

CHARTER CLUB OF PALM BEACH CONDOMINIUM ASSOC. INC.  
200 FOXTAIL DRIVE GREENACRES, FL 33415  
Email: [juan@cmcmanagement.biz](mailto:juan@cmcmanagement.biz) PH: 561-641-0730

**PURCHASE OR LEASE APPLICATIONS CHECKLIST:**

- Lease/Purchase Agreement signed by Landlord/Seller and Tenant/Buyer
- Instructions for Application for Purchase or Lease initialed by Owner/Tenant
- Owner/Tenant's Agreement signed by Landlord and Tenant (s)
- Owner/Tenant Information form filled out and signed by each.
- Maintenance and Lease Payments to Association signed by Landlord and Tenant
- Common Area Deposit form signed by Landlord and Tenant (s)
- Deposit for Common Area in the amount of \$500.00 TO BE PAID BY LANDLORD - CHECK OR MONEY ORDER ONLY.
- Personal Background form signed by Owner/Tenant (s)
- Pet Survey signed by Owner/Tenant (s)
- Vehicle Information Disclosure signed by Owner/Tenant (s)
- Sub-Letting or Sharing the Unit form signed by Owner/ Tenant (s)
- Moving in and Out rules signed by Owner/Tenant (s)
- Purchaser's Agreement
- Rules and Regulations form with Applicants' signatures
- Rules and Regulations form with Applicants' Initials
- WTC background forms, one per Owner/Tenant
- Driver license of each Owner/Tenant (s)
- Car registration of each car
- Application fee of \$100 per person or married couple payable to "Charter Club Condo".
- Processing fee of \$30 per application payable to "CMC Management".

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APPLICATIONS ARE ONLY RECEIVED AND PROCESSED ON WEDNESDAYS AND THURSDAYS  
AT THE CHARTER CLUB OFFICE 200 FOXTAIL DR. GREENACRES, FL. 33415  
WEDNESDAYS 8AM TO 12PM  
THURSDAYS 2PM TO 6PM

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**REQUIREMENTS AND INSTRUCTIONS FOR PURCHASE OR LEASE APPLICATION:**

