SOUTH PALM BEACH CONDOMINIUM VILLAS, INC.

C/O CMC MANAGEMENT, INC., 2950 JOG ROAD, GREENACRES, FL 33467
561-641-1016 ~ 561-641-9118 FAX

*(Please check one) Application for **PURHCASE ☐ or RENTAL ☐ of Unit#_____**

Desired date of closing or occupancy _____

Present Owner Name(s): _____Phone_____
_____Phone _____

Buyer Name(s): _____ Phone _____
_____ Phone _____
Email Address: _____

****PRESENT UNIT OWNER MUST FILE AN INTENT-TO-SELL OR LEASE WITH THE ASSOCIATION AT LEAST TWO WEEKS PRIOR TO SALE OR LEASE****

- ☐ **APPLICATION FEE:** $200.00 *NON-REFUNDABLE* Make check or money order payable to South Palm Beach Condo Villas. Separate $200.00 Application Fee required for unmarried co-applicants
- ☐ **PROCESSING FEE:** $60.00 *NON-REFUNDABLE*. Make check or money order payable to CMC Management

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. PLEASE KEEP ALL PAGES INTACT AND ALLOW A MINIMUM OF TWO WEEKS FOR PROCESSING

Copies of the following must be attached:

- ❑ Copy of your Driver's License(s)
- ❑ Copy of vehicle registration(s)
- ❑ Copy of purchase or rental contract

Please Note: TITLE COMPANY OR CLOSING ATTORNEY MUST REQUEST AN ESTOPPEL BEFORE CLOSING TO DETERMINE MONIES OWED TO THE ASSOCIATION BY THE OWNER OF THE PROPERTY. IF THIS PROCESS IS NEGLECTED, THE NEW OWNER MAY END UP BEING LIABLE FOR DELINQUENCY.

A Certificate of Approval, which is required to close and prior to moving in, will be provided to the purchaser or renter after the interview.

If purchasing, you must supply the Management Company with a copy of your Warranty Deed and mailing address after closing. Purchaser is also required to inform the management company of any changes in mailing address.

Maintenance fees vary according to unit, and are paid per Quarter due:
January 1 - April 1 - July 1 - October 1

WTC BACKGROUNDS, INC.

"We're The Choice!"

ACTION REQUEST

X_RENTAL HISTORY (Criminal, Credit & Eviction)

___ FDLE

___Criminal History Statewide (FL)

___ Workers' Comp Record

___ Criminal History/Out of State

____ SSN Verification

___Civil Record by State

____ Credit Report

___Driving Records/History **(MUST HAVE DL #**

_____ Sexual Offender Search

NAME_____FIRST_____MI_____

ADDRESS_____

DOB_____SEX_____RACE_____

SSN_____**D.L.#**_____

COMPANY: SOUTHP PALM BEACH CONDOMINIUM VILLAS

DATE_____

Applicant Release

In connection with for employment and or residency, I understand that investigative background inquiries are to be made on me including consumer credit, criminal conviction, motor vehicles, and other reports. Further I understand that WTC Backgrounds, Inc. will be requesting information from various State and other agencies which maintain records about my history. These records include but not limited to driving, credit criminal, and civil history.

I authorize any party or agency contacted by WTC Backgrounds Inc. to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. This authorization and consent shall be valid in original, fax, or copy form.

_____

Applicant Name Date

WTC BACKGROUNDS, INC.

"We're The Choice!"

ACTION REQUEST

X RENTAL HISTORY (Criminal, Credit & Eviction)

___ FDLE

___ Criminal History Statewide (FL)

___ Workers' Comp Record

___ Criminal History/Out of State

____ SSN Verification

___ Civil Record by State

____ Credit Report

___ Driving Records/History **(MUST HAVE DL #**

_____ Sexual Offender Search

NAME_____ FIRST_____ MI_____

ADDRESS_____

DOB_____ SEX_____ RACE_____

SSN_____ **D.L.#**_____

COMPANY: SOUTHP PALM BEACH CONDOMINIUM VILLAS

DATE_____

Applicant Release

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I authorize any party or agency contacted by WTC Backgrounds Inc. to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. This authorization and consent shall be valid in original, fax, or copy form.

_____

Applicant Name Date

SOUTH PALM BEACH CONDOMINIUM VILLAS, INC.

