

**VIRGINIA CROSSING HOMEOWNERS ASSOCIATION, INC.**  
**Sales/Rental Application**

Dear Prospective New Owner/Renter:

All prospective new owners and renters are required by the association documents to complete an application and **interview** with the Association prior to closing and/or occupancy of the unit. You should plan to allow up to **TEN (10) business days** prior to closing and/or occupancy for processing and setting up your interview. All items listed below (completed originals with appropriate copies and signatures) must be received at the following address **TEN (10) business days** prior to closing and/or occupancy:

**Ameri-Tech Community Management**  
**24701 US HWY 19 N, Suite 102**  
**Clearwater, FL 33763**  
**727-726-8000**  
**Attn: James Myrthil**

The following items are required as part of the review and interview process:

- ▶ Completed Sales/Rental Application
- ▶ Copy of Sales Contract or Lease
- ▶ \$150 fee made payable to the Virginia Crossing HOA, Inc.
- ▶ Tenant Check Completed Form

**Before completing your application, be sure to review the Associations Governing Documents as Virginia Crossing is a deed restricted community. You may view the documents online at: [www.vcrossinghoa.org](http://www.vcrossinghoa.org)**

The following will be completed at the interview and sent to Ameri-Tech by Virginia Crossing Homeowners' Association:

- ▶ Signed Confirmation of Interview

**Prior to closing, your Title Company must obtain a current Estoppel letter from Ameri-Tech Community Management. Procedures for an Estoppel letter are found at: [www.vcrossinghoa.org](http://www.vcrossinghoa.org)**

**VIRGINIA CROSSING HOMEOWNERS ASSOCIATION, INC. SALES/RENTAL APPLICATION**

**\*No occupancy prior to approval. \***

**(Check One) \_\_\_ Sales Application \_\_\_ Rental Application**

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**FROM(Owner):** \_\_\_\_\_

**TO(Buyer/Tenant):** \_\_\_\_\_

**Regarding Address:** \_\_\_\_\_

**If rental, provide manager contact below. Rental date from:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **to:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name:** \_\_\_\_\_

**Address/City/St/Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Closing Date:** \_\_\_\_\_ **Occupancy Date:** \_\_\_\_\_

**Title Company:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address/City/St/Zip:** \_\_\_\_\_

**Person(s) who will occupy the above property are as follows:**

**#1 Name:** \_\_\_\_\_

**#1 Email:** \_\_\_\_\_

**#1 Cell:** \_\_\_\_\_

**#1 Retired** \_\_\_\_ **Yes or** \_\_\_\_ **No, if No, Employed by:**

\_\_\_\_\_

**#1 Employer phone:** \_\_\_\_\_

**#2 Name:** \_\_\_\_\_

**#2 Email:** \_\_\_\_\_

**#2 Cell:** \_\_\_\_\_

**#2 Retired** \_\_\_\_ **Yes or** \_\_\_\_ **No, if No, Employed by:**

\_\_\_\_\_

**#2 Employer phone:** \_\_\_\_\_

**Purchaser's/Tenant's present address:**

\_\_\_\_\_  
City/St/Zip  
\_\_\_\_\_

**Vehicle Information:**

MAKE	MODEL	TAG #

Pets: Type: \_\_\_\_\_ Approximate Weight: \_\_\_\_\_

**Emergency Contact: (Person not residing on your property who could be contacted in case of emergency)**

\_\_\_\_\_  
Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address/City/St/Zip  
\_\_\_\_\_

**Seasonal/Second Home Address** - Dates away from: \_\_\_\_\_ to: \_\_\_\_\_

Address/City/St/Zip  
\_\_\_\_\_

**I/We declare without reservation that the above information is true and accurate. I/We have read, understand, and agree to abide by the Association's Governing Documents including Rules and Regulations. I/We also understand that as a resident or member of the Association I/We agree to accept the delinquent account collection procedures by the Association.**

\_\_\_\_\_  
(Signature of Purchaser/Renter)

\_\_\_\_\_  
(Signature of Purchaser/Renter)

\_\_\_ Initial if agree to electronic communication

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The interview was conducted on: \_\_\_\_\_ by a Virginia Crossing board member.

The applicants are approved / disapproved.

Virginia Crossing HOA interviewer: \_\_\_\_\_

**I/We confirm our interview date.**

Signature1: \_\_\_\_\_

Signature2: \_\_\_\_\_