



Cedar Pointe Village Eight Association, Inc
2929 SE Ocean Boulevard • Stuart FL 34996 • 772-287-3253 • Fax 772-781-1533
www.cpvillage8.com • cpv8@comcast.net

OWNER/LEASER CHECKLIST

Please turn in completed documents listed below to Cedar Pointe Village 8 Office. If any documents are not included or not completed fully, the Office will be unable to process

1. OWNER'S INTENT TO SELL/LEASE
(OWNER (S) REQUIRED TO COMPLETE IN FULL)

2. REQUEST FOR APPROVAL OF LEASE
(PROSPECTIVE RENTER(S) MUST COMPLETE IN FULL)

3. CERTIFICATION
(PROSPECTIVE RENTER(S) MUST READ THE HARMONIOUS LIVING GUIDELINES, THE MOTIONS TO CLARIFY, THE CONDOMINIUM DOCUMENTS, AND THE CONDOMINIUM BY-LAWS.)

4. PARKING SUPPLEMENT

5. COLOR COPY OF DRIVER'S LICENSE (ALL PROSPECTIVE RENTERS MUST PROVIDE THIS)

6. COPY OF SALES/LEASE CONTRACT

7. \$100 APPLICATION FEE (MAKE CHECK PAYABLE TO CEDAR POINTE VILLAGE 8)



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OWNER'S INTENT TO SELL/LEASE

This form should be attached to the Sales Listing.

I/We intend to (sell Building/Condo # _____) or (lease Building/Condo # _____)

See Section 14.1 of the Declaration of Condominium.

I/We understand our obligation is to protect the interest of our fellow owners as well as our own. To that end, I/We agree to provide the prospective owner/renter with a copy of our Guidelines for Harmonious Community Living, the revised Declaration of Condominium, the Articles of Incorporation and the By-Laws, and demand they abide by the guidelines by which we are governed.

I/We also agree to assure fellow owners that, to the best of my/our knowledge, such owner/renter will be a good and considerate neighbor.

I/We will make clear to the prospective owner/renter that they do not have the right to leave the rented unit to the use of others in the renter's absence. **I/We will agree to provide a copy of this document to our realtor and any prospective buyer/renter.**

NOTE: If a real estate agent is to act in lieu of the owner, written authorization of such must be supplied by the owner.

PROCEDURE FOR APPROVAL OF SALE/RENTAL:

1. The procedure for obtaining Board approval of a Sale or Rental agreement (Contract) is as follows: **(All forms and documents are available on the Village 8 website- www.cpvillage8.com)**

(a) Obtain "Owner's Intent to Sale/Lease" from Village 8 website. *(Please Note: The interview process cannot begin until this form is filled out completely and correctly.)*

(b) The "Request for Approval" form must be completed, signed, and turned in. Incomplete forms are not acceptable.

(c) The completed forms must be submitted to the Cedar Pointe Village 8 office with a check for \$100 per unit with a COPY of LEASE OR SALES AGREEMENT. (The \$100 check is non-refundable).

(d) A **color** copy of the driver license or state ID of the buyer/s and all resident/s must accompany the agreement.

(e) The Certification and Parking Supplement forms must be signed by all residents and submitted.

(f) Interview Committee will review forms and, if necessary, contact the owner for missing information to conduct the Interview. A background and reference check will be conducted prior to approval.

(g) All Occupants **MUST** attend an in-person interview with the Interview Committee so that recommendations may be made to the Board of Directors for final approval.

(h) Interviews are held on the 2nd and 4th Thursdays of the month at 10 a.m., unless otherwise informed by the Office.

2. The Board of Directors does not consider a "Request for Application" for Sale or Rental to be complete until **ALL** above requirements have been met. Approval or disapproval shall be made within ten working days of the interview.

3. The Association will disapprove a proposed sale **"if the person seeking approval intends to purchase the apartment without paying at least twenty percent (20%) of the purchase price, excluding closing costs, in cash"**. See Declaration of Condominium Section 14.1.