C/O CMC MANAGEMENT, INC., 2950 JOG ROAD, GREENACRES, FL 33467
561-641-1016 ~ 561-641-9118 FAX

NOTICE OF INTENT TO SELL OR RENT

(MUST BE COMPLETED AND SIGNED BY CURRENT OWNER)

In accordance with the provisions of Article 12.2 of the Declaration of Condominium of South Palm Beach Condominium Villas, I/We hereby serve notice that I/We desire to accept a bonafide offer made to me/us by:

_____ to purchase Unit # _____ in South Palm Beach Condominium Villas.

I/We understand that the applicants are not allowed to occupy or move articles into said unit prior to Board Approval.

I/We have provided the applicant/purchaser with the Declaration of Condominium, By-Laws, Articles of Incorporation and the Rules and Regulations of the Condominium Association, including, but not limited to Article 11.5 of the Declaration prohibiting pets over 26 lbs (one per unit only) and prohibiting pets to non-owners.

In order for you to facilitate consideration of my/our application for the purchase of the above-designated unit, I/We have caused the proposed purchaser(s) to complete the attached application and submit it with a non-refundable check, payable to the order of South Palm Beach Condominium Villas, Inc. I/We am/are aware that any falsification or misrepresentation of the facts in the attached application will result in the automatic rejection of this application.

Along with the above-mentioned application and check, I/we have enclosed a true copy of any and all written instruments indicating the date, time, price and terms of the above referenced transfer.

Unless you notify me to the contrary within thirty (30) days from the date of your receiving this completed Notice of Intent to Sell and the attached Application of Sale/Lease and Requirements for Occupancy, I/We will advise applicant(s) that his/her/their sale/lease has been approved.

Dated this _____ day of _____, 20____.

_____
Owner Signature

_____
Owner Signature

SOUTH PALM BEACH CONDOMINIUM VILLAS, INC.

UNMARRIED CO-APPLICANTS USE SEPARATE APPLICATION

Date_____ Home Phone _____ Cell Phone _____ Other Ph _____

Unit. No._____ Expected date of occupancy or closing: _____

Name_____SS # _____-_____-_____DOB_____/_____/_____
Last First MI

Spouse_____SS #_____-_____-_____ DOB_____/_____/_____
Last First MI

Other_____ SS #_____-_____-_____ DOB_____/_____/_____
Last First MI

Occupants_____ SS #_____-_____-_____ DOB_____/_____/_____

Present Address_____
Street Apt # City State Zip Code

Present Landlord/Mortgage Co. _____Phone (_____)_____

Length of Residence:_____/_____ TO _____/_____ Monthly Rent $_____
Mo Yr. Mo. Yr.

Previous Landlord_____Phone(_____)_____

Length of Residence _____/_____ TO _____/_____ Monthly Rent $_____
Mo. Yr. Mo. Yr.

MILITARY STATUS: ACTIVE? ☐ YES ☐ NO

Present Employer_____City & St._____PH ( )_____

Position_____Dates Employed _____/_____ TO _____/_____ Income $_____per_____
Mo. Yr. Mo. Yr.

Previous Employer_____City & St._____PH (____)_____

Position_____Dates Employed _____/_____ TO _____/_____ Income $_____per _____
Mo. Yr. Mo. Yr.

Spouse Present Employer _____ City & St_____ PH (_____)_____

Position_____Dates Employed _____/_____ TO _____/_____ Income $_____per _____
Mo. Yr. Mo. Yr.

Have you ever left owing money to an owner or landlord? Applicant: Yes _____ No _____ Spouse: Yes _____ No _____
Have you ever been arrested for a felony? Applicant: Yes _____ No _____ Spouse: Yes _____ No _____
Have you ever been convicted of a felony? Applicant: Yes _____ No _____ Spouse: Yes _____ No _____
If you have answered yes to any of the above questions, please explain the circumstances regarding the situation on back of this sheet.

AUTHORIZATION OF RELEASE OF INFORMATION: Applicant(s) represents that all of the above information and statements on the application for purchase/ rental are true and complete, and hereby authorizes verification of any and all information relating to residential history (rental or mortgage), employment history, criminal history records, court records, and credit records. This application must be signed before it can be processed by management. **Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this State.** No oral agreements have been made.

_____ _____ _____ _____
Applicant's Signature Date Spouse's Signature Date

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REQUIREMENTS FOR OCCUPANCY

(MUST BE SIGNED BY BOTH THE OWNER AND PURCHASER/TENANT)

Fill out all forms including this document and return them to the Management Company.

The Association will then review all forms. An interview date not to exceed thirty (30) days from receipt of the **completed** application will be set at the convenience of both the applicant and the South Palm Beach Villas Sales/Rentals Committee.

