

PURCHASE CHECK LIST

ASSOCIATION: _____ RECEIVED: _____

ADDRESS: _____

SELLER: _____ BUYER: _____

CLOSING DATE: _____

_____ SALES APPLICATION _____ SALES APP FEE (\$ _____) (CHECK # _____)

_____ SALES CONTRACT

_____ REGISTRATION _____ LICENSES _____ PROOF OF INSURANCE

_____ VEHICLE REGISTRATION FORM

_____ UNIFORM PET REGISTRATION

_____ BACKGROUND CHECK(\$ _____) (CHECK # _____)
(INFO SENT: _____) (RESULTS RECEIVED: _____)

_____ ESTOPPEL REQUEST RECEIVED: _____ (\$ _____) (CHECK # _____)

_____ QUESTIONNAIRE REQUEST RECEIVED: _____ (\$ _____) (CHECK # _____)

DATE OF INTERVIEW(NPM) _____ BY: _____

COMMENTS: _____

_____ INFORMATION SENT TO BOARD OF DIRECTORS DATE: _____

_____ APPROVED _____ DENIED DATE: _____

APPROVAL SENT TO:

_____ TITLE AGENCY _____ BUYER _____ REALTOR

_____ CERTIFICATE OF APPROVAL (CONSENT TO TRANSFER)

Newport Manor Condominium Association, Inc.
C/O Infinity Property Management Firm, LLC
9200 Bonita Beach Rd. Ste. 206 Bonita Springs FL 34135
239-672-8800 Office ** Mgreen@infinitymgmtllc.com

Notice of Intent to Purchase

Non-Refundable Application Fee: \$100.00 per individual over age 18 and \$150 for a married couple.
Application fee check made out to New Port Manor Condominium Association

COPY OF PHOTO ID REQUIRED PER ADULT IN ORDER TO COMPLETE APPLCIATION

(Partially completed forms will not be accepted)

Unit Number/Address	Current Owner's Name & Phone#
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This notice of intent to purchase must be accompanied by a legible copy of photo identification of each applicant. All persons 18 years of age and older who will occupy the unit for any length of time shall be considered a co-applicant and must complete a corresponding application. All individual applicants over the age of 18 must remit a non-refundable application fee of \$100.00, except for married couples, whose total fee will be \$150.00. Cashier's check or money order should be made payable to New Port Manor Condominium Association and mailed to Infinity Property management Firm LLC @ the above address.

Please note:

- Use of unit is limited to single family residency
- Occupation of the unit is limited to Purchases and his/her immediate family listed within this application
- Pets must be approved by board

THIS SECTION TO BE COMPLETED BY OWNER

In compliance with the Declaration of Covenants and Restrictions of the association named above, (a copy of which we have provided to the purchaser) I (we) hereby service notice, as seller(s) or Agent of the above referenced unit, that I (we) have agreed to a sale of the above unit to:

Purchaser's name, as it will appear on the warranty deed

THIS SECTION TO BE COMPLETED BY PURCHASER

We the undersigned (to include any additional occupants in separate applications which are hereby incorporated) authorize Newport Manor Condominium Association, INC. and its property management company, Infinity Property Management Firm LLC, to obtain an investigative consumer's report, including but not limited to credit history, criminal record search and registered sexual offender search. I (we) authorize the release of information from previous or current landlords, employers, and bank representative. This investigation is for resident screening purposes only and is confidential. This report contains information compiled from sources believed to be reliable, but the accuracy of which cannot be guaranteed. I (we) hereby hold the owners, Newport Manor Condominium Association, INC and Infinity Property Management Firm LLC and its Agents free and harmless of any liability for any damages arising out of improper use of this information.

Name of Purchaser (1) _____ DOB: _____ Social Security# _____

Present Address: _____

How Long: _____ Own _____ Rent _____

Phone#: _____ Email: _____

Employer: _____ Phone# _____

Name of Purchaser (2) _____ DOB: _____ Social Security# _____

Present Address: _____

How Long: _____ Own _____ Rent _____

Phone#: _____ Email: _____

Employer: _____ Phone# _____

Additional Occupant: _____ Relationship: _____

Additional Occupant: _____ Relationship: _____

Additional Occupant: _____ Relationship: _____

Please provide (2) personal references (local if possible)

Name: _____ Address: _____ Phone#: _____

Name: _____ Address: _____ Phone#: _____

Please provide Bank References:

Branch Name/Address: _____ Phone# _____

Branch Name/Address: _____ Phone# _____

Please provide Vehicle Information: Copies of Registration and Insurance required

Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

Make: _____ Model: _____ Year: _____ Color: _____ Tag: _____

Please provide Emergency Notification Information:

Name: _____ Relationship: _____ Phone# _____

Name: _____ Relationship: _____ Phone# _____

Applicants acknowledge, agree to and confirm that they have received from the current owner copies of the Declaration of Condominium, Articles of Incorporation, By-Laws and Rules and regulations of the Condominium Association pertaining to the unit which they are requesting to purchase: that at no time during the term of ownership shall any person who a convicted felon or is required to be registered as a sexual predator/offender under the laws of the state or country be allowed to stay overnight within the unit.

