

Melody Gardens ROC, Inc.

7803 46th Avenue N., Lot 111, St. Petersburg, FL., 33709

Phone: 727-544-0714 Fax: 727-547-9232

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SALE PROCEDURE FORM

Resident Owned Mobile & Membership Sale Certificate

- Seller must complete the "Intent to Sell" form
- Seller may install one (1) for sale sign in the window of the unit
- It is the seller's responsibility for the buyer to obtain a "Resident Application Packet" from the office.

The office must also receive the following items from the buyer:

1. Purchase Sale Agreement
2. Complete all forms
3. Return all forms and "Buyers Packet" along with payment for credit and background check:
 - A. For US citizens, submit \$100 (US funds) non-refundable check or money order payable to Melody Gardens ROC Inc.
 - B. For Canadian citizens or other countries, submit \$120 (US funds) non-refundable check or money order payable to Melody Gardens ROC Inc. Searches are more expensive for Canadian and other countries.
4. Sign the enclosed ACH form and provide void check with form
5. Color copy of each person to be on title and share Driver's license
6. Buyer will be provided a copy of the latest rules and regulations of the park included in the Buyer packet.

Application will be reviewed and provide notice of approval or denial to both seller and buyer.

- Sellers must provide their original share certificate to the office. In the absence of an original share certificate, additional paperwork will need to be done by the closing attorney
- Seller must also provide a copy of their title/s
- Provide a recorded copy of the properly executed Assignment of Proprietary Lease (or Memorandum of Proprietary Lease if an original issue)
- Seller must sign the ACH Cancellation form.

It is strongly suggested that you seek professional service from an attorney or title company, so that all sales are handled properly to avoid any issues with the purchase or sale of your unit/s.

Upon receipt of the proprietary lease as filed with Pinellas County Official records, a Membership Share Certificate will be issued by Melody Gardens ROC, Inc.