

Home Buyer Application Process Instructions

Prospective buyers must read the Rules and Regulations and agree to abide by them.

To begin the application process, the buyer needs to do the following:

- Complete the Sale Notification/Purchase Application and submit the following:
 - Copy of the signed Sales Contract
 - Copy of the Property Survey
 - Copy of the Property Inspection Report
 - Copy of the Certificate of Insurance for the Interior of the Home
- Complete Background Disclosure and Authorization Form (for each person over the age of 18 who will be residing in the home)
- Pet Information Form (if applicable)
 - Copy of the Pet Veterinarian/Vaccination Record
 - County Registration Record
 - Pet Picture
- Homeowner Information Form completely filled out
- Vehicle Information Form completely filled out for each vehicle
 - Copy of all Drivers licenses
 - Copy of all Vehicle Registrations
- Fees – must be Money Order (Non-Refundable)
 - Application Fee - \$100 per married couple or \$100 per person over 18
 - Background Check Fee - \$50 per person over the age of 18

Once we have ALL the information required and fees, we will contact prospective buyers to set up a screening appointment with the HOA. Attendance is mandatory for all residents who will reside in the home.

For a copy of the Master HOA Insurance please visit: www.eoidirect.com (HOA Name: The Lakes HOA)

Estoppel Requests (from Title Company)

- Send request to: The Lakes Homeowners Association, 5045 NW 11th Ave, Deerfield Beach, FL 33064
- Fees are as follows
 - \$250 for an up to 10-day turnaround
 - Extra \$100 for a 3–5-day turnaround
 - Extra \$150 for a delinquent account
- To speed up the process, please also email a copy of the estoppel to: office@thelakeshoa.net

A notarized Certificate of Approval will be issued after the screening takes place. Homebuyer will receive the original and bring to their closing.

****A copy of the Warrantee Deed is required after closing ******

If you have any questions, please contact the HOA office at:

office@thelakeshoa.net or call 954-480-2928