



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 – PLEASE INCLUDE ALL ADDENDUMS.
- 3.) A \$600.00 TRANSFER FEE VIA CHECK, CASHIERS CHECK OR BANK MONEY ORDER PAYABLE TO BKHA.
- 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 \$250.00 for preparation of Estoppel Certificates requested by a property owner or mortgagee, or his or her designee. Estoppel certificates may be requested from RealManage/Argus Mgmt. via the Closing Portal on the website [www.ciranet.com](http://www.ciranet.com).

**Please visit the Bird Key Homeowners Association website for the governing documents – [www.bkha.org](http://www.bkha.org).**

**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 \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Signature of Member

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_.

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

**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**

\_\_\_\_\_  
**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**