

VILLAS OF WINDMILL POINT II POA., INC.

273 SW STERRETT CIRCLE, PORT ST. LUCIE, FLORIDA 34953-3325

WEBSITE: **VWP2.COM**

EMAIL: **POA@VWP2.COM**

PHONE: **(888) - POA-VWP2**
(TOLL-FREE) - (888 - 762-8972)

FAX: **(888) - FXX-VWP2**
(888 - 399-8972)

FORM #1-CB — NEW BUYER APPLICATION CHECKLIST — UNIT #

- ___ 1. Give Owner or Agent **FORM #1-B** to fully complete and return with a \$50 processing fee.
- ___ 2. Owner must return **FORM #1-B** with \$50 AND copy of bilateral contract on unit.
- ___ 3. The POA mails out, emails out, faxes, or hands the prospective new Applicant(s) the following forms and a rule book:
- ___ 4. **FORM #1-OW - TWO PAGES.** Give separate forms for EACH ADULT. (and a separate **FORM 1-OC** if Form #1-B indicates the buyer will also occupy the unit)
- ___ 5. **FORM #1-V**—Give up to TWO MAXIMUM per unit for vehicle permits.
- ___ 6. **FORM #1-G**—Give one form PER ADULT. Tell them to check box for New "OWNER", not occupant and they can request just the free rule book on Line # 1 if they wish, and write "0— ZERO" after line #4. If they are there at office in person they should sign below Line #4 right there and then and a Rule Book should be given to them then if possible and if we already have the \$50 from the owner/landlord.
- ___ 7. Give applicant(s) one Rule Book per unit.
- ___ 8. Applicant(s) must return all 3 FULLY completed forms from #4,5,6 with 2 forms of ID, 1 form of ID MUST be photo-ID and proof of funds or mortgage approval letter.
- ___ 9. Applicant(s) must pay \$90.00 PER ADULT APPLICANT OVER 18 that will be on the Deed.
- ___ 10. POA schedules a preliminary background check/screening within 5 to 7 business days.
- ___ 11. If Background check comes back good, POA WILL CONTACT applicant(s) for an interview date scheduled within the next 10 to 15 days AFTER screening and tell owner applicant passed
- ___ 12. At the interview, applicant will be queried for understanding of rules and regs., including cars, parking, garbage cans and days, conduct of occupants of unit, and keeping unit clean outside, and, review application information with applicant and determine if special need to buy or own unit exists, for added consideration of Exercise or Waiving of First Right of Refusal.
- ___ 13. IF interview is satisfactory, Applicant(s) must sign a **FORM #1-A** of understanding Rules.
- ___ 14. Board will analyze all information presented, assess current financial abilities and price and terms of unit to determine if it will exercise Right of First Refusal within 15 business days, and notify Owner and Applicant(s), OR, will issue a POA COA (Certificate of Approval) to applicant.