



Colonial Village, Inc.

2000 East Bay Drive, Largo, FL 33771 Phone: (727) 584-7472 Fax: (727) 587-7020
Email: colonialvillageinc@gmail.com

Handouts in Packet for Buyers

As of January 2018

1. New Resident/Buyer Meeting
2. Emergency Contact Information Form
3. Application for Residency – Background Check Authorization
4. Share & Unit Purchase Agreement
5. Buyers Acceptance Form
6. List of Available Attorneys
7. Information for Attorney
8. Pet Disclosure & Acknowledgement
9. Vehicle Disclosure & Acknowledgement
10. Maintenance Fee Payment Options:
 - a. Association Pay (ACH) Authorization
 - b. Credit Card Fee List
11. Information for New Home Owners:
 - a. Utility Company Contact Information
 - b. Watering Schedule
 - c. Current Board of Directors
 - d. Map of Park
12. Electronic Transmission & Voting
13. Guest Registration & Parking Permit
14. Before You Go
15. Rules & Regulations
16. By Laws
17. Master Occupancy Agreement



NEW RESIDENT/BUYER MEETING

Explain to Prospective Residents: 55 plus Park, No Pets, No Rentals,* \$160 Fee Inclusions, and \$25 extra person fee.

Prior to Meeting: To receive Board Approval

- 1. Obtain Copy of Driver's License or Photo ID**
- 2. Have new owner(s) complete Emergency Contact Sheet**
- 3. Application Fee of \$100.00**
- 4. Complete Background Check * \$100 Per Person**
- 5. Share & Unit Purchase Agreement (\$100 Share Fee) (Collect Fee @ Time of Issuance)**
- 6. Review Rules & Regulations & By Laws**

Welcome prospective residents and provide package consisting of the following:

- 1. Buyer's Acceptance Form; Acknowledging and Accepting of the Rules & Regulations as well as the Bylaws *All Questions MUST be answered/understood**
- 2. List of Attorney(s) *if purchasing from current resident**
- 3. Information for Attorney *complete if not using Real Estate Agent ** Attorney must include a Certificate of Occupancy of ALL Residents living in the home**
- 4. Pet Disclosure & Acknowledgement**
- 5. Vehicle Disclosure & Acknowledgment**
- 6. Electronic Transmission & Electronic Voting**
- 7. Share & Unit Purchase Agreement (\$100 Share Fee) (Collect @ Time of Issuance)**
- 8. Information for New Homeowners & Board of Directors Listing**
- 9. Monthly Payment of Maintenance Fee Options**
 - a. Auto-Pay Authorization** (Completed by Association Personnel; New Home Owners form is due by the 20th of the month, Changes to Existing information is due by the 27th of each month.)
 - b. Credit Card** (Transaction Fees incurred, see attached Fees)
 - c. Cash & Check** (Delivered/Mailed directly to the office @ 2000 East Bay Dr., Largo FL 33771)
- 10. Water Restrictions Notice** (also posted on Clubhouse Bulletin Board)
- 11. Park Approval Notice**

Explain & give the following forms to new resident(s) as needed:

- 1. Before you Leave**
- 2. Guest Registration & Guest Parking Permit**
- 3. Disclaimer Form for work provided by Park Employees after hours**

Explain the following:

- 1. Types of Water Usage** _____
- 2. Planter Responsibility** _____
- 3. Overall Appearance of Home** _____
- 4. Speed Limit (15 MPH)** _____
- 5. Pedestrian Row** _____
- 6. No Parking on Streets (11PM – 7AM) & Guest Parking** _____
- 7. No O/S Clotheslines** _____
- 8. Use of Colonial Village, Inc. Tools & Equipment** _____
- 9. Clubhouse Use** _____
- 10. Pool Policy & Usage** _____
- 11. Annual Budget Review** _____
- 12. Keys for Emergency** _____
- 13. Park Map** _____

Questions/Comments _____

_____.

Resident

Date

Resident

Date

Board Interviewer/Date

Board Interviewer/Date

Colonial Village provides housing for 55 plus as allowed by law and operates under Chapter 719, Florida Statutes, The Cooperative Act (Department of Business & Professional Regulation)



