



Cedar Pointe Village Eight Association, Inc

2929 SE Ocean Boulevard • Stuart FL 34996 • 772-287-3253 • Fax 772-781-1533

www.cpvillage8.com • cpv8@comcast.net

OWNER'S INTENT TO SELL/LEASE

This form should be attached to the Sales Listing.

I/We intend to sell Unit No. _____ Rent Unit No. _____
See Section 14.1 of the Declaration of Condominium.

I/We understand our obligation is to protect the interest of our fellow owners as well as our own. To that end, I/We agree to provide the prospective owner/renter with a copy of our Guidelines for Harmonious Community Living and revised Declaration of Condominium, Articles of Incorporation and By-Laws, and demand they abide by the guidelines by which we are governed. I/We also agree to assure fellow owners that, to the best of my/our knowledge, such owner/renter will be a good and considerate neighbor.

I/We will make clear to the prospective owner/renter that he does not have the right to leave the rented unit to the use of others in the renter's absence. **I/We will agree to provide a copy of this document to our realtor and any prospective buyer.**

NOTE: If a real estate agent is to act in lieu of the owner, written authorization of such must be supplied by the owner.

TO BE COMPLETED BY PRESENT OWNER (S)

Is the perspective owner/renter known to you personally? _____ If not, who referred perspective owner/renter to you? _____ . If handled through Real Estate Agent, have you instructed agent to inform prospective owner/renter of requirement that owner/renter must abide by Rules and Regulations? _____ Real Estate Agent's Name: _____
Phone: () _____ .
Date: _____ Signature of present owner (s) _____

PROCEDURE FOR APPROVAL OF SALE/RENTAL:

1. The procedure for obtaining Board approval of a Sale or Rental agreement (Contract) is as follows: **(All forms and documents are available on the Village 8 website- www.cpvillage8.com)**
 - (a) Obtain “Owner’s Intent to Rent/Sell” from Cedar Pointe Village 8 website or office, phone # 772-287-3253.
 - (b) Complete “Request for Approval” form. Complete and sign application. Incomplete forms are not acceptable.
 - (c) The completed forms will then be submitted to the Cedar Pointe Village 8 office with a check for \$100 per unit and a COPY of LEASE OR SALES AGREEMENT. (\$100 is non-refundable). A copy of the ID of the buyer/s and all resident/s must accompany the agreement. In addition, a signed copy of the Guidelines for Harmonious Condominium Living Certification form must be submitted.
 - (d) Interview Committee will review forms for completion and, if necessary, contact the owner for missing information to conduct the Interview. A background and reference check may be conducted prior to approval.
 - (e) All Occupants MUST appear in person before the Interview Committee so that recommendations may be made to the Board of Directors.
 - (f) Interviews are held on the 2nd and 4th Thursdays of the month at 10 a.m.
2. The Board of Directors does not consider a “Request for Application” for Sale or Rental to be complete until ALL requirements have been met. Approval or disapproval shall be made within the next ten working days of the interview.
3. The Association may disapprove a proposed sale “if the person seeking approval intends to purchase the apartment without paying at least twenty percent (20%) of the purchase price, excluding closing costs, in cash”. See Declaration of Condominium Section 14.1.

I certify I have read, understand and agree to abide by the conditions in this document, otherwise any sale or lease will be null and void.

_____ Date _____

Owner’s Signature

_____ Date _____

Owner’s Signature(s)

Approved for Sale or

Lease _____ Date _____

Closing Date: _____

Approved: This _____ day of _____, _____ Board of Directors, Cedar Pointe Village Eight Condominium Association, Inc.

_____ President