

BLMA Purchase Checklist:

Closing Date:

Property Street Address:

Apt#

Seller Name:

Buyer Name:

Buyer Name:

| | | Date | <input checked="" type="checkbox"/> |
|----|--|------|-------------------------------------|
| 1 | Purchase Application/ Transfer Agreement | | |
| 2 | Contact Information | | |
| 3 | Application Fee (\$125 – check made to BLMA) | | |
| 4 | Restrictions on USE of Residential Units | | |
| 5 | Homeowner’s Disclosure Summary | | |
| 6 | Fully Executed Contract | | |
| 7 | Electronic Communication Consent | | |
| 8 | Auto Pay Authorization | | |
| 9 | Estoppel (<i>normal turnaround is 10 days, expediated has additional cost – ordered by title company</i>) | | |
| 10 | Certificate of Occupancy (COA): <i>No closing shall take place without the Master Association approval</i> | | |
| | | | |
| 11 | MASTER ASSOCIATION: Berkshire Lakes Master Association issues ALL COA’s regardless of type of property (single family home or condo)!!! | | |

Berkshire Lakes Master Association, Inc.

495 Belville Blvd., Naples, Florida 34104

Tel: (239) 353-7633

E-mail: berkshirelakesmaster@gmail.com

Website: www.berkshirelakes.org

PURCHASE APPLICATION

Today's date: _____

Closing date: _____

Party and Property Information:

Realtor's name: _____

Realtor's email: _____ Cell: _____

Seller: Last Name: _____ First: _____ Middle: _____

Property address: _____

City: Naples State: Florida Zip Code: 34104

Seller's phone: _____ Email: _____

Purchaser1: Last Name: _____ First: _____ Middle: _____

Purchaser2: Last Name: _____ First: _____ Middle: _____

Purchaser current address: _____

City: _____ State: _____ Zip: _____ Own () Rent () How Long: _____

Purchaser's telephone number(s): Cell #1: _____ Cell #2: _____

Email #1: _____ Email #2: _____

Vehicle Make/Model: _____ Lic. # _____ State: _____

Vehicle Make/Model: _____ Lic. # _____ State: _____

Please Check the Appropriate Box:

Purchase will be used as my/our: Primary Residence _____ or Leasing/Renting _____

Please Initial Each Box Below:

Acknowledgements and Signatories (Please read and initial each before signing)

- I/We have been given the HOA/ CONDO documents by my realtor and agree to abide by them.
- I/We have received & understand the BYLAWS of BLMA.
- I/We have received & understand the COVENANTS of BLMA.
- I/We have received & understand the RULES & REGULATIONS of BLMA.
- I/We further acknowledge and agree that Berkshire Lakes Master Association (BLMA) has the right to impose fines and suspensions of community privileges if I/We fail to abide by the HOA/Condo governing documents and have the right to seek injunctive relief under legal proceedings if I/We continue to violate the Rules and Regulations after a written warning from the Association. I/We understand and agree that the Association's Board of Directors has the right to determine if a violation has occurred, in its sole discretion.
- Residence must be used exclusively as a residential dwelling and **NO business or trade** shall be permitted to be conducted.
 - All rentals shall be limited to a **minimum of one month and not to exceed three (3) rentals per year**. BLMA has a **ZERO** tolerance policy on short term rentals.
 - All renters must submit a rental application and it must be approved by the Board of Directors.
 - No more than two unrelated individuals may use a resident unit as a residence.
 - Rental of rooms is prohibited.
 - All renters must undergo background check, No exceptions!
- I/We declare the foregoing information to be true and correct. I/We understand the application fee of \$125.00 is non-refundable and non-transferable.

Submission MUST include:

1. Signed *New Owner Application*
2. Signed *Owner Contact Information*
3. Fully *Executed Sales Contract* - 1st, 2nd and last page (*signature page*)
4. Signed Homeowner's Disclosure Form
5. Signed Electronic Disclosure Form
6. Auto Pay Authorization Form
7. Check or money order in the amount of **\$125.00** payable to Berkshire Lakes Master Association or BLMA

All documents (*listed above*) and application fee may be mailed, emailed (berkshirelakesmaster@gmail.com) or dropped off at the Berkshire Lakes Master Association office located (Main Clubhouse) at 495 Belville Blvd., Naples, Florida 34104.

