



# TAMIAMI VILLAGE EXISTING HOMEOWNERS APPROVAL PROCESS TO PURCHASE A TIE DOWN UNIT IN THE RV PARK CHECKLIST

1. The Unit Owner (Seller) must submit an Intent to Sell Form and an approved Four-Point inspection prior to listing the unit for sale.
2. Buyer must complete **ALL** sections of the application(s).
3. US applicants: attach a clear copy of a valid US driver's license. Canadian applicants: attach a clear copy of a valid Canadian driver's license and the biometrics page of a valid Canadian passport. Copies may be made at the office.
4. Each home in the RV Park requires its own application which the applicant may complete in person or by email.
5. A mandatory orientation is required for all owners and additional occupants for each unit in the RV Park in order to be approved.
6. Transfer the title into the name(s) of all the legal owners and obtain Liability for Damage Insurance for the unit. Present a copy of the new title and new insurance in the buyers' name to the office no later than three (3) three business days prior to April 30<sup>th</sup>. All owners listed on the title will be named on the new tie down unit contract and all owners must sign the contract no later than May 1<sup>st</sup>. All contracts begin on May 1<sup>st</sup> and end on April 30<sup>th</sup> of each year.
7. Pick up a parking sticker for any newly registered vehicles if not received during the orientation.
8. If applicable, register golf cart and pay the \$12.00 registration fee by cash only.
9. If you choose to leave a key to the unit at the office, it will be kept on file. Each time the key is picked up and or returned, it must be signed in and out by the designee. Requests to issue the key to anyone other than the owner or approved occupant must be made in writing and valid ID must be presented at time of pick up.
10. If this unit is going to be a rental unit, please see the Tie Down Unit Owners Intent to Rent Policy.