

**Sunset House North Apartments of Marco Island, Inc.  
240 Seaview Court  
Marco Island Florida 34145**

TO: The Board of Directors, Sunset House North Apartments

FROM: \_\_\_\_\_  
(Unit Owner SSHN)

SUBJECT: Request for Approval of Sale / Purchase, Unit #\_\_\_\_\_.

**Instructions:**

This application for Approval of Sale / Purchase must be completed and submitted to the Association's building manager, with all required documentation attached, including a signed copy of the purchase agreement and a non-refundable fee in the amount of \$100 payable to Sunset House North Condominium Apartments Association. Approval or denial will be issued within 14 days from the date of submission.

**Please print or type:**

Full name of purchaser \_\_\_\_\_ Soc. Sec.# \_\_\_\_\_

Full name of co-purchaser \_\_\_\_\_ Soc. Sec.# \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (home) \_\_\_\_\_ Telephone (business) \_\_\_\_\_

Cell phone (purchaser) \_\_\_\_\_ Cell phone (co-purchaser) \_\_\_\_\_

Email address (purchaser) \_\_\_\_\_

Email address (co-purchaser) \_\_\_\_\_

Occupation of purchaser (if retired, former occupation) \_\_\_\_\_

Employer \_\_\_\_\_

Address of Employer \_\_\_\_\_

Occupation of co-purchaser (if retired, former occupation) \_\_\_\_\_

Employer \_\_\_\_\_ Address of Employer \_\_\_\_\_

\_\_\_\_\_

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\*Each Unit owner is authorized one vote when dealing with official business of the Association, the name of the person authorized for that vote is\_\_\_\_\_.

**Provide two credit references, (1 required) and preferably local if possible.**

1. Name\_\_\_\_\_ Address\_\_\_\_\_

City/State\_\_\_\_\_ Telephone\_\_\_\_\_

2. Name\_\_\_\_\_ Address\_\_\_\_\_

City/State\_\_\_\_\_ Telephone\_\_\_\_\_

**All Sunset House North units are designated as single family residences only. Please list the names and relationship of all other persons who may be occupying the unit regularly.**

Name\_\_\_\_\_ Relationship\_\_\_\_\_

Name\_\_\_\_\_ Relationship\_\_\_\_\_

Name\_\_\_\_\_ Relationship\_\_\_\_\_

Name\_\_\_\_\_ Relationship\_\_\_\_\_

Name\_\_\_\_\_ Relationship\_\_\_\_\_

Name\_\_\_\_\_ Relationship\_\_\_\_\_

I will: ( ) reside here full-time; ( ) reside here part-time; ( ) lease unit to others.

**Person to be notified in case of an emergency:**

Name\_\_\_\_\_ Telephone\_\_\_\_\_

Address\_\_\_\_\_ City/State/Zip\_\_\_\_\_

Relationship to Applicant\_\_\_\_\_

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**Automobiles to be parked on the premises:**

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ State \_\_\_\_\_ License # \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ State \_\_\_\_\_ License # \_\_\_\_\_

Parking space assignment for this unit is # \_\_\_\_\_

**Mailing address for notices regarding this application if different from the address above:**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

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Note: Please complete the attached background check information and include a check for \$53 for each applicant who will be named as an owner of Unit # \_\_\_\_\_.

Make the check payable to:

Sunset House North Apartments of Marco Island, Inc.

**Sunset House North Apartments of Marco Island, Inc.  
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**Applicant's Affidavit**

I have read and understand the Association's Declaration of Condominium, Bylaws and published Rules and Regulations and agree to abide by them. I understand and agree that any misrepresentation in this application will justify its disapproval. I consent to any further inquiry concerning this application and the references given. I agree to be available for an interview with the designated representative(s) of the Association.

**NOTE: DO NOT SIGN BELOW UNLESS YOU HAVE BEEN PROVIDED AND READ THE ASSOCIATION'S DECLARATION OF CONDOMINIUM, BYLAWS AND RULES AND REGULATION OF SUNSET HOUSE NORTH APARTMENTS OF MARCO ISLAND, INC.**

**This application must be signed by all persons becoming owners of record.**

Signatures:

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Signature of Applicant	Date	Signature of Co-Applicant	Date
Print Name		Print Name	

**(Do not write below this line-for office use only)**

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**Checklist:**

- Copy of Purchase Agreement
- Payment to Sunset House North Condominium Apartments in the amount of \$100.
- Completed and signed application. Note: Application must be signed by all persons becoming owners of record.
- Background Information form completed plus a check for the appropriate amount based on the number of applicants to be named as owners of this unit.

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_

Application to purchase unit # \_\_\_\_\_ is approved \_\_\_\_\_ not approved \_\_\_\_\_

Sunset House North Apartments by \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_