



AVANT-GARDE MANAGEMENT

759 SW Federal Highway, Suite 316, Stuart, Florida 34994
Office: (772) 320-9617

Application Checklist

Date Received: _____

Closing or Move-in Date: _____

Name of Buyer(s) or Lessee(s): _____

Association: _____

Property Address: _____

ALL ITEMS INCLUDING THE APPLICATION FEES MUST BE SUBMITTED ALONG WITH THIS CHECKLIST FOR THE APPLICATION TO BE PROCESSED

General Submission Requirements:

- Fully Executed Application
Fully Executed Purchase Contract or Lease Agreement
Copies of Photo IDs for All Residents Age 18 and over
All Application Fees and/or Deposits

Buyer(s)/Lessee(s) Realtor Info:

- Company Name: _____
Company Phone: _____ Email: _____

Seller(s)/Lessor(s) Realtor Info:

- Company Name: _____
Company Phone: _____ Email: _____

Title Company Info:

- Company Name: _____
Company Phone: _____ Email: _____

Delivery of Certificate of Approval to:

- Email: _____ or Pick-up: _____

Management Comments:

Management Notifications (After Certificate of Approval is Issued):

- Email Board of Directors
Resale & New Owner Update in Tops



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759 SW Federal Highway, Suite 316, Stuart, Florida 34994

Office: (772) 320-9617 / (561) 275-5301

Valencia at Abacoa Homeowners' Association, Inc.
Notification of Purchase / Request for Lease Approval

The application process will begin only when a COMPLETE package is filled out and returned to Avant-Garde Management located at the address provided above with all the applicable application fees and deposit. Avant-Garde Management will not accept an incomplete package. A complete package consists of the following:

- A non-refundable application fee in the amount of \$100.00 payable to Avant-Garde Management in the form of a check, money order or cashier's check.
- A clear copy of the Purchase Contract or Lease Agreement
- Copy of driver's license or photo ID of everyone on the application over the age of 18.
- **PURCHASES ONLY:** There will be a Capital Contribution Fee collected at the time of closing. The fee is equal to two (2) quarterly assessment fees for that current budget year. Estoppels may be ordered at avantgardemgmt.com.
- A lease is not effective nor may the home/unit be occupied by the prospective lessee without the prior written approval of the Association.
- All applications will be processed in the order in which they are received. Please allow 10 business days for processing.



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Valencia at Abacoa Homeowners' Association, Inc.

Notification of Sale / Lease - (Please circle one)

Property Address: _____

Closing Date: _____ or Lease Term: _____

HOMEOWNER(S) INFORMATION: (all information must be printed and legible)

Name of Owner(s): _____

Mailing Address: _____

Phone Number: _____ Email: _____

APPLICANT(S) INFORMATION:

Applicant(s) Name: _____

Present Mailing Address: _____

Phone Number: _____ Cell: _____

Primary Email: _____ Email: _____

List all regular occupant(s) other than the applicant(s):

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Vehicle(s) to be parked on Association Property (Make / Model / Year / State Tag):

Make: _____ Model: _____ Year: _____ License Plate # _____

Make: _____ Model: _____ Year: _____ License Plate # _____

Make: _____ Model: _____ Year: _____ License Plate # _____

Pets: Yes ___ No ___ If yes, number of pets: ___

Breed / Color / Age / Sex: _____

DO YOU HAVE ANY COMMERCIAL OR RECREATIONAL VEHICLES, BOATS, CAMPERS, MOTORCYCLES, TRUCKS, TRAILERS, OR PANELLED VANS? YES _____ NO _____

THESE VEHICLES ARE NOT ALLOWED TO BE PARKED ON ANY COMMON ELEMENT OR DRIVEWAY AND MUST BE PARKED INSIDE THE GARAGE.

Owner Initials _____ Lessee/Buyer Initials _____



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**Valencia at Abacoa Homeowners' Association, Inc.
Acknowledgement**

I/We have received, read, understood and agree to abide by the governing documents of the Valencia at Abacoa Homeowners' Association. Failure to comply with the terms and conditions thereof shall be a material default and breach of the PURCHASE or LEASE agreement.

I/We understand all exterior modification of the property require submission of an architectural change application and no work may commence on the premises until a written approval is granted by the Association.

Pursuant to Article XIX, Section 2, of the Declaration of Covenants, Conditions and Restrictions for Valencia at Abacoa, the Association shall have the right to require termination of the Lease upon default by the Tenant in observing any of the provisions of the Valencia governing documents.

In the event the Owner leases their property and becomes delinquent in the payment of the homeowners' association assessments during the term of the lease, the parties acknowledge the Association shall have the right to notify the tenant of such delinquency and demand all rent payments to be paid to the Valencia at Abacoa Homeowners' Association until the delinquency is paid in full per Florida Statute 720.3085(8).

I/We are aware any falsification or misrepresentation of the facts on this application will result in an automatic rejection of this application.

Purchaser/Lessee Print

Purchaser/Lessee Signature

Purchaser/Lessee Print

Purchaser/Lessee Signature

Owner Print

Owner Signature

Owner Print

Owner Signature

Date