1. NO LEASE LESS THAN A THREE (3) MONTH PERIOD-NO UNIT MAY BE RENTED MORE THAN TWICE IN A TWELVE (12) MONTH PERIOD. MUST HAVE ASSOCIATION APPROVAL. **OWNERS ASSOCIATION DUES MUST BE UP TO DATE.**
2. COMPLETE EVERY LINE ON THE APPLICATION: ALL QUESTIONS MUST BE ANSWERED. IF NOT ANSWERED THE APPLICATION WILL BE RETURNED. SHOULD THE QUESTION NOT APPLY, ANSWER "N/A"
3. **ATTACHED REQUIRED CHECKS FOR APPLICATION FEE: \$100.00 PER HUSBAND & WIFE. ANY OTHER APPLICANTS OVER THE AGE OF 18 MUST PAY AN ADDITIONAL \$100 PER APPLICANT. PAYABLE TO: "CHARTER CLUB CONDO"**
4. **ATTACHED REQUIRED CHECKS \$30.00 NON-REFUNDABLE PROCESSING FEE PER APPLICATION PAYABLE TO: "CMC MANAGEMENT"**
5. **\$500 REFUNDABLE SECURITY DEPOSIT REQUIRED FOR COMMON AREA IF RENTED: FROM THE UNIT OWNER PAYABLE TO "CHARTER CLUB CONDO"**
6. **EFFECTIVE NOVEMBER 18 2016:** AT LEAST ONE PERSON INCLUDED ON A CONTRACT/APPLICATION FOR PURCHASE OR LEASE OF A UNIT AT THE CHARTER CLUB **MUST HAVE A MINIMUM CREDIT SCORE OF 680.** IF THIS REQUIREMENT IS NOT MET, THE ASSOCIATION WILL NOT APPROVE THE APPLICATION, AND THE LEASE OR PURCHASE WILL NOT TAKE PLACE.
7. BACKGROUND CHECK ON ALL OWNERS/RENTERS FOR EACH INDIVIDUAL TENANT OVER AGE 18. **(Initiated by Management Company)**
8. MUST HAVE OWNER'S PHONE NUMBER/ E MAIL ADDRESS or **RENTAL LISTING AGENT INFORMATION**
9. COPY OF OWNERS/TENANTS(S) DRIVERS LICENSE, VEHICLE REGISTRATION (S) AND INSURANCE(S), AND \$25.00 CHECK FOR SECOND PARKING DECAL/PERMIT **PAYABLE TO: "CHARTER CLUB CONDO".**
10. COPY OF PET LICENSE AND VACCINATION CERTIFICATE AND PICTURE OF PET MUST BE INCLUDED. (Max 25 Lbs. / 1 PET MAX.)
11. SUBMIT ALL FORMS ATTACHED TO CMC MANAGEMENT AT ABOVE ADDRESS WITH A COPY OF THE SIGNED CONTRACT/LEASE REQUIRED **(Between purchaser or landlord and tenant)**
12. FINAL PHASE OF APPROVAL PROCESS WILL CONSIST OF AN INTERVIEW WITH THE PROPERTY MANAGER BY APPOINTMENT. **Interviews are held on Thursdays, 4:00 PM (ONLY) at the Charter Club pool. There you will obtain your parking sticker.**
13. BOARD APPROVAL REQUIRED FOR LEASE/PURCHASE APPROVAL. Association shall have thirty (30) days from receipt of fully executed Purchase/lease application to approve or disapprove. Owner/Tenant may NOT move in until approved. Rush processing is available for an additional fee of \$30.00.
14. OWNER/LANDLORD IS SUBJECT TO PENALTY FOR TENANT OCCUPANCY WITHOUT PRIOR ASSOCIATION APPROVAL.
15. OWNER AND TENANT IS REQUIRED TO FOLLOW THE RULES AND REGULATIONS OF THE CONDO ASSOCIATION. OWNER IS REQUIRED TO SUPPLY A KEY FOR ACCESS TO THE MANAGEMENT COMPANY IN CASE OF EMERGENCY. OWNER IS REQUIRED TO SUPPLY KEYS TO THE TENANT FOR THE UNIT.
16. **LEASES MUST BE RENEWED YEARLY \*\*\* PROCESSING FEE WAIVED FOR ALL RENEWALS. \*\*\*AFTER LEASE EXPIRES, PARKING PERMIT EXPIRES AND YOUR CAR MAY BE TOWED.**

I UNDERSTAND THE REQUIREMENTS AND OBLIGATIONS, AS SET FORTH ABOVE AND IN THE ASSOCIATION DOCUMENTS, AND AGREE TO COMPLY WITH SAME.

Owner \_\_\_\_\_ Owner \_\_\_\_\_ Date \_\_\_\_\_ Tenant \_\_\_\_\_ Tenant \_\_\_\_\_ Date \_\_\_\_\_

**OWNERS/TENANTS AGREEMENT**

1. As a resident of the Association you have received a copy of the rules and regulations and are agreeing to abide by the Associations Documents as recorded in the Palm Beach County Official Records and the rules and regulations as set forth by the Associations Board of Directors.
2. I/we understand that I/we will be advised by the Property Manager regarding the acceptance or denial of this application, and that **occupancy of the unit in question prior to approval from the Board is prohibited.**
3. The Association will conduct a background check(s) on all occupants 18 years of age or older. We agree that all information contained in this application may be used in this investigation and that the Association, its Board Members and Officers, and Property manager shall be held harmless from any action or claim by me/us in connection with the use of the information contained in this application and/or investigation of my/our background in connection with this application.
4. Any misrepresentation or falsification of information in this application will void and disqualify this application. The acceptance of this application is contingent in part to the truth and accuracy of the information contained herein.
5. No sub-leasing! Sharing the unit will require a new complete application as well a new rental agreement. Failure to comply will result in immediate eviction.
6. It is the owner/tenant's obligation to cooperate with the management company to make sure that the address, telephone numbers and e-mail address are kept up to date with the management company.
7. I/we have received a copy of the rules and regulations of the Association and agree to abide by them.

