



Cedar Pointe Village Eight Association, Inc

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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