

## LIMETREE SALES AND LEASE PROCEDURES

We process a large number of applications for properties in Limetree and receive many requests from realtors, title companies, lenders and prospective buyers and tenants. To help maintain the efficiency and integrity of our procedures, we highly recommend that individuals follow the process to avoid unnecessary delays.

Any owner who plans to rent or sell his unit must notify Limetree's office of their intentions in writing prior to signing a lease or contract of sale. Transfers by inheritance and guests who stay longer than 60 days in a calendar year must also notify the office and follow the same procedures. Sellers should consider discontinuing automatic payments (example, ACH) immediately to prevent payments after the property is sold. However, the unit owner then must pay any obligations via mail-in check until the unit is sold.

Prospective owners must visit [limetreecondo.org](http://limetreecondo.org) and navigate to "New Owners" drop down screen. Please follow these instructions:

1. Launch and complete Tenant Evaluation at [www.TenantEval.com](http://www.TenantEval.com). Limetree community code is 7978 and payment is required via a credit card only.
2. Carefully read all the posted files relating to our Governing Documents, Amendments, Articles of Incorporation, Architectural Review Form, and the Code of Living.
3. Please print and complete the Emergency Contact form – all owners must sign
4. Please print the "Acknowledgment Form" – all owners must sign
5. Scan and email both the Emergency Contact and Acknowledgment Form to [office@limetreecondo.org](mailto:office@limetreecondo.org) The email subject line should contain "Unit # Sale – signed forms". (# = the unit # you are purchasing).
6. We will contact you to schedule your required Orientation meeting.  
Note: you will NOT be scheduled this until you have return your

signed forms (Step 5). Orientation is REQUIRED prior to your closing.

7. POST CLOSING – immediately after the closing, new owner must submit a copy of the Warranty Deed to Limetree.

To apply for residency, all prospective residents must complete an online application through Tenant Evaluation ([www.tenantev.com](http://www.tenantev.com)) and pay the processing fee (credit card only). Limetree's community code is 7978. The Association will be notified when the application is complete. Applications are processed in date order - we are allowed 30 days from our receipt of your file to complete the review. Please allow sufficient turnaround time before scheduling your closing or move-in date.

Sellers are required to provide buyers with all governing documents and to advise interested residents of all community restrictions (i.e., over age 55, vehicles, pets and rental terms). Prospective residents must attend a personal interview with the Sales and Lease Committee before closing or move in date.

Final approval rests with the Board of Directors.

Requests for information pertaining to the sale or lease of a unit must be submitted in writing to [office@limetreecondo.org](mailto:office@limetreecondo.org).

Please Note: Open Houses are prohibited.

Our property is managed by Seacrest Services, Inc. (561-697-4990). For estoppels and questionnaires, contact [HomeWiseDocs.com](http://HomeWiseDocs.com).

Thank you for your cooperation and interest in Limetree. We look forward to welcoming you into our community!