



SALES APPLICATION

VILLAGGIO HOMEOWNERS ASSOCIATION

C/O GRS COMMUNITY MANAGEMENT

3900 WOODLAKE BLVD, SUITE 309

LAKE WORTH, FL 33463

PHONE 561-641-8554

FAX 561-641-9448

55 & OVER COMMUNITY

APPLICATION REQUIRED

APPLICATION FEE \$200

PAYABLE TO GRS COMMUNITY MANAGEMENT

NEW OWNER SET UP FEE \$125

DUE AT CLOSING* (IN A SEPARATE CHECK)

PAYABLE TO GRS COMMUNITY MANAGEMENT

COPY OF SALE OR LEASE CONTRACT REQUIRED

COPY OF DRIVERS LICENSE REQUIRED

BACKGROUND CHECK REQUIRED

APPROVAL REQUIRED

FOR LEASE ONLY

\$1500 SECURITY DEPOSIT REQUIRED

IF NEEDED:

HOMEOWNERS DOCUMENTS ARE \$75.00

PAYABLE TO GRS COMMUNITY MANAGEMENT

VILLAGGIO SALES REGULATIONS

SALES or TRANSFERS of TITLE

1. Sellers must be current with all maintenance and assessments prior to any sale or transfer being finalized. All past debts, obligations, fines and assessments must be satisfied on or before closing.
2. Buyers will submit completed application (Annex 1) (if not completed it will not be processed and will be returned) and an application fee of \$200.00, payable to GRS Community Management (to cover cost of credit and background check, management company processing fees and any other costs) to the Management Company prior to an executed sale or transfer. Such application will include affidavit for age and authorization to conduct credit and background check.
3. Once the application has been properly filed with the management company, the HOA will have fifteen (15) business days to approve the sale or transfer of a home, and such approval shall be in writing and in recordable form, signed by any two (2) officers of the HOA and shall be sent to the current homeowner and agent working on the current homeowner's behalf. If the HOA does not make a final rendering regarding the sale or transfer of a home within the fifteen (15) business day period, then the sale or transfer of a home shall be deemed approved. Applications that are rejected will be returned to the homeowner.
4. Seller must supply Purchaser with copies of the current Villaggio documents, two magnetic or FOB access cards, two café cards, and the binder of Association Documents, Rules and Regulations.
5. A staff member and a Welcome Committee member will meet with the new owner to ensure that they have all the current documents for the community and an introduction to the community.
6. The purchaser of a home may not lease/rent their property for a period of one year after the date of transfer of title.
7. Homeowners allowing others to reside in their property (without the homeowners present) for more than thirty (30) days shall complete an affidavit (Annex 2-Tab a) stating such.
8. The Board of Directors shall have the right to make hardship exceptions to any of these Rules and Regulations. These would be decided confidentially and on a case-by-case basis.

Villaggio at Villages of Windsor Homeowners Association, Inc.

c/o G.R.S. Community Management

3900 Woodlake Blvd, Suite 309

Lake Worth, Florida 33463

561-641-8554

Fax: 561-641-9448

INSTRUCTIONS FOR APPLICATION FOR SALE OR TRANSFER OF TITLE

The following items are required for the processing of any sale or transfer of title application.

1. Complete and sign application. Application will not be processed until complete.
2. Attach a \$200 non-refundable application fee, made payable to GRS Community Management.
3. Copy of applicant's driver's license
4. Copy of contract
5. Completion of an age verification affidavit stating that at least one of the proposed occupants will be at least age fifty-five (55) or older. Please note that no one under the age of 19 is permitted to reside for longer than sixty (60) days per calendar year.
6. Completion of Future Owner/Lessee Information Sheet

ANNEX 2

APPLICATION FOR SALE OR TRANSFER

Please fill in all blanks (type or print)

To: **Villaggio at Villages of Windsor**
Homeowners Association, Inc.
c/o GRS Management Associates, Inc.
3900 Woodlake Blvd, Suite 309
Lake Worth, Florida 33463

Nature of Transaction: _____

Applicant Name(s): _____

Date of Birth: _____

Name of Current Owner: _____

Lot Address: _____

A. List all proposed occupants, relationships, social security numbers and felony convictions, if any;

	Name	Relationship (to Applicant)	Age	SS#	Felony Convictions
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

If any proposed occupant is under the age of 20, are they attending public secondary school?