I UNDERSTAND THE REQUIREMENTS AND OBLIGATIONS AS SET FORTH ABOVE AND AGREE TO COMPLY WITH THE SAME

Applicant: \_\_\_\_\_

DATE: \_\_\_\_\_

CO-Applicant: \_\_\_\_\_

DATE: \_\_\_\_\_

BUILDING \_\_\_\_\_ UNIT \_\_\_\_\_

FOB (POOL KEY) #: \_\_\_\_\_

**OWNER / TENANT INFORMATION**

CHARTER CLUB ADDRESS: \_\_\_\_\_ Foxtail Dr. UNIT # \_\_\_\_\_ Greenacres, FL. 33415

UNIT OWNER NAME: \_\_\_\_\_ Phone #: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

OWNER E-MAIL ADDRESS: \_\_\_\_\_

MILITARY STATUS: ACTIVE? YES  NO

TENANT #1 NAME: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Phone #: \_\_\_\_\_

TENANT E-MAIL ADDRESS: \_\_\_\_\_

MILITARY STATUS: ACTIVE? YES  NO

TENANT #2 NAME: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Phone #: \_\_\_\_\_

TENANT E-MAIL ADDRESS: \_\_\_\_\_

MILITARY STATUS: ACTIVE? YES  NO

**EMERGENCY CONTACT(S)**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Other Persons who will be residing with you:**

\_\_\_\_\_  
Print Name Age Relationship

\_\_\_\_\_  
Print Name Age Relationship

Name of Realtor handling lease: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Realtor e-mail address: \_\_\_\_\_

LEASE START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ LEASE ENDING DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant #1: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant #2: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

FOB (POOL KEY) #: \_\_\_\_\_

PARKING SPOT #: \_\_\_\_\_

**MAINTENANCE AND LEASE PAYMENTS TO ASSOCIATION  
ADDENDUM TO LEASE AGREEMENT BETWEEN OWNER(S) AND TENANT(S)**

Owner/Lessee agrees that the terms of the attached lease are within the requirements of the CHARTER CLUB OF PALM BEACH CONDOMINIUM ASSOCIATION, INC. documents.

MAINTENANCE AND LEASE PAYMENTS TO ASSOCIATION ADDENDUM TO LEASE AGREEMENT BETWEEN OWNER(S) AND TENANT(S) AND OWNER(s)(Tenant(s) are parties to the lease agreement dated 20\_\_\_\_ with respect to the leasing of Condominium Unit # \_\_\_\_\_ Located at Foxtail Drive, Greenacres, FL. The parties agree to amend the Contract/Lease to include the following provision as follows:

1. The Charter Club of the Palm Beach Condominium Association shall have the right to terminate the Contract/Lease upon default by Tenant In observing any of the provisions of the Declaration of Condominium, the Articles of Incorporation, the Bylaws, the Rules and Regulations of the Association or any other applicable provisions of any agreement, document or instrument governing the Condominium or administered by the Association.
2. The Association shall have the right to collect all rental payments due to Owner and to apply same against unpaid assessments if, and to the extent that, Owner is in default in the payment of assessments to the Association.
3. In the event of any conflict or ambiguity between this Addendum and the Contract/Lease, this Addendum shall control and supersede the Contract/Lease. Further, the undersigned agree that the Association will have the right and authority to contract the delinquent owner's tenant for purposes of collection of such rental payment pursuant to this addendum and Florida Statutes Chapter 718.

