

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

**POLICY FOR SALE/TRANSFER OF CONDOMINIUM UNIT
AND
APPLICANT APPROVAL PROCESS**

For Prospective Owner/Buyer and Owner/Seller to meet the approval requirements as stated in the Association documents every Buyer and Seller must do the following:

- 1) **Notice of Intent to Sell/Transfer**, completed by Owner/Seller and signed by both Owner/Seller and Prospective Owner/Buyer.
- 2) **Application for Sale/Transfer**, signed by Prospective Owner/Buyer.
A non-refundable fee of \$50.00 to be included with application to cover the cost of credit and criminal check.
- 3) **New Owner Information**, signed by Prospective Owner/Buyer.
- 4) **Copy of Sales Contract**
Note-processing will not begin until all items listed above are received.
- 5) **Approval Processing**: Board interview required, allow at minimum 10 business days

Failure to complete the application requirements as listed above will delay or suspend the approval process, at which time the management company will notify your title agent that no approval has been given.

Procedure for Interview

Chairman/Contact person for Interview Committee will contact Prospective Owner/Buyer and a time is set for interview.
The Interview is a friendly process. Review Prospective Owner/Buyer Information, Rules & Regulations and answering any questions the Buyer might have. The **Distribution And Acceptance Of Responsibilities** form as defined in official documents is used by Interviewers and signed by Prospective Owner/Buyer and person(s) conducting interview. (No papers are given back to Applicant.)

Interview chairman or committee member notifies management that the Interview has been completed and returns all paperwork, including signed Distribution And Acceptance Of Responsibilities form, to Management.

Management notifies Board that formal approval is needed so the **Certificate of Approval** can be issued. Vote for approval is done at the earliest Board Meeting. If there is not enough time prior to closing, management will call Board members in order to obtain a vote. **Two Board Members will sign Certificate of Approval, corporate seal is affixed to document, management will notarize and get Certificate to proper entity.** If no entity requires the Certificate, Management will put it in the Owner's file. Management is required to keep a file on each Unit/Owner.