

**CHECKLIST AND INSTRUCTIONS FOR ALL SALES IN ALL NEIGHBORHOOD
ASSOCIATIONS WITHIN WINSTON TRAILS
5980 Winston Trails Blvd.
Lake Worth, FL 33463
561-433-9050 fax 561-433-1011**

Management may NOT submit the sale package to the Board without all the information listed below and all checks. All applications, contracts, etc. must be legible. Fax copies are NOT recommended.

Check list for Complete Sale package:

From Property Owner:

- When your property is listed for sale, please **update your guest registration form** to include "All Realtors". This will allow access to any realtor with a business card to access your property. If you choose not to do this you must preauthorize each showing by using the telephone gate authorization system.
- If you use **the ACH payment process** please contact Pam at pbolenbaugh@campbellproperty.com to cancel the ACH payment process.
- You will be required to provide the new buyer with **all the governing documents** for Winston Trails Foundation and your neighborhood association along with all the Architectural Approval Notices for modifications made to your property. Please provide your Realtor with the proper payment and amenity information for Winston Trails and your neighborhood association.
- Please contact Tara at Tbach@campbellproperty.com to verify that there are no outstanding violations on your property. You must maintain your property until the closing date. **Violations are reported to the closing agent prior to the sale.**
- **Notify your Realtor** that once your property is under contract the buyer will have to submit an application to the management office along with a copy of the sale contract. Contracts must be legible. We do not recommend fax copies.
- **Bermuda Dunes** and **Bay Hill Village** both require a capitol contribution be paid at the closing. Please notify your realtor of this requirement.

From Buyers:

- Completed Sale application(s) for each buyer and resident over the age of 18.
- Legible copy of the sale contract
- A non-refundable application fee of \$150 per married couple or \$150 per RESIDENT over 18 years of age payable to the Neighborhood Association. (No cash is accepted – check or money order only)

Barton Creek, Bay Meadow, Bermuda Dunes and Wedgewood Village will require a background check

- Signed background check authorization from each buyer and resident over the age of 18.

Prairie Dunes Village will require an interview in person between the buyers and the Board of Directors. This interview will be scheduled once the package is submitted to the management office.

ALL FORMS, CONTRACT, LEASES ETC. MUST BE LEGIBLE. Once the package is complete it may be submitted to the management office. No partial packages will be accepted. LaGorce Village must submit the package to Tom McInernery contact # 561-685-7788.

Please allow 5-14 days for a response from the Board of Directors. Once approved the property owner will be notified. We do NOT issue Certificates of Approval. The buyer may contact Jennifer to schedule the move-in registration. Move-in registrations must be scheduled in advance but may not be held until after the closing.

Revised May 2, 2013