

LAUREL OAK HOMEOWNERS ASSN (HOA) VILLA SALE PROCEDURES

1. Return the completed purchase application package to the Laurel Oak HOA by dropping it off with the secretary at the Las Verdes POA office at 5121 Las Verdes Circle no less than **30 days prior** to the anticipated title closing date of the property. The HOA Sales Committee will review the application and schedule a personal interview with the prospective buyer(s), in person, not less than **5 days prior** to the title closing date. This purchase application package consists of: HOA Disclosure, Purchase Application Form, Reference Forms (3 required), 55+ Age Certification, Pet Restriction Certification, Income/Expense Statement & Receipt of HOA Documents Certification.
2. The application package must be accompanied by a copy of the first two pages of the purchase contract and HOA addendum, a legible copy of the driver's license for all buyers on the purchase contract as well as each occupant and a check made payable to the Laurel Oak Homeowners Association in the amount of \$250.00 for application processing fee. Be advised that by submitting your completed purchase application package that you consent to a background check and a credit check.
3. Submit Estoppel requests to Liz Smith at Oxygen and Summit Association Services, 1489 West Palmetto Park Road, Suite 505, Boca Raton, FL 33486 not less than 10 days prior to the title closing date either by US Mail or UPS/FedEx along with a U.S. bank check or USPS money order payable to Oxygen and Summit Association Services in the amount of \$250.00 for standard 10-day service or \$350.00 for expedited 3-day service. Estoppel requests may also be made by emailing estopple@oxygenmgmnt.com or calling (561) 999-9701 Ext 128.

HOMEOWNERS ASSN (HOA) MAINTENANCE FEES

Unit owner maintenance assessment fees are due on the 1st of each month. The current monthly maintenance fee for the Laurel Oak HOA is \$95.00 per month. The current special assessment charge is \$0.00 per month. A late charge of \$20.00 will be added to any maintenance assessment fee not paid by the 15th of the month.

Contact the Las Verdes Property Owners Assn (POA) for the current POA monthly maintenance assessment charge amount and late charges as applicable .

QUESTIONS ABOUT THIS APPLICATION SHOULD BE DIRECTED TO:

President, Laurel Oak HOA laureloakhoa@gmail.com

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)

VILLA PURCHASE APPLICATION CHECKLIST

Please ensure all documents listed below are included with your application package before submitting. Your application package must be received no less than 15 days prior to the anticipated closing date.

_____ Disclosure Summary for Laurel Oak HOA

_____ Villa Unit Purchase Application

_____ Income and Expense Statement

_____ 55+ Age Certification

_____ Pet Restriction Certification

_____ Receipt of HOA Documents Certification

_____ 3 Personal References for each buyer & occupant

_____ Legible copy of first 2 pages of completed purchase contract with HOA addendum

_____ Legible copy of driver's license for each buyer & occupant

_____ Check for \$250.00 payable to Laurel Oak Homeowners Association

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)

DISCLOSURE SUMMARY FOR LAUREL OAK HOMEOWNERS ASSOCIATION

1. AS A PURCHASER OF PROPERTY IN THIS COMMUNITY, YOU WILL BE OBLIGATED TO BE A MEMBER OF A HOMEOWNERS' ASSOCIATION (HOA) AND A PROPERTY OWNERS ASSOCIATION (POA).
2. THERE HAVE BEEN OR WILL BE RECORDED RESTRICTIVE COVENANTS GOVERNING THE USE AND OCCUPANCY OF PROPERTIES IN THIS COMMUNITY.
3. YOU WILL BE OBLIGATED TO PAY MAINTENANCE ASSESSMENTS TO THE LAUREL OAK HOMEOWNERS ASSOCIATION (HOA) AND TO THE LAS VERDES PROPERTY OWNERS ASSOCIATION (POA) . ASSESSMENTS MAY BE SUBJECT TO PERIODIC CHANGE.

THE CURRENT HOA MAINTENANCE ASSESSMENT IS \$95 PER MONTH
THE CURRENT POA MAINTENANCE ASSESSMENT IS \$170 PER MONTH

YOU WILL ALSO BE OBLIGATED TO PAY ANY SPECIAL ASSESSMENTS IMPOSED BY THE ASSOCIATIONS. THERE ARE CURRENTLY NO SPECIAL ASSESSMENTS FOR THE HOA OR POA

4. YOU MAY BE OBLIGATED TO PAY SPECIAL ASSESSMENTS TO THE RESPECTIVE MUNICIPALITY, COUNTY, OR SPECIAL DISTRICT. ALL ASSESSMENTS ARE SUBJECT TO PERIODIC CHANGE.

5. YOUR FAILURE TO PAY SPECIAL ASSESSMENTS OR ASSESSMENTS LEVIED BY A MANDATORY HOMEOWNERS' ASSOCIATION COULD RESULT IN A LIEN ON YOUR PROPERTY.

