

APPLICATION PROCEDURE FOR PROSPECTIVE BUYERS FOR THE BARCLAY HOUSE AT TOWN SHORES

Prospective Buyer(s):

- Obtain the necessary forms from the Seller who has obtained the Buyer Application Packet from the Board of Directors.
- Read the Barclay House Application for Buyers Form, Resident Owners Information Form, Approval for Criminal Background Search, the Blue Book and Barclay House Rules.

Prospective Buyer(s) submit:

- Complete the Barclay House Application for Buyers Form, the Resident Owner Information Form, Approval for Criminal Background Search and Statement of Acceptance of Blue Book and Barclay House Rules
- Copy of a valid driver's license, state issued ID or passport for each person who will reside in the Barclay House
- Non-refundable processing fee of \$100, making check payable to:

Town Shores of Gulfport, # 201, Inc.

(Dates should be expressed as month, day and year on ALL forms.)

Note: Legally married couples count as one applicant and pay a \$100 fee. All others are considered individuals and are required to submit separate processing fees of \$100 each. These fees include a U.S. or if needed, a Canadian, criminal background search and other application costs. Typically, the Application process will be completed within 15 days of receiving all required items. The time period may be extended and costs to the buyer increased if the applicant(s) is not a U.S. citizen or has lived abroad for an extended period of time.

Prospective Buyer(s):

- mail all items via U.S. mail to Town Shores of Gulfport, # 201, 3210 59th Street South, Gulfport, FL 33707 –or–
- fax all above required to Town Shores of Gulfport Barclay House #201 at 727.347.2438 –or–
- return all items directly to the Barclay House Board of Directors President at the Barclay House, 3010 59th Street South, Gulfport, FL 33707.

INTERVIEW:

Upon receipt of application items, an interview will be scheduled between Barclay House Board members and the prospective buyer. Prospective buyers are to bring to the interview the following items:

- Barclay House Blue Book
- Barclay House Rules
- Completed Application items (if not received prior to interview)

Following the Interview:

- With approved application forms, the Barclay House will issue an Approval of Sale.
- The main office will complete the Sellers Status of Assessment and Buyer and Seller may then proceed with the sale and transfer of the unit.