

Banyan Woods Master Association, Inc.
C/o Association Consulting & Management Services, Inc.
1926 Trade Center Way, Suite 2 Naples, FL 34109
Phone: 239.598.9977 ♦ Fax 239.598.9987

APPLICATION FOR APPROVAL OF SALE/LEASE

IN ORDER TO PROCESS THIS APPLICATION, THE FOLLOWING ITEMS MUST BE INCLUDED:

- This completed and signed application
- A non-fundable check in the amount of \$125.00 payable to Banyan Woods Master Association
- Two completed character reference forms (cannot be realtors connected with this transaction)
- A fully executed copy of the Sales and/or Lease Contract
- Completed background search for all owners/renters or anyone 18 and over residing in residence
- Background search fee in the amount of \$40.00 per search per person payable to ACMS
- Clear copy of Driver License for all residing in residence 18 and over
- Transfer fee of \$1,000.00 for sale/gift/inheritance/devise or other transfer payable to Banyan Woods

The Board of Directors has 30 days to approve or disapprove your application. Incomplete applications will be returned unprocessed, normally causing delays. Please complete all required items at time of request.

Street Address _____ Unit # _____

Present Owner _____ Closing Date _____

Term of Lease: From _____ To _____ (30 day minimum and no more than 3 rentals per year)

I/We apply for approval to **purchase** the unit listed above

I/We apply for approval to **lease** the unit listed above

I/We represent that the following information is complete and true. We also agree that any misrepresentation in this application will justify automatic rejection. I/We also consent to additional inquiry concerning this application, and if requested will agree to an appearance before the Board of Directors for further questioning.

Applicant(s) Name _____ Spouse _____

Present Address _____ City _____ State _____ Zip _____

US Citizen _____ Male _____ Female _____ Applicant(s) Telephone _____

Applicants Cell Phone _____ Applicants Fax _____

Driver License # _____ Driver License # _____

Driver License # _____ Driver License # _____

E-mail Address _____ E-mail Address _____

Business/Profession/Retired _____

CAR PARKING LIMITED TO BETWEEN GARAGE AND SIDEWALK (no parking on sidewalk, sidewalk right-of-way, or grass) SEE PARKING REGULATIONS

Make of Vehicle _____ Year _____ Plate # _____ State _____

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The Association Documents of Banyan Woods Master Association, Inc. states that all units are for single family residences only. Please provide the names, ages and relationships of all other persons who will be occupying the unit regularly.

Name and Relationship _____

Name and Relationship _____

Name and Relationship _____

Name and Relationship _____

Person to notify in case of Emergency _____ Phone _____

SALES ONLY (circle one)

I/We intend to live in the unit Part Time Full Time

I/We do not intend to live in the unit

Has anyone in your home ever been convicted of a felony? Y N If yes, year of conviction _____

Reason for arrest and conviction _____

GENERAL CONDITIONS

I/We are aware that Banyan Woods units/homes may be leased a minimum of 30 days and no more than 3 times in a calendar year and for a maximum period of one year. After one year a new lease and board approval is required.

I/We are aware that the units/homes may not be occupied by more than two (2) permanent residents per bedroom.

I/We have read the Covenants, Conditions and Restrictions, the By-Laws and the Rules and Regulations of the Banyan Woods Master Association and agree to comply therewith if this application for approval to purchase or lease is approved.

Purchaser/Tenant _____ Purchaser/Tenant _____

Realtor/Agent _____ Phone _____

Witness _____ Witness _____

ASSOCIATION USE ONLY

Action of Board Directors

APPROVED _____ DISAPPROVED _____ DATE _____

If disapproved, reason _____

By _____ Association Manager

By _____ Board President

RETURN YOUR COMPLETED APPLICATION AND SUPPORTING DOCUMENTS TO:

Association Consulting & Management Services, Inc.

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CHARACTER REFERENCE FORM

Date_____

Reference(s) Name_____

Street Address_____

City_____ State_____ Zip_____

Applicant's Name_____

Association Applying To_____

To Whom It May Concern:

The applicant(s) named above are applying for membership in a Homeowners Association. The Board of Directors would appreciate it if you would furnish us with whatever information you consider pertinent regarding the character and stability of the applicant(s).

Upon completion, please return this form to the management company by mail, email or fax. Should you have any questions or need any assistance, please contact our office. Your prompt reply is greatly appreciated.

Respectfully,

ACMS

How do you know the applicant(s)?_____

How long have you known the applicant(s)?_____

In your opinion, would the applicant(s) make a good neighbor? Yes_____ No_____

Please describe the applicant(s) character and stability, as you know them_____

NATIONAL CRIMINAL BACKGROUND CHECK

Incomplete Information on this form will result in the delay or rejection of this application

OWNER

Unit Address _____ Owner Name _____

Owner Phone _____ Move-in Date _____

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APPLICANT

First Name _____ Middle Name _____ Last Name _____

Maiden/Other Name _____ Driver License # _____ State _____

Date of Birth _____

Current Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell/Work _____

Employer _____ Phone _____

Street _____ City _____ State _____ Zip _____

If you are currently unemployed are you seeking employment? Yes No _____

Are you a student? _____, if yes do you receive financial aid? _____

Pets? _____ How Many? _____ Type _____

Have you ever been convicted of a crime involving the sale or possession of an illegal substance? _____

If yes, explain _____

Have you ever been convicted of a felony? _____

If yes, explain _____

PLEASE READ BELOW BEFORE SIGNING

I understand that I acquire no rights in a property until I sign a rental or lease agreement in the form presented to me by the owner. I have been informed that a Criminal Investigation involving the statements made on this form will be initiated and I authorize such. Any misrepresentations made on this form shall constitute grounds for denial of a lease or sale in this community.

Signed _____ Date _____

Witness _____ Date _____