

All Resale Applications to be submitted to:
Portofino Shores Property Owners Association, Inc.
5720 Spanish River Road
Ft. Pierce, FL 34951
Phone (772) 460-1660
Fax (772) 464-0979

Portofino Shores P.O.A., Inc. Resale Application

PLEASE NOTE: Resale Applications will **ONLY** be processed when they are complete. Please check to ensure that the following items are included before submitting:

- ☐ Every form in this packet must be filled out **completely** and signed by all parties.
 - ☐ **Clear color** copies of driver's license(s) or State issued ID card. Do not enlarge or reduce size of Drivers License or State ID.
 - ☐ Copies of vehicle registrations for all vehicles.
 - ☐ Copy of sales contract.
 - ☐ A Non-Refundable Processing Fee of \$100, payable to Watson Association Management.
-
- Approvals will NOT be given if there are outstanding property violations or balances on the account. Owners may submit a letter of intent for special consideration on violations.
 - Barcodes and card-keys may be obtained from the Portofino Shores office after the closing documents have been submitted or on the lease start date. Sellers and owners are to turn their card keys over to the purchaser or tenant. Please be advised fees may be applicable.
 - Move-in times are allowed on Monday through Saturday from 8:00AM until 5:00PM. Written requests for alternative times must be made in advance and approved by the Board of Directors.



Portofino Shores Property Owners Association, Inc

RESALE APPLICATION

(APPLICATION REQUIRES BOARD APPROVAL, IF ADDITIONAL SPACE IS NEEDED PLEASE USE OTHER SIDE)

Date: _____ Property Address: _____

APPLICANT & CO-APPLICANT INFORMATION

Applicant Name: _____ Phone/Cell #: _____

Current Mailing address: _____

Co-Applicant Name: _____ Phone/Cell #: _____

Number of children if any: _____ List names & dates of birth of all occupants: _____

Any other occupants other than immediate family? _____ If so, please list the name, relationship, and date of birth: _____

Pets: YES NO Number: _____ (Only 2 per household allowed) Breeds(s) _____ NO PIT BULLS

Purchasers, do you intend to:

- ☐ Live in the home as a primary residence
- ☐ Maintain the home as a secondary residence
- ☐ Offer the home as a rental unit

Applicants employers name: _____ No. of years there _____

Address: _____ Phone #: _____

Co-Applicants employers name: _____ No. of years there _____

Address: _____ Phone #: _____

I/WE FULLY AUTHORIZE INVESTIGATION OF ALL ANSWERS AND REFERENCES GIVEN.

I/WE HEREBY AGREE TO ABIDE BY ALL DOCUMENTS AND RULES & REGULATIONS OF PORTOFINO SHORES POA, INC., A COPY OF WHICH DOCUMENT I HAVE RECEIVED FROM SELLER/LANDLORD.

(IF SELLER FAILS TO PROVIDE A SET OF DOCUMENTS TO BUYER, A COPY WILL BE MADE AVAILABLE BY THE ASSOCIATION MANAGEMENT COMPANY AT A COST OF \$50.00 PER DOCUMENT COPY.)

PURCHASER: _____ Date: _____
Signature(s)

PURCHASER _____ Date: _____
Printed Name(s)

PURCHASER: _____ Date: _____
Signature(s)

PURCHASER: _____ Date: _____
Printed Name(s)



RESIDENT ACCESS FORM (SALES)

NEW OWNER INFORMATION

Lot# _____ Property Address: _____

Legal Owner Name(s) _____ Phone _____

Legal Owner Name(s) _____ Phone _____

Mailing Address _____

(IF DIFFERENT THAN ABOVE)

EMAIL ADDRESS: _____

Number of children in home _____ Total number of people living at address _____

Emergency Contact _____ Emergency Contact Number _____

Lawn Care: _____ Pest Control: _____

Pool/Cleaning: _____ Other Service: _____

RESALE INFORMATION

Title Co. Rep Name & Phone: _____

NAME(S) OF ALL PERSON(S) RESIDING, CARD KEY #'S & BAR CODES

Name _____ Name _____

Name _____ Name _____

Name _____ Name _____

Name _____ Name _____

CARD KEY #'S _____

VEHICLES REGISTERED AT PORTOFINO SHORES:

Make _____ Model _____ Color _____ Year _____ Lic.Pl# _____ Bar Code _____

Make _____ Model _____ Color _____ Year _____ Lic.Pl# _____ Bar Code _____

Make _____ Model _____ Color _____ Year _____ Lic.Pl# _____ Bar Code _____

Make _____ Model _____ Color _____ Year _____ Lic.Pl# _____ Bar Code _____

PERMANENT VISITOR LIST ONLY THREE NAMES ALLOWED (i.e. relatives)

