

RIVERBEND CONDO ASSOCIATION & GOLF CLUB

INSTRUCTIONS FOR SALE/LEASE

SALES

1. Owner fills out Intent Form to Sell.
2. Buyer completes and signs Membership Application and is provided a copy of the Riverbend Rules of the House.
3. Buyer shall submit one check for \$100 to Riverbend Condo. Association and another check for \$100 to Riverbend Golf Club.
4. Owner provides the office with a copy of the Contract for Sale and Purchase signed and dated by both the seller and buyer.
5. Prior to approval there will be an interview/orientation between the buyer and a Board Member.
6. When steps 1 through 4 are complete we require 20 days for paperwork to be processed and to be approved.
7. Once approved the Certificate of Approval will be mailed to the Title Company or Realtor.
8. Please have the closing agent forward a copy of the recorded warranty deed to the office.

RENTALS

1. Owner fills out Intent Form to Lease.
2. Lessee completes and signs Membership Application and is provided a copy of the Riverbend Rules of the House.
3. Lessee shall submit one check for \$100 to Riverbend Condo. Association and another check for \$100 to Riverbend Golf Club.
4. Lessee submits Use of Golf Facilities fee payable to Riverbend Golf Club (see attached).
5. The office is provided with a copy of the Lease signed and dated by the lessor and lessee(s).
6. When steps 1 through 4 are complete we require 20 days for paperwork to be processed and to be approved.
7. Once approved original copy of the Letter of Approval will be mailed to the owner and a copy mailed to the lessee(s).

RIVERBEND CONDOMINIUM & GOLF CLUB

MEMBERSHIP APPLICATION

(COMPLETE FOR SALE OR LEASE TRANSACTION)

NAME _____ SPOUSE'S _____

NAME, AGE, RELATIONSHIP OF OTHER HOUSEHOLD MEMBERS USING THIS UNIT

RIVERBEND ADDRESS Cluster _____ Unit _____

MAILING ADDRESS _____

Tequesta, FL 33469

RIVERBEND TELEPHONE (561) _____

NORTHERN ADDRESS/PHONE _____

() _____

SOCIAL SECURITY # (Buyers only) _____ SPOUSE'S _____

CLUB MEMBERSHIPS _____

BUSINESS AFFILIATION _____

LIVED/RENTED HERE BEFORE? YES NO UNIT _____

Buyer/Lessee PLEASE SUBMIT FOLLOWING ALONG WITH COMPLETED APPLICATION:

\$100 Processing Fee Payable To: "Riverbend Condominium Association"

\$100 Processing Fee Payable To: "Riverbend Golf Club"

RIVERBEND PERSONAL REFERENCES:

UNIT OWNER _____ CLUSTER/UNIT _____ UNIT

OWNER _____ CLUSTER/UNIT _____ I HAVE READ

THE RULES AND REGULATIONS OF THE ASSOCIATION AND IF I AM ACCEPTED AS A MEMBER WILL ABIDE BY THEM. I AM ALSO AWARE THAT THERE ARE **NO PETS ALLOWED**. I CERTIFY THAT THE ABOVE INFORMATION

IS CORRECT AND COMPLETE AND HEREBY AUTHORIZE YOU TO MAKE ANY INQUIRIES NECESSARY TO EVALUATE MY PENDING TENDENCY OR OWNERSHIP.

SIGNATURE _____ **DATE** _____

Mailing Address: Riverbend Condominium Association

9300 SE Riverfront Terrace

Tequesta, FL 33469

Tel: (561) 746-1619

Fax: (561) 746-6195

All condo owners who rent out their units seasonally are required to pay the 4% Martin County Tourist Tax and the 6 ½ % Florida Sales Tax. If this applies to you, you need to get an application to set up an account:

Call - 1-772-288-5976

Download- <http://taxcol.martin.fl.us/ws/TDTabout.aspx>

Write- Martin County Tourist Tax
Tax Collector
3485 SE Willoughby Blvd
Stuart, Florida 34994

Once they receive your application, they will assign you a tax number and send you returns to report your taxable rental income.

The Florida Sales Tax goes to:

Department of Revenue
Benton Building
337 N. US Highway 1
Suite 207-B
Ft. Pierce, Florida 34955-4255

1-772-429-2900

You will also need the appropriate forms from them.

RIVERBEND CONDOMINIUM & GOLF CLUB

USE OF GOLF FACILITIES

Lessee(s) decide if they wish to play golf at the member rate or the guest rate.

	18-hole <u>Cart Fee</u>	<u>Cost for Member #1</u>	<u>Cost for Member #2</u>
Member rate	\$ 18.11	\$535	\$265
Guest rate	\$ 40.47	-0-	-0-

The fee for use of the Golf facilities must be paid no later than 30 days before the 1st day of the lease. If the fee is not paid timely, the tenant must pay guest fees until the computer is updated.

RIVERBEND CONDOMINIUM ASSOCIATION, INC.

*** LEASE AGREEMENT ***

This is a LEASE AGREEMENT made this _____ day of _____, 20__ concerning the premises described as follows: Riverbend Condominium unit _____, _____, Tequesta, Florida 33469 (the Premises) between _____ (the Lessor) and _____ (the Lessee).

WHEREAS IT IS AGREED AS FOLLOWS:

1. LEASE AND TERM In consideration of the following promises and conditions, the Lessor hereby lease the Premises to the Lessees, to be used for residential purposes only, for a minimum three month term commencing on _____ and ending on _____. At the expiration of this LEASE, Lessees shall surrender the Premises in as good condition as at the commencement of this LEASE, reasonable wear and damages by the elements excepted.

2. CONDITION OF PREMISES Lessees stipulate that they have examined the Premises at the time of this LEASE and they are in good order, repair, and a safe, clean, and tenantable condition.

3. RENTAL As rental for the Premises, the Lessees shall pay to the Lessor the total sum of \$ _____. This LEASE shall be at a rate of \$ _____ per month, payable monthly on _____, mailed to the Lessor at _____. Payment received more than _____ days after the due date will be subject to a late charge of ____%. Tenants shall also be obligated to pay taxes on the rent when applicable in the amount of \$ _____ with each rent installment with the rent for the full term of the lease. Landlord will notify Tenant if the amount of tax changes. (Not applicable for rentals longer than six months)

4. UTILITIES The Lessees shall pay all telephone charges on a reimbursement basis to Lessor within 20 days of the receipt of the bill and a request for the amount due during this LEASE. The Lessees shall pay all electrical charges on a reimbursement basis to Lessor within 20 days of the receipt of the bill and a request for any amount due during the LEASE.

5. QUIET ENJOYMENT Lessees agree not to use nor permit the use of the Premises for any illegal, immoral or improper purposes; not to make or permit any disturbances, noise or annoyance whatsoever detrimental to the Premises or to the comfort and peace of any inhabitants of said building or its neighbors.

6. SECURITY DEPOSIT As security for any damages to the premises caused by Lessees or invitee or guest of Lessee during the term of this lease, the Lessees shall give the sum of \$ _____ to the Lessor on or before _____. The deposit will not bear interest. On expiration of the LEASE, the Premises are to be surrendered to the Lessor in as good condition as they are now, ordinary wear, decay, and damage by fire excepted, and the deposit shall be returned. If the cost of necessary repairs exceeds the amount of the deposit, the Lessees shall be responsible for and promptly pay the excess cost.

