

Gardens of Gulf Cove Property Owners Association, Inc.

~ A Deed Restricted Community ~

rev 1-29-15



**STEPS and CHECKLIST FOR BUYING A HOME,
RENTERS AND ADDITIONAL OCCUPANTS:**

1. **For Home Buyers**: Fill out the Property Owner Application (revision 1-23-15) for each adult to be on the deed and/or occupying the property. Form is available online or at the offices. It is important to fill forms out completely prior to occupancy to avoid delay.
2. **For Renters and Additional Occupants**: Fill out the Rental Application (revision 1-23-15) for each adult intending to live at the property. Form is available online or at the offices. It is important to fill forms out completely prior to occupancy to avoid delay.

Both Home Buyers, Renters and Additional Occupant Categories:

3. Provide a copy of a valid driver's license, state ID or passport/visa (non-US citizen) with the application for each adult.
4. Add to the application a check or money made out to "GGC POA" for \$75 for each person identified in 1. and/or 2. above. A credit card can also be used for a 4% additional fee. This is for the background/credit check. Although every attempt will be made to be reasonable, this fee is subject to change without notice.
5. The Association Manager will review the background/credit checks report. If there are complications with any report, additional review may be necessary with the Board of Directors and/or Attorney.
6. Upon approval of the background/credit check for all covered by 1. above, each applicant will be notified by the Manager or Assistant Manager. The background reports/credit checks will be kept in a locked storage container and destroyed at a scheduled time.

Additional information on this process and other important rules can be found in the Gardens of Gulf Cove Bylaws, Declaration of Covenants, Restriction and Rules. These documents are available at www.thegardensofgulfcove.com and at our two offices. Your cooperation with these requirements are appreciated. Thank you and congratulations for deciding to make our community your home.

Respectfully yours,

Gardens of Gulf Cove Management