



**Snug Harbor Yacht Club, Inc.
A Condominium**

Information Sheet/Checklist for Seller, Buyer, and Realtors/Agents

Summary of all Documents required for Processing the Closing Package:

1. A *Notice of Intent to List* at the time of property listing with Realtor or For Sale by Owner should have already been submitted to the New Member Committee.
2. **Notice of Pending Sale Package** (*includes the docs listed below*):
(Required documents found on Snug Harbor website www.snughyc.com, under "Regs and Forms" tab.)
 - Notice of Pending Sale
 - General Rules and Regulations
 - Affidavit of SHYC Declarations, By-Laws, Rules and Regulations, Proprietary Agreement Receipt
 - Roster Update
 - Electronic Communications Agreement
3. Legal bi-lateral copy of contract
4. Condominium Rider indicating Capital Contribution, Annual Dues and 30 day first right of refusal information (*see attached Sample*) The condo rider MUST be filled out as in the appended sample, showing the 30 day Right of First Refusal period; contracts that do not have at least a 30 day period between execution by all parties and the proposed closing are a violation of the SHYC Declaration and will be rejected.
5. A check in the amount of \$125 made payable to **Signature Property Management**
6. Copy of Snug Harbor Documents should be given to buyers
 - Declaration of Condominium
 - Articles and By-Laws
 - Proprietary Agreement associated with specific lot (if applicable)
 - Rules and Regulations

Snug Harbor utilizes a Property Management firm to process the package and prepare the Estoppel letter for the closing attorney. A completed package of the above documents 1-5 should be delivered in hard copy form to:

Signature Property Management, LLC
3232 SE Dixie Highway, Suite B,
Stuart, FL 34997
(772) 219-4474
Jim Hayman, jim@signaturepropertymgmt.com

In addition, a digital or printed copy should be delivered to Hillary Egan, eganhill@gmail.com, or call (207) 329-2506 (cell).

Snug Harbor requires a minimum 30 day window for processing from time of receipt of completed documents prior to closing to allow the New Member Committee, Signature Property Management and the Board to approve. The Board meets once per month on the second Monday of each month at 6:30 pm.

Additional Buyer's Agent Responsibilities:

1. Review the attached "Sample" Condominium Rider to insure you understand how your form should be completed indicating the 30 day right of refusal, Capital contribution, Dues, etc.
2. Co-host a welcome party for the Buyer and family at the clubhouse. Please contact the New Member Committee for information and scheduling.
3. Deliver key for the Clubhouse from Seller to Buyer.