

LEASE OR PURCHASE APPLICATION/APPROVAL PROCEDURE

Procedure #9

The purpose of this procedure is to define the process for submitting an application to lease or purchase a condominium unit in Sea Cove. The Sea Cove Application to Lease or Purchase a unit must be submitted a minimum of thirty (30) days prior to the anticipated lease commencement date or sale date, along with a non-refundable application fee of \$150. Failure of the owner to have the applicant follow this procedure will result in a fine of \$150 payable with the application and in the termination of any lease entered into where this procedure was not followed. The process is as follows:

- Applicant obtains a copy of the most current Sea Cove Condominium Association's "Application to Lease or Purchase a Unit." The application can be obtained directly from the Sea Cove management company (Elliott Merrill Community Management, 835 20th Place, Vero Beach, FL 32963, 772-569-9853), the applicant's real estate agent or the unit owner/seller.
- Applicant completes the application and sends it with the application fee to Elliott Merrill Community Management (EMCM).
- Application and fee are received at EMCM and recorded.
- EMCM will give/send the applicant a copy of the Sea Cove document entitled "About Sea Cove & What Sea Cove Expects of All Residents," a copy of the Sea Cove Rules, Regulations & Procedures booklet, and a Sea Cove Rules/Regulations/Procedures Agreement Letter, hereafter referred to as the "Agreement Letter." Among other things, the letter requests that the applicant attests that he/she has read, understands, and will abide by all of the Sea Cove Rules/Regulations/ Procedures. A self addressed return envelope will also be provided to return the signed Agreement Letter.
- Once EMCM receives the signed Sea Cove Rules, Regulations & Procedures "Agreement Letter," the application will be considered, approved or declined, as determined by the BOD. The BOD, or their representative, will complete the application and return it to the applicant.
- The completed "Agreement Letter" will be filed with the copy of the application to be available for possible future use, such as "rule enforcement".

Date of Adoption: 3/27/2014

ABOUT SEA COVE & WHAT SEA COVE EXPECTS OF ALL RESIDENTS

Your Application to Lease or Purchase a unit at Sea Cove has been received and is being evaluated. You will receive the completed copy of your application once we receive the signed copy of the attached “Agreement Letter” and finish our evaluation. The “Agreement Letter” is intended to convey the importance we place on protecting our residents’ right to the peaceful enjoyment of their property.

It is important that you understand that Sea Cove is a single family residential condominium. It is not a motel or beach resort...and personal behavior, which abuses the character of Sea Cove, the quality of life of its residents or violates the Association’s governing rules, regulations or procedures will not be allowed. Sea Cove is our home and we all have to do our part to preserve that feeling.

With that said, we believe that you will find that Sea Cove is truly a hidden gem – let’s do all we can to enjoy it and keep it that way. We thank you in advance for your cooperation and support.

So what are the steps remaining to complete this process?

Please read the “Agreement Letter” and the Sea Cove Rules, Regulations & Procedures booklet and then sign the letter stating that you fully understand and will abide by the Rules/Regulations/Procedures. (If you have any questions, please call Elliott Merrill Community Management at 772-569-9853 and ask to speak to a member of the Sea Cove management team.)

After you sign the “Agreement Letter,” please place it in the envelope provided and return it to Sea Cove Condominium Association, c/o Elliott Merrill Community Management. Once we receive it and complete our evaluation of your application, you will be sent the signed application with our decision. The application and “Agreement Letter” will be filed for future reference.

Thank you. We look forward to welcoming you as part of the Sea Cove community!

Sea Cove Condominium Association, Inc.
Rules/Regulations/Procedures Agreement

Unit number _____

Name of Lease-Sale Applicants(s) _____

Address _____

Phone number _____

On this day _____ of the month of _____ the year of _____

I/we do hereby state that I/We had read/understood the Sea Cove Rules/Regulations/
Procedures as stated in the latest Sea Cove booklet and will abide by them in every way.

