

**ISLAND POINTE CONDOMINIUM ASSOCIATION
C/O: FAIRWAY MANAGEMENT**

**1331 Bedford Drive #103
Melbourne, FL 32940
(321) 777-7575 – Phone
(321) 777-4646 - Fax
JimKenney@fairwaymgmt.com**

TO: ALL PROSPECTIVE TENANTS OR THEIR AGENTS

FROM: BOARD OF DIRECTORS

Attached you will find the lease application you have requested. Please complete all pages and return, either via fax, e-mail or U. S. Standard Mail to the address or numbers listed above.

Include also the \$50.00 processing fee, which may be dropped off at the office located in the clubhouse at Island Pointe. Please note that processing will not begin until the fee has been paid.

**A signed copy of your lease with the owner is required to be included with this package.
Please note that units may not be rented for less than 90 days.**

The submitted information will be reviewed by the Association and you will receive a response with the results within 10 days (or less) of the original receipt of the complete packet.

IMPORTANT MOVING DAY INSTRUCTIONS

MOVE IN/MOVE OUT DAYS ARE MONDAY THROUGH FRIDAY ONLY!

HOURS ARE 8:00 A.M UNTIL 5:00 P.M.

**NO WEEKENDS, EVENINGS OR HOLIDAY MOVING IS PERMITTED
YOU MUST MAKE ARRANGEMENTS WITH THE OFFICE FOR THE
ELEVATOR KEY AND INSTALLATION OF ELEVATOR PADS.**

**THE MOVING TRUCK /VAN MUST BE PARKED AS TO ALLOW
VEHICLE TRAFFIC AROUND THE TRUCK.**

**YOU MUST HAVE A DOOR PERSON – FRONT LOBBY/SIDE DOORS
MAY NOT BE PROPPED OPEN.**

Should you have any questions regarding this information/request, please do not hesitate to contact me at the above number or the office located in the Island Pointe clubhouse at (321) 806-4908.

Regards,

Jim Kenney, LCAM