



Condominium

BUYER APPLICATION PACKET

ONCE THE OWNER HAS COMPLETED THE INTENT TO SELL FORM AND SUBMITTED THE \$50.00 APPLICATION FEE,
THE FOLLOWING PACKAGE WILL BE SENT TO THE BUYER TO COMPLETE
(MAY ALSO BE PICKED UP)

- SCREENING PROCESS FOR REVIEW-TO BE SIGNED AT INTERVIEW
- FREQUENTLY ASKED QUESTIONS
- AUTHORIZATION TO RELEASE INFORMATION
- ACKNOWLEDGEMENT OF RULES & REGULATIONS
- AFFIDAVIT OF COMPLIANCE AGE 55
- OWNER EMERGENCY INFORMATION
- PET PERMISSION
- VEHICLE INFORMATION
- VOTING CERTIFICATE
- BACKGROUND SCREENING FORM
- PROVIDE LEGIBLE COPY OF DRIVER'S LICENSE
- SCHEDULE INTERVIEW – CONTACT OFFICE: 352-726-9117



Enclosed are several documents, all of which you must complete and return to us before we can schedule an interview with you, and before the sale will be approved.

Some of these documents are required by State Statutes.

- Make sure the owner gives you their copy of the By-laws and the Rules and Regulations, and you are to bring them to the interview with you so we can confirm that you have an up-to-date copy.
- If the owner does not have a copy of the By-laws, you may purchase a copy from our office for \$25.00, which you will have to do ahead of time, since you will need to read them prior to the interview.
- We strongly urge that you do read the By-laws and Rules & Regulations prior to signing a sales contract.
Bring Driver's license or Photo ID as proof of your age.
- Make sure you get, the Unit keys, Laundry room key, mailbox key, and clubhouse key from the owner. (We do not provide these.)
- If you change the locks after the sale, you are required to provide the office with a set of keys to your unit for emergency use.

Sincerely,

Board of Directors



SCREENING INFORMATION: Please read carefully and initial.

- _____ 1. Provide proof of age - driver's license, birth certificate, etc.
- _____ 2. Did the owner give you a copy of our By-laws? You can purchase a copy of the By-laws in the office for \$25.00. They must also give you a key to the mailbox, key to the laundry room, and a key to the clubhouse.
- _____ 3. Do you have a pet? We must have a pet form that has to be signed by you about your pets. You are allowed one (1) pet per unit and a dog cannot be over 20 pounds, and in the small dog classification. You must clean up after your pet, pick up the droppings and put them in the dumpsters. **ONLY USE THE PET WALKS TO WALK YOUR PET.** If you have company, let them know about our rules and we expect them to abide by our rules. Your dog must be on a leash at all times when you have them outside.
- _____ 4. How many people will be living in your unit? Will you be a permanent resident or part-time? We must have an address and phone number to reach you while you are not here. For security, please inform the board when you are leaving and when you plan to return. Please inform the board when you have a guest that will be staying more than 24 hours so that we know the car in the visitor's parking space is legal, as we do have towing for unauthorized vehicles. No children under 18 years of age can stay in the condo overnight without an adult in attendance. Children under 18 years of age must be accompanied by an adult when using any recreational facilities. Children under 12 years of age are not to use the pool table. Children are to be supervised at all times. The clubhouse and pool are not open to the public. You must leave a key in the key box here in the office. If we need to get into your unit for an emergency and we have no key or you have not left a key with a neighbor, we will have to break the door to fix the problem. We do not enter your unit unless we have two Board Members, or a Board member and a maintenance man with us. Only the Board and authorized office personnel has a key to the key box in the office.
- _____ 5. The maintenance fee is due on the 1st of each month. You have a grace period until the 10th of the month; on the 11th of the month there will be a \$25.00 late fee from Inverness Village. The maintenance fee includes cable, water, sewer, and garbage. Maintenance fees are mailed to:

Inverness Village Condominium Association will be sending out coupon payment books.

SCREENING INFORMATION CONTINUED: Please read carefully and initial.

