

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**  
**HIGHGATE II**  
**NO-PET ASSOCIATIONS**

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

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

**SALE AND RENTAL LETTER AND FORM FOR HIGHGATE II**  
**NOW MANDATORY – PLEASE READ CAREFULLY**

**THE BOARD OF DIRECTORS HAS DECIDED TO ELIMINATE SOME SERIOUS PROBLEMS THEY HAVE ENCOUNTERED IN THE PAST DEALING WITH NEW OWNERS AND/OR RENTERS, WHO HAVE NO KNOWLEDGE OF THE RULES AND REGULATIONS AND OTHER RESTRICTIONS CONTAINED IN OUR CONDOMINIUM DOCUMENTS. THESE RESTRICTIONS ARE, IN FACT, OUTLINED IN OUR EXISTING CONDOMINIUM DOCUMENTS.**

**BY ISSUING THE ATTACHED FORM ENTITLED “INITIAL AND MANDATORY FORM PRIOR TO THE SALE OR RENTAL OF ANY UNIT IN HIGHGATE II” TO ALL UNIT OWNERS, WE INTEND TO ELIMINATE THESE PROBLEMS.**

**THIS FORM WAS APPROVED BY THE BOARD OF DIRECTORS AT THE JANUARY 14, 2009 BOARD OF DIRECTORS MEETING. IT WILL NOW BE REQUIRED THAT THIS FORM BE FILLED OUT PRIOR TO EITHER SELLING OR RENTING YOUR UNIT.**

**PLEASE READ BOTH THE EXPLANATORY LETTER AND THE FORM CAREFULLY AS IT OUTLINES THE BASIC INFORMATION THAT THE BUYER OR RENTER NEEDS TO KNOW, AND THE QUESTIONS IT CONTAINS MUST BE ANSWERED BEFORE THE HIGHGATE II BOARD OF DIRECTORS WILL SIGN AND APPROVE ANY LEASE OR TRANSFER PAPERS FOR ANY UNIT IN HIGHGATE II.**

**FOR THE BOARD OF DIRECTORS**

# HIGHGATE II

## JANUARY 2009

Re: HIGHGATE II form titled “**INITIAL AND MANDATORY FORM PRIOR TO THE SALE OR RENTAL OF ANY UNIT IN HIGHGATE II**”

Dear H-II Residents,

To reduce some errors and basic misunderstandings about condominium living, we, the HIGHGATE II Board of Directors, have instituted the following policy.

Prior to the sale or rental of any unit in Highgate II, the above listed form must be filled out, signed, and dated by the sales person and the buyer. Note: It might be in your best interest to make sure the form is executed before accepting “good faith money” for your unit. To expedite the sale or rental of your unit, insist that the form be read and completed before the sale is consummated.

### Commentary:

In the past, buyers and/or renters of condominiums in Highgate II, have moved into H-II, and were disappointed to learn that certain rules and regulations do not allow them to make desired changes. Consequently, we have some very unhappy owners and/or renters that are now our neighbors.

We all know that living in a condominium association involves abiding by rules that govern what we can and cannot do. If the buyers do not know what the rules are, it is easy to understand why they become disappointed when they cannot do their thing.

### About the form:

Question # 1. Association notification prior to the sale or rental of a unit is required by our documents in the OFFERING CIRCULAR, “Declaration of Condominium” section XI (1). (This is recorded with the county.) This must be accomplished prior to the sale or rental of any unit in H-II. The above-listed form is not considered the official H-II notification. You must notify the H-II BOD of your intent, preferably in writing for both your records and ours.

Questions # 2, 3, 4, 5, 6 and 7 define some specifics that the buyers/renters need to totally understand before proceeding with the purchase, and if not understood, have explained to them, so that they understand the rules of the association and are willing to accept and live by these rules.

Question # 8 is self explanatory and is a requirement.

Before we, the H-II BOD will sign the transfer papers, the form must be executed, all questions understood, accepted, answered “Yes”, signed by the buyer(s) or renter(s), and dated. The “sale/rent” form can be obtained from the H-II BOD or FirstService Residential.

**INITIAL AND MANDATORY FORM PRIOR TO THE SALE OR RENTAL OF ANY UNIT IN HIGHGATE II**

Unit Owner (print): \_\_\_\_\_

Unit Address: \_\_\_\_\_ **Sun City Center, Florida 33573**

Located in: HIGHGATE II (H-II) Condominium Association Inc. Kings Point.

Agency (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Sales Person (print): \_\_\_\_\_ Date: \_\_\_\_\_

Buyer/Renter (print): \_\_\_\_\_ Phone: \_\_\_\_\_

**Circle one of the answers below that best answers the question - to the best of your ability.  
The agent must verify that Questions # 2 – 8 must be answered by the buyer/renter.**

1. Have the Board of Directors (BOD) of Highgate II been notified that the above identified unit is for sale/rent? **Yes / No (This is an owner’s responsibility; must be answered.)**

**Note:** The H-II BOD and/or FirstService Residential are willing to explain the rules.

2. Is the prospective buyer/renter familiar with basic Condominium rules, H-II rules? Kings Point rules? **Yes / No**

3. Is the prospective buyer/renter familiar with: the boundaries of the unit, common and limited common areas, and yard maintenance? **Yes / No**

4. Is the prospective buyer/renter familiar with: roofing replacement, painting, interior remodeling, exterior changes, insurance, monthly fees, pets, taxes, utilities, H-II work request, plantings, alteration and/or improvements? **Yes / No**

5. Is the prospective buyer/renter aware that they are entitled to examine the records of the particular unit of interest and become aware of any changes, alterations, or extra plantings that the owner is responsible for? **Yes / No**

6. Is the prospective buyer/renter aware that Highgate II is a pet-free Association; therefore, no pets are allowed? Also, is the buyer/renter aware that no trucks are allowed to be parked in any area of Highgate II? **Yes / No**

7. Is the prospective buyer/renter aware that each unit shall be occupied by at least one (1) person who is fifty-five (55) years of age or older with occupancy limited to no more than four persons? **Yes / No**

8. Does the buyer/renter understand the above items in each of the questions 1 - 7 and is he/she willing to accept, live by, and support these and all the rules of H-II and Kings Point? **Yes / No**

Eight (8) “Yes” answers by a prospective buyer/renter are required for admittance into H-II.

Agency rep. signature: \_\_\_\_\_ Date: \_\_\_\_\_

Buyer/Renter signature(s): \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Required Copies To: FirstService Residential, Highgate II Condominium Association, and the Prospective Buyer/Renter.