

OCEAN RIDGE TOWNHOMES HOA, INC.
SALE APPLICATION INSTRUCTIONS & ACKNOWLEDGEMENT

1. The proposed purchaser(s) must complete the attached application for occupancy in detail. All questions must be completed and the application signed by all applicants. A copy of the signed sales contract agreement must be submitted along with the application. Occupancy prior to approval is prohibited.
2. A \$100.00 non-refundable application fee, made payable to OCEAN RIDGE TOWNHOMES HOA, must accompany this application.
3. Please allow fourteen days for processing. We will make every effort to expedite the approval process.
4. The seller (current owner) must provide the purchaser (you) with a copy of the Association Documents and Rules and Regulations, or you may purchase a copy from Capital Realty Advisors, Inc. at a cost of \$25.00
5. According to the governing documents (Article 7.1.3), each Owner shall provide a Certificate of Insurance upon closing and annually thereafter showing the Owner is insured for the following coverage: Please refer to your documents 7.1.3. Lot Owner Responsibility for Insurance.

<u>Insurance Type</u>	<u>Minimum Coverage</u>	<u>Maximum Deductible</u>
Property (excluding land)	100% appraised value	\$-0-
Liability	\$300,000.00	\$-0-
Windstorm	Appraised Value (excluding land)	2%

Please submit: This Acknowledgement, Application, Copy of Sales Contract and App Fee payable to Ocean Ridge Townhomes HOA to: Capital Realty Advisors, Inc. 600 Sandtree Drive, Suite 109, Palm Beach Gardens, FL 33403 Phone: 561-624-5888 or Fax: 561-624-5827

ACKNOWLEDGEMENT

I hereby agree on my behalf and of all persons who may use the unit, which I (we) seek to purchase, that I/(we) have received and will abide by the Rules and Regulations of OCEAN RIDGE TOWNHOMES and am (are) subject to the Declaration of Covenants of OCEAN RIDGE TOWNHOMES HOA, INC.

I/ (we) understand that the approval for purchase of a unit at OCEAN RIDGE TOWNHOMES is conditioned upon the truth and accuracy of this application and upon Board of Directors approval.

I/We agree that if the unit is ever leased, that upon receipt of Notice from the association that all monthly rent payments will be sent directly to the Association by the tenant until any assessments, charges, late fees and/or attorney fees, due and owing to the Association by the owner/landlord are paid in full, pursuant to Florida Statutes and the Association's Documents.

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF APPLICANT

DATE

BOARD of DIRECTORS APPROVAL

DATE

OCEAN RIDGE TOWNHOMES HOA, INC.

SALES APPLICATION

NOTE: MUST ALLOW FOURTEEN DAYS FOR PROCESSING

DATE: _____ OCCUPANCY / CLOSING DATE: _____

APPLICANT(S): _____
NEW OWNER(S) NAME(S) AS IT WILL APPEAR ON TITLE/DEED

E mail Address: _____

PROPERTY ADDRESS: _____

REALTOR: _____ PHONE #: _____

PRESENT ADDRESS: _____

OWN: __ LEASE: __ HOME #: _____ CELL #: _____

ALTERNATE ADDRESS IF ANY: _____

IN ADDITION TO APPLICANT(S), WHO WILL OCCUPY UNIT:

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

EMPLOYED BY _____ PHONE _____
(BUSINESS NAME IF SELF EMPLOYED)

HOW LONG: _____ POSITION: _____ ADDRESS: _____

IN CASE OF EMERGENCY NOTIFY: _____

OF PETS (Cats & Dogs only): _____ WEIGHTS AND BREEDS: _____

APPLICANTS PHONE: _____ Email address _____

MAKE – MODEL – COLOR – STATE & TAG # OF ALL VEHICLES:

Make _____ Model: _____ Color: _____ Tag#: _____

Make _____ Model: _____ Color: _____ Tag#: _____

Make _____ Model: _____ Color: _____ Tag#: _____