

Date: _____

Unit _____

WOODBINE MASTER ASSOCIATION

3000 Casa Rio Court- PBG, FL 33418
Tele: (561) 840-9225 Fax (561) 848-2223

APPLICATION FOR RESALE/RENTAL

INSTRUCTIONS

- A. This application must be completed in detail by both the sellers and prospective buyers/renters.
- B. Units for sale or lease must pass an inspection made by the association. Said inspection shall include all exterior maintenance, architectural changes, landscape, painting and roofs. The inspection is made after this application is submitted to the association's office and prior to the data entry. Please allow sufficient time for this to be done. All noted deficiencies must be corrected immediately.
- C. Homeowner should turn over Recreation and Mail Box keys to the new owner/tenant. Replacement recreation area keys can be purchased from the association's office for a cost of \$25.00. If a recreation key has never been purchased the cost is \$50.00. (\$25.00 of which represents a deposit, which will be returned upon return of the key.)
- D. The following **must** accompany this application:
 - a. A fully executed copy of the sales contract or lease
 - b. A photocopy of all vehicle registrations
 - c. A signed Rules Review and Information Sheet
 - d. A non-refundable application fee in the amount of \$200.00
 - e. A Screening Authorization & Disclosure Form must be completed by each adult over the age of 18. (There is a charge of \$40.00 per screening.)
- E. The Rules & Regulations of the Association must be read thoroughly and signed by prospective buyers/renters. Upon closing/commencement of the lease, bar codes will be issued to your vehicles. There is a cost of \$10.00 per bar code. Please note: information cannot be updated in the security databases until proof of closing (warranty deed) is presented. Make sure this information is provided to the association's office and an appointment is scheduled for data entry/assignment of pins and BC's
- F This application, copy of sales contract/lease and \$200.00 non-refundable deposit must be submitted AT-LEAST FIFTEEN (15) DAYS PRIOR TO THE CLOSING/COMMENCEMENT OF LEASE.
- G. Check or Money orders are accepted. The Association DOES NOT keep cash on site!

Unit Owner: _____ Date: _____

Address: _____ Tele: _____

Alternate Address: _____

Residency for sale or lease? _____ Closing or Beg. Lease date: _____

Are your dues current? _____ Is your Driveway cleaned? _____ Is your roof cleaned? _____

Is your home in need of painting? _____ When was your home painted last? _____

Is your landscape in good condition? _____ Have you made any exterior changes? _____

Did you apply for ARC approval? _____ What is the date of your approval? _____

Has the home passed the President's Inspection? _____ President Name: _____

Buyer / Leasee: (Print Only)

1.) _____ DOB: _____
 Email: _____ Cell: _____

2.) _____ DOB: _____
 Email: _____ Cell: _____

3.) _____ DOB: _____
 Email: _____ Cell: _____

4.) _____ DOB: _____
 Email: _____ Cell: _____

Please completely fill out the information sheet for Children & Guest, and then submit with the application for data entry!

Employer: _____ Address: _____
 How long? _____ Supervisor: _____ Tele: _____

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Will you occupy this home full time: Yes No
 Will this home be used as a rental property? Yes No

A. Do you have a pet(s) Yes / No If yes, how many? _____

Breed _____ Color: _____ Size _____

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Maximum Allowed pets are two. No Breed or weight restrictions apply.

Animals must be maintained inside. You MUST pick up after your pet. Animals MUST be on a leash.

Please Note:

- You can only have the number of vehicles that can be parked in your garage and on your driveway.
- No "T" parking is permitted in Woodbine.
- You may not be a resident and guest at the same time.
- You're responsible for your children and guest actions.
- Submit Rules Review with application for a complete understanding of HOA guidelines.
- Read Woodbine's Documents to further familiarize yourself with all rules and regulations.

I, _____ acknowledge that all information that has been submitted to the Association is true and factual. I have filled out the application to the best of my ability. No pertinent information has been withheld. Any questions that I may have regarding the Associations policies will be submitted to the Association's office or emailed to: woodbinehoa@gmail.com .

_____ Date: _____

Potential Buyer or Lease Holder Signature

Witness for the Association: _____