

**SERENO GROVE HOMEOWNERS' ASSOCIATION, INC.**

c/o Dorrill Management Group  
5672 Strand Court, Suite 1  
Naples, Florida 34110  
(239) 592-9115 or Fax (239) 594-1422  
Email: office@dmgfl.com

**Purchase Application Check List**

Dear Prospective Owner(s),

Please submit the following for approval to purchase in Sereno Grove HOA:

- A complete and legible **Sales Application**, signed by prospective owner(s).
- A complete copy of the **Sales Contract** signed by both parties.
- Completed **Ramco Gate Form**.
- Completed and signed **Background Check Disclosure and Authorization Form** for each applicant over 18 years of age.
- **\$25.00** non-refundable processing fee for each applicant's background screening. If paying by check or money order, please make payable to: **Sereno Grove HOA**.
- **\$100.00** non-refundable application fee. If paying by check or money order, please make payable to: **Sereno Grove HOA**.

Address: \_\_\_\_\_

Title Company: \_\_\_\_\_ Phone \_\_\_\_\_

**\*\*Capital Contribution of \$3,000.00 is due at closing (purchaser's expense)\*\***

Missing or incomplete information will result in the delay of processing your application. Complete applications **MUST** be received at least **20 days prior to closing**.

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**Application for Approval to Purchase**

I/We hereby apply for approval to purchase \_\_\_\_\_, with closing scheduled for \_\_\_\_\_, 20 \_\_\_\_.

**\*A copy of the signed sales contract must be attached.**

**PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:**

**#1 APPLICANT INFORMATION**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Home Address \_\_\_\_\_ Apt/Unit \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Employer \_\_\_\_\_ Employer's Phone \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_

**#2 APPLICANT INFORMATION:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
Home Address \_\_\_\_\_ Apt/Unit \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Employer \_\_\_\_\_ Employer's Phone \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Driver's License # \_\_\_\_\_

**OCCUPANTS:** Please list the name, relationship, and date of birth of all occupants not listed above who will be living in this unit.

Full Name	Relationship	D.O.B.
_____		
_____		

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**REFERENCES:** Please list **two** personal references.

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

**LAST ADDRESS OF OCCUPANCY:**

Name of current or recent landlord \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Time Period \_\_\_\_\_

**EMERGENCY CONTACT:** Please list a person to be notified in case of an emergency at the residence.

Full Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**VEHICLES**

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ License Plate # \_\_\_\_\_ State \_\_\_\_\_

**DOGS**

# of Dogs \_\_\_\_\_ Breed \_\_\_\_\_ Weight \_\_\_\_\_

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**DISCLAIMER AND SIGNATURE:** In order to facilitate consideration of this application, I/we, the applicant(s), represent that the above information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval.

I/we have received, read, and understand the Declaration of Protective Covenants, Articles, Bylaws, and Rules and Regulations of Sereno Grove HOA, Inc. and will comply.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION REQUIREMENTS:** Please be aware that an incomplete application package will cause delays in processing. The following items must be included to Dorrill Management Group, to proceed:

- Completed Application
- Copy of Signed Sales Contract
- \$100.00 Non-Refundable Application Fee Payable to **Sereno Grove HOA**
- Background Screening Authorization Form and \$25.00 (Per Occupant Over 18) Payable to **Sereno Grove HOA**

**RETURN THE ABOVE APPLICATION TO:**

Sereno Grove Homeowners' Association  
c/o Dorrill Management Group  
5672 Strand Court, Suite 1  
Naples, FL 34110  
(239) 592-9115 Phone

[office@dmgfl.com](mailto:office@dmgfl.com)

**APPLICATION APPROVAL:**

\_\_\_\_\_ **Approved**

**Date:** \_\_\_\_\_

\_\_\_\_\_ **Disapproved**

**By:** \_\_\_\_\_

**(Board Officer, Director, or Designee)**