>• Application to the Association (*)</li><li>• Sale fully executed copy</li><li>• Rules and Regulations (*)</li><li>• Drivers License(s) photo ID copy</li><li>• Estoppels request form (*) to GRS office</li></ul>
* Forms provided in package	

Other information

- Pet restriction: Up to 2 pets, No dangerous breeds
- Owners are to ensure that their tenants/buyers are provided the governing Rules and Regulations.
- Owners are responsible for providing tenants/buyers with common area keys.
- Owners must have any open violation(s) closed and account paid current by the time of approval.
- Common area keys can be purchased at the on-site office.

\*\*\*\* Application will NOT be accepted without the required fees. \*\*\*\*

\*\*\*\*\* INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED \*\*\*\*\*

Submit the entire package to: MARINA OAKS CONDOMINIUM ASSN INC  
2449 SW 18 Terr (CLUBHOUSE)  
Ft Lauderdale, FL 33315

Submit package during: **24/7 IN DROPBOX LOCATED AT THE FRONT OF CLUBHOUSE OFFICE**

Direct all inquiries regarding this application to:  
Dcabello@grsmgt.com or 954-728-8233

Sincerely,

Application Processing  
Customer Service Department

Lease Application  
**MARINA OAKS CONDOMINIUM ASSN INC**

*Note:* Please print legibly and complete all the sections. Mark N/A if not-applicable.

<input type="checkbox"/> <u>Lease</u> <input type="checkbox"/> <u>Purchase</u> Check one
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**UNIT INFORMATION**

UNIT ADDRESS	MOVE-IN DATE
CURRENT OWNER NAME	CONTACT #

**APPLICANT INFORMATION**

APPLICANT NAME	CO-APPLICANT NAME
PRIMARY CONTACT #	PRIMARY CONTACT #
EMAIL	EMAIL
CURRENT MAILING ADDRESS	CURRENT MAILING ADDRESS
CITY-ST-ZIP	CITY-ST-ZIP
DRIVERS LICENSE #                      STATE	DRIVERS LICENSE #                      STATE
EMERGENCY CONTACT NAME – TELEPHONE	EMERGENCY CONTACT NAME - TELEPHONE
Social Security #                      DOB	Social Security #                      DOB

**OTHER OCCUPANTS**

NAME	RELATIONSHIP	DOB	AGE
NAME	RELATIONSHIP	DOB	AGE

**VEHICLE INFORMATION**

Only 2 Vehicles Permitted - Copy of registration and insurance required (some vehicles might be prohibited).

MAKE	MODEL	COLOR	TAG #	STATE
MAKE	MODEL	COLOR	TAG #	STATE

**PET INFORMATION** (write none if no pets)

TYPE	BREED	COLOR	WEIGHT
TYPE	BREED	COLOR	WEIGHT

I hereby authorize and request any present or former landlord, employer, school, police department, financial institution, agency or other person having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with an application for residence.

I hereby authorize LexisNexis to obtain and verify such information including accessing consumer reporting agencies as well as performing a criminal eviction record search.

I have been notified that a consumer report will be requested and understand that the information that LexisNexis obtains is to be used in the processing of my rental application.

I hereby release and hold harmless LexisNexis its affiliates, employees and agents and any other organization that provides information from any and all liabilities arising out of the use of such information in connection with LexisNexis.

You are entitled to a complete and accurate disclosure of the investigation's nature and scope as well as a written summary of your rights and remedies under the Fair Credit Reporting Act. Inquiries should be directed to LexisNexis Resident Screening 12770 Coit Rd Dallas TX 75251. By my signature below, I certify that I have read and understand the terms of this rental application.

