LAKE CONLEY PURCHASE PACKET CHECKLIST

REAL ESTATE INSTRUCTIONS FOR THE SELLER

REAL ESTATE INSTRUCTIONS FOR THE BUYER

REQUEST FOR APPROVAL TO PURCHASE FORMS

BACKGROUND/CREDIT CHECK FORM

AGE CENSUS FORM

VOTING CERTIFICATE FORM

SOCIAL CLUB INFORMATION FORM

COMMONLY ASKED QUESTIONS

EMERGENCY CONTACT FORM

ALL FORMS MUST BE COMPLETED AND RETURNED TO THE LAKE CONLEY REAL ESTATE REPRESENTATIVE FOR PROCESSING.

NOTE: RULES & REGULATIONS MUST BE PRINTED SEPARATELY FROM PACKET DOCUMENTS

LAKE CONLEY MOBILE HOME PARK
CONDOMINIUM ASSOCIATION, INC.
2020 KAHALA DRIVE, HOLIDAY, FLORIDA 34691

Seller information

As the unit owner/seller, it is your responsibility to follow the LAKE CONLEY MHP association procedures. The purchase packet which is to be provided to purchaser is available online at lakeconleymhp.org. The forms are to be printed, completely filled in and provided to Lake Conley MHP's Real Estate Representative for processing. If a realtor is involved with the sale, that person may take care of this for you. You may also retrieve a purchase packet from the office.

The seller must ensure that their unit is in compliance with Lake Conley documents and is without any outstanding violations.

Seller to provide to the buyer:
1. Clicker for gate entry (at least one) or pay $35 at closing.
2. Key card for access to clubhouse and pool or pay at closing $10.
3. Prospective (document/rules and regulations) or pay at closing $35.
4. Lake Conley coupon payment book (if applicable).

A $100.00 administrative sales fee will be assessed to the seller at closing.

Should you have any questions during the selling process, please contact me and I will be happy to assist.

Joe Peck – cell: 772-708-0761
Real Estate Representative, Lake Conley MHP

LAKE CONLEY MOBILE HOME PARK
CONDOMINIUM ASSOCIATION, INC.
2020 KAHALA DRIVE, HOLIDAY, FLORIDA 34691

Buyer Information

Please review the instructions below to begin the purchasing process for a home in Lake Conley MHP.

1. Get the Lake Conley purchase packet. The seller may provide it, your realtor may provide it, or you can get the packet by going online to Lakeconleymhp.org. You will see a tab that says "Sale/Lease", click on it, then click on "Purchase Packet". Print off all the forms and fill in all the information.

- The first form needed is the Background Check. It must be fully completed and signed. The fee for the background check is $75 for a single person; $100 for a married couple. For Canadians, it's $75 per person per Providence. Provide a check in the appropriate amount made out to LAKE CONLEY MHP along with the completed Background Form.

2. While online you will see a tab that says Rules and Regulations. Please review them carefully so you become acquainted with the rules for Lake Conley. The rules do have limitations for pets, rentals, etc. Early review is beneficial.

3. Return the **completed packet of forms**, including a photocopy of your **Drivers License(s)**. Package should be addressed to Lake Conley MHP, 2020 Kahala Dr., Holiday, FL 34691, attention: Real Estate Representative.

4. Once the background check is completed and the closing date is set, we will schedule an interview to review all information and answer any questions or concerns. If you are locally available, we will do the interview in person, or if you're out of state, we'll arrange a phone interview.

If you need additional information, please contact me. Thank you.

Joe Peck, cell: 772-708-0761
Lake Conley MHP real estate representative

Lake Conley Mobile Home Park Condominium Association, Inc.
2020 Kahala Drive, Holiday, FL 34691

PLEASE PRINT

APPLICATION FOR PURCHASE APPROVAL
IN LAKE CONLEY MOBILE HOME PARK CONDOMINIUM ASSOCIATION, INC.

I/We wish to purchase property currently owned by _____,
and located in Lake Conley Mobile Home Condominium Park, commonly described as:
Street Address: _____, Holiday, FL 34691 Lot # _____
****

_____ _____ _____
Buyer's Name: (Last, First, middle.) Age DOB Ph. Cell <circle>Home

_____ _____ _____
Buyer's Name: (Last, First, middle) Age DOB Ph. Cell <circle> Home

_____ _____
Buyer's (Address, City, State, Zip) # Years this address
E-Mail Address: _____
Total # of adults to occupy the Unit over 55 years of age? ___: # under 55 years of age? ____
Note: A background check and applicable fee is required for all Buyers and Occupants
Emergency Contacts (list 2):
Name _____ Cell # _____ Home # _____
Address: _____ Relationship _____
Name _____ Cell # _____ Home # _____
Address: _____ Relationship _____
ATTACH A COPY OF DRIVER'S LICENSE FOR EACH PURCHASER AND OCCUPANT

Pets: yes ___ No ___ Type of Pet: _____ Weight of Pet_____ Breed of Pet: _____
By signing this document Prospective Buyer(s) acknowledge that they understand that Lake Conley Condominium Association Inc. in addition to other requirements, allows **no more than one dog or one cat** not to exceed 25 pounds per unit and further that a copy of the current Rabies Vaccination Certificate must be provided to the Lake Conley office **prior** to moving a pet into Lake Conley Mobile Home Park. Violation of this policy could require that a pet not meeting these requirements be removed immediately and a fine assessed. (Initial _____ Date_____).

