

HARBOUR POINT HOMEOWNERS APPLICATION
C/O CLIFTON MANAGEMENT
1326 S. RIDGEWOOD AVE SUITE 14
DAYTONA BEACH FL 32114
386-767-5575

TRANSFER OF OWNERSHIP INFORMATION FORM

This form must be filled out by the seller of the unit and the potential owner and returned to HOA and/or their management company prior to the management company releasing any information about the maintenance fees and assessments to the closing/title company.

Physical Address (unit#) _____

SELLER:

It is the responsibility of the seller to provide the buyer a complete set of up-to-date Homeowners Association Covenants & Restrictions, Bylaws, Articles of Incorporation, Rules & Regulations and Policies & Procedures. A complete set can be purchased from Cliftonmanagement.com for \$25.00 or if the seller has access to the Harbour Point HOA (HPOHA) website, a set can be printed directly from the Resource Center on the website.

Seller is to return to the Association any assigned non-duplicable clubhouse, boat ramp, and storage yard keys. Failure to return the keys prior to closing will result in a \$100.00 fee, per key, on your closing statement. SELLER MUST FURNISH WRITTEN PROOF THAT KEYS HAVE BEEN RETURNED TO CLIFTON MANAGEMENT PRIOR TO CLOSING.

BUYER

Buyer acknowledges they are in **possession** of the Association Governing Documents and Rules and Regulations.

Pool/clubhouse key cost is \$20.00 and **Boat Ramp** key is \$50.00. The keys are non-duplicable and if they become lost, replacement keys will be \$100.00 each.

Storage Yard: Buyer understands that the purchase of a property in Harbour Point **does not** guarantee them a space in the storage yard. There is a fee of \$100.00 a year for a space in the storage yard. Storage yard use is available to homeowner only, and application must be submitted. Storage Facility keys can be purchased for \$50.00 if a space is available. This key is also non-duplicable and, if it is lost, a replacement key is \$100.00

At Closing: Buyer to provide a copy of their homeowners' insurance policy Declaration Sheet naming Harbour Point Homeowners Association, Inc. as **"Interested Party"**

Buyers understand that if they plan on leasing out their unit, no Airbnb or short term rentals are allowed per governing documents, and a **Request to Lease Form** and a copy of the proposed lease, must be submitted to the Harbour Point Homeowners Association through our management company for approval before Tenant can be allowed to take possession. It is the homeowner's responsibility to make sure the Tenant has copies of Rules and Regulations and appropriate keys.

Seller Signature:

Buyers Signature:

Seller Signature:

Buyers Signature:

Date: _____

Date: _____