



AVANT-GARDE MANAGEMENT

2688 SE Willoughby Blvd., Suite 101, 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:

Gate Call Box Directory Listing (For Gated Communities Only): Please inform us how you would like to appear on the gate call box and provide the phone number you would like to register. The phone number registered is where you will receive calls from the gate when guests or vendors wish to enter the community. Example: Smith, J (772) 555-5555

Name for Gate Listing: Phone #

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:

- Title Company Email: or Pick-up:
Buyer/Lessee Realtor Email: or Pick-up:
Seller/Lessor Realtor Email: or Pick-up:

Comments:

Management Notifications (After Certificate of Approval is Issued):

- Add Owner To Website
Email Designated Welcome Committee Member
Email Bartlett Brothers for Gate Directory Programming



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Cove Isle Community Association, Inc.
Request for Approval Purchase / Lease

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 Cove Isle Community Association** in the form of a check, money order or cashier's check.
- **A non-refundable application fee in the amount of \$125.00 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.
- **LEASE ONLY: The Cove Isle Board of Directors, as set forth in Article VIII, Section 2: Leases hereby makes resolution to collect a refundable deposit of \$1,000.00 that will be placed in an escrow account.**

Please submit the refundable security deposit of \$1,000.00 made payable to Cove Isle Community Association in the form of a check, money order or cashier's check. Upon move-out/end of the lease terms, please submit a written request to Avant-Garde Management at the address provided above for the refund of the security deposit. Note: The deposit is refunded to the person/entity the original check was issued by.

- A lease/purchase is not effective nor may the home/unit be occupied by the prospective lessee/buyer 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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Cove Isle Community Association, Inc.

Sale / Lease Application – (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 Name: _____

Present Mailing Address: _____

Phone Number: _____ Cell: _____

Email: _____

Co-Applicant Name: _____

Present Mailing Address: _____

Phone Number: _____ Cell: _____

Email: _____

Occupant(s) other than the applicant(s):

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

DO YOU HAVE ANY COMMERCIAL OR RECREATIONAL VEHICLES, BOATS, CAMPERS, MOBILE HOMES, MOTOR HOMES, HOUSE TRAILERS, OR TRAILERS? 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 _____

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: # _____



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**Cove Isle Community Association, Inc.
Acknowledgement**

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

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 Cove Isle Community 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