

Checklist and Instruction Page

Use this checklist to ensure that your application is complete and ready to be submitted.

For Sales:

- A current application from Venture Harbour, Inc.
- Application fee of \$100.00 or Rush Application fee of \$150.00 payable to Venture Harbour, Inc.
- A copy of the signed contract
- Realtor Information
- Title Company Information

For Leases:

- A current application from Venture Harbour, Inc.
- Application fee of \$100.00 or Rush Application fee of \$150.00 payable to Venture Harbour, Inc.
- A copy of the signed Lease Agreement
- Realtor information (if applicable)

All Lease/Sale Applications and Estoppel requests **MUST** have **TWO (2)** weeks to process prior to closing and/or Association Interview date.

If an application is submitted that is **NOT** complete, it will **NOT** be accepted and/or processed. Please ensure that you have all the required information, forms and signatures to avoid any delay(s) in the approval of your application.

Please submit and/or send all complete applications and fees to:

Venture Harbour Inc.
10701 S. Ocean Drive
Jensen Beach, FL 34987

Thank you So Much for your Cooperation!

Lease/Resale Instruction Page

Please read carefully this instruction page and use the following checklist to ensure all items needed are included when submitting your complete application.

Items needed to be included with application:

- All applications must include a photocopy of Driver's License(s) for applicable parties.
- Purchaser(s) must sign and date the '**Agreement for Membership in Venture Harbour**'.
- Purchaser(s) must sign and date the '**Acknowledgement of Venture Harbour Inc. Bylaws**'.
- All applicants must sign and date the '**Acknowledgement of Venture Harbour Rules and Regulations**'.

The following fees should be made payable to: Venture Harbour, Inc.

- Lease and Sale: Application Fee **\$100.00** OR Rush Application Fee **\$150.00**
- Screening fee for all applications: **\$55.00** per person over the age of eighteen (18) (**Cashier's Check or Money Orders Only**). Applicants will be screened, which will include but not limited to criminal background checks & credit report.
- Each page in the application must be completed and signed. Incomplete applications will not be accepted, processed or approved.
- Personal Interviews are required for all Sales and Lease applicants and will be conducted by appointment.
- Property violations or outstanding balances on the property account must be resolved prior to approval being granted.

Venture Harbour, Inc., A Senior Community

LEASE/SALE INFORMATION FORM

Property Address: _____ Date: _____

Realtor Contact Information (Name/Phone)

Name: _____ Name: _____

(Applicant) (Co-Applicant)

Number of children if any: _____ List Name & Ages: _____

Are there any other occupants besides immediate family? _____ If so, please list the name & relationship:

Present Address: _____

(Street, City, State & Zip)

Phone: _____ Cell: _____ E-mail: _____

Applicants employers name: _____ No. of years there _____

Address: _____ Phone: _____

Co-Applicant employers name: _____ No. of years there _____

Address: _____ Phone: _____

Please list the name & number of the nearest relative in case of emergency:

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Do you intend on:

____ living in the home as a primary residence

____ maintain the home as a secondary residence

____ Offer the home as a rental Unit

PLEASE NOTE:

- Leases must be a minimum of two (2) months
- A copy of the sales contract or lease must be attached to this application
- Renters are not permitted to sub-lease at any time.

I/WE FULLY AUTHORIZE INVESTIGATION OF ALL ANSWERS AND REFERENCES GIVEN. I/WE HEREBY AGREE TO ABIDE BY ALL DOCUMENTS AND RULES & REGULATIONS OF VENTURE HARBOUR INC., A COPY OF WHICH DOCUMENTS I HAVE RECEIVED FROM SELLER/LESSOR. (IF SELLER/LESSOR FAILS TO PROVIDE A SET OF DOCUMENTS TO PURCHASER/LESSEE, A COPY WILL BE MADE AVAILABLE BY VENTURE HARBOUR, INC. AT A COST OF \$50.00 PER DOCUMENT COPY)

I agree that the terms of the attached contract/lease are within the requirements of Venture Harbour, Inc., Rules and Regulations.

PURCHASER/LESSEE: _____ DATE: _____

PURCHASER/LESSEE: _____ DATE: _____

THIRD PARTY TO LEASE AGREEMENT

By this document, it is understood and agreed by Owner and Tenant/Lessee, that Venture Harbour, Inc., is hereby confirmed to be an intended third party to any lease agreement and shall have the right, but not the obligation to enforce the Declaration, By-Laws, Rules and Regulations and provisions thereof, having all rights and powers including, but not be liable or responsible for an inaccurate information in the related report (to Venture Harbour, Inc.) caused by omission or illegibility.

By signing, the applicant agrees that Venture Harbour, Inc., or their Agent, may investigate the above information and a full disclosure of pertinent facts may be made available. Further, it is understood that the Tenant/Lessee agrees to abide by, but not limited to, the Pertinent Covenant, Restrictions, and Rules & Regulations of the Association.

Signature of Applicant

Date

Signature of Applicant

Date

ADVISE US OF ANY ANIMALS TO BE RESIDING IN THE HOME

Please refer to Venture Harbour Rules and Regulations – Chapter VI, SECTION A.7 regarding pets in the community.

