



COMMUNITY ASSOCIATION, INC.

2050 CASTAWAYS COURT
NAPLES, FL 34119

PHONE: 239-596-2375 FAX: 239-596-7387
<https://tarponbaycommunity.com> tarponbay2050@gmail.com

SALES REQUIREMENTS

OWNERS, REALTORS, AGENTS AND ANY PARTY INVOLVED IN THE SALE OF A UNIT WITHIN TARPON BAY ARE HEREBY GIVEN NOTICE OF THE FOLLOWING REQUIREMENTS FOR THE SALE OF A UNIT:

1. The filing of a sales application should be completed with the property manager not less than fifteen (15) days before the date of proposed closing. SALES APPLICATIONS FOR EACH ASSOCIATION ARE AVAILABLE AT THE CLUBHOUSE OR ON THE TARPON BAY WEBSITE (<https://tarponbaycommunity.com>) .
2. A signed copy of the Rules and Regulations which are available at the clubhouse or on the website.
3. A copy of the proposed Sales Agreement signed by the present owner and proposed buyer.
4. A check in the amount of \$150.00 must accompany the above documents as the application fee. This will be used in part to pay the costs of background and credit reports on the applicant(s). Check should be made to the Sub- Association of the unit address.
5. For international sales rental fees please contact the office at tarponbay2050@gmail.com or 239-596-2375.
6. 3 (three) Letters of Reference
7. After the closing, a new key must be given to the Tarpon Bay office for emergency purposes and pursuant to its statutory right of access to the residence.

NO APPLICATION WILL BE PROCESSED UNTIL ALL OF THE ABOVE ARE RECEIVED AND ONCE A COMPLETE PACKAGE IS RECEIVED, MANAGEMENT RESERVES THE RIGHT TO TAKE FIFTEEN (15) DAYS TO PROCESS THE APPLICATION. AN ESTOPPLE LETTER WILL ONLY BE FILED AFTER THE REQUIREMENTS ARE FULFILLED.