OWNER Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

CO-OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

CO-TENANT: \_\_\_\_\_ DATE: \_\_\_\_\_

**COMMON AREA DEPOSIT FORM**

Date: \_\_\_\_\_ Building #: \_\_\_\_\_ Unit #: \_\_\_\_\_

OWNERS NAME PRINT: \_\_\_\_\_

OWNERS: \_\_\_\_\_  
Signature

TENANTS NAME PRINT: \_\_\_\_\_

TENANTS: \_\_\_\_\_  
Signature

It is agreed by both the Unit Owner and the Tenant the Common Element Security Deposit of \$500.00 will be held by The Charter Club of Palm Beach Condominium Association, Inc. for any possible damage to the Association property which will be held during the length of the lease. **LANDLORD IS RESPONSIBLE FOR COMMON AREA SECURITY DEPOSIT.** Neither the Unit Owner nor the tenant will hold the Association liable for any dispute that occurs over said Common Element Deposit. It will be the responsibility of the Unit Owner to notify the Association when tenant is moving out.

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

CO-OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

TENANT: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

CO-OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

**PERSONAL BACKGROUND**

HAVE ANY OF THE LISTED APPLICATIONS EVER BEEN ARRESTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC OFFENSE? YES ( ) NO ( ) If so explain:

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Applicant represents that all information given is true and correct and understands that as part of our procedure for process application, an outside agency may be used to make an investigation from the information given and present their findings to us for review. The investigation may include, but is not limited to, character, general reputation, credit, residence and criminal search. Applicants agree not to hold the Association or its agent liable for the discovery or non-discovery of information or any actions taken as a result of this investigation. Authorization is hereby given release banking, credit, residency, employment and other information pertinent to this application.

Applicant: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

Applicant: \_\_\_\_\_ DATE: \_\_\_\_\_  
Signature

**PET SURVEY**  
**ONE PET PER UNIT NOT TO EXCEED 25 LBS**

NAME OF OWNER [ ] TENANT [ ] \_\_\_\_\_

BUILDING #: \_\_\_\_\_ UNIT #: \_\_\_\_\_ PET TYPE: \_\_\_\_\_

BREED: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ COLOR: \_\_\_\_\_

CURRENT VACCINATION DATE: \_\_\_\_\_

**\*\*\* A COLOR PHOTOGRAPH OF THE PET(S) MUST BE ATTACHED TO THIS APPLICATION\*\*\***

**RULES and REGULATIONS:**

1. No pet that is a "nuisance" will be allowed on Condominium property.
2. All pets must be registered and approved by the Association.
3. Proof of all required vaccinations must be provided.
4. Current photograph of your pet must be provided.
5. Owner(s) agree to abide by pet regulations established by the Declaration of Condominium.
6. No pet shall be tied out on the exterior of the unit or left unattended on the balcony or patio.
7. No pet shall be permitted outside except on a leash not to exceed 10 feet in length.
8. ALL pets must be cleaned up after, regardless of the size of feces or location where deposited. A \$25 fine will be issued for not picking up after your pet. Kitty litter must be disposed of in a plastic bag, before disposing in dumpster. Kitty litter or box are not to be stored on patio or balcony.
9. One pet per unit and pet is not to exceed 25 lbs.
10. Pets are not allowed in fenced in pool area.
11. Disapproved pets/animals shall not be allowed to re-enter the property or the premises.

I have read and agree to the rules and regulations regarding pets. **I agree to provide the association with copies of vaccination papers provided by my veterinarian along with a recent photo and agree to follow the rules.**

**I HEREBY AGREE TO HAVE MY PET ON A LEASH AT ALL TIMES WHEN OUTSIDE OF MY UNIT AND ON ASSOCIATIONS/CONDO PROPERTY. I FURTHER AGREE TO USE A "POOPER SCOOPER" TO IMMEDIATELY CLEAN UP AFTER MY PET IN ALL AREAS.**

**I FURTHER UNDERSTAND THAT ANY PET DEEMED A "NUISANCE" OR UNSAFE BY THE BOARD OF DIRECTORS IS SUBJECT TO REMOVAL FROM THE COMMUNITY**

