

## **Jansel Court Condominium Association (JCCA) Condo Purchase Approval Procedure**

As per the JCCA Rules and Regulations, no Owner(s) can SELL their Unit unless the prospective buyer has written approval to BUY from the JCCA Board of Directors. Therefore, an owner desiring to sell its Unit must first have the prospective buyer fill in the “Condo Purchase Application” form below and submit it with all the required documents for all the individuals involved. All this documentation must be submitted for approval by JCCA, at least ten (10) days prior to the planned sale of the Unit, along with a payment of \$275.00 (\$250.00 plus VAT) to cover the JCCA administrative fees. The Owner must provide the prospective buyer with a copy of the JCCA Rules and Regulations that the proposed prospective buyer must read and sign.

### **Key Elements for Review**

The objective of Board approval for any new Unit purchase is to ensure that JCCA maintains the quality level of the JCCA Residents, avoids non desirable individuals and ensure adherence to the JCCA Bylaws and Rules and Regulations. In addition, the application data provides JCCA Management with the necessary information it requires to be able to reach the new Owner(s) when required.

The JCCA Board must pay particular attention to the following requirements:

- 1 – **Police certificate:** to ensure no criminal record or serious offences.
- 2 – **At least two personal reference letters:** to ensure character references can be verified if needed.
- 3 – **Bank reference letter:** to confirm the buyer’s future ability to pay maintenance fees and assessments.
- 4 – **Job reference letter** (if self-employed, a credit reference letter): to ensure adequate financial means to assume the financial obligations towards JCCA.
- 5 – **Picture identification** (valid passport or NIB Smart Card): for proper identification by the JCCA administration and security personnel.
- 6 – **Signed Rules and Regulations:** to ensure compliance with the JCCA Rules and Regulations and the enforcement of the provisions to remediate any infringement.
- 7 – **\$275.00 application fee** (\$250.00 plus VAT) (non-refundable): to defray the JCCA costs of processing the application verification and approval.
- 8 – **Unit is current:** Fees due have been paid.
- 9 – **Proof of Ownership:** The approved purchaser MUST provide the JCCA office with a true copy of the deed (conveyance) as recorded in the public record of the Bahamas Registrar’s Office or a purchase confirmation letter from its Attorney within thirty (30) days of closing to be followed by a true copy of the deed (conveyance) once recorded in the public record. If the new owner(s) does not comply, JCCA will obtain such documentation and invoice the new owner(s) for the costs involved and an administration fee of \$100.00 plus applicable taxes.

### **Approval by the Board**

At least a majority of Board members need to approve each application. The JCCA Administrative-Assistant must actively follow-up with Board members to ensure that the application is approved within three (3) working days following the reception of required documentation.

**JANSEL COURT CONDOMINIUM ASSOCIATION  
CONDO PURCHASE APPLICATION**

APT \_\_\_\_\_ SALE PRICE \_\_\_\_\_ AGENT \_\_\_\_\_

OWNER(S) \_\_\_\_\_

**PURCHASER INFORMATION**

Name \_\_\_\_\_ Tel \_\_\_\_\_ E-mail \_\_\_\_\_

Marital status \_\_\_\_\_ No. occupants \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_

**An application with all documents is required for each adult, no additional fee required.**

Have you ever been arrested \_\_\_\_\_ If yes, explain \_\_\_\_\_

Mortgage amount \_\_\_\_\_ Mortgagor \_\_\_\_\_  
Contact name \_\_\_\_\_ Tel \_\_\_\_\_ E-Mail \_\_\_\_\_

**SELLER'S ATTORNEY**

Name \_\_\_\_\_  
Email \_\_\_\_\_ Tel \_\_\_\_\_

**BUYER'S ATTORNEY**

Name \_\_\_\_\_  
Email \_\_\_\_\_ Tel \_\_\_\_\_

Present employer \_\_\_\_\_ Date employed \_\_\_\_\_  
Supervisor \_\_\_\_\_ Job title \_\_\_\_\_  
Address \_\_\_\_\_  
Tel. no \_\_\_\_\_ Email \_\_\_\_\_

Former employer \_\_\_\_\_ Date employed \_\_\_\_\_  
Supervisor \_\_\_\_\_ Job title \_\_\_\_\_  
Address \_\_\_\_\_  
Tel. no \_\_\_\_\_ Email \_\_\_\_\_

**If you are self-employed, please provide credit references.**

**CREDIT REFERENCES:**

Name \_\_\_\_\_ Tel \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_  
Name \_\_\_\_\_ Tel \_\_\_\_\_ E-Mail \_\_\_\_\_  
Address \_\_\_\_\_

**Maximum occupancy per unit:**

|                        |           |
|------------------------|-----------|
| Efficiency/Studio unit | 2 persons |
| One bedroom unit       | 2 persons |
| Two-bedroom unit       | 4 persons |

**NO PETS ARE PERMITTED**

Proof of Ownership: The approved purchaser must provide the JCCA office with a true copy of the deed (conveyance) as recorded in the public record of the Bahamas Registrar's Office or a purchase confirmation letter from its Attorney within thirty (30) days of closing to be followed by a true copy of the deed (conveyance) once recorded in the public records. If the owner(s) does not comply, JCCA will obtain such documentation and invoice the new owner(s) for the costs involved plus a \$100.00 administration fee.

I hereby authorize the JCCA to investigate any of the foregoing statements. I agree that any willful misrepresentation on this application disqualifies me from PURCHASING any apartment in Jansel Court.

DATE \_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_

**APPLICATION REQUIREMENTS**

1. Police certificate
2. At least two personal reference letters
3. Bank reference letter.
4. Job reference letter (if self-employed a credit reference letter)
5. Signed rules and regulations.
6. \$275.00 (\$250.00 = VAT \$25.00) application fee (non-refundable).

APPROVED \_\_\_\_\_ REJECTED \_\_\_\_\_ Date \_\_\_\_\_

BOARD MEMBER SIGNATURE \_\_\_\_\_