Yes _____ No _____

B. Applicant's Current Address:

1. _____

2. Driver's License No: _____ State _____

Telephone Nos: _____

3. How long have you lived at the above address? _____ If less than 12 months, please provide previous address.

C. Business and/or Profession; _____

D. Employer Name _____

Telephone No. _____

Address _____

E. Proposed animals to occupy Lot (No breeds commonly recognized as aggressive are permitted. No more than two pets are permitted.)

Name	Type (Breed)	Age	License/Rabies #
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Pet #1 _____

Pet #2 _____

F. Vehicles brought onto property. (Commercial vehicles, horse trailers, RVs, Motor homes, boat trailers etc, are not permitted to be parked on the street or driveway or on common property including parking lots but are permitted to be garaged with door closed as per Association documents)

Make/Model and Plate No. of all Vehicles:

G. Real Estate Agent (if any)

Name _____ License # _____

Company _____ Telephone # _____

Address _____

H. Acknowledgments:

In order to facilitate consideration of my notice for lease, of a home in Villaggio at Villages of Windsor located at the above address, I/We represent that the above information provided is true and accurate. Should the above information be proven false or inaccurate, I/We understand and agree to accept that my/our application shall be automatically rejected.

I/We consent that you may make further inquiry concerning the undersigned and my/our representations, including criminal background investigations.

I/We release Villaggio at Villages of Windsor Homeowners Association, Inc. from all liability arising from the investigation of my/our background(s) and consideration of any information received.

I/We will not occupy the Lot, nor make any final arrangements for occupancy, until I/We am/are notified by Association that my/our application has been approved. I/We understand the Association has **fifteen (15) business days** upon receipt of a fully completed application to make such determination, as provided under Article XI of the Declaration of Covenants, Conditions, Restrictions and Easements for Villaggio at Villages of Windsor ("Declaration").

I/We understand that children nineteen (19) years of age or younger may not occupy a dwelling unit, for a period over sixty (60) calendar days within a year. Proof of age must be provided for each and every occupant.

If my/our application is approved, I/We agree to abide by all covenants governing the property and the Rules and Regulations, including but not limited to the following:

1. I/We shall abide by all terms and provisions of the recorded Declaration and the Rules and Regulations promulgated by the Association. If I/We have not been provided with a copy of the governing documents by the owner, I/We acknowledge it is my/our responsibility to request copies of these documents from the Association, subject to reasonable copying charges.
2. In the event I/We violate any term or provision of the recorded Declaration and the Rules and Regulations promulgated by the Association, I/We acknowledge that I/We shall be in breach of our Lease Addendum and the Association shall have the right to institute eviction proceedings against me/us, at my/our sole expense.

Signature of Applicant

Date

Signature of Applicant

Date

Application fee of \$200.00 is due to GRS Community Management with all application materials. (This fee is not applicable to lease renewals.) The application shall not be reviewed until all documentation has been provided.

VILLAGGIO HOMEOWNERS ASSOCIATION, INC.

AGE VERIFICATION CERTIFICATE

The following information must be furnished by the owner or owners of each residence or prospective owners and occupants so that the Association may monitor the percentage of residences occupied by at least one person 55 years of age or older in order to preserve the status of Villaggio as a community of housing for older persons in accordance with Villaggio documents and the Federal Fair Housing Act.

LOT# _____ Address _____

Owner, or applicant(s) to become owner:

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Occupant(s) in addition to the Owner, or applicant(s) to become owner:

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

The undersigned certify that the above information is true and correct and that within fifteen (15) days after any changes thereof the undersigned will notify the Board of Directors of Villaggio Residents Association, Inc of such change in writing.

SIGNATURE OF OWNER OR
APPLICANT(S) TO BECOME OWNER

DATE

SIGNATURE OF OWNER OR
APPLICANT(S) TO BECOME OWNER

DATE

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APPLICANT(S) TO BECOME OWNER

DATE

PLEASE RETURN THIS FORM TO GRS COMMUNITY MANAGEMENT 3900 WOODLAKE BLVD, SUITE 309, LAKE WORTH, FL 33463

Future Owner/Lessee Information Sheet

Please Print Clearly

Please provide the following information so that the Homeowners Association will be able to contact you before your closing or lease begins.

Property Purchasing/Leasing Address:

Future Owner/Lessee Name(s):

Address that you can be reached at before your closing:

Email: _____

Phone number(s) that you can be reached at before closing:

Home: (____) _____ Cell: (____) _____

Your Real-estate agent:

Name: _____ Phone: _____

Email: _____

Expected Closing Date: _____

Or

Lease Term Starting Date: _____ Ending: _____