

FirstService Residential Management  
1904 Clubhouse Drive  
Sun City Center, FL 33573  
Phone 813-642-8990 Fax 813-642-8790

Board Approval/Notification \_\_\_\_\_

Sale Price \$ \_\_\_\_\_

**TRANSFER APPLICATION**  
**MUST BE SUBMITTED 10 DAYS PRIOR TO CLOSING**

ASSOCIATION: \_\_\_\_\_ UNIT # \_\_\_\_\_

UNIT ADDRESS \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ PROPOSED CLOSING DATE \_\_\_\_\_

SELLER'S AGENT \_\_\_\_\_ PHONE \_\_\_\_\_

BUYER'S AGENT \_\_\_\_\_ PHONE \_\_\_\_\_

**BUYER/S (all names on deed)** \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

\_\_\_\_\_ CELL \_\_\_\_\_

NAMES OF OCCUPANTS \_\_\_\_\_

EMERGENCY, CONTACT (name, relationship, city, state, phone) \_\_\_\_\_

Acceptance of transfer application is not to be construed as approval by the Board of Directors or FirstService Residential. Upon signing this Transfer Application, I/We understand and agree to:

**1. The following items must be attached to the Transfer Application:**

- a. Transfer Addendum specific to the association.
  - b. Photocopy of driver's license or passport for each occupant.
  - c. Application fee, as required by association documents, payable to the Association.
  - d. Registration fee of \$100.00 as required by the Federation documents, payable to The Federation of Kings Point. **(Effective July 1, 2012)**
  - e. \*Listing agreement when agent signs application on behalf of client.
  - f. Pet Agreement and pet deposit payable to the association or Service Animal Request, when applicable. (Pets are only permitted in some associations and those associations require a specific Pet Agreement and/or deposit.)
2. One of the occupants must be at least fifty-five (55) years of age. **Buyer to initial if under age 55** \_\_\_\_
  3. Seller must return resident badge to Clubhouse and vehicle sticker to security gate.
  4. Each unit owner, tenant and guests are subject to the rules and regulations as posted and/or specified in the Declaration of Condominium of this association and in the amendments thereto.
  5. Buyer acknowledges Kings Point West is a Senior Safety Zone, as defined by Hillsborough County Ordinance Number 07-12.
  6. The seller is responsible for providing all pertinent condominium association documents to the buyer.
  7. I would like my name and phone number published in the directory. \_\_\_\_ NO

**SELLER'S or \*AGENT'S SIGNATURE(S)**

**BUYER'S OR \*AGENT'S SIGNATURE(S)**

\_\_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_ Dated \_\_\_\_\_

\_\_\_\_\_ Dated \_\_\_\_\_

**The Following is for completion by FirstService Residential Management**

Rec'd By \_\_\_\_\_ Date Rec'd \_\_\_\_\_ ID Rec'd \_\_\_\_\_ App Fee Ck# \_\_\_\_\_ Reg. Fee Ck# \_\_\_\_\_

Pet Agreement/Fee, Ck# \_\_\_\_\_ Closing Doc Rec'd \_\_\_\_\_ Assessment Due \_\_\_\_\_

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_