PET OWNER: \_\_\_\_\_  
Signature

DATE: \_\_\_\_\_

CO-PET OWNER: \_\_\_\_\_  
Signature

DATE: \_\_\_\_\_



**VEHICLE INFORMATION DISCLOSURE**  
**COMMERCIAL VEHICLES PROHIBITED**

I/we, \_\_\_\_\_ understand and fully agree not to park any commercial vehicles on the Association property at any time for any reason. I/we further agree that we will display a parking permit (2 are allowed-first one is free, second one is \$25) on the bottom driver's side rear window. A single "guest pass" can be purchased for \$25 and must be used (attached to the rearview mirror inside the car) if a guest is to stay overnight. Guest pass is valid for 7 continuous days and up to 30 days per year.

**Commercial Vehicle definition/examples:**

- Vans must have side windows and passenger seats.
- No marketing decals, lettering, solicitation signs, phone numbers, or web addresses/websites may be displayed on a vehicle (not even covered signs).
- No pickup trucks longer than 233".
- No pickup trucks known as super duty, extended bed, or larger than ¾ ton pickup, etc.
- No trucks with any debris, tools, or machinery stored in the back of the vehicle at any time, for example: pipes, ladders, building materials in or above the truck.
- Pickup Trucks with tool boxes on the pickup bed are allowed as long as they don't have any signage.

Parking permits must not be altered.

**Vehicles not conforming to the above rules will be towed at owner's expense.**

NAME: \_\_\_\_\_ Owner \_\_\_\_\_ Renter \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**VEHICLE TYPE # 1:** AUTO \_\_\_\_\_ VAN \_\_\_\_\_ SUV \_\_\_\_\_ OTHER \_\_\_\_\_ PKING S. \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

COLOR: \_\_\_\_\_ LICENSE PLATE #: \_\_\_\_\_ STATE: \_\_\_\_\_

**VEHICLE TYPE # 2:** AUTO \_\_\_\_\_ VAN \_\_\_\_\_ SUV \_\_\_\_\_ OTHER \_\_\_\_\_ PKING S. \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

COLOR: \_\_\_\_\_ LICENSE PLATE #: \_\_\_\_\_ STATE: \_\_\_\_\_ GUEST P. \_\_\_\_\_

**Please provide copy of driver's licenses, registrations and insurance certificates with this application.**

**The Property Managers office is where you obtain your parking sticker.**

APPLICANT #1: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT #2: \_\_\_\_\_ DATE: \_\_\_\_\_

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**PURCHASER'S AGREEMENT**

In consideration of obtaining Association approval of the proposed sale, purchaser acknowledges that upon becoming a unit owner of the below listed unit, he/she does not have any claim against the Association for any damages which may have been sustained by the unit, prior to the closing date.

Building & Unit #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Purchaser's Name: \_\_\_\_\_

Purchaser's Name: \_\_\_\_\_

\_\_\_\_\_  
Purchaser #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchaser #2

\_\_\_\_\_  
Date

**RULES AND REGULATIONS FROM THE CONDOMINIUM BYLAWS**

Each applicant must read each item below acknowledging that you are aware of and agree to abide by these restrictions.

