

LAKE CONLEY PURCHASE PACKET CHECKLIST

REAL ESTATE INSTRUCTIONS FOR THE SELLER

REAL ESTATE INSTRUCTIONS FOR THE BUYER

REQUEST FOR APPROVAL TO PURCHASE FORMS

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AGE CENSUS FORM

VOTING CERTIFICATE FORM

SOCIAL CLUB INFORMATION FORM

COMMONLY ASKED QUESTIONS

EMERGENCY CONTACT FORM

**ALL FORMS MUST BE COMPLETED AND RETURNED TO THE LAKE
CONLEY REAL ESTATE REPRESENTATIVE FOR PROCESSING.**

NOTE: RULES & REGULATIONS MUST BE PRINTED SEPARATELY FROM PACKET DOCUMENTS

**LAKE CONLEY MOBILE HOME PARK
CONDOMINIUM ASSOCIATION, INC.
2020 KAHALA DRIVE, HOLIDAY, FLORIDA 34691**

Seller information

As the unit owner/seller, it is your responsibility to follow the LAKE CONLEY MHP association procedures. The purchase packet which is to be provided to purchaser is available online at lakeconleymhp.org. The forms are to be printed, completely filled in and provided to Lake Conley MHP's Real Estate Representative for processing. If a realtor is involved with the sale, that person may take care of this for you. You may also retrieve a purchase packet from the office.

The seller must ensure that their unit is in compliance with Lake Conley documents and is without any outstanding violations.

Seller to provide to the buyer:

1. Clicker for gate entry (at least one) or pay \$35 at closing.
2. Key card for access to clubhouse and pool or pay at closing \$10.
3. Prospective (document/rules and regulations) or pay at closing \$35.
4. Lake Conley coupon payment book (if applicable).

A \$100.00 administrative sales fee will be assessed to the seller at closing.

Should you have any questions during the selling process, please contact me and I will be happy to assist.

Julie Phillips – cell: 703-220-9365
Real Estate Representative, Lake Conley MHP

**LAKE CONLEY MOBILE HOME PARK
CONDOMINIUM ASSOCIATION, INC.
2020 KAHALA DRIVE, HOLIDAY, FLORIDA 34691**

Buyer Information

Please review the instructions below to begin the purchasing process for a home in Lake Conley MHP.

1. Get the Lake Conley purchase packet. The seller may provide it, your realtor may provide it, or you can get the packet by going online to Lakeconleymhp.org. You will see a tab that says “Sale/Lease”, click on it, then click on “Purchase Packet”. Print off all the forms and fill in all the information.

- The first form needed is the Background Check. It must be fully completed and signed. The fee for the background check is \$75 for a single person; \$100 for a married couple. For Canadians, it’s \$75 per person per Providence. Provide a check in the appropriate amount made out to LAKE CONLEY MHP along with the completed Background Form.

2. While online you will see a tab that says Rules and Regulations. Please review them carefully so you become acquainted with the rules for Lake Conley. The rules do have limitations for pets, rentals, etc. Early review is beneficial.

3. Return the **completed packet of forms**, including a photocopy of your **Drivers License(s)**. Package should be addressed to Lake Conley MHP, 2020 Kahala Dr., Holiday, FL 34691, attention: Real Estate Representative.

4. Once the background check is completed and the closing date is set, we will schedule an interview to review all information and answer any questions or concerns. If you are locally available, we will do the interview in person, or if you’re out of state, we’ll arrange a phone interview.

If you need additional information, please contact me. Thank you.

Julie Phillips, cell: 703-220-9365
Lake Conley MHP real estate representative

**Lake Conley Mobile Home Park Condominium Association, Inc.
2020 Kahala Drive, Holiday, FL 34691**

PLEASE PRINT

**APPLICATION FOR PURCHASE APPROVAL
IN LAKE CONLEY MOBILE HOME PARK CONDOMINIUM ASSOCIATION, INC.**

I/We wish to purchase property currently owned by _____,
and located in Lake Conley Mobile Home Condominium Park, commonly described as:

Street Address: _____, Holiday, FL 34691 Lot # _____

Buyer's Name: (Last, First, middle.) Age DOB Ph. Cell <circle> Home

Buyer's Name: (Last, First, middle) Age DOB Ph. Cell <circle> Home

Buyer's (Address, City, State, Zip) # Years this address

E-Mail Address: _____

Total # of adults to occupy the Unit over 55 years of age? ____: # under 55 years of age? ____

Note: A background check and applicable fee is required for all Buyers and Occupants

