

MIAMI MANAGEMENT, INC.

IMPORTANT NOTICE

This is to inform you of the procedure to handle Purchase applications so you can plan accordingly.

“Application cannot be **“RUSHED”**. Applications must be fully completed and returned with \$100.00 fee. If check, money order or cashiers check is not received with paper work the documents will not be processed.

Reviewing your application takes some time and follow-up is vital.

PROCESSING MAY TAKE 14 DAYS IN ORDER TO BE REVIEWED BY THE ASSOCIATION.

ESTOPPEL CERTIFICATE:

For Estoppel request please contact Maria Rodriguez at 305-378-0130 x171 for further information.

PUD FORM:

Information form requested by Mortgage or Title Company-Must be requested 10 working days in advance of closing. The request for the pud form must be presented in writing with a \$125.00 check payable to Miami Management, Inc.

PLEASE REQUEST ALL OF THE ABOVE INFORMATION WELL IN ADVANCE OF A CLOSING FOR MORE EFFICIENT PROCESSING.

NOTE: CERTIFICATE OF ACCEPTANCE APPLICATION FORM PACKAGE: Must be either mailed or picked up at Bonita Lakes clubhouse, located 14340 SW 122nd Court, Miami, Fl 33186 and must be returned to the same location with required checks.

BONITA LAKES POA
PURCHASER PROCEDURE

The Application Consists of:

- a) Application Instructions.
- b) Notification of Sale or Transfer: To be completed by prospective buyers and current unit owner. All spaces in the application must be filled out or the application will be returned to you.
- c) Certificate of Acceptance for Purchase: Once application is completed and Certificate of acceptance is granted, the buyer (s) receives a copy for their records.
- d) Copy of Executed Contract: A copy of the sales contract must be attached to the application when it is returned for processing.
- e) Process fee: A **\$100.00** non-refundable check payable to “**Bonita Lakes POA**” is required at the time the application is made.

THE SELLER MUST CLEAR ANY OUTSTANDING VIOLATIONS BEFORE SELLING PROPERTY. IF NOT THE BUYER WILL BE RESPONSIBLE FOR THE EXISTING VIOLATION(S).

BONITA LAKES
NOTIFICATION OF SALE OR TRANSFER

Present Owner: _____

Property Address: _____

Telephone Home: _____ Work: _____ Cellular: _____

Purchaser Name(s): _____

Present Mailing Address: _____

Telephone Home: _____ Work: _____ Cellular: _____

Number of Occupants: _____ Number of Children: _____

Proposed date of closing: _____

THE SELLER AGREES TO:

1. Provide Purchaser with the Homeowners Association Documents including Rules and Regulations.
2. Access control devices (cards/clickers)
3. All keys : Mailbox keys, pool / Tennis court, and Pedestrian gate key

SIGNATURE OF OWNER

DATE

SIGNATURE OF OWNER

DATE

THE BUYER AGREES TO:

1. Submit copy of the **CLOSING STATEMENT OR WARRANTY DEED** to the Association immediately following closing.
- 2, I understand that commercial vehicles and recreational vehicles are not permitted.

SIGNATURE OF PURCHASER

DATE

SIGNATURE OF PURCHASER

DATE

BONITA LAKES POA
CERTIFICATE OF APPROVAL OF SALE

Approval is hereby granted to: _____

As owner(s) of Bonita Lakes POA whose home address
is: _____ Miami, Florida 33186.

Approved by: (Signature) Title

Print Name Date

+++++

State of Florida

The foregoing instrument was acknowledged before me this _____ day of _____
_____, by _____
of Bonita Lakes POA who is personally know to me or () has produced _____
as identification, executing the foregoing document voluntarily and under the authority vested in
him/her by said cooperation.

My Commission Expires:

Notary Public Signature (Seal)
State of Florida at Large

Printed Name of Notary Public

IT IS HEREBY CERTIFIED BY BONITA LAKES P.O.A. THAT **THERE ARE NO** OR
THAT **THERE ARE** OUTSTANDING VIOLATIONS AT:

_____, A RESIDENCE OWNED BY:

_____, AS OF _____.

OFFICE ONLY