Revised 3/2023

APPLICATION FEES ARE NON- REFUNDABLE/ NON-TRANSFERABLE

Date: _____

Purchaser Signature

Date: _____

Co-Purchaser Signature

BERKSHIRE LAKES MASTER ASSOCIATION

495 Belville Blvd., Naples, Florida 34104

Phone: 239-353-7633

berkshirelakesmaster@gmail.com; www.berkshirelakes.org

CONTACT INFORMATION FORM

(Please print or type to complete form)

New Owner(s): Last Name _____ First _____ Middle _____

New Owner(s): Last Name _____ First _____ Middle _____

Children1: Last Name _____ First _____ Age _____

Children2: Last Name _____ First _____ Age _____

Other (relationship): Last Name _____ First _____ Age _____

Berkshire Lakes Property Address: Street _____ Apt/ Unit# _____

Cell #1 _____ Cell #2 _____

Email #1 _____ Email #2 _____

Emergency Contact: Last _____ First _____ Relationship _____

Emergency: Phone _____ Email _____

COMPLETE ONLY IF BERKSHIRE LAKES IS NOT YOUR PRIMARY RESIDENCE:

Street Address: _____

City _____ State _____ Zip Code _____

BERKSHIRE LAKES MASTER ASSOCIATION, INC.

495 Belville Blvd., Naples, FL 34104

239-353-7633

www.berkshirelakes.org / berkshirelakesmaster@gmail.com

RESTRICTIONS ON USE OF RESIDENTIAL UNITS/HOME:

Leasing

1. The Berkshire Lakes Master Association's authority for lease approval is listed in its governing documents, Covenants, Article XI, section 1.1. (www.berkshirelakes.org)
2. Prior approval must be obtained from the Association for all leases and lease renewals of single-family homes. *For all other residential units at Berkshire Lakes (i.e. condo, villas), please consult the rules of the neighborhood association that governs leasing for those units.*
3. The "tenant" or "renter" must be a natural person, not a trust, partnership, or any type of business entity.
4. The lease period must be for a **minimum of thirty (30) consecutive days**, except for the month of February if the lease period is for the entire month,
5. **No more than a total of three (3) such lease periods per calendar year, or one twelve (12) month lease period.**
6. The renewal of a lease must be done prior to the expiration of the current lease and is dependent on the tenant's observance and adherence to the BLMA Governing Documents. If approved, the lease application fee is waived for lease renewals. A lease renewal is considered to be a separate lease period.
7. Rentals of less than the entire residence (i.e. rooms) are prohibited.
8. The property owner/ rental agent must submit the completed forms ("Notice of Rental Occupancy") to the BLMA office 20 days prior to commencement or renewal of the lease.
9. There is a lease application fee and a background check fee per person. These fees are not refundable in the event the lease application or lease renewal is disapproved. (www.berkshirelakes.org)

Guests

10. Any person who is not the owner or a lessee of a home or residence or a member of the owner's or lessee's family, who is physically present in, or occupies a home or residence on a temporary basis at the invitation of the owner or other legally permitted occupant, **without the payment** of consideration.
11. No more than two (2) unrelated individuals may use a residential unit as a residence. Individuals related by marriage, consanguinity or adoptions may occupy a residential unit in compliance with Collier County codes, laws and ordinances as same may be amended from time to time.

Businesses

12. Each residential unit (home) shall be used exclusively as a residential dwelling and **NO business or trade shall be permitted** to be conducted therein or thereon.

PRINT NAME

SIGNATURE

DATE

PRINT NAME

SIGNATURE

DATE

**SIGNATURES REQUIRED PRIOR TO ISSUANCE OF CERTIFICATE OF APPROVAL
(COA)**



HOMEOWNERS' ASSOCIATION DISCLOSURE SUMMARY



IMPORTANT NOTE: A SEPARATE DISCLOSURE SUMMARY FORM SHOULD BE COMPLETED AND SIGNED FOR EACH HOMEOWNER'S ASSOCIATION GOVERNING THE PROPERTY IN WHICH MEMBERSHIP IS MANDATORY. THIS FORM SHOULD NOT BE USED TO DISCLOSE MEMBERSHIP REQUIREMENTS AND ASSESSMENTS AND OTHER FEES IMPOSED BY CONDOMINIUM/COOPERATIVE ASSOCIATIONS.

