Alameda Isles Homeowners Association

A Non-Profit Corporation
1 Alameda Grande
Englewood, FL 34223
Phone: 941-474-5079 Fax 941-474-9631

PURCHASE CHECKLIST

Congratulations on your interest in purchasing at Alameda Isles!
*This application must be completed and submitted to the Alameda Isles office within **30-45** days prior to closing. To learn more about our community, please visit our website at www.alamedaisles.com.*

Please Note

Alameda Isles Homeowners Association, Inc. may obtain a consumer report and other information it deems necessary, for the purpose of evaluating ***any*** occupant in the park. It is understood that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information.

Please return the following items to the office to begin the processing of your Application:
All Application fees are non- refundable

____ A completed Background Verification Authorization Form and a check for $20.00 per applicant, made out to Alameda Isles Homeowners Association.

____ Copy of a legible, valid Photo Identification Card issued by a federal or state agency (I.e., Driver's License, State Issued ID, for all applicants)

____ Completed and signed Affidavit/Certification of Age Compliance form for all applicants

____ Completed Purchase Application

____ A check for $100.00 for the processing of this application, made out to Alameda Isles Homeowners Association

____ Signed Pros & Cons Letter

____ After Approved, send attached Sales Process letter documents to closing agent (Title Company/Attorney)

Included in this packet is a review of some of the Rules and Regulations for Alameda Isles. The entire documented Rules and Regulations that must be followed can be found at www.alamedaisles.com.

THESE DOCUMENTS MUST BE PRINTED, SIGNED AND MAILED TO ALAMEDA ISLES HOMEOWNERS ASSOCIATION. THEY MAY NOT BE SENT VIA EMAIL AS A SIGNATURE AND PAYMENT MUST BE INCLUDED.

This page is for informational purposes only and does not need to be returned to the office.

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AlamedaIslesHOA@gmail.com

ALAMEDA ISLES SALES PROCESS

To: Title Company / Attorney

The following documents need to have matching name(s) listed for the purpose of resale.

Title of Home will need to be changed.

Proprietary Lease - Assignment of Proprietary Lease needs to be executed and recorded.

Acceptance of Assignee needs to be executed and recorded.

Approval of Unit Transfer - This document is processed after an unsigned Assignment of Proprietary lease with the correct wording and spelling of names is sent to this office for the Board of Directors to approve. Upon approval this will be sent back to requesting party.

Executed Proprietary Lease and Acceptance of Assignee along with the Approval of Unit Transfer will need to be recorded with Sarasota County.

To obtain a New Membership Certificate you will have to send the following listed items to the Attorneys Lobeck and Hanson.

- Copy of recorded Propriety Lease.
- Copy of recorded Acceptance of Assignee
- Copy of recorded Approval of Unit transfer.
- Evidence of title transfer.
- Old Membership Certificate so that it can be voided, and the Attorney can make a new one
- $125 Attorney processing fee
- Letter stating request and where to send the New Membership Certificate

Lobeck and Hanson's information is:

The Law Offices of Lobeck and Rowe
Attention: Michelle Rowe
2033 Main Street, Suite 403
Sarasota, Fl. 34237

PH: 941-955-5622 Fax: 941-951-1469

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Dear Prospective Owner,

When you buy a home in Alameda Isles you are also automatically joining the Cooperative Association (Co-Op).

> *"Association" means, in addition to any entity responsible for the operation of common elements owned in undivided shares by unit owners, any entity which operates or maintains other real property in which unit owners have use rights, where membership in the entity is composed exclusively of unit owners or their Elected or appointed representatives and is a required condition of unit ownership.*

Co-Ops are a type of Homeowners Association, and all Homeowners Associations exercise a great deal of control over how you may use any property. Living in a Co-Op is not like living in a non-regulated home. The governing documents of the Co-Op will control most of your actions outside of your home and the property surrounding your home. You cannot add to all areas of the landscaping, change paint colors, or make any other exterior structure changes to the home without getting the permission of the Association. There is also strict regulation as to whom and how many can live in the home. **The controlling documents, including the Rules and Regulations, should be completely understood by you before you agree to buy into or reside in any Homeowners Association!** Some people find that it is too restrictive to live in an environment that requires them to get permission before making changes in the yard or to their home as well as the regulations on residency of all homes. Please note that purchasing into a Co-Op requires you to sign documents that bind you to the Associations' control and the decisions passed by the Board. **Make sure that the limitations called (CC&Rs) covenants, conditions and restrictions as outlined by all governing documents are ones that you can follow.** If you feel that there are too many restrictions, then a home in a Co-Op or any other Homeowners Association is most likely not the right purchase for you. The Associations concept is to provide a harmonious community, maintain the quality of the property and enhance the lifestyle of the community. The main tool in accomplishing this goal is continuity.