- _____ 6. You will be given one parking spot. If you have two cars, one will have to be parked in the overflow parking. A tag will be furnished for you to put on the right side back bumper. Please follow this rule as it is easier for us to spot if all tags are in the same area. Do not back in the park space as the sticker cannot be seen. Please do not park in the guest spots. These spots are for our guests ONLY. We do have towing for parking violations. There is a car wash at the overflow parking area for your convenience.
- _____ 7. Your Rules & Regulations are on the Inverness Village Condominium website. Please read your Rules & Regulations as they will be part of the interview process. If you care to enclose your back porch, it must conform to the rest of the buildings. You also must get the approval of the Board.
- _____ 8. Shoes, sandals, or some kind of footwear, body coverings such as robes, over blouses, shirts, etc. must be worn over swimsuits when going to and from the units to the pool. You swim at your own risk; you are responsible for your family when they use the pool. No swim rings, ball and etc. in the pool area. Arm bands are permitted. No babies in the pool.
- _____ 9. No lounging in the grassy area — only at the pool. No clothes hanging on the banister or porch, so your neighbor has to look at it. Nothing in the entrance ways, no changes to the exterior of the condo. Your property starts at your front and back door, everything outside belongs to the association.
- _____ 10. Insurance on your condo is your responsibility. Owner is liable for all repairs inside, from porch screens on in. Condo association is liable for roofs, roads, and all outside.
- _____ 11. NO BARBECUING IN THE CONDOS. You can barbecue by the Clubhouse and by the Office/Pool area. Grills and propane gas are furnished. YOU MUST CLEAN THE GRILLS UP AFTER YOU BARBECUE. These are furnished for your convenience so please take care of them.
- _____ 12. Inverness Villages Condominium's common areas are NO SMOKING. If you wish to smoke while out within the complex, there are two designated areas – one by the office at the pool and one by the clubhouse.
- _____ 13. Call Office to schedule your interview: 352-726-9117



FREQUENTLY ASKED QUESTIONS AND ANSWER SHEET

INVERNESS VILLAGE CONDOMINIUM ASSOCIATION, INC. AS OF JANUARY 1, 2014

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

A: The owners of each apartment shall be entitled to only one vote for each apartment owned by them. REFER TO SECTIONS 8.4 AND 8.5 OF THE DECLARATION

Q: What restrictions exist in the condominium documents exist on my right to use my unit?

A: Residence is restricted to households occupied by at least one person 55 years of age or older. Children under 18 years of age are not allowed. No person shall occupy an apartment who has not been approved in advance by the Board, except persons who are owner's temporary guests. Temporary guests who will occupy an apartment more than (30) days or in the absence of an owner must be approved in advance by the Board. SEE SECTION 10.3 OF THE DECLARATION (AS AMENDED).

Q: What restrictions exist in the condominium document on the leasing of my unit?

A: No apartment owner may dispose of an apartment or any interest therein by sale or lease

without approval of the Board of Directors. The Association shall have the authority to prescribe or limit the number of times an apartment may be rented and/or the minimum and maximum duration of rentals. The association may require a standard form of lease. REFER TO ARTICLE XI OF THE DECLARATION FOR RESTRICTIONS ON THE SALE AND LEASING OF UNITS.

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

A: Monthly assessments are due the first day of each month and are payable in the amount of \$500.00 per month.

Q: Do I have to be a member in any other association?

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 which it may face liability in excess of \$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 SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.



AUTHORIZATION TO RELEASE INFORMATION

THIS SECTION TO BE COMPLETED BY PURCHASER
THE BOARD WILL NOT ACCEPT PARTIALLY COMPLETED FORMS

I (We) intend to purchase unit
number/address: _____

I (We) are aware that any falsification or misrepresentation of the information contained herein will result in an automatic rejection of this application.

I (We) acknowledge and understand that the property offered for sale is governed by deed restrictions and Rules and Regulations, which are applicable to both the Unit and the Common Property, and which may be amended from time to time by the Association named above. I (We) agree to abide by such deed restrictions and rules and regulations. I/We are purchasing this property with the intent to: (Check one)

- ☐ Reside as owners on a full-time basis
☐ Reside as owners on a part-time basis
☐ Lease the property

I (We) acknowledge that a credit check and/or background check may be performed as part of the application process.
I (We) consent that you make further inquiry concerning this application, particularly of the references given below.

