



18001 Old Cutler Road Suite 476, Palmetto Bay FL 33157

Saga Bay Property Owners Association, Inc.
Sale Application

To All Applicants: To help us serve you better and process your application quickly, please answer all questions to the best of your knowledge. The following information must be completed before turning in your application: **The approval process can take up to 14 business days from the day that we receive all the required documents.**

ONE APPLICATION PER HOUSEHOLD

- Telephone numbers where we may contact you (8 – 4 pm Monday- Friday)
- Copies of each adult Driver's License. If no driver's license, please submit a copy of your passport & visa.
- Copy of the vehicle registration and insurance identification card for each vehicle. If the vehicle is not registered to your name a letter from insurance for each vehicle showing your name as an authorized driver is **NECESSARY**.
- The Application fees are as follows:
 - **PER APPLICANT** \$150.00 NON-REFUNDABLE (18 years and older) All application fees are payable to **T & G Management Services Inc.** in the form of a money order or cashier's check ONLY.
- **The following applies if the applicant is coming from outside the County or the U.S.A.** The last place of residence should be the municipality/government agency that should provide a clearance letter/ form.
- A copy of the sale contract must accompany your application. **MUST BE EXECUTED BY BOTH SELLER AND BUYER.**
- The following information must be provided if a company is purchasing the property:
 - Copy of the articles of the corporation
 - Scott & Roberts Form must be from the members of the company.
 - All information required must be from all the members of the company.
- Please be advised that only two (2) adults per bedroom can occupy a home as outlined by the Florida Department of Housing.
- All information requested is by the authorization of the Saga Bay Property Owners Association, Inc. and applicable association governing documents, rules, and regulations.

The application will only be accepted by MAIL, UPS, or FEDEX or they can be taken to our office:

18001 Old Cutler Road Suite 476, Palmetto Bay FL 33157.

Saga Bay Property Owners Association, Inc.

APPLICATION FOR SALE

PLEASE PRINT NEATLY

Account #: _____ Closing Date: _____

Property Address: _____

Name of Seller(s): _____

Seller Telephone(s) #: _____

Buyer(s) Realtor: _____ Telephone #: _____

Email: _____

Buyer(s)/Resident(s) Personal Information

Name of 1st Buyer(s)/Resident(s): _____
(Last) (First) (Middle)

DOB: _____ Place of Birth: _____

Social Security #: _____ Marital Status: _____

Telephone Number(s): _____

Driver's License#: _____ State: _____

Email: _____

Is this property an investment property? Yes No (circle one)

IF YES, please provide a Mailing address:

Acknowledgment of Rules & Regulations, Bylaws, and Restrictive Covenants

Signature of 1st Buyer(s)/Resident(s):

Continuance of Applicant(s) Personal Information

Name of Spouse or 2nd Buyer(s)/Resident(s): _____
(Last) (First) (Middle)

DOB: _____ Place of Birth: _____

Social Security #: _____ Marital Status: _____

Phone Number(s): _____

Driver's License#: _____ State: _____

Email: _____

Present Address: _____

Acknowledgment of Rules & Regulations, Bylaws, and Restrictive Covenants

Signature of 2nd Buyer(s)/Resident(s):

Employment information 1st Buyer(s)/Resident(s)

Company: _____ Supervisor: _____

Address: _____

Telephone: _____ Fax: _____

Position: _____ Salary: _____

Employment information 2nd Buyer(s)/Resident(s)

Company: _____ Supervisor: _____

Address: _____

Telephone: _____ Fax: _____

Position: _____ Salary: _____

All other occupants including children

Name: _____ DOB: _____

Relationship: _____

Name: _____ DOB: _____

Relationship: _____

Name: _____ DOB: _____

Relationship: _____

Vehicle information

Make: _____ Model: _____ Color: _____

Tag#: _____ VIN#: _____

Insurance Company: _____

Policy Number: _____

Make: _____ Model: _____ Color: _____

Tag#: _____ VIN#: _____

Insurance Company: _____

Policy Number: _____

Make: _____ Model: _____ Color: _____

Tag#: _____ VIN#: _____

Insurance Company: _____

Policy Number: _____

References

References **cannot** be family members.

Reference #1- Provide a reference letter

Name: _____
(First) (Middle) (Last)

Telephone: _____

Relationship: _____ Years known: _____

Reference #2 – Provide a reference letter

Name: _____
(First) (Middle) (Last)

Telephone: _____

Relationship: _____ Years known: _____

Reference #3- Provide a reference letter

Name: _____
(First) (Middle) (Last)

Telephone: _____

Relationship: _____ Years known: _____

Please note, that in accordance with State Law, all vehicles must have a valid license plate (current), have valid insurance coverage and be in working, roadworthy order. Saga Bay Property Owners Association, Inc. does not allow commercial vehicles of any kind to be parked on the property after dusk and as such may tow such vehicles at the owner's expense. Saga Bay Property Owners Association, Inc. does not allow overnight on street parking of vehicles on its roadways. Such violations will result in the towing of the vehicle at the owner's expense, or a fine of \$100.00 per violation will be accessed against the homeowner.

