

# Eagle Lake Homeowners Association, Inc.



3232 SE Dixie Highway, Unit B | Stuart, FL 34997

T: 772-219-4474 | F: 772-219-4746

## **Resale Application Instructions**

The following items must be completed and/or submitted to Signature Property Management:

- Fully executed Sales/Purchase Contract
- Resale Application to be completed in full
- Acknowledgement of Covenants & Deed Restrictions must be reviewed and signed
- Vehicle Information Form
- A Pet Application must be completed and signed with recent pictures (**write N/A and sign if no pets**)
- Copy of Driver License(s)
- A non-refundable application fee of \$150.00 made payable to ***Eagle Lake HOA, Inc.***
- A non-refundable processing fee of \$125.00 made payable to ***Signature Property Management***

***Two (2) months of Monthly Assessment payments made payable to Eagle Lake Homeowners Association, Inc. will be collected at closing.***

**NOTE:** All applications must be submitted in full. If not, this will delay the approval process. Applications take a minimum of 14 days for processing. Please submit your application to us in a timely manner to avoid any delay. ***A Resale is not approved until a Certificate of Approval has been issued.***

### **Submit the entire package to:**

Eagle Lake HOA, Inc.  
c/o Signature Property Management  
3232 SE Dixie Highway, Unit B  
Stuart, FL 34997

***Applications will not be accepted via fax or email. If an application is submitted incomplete, it will not be accepted or processed until all the required information is received.***

*Updated: 4/24/2017*

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## **Resale Application Check List – Please print**

Property Address: \_\_\_\_\_

Closing Date: \_\_\_\_\_

General Submission requirements:

- A non-refundable processing fee of \$150.00 made payable to *Eagle Lake HOA, Inc.*
- A non-refundable processing fee of \$125.00 made payable to *Signature Property Management*
- Completed Resale Application
- Fully executed Sales/Purchase Contract
  
- Title Company Info
  - Company Name & Address: \_\_\_\_\_  
\_\_\_\_\_
  - Company Name, Phone # & Email: \_\_\_\_\_  
\_\_\_\_\_
  
- Buyer Realtor Info
  - Company Name & Address: \_\_\_\_\_  
\_\_\_\_\_
  - Company Name, Phone # & Email: \_\_\_\_\_  
\_\_\_\_\_
  
- Owner Realtor Info
  - Company Name & Address: \_\_\_\_\_  
\_\_\_\_\_
  - Company Name, Phone # & Email: \_\_\_\_\_  
\_\_\_\_\_
  
- Certificate of approval for delivery options (Mark “X” by delivery option)
  - \_\_\_\_\_ Email Copy to Realtors
  - \_\_\_\_\_ Email Copy to Owner
  - \_\_\_\_\_ Mail Original to: \_\_\_\_\_
  - \_\_\_\_\_ Certificate of Approval to picked up at Signature Office [ ] Stuart [ ] PSL

***I/We certify that the information requested above and contained in this application are attached, true and correct. I understand that any falsification, misrepresentation, or omission is grounds for refusal to approve this sale application.***

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Co-Applicant Signature**

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## Resale Application

Property address: \_\_\_\_\_

Estimated closing date: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Occupation of Applicant: \_\_\_\_\_

Co-Applicant Name: \_\_\_\_\_

Co-Applicant Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Co-Applicant Email: \_\_\_\_\_

Occupation of Applicant: \_\_\_\_\_

*Please list the names and relationship of all persons, other than applicant, who will be residing in the unit:*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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## **Acknowledgement of Association Covenants & Restrictions**

Buyer:

The undersigned Buyer(s) acknowledge receipt of the Association's Declaration of Covenants & Restrictions and all amendments thereto recorded in the official records of Martin County, Florida and I/we understand that I/we are moving into a deed restricted community.

The undersigned Buyer(s) agree to abide by the Covenants & Restrictions as well as any other Rules & Regulations adopted by the Association.

The undersigned Buyer(s) understand that failure to comply with the Association's documents may result in the levy of a fine, and possible legal action.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** *All HOA Documents can be accessed on the Eagle Lake website at: [www.eaglelakehoa.com](http://www.eaglelakehoa.com)*

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## Vehicle Information

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Name: \_\_\_\_\_  
(Both applicant & spouse)

### Vehicle #1

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Year: \_\_\_\_\_

Color: \_\_\_\_\_

VIN#: \_\_\_\_\_

Tag#: \_\_\_\_\_

State: \_\_\_\_\_

### Vehicle #2

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Year: \_\_\_\_\_

Color: \_\_\_\_\_

VIN#: \_\_\_\_\_

Tag#: \_\_\_\_\_

State: \_\_\_\_\_

Vehicles are registered to:

\_\_\_\_\_

\_\_\_\_\_

\*Please be sure to list **all** vehicles at the property. Additional copies of this form are available upon request.

**Note: Pick-Up Trucks and Motorcycles are prohibited**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Application for Pet Approval

- You must provide a recent photograph when submitting this form to management
- Two (2) Pets only, not to exceed 25 LBS.

Property Address: \_\_\_\_\_

**Pet #1** – Type: \_\_\_\_\_

Breed: \_\_\_\_\_

Pet's Name: \_\_\_\_\_

Weight: \_\_\_\_\_ Height: \_\_\_\_\_ Age: \_\_\_\_\_

Vaccine #: \_\_\_\_\_ Date: \_\_\_\_\_

Veterinarian Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Pet #2** – Type: \_\_\_\_\_

Breed: \_\_\_\_\_

Pet's Name: \_\_\_\_\_

Weight: \_\_\_\_\_ Height: \_\_\_\_\_ Age: \_\_\_\_\_

Vaccine #: \_\_\_\_\_ Date: \_\_\_\_\_

Veterinarian Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

*I/We understand that the pet must be on a leash anytime it is outside of the dwelling and under the control of a responsible person and cats are not allowed to roam throughout the neighborhood.*

*I/We understand that should the dog bark incessantly or become a nuisance to the neighbors or community in general, the Board of Directors may require the removal of the pet from the community or withdrawal of my/our approval for occupancy.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## SALES

### RESPONSIBILITIES PASSED ON TO NEW OWNER

*Call Property Management Office to determine if property has outstanding violations.*

**(This form must be filled out for Board signature on C.O.A)**

The owner of property located at: \_\_\_\_\_

Has added the following violations to the property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When you purchase this property, you will assume the following responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please indicate your choice of the options below, sign your name and the date.*

1. Assume Responsibility: \_\_\_\_\_

2. Have owner remove or correct: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*As soon as the owner complies, your application can be finalized.*

PROPERTY MANAGER: Signature \_\_\_\_\_ Date: \_\_\_\_\_

BOARD OF DIRECTOR: Signature \_\_\_\_\_ Date: \_\_\_\_\_