

**MELROSE TOWNHOMES CONDOMINIUMS ASSOCIATION, INC.**  
**C/O YCL MANAGEMENT INC**  
**10300 SUNSET DRIVE, SUITE 284**  
**MIAMI, FL 33173**  
**TELEPHONE: 786-361-1373, FAX: 786-361-1376**  
**EMAIL: [CONTACT@YCLMANAGEMENT.COM](mailto:CONTACT@YCLMANAGEMENT.COM)**

## **INSTRUCTIONS FOR SALE/LEASE APPLICATION**

Listed below are procedures and documents which are required for approval of sale/lease:

1. Complete application and return to YCL along with a **MONEY ORDER or CASHIER'S CHECK (NO CASH) payable to YCL Management Inc** in the amount of **\$100.00** for processing fee per applicant or **\$175.00 for a couple**. An additional **\$40.00** for any additional applicant over the age of 18. After application is completed and received with payment, please allow 21 business days for Board of Directors approval/disapproval. The processing fee is non-refundable.
2. A copy of **Purchase Contract or Lease Agreement** must be submitted with the application.
3. Copies of driver's licenses (picture IDs) for all applicants must be submitted with the application.
4. Copies of all current vehicle's registrations and insurance must be submitted with the application.
5. All potential residents must be interview by the Management Company. You will be notified with enough time to make necessary arrangements.
6. **Sales Only** – A check in the amount of \$250.00 (5-7 business days) or \$300.00 (3-5 business days) payable to YCL Management Inc is required for the completion of an estoppel letter requested by the Title Company. **Note: All buyers must obtain a copy of the Association Documents from the seller.**
7. Please review your application checklist to make sure all requested information is completed. No incomplete applications will be accepted and processed.

**Please allow 21 business days for the processing of the application.**