



Lake Charles Association Inc.

550 SW Lake Charles Circle

Port St. Lucie, FL 34986

(772) 336-5966

Fax # (772) 343-0592

www.lakecharlesslw.com

Resale Instructions

A Resale package can only be processed by Advantage Property Management located at the Lake Charles Office when complete. **A complete package must be submitted no less than two (2) weeks of close/lease date.** A complete package should include the following:

DOCUMENTS REQUIRED:

1. **An Application with Processing Fee – See Below**
2. **A copy of the Sale Contract**

PROCESSING FEES

1. **\$100.00 Application Fee if closing date is scheduled for two (2) weeks or more.**
2. **\$125.00 Rush Application Fee if closing date is scheduled less than (2) weeks.**

The **PROCESSING FEE** should be made Payable to **Lake Charles Association, Inc.**

If the application is submitted incomplete, **it will be held** uninvestigated until the rest of the required information is received. Completed applications and fees should be sent to Lake Charles Office.

Title Company should contact Advantage Property Management's Stuart Office at (772) 334-8900 for estoppels / financial information on home sales.

LAKE CHARLES ASSOCIATION

ITEMS TO BE TURNED OVER FROM CURRENT HOMEOWNER TO BUYER(S)

- 1) **HOMEOWNER(S) MUST provide a copy of the Association's Governing Documents, which includes the Articles of Incorporation, Declaration of Covenants and By-Laws to the Buyer(s).** The Covenants Book may be purchased for \$50.00 at the Lake Charles Association's office located at the clubhouse if the homeowner has lost their copy.

- 2) **Gate Transponder(s) and Prox Card(s) MUST be turned over to Buyer(s) by Current Homeowners at Closing.**
 - **Transponder** cost \$35.00. Additional Transponders may be purchased only for cars (**car registration required**) that are registered to Lake Charles property address. The transponder is used to gain gate access to front and back entrances of Lake Charles.
 - **Prox Card** cost is \$15.00 – Each home is allowed two (2) prox cards. Prox Cards are needed to gain access to:
 - 1) Pool
 - 2) Front Entrance Gate when the guards are not on duty (may swipe card at the Telephone Box located on the Visitor Section).

 - **Any Transponder(s) or Prox Cards) that are not turned over to new homeowner will be Deactivated and cannot be Reactivated.**

- 3) **Garage Door Opener MUST be turned over to Buyer(s) by Current Homeowners.**

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Agreement with the Lake Charles Association:

If a homeowner becomes delinquent on any monetary obligation owed to the Association, the Lake Charles Association then has the right to demand rental payments from their lessees.

BUYER(s):

I (we) agree that if the property is leased, and I (we) am/are delinquent on any monetary obligation owed to the Association, I (we) agree that upon direct demand from the Association, the tenant shall pay the Association rental payments directly and such payments shall be applied to past due and future monetary obligations owed to the Association by me (us).

I (we) agree that any deposit required by the Association from myself (us) in regard to leasing the property can be used by the Association for any past due monetary obligations owed to the Association.

Buyer Signature

Buyer Signature

Date

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Lake Charles Documents:

I (we) understand that we are moving into a deed-restricted community. I (we) hereby agree to abide by all Documents (Declaration of Covenants, Conditions and Restrictions) and Rules and Regulations of Lake Charles Homeowners Association.

- I (we) have received a copy of the Documents and the Quick Reference Guide from the Owner.**
- I (we) will obtain a copy of these Documents from Advantage Property Management at a cost of \$50.00. May be purchased at Lake Charles Office.**

Buyer Signature

Buyer Signature

Date

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 550 SW Lake Charles Circle
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APPLICATION FOR VEHICLE PERMIT

Name(s): _____ Tel. #: _____

Street Address: _____ Cell #: _____

City _____ State _____ Zip Code _____

Description of vehicle(s):

VEHICLE #1	VEHICLE #2	VEHICLE #3
Vehicle Registered To:	Vehicle Registered To:	Vehicle Registered To:
Make:	Make:	Make:
Model:	Model:	Model:
Year:	Year:	Year:
Color:	Color:	Color:
Vin #:	Vin #:	Vin #:
Tag No.:	Tag No.:	Tag No.:
State:	State:	State:

****All information on this form must be completed.**

Any changes to the above described vehicle(s) must be submitted to the Office.

- It is understood that vehicles must be parked in garage and/or driveway.
- Parking on the street is not permitted between 2 AM and 6 AM.
- Vehicles must be parked without blocking the sidewalk, and cannot be parked on the lawn.
- Vehicles cannot park in designated "No Parking" areas.
- No Commercial vehicles or cars displaying logos/writing may be parked in the driveway overnight.
- Permits may be obtain from guardhouse to park in the pool parking lots

Signature: _____ Date: _____

Signature: _____ Date: _____

**** A copy of the vehicle registration(s) must be attached to application****

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PETS

PLEASE ADVISE US OF ANY ANIMALS TO BE RESIDING IN THE HOME

PET(S) YES _____ NO _____

PET TYPE(S):

PET #1 _____

PET #2 _____

- The dog breed commonly known as “pit bull” is prohibited.
- No pets shall be kept, bred, or maintained for any commercial purposes.
- Dogs which are household pets shall at all times (whenever they are outside a unit) be confined on a leash, held by a responsible person. NO EXCEPTIONS.
- Owner shall immediately pick-up and remove any solid animal waste deposited by his/her pet on the properties, including the common areas and the exclusive neighborhood common areas.

