

Notice of Intent to Sell

Village Square of Titusville Condominium Association, Inc.

Address /Unit # _____ Date _____

This Section to be Completed By Seller

In Compliance with the Declaration of Condominium of the Association named above. I (we) hereby serve notice that, as Owner(s) or Agent of the above referenced unit. I (we) intend to offer said unit for sale in accordance with the attached Contract for Sale. I (we) understand that Board approval is required for this sale and that a nationwide background and credit check will be completed on the buyers before approval is given.

Complete all Questions and fill in all blanks legibly.

| | |
|------------------------------------|----------------------------|
| _____ OWNER'S SIGNATURE | _____ OWNER'S SIGNATURE |
| _____ PRINT NAME | _____ PRINT NAME |
| HOME PHONE: _____ | OTHER PHONE: _____ |
| MAILING ADDRESS/City/St/Zip: _____ | |
| E-MAIL ADDRESS: _____ @ _____ | |

CLOSING INFORMATION

PROPOSED DATE OF CLOSING: _____
CLOSING AGENT/TITLE CO: _____ PHONE# _____
REAL ESTATE AGENT _____ PHONE # _____

This Section to be Completed by Purchaser **The Board will NOT Accept Partially-Completed Forms**

I (we) are aware that any falsification or misrepresentation of the information contained herein will result in automatic rejection of this application. I (we) acknowledge and understand that the property offered for sale is governed by condominium documents and rules and regulations, which are applicable to both the Unit and Common Property, and which may be amended from time to time by the Association named above. I (we) agree to abide by the documents and rules and regulations. PLEASE COMPLETE THE "APPLICATION FOR SALES APPROVAL", Submit a copy of each purchaser's driver's license (Color copy) and payment of \$50 for EACH applicant for their background/credit checks.

| | |
|---------------------------------|---------------------------------|
| _____ PURCHASER #1 SIGNATURE | _____ PURCHASER #2 SIGNATURE |
| _____ PRINTED NAME | _____ PRINTED NAME |
| _____ E-MAIL ADDRESS | _____ E-MAIL ADDRESS |
| _____ DATE | _____ DATE |

I (we) are purchasing this property with the intention to: (Check One)

1. Reside as owners on a full-time basis 2. Reside as owners on a part-time basis
 3. Lease the property



RESIDENTIAL SCREENING AUTHORIZATION FORM

Each applicant MUST fill out a separate release

PROPERTY NAME: Village Square of Titusville

(Please Print)

FULL Name: _____ Sex: _____

Address: _____

City, State,
Zip: _____

Social Security Number: _____ Date of Birth: ____/____/____

Driver's License # _____ State Issued: _____

(Must Include a Colored Copy)

Phone # _____ Cell or Home (circle one)

Lease Term: Number of Months: _____ Move-in Date: _____

Move-out Date: _____ (If leasing, must include a copy of the Signed Lease)

If Purchasing: Date of Closing: _____ (Must include a copy of the Sales Contract)

Employer Company: _____ Phone: _____ Years with Company: _____

Job Title: _____ Supervisor Name: _____

Have you ever been evicted? YES _____ NO _____

Have you ever been in litigation with a landlord? YES _____ NO _____

Have you ever had adjudication withheld or been convicted of a crime? YES _____ NO _____

Unit Owner Name: _____ Unit # _____

I give my authorization to this landlord, AccuData Inc, or any party or agency contacted by this landlord to obtain and verify the above information, concerning a credit report, criminal records, motor vehicle and other history. I understand that inquiries may be made to various federal and state agencies, employers, and references.

Applicant's
Signature _____ Date _____

AccuData Screening Requested:

Package: 1 (2) 3 4 (please circle one)

Phone: (954) 755-8379 Fax: (800) 521-1905 E Mail: AccuDataInc@Bellsouth.net

Application for Sales Approval
Village Square of Titusville Condominium Association

Date: _____ Bldg.# _____ Harrison St., Unit # _____ Seller's Name _____

Buyer #1 Name: _____ **Buyer #2 Name:** _____

Drivers Lic # & State: _____ Drivers Lic # & State: _____

SS number: _____ SS number: _____

Other Persons who will occupy unit:

| Name: | Relationship | Occupation or school |
|-------|--------------|----------------------|
| | | |
| | | |
| | | |
| | | |

*** Any change in occupants after form has been approved will require Board approval and submittal of Application and \$50 fee for a nationwide background check. ***

Present Address: Street _____, Apt or Unit No. _____

City: _____ State: _____ Zip code: _____ How long: _____

Phone # _____ **Cell:** _____

Buyer #1 Employment:

Company: _____ Position: _____ Phone # _____

Start Date: _____ Supervisor's name: _____ Annual pay \$ _____

Buyer #2 Employment:

Company: _____ Position: _____ Phone # _____

Start Date: _____ Supervisor's name: _____ Annual pay \$ _____

Pets: *(Pets (up to two allowed) must weigh less than 20 pounds and be no taller than 14 inches at shoulder)*