Name _____ Name _____ Name _____

Date Submitted: _____

Revised 04/2019



Portofino Shores Property Owners Association, Inc

NOTICE OF ACKNOWLEDGEMENT

(FORM FOR SALES)

AS REQUIRED by the Amendment to the Declaration of Restrictions and Protective Covenants, Article IX, Section 19 b, c, d, f, and l:

b: "The Lot Owner shall notify the Association, in writing on an application form provided by the Association, of his/her intention to lease his/her Lot. The name, address, and telephone number of the prospective lessee and a copy of the Lease Agreement must be provided to the Association, not less than thirty (30) days prior to the lease of the Lot. The application must indicate the date when such lease is to take place."

c: "Within fifteen (15) days after the receipt of a completed application, the Association shall either approve or disapprove of the proposed lease agreement."

d: "Any and all lease agreements between an Owner and Lessee of a lot shall be in writing, shall provide for a term of not less than twelve (12) months, and must provide that the lease shall be subject, in all respects, to the terms and provisions of this Declaration, the Articles of Incorporation, Bylaws and the Rules and Regulations of the Association. Any failure by the lessee under such lease agreement to comply with such terms and conditions shall be a material default and breach of the lease agreement."

f: Acceptance of Responsibility. Prior to the leasing of any home or property within Portofino Shores, the Homeowner will be required to sign a "Notice of Acknowledgement" formally accepting financial responsibility for any damages caused by the tenant or lessee, whether civil or criminal, leading to an out of pocket expense for the Association or another homeowner."

l: "The lot owner must furnish the prospective lessee with a copy of Declaration, the Articles of Incorporation, Bylaws, and the Rules and Regulations of the Association. If the lot Owner does not have a copy of such documentation, then the Lot Owner will be required to obtain copies from the Association at a reasonable cost at the time of application."

- I agree to abide by the requirements described above.
- I will provide purchaser with a set of Community Documents prior to the date of interview.

Property Address: _____

Purchaser Signature Date

Purchaser Signature Date

Purchaser Printed Name

Purchaser Printed Name

Seller Signature Date

Seller Signature Date

Seller Printed Name

Seller Printed Name



Portofino Shores Property Owners Association, Inc

RULES AGREEMENT (SALES)

Have you read the Bylaws?	YES _____	NO _____
Have you read the Rules and Regulations?	YES _____	NO _____
Have you read the Pool Rules?	YES _____	NO _____
Do you have any pets?	YES _____	NO _____
Are you aware that Pit Bulls and any aggressive breeds are not allowed?	YES _____	NO _____
Are you aware that only two pets are allowed?	YES _____	NO _____
Do you have any Commercial Vehicles? (No signage may show)	YES _____	NO _____
If we contact your landlord will they give you a favorable recommendation?	YES _____	NO _____
Are you aware that the speed limit is 20 MPH?	YES _____	NO _____
Are you aware that there is no parking on the street after 12:00 AM?	YES _____	NO _____
Are you aware that garbage cans must be brought in the same day as pick-up and must be kept out of sight?	YES _____	NO _____
Are you aware that all lawns must be kept cut, edged and that the bushes must be trimmed to a specific height and that there can be no weeds in the driveway?	YES _____	NO _____
Are you aware that the irrigation system is controlled by the association and that any problems with the system should be reported to the office?	YES _____	NO _____
Are you aware that every year the lease must be renewed prior to its expiration and that all of the forms and documents including a National Criminal Background report must be submitted for approval?	YES _____	NO _____
Are you aware that oil leaks will cause severe stains on paver driveways?	YES _____	NO _____
Please check your vehicles for oil leaks.		
Are you aware that curtains and/or appropriate window coverings are to be on all windows?	YES _____	NO _____
Are you aware that if you want a satellite dish installed and there is one on the house already you must remove it?	YES _____	NO _____
Are you aware that there can be no more than two unrelated adult persons in a household?	YES _____	NO _____

I understand that anyone violating any of the Rules will be sanctioned and/or refused the use of all common area facilities for a minimum of three (3) months.

I understand that no property owner, their tenants or guests may use any of the common area facilities if their property is in arrears of POA dues. No exceptions.

My signature below signifies that the undersigned and those residing with me, as well as my guests or tenants will obey all policies that have been put in place.

