



Villa San Marco Condominium Association, Inc

NEW OWNER PACKET CHECKLIST

Please include this check list with completed package.

- _____ Owner Contact Information
- _____ Payment Information
- _____ Acknowledge Receipt of CCR's

***Please return Owner contact sheet and Acknowledgment of CCRS and collection policy

Contact information for Management is listed below. Email will always be the best and quickest form of communication.

Villa San Marco
904-342-7466 – Office
Villasanmarco100@gmail.com



Owner Contact Information

Date: _____

Owner(s) _____
Name: _____

Mailing _____
Address: _____

Owner(s) Contact Information:

Home: _____ Cell: _____
Work: _____

Emergency Contact: _____

(This information is valuable in case of an emergency in the unit, please print name and contact information of a local friend, relative, neighbor, property manager, etc.)

Owner's Email: _____
(May list more than one email address for each owner)

OCCUPANCY (only mark one with an "x")

STATUS: ___ Owner Occupied ___ Second Home / Vacation
 ___ Home is Leased ___ Unit is Vacant

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If home will be leased, please complete below and provide copy of lease to management office:

Name of Adult
Tenant on lease: _____

Phone Number: _____ Alt.: _____

Name of Adult
Tenant on lease: _____

Phone Number: _____ Alt.: _____
Email: _____

Emergency Contact: _____



Account number: Building & Unit #

Dear Jaime Velarde:

We are pleased to have you joined our community! Please review your HUD statement so you are aware of your next amount due.

Making Payment Effective August 1st, 2019

All future HOA dues are to be mailed directly to the Clubhouse. Payments will be accepted via personal check, cashier's check, money order and bill pay. Please make sure payments are mailed to the address below and made payable to Villa San Marco. Bill pay can be set up recurring so that you do not have to worry about initiating payments monthly. Please speak with a customer service, from your bank if you need guidance with Bill Pay. Be sure to update your account number and the mailing address to:

Villa San Marco Condominium Association, Inc
100 Villa Club Dr
St. Augustine, Florida 32086

Account number Building & Unit #

Website villasanmarcocondos.com

Please make a note of my new email address (villasanmarco100@gmail.com) should you need to reach out with any requests.

Your Property Manager,

Kim Mercado, LCAM

Office: 904-342-7466

Email: Villasanmarco100@gmail.com



Acknowledgement of Receipt of CCR's and Policies

I have received a copy and have familiarized myself with the Declaration of Covenants, Conditions & Regulations, By-Laws and Rules and Regulations of Villa San Marco Condominium, Inc.

I understand that all residents, as well as guests, must comply with these governing documents and that failure to do so may result in sanctions up to and including eviction.

Print Name(s) _____

Signature: _____

Signature: _____

Date: _____