Signature Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print applicant name: \_\_\_\_\_

Signature Co-Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print co-applicant name: \_\_\_\_\_

## LEASE ADDENDUM

THIS LEASE ADDENDUM is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between \_\_\_\_\_, as Owner, (hereinafter referred to as "Lessor") of the real property described as: Unit No. \_\_\_\_\_ of Marina Oaks Condominium (hereinafter referred to as the "Unit") located within, and subject to the jurisdiction of Marina Oaks Condominium Association, Inc. (hereinafter referred to as the "Association", and \_\_\_\_\_ (hereinafter referred to as "Lessee"), which supplements and modifies that certain Lease Agreement dated by and between Lessor and Lessee for the leasing of said Unit. The parties hereby agree as follows:

**1. RULES AND REGULATIONS.** Lessee, and his/her guests, invitees, licensees and servants, agree to take subject to, assume and abide by the Declaration of Condominium of Residences at Marina Oaks, a Condominium, and the Association's Articles of Incorporation, By-Laws, Rules and Regulations, and all exhibits and amendments thereto of the Marina Oaks Condominium Association, Inc. (hereinafter collectively referred to as the "Association Documents"), and by execution of this Lease Addendum, Lessee acknowledges that Lessee has received copies of the foregoing Association Documents. Lessee understands that Lessee takes subject to same and agrees to abide by all provisions of the Association Documents, as same may be amended from time to time, and that the breach by Lessee (or Lessee's guests, invitees, licensees and servants) of any such rule or regulation, or of any of the terms, conditions and covenants of the Declaration of Condominium, or the exhibits thereto, shall constitute a breach of a substantial obligation under the Lease. Failure of Lessee to abide by said Association Documents shall entitle the Association to all the rights of Lessor to terminate the Lease and evict Lessee. The Board of Directors of the Association shall have the power, but shall not in any manner be obligated, to terminate the Lease and/or to bring summary proceedings to evict Lessee, in the name of Lessor and/or itself, in the event of (i) a default by Lessee in the performance of Lessee's obligations under the Lease, or (ii) a foreclosure of a lien placed on the Unit by the Association in accordance with the Declaration of Condominium. In the event the Association brings any action, proceeding or litigation to terminate the Lease and/or to evict Lessee, the Association shall recover from Lessor and/or Lessee all costs and reasonable attorney's fees incurred therefor.

**2. USE AND OCCUPANCY.** The Unit shall be used solely as a private residence for Lessee, and the following individuals, as listed below:

(List each occupant stating name, age and relationship to Lessee)

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The Unit shall not be occupied by more than \_\_\_\_\_ persons. In addition, Lessee hereby specifically agrees to abide by any and all rules, regulations, covenants and restrictions contained in the Association Documents pertaining to guests within the Unit and/or upon Association property, as same may be amended from time to time. Lessee agrees not to use the Unit, or permit the Unit or any portion of the Association Property to be used, for any illegal, immoral, improper, offensive, hazardous or unlawful purpose. All valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction shall be observed by Lessee. Lessee further agrees not to make, nor permit to be made, any disturbance, noise or annoyance of any kind which is detrimental to the Unit or any portion of the Association Property, or to the comfort of any of the other inhabitants of the Association.

**3. ASSIGNMENT AND SUBLETTING.** Lessee shall not assign nor sublet the Unit or any part thereof, nor shall the Lease Agreement be assigned by Lessee, without the prior written approval of the Lessor and the Association.

**4. RIGHT TO RENT.** In the event Lessor is delinquent in Lessor's obligation to pay to the Association any "common expenses" as defined in the Association Documents; the Association shall have the right, but not the obligation, to require Lessee to pay said rental installments, or the portion thereof, sufficient to pay said delinquent common expenses, directly to the Association, upon the Association giving

written notice of the exercise of such right to Lessee and Lessor. This right of the Association is cumulative and in addition to any and all other rights or remedies the Association may have against Lessee or Lessor.

5. COMMON AREA SECURITY DEPOSIT. The parties acknowledge that the Association may impose, as to the lease of any unit in the Association, and specifically, as to the Lease of the subject Unit,

a security deposit in the amount of \$ \_\_\_\_\_, which shall be collected at the time of execution of the Lease. Said security deposit will be held by the Association in an account bearing no interest to the Lessor or Lessee, and will be used to offset the cost of any damage to Association property caused by Lessee, his/her family, licensees, invitees and guests.

6. RIGHT OF ENTRY. The Association, its employees or their agents shall have the right to enter the Unit at all reasonable hours to examine the Unit, to make all repairs deemed necessary for the safety of the other residents of the Association or the preservation of the Association property (or any portion thereof), or to do whatever is deemed necessary to assure orderly use and proper maintenance of the Unit or any portion of the Association property.