A summary of your rights under the Fair Credit Reporting Act is available by visiting www.ftc.gov/credit or by writing: Consumer Response Center, Room 120-A, Federal Trade Commission, 6000 Pennsylvania Avenue NW, Washington DC 20580.

The Florida Department of Law Enforcement (FDLE) maintains a list of sexual predators/offenders to enable the public to request information about these individuals who may be living in their communities. If this is important to you as a potential owner of this condominium unit, you may contact FDLE @ 1-888-357-7332. Be advised that this disclosure is not a warranty of any kind.

Dated this _____ Day of _____ 20_____

Purchaser (1) Signature: _____

Purchaser (1) Printed Name: _____

Purchaser (2) Signature: _____

Purchaser (2) Printed Name: _____

NEWPORT MANOR CONDOMINIUM ASSOCIATIONS

Vehicle Registration Form

PLEASE PRINT

I. Condo Unit Resident Information: Head of Household Only

First Name: _____ Last: _____

Building #: _____

Daytime Ph#: _____ Evening #: _____ Cell#: _____

Email: _____ 2nd Email: _____

II. Condo Unit Vehicle Registration

Vehicle #1: Name: _____ Decal# _____

Vehicle Make: _____ Tag#: _____

Color: _____ Year: _____

Vehicle #2: Name: _____ Decal# _____

Vehicle Make: _____ Tag#: _____

Color: _____ Year: _____

Please attach to this sheet a copy of the following documents for each vehicle listed and initial:

_____ Copy of Vehicle Registration Attached

_____ Copy of Vehicle Insurance Attached

Infinity Property Management Firm

9200 Bonita Beach Road #206, Bonita Springs, FL 34135

Phone (239) 672-8800 * Fax (941) 313-7182

mgreen@infinitymgmtllc.com

Newport Manor Condominium Association, Inc.
C/O Infinity Property Management Firm, LLC
9200 Bonita Beach Rd. Ste. 206 Bonita Springs FL 34135
239-672-8800 Office - 941-313-7182 EFAX
Mgreen@infinitymgmtllc.com

Uniform Pet Registration Application

No more than two (2) small domestic animals or caged birds and unlimited tropical fish may be kept on any part of the Association property or within any unit by the owner thereof. All pets must be leashed while outside of the unit and owners shall be responsible for removing any waste deposited by said pets. Pets may not be left unattended in courtyards or lanais at any time. Tenants will not be allowed to maintain domestic animals on property, with the exception of tropical fish.

Address: _____ Unit#: _____

Pet Type: _____ Breed: _____

Pet Name: _____

Owner Printed Name: _____

Owner Signature: _____ Date: _____

Tenant(s) signature and date in acknowledgement of the aforementioned pet restriction.

Tenant Printed Name: _____

Tenant Signature: _____ Date: _____

Background Check

Each adult on the Application must complete a Background Check Form.

A \$100.00 fee will be assessed to each adult filling out a Background Check Permission Form.

Example 1: Father, Mother, and adult son (over 18 years old) renting a unit = \$300.00

Example 2: Individual = \$100.00

Address of Unit _____

Applicant's Name _____

Day Phone _____

Home Phone _____

Cell Phone _____

Current Address: _____

City/State/Zip: _____

Prior Address: _____

City/State/Zip: _____

*Copies of the Driver's License are required for a criminal background check. This information will not be given to any other party for any reason at any time. It is considered privileged and confidential.

Date of Birth _____ Social Security Number _____

Driver's License Number _____ State _____

I authorize Infinity Property Management Firm to obtain my public records and to investigate any personal information on me necessary to arrive at an applicant decision.

Signature _____

Date _____ / _____ / _____

Please return 1 Background Check Form for, each individual, over 18 years old, and a \$100.00

check for each Background Check Form to: Infinity Property Management Firm, LLC, 9200

Bonita Beach Rd., Suite 206, Bonita Springs, FL 34135 Phone 239-672-8800 Fax 941-313-7182

**AMENDED AND RESTATED
RULES AND REGULATIONS
OF
NEWPORT MANOR
CONDOMINIUM ASSOCIATION, INC.**

The Rules and Regulations hereinafter enumerated as to the Association properties, condominium property, the common elements, the limited common elements, and the units, shall be deemed in effect until amended by the Board of Directors of the Association, and shall apply to and be binding upon all unit owners. The unit owners shall, at all times, obey said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, servants, lessees, and persons over whom they exercise control and supervision. The Rules and Regulations are as follows:

