



HOMEOWNERS' ASSOCIATION, INC.
190 Coral Trace Boulevard, Delray Beach FL 33445

Instructions for Sale or Lease of Home

TO: All Owners, Buyers, Renters and Realtors

RE: Sales and Leasing application

1. Owner must submit purchase or lease agreement in writing to the Association.
2. *City of Delray Beach Landlord/Rental Permit (City fee); Required for all Rental/Leases.*
3. All spaces on the "application for occupancy" form **must be completed**. If there are any blanks, this will hold up processing. Use "n/a" if it is not applicable. Return **Complete Package To Management Company**.
4. Coral Trace HOA Documents and Resident Handbook are being supplied to all Renters and Buyers.
5. The applicant must sign a form stating that: He/she has read and is in receipt of the HOA Documents and Resident Handbook, and he/she will adhere to the Documents and Resident Handbook of the Association.
6. Include a *non-refundable* check in the amount of \$ 100.
7. Checks must be made payable to Coral Trace Homeowners' Association.
8. Attach a copy of driver's license for each applicant, for identification purposes.
9. After the closing, the purchaser is responsible for providing the HOA with a copy of the Warranty Deed, mailing address, and phone numbers for the mailing of notices, etc. This information should be supplied to the Management Company.

Return the completed application to:

Management Company
information is on the website, newsletter or channel 63

AN INTERVIEW WILL BE SCHEDULED WITH THE WELCOMING COMMITTEE ONCE A COMPLETED APPLICATION IS RECEIVED BY THE ASSOCIATION. INTERVIEWS ARE SCHEDULED ON THE FIRST AND THIRD MONDAYS OF THE MONTH AT 2:00 PM IN THE CLUBHOUSE.

Fill out and Return to HOA