

Congratulations on buying a home in CCE. Welcome to the Community.

What documents are executed at closing that you need to own a CCE home?

1. Approval of Sale/Buyer or Consent Form of Buyer -- **REQUIRED**
2. Master Lease Transfer to Buyer - **REQUIRED**
3. Membership Certificate transferred to Buyer - **REQUIRED**
4. 1 or 2 Titles of the Mobile Home transferred to Buyer –**REQUIRED**
5. Unit copy of the CCE Prospectus & Rules – Governing Documents of CCE -- **REQUIRED**
6. Sometimes an Affidavit from CCE that funds are available to pay for all current construction projects.
7. Closing Agent will request an Estoppel Form to be completed for closing to help calculate closing costs.
8. Other forms as deemed necessary by your Closing Agent.

The Membership Certificate represents your 1 share ownership in the Country Club Estates Cooperative, Inc, The Master Lease is your leasehold on the land under your home.

Titles to the Mobile Home is your ownership of the home.

Governing Documents & Rules and Regulations: Deed Restrictions and Rules of Community you agree to live by.

If you do not receive the Required Documents: You MUST contact your CLOSING AGENT to obtain documents.

CCE Recommends you use for the Closing Agent:

Lutz, Bobo, TelFair, , P.A. Law Office

Kathleen A Sawdo or Karen Midlam, Certified Paralegals

One Sarasota Tower

941-951-1800

Two North Tamiami Trail Suite 500

877-951-1800 Toll Free

Sarasota FL 34236

941-366-1603 Fax

Email: [Ksawdo@lutzbobob.com](mailto:Ksawdo@lutzbobobob.com)

Email: Kmidlam@lutzbobobob.com

NOTE: If using a different closing Agent, your closing agent must call Karen or Kathy to obtain the Stock Certificate Transfer, as we can only have a Lutz, Bobo, TelFair, , P.A. Law Office transfer them.

Other General Information for your consideration:

You MUST tell your closing agent how you want to Title your new CCE Home.

1. As Husband and Wife or as a married couple
2. as a single man
3. as a single woman
4. Joint Tenants with right of survivorship
5. Tenants in Common
6. Any type of TRUST
7. Corporation or LLC
8. Life Estate with Remainder Interest
9. Enhanced Life Estate with Remainder Interest (“Ladybird document”)

The Remainderman(s) in any life estate document, MUST be pre-approved by CCE BEFORE this document is executed.