

NEW TENANT* / BUYER APPROVAL CHECKLIST

NAME OF TENANT/PURCHASER: _____

UNIT NUMBER: _____

OWNER (IF RENTAL): _____

*If this is a rental, complete steps 1-6 prior to requesting an interview. Allow 7 days for review and scheduling of interview.

ITEM	RESPONSIBLE PARTY	DATE COMPLETED	COMMENTS
1 Completed and executed SP application	Owner		
2 Executed Rules and Regulations	Owner		
3 Collect Application Fee	Owner		
4 Copy of Lease	Owner		
5 Complete Owner's Portion of this Checklist	Owner		
6 Items 1-5 Submitted to Board allowing at least 7 days before interview	Owner		
7 Background Check	SP Board		
8 Set up appointment for interview	SP Board		
9 Interview completed	SP Board		
10 Application Approved	SP Board		
11 If application is denied, letter of denial with copy to unit owner	SP Board		
12 If application is denied, return check	SP Board		
13 All information to SP secretary to be retained	SP Board		