



Application for Certificate of Approval Longshore Lake Property Transfer

Please fill in the following required information for a property transfer within Longshore Lake. The application must be returned with the Transfer fee of \$150, to be processed, prior to closing. The Certificate of Approval will be issued to the closing agent for filing, when all funds due the Foundation have been paid.

Name of **Seller(s)**: _____ Lot Number: _____
Address of Property: _____
Scheduled date of Closing: _____

Name(s) of **Purchaser(s)**: _____
Purchaser's Current Billing Address: _____
Telephone Number: _____ Telephone Number: _____
Billing Email Address: _____
Secondary Email: _____

Name(s) & age of all **occupants** residing with owner at Longshore Lake:

Buyer's intended use of home:

Year-Round Resident Seasonal Vacation Home
 Rental (must be approved by the Foundation) Other: _____

Are you interested in participating in our Tennis Program? _____



Charge Authorization

Longshore Lake Foundation offers a club charge account system for all owner-members of the Foundation. Tennis and Food & Beverage purchases, including tennis lessons, clinics, etc. may be charged on this account. You will receive a monthly statement, via email, for all maintenance assessments as well as any club charges. You can also check your account balance, at any time, on the club's website and app.

Your membership number is the same as your lot number. Please advise your server/Longshore Lake employee of your name and lot number for billing.

Please complete the following information and return as soon as possible to the Administration Office. If changes occur after initial registration, please advise the Administration Office to keep your file current. You can authorize signing privileges to any member of your family, but only family members who reside permanently in your home.

Lot Number: _____

Owner/Member Name: _____

Additional Family Members authorized to charge:

I hereby accept responsibility for all charges on my account, made by those listed above.

Owner-Member Signature



Receipt of Documents Longshore Lake Property Transfer

I, the undersigned, acknowledge that I have received the following documents from the Seller or the Seller's Agent*, with regard to my purchased of property within Longshore Lake.

1. Declaration of General Protective Covenants
2. Articles of Incorporation
3. By-laws for Longshore Lake Foundation
4. Architectural Review Board Guidelines
5. Notice of Sale and Resale Capital Contribution Fee

Date

Signature of Buyer

Printed Name

Date

Signature of Buyer

Printed Name

Lot Number: _____

***These documents can be obtained at www.longshorelake.org. Click on "Member Login" and use the following: ID: Realtor, Password: 123456**



Resident Information Setup
Please Print

Last Name: _____ First Name: _____

Address of Property: _____

Phone: _____ Email: _____

Vehicles:

Year: _____	Make: _____	Model: _____	Tag # _____
Barcode: _____			

Year: _____	Make: _____	Model: _____	Tag # _____
Barcode: _____			

Year: _____	Make: _____	Model: _____	Tag # _____
Barcode: _____			

Year: _____	Make: _____	Model: _____	Tag # _____
Barcode: _____			

Boats:

Boat Type: _____	Boat Registration: _____
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Household Information Setup

Head(s) of Household: _____

Other Residents:

Please list anyone living with you. This should include family members as well as anyone not related to you.

First Name:	Last Name:	Phone Number:	Relation:

Pets:

Please list any pets that will reside in your home.

Name:	Breed/Type/Color of Animal:	Tag information:

Gatehouse Entry Setup

You may update/change this information in your online member portal, after closing.

Contractors/Vendors:

Please list contractors below that are permitted to enter the gate, daily. This includes any daily employees as well as scheduled services.

Name:	Company:	Phone Number:	Type of Contractor:

Permanent Visitor List

Please list any regular visitors that should be permitted through the gate. This could include any family not living with you or friends that may be admitted by security without calling you.

First Name:	Last Name:	Phone Number:

Please complete and return this form to the HOA office at your earliest convenience. If you have any questions or need assistance, please contact the office at 239-566-2304 or membership@longshorelake.org.

We look forward to having you join us at Longshore Lake!