COLONIAL VILLAGE INC
2000 East Bay Drive, Largo, FL 33771

EMERGENCY CONTACT INFORMATION

Date: _____ Move in date: _____ Lot # _____

Local Phone Number: Mobile _____ Other _____

Email address: _____

Seasonal: Yes _____ No _____ Out of State Phone: _____

Out of State Address: _____

Name 1: _____ Birthday: Month _____ Day _____

Hobbies: _____

Vocation or Professions: _____

Name 2: _____ Birthday: Month _____ Day _____

Hobbies: _____

Vocation or Professions: _____

If married - Anniversary Month _____ Day _____

Emergency Contact Info:

Name: _____

Address: _____

Phone Number (s): _____

Name: _____

Address: _____

Phone Number (s): _____

APPLICATION FOR RESIDENCY

MUST BE FILLED OUT COMPLETELY - THANK YOU

NAME				LAST	FIRST	MIDDLE	MAIDEN	DATE OF BIRTH		SOCIAL SECURITY #	
SPOUSE / ROOMMATE											
PRESENT PHONE NO. ()								Email Address:			
HAVE YOU EVER BEEN EVICTED FROM ANY LEASED PREMISES?				AMOUNT OF RENT				PETS (Keeping of pets requires a pet deposit and owner's consent)			
PRESENT ADDRESS		STREET #	NAME	APT #	CITY	STATE	ZIP	OWN RENT	SINCE	AGE	
LANDLORD MTG CO.		NAME	ADDRESS		CITY	STATE	ZIP	PHONE NO.	()		
PREVIOUS ADDRESS		STREET #	NAME	APT #	CITY	STATE	ZIP	OWN RENT	FROM	TO	
LANDLORD MTG CO.		NAME	ADDRESS		CITY	STATE	ZIP	PHONE NO.	()		

FOR OFFICE USE ONLY

Move In Date	Lease Expir. Date	Lease Full'd Y / N	S-skip E- evict A- asked To Vacate	Sufficient Notice Y / N	Number Occup.	Pets Y / N	Rent Amount \$	Pays on Time Y / N	# Late Charges	# Returned Checks	Damage Y / N	Money Left Owng \$	Move Out Date	

PRESENT EMPLOYER	NAME	BUSINESS ADDRESS	CITY	STATE	PHONE NO.
	POSITION		SUPERVISOR	MONTHLY INCOME	SINCE

O. U.

PREVIOUS EMPLOYER	NAME	BUSINESS ADDRESS	CITY	STATE	PHONE NO.
	POSITION		SUPERVISOR	MONTHLY INCOME	SINCE

O. U.

SPOUSE / ROOMMATE	NAME	BUSINESS ADDRESS	CITY	STATE	PHONE NO.
	POSITION		SUPERVISOR	MONTHLY INCOME	SINCE

O. U.

EMERGENCY CONTACT	NAME	FULL ADDRESS				PHONE #
EMERGENCY CONTACT	NAME	FULL ADDRESS				PHONE #

AUTOMOBILE 1st CAR	YEAR	MAKE	MODEL	COLOR	TAG #	2nd CAR	YEAR	MAKE	MODEL	COLOR	TAG #		
PERSONAL DESCRIPTION	HT.	WT.	HAIR COLOR	DRIVER'S LIC. #	STATE	SPOUSE / ROOMMATE	HT.	WT.	HAIR COLOR	DRIVER'S LIC. #	STATE		
CHILDREN OCCUPYING	NAME	AGE		NAME			AGE		NAME			AGE	
BANK REF	NAME	LOCATION	CITY	STATE	STATE	ACCT. #	PHONE #						
CREDIT CARD	NAME	BANK	ACCT. #	CITY	STATE	PHONE #							
CREDIT CARD	NAME	BANK	ACCT. #	CITY	STATE	PHONE #							

Have you ever been arrested for a misdemeanor and or felony? YES NO

Explain:

Have you ever been convicted for a misdemeanor and or felony? YES NO

Explain:

