

Indian River Club
Association, Inc.
Approval Process Cover Letter
for SALE/ Purchase of Unit

Unit Owner-Lease contracts must be approved by Indian River Club Association
Prior to sale taking effect.

Sale Process

1. Request the appropriate application from
Website: **Indianriverclub.org**
2. Complete the Intent to Sell/Purchase Form.
3. Mail or e-mail the completed form with a copy of purchase/sales contract to:

Indian River Club Association, Inc.
Attn: Approval/Orientation Committee
1025 Rockledge Drive
Rockledge FL 32955
E-mail: ircrockledge@cfl.rr.com
4. The committee has 10 business days from the date of receipt (excluding date of receipt, Saturdays, Sundays, and Holidays) of application to act upon the application.
5. ALL Purchasers must be available for an interview with the Approval Committee within the allotted 10 days.
6. Provide any additional information, if requested.
7. See 16.8 of Restated & Amended Declaration of Condominium which states "Any unit owner completing purchase and closing on a Unit on or after the date of recording (December 10, 2018) may not lease or rent for any length of time for a period of Seven-hundred thirty (730) days from the date of transfer of title for the Unit ("First Two Years Of Ownership".)
8. Section 14.12 of Restated & Amended Declaration of Condominium states: Smoking or or vaping shall be prohibited within individual Units, indoor and outdoor limited Common Elements, including but not limited to Limited Common Element balconies and terraces and all indoor and outdoor Common Elements including but not limited to the pool area and recreational facilities. Effective April 16, 2026

INDIAN RIVER CLUB ASSOCIATION, INC. NOTICE OF INTENT TO SELL

ADDRESS & UNIT _____ DATE _____

This notice of Intent to Sell and a fully executed copy the related sales contract must be sent to the Chairperson of the Approval Committee, Indian River Club Association, 1025 Rockledge Drive, Rockledge, FL 32955, or e-mail **ircrockledge@cfl.rr.com**.

TWO SECTION TO BE COMPLETED BY SELLER

In compliance with the Declaration of Condominium of the Association named above, I (we) hereby serve notice that, as Owner(s) or Agent of the above referenced unit, I (we) intend to offer said unit in accordance with the attached Contract for Sale.

The Owner/Agent is to furnish a copy of the Amended & Restated Declaration of Condominium, Restrictions, Reservations, Covenants and Easements, (12/10/18) MRTA of the Indian River Club, a condominium, Certificates of Incorporation of Indian River Club, By-Laws of the Indian River Club, recorded Sprinkler Opt Out and to direct to the Purchaser to review Handbook of Rules and Regulations found under "Resources" on the Association website: www.indianriverclub.org

The Owner/Agent is to furnish the Purchaser with keys to the unit and all common area keys, and Guest Parking Pass. There is a \$100.00 fee for lost common room key replacement and \$50.00 for Guest Parking Pass.

OWNER'S SIGNATURE

OWNER'S SIGNATURE

PRINT OWNER'S NAME

PRINT OWNER'S NAME

Phone Number _____ Email _____

ADDRESS _____

AGENT'S NAME: _____ PHONE : _____

EMAIL ADDRESS: _____

THIS SECTION TO BE COMPLETED BY PURCHASER

THE IRC BOARD WILL NOT ACCEPT PARTIALLY COMPLETED FORMS

I (we) intend to purchase unit number/address: _____

I (we) am/are aware that any falsification or misrepresentation of the information contained herein will result in automatic rejection of this application.

The Owner/Agent is to furnish to the purchaser a copy of the following:

- 1. Restated and Amended Declaration of Condominium, Restrictions, Reservations, Covenants and Easements of the Indian River Club
- 2. Articles of Incorporation & By-Laws of the Indian River Club
- 3. MRTA & Recorded Sprinkler Opt out
- 4. Handbook of Rules and Regulations, (available on Indianriverclub.org)

I (we) am/are purchasing this property with the intention to (circle one)

- 1. Reside as owners on a full-time basis.
- 2. Reside as owners on a part-time basis.
- 3. Lease the property. (Two-year moratorium from the date of title transfer)

Effective December 8, 2010, Indian River Club Association, Inc., requires all condominium unit owners to carry property and liability insurance. Indian River Club Association, Inc., should be named as an additional interest on your policy with form #H0410. Please have your insurance agent provide a CERTIFICATE OF INSURANCE to:

Indian River Club Association, Inc. Attn: Insurance Department
1025 Rockledge Drive
Rockledge, FL 32955

I (we) acknowledge and understand that the property offered for sale is governed by condominium documents and rules and regulations, which is applicable to both the Unit and Common Property, and which might be amended from time to time by the Association named above. I (we) agree to abide by the documents and rules and regulations.

SIGNATURE OF PURCHASER

DATE

SIGNATURE OF PURCHASER

DATE

PRINT:

Purchaser: _____ E-mail _____

Occupation: _____ Employer: _____

How long: _____ Phone # _____

Current Home Address _____

How long at current address _____

Units are for single family use only.

The following persons will occupy unit:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

The following pet will occupy the unit:

_____ Refer to Handbook Sec. 2.8, Page 6
Breed/Weight

Person to be notified in case of an emergency:

NAME: _____ PHONE # _____

ADDRESS _____

Relationship to purchaser:

AUTOMOBILE VEIDCLE INFORMATION

MAKE MODEL _____ YEAR _____ TAG# _____

MAKE MODEL _____ YEAR _____ TAG# _____

REFER TO HANDBOOK FOR ADDITONAL INFORMATION, SEC. 2.5, P. 4

CLOSING INFORMATION

DATE: _____

NAME OF AGENT or TITLE COMPANY _____

PHONE #: _____

NAME OF AGENT: _____

REALTOR AGENT PHONE # _____

Email: _____

Dated this _____ of _____, 20 _____

Signed _____ Signed _____

PURCHASER

PURCHASER

THIS SECTION FOR ASSOCIATION USE ONLY

_____ was/were interviewed by
the IRC Approval Committee on _____ as Purchaser/s for unit# _____

COMMITTEE MEMBERS INTERVIEWING:

Signature

Signature

Signature

Signature

Sent on _____, 20 _____

Signature