

Crystal Bay Mobile Home Club Inc. (CBMHC)

Information for Home Transfers

Background Most of our work is covered by Phase I & Phase II below.	Note that under the terms of the Lease and Bylaws, a transfer does not take place unless the relevant share in CBMHC Inc. is also transferred to the buyer. Transfers of ownership are handled by transfer agent Attorney Lucinda (Luci) Warren, email: dwarren2@tampabay.rr.com Tel 727-771-1921 Mailing address is PO Box 1009, Crystal Beach FL 34681
Phase 1: (i) Sellers: Gather information & documents from sellers. Give to seller CBMHC Sellers' Application form and attorney's Closing Information Form.	Get sellers to complete the Sellers App form and the attorney's Closing Information form. Get from sellers all papers relevant to the property. <u>Give help if needed.</u> This can include: (i) Assignment+Assumption+Consent documents. (ii) Florida Certificate(s) of Title (original) for actual mobile, (iii) anything relevant such as Power of Attorney or Probate etc. Find out where deposit is, if yet paid. Make legible copy of both sides sellers' drivers' licenses for attorney.
Phase I: (ii) Buyers: Give them CBMHC Buyers' application form and Closing Information form. Arrange for copies of CBMHC Lease, Bylaws & Rules/Regs. to be available.	Get buyers to complete the Buyers' Application form and also the attorney's Closing Information Form. <u>Give help if needed.</u> Send buyers links by email to copies of Lease, Bylaws & Rules/Regs. These are on CBMHC website under tab 'Meetings'. Buyers really need to know how this form of ownership differs from single family home and they should peruse these documents before they attend the interview. Make legible copy both sides drivers' licenses for attorney.
Arrange Interview	If buyers in town, arrange clubhouse interview with yourself & another CBMHC director. If buyers not in town, schedule interview by Zoom including both directors. These Zoom interviews can work very well.
Phase II: Actual interview - see our additional sheet of advice for interview. (Under Federal and State legislation, we have very few grounds for refusing a 55+ applicant. If in doubt, do research & get advice.)	Be helpful. After the usual pleasantries, describe the advantages and disadvantages of this cooperative – we have regulations but we have great amenities & activities. If buyers do not yet have the prints, hand over copies of the Lease, Bylaws, Rules/Regs. Make sure buyers are aware of how the rules operate, especially on structural alterations, use of land around the footprint of home, parking of cars trailers & boats, pets, use of the property when owner away, 55+ rule, boat docks. Check that application form for CBMHC is signed & notarized, and attorney's Closing Info form signed. Get \$100 check for CBMHC fee. Other forms for CBMHC (not for attorney) which can be signed at this point – emergency contact info, animal form, bank mandate info, designated voter form, no-intention to rent or speculate. If all goes well, both directors sign acceptance at foot of buyer's application form.
	Prints of all the above mentioned forms are in batches in lowest drawer opposite CBMHC office door. Memory stick with the forms is also available in CBMHC office.

Phase III: Papers to the Attorney. Notify CBMHC president & secretary so that proposed change can be stated at next board meeting.	As soon as interview over, assemble papers for the attorney in 2 groups – seller's papers & buyer's papers. Include both Closing Information forms and copies of Seller's Application and Buyer's application. We should have a copy of the sellers' CBMHC Inc. Share Certificate in members' filing cabinet with number such as 42C – attorney needs to know that number-letter so make copy for Luci. (Original Share Certificate is in safe deposit box at Regents Bank). Phone Luci for appointment to take papers to her home office in Crystal Beach.
Check that CBMHC President or V-P and also Secretary will be available for signatures at or before closing.	At or before Closing, CBMHC President or V-P must sign document called Consent. This has been drawn up by Attorney Luci and is the club's formal consent to the transfer as provided for in the Bylaws. President or V-P and CBMHC Secretary must also sign new Share Certificate prepared by Attorney Luci. Luci keeps blank share certificates which we get printed at Office Depot. CBMHC Treasurer prepares our approved Estoppel Letter to confirm no CBMHC debts against the property and that CBMHC cannot claim any in future.
Phase IV: The Closing at Clubhouse. Suggest dress appropriately.	This is handled by Attorney Luci with our V-P or other director and sellers and buyers. It is important that all understand what is happening. Luci will provide a new Assignment which transfers to buyers (i) the share in CBMHC Inc. (ii) the balance of years in the 99-year Lease (iii) the actual mobile home. In a document called Assumption the Buyers agree to take over the Lease and promise to observe and perform the terms. Next document is the Consent signed by CBMHC President or V-P, & notarized. Luci provides a Closing Statement for seller and buyer, and will transfer the net purchase price to the seller. Luci has a few other documents for buyers' signature.
Phase V – after Closing.	Luci gives us the new Share Certificate in CBMHC Inc. Luci arranges for stamps on documents and filing at Pinellas Courthouse Deeds Recording. Luci also arranges for new Certificate(s) of Title for mobile home to be issued by Florida DMV and sent directly to the buyers. Luci provides copies of other documentation directly to the new owners.
	We impress the CBMHC seal on to the new Share Certificate. Make 2 copies, take new Share Certificate to CBMHC safe deposit box at Regions Bank, Crystal Beach, and remove former certificate. We file away in CBMHC office a photocopy of new share certificate, the emergency contact form, pet form, designated voter form no intention to rent form etc. Shred obsolete papers. We give Bank Mandate Form to CBMHC Treasurer. Inform Kim Hauser of new occupant info for the photo directory. We do not retain copy Drivers Licenses on grounds of privacy. We give buyers a copy of the annual photo directory and copy Share Certificate. Prints of all the above mentioned forms are in batches in lowest drawer opposite CBMHC office door.