Species: _____ Breed: _____ Color _____ Age: _____ Name: _____

Species: _____ Breed: _____ Color _____ Age: _____ Name: _____

Vehicles: *(One marked parking space per unit-See Rules and Regulations for additional parking)*

Make: _____ Model/Yr: _____ Color: _____ Tag: _____

Make: _____ Model/Yr: _____ Color: _____ Tag: _____

Emergency Contacts:

Name: _____ Relationship: _____ Phone # _____

Name: _____ Relationship: _____ Phone # _____

Personal References:

Name: _____ Relationship: _____ Phone# _____

Name: _____ Relationship: _____ Phone# _____

Background statements for all who will reside in unit :

Has anyone been convicted of a Felony: Yes [] No [] Evicted: Yes [] No [] Initials _____

Details if answer is "yes": _____

Regulations:

I (we) have received, read, & understand the Village Square Condo Rules and Regs. Initials: _____

Restrictions:

Buyer(s) agree to park only in their marked vehicle space in front of their building. All other vehicles used by residents in this unit must be parked in the "un-marked" (black rectangle) spaces. "Guest" spaces are only for short term visitors or delivery personnel. Initials: _____

Buyer(s) agree to allow Association to run a nationwide background & credit check. Initials: _____

Buyer(s) agree to limit pets to no more than two (2) and to limit their weight to no more than twenty (20) pounds each, with a height of no more than 14" at the shoulder. Initials: _____

Buyer(s) agree that no vehicles with oil or fluid leaks will be parked on the condominium property. Any repairs or clean-ups will be billed to the owner. Initials: _____

Buyer(s) agree to limit occupancy to residential use for those people listed on this form, and short time guests only. Initials: _____

Buyer(s) agree to abide by all rules, regulations, restrictions and covenants of The Village Square Condo. Initials: _____

Buyer(s) agree that if any other person not listed on this form must stay longer than two (2) weeks, they will request approval from the Board in writing. Depending on the length of stay and circumstances, a variance may be granted, or see below: Initials: _____

Buyer(s) agree that if any person not listed on this form moves in (marriage, roommate, family member, etc) they will be required to fill out another "Application For Residency" form and pay the application fee to have a background check done. Initials: _____

If this application is not legible or not accurately filled out, Village Square Condominium Association will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility. By signing, the applicant recognizes that the Association may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association.

Signature (Buyer #1): _____ Date: _____

Signature (Buyer #2): _____ Date: _____

THIS SECTION FOR ASSOCIATION USE ONLY

Copy of Sales Contract Received: Yes [] No [] \$50 per Applicant fee received: Yes [] No []
Check Number: _____

Reviewed by: _____ on _____ and approved Yes [] No []

Buyer/Agent/Title Company notified of status on (Date): _____.

COMMENTS BY THE BOARD OF DIRECTORS: _____

Village Square Resident Requirements:

1. Village Square Condominium Association Board members or their designee shall have the right under Florida Statutes to access units for maintenance at reasonable hours and for emergencies at all times. Buyer agrees to supply Association with an access key for these purposes.
2. Parking shall be restricted to one auto in an assigned unit space, with any second vehicles utilizing the “un-marked” spaces, NOT the guest spaces. Vehicles shall not leak oil or fluids. If this happens, owner is responsible for costs to clean up or repair the area. Commercial vehicles, campers, motor homes, trailers, boats and boat trailers are prohibited.
3. Florida Statute requires all owners to have an insurance policy called an “H06” policy. This insurance covers damage to your unit whether you were responsible for the loss or not, such as leaks in the unit above you or in the walls. The Association is only responsible for drywall repairs. Your neighbor’s insurance policy will not cover damage in your unit. It is very important that you obtain this policy. Ask your personal insurance agent for more information.
4. The Association utilizes “lockbox banking” for the collection of your monthly fees. Make sure that you receive the “coupon book” from the seller, or ask management for a form to automatically debit your account each month. The Association charges a \$25.00 late fee on all overdue monthly fees.
5. The Association pays the cost of trash pick-up. The unit owner is responsible for their own utilities of water, sewer, power, cable, internet and phone.
6. If an owner chooses to lease their unit, the minimum rental period is 30 days, and there are forms and fees associated with approval.
5. The provisions of the Village Square Condominium Documents and the Rules and Regulations of the Association shall be applicable and enforceable against any person occupying a unit. A covenant to abide by the Rules and Regulations of the Association is agreed to in the signing of your sales & title paperwork.

Policy: It is the policy of Village Square Condominium Association to require that the sales contract and completed forms and fee be submitted for approval to the Board President, or his designee, at least 10 days prior to closing. The board will have ten (10) days to approve or disapprove a buyer, and to notify the agent.

To facilitate approval, an advance notification of intent to sell should be phoned in to the Village Square management office at 321-453-1585, faxed to 321-305-6199, or communicated by e-mail to Office@RecDif.com.