**Sale & Rental**

1. A unit may not be occupied by more than four (4) persons in a two (2) bedroom unit and three (3) persons in a (1) bedroom unit.
2. A unit may not be rented more than twice during any twelve (12) month period. No rental may be less than three (3) month term.
3. A written lease is required for each tenant and must be kept current at the Property Managers Office.
4. A screening fee of \$100 is required per each occupant. A married couple pay a single fee. Children under the age of 18 do not pay a screening fee.
5. A unit owner shall be jointly and severally liable with the tenant for damages done to the Condominium Property or Common Elements.
6. A unit shall be used for residential purposes only.
7. No business, profession, or trade of any type shall be conducted on any portion of the Condominium Property.
8. Upon the sale or transfer of title of any unit, the new owner is responsible to provide Property Manager with a copy of the transfer of Title or Warranty Deed.
9. There is a lien or lien right against each unit owner to secure payment of assessments or other monies coming due for the use, maintenance, upkeep or repair of the Common Elements.
10. I understand that at least one person included on a contract/Application for the purchase or lease of a unit at the Charter Club of Palm Beach Condominium must have a minimum credit score of 680. "If this requirement is not met, the association will not approve the application and the lease or purchase will not take place"
11. No unit owner/tenant shall make any alterations, decorations, repairs, replacement, change, nor paint, place screens, jalousies, or other enclosures on the patio or any parts of the unit, Common Elements, Limited Common Elements or Condo Building without the prior written permission from the association.
12. Outside cooking is only permitted in the picnic common area. It is unlawful to barbeque on the patio/balconies. (As per Florida Law it is a Fire Hazard).

**Access to Units**

1. The association will retain a pass/access key to all units for emergency purposes. New owners as well as new tenants must supply a current key to the unit to the Property Managers Office.

Applicant # 1: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant # 2: \_\_\_\_\_

Date: \_\_\_\_\_

**RULES AND REGULATIONS FROM THE CONDOMINIUM BYLAWS**

**Parking**

1. Each unit shall have one (1) assigned parking space.
2. All vehicles in the parking area must have a current license plate at all times.
3. All vehicles must park **“head in parking only”**. If vehicle is backed in your vehicle will be immediately towed at owner’s expense.
4. All guest parking spaces are on a first come first serve basis.
5. All vehicles that park on the Association Property at any time must display a parking pass or guest parking hanger. (Overnight guest only). **There is a maximum of 2 permanent parking stickers allowed per unit.**
6. Guest parking hangers are required for all guest vehicles parked overnight and any rental vehicle. In the event a guest pass is used on any one vehicle for more than thirty (30) days in a year or fourteen (14) consecutive days, the Association will presume the guest is an occupant of the unit. They will no longer be provided with guest parking privileges and be required to comply with the screening process.
7. No maintenance or repairs to motor vehicles shall be made at any time on Condominium Property.
8. Vehicles referring to as working commercial vehicles are not allowed on the Association property at any time unless they are providing a service during regular business hours.
9. No lettering is permitted on vehicles.
10. No business vehicles are allowed. No trucks are allowed to have any debris stored in the back of the vehicle at any time. This is to include, but not limited to, pipes, ladders, building materials in or above the truck.
11. Any non-working vehicle must be removed from the property within twelve (12) hours.
12. Assigned parking spaces are for the sole use of the unit it is assigned to. Please instruct all guests they are to use the guest parking spaces only.
13. Future tenants/owners awaiting screening will not be issued a temporary pass.

**Vehicles referred to as working commercial vehicles are not allowed on the association property at any time unless they are providing a service during regular business hours.**

**Vehicles that fail to abide by the parking rules and regulations are subject to towing at the owner’s expense.**

**Lawful use of Units/Unlawful use**

1. No immoral, improper, offensive or unlawful use shall be made on any Charter Club Condominium Property.
2. **Sale and/or use of illegal drugs are not permitted on the Condominium property.** Immediate steps will be taken for removal of persons engaged in such activity from the Charter Club property as well as steps for their immediate prosecution.

Applicant # 1: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant # 2: \_\_\_\_\_