I/We have received and have reviewed, or will review prior to closing; the Lake Conley Declaration of Condominium Documents included in the Prospectus and the current Rules and Regulations, and Amendments to these Documents. (Initial _____ Date _____)

I/We understand that acceptance of a deed shall constitute an assumption of the provisions of the Association Documents, and an agreement to be bound by them, including any Amendments to these Documents that may be made from time to time. (Initial_____ Date _____)

I/We further acknowledge that owning property in a Condominium Association is regulated by the Association governing Documents and the Florida Statutes. 718.303 (3) Florida Statutes reads in part: "The Association may levy reasonable fines for the failure of the owner of the unit or its occupant, licensee, or invitee to comply with any provision of the declaration, the association bylaws or reasonable rules of the Association."(Initial _____ Date _____)

OCCUPANCY PRIOR TO BOARD APPROVAL IS PROHIBITED

Date: _____ Signature of Buyer: _____

Date: _____ Signature of Buyer: _____

Approximate closing date: _____
Certificate of Approval to be forwarded to:
Title Company: _____ Address: _____
Selling Agent: _____ Phone: _____

**********APPROVAL SECTION FOR OFFICE USE ONLY **********

____ Compli; ___ Cr/BaGr; ___ Census F; ___ Vote C; ___ Dr Lic: ___ If applicable, R-Cert

The Lake Conley Board of Directors hereby approves the above application for Purchase of the

Unit located at _____ Holiday, FL 34691 Lot # _____

By Purchaser (s) _____

Seller(s) _____

Pet approved: Yes _____ No_____ NA_____

For the Board of Directors:

_____ ____/____/_____
Lake Conley Real Estate Representative Date

Approval Section sent to _____ Date _____

CUSTOMER NUMBER 2325 - AMERI-TECH

PROPERTY / ASSOCIATION - _____

BACKGROUND INFORMATION FORM

DATE: _____

I / We _____, prospective tenant(s) / buyer(s) for the property located at _____,

Managed By: _____ Owned By: _____,

Hereby allow TENANT CHECK and or the property owner / manager to inquire into my / our credit file, criminal, and rental history as well as any other personal record, to obtain information for use in processing of this application. I / we understand that on my / our credit file it will appear the TENANT CHECK has made an inquiry. I / we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK now or in the future.

PLEASE PRINT CLEARLY

INFORMATION:	SPOUSE / ROOMMATE:
SINGLE _____ MARRIED _____	SINGLE _____ MARRIED _____
SOCIAL SECURITY #:	SOCIAL SECURITY #:
FULL NAME:	FULL NAME:
DATE OF BIRTH	DATE OF BIRTH:
DRIVER LICENSE #:	DRIVER LICENSE #
CURRENT ADDRESS:	CURRENT ADDRESS:
HOW LONG?	HOW LONG?
LANDLORD & PHONE:	LANDLORD & PHONE:
PREVIOUS ADDRESS:	PREVIOUS ADDRESS:
HOW LONG?	HOW LONG?
EMPLOYER:	EMPLOYER:
OCCUPATION:	OCCUPATION:
GROSS MONTHLY INCOME:	GROSS MONTHLY INCOME:
LENGTH OF EMPLOYMENT:	LENGTH OF EMPLOYMENT:
WORK PHONE NUMBER:	WORK PHONE NUMBER:
HAVE YOU EVER BEEN ARRESTED? (CIRCLE ONE) YES NO	HAVE YOU EVER BEEN ARRESTED? (CIRCLE ONE) YES NO
HAVE YOU EVER BEEN EVICTED? (CIRCLE ONE) YES NO	HAVE YOU EVER BEEN EVICTED? (CIRCLE ONE) YES NO
SIGNATURE:	SIGNATURE:
PHONE NUMBER:	PHONE NUMBER

TENANT CHECK HOURS OF OPERATION:
MONDAY - FRIDAY : 9:00 a.m. - 5:30 p.m.
SATURDAY : 11:00 a.m. - 4:00p.m.
ALL ORDERS RECEIVED AFTER 5:00 p.m. (3:30 p.m. on Sat) WILL BE PROCESSED THE NEXT BUSINESS DAY

TENANT CHECK FAX #: (727) 942-6843

IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A SECOND APPLICATION FEE WILL BE CHARGED TO RE-PULL THE REPORT.

