

Chateaux du Lac Condominium Association, Inc.
1500 Gay Road, Winter Park, Florida 32789

Notice of Intent to Sell / Transfer
(Form CDL-104)

The following requirements must be met before an application is reviewed by the Board of Directors for approval. Under no circumstances may a Prospective Owner/Buyer occupy a unit before being given Board Approval.

1. The attached Application for Sale/Transfer and New Owner Information sheets must be filled out completely and signed by the Prospective Owner/Buyer for the unit. A copy of the Sales Contract is required along with the application forms. The Board requires 30 days for processing and approval of an application which includes the interview with Prospective Owner/Buyer.
2. Owner shall provide a copy of the Condominium Documents and Rules and Regulations of the the Association to the Prospective Owner. If Documents are not available, copies may be obtained from Management for a fee of \$35.
3. A statement must be signed, indicating that the Prospective Owner/Buyer is in receipt of the official documents. The Rules & Regulations of the Association will be reviewed at interview prior to closing and prior to occupancy of the unit.
4. Prospective Owner/Buyer acknowledges the monthly maintenance Assessments of \$_____ due and payable on the first day of each month.
5. It is the responsibility of the Owner/Seller to provide proof that the Fire Extinguisher and the Smoke Detector(s) are in operating condition. A form is attached. Should proof not be obtained, it is the right of the Association to provide the unit with working fire extinguisher and smoke detector(s) and charge the unit owner accordingly with the cost.
6. It is the responsibility of Owner/Seller to inform Prospective Owner/Buyer there is a laundry facility inside the clubhouse, first floor and that washer(s)/dryer(s) are not allowed to be installed in individual units and per City of Winter Park Code of Ordinances 502.5.3, no barbecue grilling or other cooking is allowed on Chateaux du Lac balconies and patios and upon closing Owner/Seller will provide personal access code to clubhouse and pool lock key to new owner.
7. Upon closing of sale/transfer of ownership, a certified copy of the Warranty Deed or instrument establishing recorded title to the unit must be provided to the Association/ Management Company. Keys to the Unit will be provided to the Association, or Owner will provide Association with the name and number of a person who has access to Unit, should an emergency arise. Should no key be available to the Association and an emergency arises, Owner understands and agrees a locksmith will be contacted to gain emergency access and the cost will be charged to the Unit Owner.
8. A non-refundable fee of \$50 is to be included with application to cover the cost of credit and criminal checks.

This Agreement, signed by all Parties, will serve as **Notice of Intent** to Chateaux du Lac Condominium Association of Owner's desire to Sell/Transfer and Prospective Owner's desire to Buy. Prospective Owner/Buyer authorizes the Association and its Agents to conduct necessary credit and criminal checks and make further inquiry concerning this application, particularly of references given. **ALL PARTIES ACKNOWLEDGE THE PROCESSING OF THIS TRANSACTION CANNOT BE COMPLETED UNTIL ALL FORMS ARE RETURNED TO MANAGEMENT COMPANY.**

Owner/Seller: _____ Unit Number: _____ Date: _____

Owner/Seller: _____ Date: _____

Prospective Owner/Buyer: _____ Date: _____

Prospective Owner/Buyer: _____ Date: _____

Please return completed form to:
Chateaux du Lac Condominium Association, Inc.
Community 1st Advisors Suite 212
760 Florida Central Parkway
Longwood, Florida 32750

Phone: 407-628-1086