



BRITANNIA ESTATES HOMEOWNERS ASSOCIATION, INC.

Board of Directors C/O: Loyalty Management Services Inc
[175 Fountainbleau Blvd, Suite 2-M5, Miami FL 33172 | britanniahua@lpmservices.info]

NOTICE OF OWNER INTENT TO SELL/LEASE

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APPLICATION FOR SALE/LEASE

- **Britannia is an owner community and not a rental community.** Britannia acts to protect the owner community experience and carefully vets intended owners and lessees as permissible by law. Homes purchased for solely rental purposes are not in the spirit of Britannia's owner community purpose. Homes continuously rented without an owner ever taking residence are not in the spirit of Britannia's homeowner experience. Homes owned by companies for rental require full disclosure and interview, as discussed below, of all company owners, directors and managing agents as well as provision of proper supporting financial information with identification of company accountant.
- This application and the attached application for occupancy must be completed in detail by the proposed Buyer or Lessee.
- Please attach a copy of the Purchase and Sales Contract or Proposed Lease Agreement to this application.
- No unit/home may be leased for less than one (1) year. Please consult your association documents for specific information. All lease renewals must be submitted to Loyalty Management at least 30 days prior to expiration to obtain lease renewal from Board of Directors.
- Processing of this application will begin after all required forms have been completed, signed, and are in the possession of the Management office.
- The Seller or Lessor shall provide the Buyer/Lessor with a copy of all association documents.
- If the Lessor is a company, then the company's owners, officers, directors, and managers may all be held responsible of breaches by intended lessee of association documents.
- Occupancy by new owner or lessee prior to final approval is prohibited and may result in legal action, if violated, including consisting of an immediate breach of lease agreement, if applicable.
- All lease sales or lease agreements must state that they are subject to approval of residency and association documents.
- All adult residents pursuant to intended sale or lease must be disclosed in the application process with identifying information for background searches.
- All lease renewals must be sent to Loyalty Property Management at least 30 days before lease expires. All lease renewals are subject to review and approval by the Board of Directors. The Board may deny any renewal due to violations of community rules or improper conduct.



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READ CAREFULLY, INITIAL, & PROVIDE SIGNATURE

1) In making the forgoing application I represent to the Board of Directors that the purpose of the purchase of this unit/home is (please check one):

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- ☐ As my permanent residence
- ☐ Investment property to rent out
 - Provide name(s) of all title owners:

- If company or LLC, provide names of all owners, officers, directors, or managing agents:

- If company or LLC, provide a copy of all tax returns, profit and loss statements, income statements, balance sheets, and name of company accountant:_____

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- ☐ Other (please explain):_____

2) I hereby agree for myself and on behalf of all persons, companies, officers, directors, or managing agents who may use the unit/home which I intend to purchase or lease:

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- ☐ I will abide by the Britannia Estates Homeowners Association Declaration of Covenants, Conditions, and Restrictions, as amended from time to time, and its Rules and Regulations which are or may in the future be imposed by the Board of Directors of Britannia Estates Homeowners Association Inc. (herein referred to as the "Community Association").
- ☐ I understand that sub-leasing or occupancy of this home in my absence is not permitted.
- ☐ I understand that I will be present when guests, relatives, or children who are not residents occupy the home or use the common areas of the Community Association.
- ☐ I understand that homeowners and tenants must keep their property clean, well maintained, and properly landscaped in accordance with community standards.
- ☐ I understand that any violation of the Declaration of Covenants, Conditions and Restrictions, as amended from time to time, and its Rules and Regulations provide cause for immediate action as therein provided or termination of the leasehold under appropriate circumstances. This shall be applicable to all investors, including individuals, companies, shareholders of companies, officers and directors of investment companies.
- ☐ I have _____ have not _____ received from the current owner a copy of the Community Associations Declaration of Covenants, Conditions and Restrictions, and its Rules and Regulations.



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- 3) I understand that the acceptance for purchase or the lease of a home is conditioned upon the truth and accuracy of the application and upon the approval of the Board of Directors. _____
Occupancy prior to final approval is prohibited and breach of this provision is cause for potential legal action and may constitute immediate breach of lease agreement and legal action. Initials
- 4) I understand that the Board of Directors of the Community Association may cause to be instituted such an investigation of my background credit as the Board may deem necessary of all intended owners, lessees, and investors, shareholders, directors, managing agents of intended owner or lessee. Accordingly, I authorize the Board of Directors or its agents to make such investigation and agree that the information contained in this and the attached application may be used in such investigation and that Board of Directors and Offices, its management company Loyalty Property Management Services Inc, and its agents shall be held harmless from any action or claim by me/us in connection with the use of the information contained herein or any investigation conducted by the Board of Directors. _____
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In making the foregoing application, I agree that the decision of the Board of Directors will be final and that no reason is required for any action taken by the Board of Directors with regard to the processing of this application. I agree to be governed by the determination of the Board of Directors.

APPLICANTS:

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____



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REQUIREMENTS TO EXTERIOR CHANGES TO THE PROPERTY

- ONLY homeowners are allowed to make modifications to the home, NOT tenants/lessees.
- No exterior changes to the home are allowed without Board of Directors' prior approval, including exterior painting of the home.
- Architectural modification form, w/detailed description and all required documents, must be submitted for review/approval.
- Modifying the home without the prior approval of the Board of Directors will result in owner incurring costs to rectify the violation.
- Nothing that is visible over the fence line is allowed without Board of Directors approval.
- I am totally aware of and have read all the Britannia Estates rules, regulations, and bylaws:

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<https://britanniaestateshoa.com/wp/wp-content/uploads/2025/03/RECORDED-12.28.21-Recorded-Rules-and-Architectural-Standards.pdf>

<https://britanniaestateshoa.com/wp/wp-content/uploads/2025/03/BEHA-Declaration-1.pdf>

APPLICANTS:

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____