

**IMPERIAL GOLF ESTATES  
HOMEOWNERS ASSOCIATION, INC.**

c/o - Sandcastle Community Management  
9150 Galleria Court Suite 201, Naples, Florida 34109  
239-596-7200 (office)

**PURCHASE APPLICATION FORM**

Submit this form with **ALL** required enclosures at least **TWENTY (20) DAYS** prior to closing to allow for processing time.

Seller Name: \_\_\_\_\_

Property Address \_\_\_\_\_

Closing Date: \_\_\_\_\_ Date of Occupancy: \_\_\_\_\_

THE UNDERSIGNED HEREBY MAKES APPLICATION FOR OWNERSHIP IN IMPERIAL GOLF ESTATES HOMEOWNERS ASSOCIATION, INC. I/We represent that the following information is complete and true, and agree that any misrepresentation in this application will justify fines up to the limit permitted under Florida law.

Buyer: \_\_\_\_\_

Spouse/ Co-Applicant: \_\_\_\_\_

How will Name(s) appear on the Deed? \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

*The Homeowners Documents of Imperial Golf Estates Homeowners Association, Inc. Provide an Obligation of property owners that all homes are for "Single Family" Residence only. Please state the name and age of all other persons who will be occupying the home regularly.*

**Occupants other than applicant and spouse:**

Name: \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

Name: \_\_\_\_\_ Age \_\_\_\_\_ Name \_\_\_\_\_ Age \_\_\_\_\_

Buyer's Current Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**I am purchasing this property with the intention to:**

\_\_\_\_\_ Reside here on a full time basis \_\_\_\_\_ Reside here on a part-time basis \_\_\_\_\_ Lease the home

**Please list your mailing address, phone number & email for all correspondence with this association**

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (C) \_\_\_\_\_ Email \_\_\_\_\_

Auto #1 Make/Model \_\_\_\_\_ Color \_\_\_\_\_ Yr. \_\_\_\_\_ Tag# \_\_\_\_\_ ST \_\_\_\_\_

Auto #1 Make/Model \_\_\_\_\_ Color \_\_\_\_\_ Yr. \_\_\_\_\_ Tag# \_\_\_\_\_ ST \_\_\_\_\_

In Case of Emergency Contact: \_\_\_\_\_

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

Real Estate Agent \_\_\_\_\_ Phone: \_\_\_\_\_

Title Company / Closing Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

**Initial** \_\_\_\_\_ **Initial** \_\_\_\_\_ Each new owner shall be responsible to pay a "Transfer Fee" for single-family homes, in the amount of \$1,000.00 (one thousand dollars). This amount will be included in the closing of any property as a cost to the buyer.

**Initial** \_\_\_\_\_ **Initial** \_\_\_\_\_ I/we understand and agree that the association in the event it approves a Lease, is authorized to act as the owner's agent with full power and authority to take whatever action may be required, including eviction, to prevent violations by Lessees and their guests of provisions of the Documents and the Rules and Regulations of the Association.

**Initial** \_\_\_\_\_ **Initial** \_\_\_\_\_ I/we understand that if the property under contract to be sold has a non-conforming mailbox, I/we (as the buyer) would have 90 days from date of closing to replace the mailbox with one of the two approved IGE mailboxes. (To see approved IGE mailboxes log onto igenaples.info

I/We hereby certify by the undersigned's signatures(s) the Association Documents, By-Laws and all Rules and Regulations have been received, read and understood before entering into any agreement for the purchase of the above mentioned property and before the execution of this application form. The undersigned acknowledges that the governing documents are subject to change by amendments approved by the board of directors from time to time and that the undersigned will comply with any and all of such amendments as well as with the Rules & Regulations as they exist at the time this application form is executed by the undersigned. (Seller should provide buyer with Community Association documents or they may be obtained through Collier County. Sandcastle Community Management does not provide Association documents)

➔ BUYER SIGNATURE \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

➔ BUYER SIGNATURE \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

The following items **MUST** be included at the time the application is submitted to Sandcastle Community Management.

- \_\_\_\_\_ Fully completed application
- \_\_\_\_\_ Copy of the ***executed*** Sales Contract
- \_\_\_\_\_ 3 - Personal References (non-family members) – see attached forms
- \_\_\_\_\_ Copy of Applicant(s) Driver's License
- \_\_\_\_\_ \$150.00 Non-Refundable Application fee payable to: **"Imperial Golf Estates Homeowners Association."**

**Mail or bring to our office:  
Sandcastle Community Management  
9150 Galleria Court Suite 201  
Naples FL 34109  
239-596-7200 – office**

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**ACTION OF BOARD OF DIRECTORS**

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

BY: \_\_\_\_\_  
Board Member Title Date

# *Character Reference Form*

Date: \_\_\_\_\_

Applicants Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Your Name was given to us as a Personal reference by \_\_\_\_\_  
*(Name of purchaser)*

He/She/They will be purchasing a home in Imperial Golf Estate Homeowners Association, in Naples, Florida. The Board of Directors needs your help with the following questions listed below.

Please fill this out as quickly as possible and return to the person buying. This reference letter MUST be sent with the application, in order for the Board to approve their PURCHASE.

We appreciate your assistance in this matter.

Thank you.

***Imperial Golf Estates Homeowners Association, Inc.*** – Board of Directors

Known for how long \_\_\_\_\_

Make a good neighbor? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe the best you can the type of people they are: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References Signature**

# Character Reference Form

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References Signature**

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

References Signature