Purchaser/Lessee

ONLY two (2) pets with NO weight restrictions

Pet(s)? Yes _____ No _____

Pet Type(s), Breed(s):

Pet #1: _____

Pet #2: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

VEHICLE REGISTRATION FORM

Property Address: _____ Date: _____
Name: _____
(All Applicants)

Present Address: _____
(Street Address, City, State & Zip)

VEHICLE #1:	VEHICLE #2:
Make: _____	Make: _____
Model: _____	Model: _____
Year: _____	Year: _____
Color: _____	Color: _____
VIN: _____	VIN: _____
Tag: _____	Tag: _____
State: _____	State: _____

Vehicle 1 registered to: _____

Vehicle 2 registered to: _____

PLEASE NOTE:

- ALL INFORMATION ON THIS FORM MUST BE COMPLETED
- PARKING DECAL(S) WILL BE PROVIDED FOR EACH VEHICLE. ANY CHANGES IN USE OR APPEARANCE OF THE ABOVE DESCRIBED VEHICLES(S) MUST BE SUBMITTED TO THE BOARD OF DIRECTORS WITH A NEW APPLICATION.
- IT IS CLEARLY UNDERSTOOD THAT CARS MUST BE PARKED IN THE DRIVEWAYS AND/OR GARAGES.

Signature: _____ Date: _____

Signature: _____ Date: _____

Certificate of Acknowledgement
Additional Condition of Approval Agreement - LEASES ONLY

An Additional Condition of Approval to the required Certificate of Acknowledgement, to facilitate occupancy of a unit by lease, whereby the Lessor and Lessee shall be required to sign this agreement prior to occupancy, providing that should Owner fail to make necessary assessment payments in accordance with the Venture Harbour Inc., Bylaws and Rules and Regulations, Venture Harbour, Inc. shall have the authority to contact the Lessee, advise them of the delinquency of the Lessor, and the Lessee shall be required to make rent payments to Venture Harbour, Inc. Such rent payments made to Venture Harbour, Inc. shall be deemed payments of rent, and to the extent that they bring the Unit current, will result in the reinstatement of all services. Upon rent payments to Venture Harbour, Inc. to bring the account current, including all payments identified in this agreement, any excess funds will be forwarded to the Lessor, and Lessee be advised that all further rent payments should be to the Lessor while the Lessor is current on all of its obligations.

Lessor (1) Signature: _____ Date: _____

Lessor (2) Signature: _____ Date: _____

Lessee (1) Signature: _____ Date: _____

Lessee (2) Signature: _____ Date: _____

Background and Credit Check Screening

GENERAL AUTHORIZATION

Please present a separate page for each applicant.

Applicant Name: _____ DOB: _____

Social Security Number: _____ Phone: _____

Present Address

Street: _____ Apt #: _____

City: _____ State: _____ Zip: _____

I hereby authorize Venture Harbour, Inc. or its agent, to obtain and verify a Social Security number search and criminal report history. I agree to indemnify and hold harmless Venture Harbour, Inc., their employees, officer and Directors, Affiliates, Subcontractors and Agents from any loss, expense or damage which may result directly or indirectly from information or reports.

Please advise if you have lived in Washington, Massachusetts or outside of the United States. There may be an additional charge for these areas.

Signature: _____ Date: _____
(Applicant)

**Agreement for Membership In Venture Harbour, Inc.
A Senior Community**

Whereas, Venture Harbour, Inc., a corporation not for profit, organized and existing under the laws of the State of Florida, has received a Certificate of Incorporation from the Secretary of the State of Florida and,

Whereas, the general nature and object of the Corporation shall be to operate and administer the community known as Venture Harbour, an adult residential community in St. Lucie County.

Whereas, each owner of a lot in the park shall be a member of the corporation, and shall be entitled to one vote in the Corporation, and receive one share of unissued stock and a membership certificate in said Corporation,

Whereas, the Corporation is empowered to enforce by legal means the Charter, the By-Laws and Regulations for use of the property in the adult residential community and,

Whereas the Corporation is empowered to approve or disapprove purchases, lessees, renters, and mortgagees of said adult community.

I/We agree to accept membership in and vote in Venture Harbour, Inc., when I/We complete the purchase of a lot in the adult residential community, and

I/We further covenant and agree to abide by the By-Laws and Articles of Incorporation of Venture Harbour, Inc. in effect as of this date.

I/We further covenant and agree to be bound by such rules and regulations as are established by the authorized officers, board of directors or members of the Corporation in accordance with the Charter and By-Laws of the Corporation and,

I/We further covenant and agree to be bound by such amendments to the Articles of Incorporation and By-Laws as are voted by the members of the Corporation and,

I/We further covenant and agree that any transfer, sale or devise of the lot to be owned by me/us shall stipulate that the membership in and vote in the corporation be terminated until re-issued by the Corporation to a qualified person or persons, and, I/We further signify my/our intent to exercise such membership and vote for the mutual benefit of all members of Venture Harbour, Inc. and

**Agreement for Membership In Venture Harbour, Inc.
A Senior Community**

I/We further agree that if the membership and vote is issued to more than one person the vote at any regular or special meeting of the Corporation shall be cast by designated voters as duly filed with the Secretary on the Designated Voter form attached.

In Witness Whereof, the parties have hereto set their hands and seals this _____ day of _____, 20_____.

(1) Witness _____ (1) Applicant _____

(2) Witness _____ (2) Applicant _____

State of Florida, County of St. Lucie

I hereby certify that on this day, before me an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared _____ to be known to be the person(s) described in and who executed the foregoing instrument and acknowledged before me that _____ executed same.

Witness my hand and official seal in the County and State last aforesaid this _____ day of _____, 20_____.

Notary Public

This agreement has been approved by Venture Harbour, Inc.

President _____ Secretary _____

Date _____

Seal

Form - Agreement for Membership - March 1983

Venture Harbour, Inc., A Senior Community

I/We understand that we are moving into a deed restricted Community. I/We hereby agree to abide by all Documents and Rules and regulations of Venture Harbour, Inc. which I/We received a copy from the Lessor/Seller. If Lessor/Seller fails to provide a set of Documents to Lessee/Buyer, I/We may obtain a copy from Venture Harbour, Inc. at a cost of \$50.00.

Buyer/Lessee Signature

Date

Buyer/Lessee Signature

Date