CORRECTION INFORMATION - Applicant represents that all of the above statements are true and complete, and hereby, authorizes verification of the above information, references and credit records in addition to the foregoing, applicant(s) has paid to Landlord herewith the sum of \$ as a non-refundable fee for Landlord's costs and expenses in checking applicant's credit. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy and or forfeiture of deposits and may constitute a criminal offense under the laws of this State. Furthermore, I understand that a investigative consumer report including information about my character, general reputation, personal characteristics, mode of living, all public record information including criminal records may be made. I understand that a written request for the nature and scope of the investigation if made within a reasonable period of time may be made. I understand that misrepresentation of the above information will void my lease/rental agreement and be grounds for immediate eviction with loss of all deposits. I authorize verification of this information by the Landlord or his agent.

APARTMENT DEPOSIT AGREEMENT - Applicant has deposited and "Apartment Deposit" in consideration for owners taking the dwelling unit off the market while considering approval of this application. If applicant is approved by owner and the lease is entered into, the apartment deposit shall be credited to the required security deposit. If applicant is approved but fails to enter the Lease, the Apartment Deposit shall be forfeited to owner. The apartment deposit will be refunded only if applicant is not approved. Keys will be furnished only after lease and other rental documents have been properly executed by all parties and only after applicable rentals and security deposits have been paid. This application is preliminary only and does not obligate owner or owner's agent to execute a lease or deliver possession of the proposed premises.

EQUAL CREDIT OPPORTUNITY ACT - The Federal ECOA prohibits from discrimination against credit applicants on the basis of sex or marital status. The Federal Agency which administers compliance with this law concerning this apartment community is Federal Trade Commission. 1718 Peachtree St. N.W. Room 10000, Atlanta, Georgia 30308.

I HAVE READ AND AGREE TO THE PROVISIONS AS STATED.	SECURITY DEPOSIT \$	OFFICE USE ONLY
	PET SECURITY \$	COMMUNITY
	PET FEE \$	APT. NUMBER
	CREDIT CHECK FEE \$	RENT
	PAID WITH APPLICATION \$	APT. TYPE
	BALANCE OF DEPOSIT DUE \$	TERM OF LEASE
	FIRST MONTH'S RENT \$	MOVE-IN DATE
	TOTAL DUE BEFORE MOVE-IN \$	APS REPORT
Applicant's Signature	RECEIVED BY: DATE	DATE ORDERED
	APPROVED BY: DATE	DATE RECEIVED
Spouse's Signature		

SHARE & UNIT PURCHASE AGREEMENT

I/We agree to purchase mobile home: Model: _____ Year: _____ Titles _____

Located on Lot#: _____ Colonial Village Mobile Home Park
2000 East Bay Drive
Largo, Florida 33771
Phone: 727-584-7472 Fax: 727-587-7020

For the Purchase Price of: _____ to be paid as follows: _____

Deposit/Earnest Money: _____

Balance: To be paid by Certified Check prior to closing

Closing: On or before _____

Agreements between Buyer & Seller: _____

Other conditions: _____

One share of Colonial Village Inc. Stock must be purchased at time of closing. The current share price is _____ to be included in the final settlement payment. Seller to furnish free and clear title(s) to mobile home.

\$100 transfer fee for the share of stock to be paid to Colonial Village.

Offer of Purchase & Sale is conditional on the purchaser(s) being interviewed and approved by Colonial Village Board of Directors.

_____	Buyer	Date
_____	Buyer	Date
_____	Seller	Date
_____	Seller	Date

****Buyers -- Before the interview with 2 Board Members please read the Rules & Regulations and By-Laws.**



Colonial Village, Inc.

Buyer's Acceptance Form

Unit# _____

I/We, _____, have received, and have read, and do understand the Colonial Village Rules & Regulations and the By-Laws and do agree to abide by them as long as I/we own a share of Colonial Village, Inc. stock.

I/We also acknowledge having signed the Colonial Village, Share Purchase Agreement.