7. SUBORDINATION. The Lease is hereby expressly made subject and subordinate to all Association assessments, ground or underlying leases, mortgages, building loan agreements and all advances which may now or hereafter affect or become a lien upon the Association real property, and to any renewals, modifications, consolidations, replacements or extensions thereof.

8. INDEMNIFICATION. Lessee agrees to indemnify and hold harmless the Association from and against any claims for damages to person or property arising from Lessee's use of the Unit, or from any activity or work permitted or suffered by Lessee in or about the Unit. The Association shall not be liable for personal injury, or damages to Lessee's personal property from theft, vandalism, fire, water, rain storms, smoke, explosions, riots or other causes whatsoever. The provisions of this paragraph shall survive the termination of the Lease.

9. MODIFICATION OF LEASE. The Lease may not be modified, amended, extended, or assigned without the prior written consent of the Board of Directors of the Association.

10. Nothing contained in the Lease, this Lease Addendum, or the Association Documents, shall in any manner (i) be deemed to make the Association a party to the Lease or this Lease Addendum (except to the extent, if any, necessary to enable the Association to enforce its rights hereunder or under the Association Documents, or (ii) create any rights or privileges of Lessee under the Association Documents or in or as to the Association.

11. All other terms, conditions and provisions of the Lease Agreement shall remain in full force and effect, except as modified herein.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
1st Witness signature

\_\_\_\_\_  
please print

\_\_\_\_\_  
2nd Witness signature

\_\_\_\_\_  
please print

\_\_\_\_\_  
1st Witness signature

\_\_\_\_\_  
please print

\_\_\_\_\_  
2nd Witness signature

\_\_\_\_\_  
please print

\_\_\_\_\_  
Landlord signature , Lessor

\_\_\_\_\_  
Landlord signature , Lessor

\_\_\_\_\_  
Renter signature , Lessee

\_\_\_\_\_  
Renter signature , Lessee

**MARINA OAKS CONDOMINIUM ASSN INC**

**Parking Rules and Regulations**

The parking rules included but not limited to 48 HRS. WARNING NOTICE

All vehicles must be legally tagged and current.

All vehicles must be parked in properly marked spaces.

NO working on vehicles on private property (jacks, blocks, etc.)

NO vehicle storage of any kind, including trailers, boats.

NO "For Sale" signs.

NO parking at mail kiosk. NO expired decals.

NO backing in to parking spaces.

Must have parking permits at all times.

NO double parking.

NO vehicles leaking fluids.

AUTOMATIC TOWS APPLY TO THE FOLLOWING INFRACTIONS.

All parking in Handicap spaces must have proper handicap decal.

NO Parking in Emergency or Fire Lanes.

NO Commercial Vehicles after Hours.

NO Parking in Swales, Roadway, Next to Curb.

NO Blocking Sidewalk, Loading Zone, Dumpsters. NO Parking at Stop Signs.

Signature Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print applicant name: \_\_\_\_\_

Signature Co-Applicant \_\_\_\_\_ Date \_\_\_\_\_

Print co-applicant name: \_\_\_\_\_

**MARINA OAKS  
CONDOMINIUM ASSN INC  
RULES AND REGULATIONS**

1. The sidewalks, entrances, passages, lobbies and hallways and like portions of the Common Elements shall not be obstructed nor used for any purpose other than for ingress and egress to and from the Condominium Property or Common Elements; nor shall any carts, bicycles, carriages, chairs, tables or any other objects be stored therein, except in areas (if any) designated for such purposes.

2. The personal property of Unit Owners and occupants must be stored in their respective Units.

3. No articles other than patio-type furniture shall be placed on the balconies, patios or other Limited Common Elements by an Owner. No linens, cloths, clothing, bathing suits or swimwear, curtains, rugs, mops, or laundry of any kind, or other articles, shall be shaken or hung from any of the windows, doors, balconies, terraces, the Limited Common Elements or other portions of the Condominium or Association Property.

4. No Unit Owner or occupant shall permit anything to fall from a window or door of the Condominium or Association Property, nor sweep or throw from the Condominium or Association Property any direct or other substance onto any of the balconies or elsewhere in the Building or upon the Common Elements.

