

INSTRUCTIONS TO NEW HOMEOWNERS IN GARDEN COVE

TO REGISTER A SHARE IN LEE COUNTY:

- Take: ID, checkbook (they might take credit cards) and the new Share Certificate to the Clerk of Courts Office for Lee County which is located at 2115 Second Street downtown (at the corner of Second and Monroe).
- Tell the clerk you'd like to register a Share in a co-operative, and they will assist you in the registration process.
- The clerk will compute the fee for the documentary stamps required for registration, which will be processing fees plus \$7.00 per thousand valuation of the Share.
- The clerk will stamp the Share Certificate and return it to you.

TO TRANSFER THE MOBILE HOME TITLE(S):

- Take the mobile home Title(s) to the Lee County Tax Collector's Office, which is located at 2480 Thompson Street (downtown at the corner of Fowler St. and Martin Luther King Blvd) Go to the first floor, ask the clerk to transfer the mobile home Title(s) as Real Property.
OR to Lee County Tax Collector at 15680 Pine Ridge Road (The Share cannot be registered at this location, it must be taken downtown).
- DO NOT pay sales tax... only the transfer fee.
- The name(s) on the mobile home Title(s) must be exactly the same as on the Share Certificate.

YOU SHOULD KEEP THE STAMPED SHARE CERTIFICATE, THE MOBILE HOME TITLE(S), AND THE LEASE-TRANSFER ("ASSIGNMENT OF OCCUPANCY AGREEMENT") TOGETHER IN A SAFE PLACE.

TOGETHER THEY CONSTITUTE OWNERSHIP AND LEGAL RIGHTS IN THE CO-OPERATIVE.