



55+ Community

Seller – Info found on the web site of Parkway Villas. Seller must complete “Seller’s Application” and a copy of the Sales Contract, before it is put on Parkway Villas website. This form must be completed by Seller and Real Estate agent and submitted to At the Helm Property Management, 8106 Cortez Rd. W, Bradenton, FL 34210. At the Helm will then create a file on the property that is for sale.

Seller must provide a printed out copy to the Buyers Agent of the Documents, Rules and Regulations, Resource Guide, Amendments and Resolutions. If Seller does not have this, then they must have this printed out off the web site. When a contract is presented, there is a time frame for the potential buyer to review this info that is allowed for approval process which is 10 days. **This is a 3 day review** given to the buyer as part of the 10 day count. **It must be in printed form.**

Seller is to provide at closing – keys to villas, clubhouse key and postal key. If seller doesn’t have it, they must obtain or **pay \$10 for each key in cash.**

Buyers’ Agent must be handed the Documents, Rules and Regulations, Resource Guide, Amendments and Resolutions (printed copies) to give their clients time (3 days) to review in case of cancelation of contract. In the meantime, agent is to have the buyers go to At the Helm, 8106 Cortez Rd.W., Bradenton, FL. to complete a “Buyers Application” with a copy of the contract the buyers presented to the sellers. The Rep, **At the Helm, 941-782-8307** will then have the “buyers” complete paperwork for the approval of the sale. This includes a background check on all parties involved. Prospected buyers will need to pay for this. Plus note if required by title company, Questionnaire and Estoppel will also need to be paid for when its asked for. No cash accepted only money order or check. The Rep from At the Helm will explain what is needed. At the time this is done, again in this 10 day timeframe, **buyers are to contact Sales and Leasing Director, Lordean Bade 941-685-8496** to schedule an orientation meeting and get the approval from the board which is needed for the closing.

Owner must own a resident property for 2 years before it can be leased. No pets. No trucks RVs, Campers, Boats, Motor Cycles, etc. As explained in the Rules and Regulations. Owners must be present with visitors at all times. No one can stay at the resident unless owner(s) are there.

REV. LB 2026

FOR OFFICE USE ONLY

Received by

Date

BOARD ACTION: ☐ **APPROVED** **PURCHASE** ☐
 ☐ **DISAPPROVED** **LEASE** ☐

REALESTATE
PARKWAY VILLAS, 6000 CORAL WAY, BRADENTON, FL. 34207
55 + COMMUNITY

To facilitate consideration of selling or buying or leasing in our community, sellers and their agents, buyers and their agents, residents in regards to leasing must follow these procedures.

Parkway Villas has a property management company, At the Helm Property Management (ATH), located at 8106 Cortez Road, W., Bradenton, FL 34207 phone (941) 782-8307. For all purposes, they are your contact. Step by step instructions are as follows:

SELLERS:

1. Must have printed Documents, Rules and Regulations, Recourse Guide, Amendments and Resolutions. This will be handed over to a prospective buyer when a contract is submitted.
2. Seller also must **complete** "Sellers Application" with all information including listing real estate agent. This form can be found on the Parkway Villas web site under forms.
3. Real estate agent must be sure the owner has a printed Documents, Rules and Regulations, Amendments and Resolutions.
4. **Real estate agent must submit to At the Helm the "Sellers Application". At closing, you are required to have a key to the villa, postal key and clubhouse key. If not, Seller is to pay \$10 per key.**

BUYERS:

1. Buyers must **complete At the Helm's** "Background Application" with all information. This form can be found on the Parkway Villas web site under forms. The form has several pages for the prospective buyer to complete. This information is all important because of a background that is required for those involved in the sale of this villa. Cost for background is as follows: Individual \$100, Husband and Wife \$150, Individual and BLOOD relative over the age of 21 \$100, Individual and "Partner" **\$100 EACH**. Only checks or money orders are accepted. If any forms are not completed or check/money

order not received – Paperwork will be turned away. **All this paperwork and check to be turned in the At the Helm.**

2. Buyers/agents must receive printed Documents, Rules and Regulations, Resource Guide, Amendments and Resolutions. This gives Buyers 3 days to cancel their contract if they feel they cannot comply with any type of the documents, rules and regulations, resource guide, amendments or resolutions. Buyers also must contact the board member of Parkway Villas that handling the Sales and Leases to schedule a date for the Orientation/Vetting. **This must be done within the 1st 10 days of submitting the contract. At this time, Lordean Bade 941-685-8496 is the board member for Sales and Leasing.** At the time of Orientation, prospective buyers are to show Liability Insurance for the Villa. No Certificate of Approval will be awarded if not received at that time.
3. **Agents: At closing, you are required to have a key to the villa, postal key and clubhouse key. If not, Seller is to pay \$10 per key.**

LEASES: Owner of a Villa must own for 2 years before they may lease. Same process applies in that a Lessor application needs to be completed and the leasee must agree like the buyer as to complete the paperwork. The signed lease, paperwork submitted to ATH etc. Owners must have the renter to follow the instructions that is specified like the buyer. **NO PETS ALLOWED.**

All applicants (BUYERS specifically) consents to a credit check and verification and hereby authorizes disclosure of information by the Credit Bureau, Inc., Equifax, or such other credit rating agency or service that may be chosen by the Association. Employment records, any criminal records, and rental authorize disclosure of such information to the Association by Tenants Owners may leases their unit subject to Association approval and applicable restrictions, rules, and regulations. **NO PETS ARE ALLOWED.**

Any occupant (s) to reside on the property must submit an application and pay an application fee. You may request an additional page to provide further applicant information from At the Helm Property Management, LLC.



