



Homeowners' Association

Instructions for Sale or Lease of Home

TO: To All Owners, Buyers, Renters and Realtors

RE: Sales or Lease Application Packages

1. Owner must submit purchase or lease agreement in writing to the Association.
2. ***City of Delray Beach Landlord/Rental Permit (City fee is \$60); Required for all Rental/Leases.***
3. All spaces on the "application for occupancy" form **must be completed**. If there are any blanks, this will hold up processing. Use "n/a" if it is not applicable. Return **COMPLETE PACKAGE TO WELCOMING MEETING**.
4. Coral Trace HOA Documents, Rules and Regulations booklet are being supplied to all Renters and Buyers.
5. The applicant must sign a form stating that: He/she has read and is in receipt of the HOA Documents, Rules and Regulations booklet and will adhere to all Documents, Rules and Regulations of the Association.
6. Include a ***non-refundable*** check in the amount of \$ 60.
7. Checks must be made payable to Coral Trace Homeowners' Association
8. **Attach a copy of driver's license for each applicant, for identification purposes.**
9. After the closing, the purchaser is responsible for providing the HOA with a copy of the Warranty Deed, mailing address, and phone numbers for the mailing of notices, etc. This information should be supplied to the Management Company.

Return the completed application to:

Seacrest Services, Inc., 2400 Centrepark W. Drive, Suite 175
West Palm Beach, FL. 33409 (561) 697-4990 (561) 697-4779 Fax

YOU MUST SCHEDULE AN APPOINTMENT WITH THE WELCOMING COMMITTEE FOR A PERSONAL INTERVIEW. -- INTERVIEWS ARE SCHEDULED BY APPOINTMENT ONLY--

PHONE INTERVIEWS WILL BE CONSIDERED ON A CASE BY CASE BASIS FOR OUT OF TOWN PERSONS. --PRIOR ARRANGEMENT WITH THE COMMITTEE IS REQUIRED--.