

Resort Management Guide to Completing Sale or Lease Applications

This application is to be completed by the owner(s) and lessee(s). If utilizing a real-estate/rental agent, the unit owners are still required to sign application, or provide a signed Power of Attorney authorizing agent to sign on owners' behalf. All parties MUST sign the application. There are no exceptions to this requirement. Applications will be returned and processing delayed if missing any signatures.

This application must be submitted to the Real Estate Coordinator for Resort Management and supported with a copy of the executed purchase or lease agreement signed by all parties; along with the non-refundable processing fees.

General Requirements/Information

Units may not be leased for a period of less than thirty (30) consecutive days. Additionally, all Association units are designated as single-family residences only, and must be leased and / or utilized as such. All annual rental renewals must be submitted no less than 20 days in advance of the lease renewal date for the Association's review and approval.

Application Processing

Application processing times vary, but can take up to 20 days to obtain approval once your **completed application** is received. A completed application includes ALL information filled out, ALL application fees received (in the form of a check) and sale contract / lease agreement.

Mandatory Requirements

The omission of the information requested on application will result in your application being rejected and returned to you. This will delay the processing of your application and may result in the processing time extending beyond your closing date / lease start date.

DO NOT LEAVE ANY FIELDS BLANK. IF NOT APPLICABLE, ENTER "N/A"

For Sales ONLY:

- **Application with all fields filled out. If not applicable enter N/A.**
- **A copy of the purchase agreement signed by all relevant parties.**
- **A fifty dollar (\$50.00) non-refundable processing fee made payable to Resort Management**
- **A fifty dollar (\$50.00) non-refundable processing fee made payable to Lely Country Club Property Owners Association**
- **At least one phone number at which the applicant may be reached.**
- **Applicants' current address.**
- **Names and relationship of ANY/ALL persons who will be staying in the unit on a regular basis. If none, enter "NONE". DO NOT LEAVE THIS FIELD BLANK.**

LELY COUNTRY CLUB

c/o - Resort Management, Attn: Dorothy Popov
9250 Corkscrew Rd. Suite 9
Estero, Florida 33928
Ph: (239) 307-5234
dpopov@resortgroupinc.com



HOMEOWNER SALE APPLICATION FORM

Please Print or Type

Current Owner of Record : _____

[] I (We) hereby notify the intent to **purchase Address:** _____

Closing Agent: _____ Email: _____

Phone #: _____ Closing Date: _____

- **Please include a copy of the EXECUTED Sales Contract with this form**
- **\$50 transfer fee (non-refundable) – check made payable to: Lely Country Club**
- **\$50 transfer fee (non-refundable) – check made payable to: Resort Management**
- **Fully completed Sale Application Form**

PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION:

Purchaser's Name: _____

Marital Status: _____ If married, spouses name: _____

Purchaser's Present Address: _____

City _____ State _____ Zip _____ Phone: _____

Email Address: _____

Please state the name, relationship, and age of all other persons who will be occupying the property regularly.

NAMES	RELATIONSHIP	AGE
_____	_____	_____
_____	_____	_____

I am purchasing this property with the intent to (check all that apply)

- Reside here on a full-time basis Reside in the unit part-time Lease unit

_____ **Purchasers Initials** - I am aware of and agree to abide by the Lely Country Club Documents, Articles of Incorporation, Bylaws and all other regulations in effect as may be amended, as an owner/resident. I acknowledge receipt of a copy of the Association rules.

SIGNATURE OF PURCHASER _____ DATE _____

SIGNATURE OF PURCHASER _____ DATE _____