Print Purchaser Name

Purchaser Signature

Date

Print Purchaser Name

Purchaser Signature

Date



Portofino Shores Property Owners Association, Inc

ITEMS TO BE TURNED OVER AT CLOSING FORM FOR SALES

1. The seller(s) must provide a copy of the Association's "Governing Documents" which includes the Articles of Incorporation, Declaration of Covenants, and the By-Laws to the purchaser(s)/tenant(s). If the seller(s) fail to supply the buyer with these documents, \$50.00 must be collected from the seller(s) at closing in order for the buyer to obtain a copy from the Association Management.
2. Barcode stickers and card keys can be acquired after approval is granted and the closing documents have been submitted and on the lease start date. All homes with resident(s) have been issued 2 bar code stickers at no charge. New owners may receive two at no charge. Additional bar codes are \$10.00 each. Price is subject to change. No cash or credit cards are accepted. Fees are non-refundable.
3. Buyers must collect the 2 card keys from the seller at the time of the closing. Replacement card keys are \$35.00 each. Price is subject to change. No cash or credit cards are accepted. Fees are non-refundable.
4. The seller(s) are required to turn over the payment coupon book to the buyer(s). If no coupon book is turned over to the purchaser, the purchaser must call the accounting firm at (772-781-9429) after the closing to make arrangements to receive one.

Signature of Purchaser(s)

Date

Signature of Purchaser(s)

Date

Signature of Seller(s)

Date

Signature of Seller(s)

Date



Portofino Shores Property Owners Association, Inc

Disclosure Summary

FORM FOR SALES ONLY

1. As a purchaser of property in this community, you will be obligated to be a member of a homeowner's association.
2. There have been or will be recorded restrictive covenants governing the use and occupancy of properties in this community.
3. You will be obligated to pay assessments to the association, which assessments are subject to periodic change.
4. Your failure to pay these assessments could result in a lien on your property.
5. There is an obligation to pay rent or land use fees for recreational or other commonly used facilities as an obligation of membership in the property owners association.
6. The restrictive covenants cannot be amended without the approval of the association membership.
7. The statements contained in this disclosure form are only summary in nature, and as a prospective purchaser, you should refer to the covenants and the association governing documents.
8. These documents are matters of public record and can be obtained from the record office in the county where the property is located.

Signature of Purchaser(s) Date

Signature of Purchaser(s) Date



CARD KEY REGISTRATION INSTRUCTIONS FOR ALL NEW RESIDENTS

SALES

Buyers must collect the 2 card keys from the seller at the time of closing.

Owners are responsible for providing the 2 card keys to their tenants and collecting it at the end of the lease.

The below application form must be completed and submitted for card key registration.

If an owner/tenant relocates to another home in Portofino **the card keys are not transferrable**. The card keys must be turned over to the purchaser/owner and a new application for the new residence must be completed.

If a card key is lost the office must be notified immediately and a replacement card key may be obtained upon payment of \$35.00 to the association. This fee must be paid by check or money order. No cash or credit cards are accepted.

This form is not a replacement for the Portofino Shores' Clubhouse Rules and Procedures & the Tot Lot Rules which are available at the office or on-line at portofinoshores.net. All residents are required to read them and hereby state that they have.

I have read the Portofino Shores Clubhouse Rules & Procedures & the Tot Lot Rules. My signature below signifies that I and those residing with me, as well as my guests, will obey all policies put in place.

Property Address:	
Owner's/Purchaser's Printed Name:	
Owners/Purchaser's Signature:	Date:
Resident's/Tenant's Printed Name (if different than above):	
Resident's/Tenant's Signature (if different than above):	Date:
Names of all Resident's	DOB
1.	
2.	
3.	
4.	
5.	
6.	

Card Key #'s: _____

4/18/2019

SALES ONLY

VOTING CERTIFICATE

Portofino Shores Property Owners Association, Inc.

KNOW ALL MEN BY THESE PRESENT, THAT THE UNDERSIGNED IS THE RECORD OWNER (S) IN Portofino Shores Property Owners Association, Inc. shown below, AND HEREBY CONSTITUTES, and APPOINTS AND DESIGNATES:

(Insert one owners name above)

as the voting representative for the PROPERTY OWNERS ASSOCIATION property owned by said undersigned pursuant to the by-laws of the Association.

The aforementioned voting representative is hereby authorized and empowered to act in the capacity herein set forth until such time as the undersigned otherwise modifies or evokes the authority set forth in this voting certificate.

Dated this _____ day of _____, 20_____.

(Property owner's signature – If jointly-owned, both owners' signature required)

Property Address _____

Fort Pierce, FL 34951

When there is a corporation or partnership as owners of the property, then a voting representative must be appointed by the corporation or partnership and becomes the representative. All owners must sign this form to acknowledge this appointment.

Revised 08/20/2015