

## An Overview of Selling and Buying in Laurel Hollow

Please follow the steps below to ensure a smooth and timely processing of the application and approval processes. Thank you.

### Seller's Obligations

- Complete Pages 2 and 3 below
- Email the completed forms to: [lhoffice@laurelhollowfl.com](mailto:lhoffice@laurelhollowfl.com)
- Provide the Buyer with all LHCA Governing Documents as listed  
(Should you need assistance with this step please contact the LHCA Secretary via email at: [lhoffice@laurelhollowfl.com](mailto:lhoffice@laurelhollowfl.com) )
- Provide the Buyer with pages 1, and 4 and 5 below

### Buyer's Obligations

- Complete Pages 4 and 5
- Read the Governing Documents of the Laurel Hollow Condominium Association and contact the Secretary should you have questions.
- Email the completed forms to: [lhoffice@laurelhollowfl.com](mailto:lhoffice@laurelhollowfl.com)
- Mail your \$100.00 check payable to Laurel Hollow Condominium Assoc., Inc. to: 275 Laurel Hollow Drive, Nokomis, FL 34275. The \$100.00 fee will be used to process a background check on the buyer.

# APPLICATION FOR APPROVAL OF SALE CONTRACT

**(SELLER'S PAGE)**

*(SELLER: Please type or print and complete all items before submitting.)*

The undersigned, Owner(s) of Unit# \_\_\_\_\_, Laurel Hollow Condominium Association, Inc. (LHCA), does hereby give notice to the Association of the Owner's intent to sell said property. The Owner hereby applies for the Association's approval of the sale and states the following:

Owner's Name (print): \_\_\_\_\_

Owner's Phone No: (\_\_\_\_\_) \_\_\_\_\_ Street Address \_\_\_\_\_ LHD

Owner(s) affirms that the Purchaser has been provided with a copy of the Association's Articles of Incorporation, Declaration of Condominium, Amended By-Laws, LH Rules, Regs and Standards September 2022 Edition and a copy of the LH FAQ 2022 Edition of the Laurel Hollow Condominium Association Inc. Additionally, the Owner will inform the Buyer(s) that a Background Check will be completed and approved by the association prior to any executed estoppel by LHCA. Owner will provide the Buyer with the BUYER'S PAGES included in this document.

Owner(s) acknowledges and agrees that the time period set forth in the Declaration of Condominium (Article XII, Section 23, 8 Amendment) 30 days for approval or disapproval of the sale by the Association shall not begin until a completed copy of this form has been submitted to the Association and such other information as may reasonably be required by the Board of Directors of the Association. Owner will receive acknowledgement from the LHCA that the appropriate paperwork has been provided.

**SELLER'S APPLICATION CONTINUED**

Owner(s) affirms that their home is in a neat, clean and sanitary condition per the Declaration of Condominium and that the owner agrees to an inspection of the exterior of the home to meet the LHCA standards prior to sale. The inspection will be based upon the most recent annual inspection documents.

\_\_\_\_\_  
Owner's Signature(s) Date: \_\_\_\_\_

\_\_\_\_\_  
Realtor/Agent/Attorney Signature Date: \_\_\_\_\_

Estimated Closing Date: \_\_\_\_\_

**Email this form to: [lhoffice@laurelhollowfl.com](mailto:lhoffice@laurelhollowfl.com)**

All correspondence for LHCA is directed to: [lhoffice@laurelhollowfl.com](mailto:lhoffice@laurelhollowfl.com)

Estoppel requests should be completed on the LHCA website: [www.laurelhollowfl.com](http://www.laurelhollowfl.com)

**APPROVAL OF PROPOSED SALE (To be completed by the LHCA office)**

\_\_\_\_\_  
President, LHCA signature Date: \_\_\_\_\_

\_\_\_\_\_  
Secretary, LHCA signature Date: \_\_\_\_\_

Owner will be notified of approval via email.

**PROSPECTIVE BUYER'S PAGE**

*(BUYER: Please type or print and complete all items before submitting. Include an additional page if needed to complete information in full.)*

PROSPECTIVE PURCHASER INFORMATION FOR UNIT # \_\_\_\_\_,

ADDRESS \_\_\_\_\_, Laurel Hollow Drive.

Prospective Purchaser's Name(s):

\_\_\_\_\_

Present Home Address: (own \_\_\_\_ rent/lease \_\_\_\_)

\_\_\_\_\_

Length of Time at Present Address: \_\_\_\_\_

Present Phone No. (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Email Address(es): Providing your email authorizes LHCA to use your email to communicate association related information.

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

Occupation of Prospective Purchaser(s)

Purchaser 1: \_\_\_\_\_

Employer: \_\_\_\_\_ Number Years at Job: \_\_\_\_\_

Purchaser 2: \_\_\_\_\_

Employer: \_\_\_\_\_ Number Years at Job: \_\_\_\_\_

***(Please make sure you have read and agree to the governing documents of LHCA.)***

List of all persons who intend to occupy property (include ages if under 21): \_\_\_\_\_

\_\_\_\_\_

Motor Vehicles (include trucks, motorcycles, etc.) (Make, model and year):

\_\_\_\_\_

**BUYERS PAGE CONTINUED**

Pets (cat, dog, or bird) and how many of each:

\_\_\_\_\_

Personal References (Name, Address and Phone) (Two Required)

Name: \_\_\_\_\_

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

Phone: ( ) \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: ( ) \_\_\_\_\_

**TO BE EXECUTED BY PROSPECTIVE BUYER**

Prospective Buyer affirms that the above information is true and acknowledges receipt of and has read and agrees to the Association’s Articles of Incorporation, Declaration of Condominium, Amended By-Laws, LHCA Rules, Regulations and Standards September 2022 edition, and a copy of the LH FAQ 2022 Edition of the Laurel Hollow Condominium Assoc Inc. and agrees to abide by same as amended from time to time. Understand should these governing documents not be adhered to you could receive a violation notification.

Please submit non-refundable \$100.00 check payable to: Laurel Hollow Condominium Association, Inc. and mail to: 275 Laurel Hollow Drive, Nokomis, FL 34275. The \$100.00 fee will be used to process a background check.

Buyer’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Buyer’s Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTE: All correspondence for Laurel Hollow Condo Assoc is directed to: [lhoffice@laurelhollowfl.com](mailto:lhoffice@laurelhollowfl.com).

Estoppel requests should be made on the LHCA website: [www.laurelhollowfl.com](http://www.laurelhollowfl.com). It is your responsibility to inform your Title Company, Attorney, or processing company about this for a timely response from the Association. Estoppel charges are as follows:

Standard estoppel fee = \$299.00

Add \$179.00 if the quarterly assessments are in arrears = \$478.00.

Add \$119.00 for an expedited estoppel = \$418.00