Purchaser _____	_____	_____
Signature	Printed Name	Date

Purchaser _____	_____	_____
Signature	Printed Name	Date

Interviewer _____	_____	_____
Signature	Printed Name	Date

Interviewer _____	_____	_____
Signature	Printed Name	Date

LIST OF AVAILABLE ATTORNEYS

These are only recommendations of attorneys that are familiar with coop closings and documents required for occupancy. The cost for a change of Assignment of Occupancy and closing costs may vary between attorneys. The range is \$350-\$500 for an Assignment of Occupancy to \$625-\$1200 for closing costs.

Jonathan J. DaMonte, Chartered
12110 Seminole Blvd., Seminole, FL 33778 (727)586-2889 Fax (727)581-0922

Mary Taylor McManus, Attorney
79 Overbrook Blvd., Largo, FL 33770 (727)584-2128 Fax (727)586-2324

Gary W. Lyons, P.A.
311 S. Missouri Ave., Clearwater, FL 33756 (727)461-1111 Fax (727)461-6430

Bryan K. McLachlan, P.A.
10823 70th Ave., Seminole, FL 33772 (727)398-0086 Fax (727)398-1896

INFORMATION FOR LAWYER

Date: _____

Purchase/Sales Information

Name of Mobile Home Park: Colonial Village Mobile Home Park

Physical Address of Unit being purchased: 2000 East Bay Drive # _____, Largo FL 33771

Seller Information

Name of Seller(s) (Include ALL persons whose name appear on title, or occupancy agreement): _____

Current Address of Sellers: _____

Forwarding Address of Sellers: _____

Phone Numbers of Sellers: _____

Marital Status of Sellers: _____

Buyer Information

Name of Buyer(s) (Include ALL persons whose names are to appear on title, & occupancy agreement): _____

Primary (Current) Address of Buyers: _____

Local Address of Buyers: _____

Phone numbers for Buyers: _____

Marital Status of Buyers: _____

How is name to appear on all legal documents (if this is to be placed in the name of a Trust, please provide name and date of Trust)? _____

Lender Information

Name of Lender: _____

Address of Lender: _____

Contact Person for Lender: _____

Phone Number for Lender: _____

Fax Number for Lender: _____

Purchase/Sales Information

Total Purchase Price of mobile home (including share): \$ _____

Amount of Earnest Money Deposit: \$ _____

Amount to be financed: \$ _____

Name of person holding earnest money deposit: _____

Is this a cash transaction which will be paid in full? YES NO

Are the buyers assuming a Note or Mortgage for any portion of this transaction? Is so, please provide details as to amount of assumption or note, interest rate, duration of note, date first payment is due, term (length of time) note or mortgage is assumed or financed for:

Is the mobile home being purchased furnished or unfurnished? YES NO

If furnished, is the price of furnishings included in the total purchase price shown above?
YES NO

If furnished, please list items included:

Will all parties be present for closing? YES NO

If No, please state who will be present and address where documents may be mailed for execution:

Comments or additional information:

Was purchaser approved for residency by the Park? YES NO



PET DISCLOSURE & ACKNOWLEDGMENT

_____ ("Buyers") are purchasing

Unit # _____ in COLONIAL VILLAGE MHP;

The Buyers understand and acknowledge that Colonial Village Inc., prohibits unit owners from possessing pets including dogs, cats, and the like, in Colonial Village Inc.

The Buyers represent that they **DO NOT** currently own or possess a pet including a dog or cat.

The Buyers acknowledge receipt of this disclosure statement.

Buyers:

Witness:

Signature

Signature

Print Name

Print Name

Signature

Signature

Print Name

Print Name

Date



VEHICLE DISCLOSURE & ACKNOWLEDGMENT

_____ ("Buyers") are purchasing

Unit #_____ in COLONIAL VILLAGE, INC.;

The Buyers understand and acknowledge that Colonial Village Inc., prohibits unit owners from parking more than 2 vehicles in their driveway and the vehicles must fit into the driveway without interfering with the sidewalk. Residents are not allowed to park overnight on the road or in guest parking areas. Otherwise the vehicle(s) will be towed at the owner's expense.

The Buyers acknowledge receipt of this disclosure statement.

