

Listing Your Unit For Sale or Rent at 900 Biscayne

For "Rental" (Rental agreements can only be issued for a minimum of 30 days/All new tenants must be approved by the board)

- Register the listing agent, realtors and/or any other authorized representative of the unit's official owner at <http://900.community.com>
(Registration can also be done by contacting the association directly at aa@900biscaynebay.net)
- Set of keys and fobs to access the property must be provided by the unit owner.
(The association can only assist with their entrance to the building and not the residential units)
- Lockbox area is available for this purpose at the lower lobby (1st floor).
- Discounted Valet Parking is available at 50% off for realtors and their clients for the first hour. Normal rates would apply afterwards. Validation for the discount would be provided during registration at the front desk.
- Your unit can be shown to potential buyers 7 days a week from 7am to 8pm.
- Owner/Realtor must first contact the association and request the "Rental application Package".
(In this package you will find the Topics to Inform, Lease addendum & the code that will link this property to your application at the Tenant Evaluation website)
- Tenant must then apply at the Tenant Evaluation Website => <http://tenantev.com>
- Background and financial screening are performed by tenant evaluation and automatically sent to the association once completed.
(Association is not able to assist applicants at this point. Applicants must communicate with Tenant Evaluation directly).
- Once screening has been completed by Tenant Evaluation, Tenant will be asked to submit the lease agreement, topics to inform & lease addendum to the association.
(make sure all documents are signed and notarized where required)
- Application and complete package are submitted to the board for their revision and approval
- Approval letter is issued and sent to applicant and unit owner/realtor by e-mail
- Security deposit is requested and orientation scheduled
(Orientation schedule: Tuesday-Thursday at 10 am and/or 2pm)
- After orientation, tenant must contact the association to schedule the move in date and reserve the elevator.
(Elevator schedule: Monday – Friday from 8:30am to 4:30pm)

For "Selling" (No Board approval needed):

- Submit a copy of the signed listing agreement to the association at aa@900biscaynebay.net.
- Register the listing agent, realtors and/or any other authorized representative of the unit's official owner at <http://900.community.com>
(Registration can also be done by contacting the association directly at aa@900biscaynebay.net)
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- Your unit can be shown to potential buyers 7 days a week from 7am to 8pm.
- A copy of all documents required from the association can be found at <http://900.community.com> => General Information => Documents & Forms.
- For Estoppel and Questionnaire Request and Payment, please contact our estoppel department at <https://kwpmc.com/estoppel-request/>
- After sale has been finalized, please submit closing documents to the association at manager@900biscaynebay.net.
- **CONGRATULATIONS ON YOUR SALE!**