

# Evergreen Property Owners Association, Inc.



3232 SE Dixie Highway, Unit B | Stuart, FL 34997

T: 772-219-4474 | F: 772-219-4746

## **SALE / LEASE INFORMATIONAL APPLICATION INSTRUCTIONS**

The following items must be completed and/or submitted to Signature Property Management:

- Lease/Sale Application to be completed in full
- Fully Executed Sales/Purchase Contract and/or Lease Agreement
- Acknowledgement of Covenants & Deed Restrictions must be reviewed and signed
- Copy of Driver License(s)

***Please note this is not an approval process. The information submitted is important for Evergreen POA to have complete accurate records to benefit the new owners/tenants.***

### ***Submit the application information to:***

Evergreen Property Owners Association, Inc.  
c/o Signature Property Management  
3232 SE Dixie Highway, Unit B  
Stuart, FL 34997

*Updated: 10/15/2019*

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## **CHECK LIST FOR SALE / LEASE APPLICATION – Please Print**

Property Address: \_\_\_\_\_

Term of Lease: \_\_\_\_\_

General Submission requirements:

- Completed Sale and/or Lease Application
- Fully-Executed Sale and/or Lease Agreement
- Copy of Driver License(s)
- Title Company Information (if applicable):
  - Company Name: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Contact #: \_\_\_\_\_
  - Email: \_\_\_\_\_
- Owners Realtor Information:
  - Company Name: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Contact #: \_\_\_\_\_
  - Email: \_\_\_\_\_
- Buyers/Lessee Realtor Information:
  - Company Name: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Contact #: \_\_\_\_\_
  - Email: \_\_\_\_\_
- Certificate of Acknowledgement for delivery options: (Mark “X” by delivery option)
  - \_\_\_\_\_ Email Copy to Realtors
  - \_\_\_\_\_ Email Copy to Owner
  - \_\_\_\_\_ Mail Original to: \_\_\_\_\_

*I/We certify that the information requested above and contained in this application are attached, true and correct. I understand that any falsification, misrepresentation, or omission is grounds for refusal to approve this lease application.*

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Co-Applicant Signature**

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Sale / Lease Informational Application - (Please circle one)

Property Address: \_\_\_\_\_

Closing Date: \_\_\_\_\_ or Lease Term: \_\_\_\_\_

CURRENT HOMEOWNER INFORMATION (SELLER): (all information must be printed and legible)

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

APPLICANTS INFORMATION (BUYER):

Applicant Name: \_\_\_\_\_

Applicant Present Phone Number \_\_\_\_\_ Cell: \_\_\_\_\_

Applicant Present Address: \_\_\_\_\_

\*Applicant Email Address: \_\_\_\_\_

Co-Applicant Name: \_\_\_\_\_

Co-Applicant Present Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Co-Applicant Present Address: \_\_\_\_\_

\*Applicant Email Address: \_\_\_\_\_

\*BY PROVIDING YOUR EMAIL ADDRESS, YOU AUTHORIZE THE MANAGEMENT COMPANY TO COMMUNICATE VIA EMAIL REGARDING ASSOCIATION BUSINESS\*

Occupant(s) other than the applicants:

Name: Relationship: Age: \_\_\_\_\_

Name: Relationship: Age: \_\_\_\_\_

Name: Relationship: Age: \_\_\_\_\_

Pets:

Please be aware there may be pet restrictions. It is the purchaser's responsibility to understand and abide by the governing documents. Please attach a picture of each of your pets to the application (limited 3 household pets).

Number of pets: \_\_\_\_\_

Breed: Weight: \_\_\_\_\_

Breed: Weight: \_\_\_\_\_

Breed: Weight: \_\_\_\_\_

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VEHICLE REGISTRATION FORM

LICENSE DRIVERS: (To be residing in the Community)

Name: License #: State:
Name: License #: State:
Name: License #: State:
Name: License #: State:

DESCRIPTION OF VEHICLE(S):

Vehicle #1

Vehicle #2

Make: Model: Year: Color: Tag #: State:
Make: Model: Year: Color: Tag #: State:

Vehicle #1 registered to:

Vehicle #2 registered to:

(If you have additional vehicles, please attach a separate page.)

DO YOU HAVE ANY TRUCKS, COMMERCIAL VEHICLES, CAMPERS, MOBILE HOMES, JET SKIS, BOATS, HOUSE TRAILERS, BOAT TRAILERS OR TRAILERS OF ANY KIND?

YES [ ] NO [ ]

IF YOU ANSWER YES, THESE VEHICLES MUST BE PARKED INSIDE THE GARAGE AT ALL TIMES WITH THE GARAGE DOOR CLOSED, EXCEPT WHEN ENTERING OR EXITING THE GARAGE.

Signature: Date:

Signature: Date:

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## Acknowledgement

- I (we) understand that we are moving into a deed restricted community. I (we) hereby agree to abide by all the Documents and Rules and Regulations of the Evergreen Property Owners Association, Inc., a copy of which was received from the Seller or Lessor. If Seller or Lessor fails to provide a set of Documents to buyer or Lessee, a copy may be obtained online or a hard copy may be purchased from Signature Property Management.
- Tenants are not permitted to sub-lease their premises.
- I (we) acknowledge and promise to abide by the speed limits that have been set for our communities, fully stop at stop signs and to yield to pedestrians.

\_\_\_\_\_  
Purchases / Lessee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchases / Lessee Signature

\_\_\_\_\_  
Date