

WHAT TO TURN IN TO CRTE WHEN PURCHASING AN APARTMENT

All forms must be completed *prior* to turning in to the CRTE office. Please submit this checklist with all documents in order as indicated below.

Check List:

1. A check in the amount of \$150 made out to Shore Drive Apartments, Inc.
2. Application for Purchase (2 pages)
3. Application for Occupancy (2 pages)
4. Disclosure and Authorization for Consumer Reports (Credit and Background)
5. Request for Verification of Income and Revenue i.e. pension, w2, Social Security Statement, rental income, real estate income and interest.
6. Submit a copy of last 2 years completed tax return.
7. All supporting financial documents; i.e most recent consecutive 3 months bank statements, rental agreements and leases, Proof of Income, IRA's, Proof of Funds Letter from Financial Institution and other financial documents that will substantiate financial stability.
8. Contact/Emergency Information Form.
9. Acknowledgement and Affirmation of No Pets Rule, Rules We Live By and CRTE Parking Rules

**** UNTIL ALL REQUIRED DOCUMENTS INDICATED ABOVE ARE RETURNED TO THIS**

OFFICE AND REFERENCES HAVE BEEN CHECKED, NO INTERVIEWS CAN BE

SCHEDULED. IF THE PACKAGE IS INCOMPLETE IT WILL NOT BE REVIEWED UNTIL

ALL DOCUMENTATION IS SUBMITTED

Once everything is completed you may mail to 3300 NE 36th St. Fort Lauderdale, FL, 33308. Fax to 954-537-9105 or email to assistant.crte@gmail.com

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