Emergency Contacts (list 2):

Name _____ Cell # _____ Home # _____

Address: _____ Relationship _____

Name _____ Cell # _____ Home # _____

Address: _____ Relationship _____

ATTACH A COPY OF DRIVER'S LICENSE FOR EACH PURCHASER AND OCCUPANT

Pets: yes ___ No ___ Type of Pet: _____ Weight of Pet _____ Breed of Pet: _____

By signing this document Prospective Buyer(s) acknowledge that they understand that Lake Conley Condominium Association Inc. in addition to other requirements, allows **no more than one dog or one cat** not to exceed 25 pounds per unit and further that a copy of the current Rabies Vaccination Certificate must be provided to the Lake Conley office **prior** to moving a pet into Lake Conley Mobile Home Park. Violation of this policy could require that a pet not meeting these requirements be removed immediately and a fine assessed. (Initial _____ Date _____).

I/We have received and have reviewed, or will review prior to closing; the Lake Conley Declaration of Condominium Documents included in the Prospectus and the current Rules and Regulations, and Amendments to these Documents. (Initial _____ Date _____)

I/We understand that acceptance of a deed shall constitute an assumption of the provisions of the Association Documents, and an agreement to be bound by them, including any Amendments to these Documents that may be made from time to time. (Initial _____ Date _____)

I/We further acknowledge that owning property in a Condominium Association is regulated by the Association governing Documents and the Florida Statutes. 718.303 (3) Florida Statutes reads in part: "The Association may levy reasonable fines for the failure of the owner of the unit or its occupant, licensee, or invitee to comply with any provision of the declaration, the association bylaws or reasonable rules of the Association."(Initial _____ Date _____)

OCCUPANCY PRIOR TO BOARD APPROVAL IS PROHIBITED

Date: _____ Signature of Buyer: _____

Date: _____ Signature of Buyer: _____

Approximate closing date: _____

Certificate of Approval to be forwarded to:

Title Company: _____ Address: _____

Selling Agent: _____ Phone: _____

*****APPROVAL SECTION FOR OFFICE USE ONLY*****

___ Compli; ___ Cr/BaGr; ___ Census F; ___ Vote C; ___ Dr Lic; ___ If applicable, R-Cert

The Lake Conley Board of Directors hereby approves the above application for Purchase of the

Unit located at _____ Holiday, FL 34691 Lot # _____

By Purchaser (s) _____

Seller(s) _____

Pet approved: Yes ___ No ___ NA ___

For the Board of Directors:

_____/_____/_____
Lake Conley Real Estate Representative Date

Approval Section sent to _____ Date _____

CUSTOMER NUMBER 2325 - AMERI-TECH

PROPERTY / ASSOCIATION - _____

BACKGROUND INFORMATION FORM

DATE: _____

I / We _____, prospective
tenant(s) / buyer(s) for the property located at _____,

Managed By: _____ Owned By: _____

Hereby allow TENANT CHECK and or the property owner / manager to inquire into my / our credit file, criminal, and rental history as well as any other personal record, to obtain information for use in processing of this application. I / we understand that on my / our credit file it will appear the TENANT CHECK has made an inquiry. I / we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK now or in the future.

PLEASE PRINT CLEARLY

<u>INFORMATION:</u>		<u>SPOUSE / ROOMMATE:</u>	
SINGLE _____	MARRIED _____	SINGLE _____	MARRIED _____
SOCIAL SECURITY #: _____		SOCIAL SECURITY #: _____	
FULL NAME: _____		FULL NAME: _____	
DATE OF BIRTH: _____		DATE OF BIRTH: _____	
DRIVER LICENSE #: _____		DRIVER LICENSE #: _____	
CURRENT ADDRESS: _____		CURRENT ADDRESS: _____	
_____ HOW LONG? _____		_____ HOW LONG? _____	
LANDLORD & PHONE: _____		LANDLORD & PHONE: _____	
PREVIOUS ADDRESS: _____		PREVIOUS ADDRESS: _____	
_____ HOW LONG? _____		_____ HOW LONG? _____	
EMPLOYER: _____		EMPLOYER: _____	
OCCUPATION: _____		OCCUPATION: _____	
GROSS MONTHLY INCOME: _____		GROSS MONTHLY INCOME: _____	
LENGTH OF EMPLOYMENT: _____		LENGTH OF EMPLOYMENT: _____	
WORK PHONE NUMBER: _____		WORK PHONE NUMBER: _____	
HAVE YOU EVER BEEN ARRESTED? (CIRCLE ONE) YES NO		HAVE YOU EVER BEEN ARRESTED? (CIRCLE ONE) YES NO	
HAVE YOU EVER BEEN EVICTED? (CIRCLE ONE) YES NO		HAVE YOU EVER BEEN EVICTED? (CIRCLE ONE) YES NO	
SIGNATURE: _____		SIGNATURE: _____	
PHONE NUMBER: _____		PHONE NUMBER: _____	

