

Ibis Point Homeowners Association, Inc.



3171 SE Dominica Terrace | Stuart, FL 34997

T: 772-219-4474 | F: 772-219-4746

SALE APPLICATION INSTRUCTIONS

The following items must be completed and/or submitted to Signature Property Management:

- Copy of Fully Executed Sales/Purchase Contract
- Sales Application to be completed in full
- Acknowledgement of Covenants & Deed Restrictions must be reviewed and signed
- Copy of Driver License(s)
- A non-refundable application fee of \$100.00 made payable to ***Ibis Point HOA, Inc.***
- A non-refundable processing fee of \$125.00 made payable to ***Signature Property Management***

An interview is required prior to issuance of a Certificate of Approval for Sale. The Association's Representative will contact you directly to schedule the date/time for the interview.

****New owners are prohibited from leasing the Parcel during the first two (2) years of ownership****

****Working Fund Contribution per Ibis Point Declarations Section 6.12 will be collected at closing****

NOTE: All applications must be submitted in full. If not, this will delay the approval process. Applications take a minimum of **10 business days for processing**. Please submit your application to us in a timely manner to avoid a delay. ***A Sale is not approved until a Certificate of Approval has been issued.***

Submit the entire package to:

Ibis Point Homeowners Association, Inc.
c/o Signature Property Management
3171 SE Dominica Terrace
Stuart, FL 34997

Applications will not be accepted via fax or email. If an application is submitted incomplete, it will not be accepted or processed until all the required information and fees are received.

Updated: 12/19/2022

Ibis Point Homeowners Association, Inc.



3171 SE Dominica Terrace | Stuart, FL 34997

T: 772-219-4474 | F: 772-219-4746

CHECKLIST FOR SALE APPLICATION – Please Print

Property Address: _____

Closing Date: _____

General Submission requirements:

- ☐ Completed Sales Application
- ☐ Fully executed Sales/Purchase Contract
- ☐ Acknowledgement of Covenants & Deed Restrictions must be reviewed and signed
- ☐ A non-refundable application fee of \$100.00 made payable to ***Ibis Point HOA, Inc.***
- ☐ A non-refundable processing fee of \$125.00 made payable to ***Signature Property Management***
- ☐ Copy of Driver License(s)
- ☐ Title Company Information:
 - Company Name: _____
 - Address: _____
 - Contact #: _____
 - Email: _____
- ☐ Owners Realtor Information:
 - Company Name: _____
 - Address: _____
 - Contact #: _____
 - Email: _____
- ☐ Buyers Realtor Information:
 - Company Name: _____
 - Address: _____
 - Contact #: _____
 - Email: _____
- ☐ Certificate of Approval for delivery options: (Mark "X" by delivery option)
 - _____ Email Copy to Realtors
 - _____ Email Copy to Owner

I/We certify that the information requested above and contained in this application are attached, true and correct. I understand that any falsification, misrepresentation, or omission is grounds for refusal to approve this sale application.

Applicant Signature

Co-Applicant Signature

Ibis Point Homeowners Association, Inc.



3171 SE Dominica Terrace | Stuart, FL 34997

T: 772-219-4474 | F: 772-219-4746

SALE APPLICATION – *Please Print*

PROPERTY ADDRESS: _____

CLOSING DATE: _____

CURRENT HOMEOWNER INFORMATION (SELLER): *(all information must be printed and legible)*

Name of Owner: _____

Address of Owner: _____

Owner Phone Number: _____ Email: _____

APPLICANT(S) INFORMATION (BUYER):

Applicant Name: _____

Member of the United States Armed Forces on Active Duty or State Active Duty or member of the Florida National Guard and United States Reserve Forces _____ YES _____ NO (COPY OF ID REQUIRED)

Applicant Present Phone Number: _____ Cell: _____

Applicant Present Address: _____

*Applicant Email Address: _____

Co-Applicant Name: (Listed on Contract) _____

Co-Applicant Present Phone Number: _____ Cell: _____

Co-Applicant Present Address: _____

*Co-Applicant Email Address: _____

****BY PROVIDING YOUR EMAIL ADDRESS, YOU AUTHORIZE THE MANAGEMENT COMPANY
TO COMMUNICATE VIA EMAIL REGARDING ASSOCIATION BUSINESS****

Occupant(s) other than the applicants:

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Ibis Point Homeowners Association, Inc.



3171 SE Dominica Terrace | Stuart, FL 34997

T: 772-219-4474 | F: 772-219-4746

VEHICLE REGISTRATION FORM

LICENSE DRIVERS: *(To be residing in the Community)*

Name: _____ License #: _____ State: _____

Name: _____ License #: _____ State: _____

Name: _____ License #: _____ State: _____

Name: _____ License #: _____ State: _____

DESCRIPTION OF VEHICLE(S):

Vehicle #1

Vehicle #2

Make: _____

Make: _____

Model: _____

Model: _____

Year: _____

Year: _____

Color: _____

Color: _____

Tag #: _____

Tag #: _____

State: _____

State: _____

Vehicle #1 registered to: _____

Vehicle #2 registered to: _____

(If you have additional vehicles, please attach a separate page.)

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Ibis Point Homeowners Association, Inc.



3171 SE Dominica Terrace | Stuart, FL 34997

T: 772-219-4474 | F: 772-219-4746

PET REGISTRATION FORM

Limit two (2) pets only.

No exotic pets are allowed.

No pets shall be kept, bred or maintained for any commercial purpose.

All pets shall be kept on a leash under the control of a responsible person at all times when the pet is outside of a dwelling. At no time shall a pet be allowed to enter upon any parcel other than the parcel on which the pet is kept.

The pet owner shall be responsible at all times for cleaning up and removing all excrement after a pet relieves itself while on the Property and appropriately disposing of said excrement using the sanitary containers on said Owner's parcel.

The Board of Directors of the Association or Master Association shall have the right to order the removal of any pet which is considered a nuisance, in the board's sole discretion.

PET(S): YES _____ NO _____

<u>Name</u>	<u>Age</u>	<u>Color</u>	<u>Weight</u>	<u>Breed</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Ibis Point Homeowners Association, Inc.



3171 SE Dominica Terrace | Stuart, FL 34997

T: 772-219-4474 | F: 772-219-4746

EMERGENCY CONTACTS:

1. In case of Emergency notify: _____

Address: _____ Phone: () _____

2. In case of Emergency notify: _____

Address: _____ Phone: () _____

Acknowledgement of Association Rules & Regulations & Governing Documents

BUYER(S) ACKNOWLEDGE AND AGREE TO THE FOLLOWING:

I/we have received from the Property Owner a copy of all the deeded Documents, Rules and Regulations as amended, or as may be promulgated hereafter by the Board of Directors. I/we understand that I/we are moving into a deed restricted community. I/we have read, understand, and agree to abide by said Documents, Rules, and Regulations of Ibis Point Homeowners Association, Inc.

Applicant: _____ **Co-Applicant:** _____
(Signature) (Signature)

Applicant: _____ **Co-Applicant:** _____
(Print Name) (Print Name)

Date: ____/____/____

Date: ____/____/____