For: Berkshire Lakes Master Association

(Name of Community-- Homeowners' Association)

1. As a purchaser of property in this community, you will be obligated to be a member of a homeowners' association.
2. There have been or will be recorded restrictive covenants governing the use and occupancy of properties in this community.
3. You will be obligated to pay assessments to the association. Assessments may be subject to periodic change. If applicable, the current amount is \$ \$441.00 per Annual.
You will also be obligated to pay any special assessments imposed by the association. Such special assessments may be subject to change. If applicable, the current amount is \$ _____ per _____.
4. You may be obligated to pay special assessments to the respective municipality, county or special district. All assessments are subject to periodic change.
5. Your failure to pay special assessments or assessments levied by a mandatory homeowners' association could result in a lien on your property.
6. There may be an obligation to pay rent or land use fees for recreational or other commonly used facilities as an obligation of membership in the homeowners' association. If applicable, the current amount is \$ _____ per _____.
7. The developer may have the right to amend the restrictive covenants without the approval of the association membership or the approval of the parcel owners.
8. The statements contained in this disclosure form are only summary in nature, and, as a prospective purchaser, you should refer to the covenants and the association governing documents before purchasing property.
9. These documents are either matters of public record and can be obtained from the record office in the county where the property is located, or are not recorded and can be obtained from the developer.
10. Note: SELLER(s) sign below to confirm the accuracy and completeness of the above information and to assume responsibility therefor. BUYER(s) sign and date below to confirm receipt of this Disclosure Summary.

 (Seller's Signature) (Date) (Buyer's Signature) (Date)

 (Seller's Signature) (Date) (Buyer's Signature) (Date)

BERKSHIRE LAKES MASTER ASSOCIATION

Electronic Disclosure Authorization Form

Please complete and return this form to authorize the Berkshire Lakes Master Association, Inc. to use your email address for general Association-related communications and official notices from the Association. This authorization restricts the use of your email address for only purposes of communications from the Berkshire Lakes Master Association Board of Directors, through either direct communication from the Board or through the association's current property management company and administrative assistant. Your email address will not be shared with any third parties.

I hereby authorize the Berkshire Lakes Master Association, Inc. to use my email address for association related communications and notices. Berkshire Lakes shall maintain, in accordance with applicable Florida statutes, the electronic mailing addresses of those members who consent to receive notice by electronic transmission. I understand that my authorization will remain in effect until my consent to receive notice by electronic transmission is revoked. I further understand that my consent to receive notice by electronic transmission can be revoked by me at any time by notifying Berkshire Lakes directly or the Associations current property management company. I agree to promptly notify the Association of any changes to my email address, so as to have the most current email address on file with the Association.

PRINT CLEARLY

Last Name _____ **First** _____

Last Name _____ **First** _____

Email Address #1 _____ **Email Address #2** _____

Berkshire Lakes Street Address: _____ **Unit** _____

Signature of Homeowner

Signature of Homeowner

BERKSHIRE LAKES MASTER ASSOCIATION

ELECTRONIC PAYMENT PROGRAM AUTHORIZATION FORM

(Please print to complete form)

To enroll in Berkshire Lakes Master Association Electronic Payment Program, please:

Complete this form in its entirety.

- Attach a voided check from your checking account
- Sign the authorization form
- Send this form and voided check to:

Berkshire Lakes Master Association

495 Belville Blvd.

Naples, Florida 34104

I, we hereby authorize Berkshire Lakes Master Association, herein called the company, to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debit entered in error to my (our) bank account indicated on the enclosed check, to debit and/or credit the same such account.

Financial Institution Name: _____

City: _____ State: _____

Transit/ ABA number: _____ Account number: _____

Last Name _____ First _____ Middle _____

Berkshire Lakes Property Address: Street _____ Apt/ Unit# _____

Address associated with checking account:

Street _____ City _____ State _____ Zip Code _____

Cell #1 _____ Email _____

Signature _____ Date _____