A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR REALTORS / PROPERTY MANAGERS / APARTMENT COMPLEXES / MOBILE HOME PARKS / CONDOMINIUM ASSOCIATIONS / EMPLOYERS

FEDERAL LAW REQUIRES THE END USER TO MAINTAIN THIS FORM FOR A PERIOD OF FIVE YEARS (tenant check application rev. 08/2008)

Lake Conley MHP Condominium Association, Inc.
AGE VERIFICATION CENSUS FORM

Pursuant to FEDERAL *REGULATIONS* a census must be
Certified *every two years* in order to
MAINTAIN LAKE CONLEY MHP 55 AND OLDER STATUS.

*Lot Number*_____

Address_____ Holiday, FL. 34691

Name of Person or Persons over fifty-five (55), residing in the unit:

_____

_____

Name of Person or Persons under fifty-five (55), residing in the unit:

_____ Age_____

_____ Age_____

Copy of an acceptable proof of age **MUST** accompany this form. (Driver's License(s),
****PLEASE ATTACH PROOF OF AGE TO THIS FORM****

_____ _____

SIGNATURE DATE

LAKE CONLEY MOBILE HOME PARK CONDOMINIUM ASSOCIATION, INC.

VOTING CERTIFICATE

CERTIFICATE APPOINTING THE UNIT VOTING REPRESENTIVE

We, the undersigned, being **all** the owners of Unit # _____,
Unit Address _____ Holiday, Florida 34691
do hereby certify that the following named ONE of us is the authorized voter for the above designated unit, and shall remain the ONE such designated voter until this certificate is revoked by subsequent certificate.

_____ _____
NAME OF AUTHORIZED VOTER (please print) DATE THIS FORM COMPLETED

Select the category below which describes your form of ownership and sign in the appropriate places.

(a) We are all natural persons who are deeded owners of above described unit.

_____ _____
OWNER NAME (please print) OWNER SIGNATURE

_____ _____
OWNER NAME (please print) OWNER SIGNATURE

(b) I am a Member, Partner, Trustee, or Corporate Officer which is authorized to sign on behalf of the above described unit.

_____ _____
NAME (please print) TITLE SIGNATURE

Lake Conley 2/17

NOTE: This document is not a proxy and should not be used as such.

LAKE CONLEY MOBILE HOME PARK
CONDO ASSOCIATION, INC.
2020 Kahala Drive, Holiday, FL 34691
INFORMATION SHEET-SOCIAL CLUB

PLEASE PRINT CLEARLY

Name 1: _____ Name 2 _____
Owner/Renter (circle one) Owner/Renter (circle one)

Relationship of Owner/Renter 2 to Owner/Renter 1
(i.e., spouse, partner, sibling, daughter, etc.): _____

Address: _____ Lot # _____

Phone(s): Home: (___) _____ Cell 1: (___) _____ Cell 2:(___) _____

Birthday 1: _____ Birthday 2: _____

Wedding Anniversary: _____ (if applicable)

Home State(s): 1: _____ 2: _____

Lake Conley Residency: Year-Round or Seasonal (circle one)

If Seasonal Resident(s):

Northern Address 1: _____

City: _____ State: _____ Zip: _____

Phone(s) Land: (___) _____ Cell:(___) _____

Northern Address 2: _____

City: _____ State: _____ Zip: _____

Phone(s): Land: (___) _____ Cell: (___) _____

Expected move-in date (if year-round): _____

Seasonal: Anticipated arrival date: _____

Anticipated departure date: _____

_____
Submitted By

_____
Date

For office use only:

Rev. 7/6/22

Received by: _____ Date: _____

C: 1-Newsletter 2-Office

Lake Conley Mobile Home Park
Condominium Association, Inc.

2020 Kahala Drive, Holiday, FL 34691

COMMONLY ASKED QUESTIONS

HOW IS LAKE CONLEY "RUN"?

By an elected **Board of Directors** who manage Lake Conley on a day to day basis and serve without compensation. Much of the work is done by **volunteers.** Major maintenance work of the "Common Areas" is contracted out by bid and only to insured, licensed and reputable local contractors with a lien waiver in the contract.

DOES LAKE CONLEY HAVE A PAID MANAGER?

Yes. A two year agreement with Ameri-Tech Community Management INC. presently exist with renewal options. Their duties are primarily Administrative, Information Technology, Clerical and Advisory.

IS LAKE CONLEY OBLIGATED TO ANY LONG TERM CONTRACTS?

No. The only contract we have for more than one year is stated above.