The applicant certifies that all information submitted is true and correct. Each applicant authorizes Saga Bay Property Owners Association, Inc. and T & G Management Services, Inc. to conduct background research and verification, which may include but is not limited to mortgage history, employment statues, tenancy, public records, personal character references, etc. The applicant acknowledges that providing false or misleading information are reasonable grounds for denial of this application. All applicants involved shall hold harmless Saga Bay Property Owners Association, Inc. and T & G Management Services, Inc. with regard to any information whether, disclosed, or discovered, that may arise from the completion of this application. By signing this agreement, the buyer, or renter agrees to abide by all the rules, regulations and governing documentation pertaining to the association.

Applicant #1 Signature

Date

Applicant #2 Signature

Date

DO NOT WRITE BELOW THIS LINE

For Office Use Only

Date received: _____ By: _____

Approved/Disapproved: _____ Date: _____

Comments: _____

Pet Registration Form

(Needs to be signed even if no pets)

Please PRINT (in ink) or type responses

Saga Bay Property Owners Association, Inc. requires all residents, owners, or renters, to provide the following information and documents of their pet(s). Unregistered pet(s) found on the property may be removed. It is your responsibility to update this information as needed.

- 1) Owner Name (s): _____
- 2) Owner Phone Number (s): _____
- 3) Property Address: _____
- 4) Tenant Name (s): _____
- 5) Tenant Phone Number (s): _____
- 6) How many pet (s) _____
- 7) Pet Type: _____
- 8) Pet Name (s): _____
- 9) Gender: _____ Breed: _____
- 10) Age: _____ Weight: _____
- 11) Neutered/Spayed: Yes _____ No _____
- 12) Description: (Write Legibly): _____

PLEASE ATTACH PHOTO OF PET (S) AND COPY OF VACCINATION (S)

I will abide by Miami-Dade County Ordinances which always require dogs to be leashed and prohibits ownership of Pit Bull Dogs. I will observe the Saga Bay Property Owners Association, Inc. Rules and Regulations regarding Pet Ownership; agree to clean up after my dog, and will not allow my pets to disturb other residents and/or property in the community.

Date: _____

Signature: _____

AUTHORIZATION REGARDING BACKGROUND INVESTIGATION

By signing below, I acknowledge receipt of the following separate documents (and certify that I have read and understood them):

- DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU:
- A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT:
- ADDITIONAL NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS ON YOU:
- ADDITIONAL STATE LAW NOTICES.

By signing below, I also authorize **T and G Management Services** to obtain “consumer reports” and “investigative consumer reports” about me for tenant purposes.

Signature: _____ Date: _____

Print Name - First Middle Last Name

PERSONAL INFORMATION NEEDED FOR BACKGROUND CHECK

Please supply the following information to facilitate a background check on you.

Last Name: _____ First Name: _____ Middle: _____

Other Names Used (alias, maiden, nickname): _____

Social Security Number: _____ Date of Birth: _____

Driver License No.: _____ State Issued: _____

Phone Number: _____

Email Address: _____

Current Address: _____
Address City State Zip Code Country Dates

Former Address: _____
Address City State Zip Code Country Dates

Current Employer Address City/State Start Date Salary

Supervisors name Employer Telephone Number

ONE FORM PER ADULT (18 years old or older) – PRINT THIS PAGE AS NEEDED

Property Address:	
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1 st Homeowners Name:	2 nd Homeowners Name:
1 st Phone #:	2 nd Phone #:
1 st Email Address:	2 nd Email Address:

ALL OCCUPANTS RESIDING AT THIS PROPERTY

<u>Name First/Last</u>	<u>Owner</u>	<u>Relationship to Owner</u>

<u>Registered Owner of Vehicle</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Color</u>	<u>Tag#</u>	<u>Valid Driver's License</u>

Vehicle information- To all Residents

- Buyer(s) must provide a valid driver's license, and vehicle registration card with this completed form, FOR EACH VEHICLE LISTED. The address on each card must match the Saga Bay Property Owners Association, Inc.
- NO COMMERCIAL VEHICLES ARE ALLOWED.
- Buyer(s) agrees to observe the speed limit of 15 MPH in the community.
- Buyer(s) agrees to indemnify Saga Bay Property Owners Association, Inc. for any damages or vandalism.
- Buyer(s) agrees not to park on the street or grass and agree to the removal of their vehicle at their cost.
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1st Resident/Buyer Name: _____ Signature: _____

2nd Resident/Buyer Name: _____ Signature: _____

Date: _____