PURCHASER (1): _____

OCCUPATION: _____

EMPLOYER: _____

HOW LONG?: _____ PHONE NUMBER: _____

PURCHASER (2): _____

EMPLOYER: _____

HOW LONG?: _____ PHONE NUMBER: _____

CURRENT HOME
ADDRESS: _____

HOW LONG?: _____ PHONE NUMBER: _____

NAME AND ADDRESS OF PRESENT LANDLORD OR MORTGAGE COMPANY: _____

MONTHLY MORTGAGE OR RENTAL PAYMENT \$ _____

CLOSING INFORMATION:

SCHEDULED DATE OF CLOSING: _____

NAME OF CLOSING AGENT: _____ PHONE: _____

NAME OF REAL ESTATE AGENT: _____ PHONE: _____

Dated this _____ day of _____ 20 _____

SIGNED: _____

PURCHASER (1)

SIGNED: _____

PURCHASER(2)

This Section for Association Use Only

Interview Date: _____

Processing Fee Received \$ _____ Sales Contract Attached: _____ Y _____ N

Approved: _____ Disapproved: _____ Date: _____

Board Signature: _____ Title: _____

Notes: _____



AFFIDAVIT OF COMPLIANCE

I/We the undersigned homeowner(s) of record understand and agree that Inverness Village Condominium is intended to remain an ADULT COMMUNITY with facilities and programs designed for residents age 55 and older. I/We agree that no action will be taken which might nullify or adversely affect the community's adult status. I/We agree to impose these same conditions and agreement on any and all successors, transferees, or assignees in title and any current or future tenants.

This Federal law makes it illegal for a community to discriminate against families with children unless some specific guidelines are followed.

The Federal guidelines established for maintaining Inverness Village Condominium as an ADULT COMMUNITY requires certain information be compiled and periodically updated. To that end, Homeowners are requested to supply copies of reliable documentation of all ages of all residents and to sign this affidavit certifying the supplied information is accurate. Said documentation may be Birth Certificate, Driver's License, Passport, Immigration Card, Military I.D., or any other comparable International, National, State, or Local Official Document containing a birth date.

In order that the guidelines may be followed to establish and maintain the development as an all-adult community in which all permanent residents must be 18 years of age or older the following information and agreement must be completed by each owner.

Property Address: _____

Resident Names

Birth Date

I hereby certify that I am age 18 or older and the forgoing information is correct.

Homeowner's Signature

Homeowner's Signature



Condominium

ACKNOWLEDGEMENT OF RULES AND REGULATIONS

I, _____, on this date, _____,
as owner, acknowledge that I have read and understand the Inverness Village
Condominium Association RULES AND REGULATIONS and agree to abide by them.

Purchaser Signature(1) : _____

Witness: _____

Witness: _____

I, _____, on this date, _____,

as co-owner, acknowledge that I have read and understand the Inverness Village
Condominium Association RULES AND REGULATIONS and agree to abide by them.

Purchaser Signature(2) : _____

Witness: _____

Witness: _____



Condominium

EMERGENCY CONTACTS

PLEASE SUPPLY US WITH THE FOLLOWING INFORMATION THAT WILL BE USED IN AN EMERGENCY TO NOTIFY YOUR CONTACTS:

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____



Condominium

PET AGREEMENT

To the Board of Directors:

As a purchaser of a condominium unit in Inverness Village, I request permission to bring upon the condominium property, and to keep within the purchased condominium unit, a pet which is described as follows:

Generic Species (Cat, Dog, etc.): _____

Specific Breed/Type, etc.: _____

Pet's Name: _____ Sex: _____ Other identifying markings: _____

In requesting this permission, I understand it is subject to all of the following provisions, and which provisions I fully understand and by which I agree to be fully bound.

