

THE RIVERVIEW ASSOCIATION, INC

1400 FIRST AVENUE WEST
BRADENTON, FL 34205

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GUIDELINES FOR THE SALE/LEASE OF RIVERVIEW CONDOS

Note: The intention of the guidelines is to educate the owner or their agent on what The Riverview CC&Rs required for residency. The Sales Packet is for the prospect to read and to comply accordingly. A copy of our current Rules & Regulations plus Q&A is included in the packet.

1. Owner notifies Linda Chapman, Community Association Manager (CAM), of intent to sell/lease their unit.
2. Community Association Manager contacts owner and/or realtor to confirm they have the current Sales Packet.
3. Once there is a "to buy or lease contract" for the unit, before the sale or lease is finalized and a new resident may move in, certain conditions must be met. Among these conditions are the following:
 - an inspection of the unit by a board member plus one other owner to ensure compliance with building standards
 - acknowledgement of compliance deficiencies, if any, and the requirement to correct prior to residency
 - submitted completed application for residency plus permission for background check including payment of the fee for application and background check
 - new owners / lessees' attendance, in person, if possible, otherwise Zoom, an Orientation Meeting
4. Once the application and background check are completed and applicant has been approved, the Realtor, owner or potential resident will be contacted. The Orientation Meeting will be scheduled at a mutually agreeable date at least one week prior to the applicants move into The Riverview

At the Orientation Meeting, the following will occur:

- committee will confirm that application & background check fees have been received and approval given for purchase/lease
- applicants confirm they have read and understand the rules & regulations
- applicants present the "Blue Book" of rules and regulations belonging to the respective unit for checking to assure that it is up to date
- applicants present drivers' licenses for copying
- applicants confirm that they have received two keys to the main entrance & key #s are noted
- applicants complete and sign the Directory Information & Email Permission Form
- applicants will be informed of various building procedures
- applicants will have the opportunity to ask any remaining questions

If you have any questions regarding the sale/lease guidelines, please contact Linda Chapman, CAM: lchapman@associa Gulfcoast.com 941-271-6847.