Pros & Cons of Co-Op Community Living:

Pros: Shared amenities such as the pool, tennis courts, exercise room, etc. Shared maintenance expenses & responsibility in the operation of the property. Shared activities and community events. Knowledge of who your fellow neighbors are.
Cons: Loss of property/personal control; Monthly Association Maintenance Fees; Possible Special Assessments which must be paid; Limited freedom in one's actions.

This article is not a condemnation of association living but rather a caution that not everyone is suited for this lifestyle. We hope that after reading and understanding the governing documents, including the Rules and Regulations, you will choose to enjoy living in Alameda Isles.

Please sign and return with your application.

Dated This _____ Day Of _____, 20____.

Names (Printed)	Signature	Status-(renter/ Purchaser/occupant)

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Purchase Application

I / We hereby make application to the Board of Directors to establish residence in Alameda Isles and have attached a $100 application fee**.** **Please note**: Application will not be considered without the fee being attached. The Fee will not be refunded if either buyer or seller terminates the purchase agreement. In that situation the fee may be able to be used for a separate application for up to one year.

Prospective Purchaser Information (PLEASE PRINT)

Prospective Purchaser Name: _____

Prospective Purchaser Name: _____

OCCUPANT(S) – *Who will occupy the house?* This can be prospective owner(s) or one prospective owner and another person. If prospective owner(s) are under 55 years of age no permanent occupants can be listed.

Name of Occupant # 1 _____ Birthdate: _____

Name of Occupant # 2 _____ Birthdate: _____

The Alameda Isles office must know where to send Association Correspondence.

Alternate Address: _____City: _____State: ___ Zip: _____

E-mail address: _____ E-mail address: _____

Phone Number: _____ _____

How would you prefer to receive Association Correspondence: ___ email ___ Regular Mail*?

*If choosing regular mail, it will be necessary to inform the Alameda Isles office of any changes, including each time you leave the park for longer than 30 days and each time you return to the park.

Prospective Property Purchase Information

Current owner(s):_____

Property Address: _____ LOT#: _____

Mortgage on property: ☐ Yes ☐ No Mortgage Lender Name: _____
Must provide copy of mortgage statement.

Name of Representative (Realtor/Attorney/Title Company):

_____

Representative Phone Number: _____ email: _____

Anticipated closing date: _____ Anticipated occupancy date: _____

Title/Lease to be taken as: ___ Husband and Wife ___ Joint Tenants ____In Trust ___ Tenants in Common ___ other (specify) _____

Name(s) in which title/lease is to be taken: _____

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APPLICANT ACKNOWLEDGEMENT OF RECEIPT OF DOCUMENTS:

Before you complete and sign this form, you should obtain from either your seller, your realtor, our website (www.alamedaisles.com), or from the Alameda Isles office, a copy of all current cooperative documents. **Please Note:** It is the sellers' responsibility to provide these documents to the buyers.

I / We have received and/or read a copy of:
The Cooperative Documents which includes the Master Proprietary Lease, Articles of Incorporation, By-Laws, Rules & Regulations and all amendments to original documents contained therein.

I UNDERSTAND THAT I AM RESPONSIBLE FOR COMPLYING WITH ALL DOCUMENT PROVISIONS THEREIN.

I / WE ALSO ATTEST AS A PROSPECTIVE PURCHASER/PROSPECTIVE OCCUPANT TO HAVE READ THE RULES AND REGULATIONS OF THE ASSOCIATION AND AGREE TO ABIDE BY ALL SUCH RULES AND HAVE INSPECTED THE LOT AND WILL ACCEPT IT IN ITS PRESENT CONDITION.

Dated This _____ Day Of _____, 20____.

