

## **LAKE CONLEY PURCHASE PACKET CHECKLIST**

REAL ESTATE INSTRUCTIONS FOR THE SELLER

REAL ESTATE INSTRUCTIONS FOR THE BUYER

REQUEST FOR APPROVAL TO PURCHASE FORMS

BACKGROUND/CREDIT CHECK FORM

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](http://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**

### INFORMATION:

SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DRIVER LICENSE #: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

HOW LONG? \_\_\_\_\_

LANDLORD & PHONE: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

HOW LONG? \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

GROSS MONTHLY INCOME: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

HAVE YOU EVER BEEN ARRESTED?  
(CIRCLE ONE) YES NO

HAVE YOU EVER BEEN EVICTED?  
(CIRCLE ONE) YES NO

SIGNATURE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

### SPOUSE / ROOMMATE:

SINGLE \_\_\_\_\_ MARRIED \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

DRIVER LICENSE #: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

HOW LONG? \_\_\_\_\_

LANDLORD & PHONE: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

HOW LONG? \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

GROSS MONTHLY INCOME: \_\_\_\_\_

LENGTH OF EMPLOYMENT: \_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_

HAVE YOU EVER BEEN ARRESTED?  
(CIRCLE ONE) YES NO

HAVE YOU EVER BEEN EVICTED?  
(CIRCLE ONE) YES NO

SIGNATURE: \_\_\_\_\_

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.*



**LAKE CONLEY MOBILE HOME PARK  
CONDO ASSOCIATION, INC.  
2020 Kahala Drive, Holiday, FL 34691  
INFORMATION SHEET-SOCIAL CLUB**

**PLEASE PRINT CLEARLY**

Name 1: \_\_\_\_\_ Name 2: \_\_\_\_\_  
Owner/Renter (circle one) Owner/Renter (circle one)

Relationship of Owner/Renter 2 to Owner/Renter 1  
(i.e., spouse, partner, sibling, daughter, etc.): \_\_\_\_\_

Address: \_\_\_\_\_ Lot # \_\_\_\_\_

Phone(s): Home: (\_\_\_\_) \_\_\_\_\_ Cell 1: (\_\_\_\_) \_\_\_\_\_ Cell 2: (\_\_\_\_) \_\_\_\_\_

Birthday 1: \_\_\_\_\_ Birthday 2: \_\_\_\_\_

Wedding Anniversary: \_\_\_\_\_ (if applicable)

Home State(s): 1: \_\_\_\_\_ 2: \_\_\_\_\_

Lake Conley Residency: Year-Round or Seasonal (circle one)

If Seasonal Resident(s):

Northern Address 1: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone(s) Land: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Northern Address 2: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone(s): Land: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Expected move-in date (if year-round): \_\_\_\_\_

Seasonal: Anticipated arrival date: \_\_\_\_\_

Anticipated departure date: \_\_\_\_\_

\_\_\_\_\_  
Submitted By

\_\_\_\_\_  
Date

For office use only:

Rev. 7/6/22

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

C: 1-Newsletter 2-Office

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 1<sup>st</sup>** 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 used 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: [dlmcs@ameritechmail.com](mailto:dlmcs@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.

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