



HORSESHOE ACRES CLUB, INC.
P.O. BOX 33111
PALM BEACH GARDENS, FL 33418

TRANSFER OF PROPERTY CHECKLIST

The transfer of any property within Horseshoe Acres Club by an owner is subject to prior approval of the Homeowner's Association as provided in the Declaration of Covenants. Any owner intending to make a bona-fide sale of any interest therein shall give the HOA notice of such intention by submitting the Sales Application, Resale Notice and Acknowledgment together with an executed copy of the Contract for Sale and Purchase.

Sellers and Buyers must submit the completed Application Forms and Documents listed below along with the associated fees in order for any approval to be processed.

Approvals are voted at the regularly scheduled monthly meetings of the HAC Board of Directors, which normally take place on 2nd Wednesday of each month. If you need your approval outside of the regularly scheduled HOA Board meeting there will be a Rush Fee of \$119.00.

The HAC Covenants, Restrictions and Bylaws are available on the Forms & Documents page of our website.

BUYERS:

Certificate of Approval will be processed in a timely manner if all Fees & documents are fully completed and all associated fees have been paid to the HOA. All checks are to be made out to Horseshoe Acres Club, Inc.

- o Executed Contract for Sale and Purchase
- o o Application accompanied by \$250.00 Application and Certificate of Approval fee per Buyer listed on the Contract for Sale and Purchase.
- o Background Check: Background Checks are to be processed for adults over the age of 18. The background check is processed by a 3rd. party with a charge of \$20/per applicant (see the Background Check Form. A check in the amount of \$80.00 per adult residing on the property being purchased must accompany that form.
- o Affidavit of Receipt of HOA Documents

SELLERS:

- o Executed Contract for Sale and Purchase
- o Estoppel Request Form - \$299 Fee
- o Waiver for Right of First Refusal - \$150 Fee For any questions, please email Board@HorseshoeAcresClub.com or mail to the address above.

Revised June 2023