HOW IS MY MAINTENANCE FEE DETERMINED?

It is based on the budgeted expenses PLUS additions to the Reserve Accounts for the upcoming year. That figure is multiplied by your unit's percentage as shown in the Prospectus and divided by 12 months. There are 74 different rates in effect.

WHEN IS YOUR MONTHLY MAINTENANCE FEE DUE?

No statement is rendered for maintenance fees. Your monthly maintenance fee is **due on the 1st** of each month. However, you may prepay any number of months if you wish. If your payment is not received at the bank by the 15th of the month, the Condominium Documents provide for the addition of interest and penalties for late payments. **Electronic Fund Transfer is encouraged for payment of this fee.** This can easily be set up with your bank or credit union.

HOW MUCH IN TOTAL RESERVES DOES LAKE CONLEY HAVE?

On December 31, 20___ the total of all Reserves was $ _____.

Our Budget for 20____ will add $ _____ to that total.

IS THERE A SEPARATE FEE FOR THE USE OF THE POOL, SHUFFLEBOARD COURTS, CLUBHOUSE OR ANY RECREATIONAL AREAS?

No. Your monthly maintenance fee covers the use of **all** common areas.

WHAT ARE THE DETAILS ON THE RV LOT?

There are 60 spaces available for rent. There is a waiting list. One of the Directors has supervision of the lot. Annual payments only. Sub-leasing is not allowed. Refunds are given if RV lot is given up during the Calendar Year.

WHAT VOTING RIGHTS DO I/WE HAVE?

Each Unit is entitled to ONE vote. The "Designated Voter" form you filled out determines who that voter will be in multiple owner Units. It must be on file with the Association.

ARE THERE ANY RESTRICTIONS ON THE USE OF MY UNIT OR THE COMMON AREAS?

Yes. The Condominium Documents including the Park's Rules and Regulations provide certain restrictions and requirements.

PROSPECTIVE PURCHASER

A prospective purchaser IS REQUIRED to be approved by the Lake Conley MHPC Association. You are strongly encouraged to also refer to all references, exhibits hereto, the sales contract, and familiarize themselves with the Condominium Documents.

CAN I RENT OR LEASE MY UNIT?

Yes. Homes can be rented or leased only **once** a year (July 1through June 30) and for **not** less than two months per year. A Unit **cannot** be use as a rental for 12 consecutive months following the date of transfer of title to a new owner. There is a $50.00 USD processing fee paid to the Association for leasing your unit. The tenant or lessee must be 55 years old or older and is subject to compliance with Lake Conley Condominium Documents including the Rules and Regulations.

CAN I HAVE A PET IN LAKE CONLEY

Yes, effective January 15 2015* pet owners are permitted **one** dog or **one** cat in their Unit not to exceed 25 pounds. The pet is also subject to additional Lake Conley Rules and Regulations and Pasco County Codes and Ordinances.

DOES LAKE CONLEY HAVE BOAT ACCESS TO THE LAKE

Yes, Lake Conley has their own Boat Ramp and fishing pier for resident use only

LAKE CONLEY MOBILE HOME PARK

Please Return to Ameri-Tech Community Management Partners, LLC.
5434 Grand Blvd., New Port Richey, FL 34652
E-mail: mhatka@ameritechmail.com – 727-726-8000 Ext 500

EMERGENCY CONTACT INFORMATION FOR OWNER OR TENANT

PROPERTY ADDRESS _____ **UNIT** _____

Please complete the form below by PRINTING the requested information, sign & date and either hand deliver, mail, or scan & email to Ameri-Tech Community Management Partners, LLC., c/o Magda Hatka.

Homeowners Name(s) _____

Resident Address _____ **Unit** _____

Mailing Address (if different) _____

Home Telephone Number _____

Work Telephone Number _____ **Text Cell Phone: YES or NO**

Email _____ **Cell #** _____

Nearest Contact (relative, friend, neighbor) with a key (in case of emergency)

Name _____ **Phone** _____

Mailing Address _____

Nearest Relative (in case of emergency)

Name _____ **Phone** _____

Mailing Address _____

TENANT(s), if applicable _____

Home Telephone Number _____

Work Telephone Number _____ **Text Cell Phone: YES or NO**

E-mail _____ **Cell #** _____

Number of Person(s) occupying unit

Adults(s) ____ **Children** _____

Number of Pets (and type)

Dogs ____ **Cats** ____ **Other** ___

Vehicle(s) Make/Yr Model Color TAG Number

_____

_____

_____

PLEASE SIGN AND DATE BELOW:

_____ _____ _____ _____

Owner Signature **Date** **Co-Owner Signature (if applicable)** **Date**

☐ **I give permission to share my personal information (phone numbers, e-mail & address) with other LAKE CONLEY MOBILE HOME PARK owners.**