

FirstService Residential Management
1904 Clubhouse Drive
Sun City Center, FL 33573
Phone 813-642-8990 Fax 813-642-8790

Board Approval/Notification _____

Sale Price \$ _____

TRANSFER APPLICATION
MUST BE SUBMITTED 10 DAYS PRIOR TO CLOSING

ASSOCIATION: _____ UNIT # _____

UNIT ADDRESS _____

OWNER'S NAME _____ PROPOSED CLOSING DATE _____

SELLER'S AGENT _____ PHONE _____

BUYER'S AGENT _____ PHONE _____

BUYER/S (all names on deed) _____

PRESENT ADDRESS _____ PHONE _____

_____ CELL _____

NAMES OF OCCUPANTS _____

EMERGENCY, CONTACT (name, relationship, city, state, phone) _____

Acceptance of transfer application is not to be construed as approval by the Board of Directors or FirstService Residential. Upon signing this Transfer Application, I/We understand and agree to:

1. The following items must be attached to the Transfer Application:

- a. Transfer Addendum specific to the association.
 - b. Photocopy of driver's license or passport for each occupant.
 - c. Application fee, as required by association documents, payable to the Association.
 - d. Registration fee of \$100.00 as required by the Federation documents, payable to The Federation of Kings Point. **(Effective July 1, 2012)**
 - e. *Listing agreement when agent signs application on behalf of client.
 - f. Pet Agreement and pet deposit payable to the association or Service Animal Request, when applicable. (Pets are only permitted in some associations and those associations require a specific Pet Agreement and/or deposit.)
2. One of the occupants must be at least fifty-five (55) years of age. **Buyer to initial if under age 55** ____
 3. Seller must return resident badge to Clubhouse and vehicle sticker to security gate.
 4. Each unit owner, tenant and guests are subject to the rules and regulations as posted and/or specified in the Declaration of Condominium of this association and in the amendments thereto.
 5. Buyer acknowledges Kings Point West is a Senior Safety Zone, as defined by Hillsborough County Ordinance Number 07-12.
 6. The seller is responsible for providing all pertinent condominium association documents to the buyer.
 7. I would like my name and phone number published in the directory. ____ NO

SELLER'S or *AGENT'S SIGNATURE(S)

BUYER'S OR *AGENT'S SIGNATURE(S)

_____ Dated _____

_____ Dated _____

_____ Dated _____

_____ Dated _____

The Following is for completion by FirstService Residential Management

Rec'd By _____ Date Rec'd _____ ID Rec'd _____ App Fee Ck# _____ Reg. Fee Ck# _____

Pet Agreement/Fee, Ck# _____ Closing Doc Rec'd _____ Assessment Due _____

Reviewed By _____ Date _____

ADDENDUM TO TRANSFER APPLICATION FOR HIGHGATE A CONDOMINIUM ASSOCIATION

NO-PET ASSOCIATION

Name(s): _____

Association: Highgate A Condominium

Unit Address _____

Unit # _____

I/we acknowledge that this condominium association **does not allow pets** to be harbored in the unit or to be on the association's property. **Visitors, lessees or guests may not have pets in the unit or on the association's property.** Bringing a pet into a pet-free condominium may result in a fine and removal of the pet(s), in accordance with the condominium governing documents.

Units on Holford Court have only one (1) parking space. Visitor spaces are not to be used for additional vehicles or golf carts owned by unit owners.

I/we acknowledge that all exterior alterations or improvements done by any previous owner are my/our responsibility to maintain, repair and insure at our expense. This includes, but is not limited to; concrete slabs, enclosed or screened lanais, bushes or trees. If a concrete slab was poured over existing irrigation lines, homeowner will bear the expense of moving such line should it break.

Owners may view their file or request copies of any prior Alteration or Improvement by calling FirstService Residential at 642-8990.

I/we are responsible for reading and becoming familiar with the restrictions, rules and regulations of our condominium association.

Signature of Buyer(s) and Occupants

Signature

Signature

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

by _____ personally

known to me produced _____ as identification.

