

Palm Creek Estates Homeowners Association, Inc

Sales Application for New Owners

Checklist page for Sales Application:

1.		Page 2 – Information Page for the Prospective Owner during the sales process
2.		Page 3 – To be completed and signed by Seller
3.		Page 4 – Prospective Buyer Contact Information
4.		Page 7 – Buyer’s Acknowledgement and Receipt of Governing Documents
5.		Copy of the Purchase Agreement signed by all parties
6.		Application Fee
7.		Driver’s License or Government photo ID for Buyer(s)

Revised: July 2023

Shirley Lewis, Property Manager
Phone: 863-532-5389
Email: ShirleyLewis2018@Comcast.net

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Dear Prospective Owner:

Below is the information needed before a Certificate of Approval from Palm Creek Estates Homeowners Association, Inc can be issued.

- The attached application (pages 1 through 5) completed and signed by the Seller and prospective Buyer where indicated.
- A copy of the Purchase Agreement, signed by the seller and buyer.
- A copy of the driver's license or photo ID card for everyone who will reside in the home over age 18.
- A \$150 Application fee (check or money order, no cash) made payable to Palm Creek Estates Homeowners Association.

Please send the above documents including the check to:

Palm Creek Estates Homeowners Association, Inc
2506 SE 9th Way
Okeechobee, FL 34974

Palm Creek Estates Committee Members will interview new Association Members. A Committee Member will call you to schedule your interview at a mutually agreeable time.

After your personal interview, a Certificate of Approval will be issued. We will send the Certificate of Approval to the Title company for your closing.

Please ensure your complete Application and fees will arrive at least 15 days prior to your closing so there will be adequate time for the process to happen.

Thank you and welcome to Palm Creek Estates!

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This page is to be completed and signed by the Seller.

To the Seller:

1. As homeowner and member of Palm Creek Estates, I/We hereby submit our intention to sell: _____.
(Address of home)
2. The Maintenance Fee and Assessments (if any) on our property are current to _____ and are _____ per month.
(Month & Year) (Maintenance Fee Amount)
3. The Pool Keys and Front Gate Code should be given to the New Owner. Our Gate Code number is _____.

A \$250 Estoppel fee from the seller will be collected by the closing agent or a check or money order, no cash) made payable to Palm Creek Estates Homeowners Association

_____ Current Owner Signature	_____ Print Name	_____ Date
_____ Current Owner Signature	_____ Print Name	_____ Date

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This following is to be completed by the Prospective Buyer

1. Name: _____ Cell Phone: _____
DOB: _____ Email: _____
Home Phone: _____
Employer: _____ Work Phone: _____

2. Name: _____ Cell Phone: _____
DOB: _____ Email: _____
Home Phone: _____
Employer: _____ Work Phone: _____

❖ Name & age of children (under 18) if any who will occupy the unit:

❖ Primary use of this Unit: Permanent/Annual Resident _____ Seasonal Resident _____

❖ Emergency contact names, phone number & relationship

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VEHICLES:

1. Only automobiles constructed as private passenger vehicles are permitted to be parked in Palm Creek Estates overnight. Recreational vehicles, boats, campers, race cars, etc. are strictly prohibited.
2. A maximum of two licensed and operational vehicles may be parked in the driveway of each residence.
3. Commercial vehicles and vehicles displaying commercial badging and/or work-related equipment are not permitted to be parked overnight in Palm Creek.
4. No individual vehicle is permitted to exceed 7,500 pounds curb weight as is designated by the manufacturer (Proof of weight required). Weight can be found on vehicle registration or door.

