



Dear Sirs:

We are delighted that you have chosen to buy into Sunrise Island Condominium Association 1, Inc. To ensure the sale process to be undertaken smoothly we ask that you accede the listed guidelines:

1. Kindly provide us with a copy of the sale contract if you have not already done so;
2. We will require the name of your Agent, Title Company and the contact person who will be requesting information from the Association.
3. Each applicant (i.e.. Buyer(s) other persons over the age of 18 years who will be living in the unit) are required to complete an application form and submit the requisite documents to the Association for screening. All applicants are required to have a minimum credit score of not less than 750.
4. The screening fee is \$275.00 per person and is to be submitted with the application forms.
5. The buyer is required to have Homeowners Insurance in place and a copy submitted to the Association prior to closing.
6. The following are the fees associated with the sale of the unit:
 - a. Estoppel Fee: the estoppel request should be made in writing along with payment of \$200 (personal checks are not accepted).
 - b. There is an Administrative Fee of \$150 for the completion of questionnaires and or provision of requested documents or certifications.
 - c. There is a Transfer Fee of \$150.00. Condominium questionnaire completion \$ 200.00
 - d. All outstanding Assessments and maintenance (including prorated amounts for the current month of closing) and late fees due to the Association should be paid to the Association by the seller's agent upon closing. The Title Company is required to submit in writing to the Association that all outstanding payments will be remitted within ten (10) days of closing along with a copy of the HUD statement. This is required prior to final approval of the buyer.
7. The **MAILING ADDRESS** of the Association is different from the **FEDEX ADDRESS**. The USPS Mailing address is:
 - a. **Sunrise Island Condo Association 1, Inc.**
3905 N Nob Hill Road, Box #513
Sunrise, Florida 33351

FEDEX ADDRESS:
 - b. **Sunrise Island Condo Assoc. 1 Inc.**
c/o Kaleel Coker
1765 N. Dovetail Dr.
Ft. Pierce FL. 34982
8. Please allow for a minimum response time of three (3) working days for your requests to be acknowledged or responded to.

Regards Board
of Directors

BOARD: Anthony Franzese (President); Kaleel Coker (V.P.; Treasurer); David Eivers