



2688 SE Willoughby Blvd., Suite 101, Stuart, Florida 34994
Office: (772) 320-9617

Application Checklist

Date Received: _____ Closing or Move-in Date: _____

Name of Buyer(s) or Lessee(s): _____

Association: _____

Property Address: _____

Gate Call Box Directory Listing (For Gated Communities Only): Please inform us how you would like to appear on the gate call box and provide the phone number you would like to register. The phone number registered is where you will receive calls from the gate when guests or vendors wish to enter the community. **Example: Smith, J (772) 555-5555**

Name for Gate Listing: _____ Phone _____

ALL ITEMS INCLUDING THE APPLICATION FEES MUST BE SUBMITTED ALONG WITH THIS CHECKLIST FOR THE APPLICATION TO BE PROCESSED

General Submission Requirements:

- Fully Executed Application
- Fully Executed Purchase Contract or Lease Agreement
- Copies of Photo IDs for All Residents Age 18 and over
- All Application Fees and/or Deposits – \$125 payable to Victoria Parc and \$125 payable to Avant-Garde Mgmt
- Rush Fee \$100 payable to Avant-Garde Mgmt if the application needs to be processed in less than 10 business days.

Buyer(s)/Lessee(s) Realtor Info:

- Company Name: _____
- Company Phone: _____ Email: _____

Seller(s)/Lessor(s) Realtor Info:

- Company Name: _____
- Company Phone: _____ Email: _____

Title Company Info:

- Company Name: _____
- Company Phone: _____ Email: _____

Delivery of Certificate of Approval to:

- Title Company Email: _____ or Pick-up: _____
- Buyer/Lessee Realtor Email: _____ or Pick-up: _____
- Seller/Lessor Realtor Email: _____ or Pick-up: _____

Comments: _____

Management Notifications (After Certificate of Approval is Issued):

- Email Board of Directors
- Order Coupon Books
- Email Bartlett Brothers for Gate Directory Programming



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Victoria Parc at Tradition Association, Inc.
Re-Sale / Lease Application – (Please circle one)

Please complete the entire application. Enclosed with this application is a copy of the Declaration for Victoria Parc at Tradition (the “Declaration”) which is the governing document for the Victoria Parc Community.

Lot Number: _____

Property Address: _____

Owner(s) of Record: _____

Conveyance will be a ____ purchase or a ____ lease.

If purchase, date of closing will be: _____

If lease, lease term will be from: _____ to _____

Realtor Name & Phone: _____

Name of Applicant(s): _____

Names of Children, if any: _____

Present Address: _____

Email Address: _____

Phone Number: _____ Cell Number: _____

Phone Number for gate directory: _____

Emergency Contact: _____ Phone: _____

REGISTERED PETS: Please see Section 16.3 of the Declaration for rules and regulations regarding animals.

Pets: _____
Name: _____

Type: _____ Breed: _____

_____ Name: _____

Type: _____ Breed: _____

VEHICLES: Please see Section 16.5 of the Declaration for rules and regulations regarding vehicles. All vehicles must be contained in the owner’s driveway or garage spaces. There is no parking on common grounds or adjacent lots.

Vehicle 1:

DRIVERS LICENSE #: _____ STATE: _____
VEHICLE TAG # _____ STATE: _____
YEAR: _____ MAKE: _____ MODEL: _____ COLOR: _____

Vehicle 2:

DRIVERS LICENSE #: _____ STATE: _____
VEHICLE TAG # _____ STATE: _____
YEAR: _____ MAKE: _____ MODEL: _____ COLOR: _____

Vehicle 3:

DRIVERS LICENSE #: _____ STATE: _____
VEHICLE TAG # _____ STATE: _____
YEAR: _____ MAKE: _____ MODEL: _____ COLOR: _____

Applications must be received by the association **at least two (2) weeks in advance** of closing or start of a lease. An application fee of \$250.00 must accompany each application as follows: \$125 made payable to Victoria Parc at Traditions and \$125 made payable to Avant-Garde Management, along with a copy of the sales contract or lease. Please mail the completed application and sales contract or lease to the contact information provided above with the Application Fee.

No fishing, swimming, or boating is permitted in the lakes.

As stated in the Declaration, in the event of a new lease (or at any point during an ongoing lease) where the owner of record is delinquent in maintenance fees to the association, both owner(s) and lessee(s) agree that the lessee(s), upon notification by the association, shall make payments directly to association until such time as the association notifies the lessee(s) that the maintenance fees are current and they may begin making lease payments directly to the owner of record.

I/we have read and hereby agree to abide by the Declaration for Victoria Parc at Tradition and I/we agree to have our guest(s) abide by Declaration for Victoria Parc at Tradition.

DATE: _____ LESSEE/PURCHASER: _____

DATE: _____ LESSEE/PURCHASER: _____

DATE: _____ OWNER OF RECORD: _____

DATE: _____ OWNER OF RECORD: _____

Applicants: Please provide the Association with any change in your contact information upon moving in to your new home. This will allow the Association to provide you with updates and information on the community.