

Saint Lucie West Country Club Estates Association, Inc.
P.O. Box 880411
Port Saint Lucie, FL 34988-0411

LEASE / RESALE PACKAGE

Applications can only be processed when they are complete.

Applications must be submitted thirty (30) business days prior to lease occupancy

A complete application package will include:

- A completely filled out Application, with all signatures.
- A \$100.00 estoppels fee made payable to **SLW Country Club Estates Association, Inc.**; or a \$125.00 RUSH processing fee made payable to **SLW Country Club Estates Association, Inc.** for processing in two (2) weeks of closing/lease date.
- A \$100.00 processing fee made payable to **SLW Country Club Estates Association, Inc.**
- If the new aluminum lighted mailbox is not already ordered or in place, a check is required for the new style lighted mailbox payable to SLW Country Club Estates Association, Inc., in the amount of \$303.53 – This does include installation of the mailbox only: You are responsible to obtain the authorized light fixture, as well as a licensed electrician to complete the lighted mailbox hookup.
- A copy of a completed Lease or Sales Contract, including signatures. It must include the name, address, and telephone number of the Realtor(s) and, if it is a resale, the name of the Title Company, address, and telephone number together with the closing date.

If an Application when submitted is incomplete, it will be held uninvestigated until the rest of the required information is received.

NOTE

- All leases must be for a minimum of one (1) year.
- Please advise your closing agent (title company or attorney) that a copy of the Certificate of Approval for Purchase must recorded with the Warranty Deed.
- Please make certain that a copy of the Warranty Deed is mailed or faxed to SLW County Club Estates after closing. It does not need to be recorded.
- Ownership records will only be changed when the Deed is received.
- If you are purchasing a gate opening actuator, please bring a copy of the deed or closing statement to prove ownership.

You may drop your application off at the Security Guard House or you can mail it to:

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LEASE/RESALE APPLICATION

Please allow thirty (30) business days for processing. The application requires Board of Director approval. If additional space is needed, please use the other side. Leases must be for a minimum of twelve (12) months. A copy of the sales contract or lease must be attached to this application. Renters are not allowed to sub-lease the premises.

Property Address: _____ Date: _____

Realtor or Rental Agent: _____ Telephone #: _____

Leasing Information:

Lease period from: _____ to _____

Applicant Name: _____ Soc. Sec. #: _____

Co-Applicant Name: _____ Soc. Sec. #: _____

Present Address: _____

Billing Address (If different from above): _____

Sale Information:

Closing date: _____ Title Company: _____

Applicant Name: _____ Soc. Sec. #: _____

Co-Applicant Name: _____ Soc. Sec. #: _____

Present Address: _____

Billing Address (If different from above): _____

If you are purchasing do you intend to occupy the home? Yes No

Occupant(s) other than the immediate family: Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

To Be Filled Out for Lease or Sale:

Applicant Employer _____ Phone _____

Address _____

Title _____ Number of years _____ Supervisor _____

Co-Applicant Employer _____ Phone _____

Address _____

Title _____ Number of years _____ Supervisor _____

Pet(s) Yes _____ No _____ Type(s) and weight _____

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References, other than family members: Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Nearest Relative, in case of emergency _____ Phone _____

Relationship _____

Statement of Understanding:

I/We fully authorize investigation of all answers and references given.

I/We hereby agree to abide by all Documents and Rules and Regulations of SLW COUNTRY CLUB ESTATES ASSOCIATION, INC., a copy of which was received from the Landlord/Seller.

RECEIVED: YES NO

(If Landlord/Seller fails to provide a set of Documents at closing or lease signing from the Buyer, you must obtain a copy from SLW COUNTRY CLUB ESTATES ASSOCIATION, INC. at a cost of \$50.00.)

If the property is behind the gate, I/We require One: Two: or Three gate opening actuators. Lessees are required to have permission from Landlord – see application Page 6.

Owner and/or Landlord agree that the terms of the attached lease or contract are within the requirements of SLW COUNTRY CLUB ESTATES ASSOCIATION INC. Rules and Regulations.

As Owner(s), I/We agree that I/We will not Rent or Sell to any person(s) who have not been approved by the Association.