Please note the following:

- No animals or pets greater than 26 lbs (1 per unit) shall be kept in any apartment or on any property of the condominium, per Article 11.5 of the Condominium Documents. Pets are **prohibited** in leased or rented units.
- Each apartment shall be occupied as a single-family dwelling]
- No apartment owner may dispose of an apartment or any interest in an apartment by lease or sale without the written approval of the Board of Directors.

I/We agree for myself/ourselves and on behalf of all persons who may use or be a guest of the apartment which I own or lease, that I will abide by all the restrictions contained in the By-Laws and Declaration of Condominium which are or may be imposed by the Association.

I/We further acknowledge that we have read and understand the Rules and Regulations set forth, which were adopted from time to time by the Board of Directors for the health, protection, safety and general welfare of the residents and guests of South Palm Beach Condominium Villas. I/We also authorize South Palm Beach Condominium Villas, Inc. to obtain and verify a consumer credit report along with an investigation of the applicant's character, bank history, present and prior residential history and prior employment history if applicable.

I/We agree to indemnify and hold harmless South Palm Beach Condominium Villas, its Officers, Directors, and its Property Management Company for any loss, expenses or damage which may result directly or indirectly from information or reports furnished by a credit reporting agency.

Date: _____ Date: _____

_____ _____
Current Owner/Lessor Signature Buyer/Lessee Signature

_____ _____
Current Owner/Lessor Signature Buyer/Lessee Signature

SOUTH PALM BEACH CONDOMINIUM VILLAS, INC.

NOTICE OF OPT-OUT VOTE TO FOREGO RETROFITTING

Pursuant to Florida Statutes §718.112(2)(1) (2016), please take notice that South Palm Beach Condominium Villas, Inc. has voted to forego retrofitting of the required fire sprinkler system within the individual units. The required vote of the membership has been obtained to approve this action.

PURSUANT TO FLORIDA STATUTE §718.112(2)(1), A COPY OF THIS NOTICE MUST BE PROVIDED BY THE CURRENT OWNER TO A NEW OWNER BEFORE CLOSING AND BY A UNIT OWNER TO A RENTER BEFORE SIGNING A LEASE.

DATED this August 31, 2016.

Frank Molinario, President
South Palm Beach Condominium Villas, Inc.

Buyer / Renter Signature

SOUTH PALM BEACH CONDOMINIUM VILLAS
PARKING INFORMATION

DATE _____

UNIT #_____

NAME(S)_____

HOME PHONE_____ WORK PHONE_____ CELL PHONE_____

Vehicle owner Name_____

Vehicle #1

Tag #_____

Make_____

Year_____

Color_____

I agree to obey the parking rules of the Association. I will park my vehicle in my designated parking spot. Vehicles parked in another owner's spot without permission will be subject to towing.

No parking allowed on the grass at anytime. All vehicles must have current registration and operate under own power. Guest parking is for guests.

SIGNATURE _____

South Palm Beach Condominium Villas

4501 S. Ocean Blvd
Palm Beach, Florida 33480

Rules and Regulations for Owners and Renters

These rules and regulations are based upon three broad principles:

_____ The use you make of the unit should not be an unreasonable source of annoyance to other unit owners/renters nor should it interfere with the peaceful and proper use of the property by any other condominium owner/renter.

_____ No use by an owner or group of owners may hinder or encroach upon the lawful rights of other unit owners/renters.

_____ Each owner, as a condition of ownership and occupancy of a condominium parcel, gives up a certain degree of freedom that he or she might otherwise exercise in a separate, privately owned home, for the benefit of the health, happiness and peace of mind of a majority of all unit owners.

_____ 1. Cooking fats, oils and grease of any kind are not poured down the sinks or toilets; this can result in unnecessary and expensive plumbing bills. Place fats, oils and grease in an empty container and dispose in the trash.

_____ 2 Trash must be in sealed plastic bags prior to disposal in a dumpster enclosure.

_____ 3. Place cans, glass, plastics and newspapers and cardboard in recycle bins. Make some effort to break down or cut up cardboard and plastic to reduce the volume.

_____ 4. Owners and renters are responsible for large item pick up by calling 547-4000. Bulk items are not to be put out until the day of the pick up; they are not to be left for more than a few hours near the dumpster. Bulk items are not to be put in the dumpsters.

_____ 5. For major plumbing and or any other major problem contact CMC Management at 641-1016 or jackie@cmcmanagement.biz , or 2950 Jog Rd, 33467. (A plumber will then determine if the problem is a common area issue or one for the individual home owner. That determination will decide financial responsibility.).

_____ 6. It is the responsibility of the owner to address and resolve any concerns regarding a renter and to facilitate the resolution of concerns presented regarding a renter as communicated by the management company.