Names (Printed)	Signature	Status-(renter/ Purchaser/occupant)

The Purchase Application responses herein are made in good faith and to the best of my ability as to their accuracy.

Office Use Only

Date Purchase Application Received: _____ Date Decision Sent to Owner(s)/Buyer(s): _____

How Decision Sent: _____

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AFFIDAVIT \ CERTIFICATION OF AGE COMPLIANCE

For Prospective Purchasers – prospective ***purchaser(s)*** must complete and sign (***do not need to meet* age restriction**) and if applicable, a ***prospective occupant*** must complete and sign (***must meet* age restriction**)

I/We do swear and affirm the following:

1. I/We are ***prospective purchasers or occupants*** of a unit in the Alameda Isles Homeowners Cooperative, located in Englewood, Sarasota County, Florida 34223.

2. I/We are over eighteen (18) years of age and are applying to become a member of the above-referenced cooperative.

3. For prospective ***occupants***, as of the date provided below, at least one person in the above-referenced cooperative is fifty-five (55) years of age or older and the other person is at least forty-eight (48) years of age or older.

4. The contents of this instrument are true and correct and based on my personal knowledge.

The undersigned being the prospective purchaser(s) in Alameda Isles Homeowners Association, Inc., hereby acknowledge that the documents of the Association restrict occupancy and use of the unit for any purpose other than as a private dwelling for unit owner(s) or other occupancy approved by the Board of Directors, and one of the unit's occupants must be at least fifty-five (55) years of age. Any other occupant must be at least forty-eight (48) years of age.

The undersigned hereby acknowledges that the approval of Alameda Isles Homeowners Association, Inc., for the undersigned's purchase of the subject unit is conditioned upon the undersigned's agreement to abide and comply with the above-described restriction at the time of closing of the purchase of the subject unit and throughout the undersigned's term of ownership thereof.

In addition, if visitation should conflict with the definition of "occupants" as determined by HUD and the Fair Housing Act as amended, and any legal ruling that may be retroactive to this purchase, then the visitation rights shall be amended and the appropriate legal requirements regarding "occupants" shall be adhered to.

I / WE AS APPLICANT(S) FOR PURCHASING IN ALAMEDA ISLES HOMEOWNERS' ASSOCIATION, INC., ATTEST THAT THE FOREGOING INFORMATION IS ACCURATE. Under penalties of perjury, I/We declare that I/We have read this document and that the facts stated herein are true and correct.

Dated This _____ Day Of _____, 20____.

Names (Printed)	Signature	Status-(renter/ Purchaser/occupant)	Date of Birth

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BACKGROUND VERIFICATION AUTHORIZATION

APPLICANT IDENTIFYING INFORMATION (PLEASE PRINT OR TYPE) Please note: Applicants must attach a copy of a legible, valid Driver's license or state issued Identification. Applicants must meet the following age restrictions. One occupant in the home must be at least 55 years of age, the other at least 48 years of age.

A non-refundable check for $20 per applicant must be included with this application.

Lot #_____

Applicant Name: _____ Birthdate: _____

Address: _____

Applicant Name: _____ Birthdate: _____

Address: _____

Please note: Any private and protected information contained in this application is confidential and will not be become open "Association Records" even if Prospective Purchaser(s) should become Shareholders in the Association.

AUTHORIZATION FOR VERIFICATION OF INFORMATION FOR CONSUMER REPORTS OR OTHER INFORMATION

I agree to hold harmless, Alameda Isles Homeowners Association, Inc. and all providers of information on the applicant(s) stated above. In the event that the information provided by me (us) is found to be misleading or false, my acceptance for this application may be affected. I/We hereby authorize the Association's Agent to request a consumer report or other information from one of the consumer reporting agencies in considering this application. I/We also understand that any information will be held in strict confidence.

_____	_____	_____
Prospective Purchaser Signature	Social Security Number*	Date
_____	_____	_____
Prospective Purchaser Signature	Social Security Number*	Date
_____	_____	_____
Prospective **Occupant** Signature (if different)	Social Security Number*	Date

Office Use Only

Date Purchase Application Received: _____ Date Decision Sent to Owner(s): _____

How Decision Sent: _____

Action of Board of Directors

Date: _____ Designee Signature: _____ ☐ Approved ☐ Unapproved: