

Dear Baywood Colony Members,

Enclosed, please find a copy of the documents and procedures for selling or renting your condo here at Baywood Colony Villas Condominiums.

Application for Sale or Lease (seasonal or annual), including returning renters:

1. All owners wishing to sell their property need to send an *Intent to Sell Form* to Casey Management before the property is listed online.

2. All owners wishing to sell or lease their unit need to send the *Application for Sale or Lease* for to Casey Management with a \$100 application fee to cover the cost of administration fees and the financial and criminal background checks.
 - A. Checks should be made payable to Baywood Colony Villas Association and submitted c/o: *Casey Condominium Management, LCC*
4370 S. Tamiami Trl #102
Sarasota, FL 34231

 - B. Applications must be filled out by the intended buyer or renter 30 days prior to the closing or renting of the property.

 - C. All annual leases must be resubmitted with new *Application for Sale or Lease* upon original lease termination. No background check required.

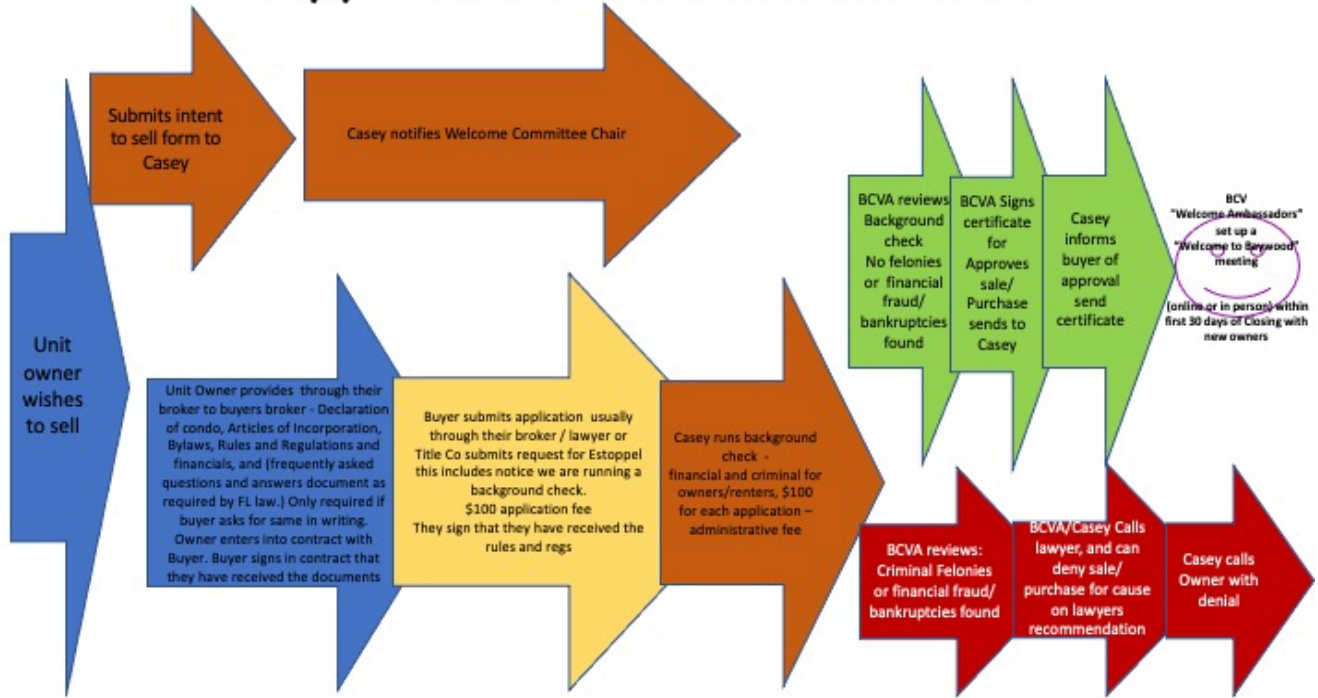
 - D. All seasonal renters must submit the *Application for Sale or Lease* each year and have a new background check performed. The \$100 application fee applies again.