Signature of applicant _____

Signature of applicant _____

Received on _____

Sea Cove BOD or Representative _____

1616 Sea Cove Condominium Association, Inc.
Application to Lease or Purchase a unit

This completed form, along with an executed copy of the sales or lease agreement and a non-refundable application fee of \$150.00 made payable to 1616 Sea Cove Association, must be submitted for approval of the Board of Directors in advance of the proposed lease or sale.

The above documents and fee should be submitted to *Elliott Merrill Community Management, 835 20th Place, Vero Beach, FL 32960. 772 569-9853*, at least 30 days in advance of the scheduled transaction date. Before any application for the sale of a condo can be approved, the prospective buyer must meet with a member of the Sea Cove Board of Directors.

Please check the information in the box below:

This is an application to: buy _____ lease _____ Condo unit no. _____ in the following section of Sea Cove:	
1700 North Main Building	_____
1700 North Villa	_____
1616 South Main Building	_____
1616 South Villa	_____

Owner of the Condo unit is _____

Name of Lease-Sale Applicant _____

Name of Applicant's Spouse _____

Have you previously rented at Seacove? _____

Names of Other Family who will reside in the above listed unit:

Total number of people who will be living in the Condo unit _____

The Board suggests that no more than six (6) persons, including children, be in residence at one time. *Renters cannot, at any time, sublet or turn over use of their rental unit to others.*

Applicant's current address and phone number(s):

Phone No(s). _____

Email: _____

Duration of proposed lease: from: _____ to: _____

The minimum rental period is thirty (30) days.

Expected closing date (purchase only): _____

If you are purchasing the unit, do you plan to occupy it full time? Yes _____ No _____

Type of Pet (**owners only**):_____

One pet allowed and must be a domesticated cat or dog weighing less than 10 pounds and belonging only to the unit owner. Pets must at all times be carried on walkways and elevators.

Type of vehicle:_____

Factory stock automobiles, sport utility vehicles, passenger vans, and light duty trucks may be parked on Sea Cove property. Boats, trailers, motor homes, race cars, truck-vans, mopeds, motorcycles and other types of commercial and recreational vehicles cannot be parked anywhere on Sea Cove property.

Applicant's clubs and/or other social affiliations (*Please list full names and addresses*):

Local emergency contact: _____

Applicant's personal references. Please list two references with contact information.

Applicant's banking references. Please list two with contact information.

Name of realtor and agent handling this application:

Realtor:_____

Agent: _____

Has the applicant been supplied with a copy of Sea Cove's Rules and Regulations? YES_____NO _____

I/we the applicant(s) will abide by the rules and regulations of the Sea Cove in their entirety if this application is approved.

Signature of applicant_____Date_____

Signature of spouse_____Date_____

Application approved:_____Date_____

Association President

Application denied:_____Date_____

Association President

Reason for denial: _____

The following is to be completed with SALE applications only.

Dear Buyer,

Previously, the Association was required to obtain permission from a unit owner to publish their information in the directory. However, Florida Statute Section 718.111(12)(c)(5) has now been amended to provide that an association is now authorized to print and distribute to unit owners a directory containing the name, parcel address, and telephone number of each owner. However, an owner may exclude his or her telephone number from the directory by making a written request to the association.

In an effort to produce an updated directory each year, please complete the below form. You may submit the completed form along with your sale application to the address listed above.

Directory Opt-in Consent Form

(PLEASE PRINT CLEARLY)

Owner Name(s) _____ Building: _____ Unit: _____

Telephone #: _____ - _____ - _____ Additional Phone #: _____ - _____ - _____

Email Address (es): _____

Mailing Address: _____

Please check all that apply:

- ☐ I would like to have my telephone number included in the directory
- ☐ I would like to have my email address included in the directory
- ☐ I would like my mailing address included in the directory
- ☐ I DO NOT want my telephone number included in the directory
- ☐ I DO NOT want my email address included in the directory
- ☐ I DO NOT want my mailing address included in the directory

Owner Signature(s)

____/____/____
Date

Owner Signature(s)

____/____/____
Date