

Tequesta Garden Condominium Association, Inc.

"We're retired from working, but are working at having fun"

CONDOMINIUM SALES PROCEDURE

Tequesta Garden Condominium Association office needs:

1) A copy of the sales contract

2) These documents:

- * SALES APPLICATION and a ^{\$}150 TRANSFER FEE (includes Background Check cost) payable to Tequesta Garden Condominium Association.
- * BACKGROUND CHECK AUTHORIZATION FORM
- * FAIR HOUSING
- * ACKNOWLEDGEMENT OF RECEIPT OF CONDOMINIUM DOCUMENTS (OFFICIAL TGC ASSOCIATION DOCUMENTS AND AMENDMENTS are provided by the Seller, if unavailable, they will be provided by the Association at a \$50 charge to the Seller).
- * ACKNOWLEDGEMENT OF RECEIPT OF THE RULES AND REGULATIONS
- * INSURANCE REQUIREMENT NOTICE
- * VOTING REPRESENTATIVE FORM (needed only for a Trust)
- * EMERGENCY CONTACT INFORMATION AND DIRECTORY PERMISSION

3) UPON RECEIPT OF THE SALES CONTRACT AND THE ABOVE DOCUMENTS, AN INTERVIEW IS SCHEDULED WITH THE PROSPECTIVE BUYER(S), THE UNIT'S BUILDING REPRESENTATIVE AND A BOARD MEMBER.

TITLE COMPANY ESTOPPEL IS ISSUED, FEE \$275
PAID PRIOR TO THE CLOSING
CERTIFICATE OF APPROVAL IS ISSUED (FAXED AND MAILED TO THE TITLE COMPANY)

POST CLOSING:

A COPY OF THE WARRANTY DEED IS FILED IN THE OFFICE