Vehicle #1 (Make and Model)	License Plate #:
Vehicle #2 (Make and Model)	License Plate #:
Vehicle #3 (Make and Model)	License Plate #:
Vehicle #4 (Make and Model)	License Plate #:

PETS:

1. Only common household pets may be kept in Palm Creek Estates. No other animals, livestock, or poultry of any kind shall be kept, raised, bred or maintained on any portion of Palm Creek.
2. Pets over 30 pounds at maturity are prohibited.
3. No more than a total of 2 cats and/or dogs are allowed per residence.
4. The following K9 purebred or mix breeds will not be permitted under any circumstances: GERMAN SHEPHERDS, DOBERMANS, PIT BULLS, CHOWS, OR ROTTWEILLERS.
5. Pets are not permitted to be stored outside of any residence unless accompanied by their owner on a leash.
6. Any pet must not be an unreasonable nuisance or annoyance to other residents of the Property.

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PETS – CONTINUED:

7. Any resident shall immediately pick up and remove any solid animal waste deposited by his pet Property.
1. The Board may require any pet to be permanently removed from the Property due to a violation of these rules or Palm Creek Estates Covenant V. (5.22).

Pet #1 Breed:	Pet Name #1:
Pet #2 Breed:	Pet Name #2:

	Initial Buyer 1	Initial Buyer 2	
1.			The approval of a lease is subject to the unit owner being current with the maintenance fees and special assessments. The unit owner must make his account current before the lease will be processed.
2.			The interview process and written issuance of Lease Approval from the Committee must be completed before any Lessee may occupy the residence.
3.			Subleasing a residence or any part of a unit is not allowed. Background screening is required for all adult tenants over age of 18 including adult children aged 18 or older living in a parent's household.
4.			The Association prohibits the rental of any single-family dwelling to any more than two (2) unrelated adults.
5.			Occupancy is only by the lessee and those listed on the approved lease. Lessee may have visitors provided the duration of visitation is 14 days or less and visitors vehicles remain in garage and/or driveway.
6.			Parking: Parking on the grass of a residence or common area is strictly prohibited and may result in a fine.
7.			Window treatments: All interior window treatments shall be white. Newspaper, foil, sheets, and similar temporary coverings are expressly prohibited.
8.			Garbage Cans: Are to be stored in the residence garage only. Garbage cans shall not be placed at the curb for trash pickup sooner than 5:00 pm on the day before the scheduled pickup is to occur and shall be restored the same day they are emptied.

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	Initial Buyer 1	Initial Buyer 2	
9.			Outside storage of personal belongings is not permitted with the exception of a BBQ and lawn furniture which are permitted to be stored in the back yard only.
10.			Flower beds: Palm Creek lawn service does NOT care for weeding of planting beds. Tenant and/or owner agree to weed planting beds as needed and not allow unsightly weed overgrowth.
11.			Leases may be renewed with the advance approval of the Association. The Association requires the Property Owner to submit for an extension of any current lease at least fifteen (15) days prior to the expiration of the current lease. The Association reserves the right to not approve future lease periods of "nuisance tenants" in accordance with Palm Creek Covenant XI. (11.5).

ARCHITECTURAL CHANGES:

1. Buyer(s) acknowledges that architectural modifications to any home and home site in Palm Creek Estates is subject to the oversight of an Architectural Review Committee (ARC). This Committee must advance approve all owner proposed architectural changes including items like fences, paint colors, roof colors, driveway colors, additions and more. Please see the Palm Creek Estates Declaration of Covenants for a complete listing.

ACKNOWLEDGEMENT OF RECEIVING THE COMMUNITY GOVERNING DOCUMENTS:

In addition to the partial list of Rules highlighted in this document, Buyer(s) acknowledge that Palm Creek Estates is a Deed Restricted Community. By signing below, Buyer acknowledges receipt of community documents which can be downloaded free of charge at:

<http://palmcreekestates-HOA.com>

_____ Prospective Owner Signature	_____ Print Name	_____ Date
_____ Prospective Owner Signature	_____ Print Name	_____ Date

Shirley Lewis, Property Manager
Palm Creek Estates
Phone: 863-532-5389
Email: ShirleyLewis2018@Comcast.net

**Please Include a Copy
of the Purchase
Agreement Signed by
all Parties HERE.**

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