6. THERE MAY BE AN OBLIGATION TO PAY RENT OR LAND USE FEES FOR RECREATIONAL OR OTHER COMMONLY USED FACILITIES AS AN OBLIGATION OF MEMBERSHIP IN THE HOMEOWNERS' ASSOCIATION. IF APPLICABLE, THE CURRENT AMOUNT IS \$0 PER MONTH .

7. THE STATEMENTS CONTAINED IN THIS DISCLOSURE FORM ARE ONLY SUMMARY IN NATURE, AND, AS A PROSPECTIVE PURCHASER, YOU SHOULD REFER TO THE COVENANTS AND THE ASSOCIATION GOVERNING DOCUMENTS BEFORE PURCHASING PROPERTY. THESE DOCUMENTS ARE MATTERS OF PUBLIC RECORD AND CAN BE OBTAINED FROM THE SELLER OF THE PROPERTY OR THE RECORDS OFFICE IN THE COUNTY WHERE THE PROPERTY IS LOCATED.

DATE: _____

SIGNATURE OF PURCHASER: _____

SIGNATURE OF PURCHASER: _____

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)

VILLA UNIT PURCHASE APPLICATION

Villa Unit Address:

Current owner(s) name:

Current owner(s) address if different from above:

Name(s) and Social Security Number of new owners/residents who will reside here:

(Note – no person less than 15 years old may reside here permanently.)

Print Name

Social Security Number

Print Name

Social Security Number

Print Name

Social Security Number

Current address of prospective new owner(s):

Your contact phone number:

Email address:

Anticipated closing date:

Realtor's name and phone number:

(Check One)

Will you be a seasonal _____ or year round unit occupant _____

(Check One)

Are you currently Employed _____ Unemployed _____ Retired _____

If employed, list:

Employer name: _____

Employer address: _____

Employer phone number: _____

Name, address, telephone number of person to contact in case of emergency:

Automobiles

Year, make, model, color and license plate number of all vehicles that will be parked in Laurel Oak:

Best time of day for your in-person interview: _____

FOR HOA USE

Interview Notes _____

HOA ACTION Approved _____ Disapproved _____

Date of interview _____

Interviewed By _____

Approval Certificate given to _____ on (date) _____

PRIMARY APPLICANT INCOME AND EXPENSE STATEMENT

NAME_____

DATE_____

IN ORDER TO COMPLETE PROCESSING OF YOUR VILLA PURCHASE APPLICATION PLEASE PROVIDE THE FOLLOWING INFORMATION:

TOTAL OF CURRENT MONTHLY INCOME \$_____

SOURCES OF INCOME _____

TOTAL OF CURRENT MONTHLY EXPENSES \$_____

APPLICANT ATTESTS THAT THE INFORMATION PROVIDED ABOVE IS TRUE

SIGNATURE OF APPLICANT

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)

55+ AGE CERTIFICATION

I hereby certify as a prospective owner of the villa unit located at:

that at least One (1) person that will occupy and be listed on the deed at the above villa address is fifty-five (55) years of age or older.

Print name of qualifying unit owner aged 55+ _____

Date of birth for qualifying unit owner _____

Signature of qualifying unit owner _____

ATTACH A COPY OF QUALIFYING PROSPECTIVE UNIT OWNERS' DRIVERS LICENSE

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)
PET RESTRICTION AND PROHIBITION CERTIFICATION

In accordance with the governing documents of the Laurel Oak Homeowners Association, you as a prospective villa owner(s) are advised of the following pet restrictions and prohibitions:

Pets of any type are NOT permitted at any time, permanently or temporarily within the Laurel Oak Homeowners Community. Guests and Visitors are also NOT permitted to bring pets of any type during short or overnight visits.

Your signature(s) below certifies that you agree to comply with the HOA No Pets Policy.

AGREEMENT

I/We have been informed of and understand the above restrictions and prohibitions regarding the keeping of pets of any type at any time. Should my/our application to purchase a villa unit be approved then I/We accept these restrictions and prohibitions and agree to comply with them. Applicants requesting authorization for a service dog must complete a Request for Reasonable Accommodation which must be approved by the HOA prior to bringing a service dog on HOA property.

Villa Unit Address: _____ Date: _____

Print applicant name

Signature

Print applicant name

Signature

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)

CERTIFICATION OF RECEIPT OF HOA DOCUMENTS

I/We hereby certify as the prospective owner(s) of the villa unit located at:

that I/We have received a copy of the Laurel Oak HOA Declarations and Covenants, Articles of Incorporation, By-Laws and Rules and Regulations.

Print name of prospective owner(s)

Signature of prospective unit owner(s)

Note – the seller of your property is responsible to provide you a copy of the documents stated above.

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)

APPLICANT REFERENCE

This reference must be completed by a person unrelated to you. All references are kept confidential.

Applicant name:_____

Please print legibly - Reference name, address, phone number:

Reference relationship to applicant:_____

I have known the applicant for_____years in a (check one) social_____or business_____way.

To your knowledge, has the applicant previously been a homeowner? _____

Describe the applicants’ personality and character as it would reflect on him/her as a resident and neighbor in a homeowners association:

(Use back of form if more space is needed)

Signature of Reference

Date

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