1. The pet described is the only pet for which such permission is requested (or may be granted) and that, at any time, through any circumstances, I no longer own said pet, this agreement will terminate. NOTE: New owners or tenant shall be limited to one dog or cat 20 pounds or less per house. If present owner or tenant has more than one, when one dies or otherwise, it cannot be replaced.
2. If granted this permission, I will consistently and diligently discipline and supervise said pet in such a manner as to prevent its becoming, in any way whatsoever, objectionable to or a nuisance or offense to others.
3. Said pet shall never be allowed to freely roam from condominium premises outside said purchased condominium parcel, nor upon any condominium property unless leashed and in the company of an individual willing and able to fully control it, and that in matters of its exercise and relief it shall at all times be under prudent control.
4. I accept full responsibility for any damage or for any tank of maintenance occasioned by the actions or the presence of said pet.
5. This permission, if granted, is conditional upon the owner of the pet complying with the Rules and Regulations of the association concerning pets at all times. Permission may be canceled by a majority of the Board of Directors of Inverness Village Condo. Upon my receipt of notice of such cancellation of permission, I shall promptly and permanently and without recourse, remove said pet from the purchased condominium and from the condominium premises, and it shall thenceforth be neither returned nor replaced.

Permission granted by: _____ Date: _____
(Board of Directors)

Purchaser(1): _____ Date: _____

Purchaser(2): _____ Date: _____



Condominium

VEHICLE INFORMATION

MAKE OF VEHICLE: _____

YEAR: _____

MODEL OF VEHICLE: _____

COLOR OF VEHICLE: _____

TAG NUMBER: _____

STATE OF LICENSE TAG: _____

BUILDING #: _____ UNIT #: _____ NAME: _____

VEHICLE INFORMATION

MAKE OF VEHICLE: _____

YEAR: _____

MODEL OF VEHICLE: _____

COLOR OF VEHICLE: _____

TAG NUMBER: _____

STATE OF LICENSE TAG: _____

BUILDING #: _____ UNIT #: _____ NAME: _____



VOTER'S CERTIFICATE

TO: SECRETARY

INVERNESS VILLAGE CONDOMINIUM ASSOCIATION
2400 FOREST DRIVE
INVERNESS, FL 34453

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned is the record owner of that certain condominium unit in Inverness Village Condominium, a Condominium, shown below, and hereby constitutes, appoints, and designates

as the voting representative for the condominium unit owned by said undersigned pursuant to the By-Laws of the Association.

The afore named voting representative is hereby authorized and empowered to act in the capacity herein set forth until such time as the undersigned otherwise modifies or revokes the authority set forth in this voting certificate.

Dated this _____ day of _____, 20_____.

Unit Owner: _____

Unit Number: _____



REQUEST FOR BACKGROUND CHECK

Please review the Information and Interview Procedures enclosed with this request because a personal interview and background screenings are required on all new Owners before closing can take place. A copy of this page of the Buyer's Agreement is required to be submitted along with this application. Also please remit a \$25.00/adult completing the application and/or intending to occupy the property. Other criteria in the Rules also apply so please read them fully. A copy of each adult's photo ID is required.

PLEASE PRINT LEGIBLY

Approval Request Date: _____

For identification purposes:

Occupant #1: _____

Social Security No.: _____ Date of Birth: _____

Driver's License No.: _____ State Issued: _____

Occupant #2: _____

Social Security No.: _____ Date of Birth: _____

Driver's License No.: _____ State Issued: _____

**PERMISSION FOR INVERNESS VILLAGE TO USE YOUR EMAIL
ADDRESS TO CONTACT YOU FOR THE FOLLOWING PURPOSES:**

1. Sending you a link so that you may join in by ZOOM to Board meetings, when available.
2. Sending newsletters and other resident information.
3. Contacting you about some other matter of importance.

Note* Some condominium association documents are required by statute to be mailed out by the U.S. Postal Service. That will continue, as usual.

By providing your email address and unit number below and signing your name, you are granting Inverness Village Condominium Association permission to send you information, as described above. Your email address will be kept in the Inverness Village office and will not be shared with anyone. If you have questions, please contact Carmen in the office at (352) 726-9117.

NAME (Print)-----

UNIT #-----

EMAIL ADDRESS-----

SIGN YOUR NAME-----