TENANT CHECK HOURS OF OPERATION:
MONDAY - FRIDAY : 9:00 a.m. - 5:30 p.m.
SATURDAY : 11:00 a.m. - 4:00 p.m.
 ALL ORDERS RECEIVED AFTER 5:00 p.m. (3:30 p.m. on Sat.) WILL BE PROCESSED THE NEXT BUSINESS DAY

TENANT CHECK FAX #: (727) 942-6843

IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A SECOND APPLICATION FEE WILL BE CHARGED TO RE-PULL THE REPORT.

A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR REALTORS / PROPERTY MANAGERS / APARTMENT COMPLEXES / MOBILE HOME PARKS / CONDOMINIUM ASSOCIATIONS / EMPLOYERS

Lake Conley MHP Condominium Association, Inc.
AGE VERIFICATION CENSUS FORM

Pursuant to FEDERAL *REGULATIONS* a census must be
Certified every two years in order to
MAINTAIN LAKE CONLEY MHP 55 AND OLDER STATUS.

Lot Number _____

Address _____ Holiday, FL. 34691

Name of Person or Persons over fifty-five (55), residing in the unit:

Name of Person or Persons under fifty-five (55), residing in the unit:

_____ Age _____
_____ Age _____

Copy of an acceptable proof of age **MUST** accompany this form. (Driver's License(s),
****PLEASE ATTACH PROOF OF AGE TO THIS FORM****

SIGNATURE

DATE

**LAKE CONLEY MOBILE HOME PARK
CONDOMINIUM ASSOCIATION, INC.**

VOTING CERTIFICATE

CERTIFICATE APPOINTING THE UNIT VOTING REPRESENTATIVE

We, the undersigned, being **all** the owners of Unit # _____,
Unit Address _____ Holiday, Florida 34691
do hereby certify that the following named ONE of us is the authorized voter for the above designated unit, and shall remain
the ONE such designated voter until this certificate is revoked by subsequent certificate.

NAME OF AUTHORIZED VOTER (please print)

DATE THIS FORM COMPLETED

Select the category below which describes your form of ownership and sign in the appropriate places.

(a) We are all natural persons who are deeded owners of above described unit.

OWNER NAME (please print)

OWNER SIGNATURE

OWNER NAME (please print)

OWNER SIGNATURE

(b) I am a Member, Partner, Trustee, or Corporate Officer which is authorized to sign on behalf of the above
described unit.

NAME (please print)

TITLE

SIGNATURE

Lake Conley 2/17

NOTE: This document is not a proxy and should not be used as such.

SOCIAL CLUB INFORMATION

LOT # _____

NAME 1: _____

NAME 2: _____

ADDRESS: _____

TELEPHONE: _____ CELL PHONE: _____

BIRTHDAY 1: _____ BIRTHDAY 2: _____

WEDDING ANNIVERSARY: _____

HOME STATE: _____

IF SEASONAL RESIDENT:

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

2/20/17

Lake Conley Mobile Home Park
Condominium Association, Inc.
2020 Kahala Drive, Holiday, FL 34691

COMMONLY ASKED QUESTIONS

HOW IS LAKE CONLEY "RUN"?

By an elected **Board of Directors** who manage Lake Conley on a day to day basis and serve without compensation. Much of the work is done by **volunteers**. Major maintenance work of the "Common Areas" is contracted out by bid and only to insured, licensed and reputable local contractors with a lien waiver in the contract.

DOES LAKE CONLEY HAVE A PAID MANAGER?

Yes. A two year agreement with Ameri-Tech Community Management INC. presently exist with renewal options. Their duties are primarily Administrative, Information Technology, Clerical and Advisory.

IS LAKE CONLEY OBLIGATED TO ANY LONG TERM CONTRACTS?

No. The only contract we have for more than one year is stated above.

HOW IS MY MAINTENANCE FEE DETERMINED?

It is based on the budgeted expenses PLUS additions to the Reserve Accounts for the upcoming year. That figure is multiplied by your unit's percentage as shown in the Prospectus and divided by 12 months. There are 74 different rates in effect.

