

KEYSTONE CONDOMINIUM ASSOCIATION, INC.
c/ o Bristol Management Services, Inc.
1930 Commerce Lane, Suite 1
Jupiter, Florida 33458
(561)575-3551 - (561)575-5423 (Fax)

Application Check List

All items must be submitted along with this checklist or your application will not be processed.

Property Address: _____

General Submission requirements

- ☐ **Fully executed application**
- ☐ **Fully executed sales contract or lease agreement**
- ☐ **Application Fee**
- ☐ **Title Company Info**
 - **Company Name:** _____
 - **Company Address:** _____
 - **Company Phone:** _____
 - **Company Email:** _____
- ☐ **Buyer Realtor Info**
 - **Company Name:** _____
 - **Company Address:** _____
 - **Company Phone:** _____
 - **Company Email:** _____
- ☐ **Seller Realtor Info**
 - **Company Name:** _____
 - **Company Address:** _____
 - **Company Phone:** _____
 - **Company Email:** _____
- ☐ **Certificate of approval for delivery option (Mark "X" by delivery option)**
 - _____ **Title Company**
 - _____ **Buyer Realtor to pick up in Bristol Office**
 - _____ **Seller Realtor pick up in Bristol Office**
- ☐ **Community Specific Requirements (if applicable)**

KEYSTONE CONDOMINIUM ASSOCIATION, INC.

APPLICATION FOR RESALE

Maximum Number Of Occupants: (3) Adults Or (2) Adults And (2) Children

Keystone Address _____ Unit Phone No. _____

Agent/Realtor's Office _____ Phone No. _____

Sale Amount _____ Capital* Contribution: \$514.00 Application Fee: \$100.00
**{2 months assessment for Capital Contribution Payable To Keystone}*

Seller(s) Name: _____ Phone No. _____

Buyer's Name: _____ Social Security No. _____

**Non-married co-applicants must file separate applications.*

Mortgage Lender _____ \ _____ Closing Date _____

This Unit will be Owner-Occupied _____ Rental Property _____

Present Address: _____ Phone No. _____

Lease _____ Own _____ How long did you live there? _____

Present Employer/Phone No.: _____ From _____ To _____ Position _____

Prior Employer/Phone No.: _____ From _____ To _____ Position _____

Will anyone other than a spouse and children listed below reside with you? ____ Yes _ No

Spouse _____ Employer/Phone No: _____ From _____ To _____

Name(s) and Age(s) of Children: _____

Other Occupants: -----

In case of emergency notify: _____ Phone No. _____ Relationship: _

YOU MAY NOT PARK RECREATIONAL VEHICLES, BOATS, CAMPERS, MOTORCYCLES, OR PICK-UP TRUCKS ON KEYSTONE PROPERTY. (Pick-ups are allowed while performing a service only.)

Driver's License No. _____ State _____ Vehicle Year/Make Model _____

Driver's License No. _____ State _____ Vehicle Year/Make Model _____

Personal Reference (1): Name _____ Phone No. _____

Personal Reference (2): Name _____ Phone No. _____

Pets permitted: either (1) domestic household dog less than 40 lbs, or (1) cat less than 20 lbs

INSTRUCTIONS FOR COMPLETING RESALE APPLICATION

1. Fill out the Resale Application completely.
2. Submit this together with an executed contract and two (2) months Maintenance Assessment (\$514.00). plus \$100.00 Application Fee made payable to Keystone Condominium (the maintenance assessment may be paid at the time of closing) and sent to:

Bristol Management Services, Inc.
1930 Commerce Lane, Suite 1, Jupiter, FL 33458
Tel: (561) 575-3551, Fax: (561) 575-5423

4. An interview is then required. Note that the Documents allow the Keystone Board of Directors fifteen (15) days for review and action to be taken.
5. You should obtain a copy of the Association's Documents from the Seller. If none are available, they may be purchased from the Association for **\$100.00**. (*Make your check payable to Bristol Management*).
7. After closing, have the closing agent forward a copy of the Warranty Deed (it need not be recorded) to Bristol Management.
8. Advise Bristol Management of your new telephone number for our records.
9. You should obtain your unit's mailbox number & key, along with the Pool key from the Seller at the time of closing.
10. A copy of your vehicle registration must be included with your application.

Note: *If you change the front door locks to your unit, Bristol Management must be given a new key for emergency situations.*

RESALE ACKNOWLEDGMENT

I/We hereby acknowledge that I/We will abide by the Rules and Regulations as set forth by the Keystone Condominium Association, Inc., and I/We hereby acknowledge that I/We are subject to the Declaration of Keystone Condominium Association, Inc.

I/We also understand that I/We are personally responsible for my/our actions as defined in Florida Statute 718. Failure to comply with terms and conditions thereof may subject me/us to fines.

The amount of a fine that may be levied by the Association for failure to comply with any provision of the Declaration, by-laws, or rules of the Association, is \$100.00 per violation per Florida Statute 718.

Buyer's Signature: _____ Board Member Signature: _____

Buyer's Signature: _____ Board Member Signature: -----

Date: ----- Date: -----