5. No garbage, refuse, trash or rubbish shall be deposited except as permitted by the Association. The requirements from time to time of the company or agency providing trash removal services for disposal or collection shall be complied with. All equipment for storage or disposal of such material shall be kept in a clean and sanitary condition.

6. Employees of the Association are not to be sent out by Unit Owners or occupants for personal errands. The Board of Directors shall be solely responsible for directing and supervising employees of the Association.

7. No sign, advertisement, notice or other graphics or lettering shall be exhibited, displayed, inscribed, painted or affixed in, or on upon any part of the Condominium or Association property, except signs used or approved by the Developer or the Board of the Association. Additionally, no awning, canopy, shutter or other projection shall be attached to or placed upon the outside walls or roof of the Building or on the Common Elements, without the prior written consent of the Board of Directors of the Association. Notwithstanding anything herein or in any of the Condominium documents to the contrary, any Unit Owner may display one (1) portable, removable United States flag in a respectful way, and on Armed Forces Day, Memorial Day, Flag Day, Independence Day, and Veterans Day any Unit Owner may display in a respectful way portable, removable official flags, not larger than 4.5 feet by 6 feet that represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard.

8. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any Unit or on the Common Elements.

9. A Unit Owner or occupant shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, balconies or windows of the Building. Curtains and drapes (or linings thereof) which face on exterior windows or glass doors of Units shall be white or off-white in color, or otherwise shall require the prior written approval of the Board, failing which, they shall be removed and replaced with acceptable items. Notwithstanding anything herein or in any of the Condominium documents to the contrary, any Unit Owner may display one (1) portable, removable United States flag in a respectful way, and on Armed Forces Day, Memorial Day, Flag Day, Independence Day, and Veterans Day any Unit Owner may display in a respectful way portable, removable official flags, not larger than 4.5 feet by 6 feet that represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard.

10. No air-conditioning units may be installed by Unit Owners or occupants. No Unit shall have any aluminum foil placed in any window or glass door or any reflective or tinted substance placed on any glass, unless approved, in advance by the Board of Directors in writing. No unsightly materials may be placed on any window or glass door or be visible through such window or glass door.

11. Children will be the direct responsibility of their parents or legal guardians, including full supervision of them while within the Condominium Property and including full compliance by them with these Rules and Regulations and all other rules and regulations of the Association. Loud noises will not be tolerated. All children under twelve (12) years of age must be accompanied by a responsible adult when entering and/or utilizing the recreational facilities.



12. Pets. All pets must be properly registered with the Association by completing the pet registration form. All pets must be properly licensed and vaccinated in accordance with County requirements and the Association may require proof of same. No pit bulls or other breeds considered to be dangerous by the Board of Directors shall be permitted to reside within the Condominium or be on the Condominium Property. No pets may be left unattended anywhere within the Common Elements of the Condominium. Further, no pets, including cats, may be within the Common Elements of the Condominium, unless they are carried or kept on a leash, which is a maximum of six (6) feet long. No pets are allowed on the pool deck, even with a leash.

13. All tenants must register with the Association. Within seven (7) days of taking occupancy of the property, all tenants and owners must notify the Association of the tenancy by providing a copy of the lease agreement to the Association and having the tenant complete the registration documents provided by the management office. Additionally, within ten (10) days of acquiring a property at Marina Oaks, an owner must register with the Association and provide the Association with a copy of the deed to the property as proof of ownership.

14. Unit Access. All owners and tenants are required to supply the Association with a key to their unit. In the event the Association is not supplied with a key and has to access the unit for an emergency or other permissible purpose as set forth in the Declaration or Florida Condominium Act, the unit owner and/or tenant will be held liable for the cost to gain access to the unit.

15. Leaks. If a Unit Owner or Tenant becomes aware of a leak or failure in a common element for which they believe the Association is responsible, the Unit Owner and/or tenant are under a duty to promptly notify the Management Office of same so that the Association can undertake the necessary efforts to safeguard the property. A Unit Owner or Tenant's failure to promptly report any such damage to the Association's property manager could result in liability to the Unit Owner and Tenant for their negligence.

