

Garden Lakes HOA Inc.
11511 Garden Lakes Circle
Palm Beach Gardens, FL 33418
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Sale and Rental Information – (last updated 10/14)

Dear Prospective Purchaser/Tenant:

Thank you for your interest in our community. To assist you with your upcoming transaction, please read the following requirements. Reading, agreeing to and providing the requested items will help speed up the process and ensure a smooth transition. Incomplete applications will be returned "Unapproved".

Sale & Lease:

- 1) Are all the forms completed in full and properly executed? This includes Exhibit "A" Consent & Acknowledgment of New Resident(s) and Resident Information Form Parking Decal form, and Rule and Regulations signed and dated by each resident.
- 2) Enclose copy of lease signed by both parties, with start and end date of the lease and the names of all adults on the lease. Or, for sale, copy of sales contract. For Sales contract, only the 1st page is required, listing all purchasers' names.
- 3) \$100.00 application fee payable to "Garden Lakes HOA, Inc." This Application fee is Non- Refundable.
- 4) Once the above is completed, contact the office to set up the welcome meeting. Upon completion of the welcome meeting you will be provided with the Certificate of Approval.

Sale only:

- 5) Sale FYI – Buyers who will be new landlords, please provide us with your mailing address and phone number.
- 6) Sale Provide your mortgage and title company with the numbers above in order to contact the management office for completion of any PUD forms and estoppel requests.
- 7) Sale Florida Statutes requires the Seller to provide a full set of HOA documents to the Buyer prior to closing to permit the Buyer time to review the documents.
- 8) Sale For a re-sale your mortgage company will require a Certificate of Insurance. Your mortgage company MUST CONTACT our insurance company to obtain this certificate. Our Agent is Mack, Mack & Waltz, 1211 S. Military Trail, Suite 100, Deerfield Beach, FL 33442. Phone (954) 640-6225