Notary Public

FORM MUST BE SIGNED BY ALL BUYERS AND PERMANENT OCCUPANTS OF UNIT

HIGHGATE A CONDOMINIUM ASSOCIATION, INC.
RULES AND REGULATIONS

Effective Date: August 21, 2013

The following rules and regulations have been adopted by the Board of Directors of Highgate A Condominium Association, Inc. pursuant to the authority contained in Article XVII, Section 2 of the By-Laws of Highgate A Condominium Association, Inc. (the "By-Laws"). Should any rule or regulation herein conflict with the By-Laws, the By-Laws shall control. The following rules and regulations may be amended by the Association's Board of Directors from time to time.

STORAGE

1. Carports shall not be used to store personal property, including, but not limited to, boxes, containers, equipment, supplies and personal property of any kind, except that two bicycles, one vehicle and one golf cart may be parked and stored in a carport. The Board may require any owner or occupant to remove items that are stored in the carport in violation of this provision.
2. Personal property of any kind shall not be stored outside of a Unit, including within the open space between patios or on common elements. Limited storage is permitted in limited common elements only as provided in these rules and regulations.
3. Notwithstanding anything herein to the contrary, the following items may be stored on a patio or within a carport: a. One reasonably sized outdoor table; b. Four reasonably sized outdoor chairs; c. One outdoor grill; d. No more than six small potted plants; e. One storage cabinet, which shall not exceed 30"D x 48"W x 82"H.

PARKING

1. Motor vehicles of any kind shall be duly registered, operational and parked within a carport or on a driveway, except as provided for herein.
2. No motor vehicle of any kind whatsoever shall be parked on any street, roadway, or road right-of-way within the Condominium property, except as follows:
 - a. Guests may park on the street during daylight hours, overnight parking is prohibited.
 - b. A commercial vehicle may be parked on any street or roadway within the Condominium, provided that the commercial vehicle is only parked on the street or roadway within the Condominium for less than eight (8) consecutive hours while the owner or custodian of the commercial vehicle is providing service to a unit occupant.
 - c. Moving trucks and large delivery vehicles may park on the street within the Condominium for purposes of loading and unloading; provided, however, no such parking shall be permitted for more than eight (8) consecutive hours.

- d. Recreational vehicles ("RV's"), boats and trailers may park on the street during daylight hours on the day of departure and the day of return only, for no more than eight (8) consecutive hours.
 - e. Law enforcement and emergency medical personnel vehicles are exempt from the Association's parking rules, regulations and restrictions, provided that they are present at the Condominium to carry out official duties or to address an emergency of any kind.
3. No motor vehicle of any kind whatsoever shall ever be parked in a manner that obstructs any sidewalk or another unit's driveway within the condominium property.
 4. No motor vehicle of any kind whatsoever that is inoperable, has substantial body damage, or has an expired tag or registration shall be parked within the Condominium at any time.
 5. No motor vehicle of any kind whatsoever shall be parked on grass or landscaping in the Condominium.
 6. Guests of unit owners and occupants may temporarily park vehicles in unassigned guest spaces so marked in Holford Court.
 7. RV's, boats and trailers are permitted to park in the street only as provided above. Additionally, RV's, boats and trailers are permitted to park on a unit driveway on the day of departure and the day of return only, for up to twenty-four (24) consecutive hours. Otherwise, no RV, boat or trailer shall otherwise be parked within the Condominium. In no event shall an RV, boat or trailer ever be parked in a manner that will obstruct any sidewalk or another unit's driveway, nor shall an RV, boat or trailer be parked in any manner that would constitute a hazard or danger to other vehicles or pedestrians
 8. The Board of Directors reserves the right to temporarily suspend any of the rules and regulations above in the event of an emergency, which term shall mean and include any event or occurrence that presents imminent harm to people or property.

HURRICANE AND EMERGENCY PREPAREDNESS

1. Unit owners and occupants are responsible for securing their condominium unit and personal property at all times. Owners and occupants shall comply with the Declaration of Condominium requirements governing hurricane and emergency preparedness, as well as any other instructions provided by the Association or its agent during an emergency of any kind, including but not limited to, fire or other natural disasters.
2. No unit owner or occupant shall interfere with the Association's efforts to secure the Condominium and Association property in the event of a tropical storm, hurricane, natural disaster or emergency of any kind.
3. Each unit owner and occupant who plans to be absent from their unit for more than three consecutive weeks (21 days) shall store all unsecured items inside the unit prior to departure.

I/We have read the above Highgate A Rules and Regulations.

Signature of Buyer(s) and Occupants

Signature

Signature

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of

_____, 20__ by _____,

personally known to me produced _____ as identification.

Notary Public