

Lee Plantation Property Owners Association, Inc.

c/o SANDCASTLE PROPERTY MANAGEMENT

16266 SAN CARLOS BLVD, SUITE 10

FORT MYERS, FL 33908

Matt@SandcastlePMB.com www.SandcastlePMB.com

239-466-3330

APPLICATION TO PURCHASE/TRANSFER OWNERSHIP AMONG FAMILY

THIS FORM MUST BE SUBMITTED TO THE MANAGEMENT COMPANY AT LEAST THIRTY (30) DAYS PRIOR TO PURCHASE TO ALLOW FOR PROCESSING TIME. **APPROVAL MUST BE RECEIVED PRIOR TO CLOSING.**

I (We) hereby apply to purchase () or transfer ownership () :

Property address: _____

New Owner(s):

Name		
Address		
Phone		
Email Address		

Name of Real Estate Agency: _____ Name of Real Estate Agent: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone: _____ Email address: _____

THE FOLLOWING ITEMS MUST BE SUBMITTED TO SANDCASTLE PROPERTY MANAGEMENT FOR PROCESSING:

1. Copy of driver's license, state ID, or passport
2. \$100 non-refundable processing fee payable to Sandcastle Property Management, Inc. (not required for transfer ownership among family)
3. Background check fee of \$75 per adult payable to Sandcastle Property Management, Inc.
4. \$50 check payable to Lee Plantation for Owner Name Plate and Governing Documents

PLEASE MAIL OR DELIVER ALL FORMS TO:

Lee Plantation Property Owners Association, Inc.

c/o SANDCASTLE PROPERTY MANAGEMENT, LLC

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Please provide the following information for those who will be occupying the unit on a regular basis.

Name: _____ Relationship: _____
DOB: _____ SS#: _____

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DOB: _____ SS#: _____

Vehicles: NO COMMERCIAL VEHICLES PERMITTED

Make: _____ Model: _____ Color: _____
Year: _____ Tag#: _____ State: _____

Make: _____ Model: _____ Color: _____
Year: _____ Tag#: _____ State: _____

Emergency Contact Information:

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Pet Information:

Name: _____ Breed: _____ Age: _____ Weight: _____ lbs.

I (We) am aware of and agree to abide by the Rules and Regulations of the Lee Plantation Property Owners Association and any and all property promulgated documents. I understand that it is my (our) responsibility to read and abide by these documents as well as keeping well informed of any amendments and/or revisions to these documents. The Association will make efforts to inform all owners of updates by group email distribution and its website (Leeplantation.com).

My (our) signature(s) below affirm that I (we) have reviewed the current electronic copy of the Lee Plantation Rules and Regulations, Declaration of Protective Covenants, Bylaws, and Articles of Incorporation which can be downloaded from the Lee Plantation web site (Leeplantation.com) in the section titled "Important Information for Prospective New Owners". I (we) understand that a paper copy of the current Rules and Regulations, Declaration of Protective Covenants, Bylaws, and Articles of Incorporation will be mailed to the address I (we) request once the management company receives verification the property sale/transfer of ownership is complete and the requested demographic information is returned to the management company.

In addition, my (our) signature(s) below give permission for my (our) address(es) to be added to the Lee Plantation group email distribution list in order to receive updates regarding community information. I (we) understand that it is the owner's responsibility to keep Lee Plantation updated of any change in email address(es).

Further, I (we) understand that I (we) am/are purchasing/transferring ownership of property in a Homeowner's Association governed by FL Statute 720.

By signing, the applicant(s) recognizes that Lee Plantation Property Owner's Association Inc., or its agent, Sandcastle Property Management may obtain and verify a consumer credit report along with an investigation of my (our) background which may include information regarding my character, banking history, present and prior residential history, and past and present employment history. I (We) agree to indemnify and hold harmless Lee Plantation Property Owners Association, Sandcastle Property Management and its employees, officers and director affiliates, sub-contractors and agents from any loss, expense, or damage which may result directly or indirectly from information or reports furnished by Sandcastle Property Management. As required by law, this information is kept strictly confidential.

New Owner Signature: _____ Date: ____/____/____

New Owner Signature: _____ Date: ____/____/____