Real Estate Agent's Name: _____

Phone #: _____

Date: _____

Owner's Signature

Date:

Owner's Signature

Date:

BELOW IS FILLED OUT BY THE BOARD OF DIRECTORS:

Approved for Sale or Lease: Yes/No

Date of Approval: _____

Closing Date: _____

Approved: This _____ day of _____, _____ Board of Directors, Cedar Pointe Village Eight Condominium

Association, Inc., _____ President



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REQUEST FOR APPROVAL OF LEASE

MUST BE RECEIVED A MINIMUM OF 10 DAYS PRIOR TO THE NEXT SCHEDULED BOARD MEETING

Building # _____

Condo # _____

All applications to lease a condo are subject to the approval of the Board Directors. All prospective renters must complete the below form in its entirety, provide references, have a physical face to face interview, and approved by the Village 8 Board of Directors. Please be aware that all new tenants are subject to a 60-day probationary period.

TO BE COMPLETED BY PROSPECTIVE RENTER (S):

Dates of Occupancy from _____ to _____.

Name(s): _____ Phone # () _____

Address: _____
 Street City State Zip code

Email Address: _____

Employed: Yes/No Retired: Yes/No If Yes, please provide date: _____

Name of Employer: _____ Phone #: _____

Employer Address: _____
 Street City State Zip code

Position: _____ Supervisor/Dept. Head _____

Please provide three persons and/or professional references and how long they have known you? **(NO RELATIVES.)**

NAME:	PHONE #:	HOW LONG?	OCCUPATION:

Below please list the names, Social Security Numbers, Dates of Birth, and Ages of each occupant. We know that many are cautious about listing such information, but please be assure that only the Office Manager sees that information before removing it.

NAME:	SOCIAL SECURITY NUMBER:	DATE OF BIRTH:	AGE:

How long at current address? _____ Reason for Moving, if leaving current address? _____

Did you own or rent your previous address? Own/Rent If you rented, please provide the following:

Landlord's Name:	Dates:	Phone #:

Have you ever owned or leased in a Condo or Homeowner's Association? Yes/No. If yes, please provide the below.

ASSOCIATION NAME:	ADDRESS: Include BUILDING/CONDO #	DATE:	PHONE#:

Have you ever been evicted from any rental premises? Yes/No If yes, please explain: _____

Have you ever been arrested or convicted of a Felony? Yes/No. If yes, please explain: _____

Below, please provide the vehicle information for the car that will be parked on Village 8 property. **(Please note that all prospective renters are only allowed to bring one car on Village 8 property. Only yearly renters can apply for approval for second vehicle, which must be approved by the Board of Directors and is subject to be towed at the owner's expense if not approved.)**

MAKE:	MODEL:	YEAR:	COLOR:

The information on this application is true and correct to the best of my knowledge. I hereby authorize Cedar Pointe Village 8 to conduct a background check to verify the above information and obtain a criminal background report and/or eviction records from E-Renter USA. I understand making false statements on application documents may result in the denial of approval by the Association.

All prospective renters must sign below:

Signature:

Date:

Signature:

Date:



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CERTIFICATION THAT ALL IMPORTANT INFORMATION HAS BEEN READ AND UNDERSTOOD

**To be read and completed by all prospective owners/renters.
Must be signed and received by the Board prior to interview.**

This document is to verify I have received, read, and understand the rules and regulations for Cedar Pointe Village 8 Condo Association BLDG _____ UNIT _____. **This includes the Declaration of Condos, the Articles of Incorporation, and the By-Laws.**

The Association rules and regulations require the Board of Directors to approve the sale/rental of any condo, the prospective owners, and tenants who leases a unit at Village 8. Occupancy prior to written approval of the Association is prohibited and is grounds for the denial of the sale or lease. The procedures for approval of a Sale or Lease are listed below. All forms and documents are must be obtained from the Village 8 website - www.cpvillage8.com.

