Sales Application Check List

All items must be submitted or your application will not be processed. Please check ALL that apply.

This form must be submitted with all other necessary paperwork.

General submission requirements

- ☐ Fully executed application
- ☐ Fully executed sales contract
- ☐ $100 Application fee – Please make check payable to Port Sewall Harbor & Tennis Owners Association, Inc.
- ☐ Title Company Info for Sale
  Company Name:_____
  Company Address:_____
  Company Phone:_____
  Company Email:_____
- ☐ Buyer Realtor Info for Sale
  Company Name:_____
  Company Address:_____
  Company Phone:_____
  Company Email:_____
- ☐ Seller/Current Owner Realtor Info for Sale/Purchase
  Company Name:_____
  Company Address:_____
  Company Phone:_____
  Company Email:_____
- ☐ Certificate of Approval delivery option (Mark "X" by delivery option)
  _____ Mail original to Title Company and email copy to _____
  _____ Mail original to Buyer's Realtor and email copy to _____
  _____ Mail original to Seller's Realtor and email copy to _____

Email address: Owner _____Second Owner _____

Email address (Purchaser)_____

Email address (Purchaser)_____

Please list the phone number or email address to set up an interview if required by the association.

Primary _____ Secondary _____

Property Management Company Use Only

_____*Interview date setup*
_____ *Date Information entered*
_____*Rules signed*
_____ *Key for pool & tennis issued*
_____*Completed interview date*

Port Sewall Harbor & Tennis Owners Association, Inc.
SALES APPLICATION

P.O. Box 21, Port Salerno, FL 34992

Board@PSHTClub.com
Manager@PSHTClub.com

The Association shall review the application within thirty (30) days of receipt of required information, documents and fees. Please ensure all required items are submitted as a complete package – incomplete packages will not be processed. A Certificate of Approval will be issued to the designated recipient.

APPLICATION INSTRUCTIONS

APPLICANT must submit:

- Completed Application (Application will not be processed without all signatures)
- Signed copy of Sales Contract
- **$100.00 Application Fee** (non-refundable) made payable to: Port Sewall Harbor & Tennis Owners Association, Inc.

All items must be submitted as an entire packet to:

Port Sewall Harbor & Tennis Owners Club
P.O. Box 21
Port Salerno
FL 34992

Thank you in advance for your cooperation in following this process.

If you have any questions please email: Board@PSHTClub.com

Every effort will be made to expedite the notification process

Port Sewall Harbor & Tennis Owners Association, Inc.
SALES APPLICATION
P.O. Box 21, Port Salerno, FL 34992
Board@ PSHTClub.com
Manager@ PSHTClub.com

Date of Application _____ Closing Date: _____

Address of Home Proposed for Purchase:_____

NAME OF APPLICANT: _____ Email: _____

PRESENT ADDRESS: _____ City _____ State_____ Zip_____

Cell phone: ( ) _____Home phone ( )_____Business Phone ( ) _____

CO-APPLICANT: _____ Email: _____

PRESENT ADDRESS: _____ City _____ State_____ Zip_____

Cell phone: ( ) _____Home phone ( )_____Business Phone ( ) _____

A. A one hundred dollar ($100.00) applicant processing fee must accompany the Sales Application along with a copy of the sales agreement.
B. **A 30 day advance notice notification is requested.**
C. Owners are responsible to turnover their association documents, rules and regulations, and all keys to the purchaser. Association is not responsible for supplying these items.

By signing this application, Purchaser(s) agree that he/she have received and read all of the documents for the Association and further agree to abide by all of the terms, covenants, rules and conditions of the documents. Should we have a guest, we will ensure that they too are familiar with the Rules and Regulations.

_____ _____

Purchaser Signature Co-Purchaser Signature

Date Submitted: _____