_____ 7. The common areas are not storage areas. Do not put anything under the stairs, i.e. bikes, beach chairs, coolers, etc. Do not leave personal property in the common area.

_____ 8. The rear of the building may be used by owners, is for common use, but is not a storage area.

_____ 9. All common areas, hallways and stairs and other areas must be free of obstacles of any sort.

_____ 10. Respect your neighbors by playing music, televisions etc within the decibel range allowed by the Town of South Palm Beach.

_____ 11. Cook out grills are allowed only in the rear of the building and must be 10 feet from the building.

_____ 12. Owners must notify the Board thirty (30) days in advance of an intended sale or lease of an apartment.

_____ 13. The owner must submit an application form, contact and rental/sales fee, $100 for sale $ 200 for rental, to the Board Secretary. All sales/leases must be approved by the Interview Committee prior to being occupied **without exception.**

_____ 14. All pets must be kept on a leash when outside of the apartment. Owners are required to clean up after their pets. Only one pet per unit 26 pounds or less. ***No Pets for Renters***

_____ 15. Do not hang towels, rugs or clothing from the railings, balconies, or stairways of the buildings or in trees and shrubs.

_____ 16 Use the laundry room in your own building. Empty the lint trap after use. For problems call 800-MAC-GRAY and inform the management company.

_____ 17. Remove clothes from the washer and dryer in a timely fashion and remove same from the laundry room when finished.

_____ 18. Laundry room hours are from 8:00AM to 9:00 PM. Please time your wash and dry to end by 9 PM

_____ 19. Each apartment is assigned one parking space.

_____ 20. Guests park in **Guest** spaces only. ***No Pickup trucks*** are allowed to be parked on the property overnight.

_____ 21. Car washing is allowed only at the west end of the parking lot where facilities are located.

_____ 22. Shut off the electrical and water supply to the water heater when absent for an extended period. Put outdoor furniture indoors and secure all hurricane shutters or arrange for them to be secured. Or contract with someone to do this in your absence and give contact information to the maintenance person.

_____ 23. Empty the refrigerator when away for an extended period of time.

_____ 24. Provide a key to your unit to the Association to be used in emergencies.

_____ 25. Do not walk to the pool with bare feet. Leave shoes at entrance to the pool.

_____ 26 All beverages and food brought to the pool must be in plastic containers.

_____ 27 Smoking and alcoholic beverages are not allowed at the pool.

_____ 28 Abide by the pool rules and "**No diving**".

_____ 29 Do not hang towels or beach ware over the pool fence and remove all personal belongings when exiting the pool area.

_____ 30 Work done in any apartment must be done with a permit and/or by a licensed person when required by the Town of South Palm Beach. (See attached)

_____ 31 Activities should be executed respecting the integrity of all the facilities and avoiding damage, or defacement, or misuse to same.

_____ 32 Apartment rentals are allowed once in a calendar year.

_____ 33. Visitors may stay for three weeks, after which time the owner must fill out a rental form and pay $200 to the association. No one not named on your lease can move into the unit without board approval.

_____ 34. When visitors/guests occupy an apartment when the owner is absent, the secretary will be informed prior to the arrival of the visitors/guests otherwise the guest are considered to be in the apartment illegally.

_____35. Did you receive a copy of the Condo Documents. **For New Owner**.

_____36. Absolutely no commercial business of any kind may be conducted on Condominium property.

_____37. Temporary storage units, such as PODs containers, must be removed from Condominium property within 24 hours.

_____38. Building water may not be turned off without notifying the association.

_____39. Smoking is prohibited in the building Stairwells, Balconies and Walkways.

Signature: _____

Date:_____

Signature: _____

Date:_____

SOUTH PALM BEACH CONDOMINIUM VILLAS, INC.
c/o CMC Management, Inc.
2950 Jog Road, Greenacres, FL 33467

CERTIFICATE OF APPROVAL FOR PURCHASE

Pursuant to the Declaration of Condominium of South Palm Beach Condominium Villas, Inc.; the association, by and through its president, secretary or their designee certifies approval of the following transaction between: _____ as Seller(s) and _____ as Buyer(s)

For the **purchase** of the following property which is located in Palm Beach County, Florida:

Unit # _____ located at 4501 South Ocean Blvd.

in Palm Beach, Florida.

In Witness Thereof, executed this ____ day of _____, 20____.

Approved by: _____
Print Name

_____
Signature

_____
Position
Board of Directors
South Palm Beach Condominium Villas, Inc.

Witness: _____
Print Name

_____
Signature

_____
Position