3. Attached is a flow chart of the Sales and Lease Process.

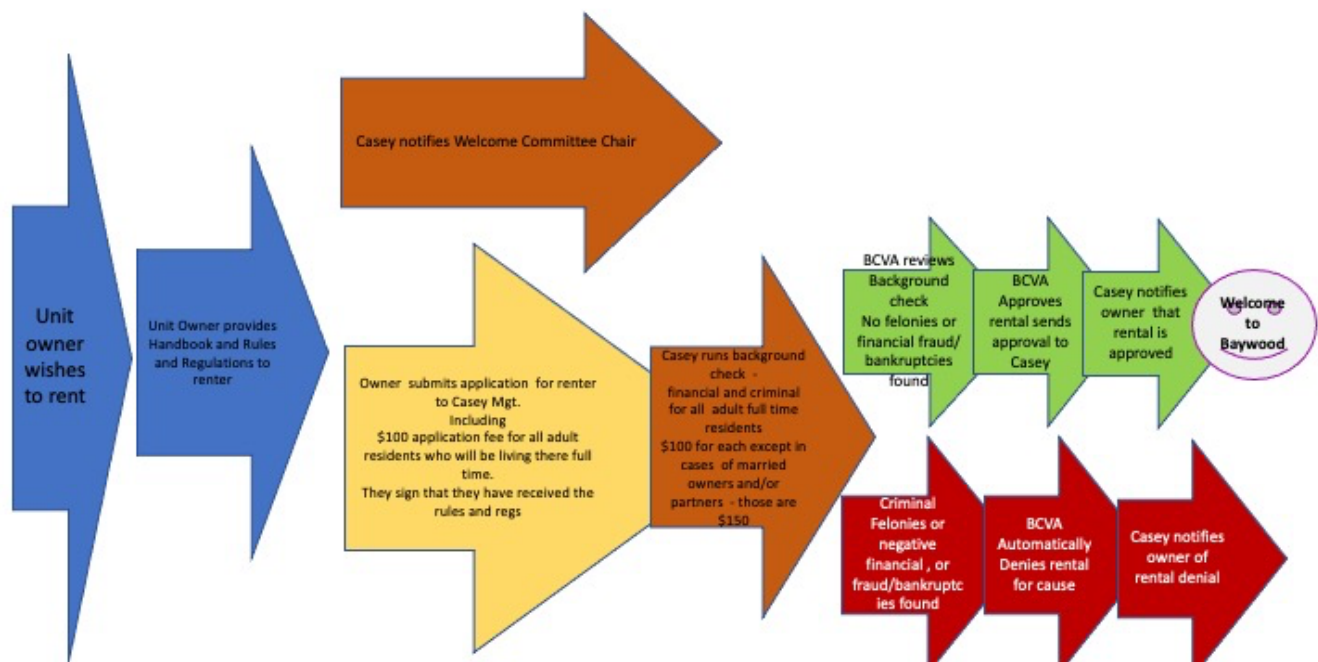
Best Regards,

Baywood Board of Directors
Welcome Membership Committee

Approval for Sale Decision Tree



Approval for rental decision tree



**BAYWOOD COLONY VILLAS ASSOCIATION, INC.
INTENT TO SELL**

Managed by:
Casey Condominium Management
4370 S. Tamiami Trail, Suite 102
Sarasota, FL 34231
receptionist@caseymanagement.com

Owner(s) to complete and submit to property management **prior** to listing the property.

Notice of Intent to Sell the following unit:

Address: _____
Street Address Baywood Unit #

OWNER INFORMATION:

Owner(s) Name: _____

Primary Address: _____

Primary Phone: _____ E-mail: _____

Owner Signature/Date

Owner Signature/Date

Print Owner Name

Print Owner Name

REALTY COMPANY INFORMATION:

Name: _____

Address: _____

Phone: _____ E-mail: _____

REALTOR INFORMATION :

Agents Name: _____

Phone: _____ E-mail: _____

Submit to Casey Management by mail or email at receptionist@caseymanagement.com

Date received by Casey Management: _____

BAYWOOD COLONY VILLAS ASSOCIATION

APPLICATION FOR: SALE LEASE
 SEASONAL RENTAL/OCCUPANCY
(Check one above)

This form must be completed by the proposed purchaser(s) or tenant(s) and submitted, along with a copy of lease or purchase contract to the Baywood Colony Villas Board of Directors for approval no less than THIRTY (30) days prior to the lease or purchase date.

This completed application, and a \$100 application fee made payable to **Baywood Colony Villas**, is to be sent to Casey Condominium Management, 4370 S Tamiami Trail #102, Sarasota, FL 34231.

UNIT ADDRESS: _____

CURRENT OWNER(S) NAME: _____

CLOSING DATE OR RENTAL PERIOD (as applicable): _____

AGENT'S NAME (as applicable): _____ PHONE: _____

FIRST APPLICANT - PROSPECTIVE PURCHASER – OR – TENANT (circle one):

NAME: _____ DOB: _____ SS# _____

MARITAL STATUS: _____ PHONE #: _____ DRIVERS LICENSE: _____

PRESENT ADDRESS: _____

PRESENT LANDLORD: _____ PHONE #: _____

OCCUPATION: _____ HOW LONG: _____

BUSINESS NAME: _____ BUS PHONE: _____

SECOND APPLICANT - PROSPECTIVE PURCHASER – OR – TENANT (circle one):

NAME: _____ DOB: _____ SS# _____

MARITAL STATUS: _____ PHONE #: _____ DRIVERS LICENSE: _____

PRESENT ADDRESS: _____

PRESENT LANDLORD: _____ PHONE #: _____

OCCUPATION: _____ HOW LONG: _____

BUSINESS NAME: _____ BUS PHONE: _____

OTHER PERSONS WHO WILL OCCUPY THIS UNIT WITH YOU:

NAME: _____ DOB: _____ SS# (if over 18): _____ DL# _____

NAME: _____ DOB: _____ SS# (if over 18): _____ DL# _____

OCCUPATION STATUS:

EMPLOYED? YES NO RETIRED? YES NO OTHER _____

EMPLOYER: _____

LIST ALL VEHICLES THAT YOU WILL KEEP ON THE PREMISES:

MAKE _____ YEAR _____ TYPE _____ TAG NO: _____

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*NO COMMERCIAL VEHICLES ARE ALLOWED ON BCVA PROPERTY, IN YOUR CAR PORT OR DRIVEWAY.

