

# **BROOKHURST VILLAGE CONDOMINIUM ASSOCIATION, INC.**

Dear Homeowner/Tenant:

Please be advised that Brookhurst Village Condominium Association, Inc. requires the following documents from all leased units as soon as the tenants move in:

1. Copy of the Lease Agreement completely filled out and SIGNED by the unit's owner and tenant(s).
2. Parking application completely filled out and signed by the unit's owner and tenant(s).
3. Please provide a copy of the DMV's current registration for each vehicle that your tenant would like to register so that we can provide him/her with a parking permit. The association can't assign any parking permits without the current DMV registration.
4. Signed acknowledgement regarding receipt of parking stickers.
5. Acknowledgement regarding receipt of Brookhurst Village HOA's rules and regulations signed by the tenants.
6. Our on-site office hours are Monday thru Friday from 10:00am to 5:00pm. Closed for lunch from 1:00pm to 2:00pm. The on-site office is closed Saturday and Sunday. Please make sure these documents are submitted during the office business hours in person or via fax or e-mail.

The following items are available for sale at the on-site office, please be advised that only **MONEY ORDER OR CASHIER'S CHECK ARE ACCEPTED:**

1. Gate remote control price: \$30.00 each
2. Pool Key \$25.00 each
3. Pedestrian gate key: First key free of charge, second and third key will cost \$25.00 each; any additional keys will cost \$100.00 each.

Please be aware that **all sales are final** and there will be no returns or exchanges. If any of these items are lost or stolen a new item has to be purchased.

Respectfully,  
Brookhurst Village Condominium Association, Inc.

1250 S. Brookhurst St., Anaheim, CA 92804  
(714) 535-5888 Tel. (714) 535-3629 Fax

# **BROOKHURST VILLAGE CONDOMINIUM ASSOCIATION, INC.**

## **Required documents from homeowners at move in:**

1. Copy of Grant Deed or Escrow Closing Statement.
2. Picture Identification.
3. Parking application **completely filled out and signed** by the unit's owner.
4. Copy of your vehicle's **current** DMV registration. Please provide a copy for each vehicle that you would like to register so that we can provide you with a parking permit. The association cannot assign any parking permits without a **current** DMV registration.
5. Acknowledgement regarding receipt of parking stickers.
6. Brookhurst Village HOA will provide you with a Welcome Package as a courtesy, so that you can be informed on the procedures that need to be followed during your residency at BVHOA. PLEASE READ THE NOTICES enclosed in the Welcome Package since it has the answers to the Most Frequently Asked Questions.

## **The following items are available for sale at the on-site office, please be advised that all purchases are MONEY ORDER or CASHIERS CHECK ONLY:**

1. Gate remote control price: \$30.00 each
2. Pool Key \$25.00 each
3. Pedestrian gate key: \$25.00 each

First three keys/remotes will be purchased at the price listed above. Any additional keys after first three of each kind will cost \$100.00 each.

Please be aware that all sales are final and there will be no returns or exchanges. If any of these items are lost or stolen you would have to purchase a new item priced accordingly.

Respectfully,

Brookhurst Village Condominium Association, Inc.