16. Vehicular Parking. No person, firm or corporation shall park or cause to be parked any vehicle on any portion of the Property other than in the specifically designated parking areas located on the Property. The foregoing, however, shall not: (i) prohibit routine deliveries by tradesmen, or the use of trucks or commercial vans in making service calls and short term visits; or (ii) apply to a situation where a vehicle becomes disabled and, as a result of an emergency, is required to be parked within the Association until it can be towed away.

Owners and/or tenants must utilize their designated parking space(s) and must not use the guest parking spaces or the space designated to another unit owner. All owners and/or tenants must register their automobile with the management office and obtaining a parking decal. Cars improperly parked or not registered will be towed by the Association at the vehicle owner's expense.

Use of guest parking spaces are limited to guests and are not to be used in excess of forty-eight consecutive hours.

No person, firm or corporation shall maintain or repair any vehicle (including, but not limited to, four-wheel passenger automobiles) upon any portion of the Condominium Property. Vehicles which are missing one or more wheels, have one or more deflated tires, are not in an operating condition, or do not have current valid license plate shall not remain upon any portion of the Condominium Property for more than two (2) consecutive days. No Owner or his or her family members, guests, invitees or lessees or their family members, guests, or invitees shall be permitted to keep any vehicle on the Condominium Property which is deemed to be a nuisance by the Association, said decision to be made in the sole discretion of the Board of Directors.

Violation of any of these parking rules will result in the towing of the vehicle by the Association with the vehicle owner being liable for the cost of same.

17. Every Owner and occupant shall comply with these Rules and Regulations as set further herein, any and all rules and regulations which from time to time may be adopted, and the provisions of the Declaration, By-Laws and Articles of Incorporation of the Association, as amended from time to time. Failure of an Owner or occupant to so comply shall be grounds for action which may include, without limitation, an action to recover sums due for damages, injunctive relief, or any combination thereof. In addition to all other

remedies, in the sole discretion of the Board of Directors of the Association, a fine or fines may be imposed upon an Owner for failure of an Owner, his family, guests, invitees, lessees or employees, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, Articles of Incorporation or By-Laws, provided the following procedures are adhered to:

(a) Notice: The Association shall notify the Owner or occupant of the infraction or infractions. Included in the notice shall be a date and time of the next Board of Directors meeting at which time the Owner or occupant shall present reasons why penalties should not be imposed. A committee of other Unit Owners shall also be present in addition to the Board of Directors in order for the committee to review the infraction and penalty.

(b) Hearing: The non-compliance shall be presented to the Board of Directors after which the Board of Directors, and a committee of other Unit Owners, shall hear reasons why penalties should not be imposed. A written decision of the Board and committee shall be submitted to the Owner or occupant by not later than twenty-one (21) days after the meeting.

(c) Fines: The Board of Directors may impose fines against the applicable Unit up to the maximum amount permitted by law from time to time. Notwithstanding the foregoing, if the committee of Unit owners described above does not agree with the fine, the fine may not be levied.

(d) Violations: Each separate incident which is grounds for a fine shall be the basis of one separate fine. In the case of continuing violations, each continuation of same after a notice thereof is given shall be deemed a separate incident.

(e) Payment of Fines: Fines shall be paid not later than thirty (30) days after notice of the imposition thereof.

(f) Application of Fines: All monies received from fines shall be allocated as directed by the Board of Directors.

(g) Non-exclusive Remedy: These fines shall not be construed to be exclusive and shall exist in addition to all other rights and remedies to which the Association may be otherwise legally entitled; however, any penalty paid by the offending owner or occupant shall be deducted from or offset against any damages which the Association may otherwise be entitled to recover by law from such owner or occupant.

18. These rules and regulations shall be cumulative with the covenants, conditions and restrictions set forth in the Declaration of Condominium, provided that the provisions of same shall control over these rules and regulations in the event of a conflict or a doubt as to whether a specific practice or activity is or is not permitted. Anything to the contrary notwithstanding, these rules and regulations shall not apply to the Developer, not its agents or employees and contractors, or to the Units owned by the Developer. All of these rules and regulations shall apply to all other owners and occupants even if not specifically so stated in portions hereof. The Board of Directors shall be permitted (but not required) to grant relief to one or more Unit Owners from specific rules and regulations upon written request therefore and good cause shown in the sole opinion of the Board.

