

SALE APPLICATION CHECKLIST

Important: The application must be completed and signed. **Leave Nothing Blank.**

Incomplete applications will not be processed.

Required Documents:

- ☐ Completed Application Form (one per applicant)
- ☐ Copy of Executed Sales Contract
- ☐ Association Rules and Regulations Acknowledgment Form (signed)

Employment & Financial Verification:

- ☐ Last two (2) years of Federal Income Tax Returns
- ☐ Last three (3) months of Bank Statements
- ☐ Credit Report & Credit Score (within the last 30 days)

Valid Identification:

- ☐ Domestic Applicants: Valid U.S.-issued photo ID or Driver's License
 - ☐ International Applicants: Valid Passport & U.S. Visa (if applicable)
 - ☐ Background Check Authorization Form (signed)
 - ☐ Pet Acknowledgment Form (signed)
 - ☐ Primary Residence Affidavit (signed)
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Fees & Payment Details:

- **Application Fee:** \$150 per applicant or married couple (non-refundable)
- **Payable to:** Boni Vista II Condominium Association (check or money order only)
- **Background Check & Processing Fee:** Additional fees may apply
- **Move-In Fee:** \$150 (due upon HOA approval prior to closing)
- **If remodulations** in the unit, extra fee will be applied.

ASSOCIATION RULES AND REGULATIONS (OWNER- OCCUPIED ONLY)

1. HOA Approval is **mandatory prior to closing**. Closing without approval is prohibited.
 2. **Primary Residence Requirement:** The unit must be occupied by the owner as their primary residence. Investment purchases for rental purposes are not permitted.
 3. **Rental Restriction:** Leasing, renting, subleasing, or granting occupancy rights of any kind is strictly prohibited for the **first two (2) years of ownership**. (Addendum To Declaration of Condominium 95R269849 from July 5 of 1995.)
 4. After the initial two (2) year period, any lease is subject to HOA rules, approval, and minimum lease terms as determined by the Association.
 5. Units must be used as a private single-family residence only.
 6. Owners must provide a copy of unit keys to the Association for emergency access.
 7. **Buyer Interview Required:** All applicants must attend an in-person interview with the HOA Board.
 8. **Occupancy Limits:**
 - o 1-bedroom: Maximum of 3 occupants
 - o 2-bedroom: Maximum of 5 occupants
 9. Owners are responsible for all maintenance fees, assessments, and compliance with community regulations.
 10. **Pets are NOT allowed.**
 11. Quiet Hours: 11:00 PM – 9:00 AM
 12. Guests staying longer than two (2) weeks require HOA Board approval.
 13. Cooking, barbecuing, and hanging objects from balconies are strictly prohibited.
 14. No exterior modifications without prior HOA approval.
 15. Parking is **not guaranteed**. (It must be assigned by the board if available).
 16. No furniture or disposal items may be placed in common areas.
 17. Alcohol, glass containers, and parties are not allowed in pool/common areas. Owners must be present when hosting guests.
 18. Commercial activity or solicitation is prohibited within the condominium.
 19. Garbage must be properly bagged and disposed of in designated chutes. Recycling must be placed in appropriate bins.
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SALE APPLICATION FORM

Unit Address: _____ Purchase Price: \$ _____

Anticipated Closing Date: _____

Buyer's Real Estate Agent (if applicable): _____

Seller's Name: _____

Applicant Information

Full Name: _____

Social Security Number (SSN): _____ Date of Birth: _____

Phone Number: _____ Email: _____

Current Address: _____

Length of Time at Current Address: _____

Employment & Financial Information

Current Employer: _____

Position: _____ Annual Income: \$ _____

Employer Address: _____

Supervisor Name: _____

Phone: _____

Previous Employer (if less than 2 years):

Employer: _____

Position: _____

Annual Income: \$ _____

Employer Address: _____

Supervisor Name: _____

Phone: _____

BACKGROUND & CREDIT HISTORY

Have you ever been arrested?

☐ Yes ☐ No

If yes, explain: _____

Have you ever been convicted of a crime?

☐ Yes ☐ No

If yes, explain: _____

Have you ever been evicted from a property?

☐ Yes ☐ No

If yes, explain: _____

AUTHORIZATION FOR INFORMATION RELEASES

I, [_____] , hereby authorize Boni Vista II Condominium, its Board of Directors, and designated agents to conduct a background check, including criminal history, credit history, employment verification, and reference checks. I understand that the application fee is non-refundable.

Applicant Name: _____

Signature: _____ **Date:** _____

Co-Applicant Name (if applicable): _____

Signature: _____ **Date:** _____

PRIMARY RESIDENCE & RENTAL RESTRICTION AFFIDAVIT.

I, _____, as the purchaser of Unit # _____ at Boni Vista II Condominium, hereby acknowledge and agree that:

1. I will occupy the unit as my **primary residence**.
2. I understand and agree that **leasing, renting, subleasing, or otherwise allowing occupancy by non-owners is strictly prohibited for the first two (2) years of ownership.**
3. I understand that any violation of this restriction may result in fines, legal action, and/or other enforcement remedies by the Association.

Applicant Name: _____

Signature: _____ **Date:** _____

Co-Applicant Name (if applicable): _____

Signature: _____ **Date:** _____

PET ACKNOWLEDGMENT

I, _____, acknowledge that pets are **NOT permitted** in the building.

Applicant Name: _____

Signature: _____ **Date:** _____

APPLICATION PROCESS & APPROVAL TIMELINE

1. Submit completed application, required documents, and payment
2. Board review within **7-14 business days**
3. Attend mandatory HOA interview
4. Receive approval or denial in writing
5. Proceed to closing after HOA approval
6. Pay move-in fee prior to occupancy

FOR BONI VISTA OFFICE USE ONLY

Application Fee Received: \$ _____ Check #: _____ Date: _____

Background Check Completed: ☐ Yes

Approved ☐ Denied ☐

Interview Date: _____

Move-In Fee Paid: ☐ Yes ☐ No

Board Member Signature: _____ Date: _____
