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**Application for Certificate of Approval**

**Longshore Lake Property Transfer**

*Please fill in the following required information for a property transfer within Longshore Lake.*

*This application must be returned* ***with*** *the Transfer fee of $150 (check only), to be processed, prior to closing. The original Certificate of Approval will be issued to the closing agent for filing once the Foundation receives your Warranty Deed.*

Name(s)& age of all **occupants** residing with owner at Longshore Lake:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) of **Purchaser**(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchaser’s Current Billing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Billing Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secondary Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of **Seller**(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lot Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Scheduled date of Closing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Buyer’s intended use of home**:

□ Year-Round Resident □ Seasonal □ Vacation Home

□ Rental (must be approved by the Foundation) □ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you interested in participating in our Tennis Program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Charge Authorization**

Longshore Lake Foundation offers a club charge account system for all owner-members of the Foundation. Tennis and Food & Beverage purchases, including tennis lessons, clinics, etc. may be charged on this account. You will receive a monthly statement, via email, for all maintenance assessments as well as any club charges. You can also check your account balance, at any time, on the club’s website and app.

Your membership number is the same as your lot number. Please advise your server/Longshore Lake employee of your name and lot number for billing.

Please complete the following information and return as soon as possible to the Administration Office. If changes occur after initial registration, please advise the Administration Office to keep your file current. You can authorize signing privileges to any member of your family, but only family members who reside permanently in your home.

Lot Number: \_\_\_\_\_\_\_\_\_\_\_\_

Owner/Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Family Members authorized to charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby accept responsibility for all charges on my account, made by those listed above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner-Member Signature

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**Receipt of Documents**

**Longshore Lake Property Transfer**

I, the undersigned, acknowledge that I have received the following documents from the Seller or the Seller’s Agent\*, with regard to my purchased of property within Longshore Lake.

1. Declaration of General Protective Covenants

2. Articles of Incorporation

3. By-laws for Longshore Lake Foundation

4. Architectural Review Board Guidelines

5. Notice of Sale and Resale Capital Contribution Fee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature of Buyer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature of Buyer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

Lot Number: \_\_\_\_\_\_\_\_\_\_\_\_

***\*These documents can be obtained at*** [***www.longshorelake.org***](http://www.longshorelake.org)***. Click on “Member Login” and use the following: ID: Realtor, Password: 123456***

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**Resident Information Setup**

**Please Print**

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vehicles**:

Year: \_\_\_\_\_\_\_ Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tag #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Barcode (office use): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year: \_\_\_\_\_\_\_ Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tag #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Barcode (office use): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year: \_\_\_\_\_\_\_ Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tag #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Barcode (office use): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year: \_\_\_\_\_\_\_ Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tag #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Barcode (office use): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Boats**:

Boat Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Boat Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Household Information Setup**

Head(s) of Household: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Residents**:

Please list anyone living with you. This should include family members as well as anyone not related to you.

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: | Last Name: | Phone Number: | Relation: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Pets:**

Please list any pets that will reside in your home.

|  |  |  |
| --- | --- | --- |
| Name: | Breed/Type/Color of Animal: | Tag information: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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**Gatehouse Entry Setup**

*You may update/change this information in your online member portal, after closing*.

**Contractors/Vendors:**

Please list contractors below that are permitted to enter the gate, daily. This includes any daily employees as well as scheduled services.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Company: | Phone Number: | Type of Contractor: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Permanent Visitor List**

Please list any regular visitors that should be permitted through the gate. This could include any family not living with you or friends that may be admitted by security without calling you.

|  |  |  |
| --- | --- | --- |
| First Name: | Last Name: | Phone Number: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Next steps**:

Once approved, a copy of your Certificate of Approval will be emailed to you.

At closing, please request that your agent email a copy of your Warranty Deed to [membership@longshorelake.org](mailto:membership@longshorelake.org) to expedite the account setup process.

The Foundation will setup your account within 3 business days and reach out to you, via email, to schedule an orientation or mail you the information needed. It is recommended

to keep a copy of your Warranty Deed with you, for gatehouse access, until your account

is active.

We look forward to having you join us at Longshore Lake!