**Signs or advertising are not allowed on the vehicles or any other means of posting.

LIST ALL PETS THAT WILL RESIDE WITH YOU IN THE UNIT:

PET TYPE _____ BREED _____ WEIGHT _____ AGE _____

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* Section I is allowed up to two (2) dogs less than 75lbs, or cats

Section II is allowed only one (1) dog up to 25lbs. Additionally, you may also have a cat.

**Pet registrations with the county must be filled out and include current vaccinations.

BY SIGNING THIS APPLICATION, THE PROPOSED APPLICANT(S)...

- CERTIFIES THAT THEY HAVE RECEIVED, READ, AND WILL ABIDE BY ALL THE CONDOMINIUM DOCUMENTS, INCLUDING THE RULES AND REGULATIONS.
- ACKNOWLEDGES THAT THE ABOVE INFORMATION AND STATEMENTS FOR OWNERSHIP OR LEASE ARE TRUE AND COMPLETE, AND HERBY AUTHORIZES AND INVESTIGATIVE CONSUMER REPORT INCLUDING, BUT NOT LIMITED TO, RESIDENTIAL HISTORY (rental or mortgage), EMPLOYMENT HISTORY, CRIMINAL HISTORY RECORD, COURT RECORDS AND CREDIT RECORDS.
- AGREES TO THE APPLICATION FEE OF \$100.00 MADE PAYABLE TO BAYWOOD COLONY VILLAS BY CHECK ONLY. THIS FEE MUST BE SUBMITTED BEFORE THE APPLICATION CAN BE PROCESSED.

SIGNITURE OF 1ST APPLICANT: _____ DATE: _____

SIGNITURE OF 2ND APPLICANT: _____ DATE: _____

SIGNITURE OF ADD'L OCCUPANT(S): _____ DATE: _____

APPLICATION HAS BEEN: APPROVED DENIED

BY _____ TITLE _____ DATE _____

BAYWOOD COLONY VILLAS ASSOCIATION

PRIORITY RULES AND REGULATIONS

1. Baywood Colony Villas Association, Inc. Is the operator of Baywood Colony Villas I and II.
2. The Declaration of Condominium for each Section defines the units and lists of uses and restrictions. Owners and lessees are expected to become aware of these regulations and be guided by them and the By-Laws.
3. The following lists some of the important requirements for ownership or rental in BCVA:
 - Prior to initiation of change, any external changes and/or additions to a unit must be submitted to Architectural Review Committee and have prior written Board approval.
 - Prior to initiation of change, any internal structural changes within a unit must be submitted to Architectural Review Committee and have prior written board approval.
 - Unit shall be maintained inside and out, including landscaping, according to Board standard and Landscape Committee approval.
 - Each unit must be used exclusively as a one-family residential unit and not business or trad is permitted within.
 - Nothing is permitted to hang from windows, doors, fences, roofs, etc. Anything drying should be out of view of the street or green space.
 - Loud noises are not permitted.
 - No Pets, other than what is specified per each Section* shall be allowed. All pets must be registered and comply with county vaccinations. All pets must be on a leash in common areas.
 - * Section I is allowed up to two (2) dogs less than 75lbs, or cats
 - Section II is allowed only one (1) dog up to 25lbs, or cat.
 - Only conventional passenger automobile as defined under Section 9.1.17 of both Declarations of Condominium by be parked in any Baywood area. No motorcycles, trailers, commercial or recreational vehicles, campers and boats can be parked on Baywood property.
 - The Clubhouse and pool area are for the use of all owners, lessees and guests. Regulations are posted and expanded in the BCVA Handbook that is available in every unit.
 - Permission for use of the clubhouse facility is available to residents for private events. A written request must be made in advance to property management.
 - All leases shall be subject to prior written Board approval. All leases shall be a minimum of thirty (30) days and nor more than once in a 12 month period.
 - IN the absence of the owners, all other occupants are considered guests or tenants and are deemed to be a lease. Family Guest Notification form is to be submitted to property management.

I have read and agree to abide by the above restrictions and all others as described in the Baywood Colony Villas Association Handbook, Declaration of Condominium, Articles of Incorporation, and the Rules and Regulations as adopted by the Association's Board of Directors and agree to immediately correct any violations determined by the Board of Directors. I certify that all information provided is truthful and that there are knowingly no omissions.

SIGNITURE: _____ **DATE:** _____

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