Buyers:

Witness:

Signature

Signature

Print Name

Print Name

Signature

Signature

Print Name

Print Name

Date



Maintenance Fee Payment Options

- 1) Association Pay (ACH) Authorization
 - a. Requirements:
 - i. American Bank Account
 - ii. Attached Form Filled out & Returned to Office
 - iii. Voided Check from American Bank Account
- 2) Credit Card Fee List
 - a. Swiped, Dipped, or Tapped Transactions in Office
 - i. 2.75% of total transaction
 - b. Square Invoice paid online
 - i. \$0.30 + 2.9% of total transaction
 - c. Manually Entered Transactions as given over the phone
 - i. \$0.15 + 3.5% of total transaction
- 3) Checks & Money Orders Mailed to Office in US Funds



Information for New Homeowners at Colonial Village

BB&T (Colonial Village Bank)	(727) 585-3111
Largo Post Office	(727) 584-0301
Largo Police (non-emergency)	(727) 587-6730
Duke Energy	(800) 700-8744
Spectrum Cable	(727) 329-5020
WOW Cable	(866) 745-3685
Tampa Bay Times Newspaper	(800) 888-7012
Verizon Telephone	(800) 483-4000
Colonial Village Lawyer	David Luczak Attorney at Law, PA 3233 East Bay Dr. Suite 103 Largo FL 33771 Telephone: (727) 531-8989

Watering Restrictions always posted on
Clubhouse Bulletin Board.

Monthly Maintenance Fee: \$160.00

2000 East Bay Drive, Largo, FL 33771 Phone: (727) 584-7472 Fax: (727) 587-7020
Email: colonialvillageinc@gmail.com

Association Pay (ACH) Authorization

BB&T Association Services (727) 549-1202 or toll free (888) 722-6669

BB&T

Sign up to automatically pay your association payment from your checking or savings account at any U.S. financial institution. We are unable to accept authorizations for accounts located outside of the United States.

To enroll online - Visit BBT.com/payments. If your association is not set up for online enrollment, complete the authorization form below. Complete a separate authorization form for each payment obligation.

To enroll by U.S. mail - Complete the authorization form below and attach a voided check. Mail form to **BB&T Association Services, P.O. Box 2914 Largo, FL 33779-2914**. Continue to make your payments until you are notified by the bank when your automatic payment will start.

Association Pay Terms and Conditions:

- You are enrolling in Association Pay to authorize recurring payments through electronic funds transfers by ACH debit entries.
- When your payment is due, your account is debited automatically on the 3rd of the month. If the 3rd is on a weekend or holiday, your account is debited the next business day.**
- Payments will appear as **your full or abbreviated Association Name** on your bank statement.

Authorizations must be received by the 20th of the month to be effective for the next debit month. If the 20th falls on a weekend or holiday, the deadline is the last business day prior to the 20th. This Authorization will remain in effect until BB&T receives written notice from you or your association or its management company to cancel or change it. You hereby authorize BB&T to accept changes in amounts or account information or cancellation of this Authorization from the association or its management company. Notice from you must be in writing and sent to the address referenced below or faxed to BB&T Toll Free Fax: 866-297-8932. Notice must be received by BB&T on or before the 27th of the month to be effective for the next debit date. When the 27th of the month falls on a weekend or holiday, the deadline is the last business day prior to the 27th. Some exceptions apply; visit bbt.com/payments to view the Association Pay deadline calendar. You may print a Cancel or Change Request for Association Pay from the BB&T Online Payment System or online at bbt.com/payments. All payments initiated for debit are subject to acceptance by the designated financial institution. All ACH transactions authorized herein must comply with applicable U.S. law. Your completion of this authorization form indicates your agreement to be bound by the NACHA Operating Rules. For questions, contact BB&T Association Services Toll Free at 888-722-6669. Doc. ID#104

Keep top section for your records

Mail enrollments, cancels or changes to Association Pay: BB&T Association Services – P.O. Box 2914, Largo, FL 33779-2914

Attach voided check

Association Pay (ACH) Authorization

Return bottom section

Association or Community Name: _____ **Unit No.** _____

Is the account that is being debited for your homeowner payment funded electronically by a financial agency outside of the U.S. territorial jurisdiction? ☐ Yes ☐ No

