

The first step in selling a home at Eagle Point is for the homeowner to submit a letter to the Board of their intent to sell the home. There is no approval required. It merely puts the Board on notice that the house is for sale.

The following is a guideline for your easy reference:

1. A sign not to exceed 240 square inches can be placed on the property.
2. When an offer is made and accepted by the owner, the buyer's name, address and telephone number must be given to the office.
3. A meeting needs to be scheduled with the Office so that your Buyer can be provided with the Rules and pertinent information about residency at the Park. This meeting should occur soon after the Seller has accepted the offer.

Prior to closing, the Present Owner should have already completed the following:

1. Transfer of Title(s) to Real Property with the Department of Motor Vehicles. (If this has been done, the house will have a black "RP" sticker on it.)
2. Recordation of the Declaration of Real Property Application form with the Clerk's Office. (If this has not been done, the New Owners will not be able to transfer the house into their name in the County Records.

Buyers should know the following prior to making an offer:

1. Quarterly Maintenance Fees (depending on the number of shares purchased). We do not prorate maintenance fees when a sale occurs. It would be up to the current owner to negotiate any amount due for a period that they do not reside in the home, regardless of the number of shares involved. However, we would bill the appropriate party for any mowing or repair bills outstanding with the Corporation, provided we are notified of the closing date.
2. Property Taxes since they are paid in arrears. In late October, the real estate tax bill will be sent to the new owner. To avoid the new Buyer being responsible for the entire year of taxes, they may want to make some type of agreement with the Seller concerning this bill.
3. Home ownership is based upon a maximum of two occupants and at least one must be at least fifty-five years of age.
4. A minimum purchase of five shares required by the Buyer or \$5,000.
5. A homeowner must occupy the home at least three months of each calendar year.
6. Two pets (cats or dogs) are allowed per home, not to exceed 30 pounds each.
7. Please reference our Rules & Regulations for additional information.

Finally, a second meeting with the office is necessary (prior to closing) to obtain the following information:

1. Purchase of Shares
2. Copy of Sales Contract (to verify change in ownership)

3. Proof of Age
4. Shareholder's Lease Agreement, Key Authorization Form and Information Sheet

In closing the home, the New Buyer should be aware of the following:

1. The cost of Documentary Stamps (\$.070 per \$100 of the purchase price) through the Clerk of the Circuit Court (located at the new Justice Center/Courthouse in Punta Gorda). If transfer of real property is not recorded, the Department of Revenue could penalize you.
2. The cost associated with recording the title(s) with the Department of Motor Vehicles. Doublewide homes have two titles. (If the house does not have a black "RP" sticker, the DMV will want to charge a 7% sales tax on the purchase price. To avoid this situation, the previous owner would need to record the appropriate paperwork prior to the new owner transferring the title(s) to the home.)
3. The office cannot legally complete any of the closing paperwork.

To assist fellow residents, we maintain a list of homes for sale in the office to give to Prospective Buyers that visit the Park. If you would like us to add this home to the list, please stop in and provide us with written information on this sale. In addition, you are welcome to submit a house photo to be included on our office bulletin board. However, each owner is responsible for any updates to the information on this photo as well as replacement of the photo, if the sun should fade it.

Although the Park cannot handle the sales of homes, we have volunteers available to show the homes on the owners' behalf. Please let us know if you would like the form that will authorize us to give them a key for this purpose. These volunteers are merely key holders and can only provide information about residency in the Park. Any offers must be handled directly between the Buyer and Seller.