

BAYSHORE CLUB MANAGEMENT ASSOCIATION, INC.  
925 N. HALIFAX AVE., DAYTONA BEACH FL 32118  
(386) 255-3686 Office  
(386) 257-4821 Fax

**PROCESS FOR “WRITTEN APPROVAL”**

- Sales Application must be filled out in its entirety.
- Application must accompany a \$50.00 application fee, a \$50.00 background fee for each applicant along with a signed MacData Background Screening form, a \$50.00 interview fee and a copy of the signed sales contract.
- After all information has been received by the BCMA Office, it will be turned over to the Sales & Leasing Committee. The Committee Chair will contact the buyer(s) and arrange for an informative interview.
- Once all the paperwork is received and the interview completed, the application is submitted to the Board of Directors at their monthly meeting for final approval or denial of the Application. The Board of Directors’ meet on the 3<sup>rd</sup> Thursday of each month.
- Once the office receives approval from the Board, the Association will prepare and submit the Certificate of Approval to the Title Company or Attorney’s Office, whichever is responsible for the closing.
- All Keys- Fobs - Garage Door Openers are the responsibility of the seller to provide to the new owners. If nothing is provided, the following fee amounts apply:

Key Fob	\$25.00
Master Key to the Common Areas:	\$75.00
Garage Door Opener:	\$25.00

Payment mailing address: Bayshore Club Management Association, Inc.  
925 N. Halifax Avenue Unit 106  
Daytona Beach FL 32118

New Owner Information: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

We do not accept credit cards. We do not accept direct deposit.

If you have any questions regarding the “Approval Process” please feel free to contact us at (386) 255-3686 or email us. Our email is: [bcmaoffice@gmail.com](mailto:bcmaoffice@gmail.com)

**THANK YOU**