

Martins Crossing HOA, Inc.  
4909 SE Graham Drive  
Stuart, FL 34997  
(772)324-8320 (772) 288-0175 Fax  
[propertymanager@martinscrossing.org](mailto:propertymanager@martinscrossing.org)

### Application to Sell or Lease Procedures

All owners are required to submit an application to sell at such time that the seller has obtained a bona fide purchaser. This requirement is necessary to begin the process of transferring ownership from the current homeowner to the purchaser.

#### Sale of a home

- I. No sale or transfer or ownership on a home with Martin's Crossing Homeowners Association may be completed without the required "Application to sell or lease" being fully completed, a copy of the Contract for Sales or Lease with the non-refundable payment of \$75.00 in the form of a check or money order payable to Martins Crossing Homeowners Association. The application, contract and payments must be submitted to the Address above and allow 10 to 14 days for the approval.
- II. No action related to the sale of closing requirements will be taken by Advantage Property Management of MCHOA until such time the completed application and required funds are received. This includes but is not limited to issuance of account statements, estoppel letters, HOA documentation, etc.
- III. Failure to submit the "Application to sell or lease" along with the declaration of homeowner membership executed by the purchaser will be deemed not in compliance of the closing documentation process and may result in delay of closing.

#### Leasing a home

- I. All owners intending to lease their home are required to provide an "application to sell or lease" along with a copy of the lease being fully completed with the payment of \$75.00 in the form of a check or money order made payable to Martin's Crossing Homeowners Association. The application, lease and payment must be submitted to Advantage Property Management.
- II. **Lease term must not be for less than six months.**
- III. Owner must provide written proof that the tenant has received a copy of the Martins Crossing Homeowners Association "Use restrictions and policies".

- I. Failure to submit the application and fees prior to the tenant move or lease commencement date will result in an additional penalty fee of \$50.00 for noncompliance.
- II. Owners must be in “good standing” in order to receive privileges associated with pool, clubhouse and fitness center. Access to these areas will not be issued to any landlord for the benefit of the tenant to the Management Company.
- III. Landlords in compliance with the lease application process will have acknowledged release of amenity access to the tenant to the Management Company.
- IV. Amenity privileges of the tenant are automatically suspended by the HOA or its Agent
  - a. Lease expiration
  - b. Lease termination
  - c. Owner not in “Good Standing”
  - d. Written notification of landlord
  - e. Violations of the amenity use restrictions and policies
  - f. Owner failure to provide required application and pay required fee

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**Application to Buy or Lease**

Name of current owner: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Name of Purchaser or Lessee: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email: \_\_\_\_\_

Sale closing date: \_\_\_\_\_

Lease Start date: \_\_\_\_\_ Lease End date: \_\_\_\_\_

\*\*\*Attached completed copy of the lease and submit \$75.00 application fee.

\*\* For a sale the Purchaser agrees to provide the Association within 14 days of the sale a copy of the deed. It shall be the responsibility of the current owner to provide a copy of the Articles of Incorporation and Rules and Regulations to the lessee/purchaser. By signing below the prospective owner or lessee agrees to abide by all Rules and Regulations of Martins Crossing HOA, Inc.

\_\_\_\_\_  
Owner signature Date

\_\_\_\_\_  
Prospective Owner/Lessee signature Date

\_\_\_\_\_  
Prospective Owner/Lessee signature Date

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To: All new owners  
From: The Board of Directors

**RE: Association Requirements**

As a new owner at MARTINS CROSSING Homeowners Association, Inc. you are now a member of the Homeowners Association. This memorandum is to advise you of your responsibilities as a member of the Association.

1. As a member of the Association you are agreeing to abide by the Association's Documents as recorded in the Martin County Official Records. If you have not received a copy of these documents from the seller of your unit, they are available to you from Advantage Property Management. As a member of the Association you are agreeing to abide by the rules and regulations as set forth by the Association Board of Directors. Please contact the office for a copy of the Rules and Regulations.
2. Please make sure that your title company has verified that the homeowner fees on your new home have been paid. These fees are a lien against your unit, and you could be responsible if they are outstanding.
3. Please ensure your title company forwards a copy of your warranty deed to Advantage Property Management. This must be done in order for the home to be transferred to your name in the official records of the Association. **The management company will not change the name on the official records without receiving this information. This could hold up any correspondence concerning Association matters from reaching you.**
4. It is your obligation to make sure that mailing addresses and telephone numbers are kept up to date with the management company.
5. Homeowner fees are due on the first day of each month. A coupon book will be mailed to you as a courtesy prior to the beginning of each year. You should ask for the coupon book from the person you are purchasing your home from. **It is your responsibility to pay these fees even if you do not receive the coupon book.** If you do not receive a coupon book, please call the office.

If you have any questions concerning the Homeowners Association, please contact Advantage Property Management or the office.

I UNDERSTAND THE REQUIREMENTS AND OBLIGATIONS AND AGREE TO COMPLY WITH SAME.

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Address of Property

---

Purchaser signature

---

Printed name

---

Date

---

Purchaser signature

---

Printed name

---

Date

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**Certificate of Approval for Martins Crossing Homeowners Association, Inc.**

The undersigned representative of Martin's Crossing Homeowners Association, Inc. hereby certifies that the Board of Directors of the Association approves the Conveyance of the unit located at:

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Address

Lease (    )

Sale (    )

Martin County, Florida of the said unit:

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

And further certifies that the Board of Directors authorized her to execute this Certificate of Approval on behalf of the Corporation.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Manager/Officer

\*\* For sales please forward a copy of the deed to Martins Crossing HOA within 10 days after closing.

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**Animal Registration Form**  
(Please fill out for each animal)

Resident's Name: \_\_\_\_\_

Resident's Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Animal Information:**

**\*Per Association Rules, No Pitt Bull or Pitt Bull Mixes are allowed.**

Cat \_\_\_\_\_ Dog \_\_\_\_\_ Breed: \_\_\_\_\_

Weight: \_\_\_\_\_ Age: \_\_\_\_\_

Sex: \_\_\_\_\_ Color: \_\_\_\_\_

License Number: \_\_\_\_\_

License removal date: \_\_\_\_\_

**A PICTURE OF YOUR ANIMAL MUST BE SUBMITTED WITH THIS FORM**

Veterinarian's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Inoculations:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_  
Resident / Animal Owner Signature

\_\_\_\_\_  
Date