1. The current owner must obtain, complete, and return the "Owner's Intent to Sell/Lease" Form to the Office. **NO OPEN HOUSES ARE ALLOWED OUTSIDE OF CEDAR POINTE VILLAGE RESIDENTS!**
2. Prospective buyers/renters must complete and sign the "Request for Approval" Form. Incomplete forms are not acceptable and will not be processed until completed in full.
3. A copy of the lease or sales agreement and a processing check (**made payable to Cedar Pointe Village 8**) for \$100, which is non-refundable, is required. A color copy of a Drivers License or State Issued ID of all residents who will be occupying the residence must be provided. **IMPORTANT: A 20% down payment is required for all sales that are not in cash. No exceptions will be made.**
4. This document attests that the buyer(s)/renter(s) will adhere to the Associations governing documents. This document must be signed by all residents and received by the Board prior to the interview.
5. Each buyer/renter is responsible for reading the **Harmonious Community Living Booklet** dated April 22, 2019, so they understand the rules and regulations of the Village 8 Association.
6. The Parking Supplement document must be signed to attest that the buyer/renter understands and agrees to abide with the parking rules of the Village 8 Association.
7. The Interview Committee will review all documents provided and, if necessary, contact the owner for missing information. A background and reference check will be conducted.
8. The Interview Committee has preset interview dates on the 2nd and 4th Thursdays of each month at 10 a.m., but these dates can only be assigned once the process has been completed.

9. Buyers/Renters **MUST** appear in person to be interviewed. This includes everyone who will be residing in the unit.

10. The Board of Directors will not consider a “Request for Approval” for sale or rental complete until all the above requirements have been met. A Certificate of Approval will be issued **only** if the Board has reviewed and agrees with the recommendation from the Interview Committee. The process to approve or deny the recommendation could take up to 7-10 business days. **DO NOT** set the closing date for the day of the interview.

11. Following the closing, you must provide the Cedar Pointe Village 8 Office with a copy of the Warranty Deed to become a member of the Association.

12. The time frame for the processing of paperwork and scheduling the interview varies and will depend on the speed in which the owner(s), prospective owner(s), and/or renter(s) turn in all required completed paperwork.

I certify I have read, understood, agree, and will abide by the provisions of the governing documents (mentioned above) and all the purchasing/renting processing requirements at Cedar Pointe Village 8. I understand Cedar Pointe Village 8 is not an assisted living or senior care community. The Village 8 Condos are designed and intended to be occupied as a single-family private dwelling and for no other purpose.

I understand the rules prohibit dogs and other animals. Cedar Pointe Village 8 is a no-animal community. I have a copy of the Guidelines for Harmonious Community Living booklet, the Declaration, By-Laws and Articles and will abide by them. I have also read, understand, and agree to adhere to the parking supplement attached to this certification.

Failure to adhere to the governing documents will be considered a breach of the agreement to reside in Cedar Pointe Village 8. I agree all legal fees and expenses will be my responsibility if it is determined that I am in violation of the governing documents of Cedar Pointe Village 8.

Prospective Owner’s/Renter’s Name	Signature	Date

Prospective Owner's/Renter’s Name	Signature	Date

Prospective Owner's/Renter’s Name	Signature	Date



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Parking Supplement

By signing below, I attest that I have read, understand, and agree to adhere to the following parking rules and regulations.

1. Approval for all boat parking, auxiliary lot parking, and second vehicle parking in the approved guest spaces must be approved in writing and display a permit.
2. Spaces in the auxiliary parking lot are numbered, are only available to those who apply, and have a permit to use them. Approvals must be renewed every 90 days. The auxiliary lot is not for long term parking. There must be an active need for use of the parking space, or the permit will be revoked.
3. New and current owners in Buildings 140, 141, and 142 will be limited to one car due to the parking limitations at those buildings, but they may apply for a paid Guest Space at another building or a space in the Auxiliary Lot if available.
4. Owners must use their assigned space if or when they leave their car on Village 8 property. Covered parking is limited to the area behind the maintenance building and is available on a 6-month basis only with Board of Director approval.
5. All owners must have approval before parking a second vehicle on Village 8 Association property.

SIGNATURE

DATE

SIGNATURE

DATE