



**RIVERVIEW AT COLLEGE POINT
Condominium III**

P.O. Box 564041, College Point, NY 11356
(718) 461-4131 – riverviewcondo3@yahoo.com

SALES/LEASE/RENTAL REGISTRATION FORM

This registration form must be completed and submitted to the address indicated above, with a \$50.00 processing fee at such time as any Riverview Condominium III unit is sold, leased or rented. Maintaining an awareness of the owner and resident of each unit, in the Riverview Condominium III Association, is a legal obligation governed by the Riverview Condominium III by-laws.

In addition, the Riverview Condominium Association endeavors to protect owner's and renter's safety, quality of living and unit value. As such, there are legal documents, which include rules and regulations that each resident must abide by. New owners and/or Renters should be provided with the information necessary to be aware of the rules in place. Signatures and the processing of this document of file, is the Condominium's record that the owner and any intended resident is aware of, and agrees to comply with, the rules and regulations as sanctioned by the Riverview at College Point Condominium III Association.

Please complete the appropriate sections of this Application Form and mail to the address listed above in a time frame that is consistent to alerting the Riverview Condominium III Property Manager and Board of Managers of activity in progress. **PLEASE PRINT LEGIBLY.**

SELLING OR BUYING A UNIT

➤ **Seller Information:**

Name: _____ Phone Number: _____

Mailing Address: _____

City/State/Zip: _____

Riverview Condominium III Unit Address: _____

Sale Closing Date: _____

➤ **Real Estate Broker Information:**

Name: _____ Phone Number: _____

Address/City/State/Zip: _____

➤ **Buyer Information:**

Name(s) o Deed: _____

Does owner intend to reside in _____ or rent _____ the Riverview Condominium III Unit (check one)?

If owner will live in the Unit:

Names of Occupants (provide ages of children): _____

Resident's Home Phone Number: _____ Cell Phone: _____

E-mail address: _____ Emergency Contact Phone: _____

Work Phone: _____

Vehicles (two) per unit allowed:

1. Make/Model: _____ State/Plate #: _____

2. Make/Model: _____ State/Plate #: _____

If owner intends to rent the unit, please complete the following information in the event the Property Manager of Board of Manager must contact or copy owner re: unit information (also complete renter information below).

Owners Mailing Address: _____

City/State/Zip: _____

E-mail address: _____

Buyer should receive the following from the Seller (please check to ensure all documents are provided):

- Payment coupon book and mailing address for monthly maintenance fees.
- Current copy of Riverview Condominium III By-laws to include Rules and Regulations.
- Be advised of name and phone number of Property Manager at Riverview Condominium III.

At such time as the Owner contracts to rent/lease the Riverview Condominium III unit, the Renter Information section below MUST be completed and the application with the \$50.000 processing fee must be mailed to address noted on previous page.

Please note: After the final closing, the Owner must provide the Riverview Condominium III with a copy of the Certificate of Home Owners Insurance. Copies should be forwarded in a timely manner (within 15 business days).

(Print Name of Owner)

(Signature of Owner)

(Print Name of Owner)

(Signature of Owner)

Reviewed by Board of Managers – Signature: _____

RENTING OR LEASING A UNIT

➤ **Renter Information:**

Name(s) on Rental Agreement: _____

Renter's Riverview Condominium III Address: _____

Name of Occupants (provide ages of children): _____

Renter's Home Phone Number: _____ Cell Phone: _____

E-mail address: _____ Emergency Contact Phone: _____

Work Phone: _____

Vehicles (two) per unit allowed: 1. Make/Model: _____ State/Plate #: _____

2. Make/Model: _____ State/Plate #: _____

Lease/Rental Effective Date: _____

Renters should receive the following from Owner (please check to ensure all documents are provided):

- Copies of Riverview Condominium III Rules and Regulations.
- Parking Permits (limit of 2 per unit). Be advised of name and phone number of Property Manager at Riverview Condominium III.
- Be advised of name and phone number of Property Manager at Riverview Condominium III.

(Print Name of Renter)

(Signature of Renter)

(Print Name of Renter)

(Signature of Renter)

Reviewed by Board of Managers – Signature: _____ Date: _____