



Sanctuary at Bay Hill Condominium Association
7400 Sugar Bend Dr.
Orlando, FL 32819

PROSPECTIVE PURCHASER APPROVAL PROCEDURES

- Application authorizing the Association to conduct a criminal background check must be completed in detail by the proposed purchaser of a unit.
- Please include a copy of the purchase agreement.
- Forms will not be processed without a non-refundable Money Order or Cashier Check in the amount of \$50.00 (per person), payable to the Sanctuary at Bay Hill Condominium Association, Inc.
- Association shall have 15 business days after receipt of I) Purchase Agreement II) Authorization to conduct criminal background check, and III) Payment of the applicable application fee to the Association to notify the unit owner whether the purchaser is approved or not. The Board may elect to have its Secretary review the results of the background check. As provided in the condominium documents, if the Association does not issue a notice of approval within 7 business days, then the Association shall be deemed to have approved the prospective purchaser.
- Occupancy prior to final approval is prohibited. Any owner who moves a buyer or another party into a home/lot without the association's written approval will be subject to an immediate legal action.
- If there are any questions not answered, or left blank, this application will be returned to you unprocessed.
- To request an application of for a status of an application already submitted, please fax your request to: 407-352-7625 Attn: Condominiums Department or send an email to: manager@sanctuaryatbayhill.net

Thank you in advance for your cooperation.

Sincerely,
Lori Coolidge
Property Manager

APPLICATION FOR PURCHASE

Applicant: _____ Date of Birth: _____ SS#: _____

Co-Applicant: _____ Date of Birth: _____ SS#: _____

Applicant's Driver's License #: _____

Co-Applicants Driver's License #: _____

RESIDENCE HISTORY

Present Address: _____ Phone: _____

City, State, ZIP: _____ Cell: _____

Association/Landlord: _____ Dates of Residency: From/To: _____

Mortgagee: _____ Rent/Mtg. Amt: _____ Phone: _____

Previous Address: _____ Phone: _____

City, State, Zip: _____ Cell: _____

Association/Landlord: _____ Dates of Residency: From/To: _____

Mortgagee: _____ Rent/Mtg. Amt: _____ Phone: _____

EMPLOYMENT INFORMATION

Employer: _____ Phone Number: _____

Address: _____

Co-Applicant Employer: _____ Phone Number: _____

Address: _____

Applicant has submitted the sum of \$50.00, which is "nonrefundable" for credit check processing charge of the application. Applicant hereby represents that all the above statements are true and correct. The Association and/or agents are hereby authorized and given the right to verify by reasonable means the application, including, without limitation, ordering criminal reports. If the applicant has made any false or misleading statements or misrepresentations in this application, it is understood and agreed between the parties that in the event this application will be rejected and returned to applicant without refunds by the Association and/or its agents. It is further understood and agreed between the parties that in the event that said application is approved and accepted by the Association or its applicant refuse to enter into a purchase agreement the received sum will be retained by the Association or its agents.

Applicant Signature

Date

Applicant Signature

Date

NOTICE OF CRIMINAL BACKGROUND CHECK

The Board of the Sanctuary at Bay Hill Condominium Association, Inc., has elected to exercise its authority under the condominium documents to order a criminal background check on all prospective purchasers of units in the project. The Board will advise the owner of the unit the prospect has contracted to purchase whether the prospect is approved or disapproved based on the results of the background check. The Board may also elect to advise the prospect and any other person involved in the purchase transaction including, for example the real estate brokers. There shall be no third party beneficiaries of the Board's actions with respect to the background check and the Board's decision to approve or disapprove the prospective buyer. The unit owner and the prospect hereby release the Board from any liability, loss, cost, damage or claim arising from or due in connection with the Board's actions.

The results of the background check, along with other qualifying factors the Board may elect to use in its sole discretion, will determine whether the prospective purchaser is qualified to purchase the unit.

It is probable that the Board will disapprove of any prospective purchaser who has any of the following appear on his/her criminal background report.

1. **Any** convictions of the following felonies and misdemeanors:
 - a. Murder
 - b. Sexual Related Crime
 - c. Rape
 - d. Child Abuse
 - e. Manslaughter
 - f. Arson
 - g. Kidnapping
 - h. Lewd & Lascivious Assault
 - i. Robbery
 - j. Strong Arm Robbery
 - k. Burglary
 - l. Assault/Battery on a Police Officer
 - m. Sexual Battery
 - n. Motor Vehicle Theft
 - o. Larceny or Grand Theft
 - p. Any other criminal offense, which may be considered a threat to the health or safety of the residents and community.
2. **Any convictions in the last 10 years** of the following felonies and misdemeanors:
 - q. Prostitution
 - r. Drugs Sale
 - s. Possession of Drug Paraphernalia
 - t. Possession of a controlled Substance
 - u. Openly Carrying a Weapon
 - v. Vandalism
 - w. Fraud
 - x. Dealing in Stolen Property
 - y. Carrying a Concealed Firearm

Applicant Signature

Date

Management Representative Signature



FOR OFFICE USE ONLY

CERTIFICATE OF APPROVAL FOR PURCHASE

The Sanctuary at Bay Hill, "The Association", does hereby certify the Sale located at:

(Unit Address) _____

A condominium owned by and between _____
(current owner according to the records of the Association),
as Grantor(s), to: _____ as Grantee(s)

Has been approved by the Board of Directors, on behalf of the Association.

Dated this: _____ day of: _____, _____.

Name: _____

Title: _____