

Property Address _____

Tequesta Oaks Homeowner Association

c/o Harbor Management

641 University Blvd.

Suite #205

Jupiter, FL 33458

Office: (561) 935-9366 Fax: (561) 624-7465

Sales Application Check List

All items must be submitted or your application.

This form **must be** submitted with all other necessary paperwork.

General submission requirements

- Fully executed application
- Fully executed sales contract
- \$200 Application fee (non-refundable)-Please make ALL checks payable to **TEQUESTA OAKS HOA**
- \$50 for Background Check (required) for each applicant/occupant over 18 years of age.

- Title Company Info for Sale/Purchase

Company Name: _____

Company Address: _____

Company Phone: _____

Company Email: _____

- Buyer's Realtor Info for Sale/Purchase

Company Name: _____

Company Address: _____

Company Phone: _____

Company Email: _____

- Seller/Current Owner Realtor's Info for Sale/Purchase

Company Name: _____

Company Address: _____

Company Phone: _____

Company Email: _____

- Certificate of Approval delivery option (Mark "X" by delivery option)

_____ Mail original to Title Company and email copy to _____

_____ Mail original to Buyer's Realtor and email copy to _____

_____ Mail original to Seller's Realtor and email copy to _____

ALL CHECKS SHOULD BE MADE PAYABLE TO

Tequesta Oaks HOA

Tequesta Oaks Homeowner Association

c/o Harbor Management

641 University Blvd.

Suite #205

Jupiter, FL 33458

Office: (561) 935-9366 Fax: (561) 624-7465

The Association shall review the application within thirty (30) days of receipt of required information, documents and fees. Please ensure all required items are submitted as a complete package – incomplete packages will not be processed. A Certificate of Approval will be issued to the designated recipient.

APPLICATION INSTRUCTIONS

APPLICANT must submit:

- Completed Application (Application will not be processed without all signatures)
- Signed copy of Sales Contract
- **\$200.00 Application Fee** (non-refundable) made payable to: Tequesta Oaks HOA
- **\$50.00** for each applicant/occupant over 18 years of age for **required** background check.

*** IMPORTANT INFORMATION! ***

No Trucks Parked in Driveway

Max 2 Pets-No violent temperament dog

Minimum Credit Score 500

All items must be submitted as an entire packet to:

Harbor Management
641 University Blvd.
Suite #205
Jupiter, FL 33458

Thank you in advance for your cooperation in following this process.

If you have any questions, please call: Harbor Management – (561) 935-9366

Every effort will be made to expedite the notification process

SALES APPLICATION

Date of Application _____ Property Address: _____

Closing Date: _____

NAME(S) OF APPLICANT: _____ Email: _____

PRESENT ADDRESS: _____ City _____ State _____ Zip _____

Cell phone: () _____ Home phone () _____

Email: _____

CO-APPLICANT: _____ Email: _____

PRESENT ADDRESS: _____ City _____ State _____ Zip _____

Cell phone: () _____ Home phone () _____

Email: _____

VEHICLE(S) RESIDING AT RESIDENCE

MAKE _____ YEAR _____ MODEL _____ MAKE _____

YEAR _____ MODEL _____

NUMBER PEOPLE WHO WILL BE RESIDING AT THE HOME _____

ADDITIONAL OCCUPANTS

NAME: _____ AGE _____ RELATIONSHIP _____

NAME: _____ AGE _____ RELATIONSHIP _____

Are you currently Active or Reserve Military? Please circle one Yes No

EMERGENCY CONTACT INFORMATION

NAME _____ RELATIONSHIP _____ PHONE # _____

NAME _____ RELATIONSHIP _____ PHONE # _____

PET INFORMATION

NAME (printed)

ADDRESS

UNIT

Yes, I have a pet(s) as listed below.

No, I do not have a pet(s)

I acknowledge that the Association does not permit Pit bulls or other breeds considered to be dangerous by the Board of Directors. Association Documents permit two (2) pets per unit.

Type

Breed

Age

Color

_____	_____	_____	_____
_____	_____	_____	_____

- Must attach a photo of each pet separately
- Must attach a veterinarian certificate showing up to date vaccinations.

Signature: _____

Date: _____

PROSPECTIVE OWNER ACKNOWLEDGEMENT

The undersigned being a new owner applicant(s) of the following address:

I/We hereby authorize The Tequesta Oaks Homeowner Association, via Harbor Management and its agents to conduct a background investigation of myself, as a prospective Owner in The Tequesta Oaks Homeowner Association and therefore authorize both credit information and criminal histories of myself to be searched for the purpose of determining my suitability for ownership in the community. I understand that the results of such investigation will be shared by the property manager with the Board of Directors of The Tequesta Oaks Homeowner Association.

Applicant

(Signature) Date of Birth _____

(Print name) Social Security No. _____

Driver's License No. _____ State of Issuance _____

Current Address: _____

Applicant

(Signature) Date of Birth _____

(Print name) Social Security No. _____

Driver's License No. _____ State of Issuance _____

Current Address: _____

MUST BE SIGNED BY ALL APPLICANTS/OCCUPANTS 18 YEARS OF AGE OR OVER

Please copy if needed for more applicants

Please attach a clear copy of current photo ID

The undersigned hereby agrees to abide by the Articles of Incorporation, Restated and Refiled Declaration of Covenants and Restriction and By-Laws, all covenants, conditions, rules and regulations as set forth, as now or hereafter amended, and any additional covenants, conditions, rules and regulations as may be imposed from time to time by the Board of Directors or the members. Should we have a guest, we will ensure that they too are familiar with the Rules and Regulations.

The undersigned hereby agrees to abide with the above stated.

Applicant Signature

Co-Applicant Signature

Print Name

Print Name

Date Submitted: _____