Lake Charles GATE PHONE

(This applies to residents with “772” Area Code only)

If you would like to be listed at the Lake Charles Gate Phone, please complete and sign this form and return it to Advantage Property Management along in one of the following ways:

- Mail this form to 550 SW Lake Charles Circle, Port St. Lucie, FL 34986
- Place form in the lock box located in the Clubhouse
- A Code will be assigned to your telephone number
- Name will be appear on List by Last Name and Initial (s)

Name: _____

Address: _____

Phone #: _____

CABLE – COMCAST:

- **Basic cable and one (1) Digital TV Box and two (2) Adapters are included in the Lake Charles Association Services. It is the NEW lessee’s responsibility to obtain this box at the COMCAST office which is located at 261 SW Port Saint Lucie Blvd. (Winn Dixie Shopping Ctr.). COMCAST boxes are put under the name of the person picking up the box .**
- **When selling property, box and adapters must be returned to Comcast.**
- **Internet connections or expanded services are not included by the Association and are the responsible of the buyer.**

Lake Charles Association, Inc.
Homeowner Registration Form
RESALE

For Gate Transponder & Prox Cards
(Please Print)

Name of Homeowner:

_____ (Last Name) _____ (First Name)

_____ (Last Name) _____ (First Name)

Lake Charles Address: _____

Telephone #: () _____ **Cell #:** () _____

Mailing Address for Out-of-State Residence: _____

Out-of-State Telephone #: () _____ **Cell** _____

Email Address: _____

Additional Drivers in Household:

_____ (Last Name) _____ (First Name)

_____ (Last Name) _____ (First Name)

_____ (Last Name) _____ (First Name)

PROX CARD NUMBERS ISSUED: 1) _____ 2) _____

VEHICLE TRANSPONDER INFORMATION
(Proof of Vehicle Registration Required)

<u>Vehicle Model</u>	<u>License Plate Number</u>	<u>Transponder # Issued</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

****At closing it is the Sellers responsibility to turn over the Gate Transponder (at least 1) and Prox Cards (2 cards); otherwise the new owner will be required to purchase new ones. New Transponders cost \$35.00 (car registration required) and Prox Cards cost \$15.00 each. These are used for gate entrances and the pool.**

LAKE CHARLES GUARDHOUSE RESIDENT ACCESS INFORMATION

(PLEASE PRINT CLEARLY)

(If more space is needed, please use the rear of the form and please check this box)

Today's Date: _____ **Effective Date:** _____
Initial Input: **Update Input (Keep Original Input:** **Update Input (Replace Input):**
I am an Owner **Tenant** **Owner/Tenant Signature:** _____
Primary Resident Name: _____
Other Primary Resident: _____
Community Address: _____
Local Residence Phone #: _____ **Emergency Phone:** _____
Other Phone: _____ **Mobile** **Fax**
******* PIN #:** _____ **(chose any 4 digits plus 1 alpha character) *******
E-mail Address: _____

If anyone residing in the residence needs assistance in case of an emergency check here

Please list all other occupants living in home but not primary residents, including tenants, children, family, etc.:

Last Name:	First Name:	Relationship	Age

Permanent Authorized Guests (Entry will be granted without calling homeowner)

(Use the check box if the Guest is Temporary and add date of expiration)

Name	Temporary	Date	Name	Temporary	Date
	<input type="checkbox"/>			<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>	
	<input type="checkbox"/>			<input type="checkbox"/>	

Permanent Barred Guests (No Entry will be granted to the Community)

Name: _____ **Name:** _____
Name: _____ **Name:** _____
Name: _____ **Name:** _____

Vendor Information: (Check the box is you want to allow the vendor entry without calling you first)

Housekeeper: _____ **Medical:** _____
Exterminator: _____ **Pool Service:** _____
Other: _____ **Caregiver:** _____
Temporary Vendor: _____ **Date Expires** _____ **Type** _____
Temporary Vendor: _____ **Date Expires** _____ **Type** _____

Motor vehicles registered to this address:

Make	Model	Year	Color	Plate	State	Transponder #

Restricted Entry:

If you wish your unit to be classified as Restricted, please check this box

Restricted entry means that the Gatehouse Security Officer will call you and you must verbally approve EVERYONE wishing to visit you even though they are on your approved guest list or authorized contractors list. **There is no exception to this policy.**

Office Use Only:

Name of Updater: **Yes By:** _____ **Title:** _____
Updated Gate Entry System: **Yes** **Unit #** _____ **Date Entered:** _____
Copy to Clubhouse: **Yes** **Checked Master database:** **Yes** 2/1/12