

Property Address _____

Rivergreen Villas Property Owners Association, Inc.

c/o Coastal Property Management
10 SE Central Parkway, Suite 400, Stuart, FL 34994
Office: (772) 600-8900 Fax: (772) 266-9801

Sales Application Check List

This form **must be** submitted with all other necessary paperwork and received at least thirty (30) days prior to the proposed closing date. All items must be submitted, or your application **will not** be processed.

General submission requirements

- Fully executed application
- Fully executed sales contract
- \$150 Application fee (non-refundable) – Please make check/money order payable to **Rivergreen Villas POA**
- \$50 for Background Check (required) non-refundable) **for each applicant/occupant over 18 years of age**. Please make the check/money order **payable to Rivergreen Villas POA**.
- Copy of Driver's License/Photo ID of every applicant/occupant over the age of 18.
- Owner "Intent to Sell or Rent" form signed and completed.

*Payments are only accepted in the form of check or money order

• Title Company Info for Sale/Purchase

- Company Name: _____
- Company Address: _____
- Company Phone: _____
- Company Email: _____

• Buyer's Realtor Info for Sale/Purchase

- Company Name: _____
- Company Address: _____
- Company Phone: _____
- Company Email: _____

• Seller/Current Owner Realtor's Info for Sale/Purchase

- Company Name: _____
- Company Address: _____
- Company Phone: _____
- Company Email: _____

• Certificate of Approval delivery option (Mark "X" by delivery option)

- _____ Mail original to Title Company and email copy to _____
- _____ Mail original to Buyer's Realtor and email copy to _____
- _____ Mail original to Seller's Realtor and email copy to _____

Rivergreen Villas Property Owners Association, Inc.

SALES APPLICATION

c/o Coastal Property Management
10 SE Central Parkway, Suite 400
Stuart, FL 34994

The Association shall review the proposed application within thirty (30) days of receipt of required information, documents, and fees. Please ensure all required items are submitted as a complete package – incomplete packages will not be processed.

****Application must be approved by the Board of Directors and a personal interview is required prior to final approval.****

APPLICATION INSTRUCTIONS

APPLICANT must submit:

- **Completed Application** (Application will not be processed without all signatures)
- **Signed copy of Sales Contract**
- **\$150.00 Application Fee** (non-refundable) – Please make check/money order payable to: Rivergreen Villas POA
- **\$50 for Background Check** (required - non-refundable) **for each applicant/occupant over 18 years of age.**
- **Copy of Driver's License/Photo ID of every applicant/occupant over the age of 18**
- Please make check/money order payable to: **Rivergreen Villas POA.**

All items must be submitted as an entire packet to:

Coastal Property Management
10 SE Central Parkway, Suite 400
Stuart, FL 34994

Thank you in advance for your cooperation in following this process. If you have any questions, please call:
Coastal Property Management – (772) 600-8900

Every effort will be made to expedite the notification process.

SALES APPLICATION

Date of Application _____ Property Address: _____

Closing Date: _____

NAME(s) OF APPLICANT: _____ Email: _____

PRESENT ADDRESS: _____ City _____ State _____ Zip _____

Cell phone: () _____ Home phone () _____ Business Phone () _____

CO-APPLICANT: _____ Email: _____

PRESENT ADDRESS: _____ City _____ State _____ Zip _____

Cell phone: () _____ Home phone () _____ Business Phone () _____

VEHICLE(S) RESIDING AT RESIDENCE

MOTORCYCLES ARE NOT ALLOWED-OWNED OR VISITING

MAKE _____ MODEL _____ YEAR _____ TAG # _____

MAKE _____ MODEL _____ YEAR _____ TAG # _____

NUMBER PEOPLE WHO WILL BE RESIDING AT THE HOME _____

EMERGENCY CONTACT INFORMATION

NAME _____ RELATIONSHIP _____ PHONE # _____

NAME _____ RELATIONSHIP _____ PHONE # _____

Rivergreen Villas Property Owners Association, Inc.

