

THE WOODS AT ANDERSON PARK CONDOMINIUM

AMERI-TECH COMMUNITY MANAGEMENT

5434 GRAND BLVD.

NEW PORT RICHEY, FLORIDA 34652

REQUEST FOR APPROVAL OF OWNERSHIP TRANSFER

Unit #: _____

Anticipated Closing Date: _____

Owner's Name: _____

A background check will be performed at the cost of **\$150.00** per person (over 18 years-old) payable to ***The Woods at Anderson Park Condominiums, Inc.***

Purchaser(s) represent that the following information is true and correct and consent to further inquiry and investigation concerning this information or any information, which comes from the inquiry and is necessary for the processing of this request.

In no event may a Unit Owner lease his or her Unit until he/she has owned the Unit for no less than twenty-four (24) months. There is a three (3) month minimum lease period. An application to lease must be submitted and approved by the Board before the prospective tenants may move into the Unit. See Amended and Re-Stated Declaration of Condominium for further restrictions.

Person(s) who will occupy the above condominium unit are as follows:

Name #1: _____ Current Age: _____

Social Security #: _____

Name #2: _____ Current Age: _____

Social Security #: _____

If other persons will occupy this unit, please attach a separate sheet with the corresponding information.

Purchaser's Present Address: _____

Permanent Address After Closing: _____

Employed By: _____

THE WOODS AT ANDERSON PARK CONDOMINIUM ASSOCIATION, INC.

Dear Prospective New Owner:

All prospective new owners are required by the Association's Governing Documents to complete an application and interview process prior to closing. You should plan to allow up to two (2) business weeks for completion of the Application Process. A closing date cannot be determined until the property manager contacts you to inform you that the paperwork has been processed and completed. The following items are required to complete the process:

1. _____ Completed Sales Application
2. _____ Copy of Sales Contract
3. _____ Background and credit check
4. _____ Application Fee \$150 Per Person Over 18 Years-Old
5. _____ Signed Confirmation of Interview
6. _____ Completed Emergency Information Sheet

An Instruction Sheet/Checklist Is Included for Your Convenience.

When completed, the entire packet (originals with appropriate signatures) must be delivered or mailed to the following address to complete processing prior to closing:

AMERI-TECH COMMUNITY MANAGEMENT
5434 GRAND BLVD.
NEW PORT RICHEY, FLORIDA 34652
ATTENTION: MAGDA HATKA

In addition, please note that Ameri-Tech Community Management, Inc. requires that two (2) months' maintenance fees are to be collected at the closing. Your title company must make arrangements to receive that exact amount owed prior to closing.

If you have any questions, please contact Ameri-Tech Community Management, Inc. at (727) 726-8000 for assistance.

THE WOODS AT ANDERSON PARK CONDOMINIUM ASSOCIATION, INC.

APPLICATION PROCESS FOR TRANSFER OF OWNERSHIP INSTRUCTION SHEET/CHECKLIST

1. Application Package and Confirm Contents:

1. _____ Informational Cover Letter
2. _____ Instruction Sheet Checklist
3. _____ * Official Application
4. _____ * Copy of Sales Contract
5. _____ * Tenant Check Information Sheet (for background/credit check)
6. _____ * Emergency Contact Information Sheet *
7. _____ * Information Sheet for The Woods Directory/Channel 95-732
8. _____ * Interview Confirmation Sheet
9. _____ Rules and Regulations
10. _____ Commonly Asked Questions & Answer Sheet
11. _____ Copy of Association Budget

2. Read and complete each form as indicated.

3. Mail or deliver all the above completed to:

AMERI-TECH COMMUNITY MANAGEMENT
5434 GRAND BLVD.
NEW PORT RICHEY, FLORIDA 34652
ATTENTION: MAGDA HATKA

4. Contact the following person and arrange for your interview as soon as possible:

Christine Marro 727-643-1015 or coawoods@gmail.com

5. The Application and other forms will be processed and presented to the Board of Director for approval. The *Ameri-Tech Community Manager* will contact the Buyer (or Agent) in writing that the process is complete.

**DO NOT SET A CLOSING DATE UNTIL THE MANAGEMENT COMPANY HAS
CONTACTED YOU IN WRITING STATING THAT THE PAPERWORK HAS
BEEN PROCESSED AND COMPLETED.**