

NORMANDY G ASSOCIATION, INC.

RENTAL – RESALE APPLICATION INSTRUCTIONS

- 1) **All applicants must apply online.** Paper applications are no longer accepted. If you do not have access to a computer, please request assistance from your Real Estate Agent, relative, or friend.
- 2) Each applicant must apply individually.
- 3) Each applicant must complete all sections of the application and **provide all required documents at the time the application is initially submitted.** If modifications and/or additional information are required after submitting the application, a new application must be completed. **There will be an additional \$75.00 charge if you must reapply. It is the applicant's responsibility to ensure all information is provided and correct.**
- 4) **All fees must be paid before the link to apply will be sent to you.** The checks must be mailed or hand-delivered to Wilson Landscaping & Management Corp. at: 1300 NW 17th Ave. Suite 270 Delray Beach, FL 33445.
- 5) **When submitting the fees, please provide an email address as to where the link to apply should be emailed.**
- 6) The fees are as follows:
 - Rental - \$150.00 per person or married couple. If married, a copy of the Marriage License is required. The check should be made payable to the Normandy G Association, Inc.
 - Rental Renewal – if there is a break in the lease, \$150.00 per person or married couple. If married, a copy of the Marriage License is required. The check should be made payable to the Normandy G Association, Inc. If the lease is renewed **annually**, (with no break in the lease terms), there is no fee.
 - Permanent Resident - \$150.00 per person or married couple. If married, a copy of the Marriage License is required. The check should be made payable to the Normandy G Association, Inc.
 - Resale - \$150.00 per person or married couple. If married, a copy of the Marriage License is required. The check should be made payable to the Normandy G Association, Inc. **AND** \$2,000.00 fee to Kings Point Recreation Corp.
- 7) The application approval process takes up to thirty (30) days. The thirty (30) days begin on the date the complete application and all required documentation are submitted. If any items are missing, the thirty (30) days will not begin, and the application will not be processed until complete.
- 8) If you have any questions, please contact Wilson Landscaping & Management Corp. at (561)637-3402 or info@wilsonmanagement.net.