Bank Account Owner Name _____ **Phone** _____

Mailing Address _____ **City** _____ **State** _____ **Zip** _____

Property Address _____ **City** _____ **State** _____ **Zip** _____

Bank Name _____ **Bank Routing No.** _____

Checking ☐ **Savings** ☐ **Account No.** _____ **Check box if account to debit is a business account.** ☐

By signing this authorization, you agree to the following: 1) I have read and agree to the Terms and Conditions provided and 2) I am authorized to initiate transactions on the account provided. I authorize a) the above named association to debit the account to collect my association payments b) BB&T to initiate electronic funds transfers by ACH debit entries to the account for the purpose of making those payments and c) the financial institution to withdraw these payments from my account. Doc ID#104

SIGNED _____ **DATE** _____

Email _____

BILL PAY ACC#:	SERIAL #:	MGT CO#:	ASSOC#:	FREQ:	DATE REC'D:
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Request to Receive Notices by Electronic Transmission

I/We, (Please Print) _____, unit # _____
hereby request to receive notices pursuant to the Bylaws of Colonial
Village, Inc by electronic transmission.

Email Address: _____

Date: _____

Member Signature

Member Signature



Online Voting

I/We, (please print) _____, unit # _____
of Colonial Village Mobile Home Park give consent to participate in Electronic
Voting per Florida Statute 719.129.

X _____
Signature Date

Please provide the email address you would like registered with the electronic
voting system:



Colonial Village, Inc.
GUEST REGISTRATION FORM

GUESTS: Rules & Regulation (Nov 16) Page 3, Section 5

All persons who are not registered with the office as approved Residents and who are transient occupants of a mobile home at the invitation of an approved Resident are defined as "Guests". All guests who intend to stay more than 24 hours must be registered with the office by completing the appropriate form. A Guest is a person whose **stay does not exceed thirty (30) total days per calendar year**, unless the Board of Directors approves, in writing, a longer period. If approved in writing by the Board of Directors for the Guest to stay a longer period, a monthly fee per Guest, as set by the Board will be charged to the Resident. Resident is to furnish the vehicle tag number of such Guest at time of registration. Guests are the entire responsibility of their Resident host and must comply with the Rules and Regulations.

Only members of the immediate family may occupy a unit in the absence of the unit owner. Immediate family is defined as parents, brothers, sisters, children, grandchildren, nieces, nephews and any other persons related by lineal consanguinity. In the event of the owners' absence, such owner must notify the office at least ten (10) days in advance as to their Guests arrival, length of stay and the names of such immediate family members.

The Board of Directors reserves the right to eject any Guest or visitor who violates a federal or state law, or local ordinance, deemed detrimental to the health, safety, welfare and morale of other Residents of Colonial Village, or who violates any of these Rules and Regulations.

It is the Residents' responsibility to ensure that all Guests under the age of sixteen (16) years of age are supervised by an adult when using the recreation facilities for their safety and welfare.

Please Print All Information.

Colonial Village Resident Information:

Name: _____

Unit #: _____

Telephone #: _____

Guest Information:

Date of Arrival: _____

Date of Departure: _____

Name(s) of Adults: _____

Name(s) of Child(ren): _____

Make & License of Vehicle: _____

Signature: _____

2000 East Bay Drive, Largo, FL 33771 Phone: (727) 584-7472 Fax: (727) 587-7020

Email: colonialvillageinc@gmail.com

Please don't Forget



Before you Leave!

Many of you will soon be planning your Spring exodus. Please complete the information below and drop off this form at the Park Office. You are asked to review Page 6, Section 6 "T" & "U", of the Rules and Regulations (Nov'16). Please trim any plants way back before you leave to prevent unsightly overgrowth. Otherwise, plants become trees! Thanks for your cooperation and we wish you all a HAPPY, HEALTHY, SUMMER.

The Board of Directors

Name(s): _____ *Lot #:* _____

Date Leaving: _____ *Date Returning:* _____

Mailing Address During Absence: _____

Street & Number: _____ *City:* _____

State/Prov: _____ *Zip/Postal Code:* _____ *Phone #:* _____

E-mail Address: _____

Person(s) Looking After Our Lawncare: _____

Address & Phone # Of Lawncare Person(s): _____