



13500 Worthington Way
Bonita Springs, FL 34135

Clubhouse (239) 495-2278
Fax (239) 495-2025

Golf Pro Shop (239) 495-1750
Fax (239) 495-2314

Golf Course Maintenance (239) 495-0131
Fax (239) 495-1046

13500 Worthington Way
Bonita Springs, FL 34135

Homeowner's Association (239) 495-0244
Fax (239) 495-6706

Dear Seller:

In order to initiate the resale process, the following information must be submitted to the Homeowners Association Office by the **Buyer** within twenty (20) days prior to the closing date:

1. Completed and signed Purchaser Data Sheet.
2. Legible copy of the signed sales contract.
3. Capital Contribution check and transfer fee check (if applicable). Please see attached for fees per community.
4. "Quick List" of information which must be signed and returned by the purchaser(s) prior to picking up the signed Consent to Transfer form.

Upon receipt of the above information, the HOA office will prepare a "Certificate of Approval" to be signed by the association President. Many of the Presidents return to their homes up North for the summer. Please take this into consideration when preparing your documents and allow extra time for the Certificates to be mailed up North for their signature and notarization. Once the Certificate has been signed it will be available for pick up in the Homeowners' Office during regular hours. The HOA office hours are: Monday through Friday 8:00 a.m. – 4:30 p.m. (Closed for lunch 11:30–12:30). From May 1st through November 1st on Tuesday only, the office will be closed.

A completed Certificate of Approval form is necessary for the sale of property within Worthington Country Club. If the original form is not presented at the time of closing, the closing cannot occur. The signed Certificate must be pick up and signed for. It CANNOT be mailed or FAXED.

If Federal Express must be used to obtain the signature of a President for the Certificate of Approval, due to a lack of processing time provided by the realtor, the cost incurred will be the responsibility of the real estate company/agent.

Other real estate brokers have already instituted this practice successfully. We hope that you and your agents will find this information helpful and save time when conducting resales within Worthington Country Club. In the future, realtors requesting any of the above information from our office will be referred back to the broker.

Sincerely,

Barbara Figueroa
CAM

Attachments

Please Note: The Special Assessment Fee approved 1/14/02 MUST BE paid in full before the closing of your property.