



VISTA ROYALE ASSOCIATION INSTRUCTIONS

Application/Registration - SALES

1. The Sales Application/Registration Form must be submitted to the Association **30 days prior to closing** to acquire a Certificate of Approval.
2. In order to adhere to Section 15, Condominium Documents, a copy of the fully executed sales contract must be provided with the Sales application/registration.
3. The Application/Registration must be filled out legibly and completely and signed by all applicants and owners.
 - a. All blanks must be filled in.
 - b. Page 2: Applicant's signatures are required following Animals restrictions.
 - c. Page 2: Applicant's signatures are required at bottom of page 2.
 - d. Page 3: Current owner's responses required on SELLER section, as well as signature.
4. Legible **COLOR** copies of identification (ID) for all applicants and residents must be provided. Acceptable forms of ID include:
 - a. Driver's License. Faxed copies are not readable, therefore not acceptable.
 - b. Passport
 - c. Immigration card
 - d. Military Identification
 - e. Any state, local, national or international documentation provided it contains information about the age and birth of the possessor.
 - f. Birth certificate may be presented provided the name on the certificate matches the name of the applicant. If name has been legally changed, then proof of the legal name change, or additional documentation must also be provided to verify that the person listed on the certificate is the applicant.
5. A legible **COLOR** photograph or legible **COLOR** copy of photograph, suitable for visual identification purposes, must be provided for all applicants.

**If additional information or instructions are needed,
contact the Association Office at 772-569-1433.**

GENERAL RULES

MAINTENANCE FEES AND ASSESSMENTS MUST BE UP-TO-DATE.

APPLICATION MUST BE SUBMITTED 30 DAYS PRIOR TO CLOSING

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

\$10.00 CHARGE FOR ID BADGES, CHECK OR MONEY ORDER ONLY

VISTA ROYALE ASSOCIATION, INC.
APPLICATION – SALES
400 Woodland Drive, Vero Beach, Florida 32962
Phone (772) 569-1433 Fax (772) 569-1477

A FULLY EXECUTED COPY OF SALES CONTRACT MUST BE ATTACHED.
SUBMIT 30 DAYS PRIOR TO CLOSING; INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED
Please provide email address to receive copy of approval.

INSTRUCTIONS: FAILURE TO PROVIDE ALL INFORMATION WILL CAUSE DELAY

Application for Approval as purchaser(s) in BLDG # _____ UNIT # _____ with an expected closing date of ____/____/____

Name of Applicant 1: _____ **Birth date:** ____/____/____ **Age:** ____
Type of ID provided: _____

Email Address: _____
Approval will be sent to the above e-mail address.

- Owner, Full-time Resident Owner, Part-time Resident Owner, Absentee – Occasional Visit Non-Owner - Resident

Current Address: _____

Current Phone #: _____

Name of Applicant 2: _____ **Birth date:** ____/____/____ **Age:** ____
Type of ID provided: _____ Two (2) Photos provided: [] Yes [] No

Email Address: _____
Approval will be sent to the above e-mail address.

- Owner, Full-time Resident Owner, Part-time Resident Owner, Absentee – Occasional Visit Non-Owner - Resident

No children under 13 years of age will be permitted to reside in any apartment. Children under 13 may visit temporarily for a period not to exceed 30 days in any one calendar year, which period will not be cumulative. Children visiting must be registered at the Association Office, have ID on their person when using the facilities, and be accompanied by an adult.

PODs are not permitted on Vista Royale Property without prior written approval of the Board of Directors. PODs are only approved when there is a special need, such as on accommodation for a handicapped person. If a POD is approved, it will be required to be placed on top of a wooden pallet, and the location and length of time it will be permitted will be determined by the Association.

ALL VEHICLES MUST BE REGISTERED INCLUDING OVERNIGHT GUESTS. Owners must park in assigned parking space. Full-sized or commercial vans, motorcycles, campers, motor-homes, trucks, trailers, boats, etc. are NOT permitted in parking lots. No commercial advertising is permitted. Vehicles that are unsightly or not mechanically or legally operable will not be permitted to park on condominium property. Vehicles may not exceed 220" in overall length or 75" in overall height.

Describe vehicles owned by applicant(s) to be parked in lot:

YEAR _____ MAKE _____ MODEL _____ COLOR _____ TAG# _____ STATE _____

YEAR _____ MAKE _____ MODEL _____ COLOR _____ TAG# _____ STATE _____

[] I (we) are planning to use a rental car, minivan, or new vehicle. Vehicle must be registered at office upon arrival. Office hours are Monday through Friday, 8 AM to 3:30 PM.

