



UNITS FOR SALE & PURCHASE PROTOCOL

The following protocol is a combination of requirements per association documents and TCCA Board policy.

- OPEN HOUSE & SIGNAGE REQUESTS . . . must be filed with the Property Manager before installation or holding the open house.
- SIGNS IN FRONT OF UNIT . . . may be no larger than 24" x 10" yellow background with blue lettering on white posts. No other directional signs may be used on Tarpon Cove Property except for open houses as noted below. Any other type of sign is not allowed and may be removed if erected.
- TEMPORARY GATE CODES FOR REALTORS & OPEN HOUSES . . . may be obtained from the Property Management. Entrance gates are open Sunday 12-4:00 for open houses. The Property Manager must be informed at least the Friday before the open house that the unit owner will be having an open house.
- "OPEN HOUSE SIGNS" ON WIGGINS PASS . . . for the day of the Open House while it is in progress, a sign may be posted on north side of Wiggins Pass before entrance to Tarpon Cove, but no other place on Tarpon Cove property, including the area to the right of the front entrance. All signs must be removed at the end of the open house period. Also, one sign may be placed at the residence, one directional sign at the appropriate intersection if any. Gate codes are not allowed on these signs. Prospective buyers may also be told on the sign to "dial" a unit owner's name on the directory.
- DISCLOSURE OF SALES APPLICATION FEE . . . When selling a unit, the seller should disclose the sales application fees payable to TCCA and the neighborhood association as noted on the sales applications that are available from the Property Manager or on the website www.tarponcove.org.
- APPLICATION FOR SALE OF UNIT . . . When the unit owner has a buyer, a Sales Application must be obtained from Property Management or from the website www.tarponcove.org and submitted a minimum of 20 days from closing along with the appropriate checks payable to the neighborhood association and to the capital contribution fee for TCCA. These fees are subject to change January 1 of each year.
- SEE TARPON COVE WEBSITE . . . www.tarponcove.org for appropriate applications for your neighborhood.



- **DOCUMENTS FOR TURNOVER . . .** At time of turnover, the unit owner must supply the buyer with:

Pool Key

Association Documents (available on website www.tarponcove.org
(Articles of Incorporation, Bylaws, Declarations)

Unit Owners Information Manual (available on website)

- **NEW OWNER RESPONSIBILITIES**

Become Familiar . . . with Association Documents, Rules & Regulations and Unit Owner Information Manual, and website www.tarponcove.org

Pool Keys . . . were to have been turned over from previous owner. Keys are available from Property Management for a fee.

Proof of Ownership . . . to be supplied to Property Management to become a voting member of Tarpon Cove.

Vehicle Identification & Entrance Gate Directory & Bar Code . . . From Property Manager, register your vehicles to obtain vehicle identification sticker, bar code for entrance gate (\$15 charge), and change the entrance gate directory to your name.