



HOA HOME SALE PACKAGE

Dear Tropic Isles Homeowner:

The following documents are required to be submitted to the office prior to selling your home in Tropic Isles:

1. Home Sale Registration Form – to be completed by owner
2. Background application – to be completed by proposed tenant(s)
 - a. Background application fee of \$75 to be submitted at time of application
3. Photo identification for all renters
4. Pet registration (if tenant will have pets)

All forms must be completed and submitted to the office prior to completion of the sale of the home and/or purchaser's occupancy in the Park. You may not proceed with the sale until Co-Op approval in writing has been received.

All purchasers must comply with the residency restrictions contained in the Rules & Regulations. Please note that failure to obtain Co-Op approval of purchaser prior to tenant's occupancy will result in a penalty of \$250.00 charged to seller's account.

In addition, seller will remain financially liable for all lot rent(s) until purchase is approved by the Co-Op.

Upon completion of sale, copies of the following documents must be presented to the Co-Op:

- a. Vehicle Title
- b. Bill of Sale

Please allow two (2) weeks for processing of approval. If you have any questions, please contact the office at 941-721-8888 or by email to info@tropicisles.net



Property Address:

Received: _____

Approved: _____

HOA HOME SALE REGISTRATION FORM

This form must be completed by seller

Property Address: _____

Seller Information:

Seller name: _____

Seller mailing address: _____

Telephone: _____ Email: _____

Purchaser Information:

Purchaser #1

Name: _____

Telephone: _____

Email: _____

Purchaser #2

Name: _____

Telephone: _____

Email: _____

Purchaser's mailing address (if other than the property address): _____

Vehicle/Home Details:

Year: _____

Vehicle ID #: _____

Description: _____

By signing below, I acknowledge the following:

1. All purchasers are required to submit an application form (which will include credit, income, and background checks)
2. Approval is at the sole discretion of Management but shall not be unreasonably withheld. At the time of application, the applicant must also present to Management for copying, documentation of the age of all proposed occupants of the Dwelling and proof of income.
3. Management reserves the right to refuse admittance to any prospective resident based on established criteria, to determine the background, character, age, and financial responsibility of prospective

residents, provided however, that the Association does not discriminate on the basis of race, creed, color, religion, national origin, sex, physical disability, handicap, or any other category prohibited by law.

4. Management reserves the right to require an application fee, not to exceed the maximum cost allowed under Florida Statutes, as applicable, to defray any cost connected with the screening process. The failure of any prospective Resident to provide general background information, personal references, and proof of financial responsibility shall be deemed a cause for refusal of tenancy in the Community.
5. All pets must be registered and must comply with the Rules & Regulations.
6. Failure to obtain Co-Op approval of purchaser prior to purchaser's occupancy will result in a penalty of \$250.00 charged to owner's account. **In addition, the seller will remain financially liable to the Co-Op for all lot rent(s) until purchaser is approved by Co-Op.**
7. Upon completion of sale, copies of the following documents will be presented to the Co-Op:
 - a. Vehicle Title
 - b. Bill of Sale

****Please allow two (2) weeks for processing of approval.**

SELLER SIGNATURE

DATE



Property Address: _____

Office Date Stamp: _____

Fee Paid By: *Circle One*

Check

Cash

Credit Card

APPLICATION FOR RESIDENCY

Instructions: Please complete all sections. Attach copies of photo identification and income verification for applicant, pet documents (if applicable), and \$75 non-refundable application/background check fee.

Residency is restricted to applicants 55+ or those reaching the age of 55 within one year of application; a spouse or other applicant must be at least 40 years of age. Normal processing time is 5 to 7 business days. Applications requiring review by the Board of Directors may take an additional 5 to 7 business days. Applicants will be notified by email when the application process is complete.

Application is for a: ☐ Share Purchase ☐ Home Purchase ☐ Apartment Rental ☐ Home Rental

Name of Realtor, Seller or New Landlord: _____

APPLICANT INFORMATION:

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	<i>SS#</i>	<i>DOB (mo/day/yr)</i>
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<i>Current Address</i>	<i>City</i>	<i>State, Zip</i>	<i>Landlord/Mortgagee</i>	<i>Monthly Payment</i>
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<i>Driver's License #</i>	<i>State Issued</i>	<i>Email Address</i>	<i>Telephone #</i>
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<i>Employer</i>	<i>Address</i>	<i>City, State, Zip</i>	<i>Telephone</i>	<i>Monthly Income</i>
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Retired? ☐ Yes ☐ No

ANTICIPATED RESIDENT STATUS:

☐ Full-Time Resident ☐ Part-Time Resident

If part-time, please provide your alternate mailing address:

<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>	<i>Telephone</i>
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EMERGENCY CONTACT INFORMATION:

<i>Last Name</i>	<i>First Name</i>	<i>Email</i>	<i>Telephone</i>	<i>Relationship</i>
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Please answer the following

1. Has applicant ever had an eviction filed or left owing money to an owner or landlord?
2. Has applicant applied for residency in the past 2 years?
3. Has applicant had an adjudication withheld or been convicted of a crime?

_____ Yes	_____ No
_____ Yes	_____ No
_____ Yes	_____ No

If the answer to any of the above is "yes", please explain: _____

AUTHORIZATION:

By signing below, I authorize Tropic Isles Co-Op, Inc. to order and review my credit and criminal history and investigate the accuracy of all information contained in this Application. I further authorize all banks, employers, and creditors to provide any and all information which may be requested concerning my credit.

Applicant Signature

Date: _____

The following items must be submitted with completed application:

- ____ Photo Identification
- ____ \$75 application fee
- ____ Proof of income (i.e. bank statements, pension statements, social security, tax returns
and/or payroll documents)
(proof of income not required for private home rentals)
- ____ Pet registration form (if applicable)



Property Address:

Received: _____

Approved: _____

PET REGISTRATION FORM

ALL PETS MUST BE REGISTERED – Limit of two (s) pets per household (30lb maximum per pet)

I/We, _____,

residing at _____, Palmetto, FL 34221, County of Manatee,

do hereby register the following pet(s) with the office of Tropic Isles Co-Op, Inc.

Pet #1:

Name: _____ Breed: _____ Weight: _____

Pet #2:

Name: _____ Breed: _____ Weight: _____

Please provide current immunization record for your pet(s). Updated immunization records are to be submitted annually.

By signing below, I/We agree to abide by all applicable pet rules of Tropic Isles Co-Op, Inc.

Signature: _____

Date: _____

Signature: _____

Date: _____