Signature Applicant _____	Date _____
Print applicant name: _____	
Signature Co-Applicant _____	Date _____
Print co-applicant name: _____	

Print co-applicant name: \_\_\_\_\_  
GRS Management Associates, Inc. office (561) 641-8554  
3900 Woodlake Blvd. Suite 309 Lake fax (561) 641-9448  
Worth, FL 33463

www.GRSMGT.com

## Request for Resale Package/Questionnaires

MARINA OAKS CONDOMINIUM ASSN INC

DATE: \_\_\_\_\_

SETTLEMENT DATE: \_\_\_\_\_

**THE FOLLOWING INFORMATION IS REQUIRED FOR OUR OFFICE TO PROCESS A RESALE PACKAGE**, which includes: the Estoppels Certificate; complete set of Association Documents (including the Declaration, Bylaws, Articles of Incorporation and any subsequent recorded Amendments); Association Rules and Regulations; and pertinent Association Forms.

**NOTE: FORM MUST BE FILLED OUT IN IS ENTIRETY BEFORE PROCESSING WILL BEGIN** Please note if the account is in collection with an Attorney or the current owner is not listed, the estoppels may take additional time and also could incur additional fees in order to be processed.

Include a check from the title company or a cashier check/money order with your request. Payment must be received before paperwork processing will begin. Copies of checks will not be accepted as valid payment. Fees are not collected at time of settlement. The Estoppels Certificate will be invalid if payment is not honored.

MARINA OAKS CONDOMINIUM ASSN INC

<b>Unit</b> Street address _____ Seller's name: _____
<b>Buyer</b> Buyer's Full Name: _____ Co-Buyer's Full Name: _____ Buyer's Phone #: _____ Fax #: _____ Email: _____
<b>Delivery Information</b> Requested By: _____ Phone: _____ Type of Address: <input type="checkbox"/> Business <input type="checkbox"/> Residence Name: _____ Business Name (if applicable): _____ Street Address (P.O. Boxes not accepted): - _____ City: _____ State: _____ Zip: _____ <u>Electronic Delivery</u> : the Estoppel Certificate can be delivered electronically by fax and/or e-mail upon completion at no extra charge. If this service is desired, please provide; Attention: _____ Fax: _____ Email: _____

**Processing**

Note: *When processing is complete, the Estoppels Certificate will be faxed to you and the complete "Important Documents package" will be sent by the shipping method you select below.*

Standard Processing ( 15 Business Days) -	\$200.00 plus shipping	
Rush Processing (3 Business Days) -	\$250.00 plus shipping	
Overnight Processing (1 Business Day) -	\$300.00 plus shipping	
Standard Refinance ( 15 Business Days) -	\$150.00 plus shipping	
Rush Refinance ( 1 Business Day) -	\$200.00 plus shipping	
Questionnaires (2 Business Days) -	\$150.00 plus shipping	

Shipping Method ( You must select a shipping method, unless you are ordering a refinance package)

Standard Shipping – (5 Business Days).	\$15.00	
Rush Shipping – (3 Business Days)..	\$15.00	
Overnight Shipping – (Next Business Day)..	\$45.00	
Pick up from GRS Management Associates, Inc.	( No Charge)	-0-
Account Administration Fee -	\$100.00	100.

Total Due

**PLEASE MAIL A COPY OF THE BUYER’S HUD STATEMENT, WARRANTY DEED AND CLOSING CHECK TO ENSURE TIMELY AND ACCURATE TRANSFER OF TITLE FOR OUR RECORDS.**

**Payment Information** Note: *Acceptable Forms of Payment*

Check from the title company ck#	
Cashier check or money order cc/mo #	

Include a check from the title company or a cashier check/money order with your request. Payment must be received before paperwork processing will begin. Copies of checks will not be accepted as valid payment. Fees are not collected at time of settlement. The Estoppels Certificate will be invalid if payment is not honored.

**NO PERSONAL CHECKS ACCEPTED**