SALES APPLICATION
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10 SE Central Parkway, #400
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CRIMINAL & CREDIT BACKGROUND CONSENT FORM

The undersigned being a new owner applicant(s) of the following address:

I/We hereby authorize Rivergreen Villas Property Owners Association, Inc. and Coastal Property Management and its agents to conduct a background and credit investigation of myself, as a prospective owner in the Association and therefore authorize criminal histories of myself to be searched for the purpose of determining my suitability for residence in the community. I understand that the results of such an investigation will be shared by the property manager with the Association’s Board of Directors.

Dated: _____

1. _____ Date of Birth _____

(Signature)

_____ Social Security No. _____

(Print name)

Driver’s License No. _____ State of Issuance _____

2. _____ Date of Birth _____

(Signature)

_____ Social Security No. _____

(Print name)

Driver’s License No. _____ State of Issuance _____

Must be signed by all applicants. Use an additional copy of this sheet if needed for additional applicants.

PLEASE ATTACH A CLEAR COPY OF ALL APPLICANTS CURRENT PHOTO ID

The undersigned, in the event that such approval is granted by the Board of Directors of the Rivergreen Villas Property Owners Association, Inc., hereby agrees to abide by the Articles of Incorporation, Declaration of Covenants and Restriction and By-Laws, all covenants, conditions, rules and regulations as set forth, as now or hereafter amended, and any additional covenants, conditions, rules and regulations as may be imposed from time to time by the Board of Directors or the members of the Rivergreen Villas Property Owners Association, Inc. Should we have a guest, we will ensure that they too are familiar with the Rules and Regulations.

The undersigned, in the event that such approval is granted by the Board of Directors, hereby agrees to abide with the above stated.

Purchaser Signature _____ Co-Purchaser Signature _____

Print Name _____ Print Name _____

Date Submitted: _____

Please note: Owners acquiring title to a Lot after the effective date of May 9, 2023, are prohibited from leasing the Living Unit during the first three (3) years of ownership.

RIVERGREEN VILLAS POA

I understand and will abide by the following rules:

1- NO PETS ARE ALLOWED – OWNED OR VISITING.

If you have a Service or Emotional Support Animal, you must disclose this information at the time of application. A request form must be filled out. If it is necessary for you to obtain a Service or Emotional Support Animal after moving in, you must notify the office and submit the proper paperwork.

Please note that falsifying information or knowingly providing fraudulent information for an emotional support animal or otherwise knowingly and willfully misrepresenting oneself as having a disability or disability-related need for an emotional support animal **is now a misdemeanor of the second degree.**

2- MOTORCYCLES ARE NOT ALLOWED – OWNED OR VISITING

Tenant Signature _____ Co-Tenant Signature _____

Print Name _____ Print Name _____

Date Submitted: _____

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772-600-8900 / Fax: 772-266-9801 / Admin@cpmfl.com

Intent to Sell or Rent Form

Name of Owner: _____

Telephone # of Owner: _____

E-mail Address of Owner: _____

Address of Home for Sale or Rent: _____

Home for Sale: _____ Rent: _____ By Owner: _____ Broker: _____

If by Real Estate Broker: Company: _____

Address: _____

Agent: _____

Telephone #: _____

Date of Listing: _____

When buyer or tenant is obtained, please return furnish the following information:

Name of Buyer: _____ Tenant: _____

Anticipated Date of Closing: _____ Rental: _____

It is the owner's responsibility to turn over the Rivergreen Villas Association documents to the new purchaser. The documents are available through your Coastal Property Management homeowner's portal.

