

Town Shores of Gulfport Barclay House #201

If you are planning to sell your unit:

1. You must own your unit for one (1) year and one (1) day before beginning selling process.
2. Notify the Board of Directors, ***in writing***, fifteen (15) days prior to putting your unit on the market.
3. Obtain a Buyer Application Packet from the Board Secretary. It contains all forms necessary for Board approval for selling. The **Buyers' Application Packet Includes:**
 - a. Application Procedure for Prospective Buyers for the Barclay House at Town Shores
 - b. Application Form (buyers, renters and guests staying 30+ consecutive days)
 - c. Approval for a Criminal Background Search Form
 - d. Resident and Owner Information Form
 - e. Barclay House Rules
 - f. Statement of Acceptance of Blue Book and Barclay House Rules Form
 - g. Roster of Board Member Names and Phone Numbers
 - h. Approval of Sale Certificate-Assessment Status Certificate Form
 - i. New Unit Owner Closing Agreement Form
4. You may show your own unit if you are selling it yourself, but solicitation signs cannot be placed on the Barclay House property. Real Estate Agents must inform the board prior to showing.
5. When you have found a perspective buyer, give him/her the following from the Buyers' Application Packet: items a- e, YOUR copy of the Barclay House Blue Book, and YOUR copy Barclay House Rules.
6. Since all new buyers and renters must be interviewed and approved before the Closing, inform your buyer(s) that before an interview can take place, the Barclay House Board must approve the Application and the Master Board must approve a criminal and credit check on the individual(s). The Permission for A Criminal Background Search Form accompanied with a check for \$100 (made out to Town Shores of Gulfport #201) is to be given to the Town Shores office along with buyer proof of age and proper identification. When the Board has been notified that the individual has passed the criminal and credit check, an interview can be set up at a time (within 15 days) convenient to members of the board and the perspective buyer(s). Interviews take place at the clubhouse since certain documents must be notarized by management personnel. The purpose of the interview is to determine if the individual can abide by the By-Laws and House Rules and discuss any issues regarding the House. If approved, the Board members will then sign the Approval of Sale Certificate.

If you are planning to rent your unit:

1. You must own your unit for one (1) year and one (1) day before renting. Lessors may rent for a minimum of one (1) year.
2. Then, notify the Board of Directors, ***in writing***, fifteen (15) days prior to advertising to rent.
3. Since only 10 % of the Barclay House can be rented at a time, you must check with the House President regarding rental availability.
4. All the above procedures and forms apply to renters as well as potential buyers with the exception of the Approval of Sale and Status of Assessment Form and the New Unit Owner Closing Agreement Form.
5. Please note: Subletting is not permitted under any circumstances.

If your guest stays longer than 30 days:

1. All the above procedures apply to guests staying more than 30 consecutive days.
2. Guests must complete the Application process within 5 days after a 30 day stay.

Seller Obligations to Barclay House Board of Directors:

- _____ Letter of intent to sell or rent 15 days prior to marketing
- _____ Copy of 1st and last page of Contract to Purchase/Copy of completed state approved lease
- _____ One (1) key to each outside entrance
- _____ Any Assessed fees* (ESTOPPEL)

Seller Obligation to Buyer/Renter:*

- _____ One (1) key to each outside entrance
- _____ One (1) mail box key
- _____ One (1) laundry room Key
- _____ One (1) gate key
- _____ One (1) second floor storage room key
- _____ One (1) copy of Town Shores Phone Directory (buyer only)
- _____ One (1) copy of the Barclay House Blue Book (buyer only)
- _____ One (1) copy of the Barclay House Rules
- _____ Two (2) Town Shores Resident ID tags
- _____ Two (2) Town Shores Guest ID tags
- _____ Completed Termite Inspection

Buyer Obligation to Barclay Board:

- _____ Completed Application Form +
- _____ Proof of age (one resident must be 55 years or older) +
- _____ 2 Copies of valid Driver's License/State ID/Passport ID Page (picture ID) +
- _____ Completed Resident and Owner Information Form +
- _____ Completed and approved Criminal Background Check
- _____ Completed and approved interview
- _____ Completed Statement of Acceptance of Blue Book and Barclay House Rules +
- _____ Questions re Barclay House +

Renter Obligation to Barclay Board:

- _____ Completed Application Form +
- _____ Copy of Legally binding lease +
- _____ Proof of Age (one renter must be at least 55 years of age, no children under the age of 14) +
- _____ Copy of Valid Driver's license, State ID, or Passport ID page +
- _____ Completed Resident and Owner Information Form +
- _____ Completed and Approved criminal background check
- _____ Completed and approved Interview
- _____ Completed Statement of Acceptance of Blue Book and Barclay House Rules +

Board of Directors Obligation to Seller:

- _____ One copy of the Buyer Application Packet

Board of Directors Obligation to Buyer(s):

- _____ One completed Approval of Sale Certificate
- _____ One completed New Unit Owner Closing Agreement Form
- _____ One Board of Directors Roster
- _____ One copy of the Interview Checklist

Board of Directors Obligation to Town Shores Main Office (Buyer):

_____ One completed Approval of Sale Certificate

Title Company Obligation to Town Shores Office:

_____ One copy of Warranty Deed

****Seller Costs if items not available to buyer/renter:***

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| 1. <i>Barclay House Blue Book (Association Documents, consisting of Declaration of Condominium, Articles of Incorporation, By Laws).</i> | <i>\$25.00 each</i> |
| 2. <i>Barclay House Rules</i> | <i>\$ 5.00 each</i> |
| 3. <i>Key to Laundry Room, Storage Room, Gate, mail box.</i> | <i>\$10.00 each</i> |
| 4. <i>Key to Unit Entrance</i> | <i>\$ Cost</i> |
| 5. <i>Owner ID tag</i> | <i>\$25.00 each</i> |
| 6. <i>Guest ID tag</i> | <i>\$15.00 each</i> |

+ to be brought to Interview