



# Tamiami Village Home Seller Checklist

## 1. Notice of Intent to Sell

- Complete the Notice of Intent to Sell form, including realtor and closing company information.
- Submit the form to the Tamiami Village office at least fourteen (14) days prior to listing the home.
- Intent to Sell forms are valid for ninety (90) days and must be updated every ninety (90) days until the home is sold.
- Applications will not be processed until a valid form, signed by all legal owners, is on file.
- If the home is For Sale by Owner, ensure the seller's current contact information is on file and list the title company handling the closing.

## 2. Automatic Payments

- If enrolled in automatic payments through Tamiami Master Association, complete and submit an Automatic Association Payment Authorization Cancellation form with a future cancellation date.

## 3. Membership Certificates

- If the home is a certificate property being sold with the membership certificate, surrender the original certificate to the Tamiami Village office prior to closing.
- The certificate will not be cancelled until the transaction has closed.

## 4. Contract Submission

- Provide a copy of the fully executed sales contract to the Tamiami Village office.

## 5. Buyer Application & Approval

- Buyers must complete the full application and approval process, meet the credit and income requirements, and pass the criminal background check.
- Existing homeowners purchasing an additional home are not automatically approved and must complete a new application. Additional requirements will be determined based on their existing file and status.

## 6. Estoppel Requirements

- An estoppel is required for all home sales in Tamiami Village. If the estoppel is cancelled after it has been processed and delivered, the estoppel cancellation fee will be charged to the home seller.

## 7. Certificate Property Sales

- The closing company must prepare the required documents for certificate transfers and contact the Tamiami Village office for instructions.
- All membership certificate transfers require board approval prior to closing.
- The closing company must collect a \$100 certificate transfer fee on behalf of Tamiami Master Association for certificate-related closings. This fee is paid by the buyer and remitted to the association after closing.

## 8. Utilities

- Contact utility companies to arrange final billing and closing of accounts (e.g., FGUA for sewer, LCEC for electric, NI Florida for water).