1. BUILDING APPEARANCE AND MAINTENANCE:

- (a) The parking lots, sidewalks, entrances, hallways and stairways must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from units.
- (b) Personal property of unit owners shall not be stored outside their units or anywhere on the common elements, except as otherwise noted below. Upon application, the Board may authorize specific exceptions.
- (c) All common elements and limited common elements shall be kept free and clear of refuse, trash, debris, and other unsightly material.
- (d) Refuse and garbage shall be deposited only in the dumpster provided thereof.
- (e) No unit owners shall make or permit any disturbing noises that will interfere with the rights, comforts or convenience of other unit owners. No unit owner shall play upon, or permit to be operated, a sound system, television, radio, or musical instrument in such a manner as to unreasonably disturb or annoy other occupants of the Condominium.
- (f) No exterior radio, phone, or television antenna installation, or other wiring, shall be affixed to the exterior of the building, without prior written consent of the Board of Directors, except as otherwise provided by law.

1. BUILDING APPEARANCE AND MAINTENANCE: (Con't.)

(g) No inflammable, combustible, or explosive fluid, chemical or substance shall be kept in any unit or limited common element, except those necessary and suited for normal household use.

(h) No open-flame cooking, barbecuing, or charcoal grilling on porches is permitted.

(i) The common area closets under the north and south staircases may be used for storage of owners' property of personal or household nature only. No occupational tools or other equipment or materials may be stored in these areas.

2. ALTERATION OF CONDOMINIUM:

Unit owners are specifically cautioned that their right to make any addition, change, alteration, or decoration to the exterior appearance of any portion of the Condominium is subject to the provisions of the Declaration of Condominium, and also subject to prior approval of the Board. All such additions, changes, or alterations must be requested in writing to the Board of Directors for approval, accompanied by written plans when requested or drawings and specifications. The Board of Directors shall approve such requests only if the Association is protected against, or indemnified as to construction liens and/or claims arising from such work.

3. EMERGENCIES IN OWNER'S ABSENCE.

In order that proper steps and procedures may be taken in a minimum amount of time during an emergency situation, the Association shall retain passkeys to all units. The locks of each unit are not to be changed or altered without providing the Association with a duplicate key.

Any unit owner who plans to be absent from his unit for an extended period of time must prepare his unit prior to his departure in the following manner:

(a) By removing all furniture, plants and other objects from around the outside of the unit; and

(b) By designating a responsible caretaker to care for his unit should his unit suffer any damage caused by storms, hurricanes, winds or other violent acts of nature. The Management and the Association shall be provided with the name of each unit's aforesaid designated caretaker. Such caretaker will notify the Association prior to making any entry to the unit during the owner's absence.

Parking space allocation. (Con't)

Second spaces, if required, will then be designated in the same sequence of priority.

If all available spaces are in use, and a requirement for a first space is introduced, the use of some units second space must be relinquished in the reverse order of priority.

Owners, or guests, coming down short term may be requested to use a "guest space", if their stay is two weeks, or less.

In the event that a resident owner or long term lessee moves in or out, the parking spaces may be redesignated in the same manner.

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FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET
NEWPORT MANOR CONDOMINIUM ASSOCIATION, INC.

As of January 2024

Q. What are my voting rights in the Condominium Association?

- A. Each unit has one full indivisible vote in all Association matters. Where a unit is Owned by two or more people, a voting certificate must be filed with the Association designating one owner to exercise the vote. The certificate must be signed by all owners.

Q. What restrictions exist on my right to use my unit?

- A. Please refer to the Use and Occupancy Restrictions of the Declaration of Condominium and By-Laws of Newport Manor Condominium Association, Inc.

Q. What restrictions exist on the leasing of my unit?

- A. Please refer to the Use and Occupancy Restrictions of the Declaration of Condominium and By-Laws of Newport Manor Condominium Association, Inc.

Q. How much are my assessments, to the Association for my unit type and when are they due?

- A. The regular assessment for operating expenses and reserves for a unit with a dock is a total of Four hundred Sixty-Five Dollars (\$465.00) per unit, per month effective January 1, 2024 – December 31, 2024. The regular assessment for operating expenses and reserves for a unit without a dock is Four hundred Fifty Dollars (\$450.00) per unit, per month effective January 1, 2024 – December 31, 2024. All Assessments are paid in advance on the first of each month. There is a Twenty-five dollar (\$25.00) late fee if paid after the tenth (10th).

Q. Are there any special assessments due or under consideration currently?

- A. No.

Q. Do I have to be a member in any other Association? If so, what is the name of the Association and what are my voting rights in this Association? Also, how much are my assessments?

- A. No.

Q. Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

- A. No.

Q. Is the Condominium Association or other mandatory membership association Involved in any court cases in which it may face liability more than \$100,000? If so, identify each such case.

- A. No.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALE CONTRACT, AND THE CONDOMINIUM DOCUMENTS.