Authorized Signature of Owner

Date

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Interview Form

1. Lawns belong to the owner and are private property – no trespassing.
2. No parking on lawns or streets – these are tow-away zones.
3. No more than two (2) unrelated persons per unit. Both must be on the lease. No subleasing or renting of rooms.
4. No other persons may occupy premises after the application has been taken and approved other than short-term house guests.
5. This is a clustered community – respect your neighbors. Keep volume and noise levels down. No disturbing parties are permitted. **QUIET TIME IS FROM 11 PM TO 7 AM.**
6. Car radios must be quieted before entering the community.
7. No car repairs of any kind. This includes changing the oil. The only work that may be performed is emergency tire change or battery charging. Repairs of any kind are not allowed in the CLUBHOUSE parking lot. Washing is in driveway, only.
8. If your car is leaking oil or fluid, please put some sort of protection on the driveway. You are required to keep the driveway clean.
9. Inoperable vehicles with flat or missing tires, expired license tags or otherwise unserviceable are not permitted to park anywhere in Rivergreen Villas. Violations will result in towing of vehicle after notice to the owner. **Towing is at the owner's expense.**
10. No advertising on vehicles is permitted; no loud mufflers, motorcycles, work trucks, or pickup trucks over 5,000 are permitted.
11. Dirt/trail bikes, motor scooters, ATVs, go carts, or any other equipment of this type are not allowed to operate in Rivergreen Villas.
12. Common grounds are not to be used as a playground and our streets are not designed as playgrounds. Lyngate Park is nearby.
13. Skateboards, basketball nets, slides, swings, or any other similar equipment, are not permitted. Roller blades (in-line skates) are allowed.
14. The pool is open from 8:00 AM to 10 PM.
15. Acceptable window treatments must be completed on all windows and sliders no later than thirty (30) days after move-in. Aluminum foil, newspaper, bed sheets and blankets are not permitted.
16. **NO PETS**, including cats (except fish or quiet birds), are permitted.
17. Violations are treated with violation notices mailed to the person or persons breaking the rules. A copy is sent to the owner of the villa and a copy is mailed to the rental agent. Continued violations will be sent to the Association attorney for corrective action.
18. City pick up services are: **MONDAY** – Garbage, yard waste and recycling (newspapers, brown grocery bags, glass, aluminum, and steel cans). **BULK WASTE DAY** is the **4th Monday of every month** (furniture, mattresses, large toys, exercise equipment and appliances (NO BAGGED GARBAGE).

I RECEIVED AND I AGREE TO ABIDE BY THE RIVERGREEN VILLAS RULES & REGULATIONS.

Signature: _____

Signature: _____

Signature: _____

Signature: _____

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Interview – Office Only Use

Date Received for Processing: _____

Copy of Sale Contract/Lease Attached: Yes _____ No _____

Copy of Declaration Page of Homeowner’s Insurance Policy: Yes ___ No ___

Application Fee (\$150.00) Date: _____ **Check/Money Order #:** _____

Background Fee (\$50 pp) Date: _____ **Check/Money Order #:** _____

Pool Key Deposit (\$50.00) Date: _____ **Check/Money Order #:** _____

Tennis Key Deposit (\$5.00) Date: _____ **Check/Money Order #:** _____

Interview Conducted By: _____

Interview Committee

Board Approval:

Signature of Applicant

Date

Signature of Co-Applicant

Date

Rivergreen Villas POA

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www.cpmfl.com

OWNER INFORMATION UPDATE

Please complete this form to assure that we have the most current information on file regarding your home.

Name of owner: _____ Second owner name: _____

Property Address: _____

Phone: _____ Work: _____ Mobile: _____

Primary E-Mail: _____ E-Mail 2: _____

Mailing/Alternate Address: include city, state, zip _____

Where you want your correspondence to go.

Away Phone# _____

Residency Status: Full-Time Seasonal Yes, this is Rental property.

Do you currently have a tenant? No Yes

If yes, Tenants Name: _____ Phone: _____

Lease Start Date: _____ Lease End Date: _____ Tenant email: _____

In order to decrease the postage and mailing costs that the Association incurs, we have a consent to receive informal electronic communication below. Note: Florida Statutes provides that for owners who consent to email communication their email addresses and phone numbers may be accessible to other owners.

CONSENT

You must provide consent even if your e-mail address is currently on file.

By initialing this box, I **authorize** Rivergreen Villas POA and Coastal Property Management to communicate informally with me via electronic transmission.

By initialing this box, I **authorize** Rivergreen Villas POA and Coastal Property Management to place the information in the community telephone/address directory (if published) which will be made available to residents of Rivergreen Villas POA Only.

Signature

Date

Thank you for your time in completing this form. Please return to Coastal Property Management at the address above or fax to (772) 266-9801 or email to Admin@cpmfl.com. You must notify Coastal Property Management if any information on this form changes.