

Sales

CMO of Hunters Run

3700 Clubhouse Lane, Boynton Beach, FL 33436

- Please submit a “CMO Sales Check Sheet” with **every** application.
- **All the paperwork must be in before the 20 day application process begins.**
- If an account has a balance the homeowner must bring the account current or a copy of the HUD statement must be submitted showing that the association will get paid at closing. **We will not process the sale unless the balance is \$0 or we have a copy of the HUD statement.**
- If the unit has a lift, an addendum must be signed and notarized with original signatures.

CMO SALES CHECK SHEET

Please complete this Check Sheet and attach it to the application package. Make sure all necessary steps are taken and all items are accepted.

SALE OF: _____ (Unit #/ Association)

Between: _____ seller and _____ buyer

Real Estate Agent's Name: _____ or Private from Unit Owner _____

Date Received: _____ By: _____ Closing Date: _____ (must be 20 days prior)

- Application & contract are clear and legible - names, addresses, phone #'s completed on application and all pages are signed.
- Check for \$100 paperwork processing accompanies submission. Make payable to CMO.
- Unit owner information on application coincides with Property Appraiser's website. <http://www.pbcgov.com>. **If not:** Agent will provide copy of Trust Agreement or Power of Attorney if applicable. We only need the page(s) that indicate who is able to sign for the Trust to transfer the property or who is assigned Power of Attorney.
- Email information address is received, or "no email" is marked on application.
- Two references submitted with names, addresses, and phone numbers. Bank info is no longer required.
- Numbers 9 (both sections) and 10 are signed on application. Numbers are different on older forms.
- Application has been signed (& dated) by both parties at the bottom and signatures are legible.

If the sale is in: Bristol, Cambridge I, Eastgate I, Eastgate II, Essex, Estates, Glens East, Glens West, Hampshire, Northwoods I, Northwoods II, Southport, Stratford, Villas of Hampshire, Villas of Northwoods, Westgate, Windsor, or Woods background checks are required. These additional steps are required:

- \$25 per person. Separate check payable to CMO.
- Background check screening request & disclosure forms completed and submitted.

For Upstairs Apartments with Elevators- Personal Access Lifts

- New owner requirements have been given to agent/ ck when signed by buyer.
- Addendum has been signed & notarized. (We need original signatures, copies are not acceptable)
- \$20 check payable to CMO for recording fee

APPLICATION FOR SALE OF UNIT # _____

IN _____ AT HUNTERS RUN CONDOMINIUM ASSOCIATION, INC.
(Association)

1. Unit Owner's Name and Address: _____
Phone Number(s) _____ (home) _____ (cell)

2. Unit Owner Requests Approval to Sell Unit # _____
To (Purchaser's Name and Address): Permanent mailing address to be: Hunters Run _____ Other Residence _____

Phone Number(s) _____ (home) _____ (cell)

E-Mail Address: _____ (or) No Email Address

3. This Unit will be occupied by the Following Family Members of the Purchaser. Please include ages of any children expected to reside.

4. Type of Business or Employment of Purchaser:

5. References: (Include Address and Phone) please use local references, if possible.

Personal:

1. _____

2. _____

6. A copy of the Sales Contract must accompany this application, together with a **non-refundable** check for \$100.00 made payable to POD Management, Inc., D/B/A CMO of Hunters Run, 3700 Clubhouse Lane, Boynton Beach, FL 33436, for paperwork processing and the Board's approval of transfer (AOT).

7. SOME ASSOCIATIONS REQUIRE BACKGROUND CHECKS. THE FEE IS \$25 PER PERSON. Please make a **separate** check payable to POD Management, Inc., D/B/A CMO of Hunters Run.
Please check with your realtor or the CMO office for this information and the necessary forms will be provided to you.

8. A full 20 days must be allowed for Sales Approvals, starting with the date the completed application, contract, and processing fee is received in the Management Office. A personal interview of the prospective purchaser may be required prior to any Board consideration of this application.

9. Are you complying with the Hunters Run P.O.A. Restated Declaration of Covenants, Restrictions, and Easements as recorded with the Clerk of the Court for Palm Beach County? (Which states in Article 4 Section 4(a): A person or a corporation, partnership, trust or other entity obtaining title to an Assessment Unit is required, as a condition of being an Assessment Unit Owner in Hunters Run, to become a member of Country Club and is further required to maintain said membership in good standing at all times during the period of such ownership. The requirements for membership in Country Club shall be as set forth in Country Club's governing documents, as they may be amended from time to time).

YES _____ NO _____ Purchaser's signature(s) _____

10. Do you have a pet or pets? YES _____ NO _____ Are you aware of the community association regulations regarding the number of pets allowed and that your dog or cat (current or future pet) must weigh less than 25 lbs.? YES _____ Sign to Agree: _____

11. By signing this application, all parties affirm that they have read the Declaration of Condominium, the By-Laws, the Articles of Incorporation and the Rules and Regulations concerning residency in _____ at Hunters Run Condominium Association, Inc. and agree to abide with it. Owners and their guests further agree that approval of this application is based upon the agreement of all parties to abide by these rules and regulations, now in effect or which may hereafter be made, and failure to do so will result in such action as may be deemed necessary by the Board of Directors.

(A) Please indicate: Cost of real estate \$ _____ (B) Cost of furnishings \$ _____

Date: _____ By: _____
Owner (s)

Date: _____ By: _____
Purchaser (s)

Board Approval: _____ Date: _____

Sales\application-form (Revised 08/22/17)