

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

**Gloucester (all except Gloucester J&N), Highgate (all except Highgate A,B,E,II&IV), Idlewood, Lancaster I & II, Manchester I, II & III, Nantucket III, Oxford I**

### NO-PET ASSOCIATIONS

Name(s): \_\_\_\_\_ Association: \_\_\_\_\_

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.

**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 OCCUPANTS OF UNT**