WHEN IS YOUR MONTHLY MAINTENANCE FEE DUE?

No statement is rendered for maintenance fees. Your monthly maintenance fee is **due on the 1st** of each month. However, you may prepay any number of months if you wish. If your payment is not received at the bank by the 15th of the month, the Condominium Documents provide for the addition of interest and penalties for late payments. **Electronic Fund Transfer is encouraged for payment of this fee.** This can easily be set up with your bank or credit union.

HOW MUCH IN TOTAL RESERVES DOES LAKE CONLEY HAVE?

On December 31, 20__ the total of all Reserves was \$ _____.
Our Budget for 20__ will add \$ _____ to that total.

IS THERE A SEPARATE FEE FOR THE USE OF THE POOL, SHUFFLEBOARD COURTS, CLUBHOUSE OR ANY RECREATIONAL AREAS?

No. Your monthly maintenance fee covers the use of **all** common areas.

WHAT ARE THE DETAILS ON THE RV LOT?

There are 60 spaces available for rent. There is a waiting list. One of the Directors has supervision of the lot. Annual payments only. Sub-leasing is not allowed. Refunds are given if RV lot is given up during the Calendar Year.

WHAT VOTING RIGHTS DO I/WE HAVE?

Each Unit is entitled to **ONE** vote. The "Designated Voter" form you filled out determines who that voter will be in multiple owner Units. It must be on file with the Association.

ARE THERE ANY RESTRICTIONS ON THE USE OF MY UNIT OR THE COMMON AREAS?

Yes. The Condominium Documents including the Park's Rules and Regulations provide certain restrictions and requirements.

PROSPECTIVE PURCHASER

A prospective purchaser **IS REQUIRED** to be approved by the Lake Conley MHPC Association. You are strongly encouraged to also refer to all references, exhibits hereto, the sales contract, and familiarize themselves with the Condominium Documents.

CAN I RENT OR LEASE MY UNIT?

Yes. Homes can be rented or leased only **once** a year (July 1 through June 30) and for **not** less than two months per year. A Unit **cannot** be use as a rental for 12 consecutive months following the date of transfer of title to a new owner. There is a \$50.00 USD processing fee paid to the Association for leasing your unit. The tenant or lessee must be 55 years old or older and is subject to compliance with Lake Conley Condominium Documents including the Rules and Regulations.

CAN I HAVE A PET IN LAKE CONLEY

Yes, effective January 15 2015* pet owners are permitted **one** dog or **one** cat in their Unit not to exceed 25 pounds. The pet is also subject to additional Lake Conley Rules and Regulations and Pasco County Codes and Ordinances.

DOES LAKE CONLEY HAVE BOAT ACCESS TO THE LAKE

Yes, Lake Conley has their own Boat Ramp and fishing pier for resident use only

LAKE CONLEY MOBILE HOME PARK CONDOMINIUM ASSOCIATION, INC.

Please Return to Ameri-Tech Community Management, Inc.

24701 US Hwy 19 N, Suite 102, Clearwater, FL. 33763

E-mail: dbringe@ameritechmail.com – 727-726-8000 Ext 235

EMERGENCY CONTACT INFORMATION FOR OWNER OR TENANT

PROPERTY ADDRESS _____ UNIT _____

Please complete the form below by PRINTING the requested information, sign, date and either hand deliver to the Lake Conley Office, or mail, or scan and email to Ameri-Tech Community Management c/o Dawn Bringe.

Homeowner(s) Name(s) _____

Resident Address _____

Mailing Address (if different) _____

Home Phone # _____ Cell # _____

Email _____

Alternate Address (if seasonal) _____

Nearest contact with a key to your residence (in case of emergency)

Name _____ Phone # _____

Mailing Address _____

Nearest Relative (in case of emergency)

Name _____ Phone # _____

Mailing Address _____

Tenant(s) if applicable

Home Phone # _____ Cell # _____

Email _____

Number of persons occupying unit _____

Number of Dogs _____ Number of Cats _____

Vehicle Make _____ Model _____

Breed _____ Color _____ Lic # _____

Vehicle Year _____ Color _____ Tag # _____

Breed _____ Color _____ Lic # _____

Golf Cart Yes/No _____ (Must provide proof of insurance)

Comments _____

PLEASE SIGN AND DATE BELOW:

Owner Signature

Date

Co-Owner Signature (if applicable)

Date



I give permission to share my personal information (phone numbers, email & address) with other Lake Conley Mobile Park Condominium Association, Inc. owners.