

**Port Belleair II, Condominium Association, Inc.
Notification of Ownership Transfer
Background Check required
55 Year and Older**

SPECIAL NOTE: This Notification of Ownership Transfer must be in the possession of the Management Company ten (10) days prior to the closing date. **A COPY OF THE SALES AGREEMENT MUST ALSO ACCOMPANY THIS REQUEST ALONG WITH A \$100.00 APPLICATION FEE MADE PAYABLE TO THE ASSOCIATION.** Applicant must read Rules & Regulations and Homeowner Documents before closing. The seller should supply them to the buyer at the time of contract acceptance. If the seller does not have a copy, they may be purchased through the Management Company. Please send all information to the office of Ameri-Tech Management within the 10-day time period.

FROM: _____ TO: _____
SELLER PURCHASER

ADDRESS: _____

CLOSING DATE: _____

Purchaser(s) represent that the following information is true and correct, and consent to further inquiry and investigation concerning this information or any information that comes from that inquiry, should it become necessary to process this request.

(A) Is unit to be leased? YES _____ NO _____ If unit is to be leased; purchaser agrees to supply the Board of Directors with Notification of Lease and a copy of lease prior to rental occupancy.

(B) Persons who will occupy the above unit are as follows:

NAME: _____

NAME: _____
(IF ADDITIONAL PEOPLE WILL OCCUPY UNIT, ATTACH A SEPARATE SHEET AS AN ADDENDUM.)

(C) PRESENT ADDRESS: _____

PRESENT PHONE: _____

EMAIL: _____

(D) PERMANENT ADDRESS
AFTER CLOSING: _____

PHONE: _____

(E) TITLE COMPANY: _____ AGENT: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

(F) REAL ESTATE AGENT: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

Drivers License: _____ (Attach photo)

Drivers License: _____ (Attach photo)

Purchaser(s) states a copy of Condominium/Homeowner Documents, including Declaration of Condominium/Homeowner Articles of Incorporation, By Laws, and Rules & Regulations have been received, read, and understood and agree to abide by all the conditions and terms therein and all reasonable rules and regulations enacted hereafter officially by the Association.

This approval is subject to all financial obligations to the Association, including, but not limited to (if applicable): maintenance fees, late charges, special assessments, legal fees, and application fees having been paid in full or will be paid by seller at the time of closing of this sale.

Copy of Sales Agreement is attached: _____ Fee attached: _____

Seller

Purchaser

Seller

Purchaser

ATTENTION BUYER & SELLER: PLEASE HAVE THE CLOSING AGENT REMIT AN ESTOPPEL LETTER TO THE MANAGEMENT COMPANY AT LEAST 10 DAYS PRIOR TO CLOSING TO ENSURE THAT YOUR ASSOCIATION FEES ARE PAID IN FULL. NON-PAYMENT OF MAINTENANCE FEES CREATES A LIEN ON THE PROPERTY AND THE LIEN MUST BE SATISFIED BEFORE CLOSING.

IN ORDER TO UPDATE ASSOCIATION ROSTERS, PLEASE HAVE CLOSING AGENT SEND COPY OF WARRANTY DEED TO:

**Ameri-Tech Community Management
24701 US Hwy 19N #102, Clearwater, FL, 33763
727-726-8000 Ext 506**

Interview Performed By: _____
Board Member Committee Member

Date: _____ Approved / Disapproved _____