55+ COMMUNITY

Full Name of Applicant:

Last _____ First _____ Middle _____

Soc. Sec. No. _____ Date of Birth _____

Email Address _____ Phone _____

Employer: _____ Your Position _____

Length of Employment: _____ Immediate Supervisor Phone _____

Full Name of Co-Applicant:

Last _____ First _____ Middle _____

Soc. Sec. No. _____ Date of Birth _____

Email Address _____ Phone _____

Employer: _____ Your Position _____

Length of Employment: _____ Immediate Supervisor Phone _____

Current Address of Applicant:

Address _____

Phone: _____ YEARS _____ Owner _____ Lease _____

Landlord Name Phone _____

Previous Address of Co-Applicant:

Address _____

Phone: _____ YEARS _____ Owner _____ Lease _____

Landlord Name Phone _____

If going to live at this address: Name, Date of Birth, and Relationship of additional occupants of **21 and older**:

1. Name: _____ Date of Birth _____ Relationship _____

2. Name: _____ Date of Birth _____ Relationship _____

Vehicles to be kept at the property: If you have 2 vehicles, **must get pass \$25 annual.**

Make _____ Model Year _____ Lic. Plate # _____ State _____

Make _____ Model Year _____ Lic. Plate # _____ State _____

PLEASE INCLUDE FRONT AND BACK COPY OF LICENSE –

Driver _____ & #License _____ # of Applicant: _____ State Issued
Driver _____ & #License _____ # of Co-Applicant: _____ State Issued

OWNERS, TENANTS, AND GUESTS SHALL ONLY PARK CONVENTIONAL PASSENGER AUTOMOBILES, VANS NOT EXCEEDING 18 FEET IN LENGTH, AND SMALL PICKUP TRUCKS IN ANY PARKING AREAS. NO COMMERCIAL VEHICLES, MOTORCYCLES OR TRUCKS AND VANS. SEE SECTION 23 OF RULES AND REGULATIONS, between 8AM – 8PM. **Also, those having guests staying over, Visitors must get Visitors pass.**

Personal References (local if possible):

Name: _____ Phone: _____

Street Address _____ City _____ State _____ Zip _____

Years Known: _____ Relationship: _____

Name: _____ Phone: _____

Street Address _____ City _____ State _____ Zip _____

Years Known: _____ Relationship: _____

Person to be notified in case of emergency: Years Known: _____ Relationship: _____

Name: _____ Phone: _____

Street Address _____ City _____ State _____ Zip _____

Years Known: _____ Relationship: _____

Name: _____ Phone: _____

Street Address _____ City _____ State _____ Zip _____

Has the Applicant(s) previously been a tenant or owner at the property ☐ YES ☐ NO

If yes, identify unit(s) occupied and dates of occupancy: Address _____

Unit #: _____ From _____ To _____

APPLICANT PORTION:

1. Occupant 55 years and older resides on the property must apply and submit a background check for approval.

a. There is a background charge of \$100.00 per individual and \$150.00 per married couple.

This process for background and application denial/approval may take up to 10 business days. International/Canadian search costs are \$150.00 per person and may take 20 business days for approval.

b. A check/money order for the applicable charges must be made payable to: At the HELM Property Management, 8106 Cortez Road West Bradenton, Florida 34210

c. The owner/agent will collect this and provide with further documentation (Sale or Lease Agreement) to the management company.

2. Each applicant(s) must include a front and back copy of a valid driver license or government issued identification card.

THIS COMMUNITY IS GOVERNED BY RESTRICTIONS, RULES AND REGULATIONS CONCERNING THE USE OF UNITS AND THE CONDOMINIUM PROPERTY. BY SIGNING THIS APPLICATION, YOU AGREE TO BE AWARE AND ABIDE BY ALL APPLICABLE RESTRICTIONS, RULES AND REGULATIONS GOVERNING THE USE OF UNITS AND THE CONDOMINIUM PROPERTY. YOU FURTHER AGREE, TO TAKE FULL RESPONSIBILITY FOR ANY GUESTS THAT YOU HAVE, AND THAT THEY WILL ALSO ABIDE BY ALL RULES AND REGULATIONS.

BY SIGNING THIS APPLICATION, YOU ACKNOWLEDGE THAT ANY VIOLATION OF THE TERMS, PROVISIONS AND COVENANTS OF THE CONDOMINIUM DOCUMENTS INCLUDING THE RULES AND REGULATIONS; PROVIDES FOR IMMEDIATE ACTION AS PROVIDED IN THOSE DOCUMENTS.

BY SIGNING THIS APPLICATION, YOU ACKNOWLEDGE THAT THE COMMUNITY HAS 10 DAYS TO CONSIDER THIS APPLICATION FOR PROCESSING AND TO RECEIVE APPROVAL BY THE BOARD OF DIRECTORS BEFORE CLOSING/MOVING INTO THE CONDOMINIUM.

Applicant Signature: _____ Date _____

Co-Applicant Signature: _____ Date _____

OWNER PORTION:

The current unit owner must complete this portion of the Application and comply with the following steps before the Application will be considered by the Association.

Send completed application to:

Parkway Villas
c/o At the Helm Property Management LLC 8106 Cortez Road West
Bradenton, Florida 34210

Also include:

A check/money order with the applicable totaled amount for applicants made payable to:

At the HELM Property Management, LLC
8106 Cortez Road West Bradenton, Fl 34210

- 1) If the Application is for approval to lease a unit, attach a copy of the proposed lease.
- 2) If the application is to purchase a unit, attach a copy of the purchase agreement.(Contract)
- 3) Copy front and back of driver license. No approval of this Application shall be valid or binding unless this Application is signed by all owners of the unit for which the Application is submitted.

Sellers Signature _____ Date _____

Buyers Signature _____ Date _____