

GARDEN VILLAS



AT GATOR TRACE OF ST LUCIE HOMEOWNERS ASSOCIATION INC.
4080 GATOR TRACE ROAD, FORT PIERCE, FL 34982
Email: gvhoaatgatortrace@gmail.com

GARDEN VILLAS OF GATOR TRACE CHECKLIST FOR SALE APPLICATION - (Please Print)

Property Address: _____, Fort Pierce, FL 34982

Closing Date: _____

General Submission Requirements:

Completed Sales Application

Fully executed Sales/Purchase Contract

A non-refundable processing fee of \$125.00 made payable to Garden Villas HOA.

Pet Registration Form - Current Vaccination Record(s), License and Picture of Each Pet must be attached

Copy of Driver's License of all persons eighteen (18) years or older occupying the unit.

Title Company Information:

- Company Name: _____
- Address: _____
- Contact Name and #: _____
- Email: _____

Owner's Realtor Information:

- Company Name: _____
- Address: _____
- Contact Name and #: _____
- Email: _____

Buyer's Realtor Information:

- Company Name: _____
- Address: _____
- Contact Name and #: _____
- Email: _____

GARDEN VILLAS OF GATOR TRACE CHECKLIST FOR SALE APPLICATION (Please Print)

Certificate of Approval for delivery options:

(Mark "X" by delivery option)

_____ Email Copy to Realtor

_____ Email Copy to Owner

I/We certify that the information requested above and contained in this application are attached, true and correct. I understand that any falsification, misrepresentation, or omission is grounds for refusal to approve this sale application.

Applicant Signature:

Co-Applicant Signature:

Date: _____

Date: _____

SALE APPLICATION (Please Print Clearly)

Property Address: _____, Fort Pierce, FL 34982

Closing Date: _____

Current Homeowner Information (Seller):

- Owner's Name: _____
- Owner's Address: _____
- Owner Phone # / Cell #: _____
- Owner Email: _____

Applicant(s) Information (Buyer):

- Applicant Name: _____
- Applicant Current Address: _____
- Applicant Phone # / Cell #: _____
- Applicant Email: _____

Member of the United State Armed Forces on Active Duty or State Active Duty or Member of the Florida National Guard and United States Reserve Forces: _____ YES _____ NO (Copy of ID Required).

- Co-Applicant Name: _____
- Co-Applicant Current Address: _____
- Co-Applicant Phone #/ Cell #: _____
- Co-Applicant Email: _____

Occupant(s) Other than the Applicants:

Name/Relationship: _____ Age _____

Name/Relationship: _____ Age _____

Name/Relationship: _____ Age _____

**BY PROVIDING YOUR EMAIL ADDRESS, YOU AUTHORIZE THE GARDEN VILLAS TO COMMUNICATE VIA EMAIL
REGARDING ASSOCIATION BUSINESS**

GOVERNING DOCUMENT & RULES & REGULATIONS

BUYER(S) ACKNOWLEDGE AND AGREE TO THE FOLLOWING:

I/we have received from the Property Owner a copy of all the deeded Documents, Rules and Regulations as amended, or as may be promulgated hereafter by the Board of Directors. I/we are moving into a deed restricted community. I/we have read, understand, and agree to abide by said Documents, Rules and Regulations of The Garden Villas at Gator Trace of St. Lucie Owner's Association Inc.

Applicant: _____ **Co-Applicant:** _____
(Signature) (Signature)

Applicant: _____ **Co-Applicant:** _____
(Print Name) (Print Name)

Date: _____ **Date:** _____

PET REGISTRATION FORM

Maximum of Two (2) Pets Only. No pets shall be kept, bred, or maintained for any commercial purpose.

Dogs which are household pets shall always whenever they are outside a unit be confined on a leash held by a responsible person.

An owner/tenant shall immediately pick up and remove any solid animal waste deposited by his/her pet on the properties, including the common areas and the exclusive neighborhood common area.

PET(S) _____ YES _____ NO

Names	Age	Color	Weight	Breed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Current Vaccination Record(s), License and Picture of Each Pet must be Attached

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

VEHICLE REGISTRATION FORM

**LICENSED DRIVERS: (To be residing in the Community) Most Homes Can House Only Two (2) Vehicles
No Parking on Street From 12:00 a.m. to 6:00 a.m.**

Name, License #, State: _____

Name, License #, State: _____

Name, License #, State: _____

Name, License #, State: _____

DESCRIPTION OF VEHICLE(S):

Vehicle #1 Make, Model year _____

Color: _____

Vehicle #2 Make, Mode, Year _____

Color: _____

Vehicle #3 Make, Model, Year _____

Color: _____

(If you have additional vehicles, please attach a separate page.)

Pick-up trucks are allowed provided they are used only as passenger vehicles, are not rated greater than one (1) ton (manufacturer's load capacity specifications), and MUST have an appropriate bed cover installed. NO business ads on vehicles.)

No RV parking at any time except to load or unload.

25 MPH max. at ALL times in our community.

Applicant Signature: _____

Date: _____

Co-Applicant Signature: _____

Date: _____

Frequently Asked Questions – Sales & Leases

Q: How do I obtain the current lease and/or sale application for our Association?

A: Request an application by logging into the Gator Trace Master Website at gatortracemasterassociation.com Go to Sub Associations ... Garden Villas. Download Forms. Complete ALL forms requested in black or blue ink. If an incomplete application is submitted, it will not be accepted or processed until all required information and fees are received.

Q: What is the processing time for applications?

A: Most applications require a minimum of ten (10) business days for processing and to receive Board approval.

Q: How do I obtain the Association documents (i.e. Declaration of Covenants, Bylaws, Rules & Regulations, Approved Budget, etc.)?

A: The current owner of the property can access and download, by logging into the Gator Trace Master Website at gatortracemasterassociation.com Go to Sub Associations ... Garden Villas. The documents can be reviewed or downloaded. The owner may request Budget documents in writing at The Garden Villas 4080 Gator Trace Road, Fort Pierce FL 34982, or by email: gvhoatgatortrace@gmail.com

Q: What is the process to obtain an Estoppel?

A: Requests for an Estoppel should be emailed to gvhoatgatortrace@gmail.com Estoppel fees are collected by the Title Company and payable at closing.

Standard Processing (7-10 Business Days) \$250.00

Expedited Processing (4-6 Business Days) \$300.00

Express Processing (1-3 Business Days) \$350.00

Capital Contributions and/or Special Assessments will be included on the Estoppel.

Q: What does a new owner do if they have questions or concerns immediately following their closing?

A: Once Garden Villas receives the closing paperwork from the title company, (which typically takes 1-2 weeks) leases we will send out a "Welcome" packet by mail and email. The letter contains contact information about ownership and information about the Homeowner Portal, Association dues, etc. To expedite access, a new owner may email a copy of the Warranty Deed received at closing, along with their questions, to gvhoatgatortrace@gmail.com