

**RIVERBEND OF NAPLES MOBILE
HOMEOWNERS ASSOCIATION, INC.**

Real Estate Procedures

Since we are a Cooperative/Resident owned Park, we have very specific procedures for Real Estate transactions. A prospective Shareholder is required by our Corporate Documents to provide the following:

- A completed **Shareholder Application**.
 - A nonrefundable check for **\$100** processing fee payable to RMHA
 - A copy of your driver's license (or other government-issued ID) for background check
 - A signed and **notarized** Riparian Rights document
 - A signed and **notarized** Fair Housing Act - Census as we are an **over 55** Park.
 - An initialed copy (each page initialed) of our current Rules and Regulations downloaded from www.riverbendofnaples.org. (This includes the procedures for requesting a boat dock, replacing, and maintaining the unit and rules regarding; **NO pets/animals** etc.)
 - Completed Background Check Authorization form for each person who will reside in the unit age 18 and over.
 - A copy of the signed Sales Contract
 - \$75.00** per occupant/applicant for background check credit screening payable to Riverbend of Naples Mobile Homeowners Association (RMHA).

Please scan and forward all the above information to charlieweinbeck@gmail.com

and contact the Riverbend Board Secretary to deliver required checks.

All these forms and additional information can be found on our web site www.riverbendofnaples.org. Please visit the site as it provides valuable insight into our park including the Corporate Documents.

Estoppels can be requested at www.homewisdocs.com

Once all the paperwork is completed, our Board of Directors will review the Application to determine whether to approve the transfer of membership. Upon approval, we will:

1. Review the **Assignment of Proprietary Lease** (signed by sellers and buyers) and then Sign the **Memorandum of Proprietary Lease** (signed by the President) also known as Letter of Acceptance or Consent to Assignment. These documents will be prepared by either your attorney or your title company.
2. Fill out, stamp, and sign the **Membership Certificate** (signed by President & Secretary).

RIVERBEND OF NAPLES MOBILE HOMEOWNERS ASSOCIATION

777 Walkerbilt Road, Lot 42

Naples, Florida

(Please print except where signature is required)

Desired Date of Closing: _____ / _____ / 20_____ Unit#: _____

Number of occupants (max 3 adults): _____ Number over 55years old: _____

1) Name: _____ Contact Phone #: () _____

E-mail: _____ Alt Phone #: () _____

Current Address: From _____ to _____ Previous Address: From _____ to _____

2) Name: _____ Contact Phone #: () _____

E-mail: _____ Alt Phone #: () _____

Current Address: From _____ to _____ Previous Address: From _____ to _____

3) Name: _____ Contact Phone #: () _____

E-mail: _____ Alt Phone #: () _____

Current Address: From _____ to _____ Previous Address: From _____ to _____

In case of emergency, notify:

Name: _____ Relationship: _____

Contact Phone #: () _____ E-mail: _____

Address: _____

This application must be accompanied by:

1. Proof of age by government-issued ID (i.e., driver’s license, passport)
2. A **\$75** fee per applicant for a Background Check and Credit Check
3. A non-refundable application fee of **\$100** payable to Riverbend of Naples Mobile Home Association (RMHA)

All information is confidential and is reviewed only by the Board of Directors.

I have read and understand the Master Form Proprietary Lease, Articles of Incorporation, By- Laws and the current Rules & Regulations for Riverbend of Naples Mobile Homeowners Association.

I agree to abide by same and any future modifications. These documents should be furnished by the shareholder of record. These documents are also available on the community’s website at: www.RiverbendofNaples.org

(1) Signature: _____ Date: _____

(2) Signature: _____ Date: _____

(3) Signature: _____ Date: _____