



## **Cedar Pointe Village Eight Association, Inc**

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### **IMPORTANT INFORMATION FOR APPROVAL OF SALE OR RENTAL**

1. The Association rules and regulations require the Board of Directors to approve both the sale of the unit and the prospective owner as well as a tenant who is leasing. Occupancy prior to written approval of the Association is prohibited and is grounds for the denial of the sale or lease.
2. Time frames. Once the Office receives all the completed paperwork from both the seller and buyer it will take 7-10 days for the Board and Interview committee to process the request and schedule an interview date. The Office will notify the buyer/renter of the time and date of the interview. After the interview there will be an additional 7-10 days for Board approval and a Certificate of Approval to be issued to the closing agent. Do not schedule the closing date until at least 7 days after the interview. The Association will do it's best to accommodate the seller, prospective owner and tenants but it is impossible to make exceptions in every instance. Consequently, no exceptions will be made.
  - A. Procedure for approval of Sale/Rental (All forms and documents are available on the Village 8 website-[www.cpvillage8.com](http://www.cpvillage8.com)).
    1. Obtain, complete and return the "Owner's Intent Form" to the Office.
    2. Prospective buyers/renters must complete and sign the "Request for Approval Form". Incomplete forms are not acceptable.
    3. The completed forms must be accompanied with a copy of the lease or sales agreement and a processing check (made payable to Cedar Pointe Village 8) for \$100 which is non-refundable. A copy of the ID of the buyer(s)/renter(s) and all residents must be provided. In addition, a "Certification Form" attesting to adhere to the Associations governing documents must be signed by all residents and received by the Board prior to the interview.  
**NOTE: Recent changes to "parking" and see new parking supplement to "Certification form".**
    4. The Interview Committee will review forms for completion and, if necessary, contact the owner for missing information. A background and reference check will be conducted.

5. Buyers/Renters MUST appear in person before the Interview Committee and a recommendation made to the Board of Directors.
  6. Interviews are held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month at 10 A.M.
- B. The Board of Directors does not consider a "Request for Approval" for sale or rental to be complete until All the requirements have been met. After the interview a recommendation will be made to the Board of Directors. Approval or disapproval shall be made within the next 10 working days.
- C. After Board approval a Certificate of Approval is issued and the closing may occur.
- D. Following closing you must provide the Cedar Pointe Village 8 Office with a copy of the Warranty Deed to become a member of the Association.

_____ PROSPECTIVE BUYER	_____ DATE
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_____ REALTOR OR SALES AGENT	_____ DATE