EMERGENCY CONTACT - NAME, ADDRESS & TELEPHONE NUMBER:

TEL#: _____

No Animals (except Vista Royale registered and approved service animals) will be kept in any apartment or on the property of the Condominium **AT ANY TIME.**

Applicant 1 Signature: _____

Applicant 2 Signature: _____

REFERENCES (MUST HAVE 3 FOR EACH APPLICANT, CANNOT BE FAMILY MEMBERS OR CURRENT OWNER)

NAMES & TELEPHONE NUMBERS: PLEASE PRINT

1. _____	TEL#: _____	4. _____	TEL# _____
2. _____	TEL#: _____	5. _____	TEL# _____
3. _____	TEL#: _____	6. _____	TEL# _____

For some residents, condominium living is a new way of life which brings with it both benefits and responsibilities. While enjoying your unit and recreational facilities it is important to honor the rights of other residents. The efforts of all residents to be understanding and considerate of others will enable all of us to enjoy our stay at Vista Royale.

1. We are a 55 plus community and at least one person in each of the units that are a part of the 55 plus community must be of age for us to comply with Federal Guidelines.
2. We do not allow pickup trucks.
3. We do not allow pets.
4. Units cannot be leased for less than sixty (60) days
5. ID badges are obtained at the main office and are required throughout Vista Royale.
6. The Rules and Regulations Handbook that accompanies your Application must be read and the applicants and guests must be willing to comply with these rules.

We hope you think of Vista Royale as your home and we know you will be a friendly and cooperative neighbor. We welcome you to our community and know that you will enjoy Vista Royale as much as we all do.

RULES AND REGULATIONS HANDBOOK
PLEASE READ AND SIGN ON APPROPRIATE LINE:

Applicant(s) certify they have received and read the Rules & regulations of Vista Royale Association, Inc. and agree to abide by them. Vista Royale is hereby authorized and given the right to verify all information disclosed by the applicant(s) in this application, including but not limited to criminal history, and eviction-civil records.

ANY RECORD OF RULE VIOLATIONS MAY LEAD TO DISAPPROVAL OF APPLICATION OR REVOCATION OF RESIDENCY.

Applicant 1 Signature and Date

Applicant 2 Signature and Date

Present Owner's Name(s): _____

Telephone #: _____

E-mail Address: _____

Approval will be sent to the above e-mail address or one on file with the Association.

SELLER: As per Section 15.4 of the Declaration of Condominium
 Yes No Will mortgage be held on this apartment? If yes, complete the following:
 Yes No Will you hold part or the entire mortgage?
 Yes No Will mortgage be held on this apartment be held by an institution?
 If so, Name of Institution: _____
 If not, by whom will mortgage be held? _____

Present Owner 1 Signature and Date

Present Owner 2 Signature and Date

PREPARE ORIGINAL CERTIFICATE OF APPROVAL FOR (Title/Closing Company):

Title/Closing Company Name: _____

Contact Name: _____

E-mail Address: _____

Address: _____

Telephone #: _____

*****ASSOCIATION USE ONLY*****

APPROVAL FOR VISTA ROYALE ASSOCIATION:

ASSESSMENTS: UP-TO-DATE DELINQUENT DATE: _____

PRESIDENT: _____

VICE PRESIDENT: _____

DATE RECEIVED BY
THE ASSOCIATION _____

TREASURER: _____

SECRETARY: _____

DIRECTOR: _____

DIRECTOR: _____



ARTICLE 20 DECLARATION: No lease or purchase of a unit shall be approved unless the intended occupancy of the unit shall be by at least one person who has attained the age of 55 years. In any event, no person under the age of thirteen (13) years may occupy any unit. Strict legal action will be taken as to any such lease or purchase which violates this rule and regulation.

Both the Seller and the Buyer have read, understand, and agree that all parties in the transaction are fully aware of the Article 20 Declaration covering age restrictions for occupancy of units of Vista Royale Condominiums.

Seller 1 Signature: _____

Seller 2 Signature: _____

Buyer 1 Signature: _____

Buyer 2 Signature: _____

VISTA ROYALE ASSOCIATION
VOTER CERTIFICATE

I (We), the undersigned, being all of the owners of Building _____, Unit _____, do hereby certify that the following is the authorized voter for the unit, and shall remain such designated voter until this certificate is revoked by subsequent certificate:

NAME OF AUTHORIZED VOTER (PRINT) _____

EMAIL ADDRESS OF AUTHORIZED VOTER (Print) _____

ADDRESS _____ PHONE _____

DATE THIS FORM WAS COMPLETED _____

SIGNATURE OF AUTHORIZED VOTER _____

(Select the SIGNATURE category below that describes your form of ownership and SIGN in the appropriate places)

- (a) We are all **individuals** who are owners of the above-described unit.
ALL MUST SIGN.

Owner Owner Owner

- (b) We are the President or Vice President, and Secretary or Assistant Secretary of the **Corporation** that own the above-described unit.

President/Vice President Secretary/Assistant Secretary

- (c) I am a General Partner of the general or limited partnership that owns the above-described unit.

General Partner

- (d) I am the trustee of the **trust** that owns the above-described unit.

Trustee Trustee

- (e) I am an Administrator/Administratrix/Personal Representative which represents the above-described unit. _____
(Provide copy of Authority.)