

## HOME SELLERS AND BUYERS PACKET

### GARDEN COVE RESIDENCE ASSOCIATION

#### **STEP I: FILL OUT THE FOLLOWING FORMS AND SUBMIT TO SWFL CAM Services**

- FORM 1: INTENT TO SELL- Must be filled out in its entirety by the seller.
- FORM 2: APPLICATION FOR ENTRANCE- Must be filled out in its entirety by the buyer, signed by the buyer and shareholder.
- FORM 3: RECEIPT OF GOVERNING DOCUMENTS- Must be filled out in its entirety by the buyer.
- FORM 4: PARK CENSUS- Must be filled out in its entirety by the buyer and must also have attached a copy of the driver's license or a photo identification showing proof of age.
- FORM 5: OCCUPANCY AGREEMENT- Must be signed by the seller. The seller's signature must be notarized.
- FORM 6: CONSENT TO BACKGROUND CHECK
- FORM 6.1: PET REGISTRATION
- FORM 6.3: DESIGNATED VOTER CERTIFICATE FORM AND INSTRUCTIONS
- Pay the Processing Fee of \$150 payable to Garden Cove Resident Association

NOTE: The "Intent to Sell" form is for the convenience of the buyer/seller. The Association encourages you to consult with legal counsel of your choosing regarding your contemplated purchase and sales transaction.

**STEP II:** SWFL CAM Services will distribute the completed application forms to the Board of Directors for the approval or disapproval of the applicant.

**STEP III:** If approved, seller/buyer will arrange with the Board of Directors for an interview prior to closing.

**STEP IV:** Seller/Buyer will arrange with SWFL CAM Services for an appointment to transfer the share/lease:

- A. The seller must present the original share certificate.
- B. Buyer needs to print out the exact spelling of new owner(s) name(s) to be placed on the new share certificate.

**STEP V:** It is the seller's responsibility to sign over the manufactured home title(s) directly to the buyer. Island Management will assist buyers regarding this process.

#### **MAIL OR EMAIL COMPLETED FORMS TO:**

SWFL CAM Services  
10231 Metro Pkwy #204  
Fort Myers, FL 33996

E-Mail: [craig@swflcam.com](mailto:craig@swflcam.com)  
239-243-8700