Seller/Lessee _____ Date _____

Seller/Lessee _____ Date _____

Buyer/Tenant _____ Date _____

Buyer/Tenant _____ Date _____

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APPLICATION FOR VEHICLE PERMIT

1. All information requested must be completed on this form.
2. Any changes in use or appearance of the below described vehicle(s) must be submitted to the Board of Directors with a new application.
3. A colored photograph of the below mentioned vehicle(s) must be attached if the vehicle(s) *is/are* outlined in Article 5 Paragraph E of the Declaration of Covenants as paraphrased, "Motorcycles, all terrain vehicles including passenger cars with four wheel drive, Jeeps, Broncos, trucks, trailers, boats, vans, campers, motor homes or buses."
4. It is understood that any of the above described vehicles, if listed below must be parked in the garage.
5. A copy of the vehicle(s) registration(s) must be attached to the application.
6. A copy of each vehicle owner's driver's license must be attached to the application.

Name(s) _____ Phone _____

Property Address _____

Description of Vehicles

Vehicle # 1:

Vehicle Registered to: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Make: _____ Model: _____ Year: _____

Color: _____ Gross Vehicle Weight: _____ VIN#: _____

Vehicle Tag No.: _____ State: _____

Vehicle # 2:

Vehicle Registered to: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Make: _____ Model: _____ Year: _____

Color: _____ Gross Vehicle Weight: _____ VIN#: _____

Vehicle Tag No.: _____ State: _____

Signature: _____ Date: _____

For Association Use Only:

The above application is approved: Not approved:

If not approved, reason for non-approval: _____

Signed by: _____ Printed name: _____

Position: _____ Date: _____

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ACKNOWLEDGEMENT OF DEED RESTRICTIONS

I/We understand that I/We are moving into a deed restricted community. I/We have received the Documents of the Association and agree to abide by them.

OWNER/TENANT

Signed: _____

Print Name: _____ Date: _____

Signed: _____

Print Name: _____ Date: _____

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LANDLORD AUTHORIZATION LETTER FOR ACTUATORS

Please print the following information, clearly:

Landlord's Name: _____

Property Address: _____

Tenant or property telephone #: _____

Please list the name(s) of all Tenant(s) in your home:

As Landlord of the above captioned residence, I/we hereby authorize the use of my/our actuators by the above listed tenant(s).

I/we understand that these actuators are my/our property (2 actuators maximum) and in the event the Actuator(s) are lost, stolen or not returned by tenant, there will be a charge of \$175.00 for each replacement. I/we will be solely responsible for the actuators.

IT IS RECOMMENDED THAT THE LANDLORD COLLECT A DEPOSIT TO COVER THE COSTS OF THE ACTUATOR(S) ISSUED.

As the Owner(s) and Landlords(s), I/we will provide the vehicle registration form for my/our tenants to ST. Lucie West Country Club Estates Association, Inc. including all DRIVER'S LICENSE NUMBERS, VEHICLE TAG NUMBERS and VEHICLE REGISTRATIONS and attach it to this form. I/we will also provide them with a quick reference guide of the Associations Covenants and By-laws.

Further, neither the Homeowners' Association, Its Agents, or Management team will be responsible to collect, receive or store these actuators at such time as my/our tenant(s) vacate the property.

Signature

Mailing/ Billing Address

Telephone (non - St. Lucie West)

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DOCUMENTS YOU MUST RECEIVE AT CLOSING

AT CLOSING, THE SELLER(S) MUST PROVIDE A COPY OF THE ASSOCIATION'S "GOVERNING DOCUMENTS" WHICH INCLUDES THE ARTICLES OF INCORPORATION, DECLARATION OF COVENANTS AND RESTRICTIONS WHICH INCLUDES THE BY-LAWS TO THE BUYER(S). IF SELLER(S) FAILS TO SUPPLY THE BUYER WITH THESE DOCUMENTS, \$50.00 SHOULD BE COLLECTED FROM THE SELLER(S) AND BUYER SHOULD OBTAIN A COPY FROM THE ASSOCIATION.

ADDITIONALLY, IF YOUR PROPERTY IS BEHIND THE GATE, GATE OPENING ACTUATORS MUST BE TURNED OVER TO YOU. IF THE GATE OPENING ACTUATORS OF RECORD ARE NOT TURNED OVER TO YOU THEN APPLICATION FOR GATE OPENING ACTUATORS MUST BE MADE AND FOR EACH APPROVED VEHICLE THERE IS A CHARGE OF \$175.00 FOR EACH GATE OPENING ACTUATOR.

Please return this form and documents to:

**St. Lucie West Country Club Estates Association, Inc.
PO Box 880411
Port St. Lucie, FL 34988-0411**

OR DROP OFF AT

**The Security Guard House
951-1 Country Club Drive
Port Saint Lucie, FL 34986**