



THE FOLLOWING IS NECESSARY PRIOR TO THE SALE AND TRANSFER OF A PROPERTY IN THE BIRD KEY HOMEOWNERS ASSOCIATION. PLEASE SUBMIT THE FOLLOWING TO THE BIRD KEY MANAGEMENT OFFICE LOCATED AT 100 BIRD KEY DRIVE, SARASOTA, FL 34236.

- 1.) A COMPLETED MEMBERSHIP APPLICATION FORM
- 2.) A COMPLETE COPY OF THE SIGNED SALES CONTRACT
- 3.) A \$600.00 TRANSFER FEE VIA CHECK, CASHIERS CHECK OR BANK MONEY ORDER.
- 4.) ACKNOWLEDGEMENT FROM EVERYONE IN WRITING AND NOTARIZED INCLUDING THE SPOUSE REGARDLESS OF WHETHER HE OR SHE IS ON THE TITLE THAT THEY (THE POTENTIAL BUYER(S) AND SPOUSE) HAVE RECEIVED A COPY OF THE BIRD KEY HOMEOWNERS ASSOCIATION, INC. BYLAWS, CERTIFICATE OF INCORPORATION, DECLARATION OF RESTRICTIONS, LIMITATIONS, CONDITIONS AND AGREEMENTS.

FIFTEEN DAYS ADVANCE NOTICE IS REQUIRED BY THE BIRD KEY HOMEOWNERS ASSOCIATION TO PREPARE NECESSARY DOCUMENTS FOR THE CLOSING AGENT.

BKHA shall charge a fee of \$75.00 for preparation of Estoppel Certificates requested by a property owner or mortgagee, or his or her designee. Requests for delivery of Estoppel certificates earlier than the fifteen day Florida statutory requirement will incur an additional fee of \$30.00 per day to a maximum of \$250.00. If requested to do so, BKHA will endeavor to provide Estoppel certificates to authorized entities earlier than the statutory required fifteen days, but BKHA is not obligated to do so. Estoppel certificates may be requested by Real Manage/Argus Property Management at 941-231-0050 or estoppels@argusmgmt.com.

A PRE-SALE INSPECTION OF THE EXTERIOR HOME AND LOT WILL BE CONDUCTED PRIOR TO THE CLOSING BY THE BKHA IN ACCORDANCE WITH THE GOVERNING DOCUMENTS. THE OFFICE IS LOCATED AT THE ABOVE ADDRESS AND IS OPEN FROM 9:00 AM TO 3:00 PM MONDAY THROUGH FRIDAY. FOR EFFICIENT SERVICE, PLEASE CALL THE OFFICE PRIOR TO YOUR VISIT.

If Bird Key is not going to be your permanent residence, please specify:

A permanent mailing address _____

Telephone _____ Cell 1: _____ Cell 2: _____

During what months will you reside at Bird Key _____?

3. Title to the property I contemplate purchasing will be taken in the following name(s):

I agree to indemnify the Bird Key Homeowners Association, Inc and the Board of Governors and to hold such persons harmless against all liabilities, and expenses as a result of my ownership of subject property arising from any omission or commission of acts.

IN WITNESS WHEREOF, I have executed the foregoing this _____ day of _____.

Signature of Member

Signature of Spouse

STATE OF FLORIDA
COUNTY OF _____.

The foregoing instrument was acknowledged before me this _____ day of _____, by _____.

He/She is personally known to me or has produced _____
As identification and did/did not take an oath.

Notary Public

STAMP

THE ACKNOWLEDGEMENT BELOW MUST BE SIGNED, NOTARIZED AND RETURNED BEFORE BIRD KEY HOMEOWNERS ASSOCIATION, INC WILL GIVE MEMBERSHIP APPROVAL.

I hereby acknowledge receipt of the following:

Declaration of Restrictions, Limitations, Conditions and Agreements of the Bird Key Homeowners Association, Inc as amended.

Articles of Incorporation of the Bird Key Homeowners Association, Inc. as amended.

Bylaws of the Bird Key Homeowners Association, Inc. as amended.

I agree to abide by all rules and regulations of the Association as set forth in the documents described and as promulgated from time to time by the Board of Directors, including, but not limited to the application of Architectural Approval Criteria for use by the Architectural Review Committee.

Acknowledged this _____ day of _____, 20__.

SIGNATURE OF POTENTIAL BIRD KEY HOMEOWNER

**STATE OF FLORIDA
COUNTY OF SARASOTA**

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____. He/she is personally known to me or has produced _____, as identification and did/did not take an oath.

Notary Public

STAMP