

<b>BLMA Real Estate Checklist</b>			
			Closing Date
	Property Address:	Condo/ Unit#	
	Seller Name:		
	Buyer Name:		
	Buyer Name:		
		Received (Y or N)	Date
1	Purchase Application		
2	New Homeowner Contact Information Sheet		
3	Application Fee - \$125.00		
4	Homeowner's Disclosure Summary		
5	Fully Executed Sales Contract		
6	Title Company/ Closing Agent Contact		
7	Electronic Disclosure Aurtherization Form		
8	Auto Pay Authorization Form (ACH)		
9	ESTOPPEL		
10	COA issued by Master Association		
	COA issued by Condo Association (only for Condo purchases)		

***Berkshire Lakes Master Association, Inc.***

495 Belville Blvd., Naples, Florida 34104

Tel: (239) 353-7633

E-mail: [berkshirelakesmaster@gmail.com](mailto:berkshirelakesmaster@gmail.com)

Website: [www.berkshirelakes.org](http://www.berkshirelakes.org)

**PURCHASE APPLICATION**

Today's date: \_\_\_\_\_

Closing date: \_\_\_\_\_

**Party and Property Information:**

Realtor's name: \_\_\_\_\_

Realtor's email: \_\_\_\_\_ Cell: \_\_\_\_\_

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**Seller:** Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Property address: \_\_\_\_\_

**City:** Naples                      **State:** Florida                      **Zip Code:** 34104

Seller's phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**Purchaser1:** Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

**Purchaser2:** Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Purchaser current address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Own ( ) Rent ( ) How Long: \_\_\_\_\_

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

Email #1: \_\_\_\_\_ Email #2: \_\_\_\_\_

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Vehicle Make/Model: \_\_\_\_\_ Lic. # \_\_\_\_\_ State: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_ Lic. # \_\_\_\_\_ State: \_\_\_\_\_

**Please check ALL that apply:**

Primary Residence \_\_\_\_\_

Leasing/Rental \_\_\_\_\_

*(If LEASING: Refer to HOA Covenants)*

**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* - 1<sup>st</sup>, 2<sup>nd</sup> 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](mailto: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](mailto:berkshirelakesmaster@gmail.com); [www.berkshirelakes.org](http://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 \_\_\_\_\_

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**Children1:** Last Name \_\_\_\_\_ First \_\_\_\_\_ Age \_\_\_\_\_

**Children2:** Last Name \_\_\_\_\_ First \_\_\_\_\_ Age \_\_\_\_\_

**Other (relationship):** Last Name \_\_\_\_\_ First \_\_\_\_\_ Age \_\_\_\_\_

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**Berkshire Lakes Property Address:** Street \_\_\_\_\_ Apt/ Unit# \_\_\_\_\_

Cell #1 \_\_\_\_\_ Cell #2 \_\_\_\_\_

Email #1 \_\_\_\_\_ Email #2 \_\_\_\_\_

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**Emergency Contact:** Last \_\_\_\_\_ First \_\_\_\_\_ Relationship \_\_\_\_\_

**Emergency:** Phone \_\_\_\_\_ Email \_\_\_\_\_

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### **COMPLETE ONLY IF BERKSHIRE LAKES IS NOT YOUR PRIMARY RESIDENCE:**

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_



# HOMEOWNERS' ASSOCIATION DISCLOSURE SUMMARY



**IMPORTANT NOTE: A SEPARATE DISCLOSURE SUMMARY FORM SHOULD BE COMPLETED AND SIGNED FOR EACH HOMEOWNERS' 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 assessment 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 \_\_\_\_\_