

201 Ocean Avenue  
Santa Monica, California 90402  
Phone 310-458-7671 Fax 310-451-0103

Effective December 1, 2006

**Re: Elevator Move-in and Move-out Fee**

**\* I understand a fee required when reserving the elevator for either one of the above reasons:**

- \* \$150 for Studios**
- \* \$180 for One Bedroom**
- \* \$200 for Two Bedroom**
- \* \$220 for Three Bedroom or Two Bedroom and a Study**

- \* This fee must be paid at the time of the reservation.**
- \* Reservations must be made 7 days prior to the move-in or move-out.**
- \* A security deposit of \$300.00 will also be required at the time of the elevator reservation.**
- \* This deposit will be refunded if no damage occurs to the elevators or walls in the common area.**
- \* Moving hours are between 9:00 a.m. – 5:00 p.m., Monday through Friday.**
- \* No move-ins or move-outs on Saturday, Sundays or holidays.**

Signature: \_\_\_\_\_

Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Agent's Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Perspective Move In Date: \_\_\_\_\_

- ❖ All Applicants must have an interview, prior to approval.**
- ❖ It takes a minimum of 7 working days (10 for out of state) to process the Application.**

**OCEAN TOWERS HOUSING CORPORATION****SUBTENANT APPLICATION**

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Application For Approval Of Prospective Subtenant

The undersigned Applicant(s) wish to sublease Unit \_\_\_\_\_ in the Ocean Towers Housing Corporation. Applicant(s) acknowledge that the Ocean Towers Housing Corporation is a stock cooperate community, and that Ocean Towers Housing Corporation, as the representative of the members of that community, has the right to approval by Ocean Towers Housing Corporation of Applicants to sublease an Ocean Towers Apartment. The following information is provided in order to allow Ocean Towers Housing Corporation to make an informed decision concerning such application. Applicant(s) hereby authorize Ocean Towers Housing Corporation to verify any and all information set forth below and to investigate the credit history, pending litigation, judgments, and criminal record of Applicant(s). Applicant(s) acknowledge that material falsity or omissions in the information set forth below may constitute grounds for refusal of consent to the purchase. Concurrently with this application, Applicant(s) tender the sum of \$125.00 as a non-refundable application fee. This application fee will be used to defray the estimated cost of conducting a reasonable investigation of Applicant(s).

Information Concerning Applicant

Full Name: \_\_\_\_\_

Current Residence Address: \_\_\_\_\_

City, ST, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Length of Time at Current Residence: \_\_\_\_\_ Own or Rent? \_\_\_\_\_

Social Security No. \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, ST, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Length of Time in Current Employment: \_\_\_\_\_ Monthly Income: \_\_\_\_\_

Has Applicant ever been convicted of a felony? Yes / No \_\_\_\_\_

If "yes", please explain: \_\_\_\_\_

\_\_\_\_\_

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**Prior Residences Over Past Ten Years:**

Address:

Address:

Address:

**Prior Employers Over Past Ten Years:**

Name of Employer

Nature of Business

Employment Dates

Name of Employer

Nature of Business

Employment Dates

Name of Employer

Nature of Business

Employment Dates

Name of Employer

Nature of Business

Employment Dates

Name of Employer

Nature of Business

Employment Dates

(Attach additional pages if necessary)

**OCEAN TOWERS HOUSING CORPORATION**

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Information Concerning Spouse/Co-Applicant

Full Name:

Social Security No. :Date Of Birth

Residence Address (if different from Applicant's):

Length of Time at Current Residence: Own or Rent?

Prior Residences Over Past Ten Years:

Address:

Address:

Address:

(Attach additional pages in necessary)

Current Employer: Occupation

Business Address:

Length of Time in Current Employment: Monthly Income:

Prior Employers Over Past Ten Years:

Name of Employer Nature of Business Employment Dates

Name of Employer Nature of Business Employment Dates

(Attach additional pages if necessary)

Has Applicant ever been convicted of a felony? Yes / No

If "yes", please explain:

**OCEAN TOWERS HOUSING CORPORATION**

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References

This application requires submission of at least two references for Applicant and / or Applicant's Spouse/Co-Applicant. Applicant(s) authorize Ocean Towers Housing Corporation to contact each reference set forth below to obtain information concerning Applicant(s).

Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Number of years know: \_\_\_\_\_

Nature of Relationship: \_\_\_\_\_

\_\_\_\_\_  
Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Number of years know: \_\_\_\_\_

Nature of Relationship: \_\_\_\_\_

\_\_\_\_\_  
Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Number of years know: \_\_\_\_\_

Nature of Relationship: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of Applicant

\_\_\_\_\_  
Signature of Applicant