



TAMIAMI CO-OP OR SUBDIVISION CERTIFICATE WAITLIST POLICY

Purpose:

To establish a systematic and consistent policy for being placed on the Tamiami Co-Op Waitlist or the Tamiami Subdivision Waitlist. To ensure that there is clear and concise direction in regard to being placed on the list and to clearly define the process used to obtain a certificate from these waitlists.

Requirements:

1. **Submission of Waitlist Form:** All property owners must complete the Certificate Waitlist Form and submit it in person, by mail, or by email to the Tamiami Village office. The form will be dated and time-stamped in the order it was received, and the owner's name(s) and address will be added at the end of the waitlist.
2. **Notification of Certificate Availability:** When an owner's name(s) reaches the top of the list and a certificate becomes available, the owners will be notified by phone and email with instructions to complete the "Tamiami Certificate Waitlist Resident Acceptance of Offer to Purchase the Tamiami Certificate" or the "Request to Withdraw from Certificate Waitlist" within ten (10) business days of the date of the email. If no contact is made, a certified letter will be mailed to the address on file with identical instructions. If the office does not receive a response and a fully executed acceptance or withdrawal form is not received by the 10th business day, an email and certified letter will be sent to the contact information on file notifying the owner of their removal from the Certificate Waitlist, and the Tamiami Master Association, Inc. will move on to the next owner on the list.
3. **Acceptance of Certificate Offer:** If owners submit a fully executed "Tamiami Certificate Waitlist Resident Acceptance of Offer to Purchase the Tamiami Certificate," they will be provided with the contact information for the attorney handling the certificate transfer. The process will proceed based on the attorney's instructions.
4. **Request to Withdraw from the Waitlist:** If owners are unable to accept the certificate within the required deadline and submit a fully executed "Request to Withdraw from Certificate Waitlist" Form signed by all owners, they may submit a new Certificate Waitlist Form to be added back at the end of the current list as outlined in section 5 of this policy.
5. **New Homeowners and Landowners:** The Tamiami Village office must receive the closing documents from the closing company before entering new owners into the Tamiami Village database. Only after this step can new owners be added to the certificate waitlist.
6. **Selling a Home on the Waitlist:** If you sell a home that was listed on the certificate waitlist, that home is automatically removed from the waitlist when the transaction is complete. If you have purchased or already own another home within the community and would like it placed on the waitlist, you must submit a new request for that property. Waitlist positions do not transfer to the new buyer. Buyers must complete their own request form to be added to the waitlist.
7. **Receiving a Certificate Through the Buyback Process:** If your home receives a certificate through the buyback process, it will be removed from the certificate waitlist when the transaction is complete, as it will no longer require a certificate. If you would like to place a different home on the waitlist, you must submit a new request for that property.

8. **Owning Multiple Homes:** The certificate waitlist is tied to both the homeowner's name and the specific property address. If you own multiple homes, certificates and waitlist positions do not automatically transfer between properties. When a home on the waitlist receives a certificate or is sold, it is removed from the waitlist. To add another property, you must submit a separate request.
9. **Transferring Certificates Between Properties:** Certificates can be transferred between properties you own if:
 - It's a Co-Op certificate being transferred within Phase One, or
 - A Subdivision certificate being transferred within Phases Two or Three.If you wish to add the home that the certificate was removed from onto the waitlist, a request form must be submitted for that property.
10. **Existing Homeowners and Landowners:** The account must have a history of good standing with the Tamiami Master Association, Inc in order to be added to or to remain on the certificate wait list. Homeowners on the certificate wait list with delinquent accounts will be removed from the wait list.
11. **Enforcement of Compliance:** If the Tamiami Master Association must retain legal services to enforce compliance, the Association reserves the right to withhold the offer of the membership certificate and remove the resident from the certificate waitlist.
12. **Contact Information:** All owners must ensure their contact information is up to date with the Tamiami Village office, including phone numbers, email addresses, and mailing addresses.
13. **Effective Date of Certificate Maintenance Fee:** The certificate rate for the monthly maintenance fee will go into effect when the attorney handling the certificate transfer notifies the Tamiami Village office that the transfer is complete.
14. **Mandatory Certificate Holder Orientation:** All new certificate holders are required to complete a mandatory orientation after the closing of the certificate transfer. The Tamiami Village office will contact the new certificate holders to schedule the orientation, which may be completed by email or in person.

Supporting Documents:

Tamiami Village Co-Op Waitlist
Tamiami Village Subdivision Waitlist
Tamiami Co-Op Waitlist Application
Tamiami Subdivision Waitlist Application
Request to Withdraw from Certificate Waitlist
Acceptance of Offer to Purchase Tamiami Co-Op
Membership Certificate from Waitlist form
Request to Sell Tamiami Co-Op Membership
Certificate Back to Tamiami Co-Op
Tamiami Master Association, Inc. Motions:
February 27, 2025