

The Village Club, Inc

d.b.a. **Brookhaven Village**

6309 Bayberry Blvd. N.E.

Winter Haven FL. 33881

Application Terms and Authorizations

Thank you for your interest in purchasing a home in Brookhaven Village. To ensure the process goes smoothly for all parties, the following guidelines are in effect for all applications.

Application Submission

1. An application must be completed in its entirety and signed by each owner and occupant of the property.
2. A \$50.00 non-refundable background check application fee must be paid in full at the time of submission for each application.
3. We only accept money orders, personal and bank checks payable to The Village Club. We do not accept cash.
4. A complete application consists of all the following:
 - Application-Contact Information (per applicant)
 - Background check forms (2)
 - Age verification
 - Valid identification (driver's license or government ID)

Application Processing, usually 5-7 days

1. The application is reviewed for completeness. Additional information may be requested.
2. Background form is submitted to the processing company.
3. Background results are reviewed.
4. Information is submitted to the Board of Directors for the final decision. Additional information may be requested at this time also.
5. Upon receipt of all required information, we will do the following:

Denial: We will contact you in writing.

Acceptance: We will notify you, your realtor and the title company of your approval.

Upon acceptance our Initial HOA Fee of \$1000.00 will be due at closing.

Thank you for your interest in becoming a resident of our community and we look forward to working with you to make that possible.