Date: \_\_\_\_\_

**RULES AND REGULATIONS FROM THE CONDOMINIUM BYLAWS**

**Balconies and Patios**

1. All balconies and patios must be kept clear of debris, personal items, toys, bikes, exercise equipment, indoor furniture, cabinets, boxes, clothes, towels etc.
2. No garbage cans, supplies, or other articles, including but not limited to, flags and banners, shall be placed on the balconies or common elements.
3. No linens, cloths, clothing, curtains, rugs, mops or laundry of any kind, or any articles are to be hung or shaken from the balconies and patios, windows, doors or stairways.
4. No person shall allow anything whatsoever to fall from the balcony and patio, windows or doors of the premises.
5. Following are the only items allowed on balconies and patio:
  - a. Outdoor patio furniture and/or lamps.
  - b. Plants and flowers.
6. Roll down shades are permitted to shield from the sun. Shades must cover the entire open area and be wide enough that no seams are visible. They must be in a neutral color such as; natural, beige, almond, brown and white.
7. No lattices are permitted.
8. No sign, advertisement, notice or other lettering shall be exhibited from Windows, Balconies or patios.
9. Grills are not permitted (Florida Law).
10. All screens and aluminum shall be kept in good condition.

**Windows & Doors**

11. Window coverings must be a neutral in color and hung in such a manner as not to be unsightly from the outside of the unit. You must have verticals or horizontal blinds.
12. All window coverings must be kept in well cared for appearance. Not partially falling off the window
13. No signs, advertisement, notice or other lettering shall be exhibited from the windows and or doors.
14. No foil or other material shall be used to cover any windows and/or doors.
15. All window screens shall be kept in good condition and replaced if missing, bent or damaged.
16. All windows shall be kept clean.

**Outside Cooking and Picnics**

1. Outside cooking is only permitted in the picnic common area. (Florida law) It is unlawful to barbeque on the patio/balconies. (Fire Hazard)
2. Residents are responsible to clean and pick up after using and common areas.

Applicant # 1: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant # 2: \_\_\_\_\_

Date: \_\_\_\_\_

## Pool Rules

1. No children under the age of 18 are permitted in the pool area without an adult.
2. Smoking/vaping is allowed only in the designated area. Cigarette and cigar butts must be placed in receptacles provided.
3. All bathers must shower before entering pool as well as after the application of suntan oil or lotion.
4. There shall be no running, jumping boisterous conduct in and around the pool.
5. Beach balls, diving equipment, floats air mattresses or similar devices of any kind are forbidden in the pool except for safety floatation devices for infants and small children. Donuts are not considered safety equipment; noodles may be used in the pool.
6. All infants with diapers must wear swimmers.
7. No food or glass containers of any kind are allowed in the pool area.
8. No bikes, skateboards, or similar devices are allowed beyond the pool fence area.
9. No beverages are allowed in the pool area.
10. NO ANIMALS ALLOWED INSIDE THE POOL FENCE AREA.
11. NO towels or other articles are allowed to be hung on the fence.
12. There is no reserving of chairs, tables or lounges.
13. Proper swimwear is required to enter the swim area. Cut-off jeans are not allowed for swimming.
14. All unit owners/tenants are responsible to advise their guest of the pool rules.
15. No diving or jumping into the pool.
16. No parties are allowed at the pool at any time.
17. NOBODY is allowed to grant access to a person without a pool key to the pool area, unless it is a member of your party.
18. Violators of any of the above Pool Rules will have the pool key deactivated for 30 days for the first offense, 60 days for the 2<sup>nd</sup> offense, and 90 days for the 3<sup>rd</sup> offense.

**All persons using the pool area do so at their own risk. The Charter Club of Palm Beach Condominium Association Inc., is not responsible for accidents or injuries. The association reserves the right to deny use of the pool and spa to anyone at any time that fails to abide by the rules and regulations of the pool area.**

## Car Wash

The car wash has been closed due to misuse.

Applicant # 1: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant # 2: \_\_\_\_\_

Date: \_\_\_\_\_

**SUB-LETTING OR SHARING UNIT**

I/we \_\_\_\_\_ do hereby agree not to allow anyone to move in to Unit # \_\_\_\_\_ without the following Association procedures:

1. Payment of a \$100.00 screening fee payable to “Charter Club” is mandatory for each applicant unless it is husband/wife and/or children under the age of 18.
2. Processing fee of \$30 per person or married couple payable to “CMC Management” is mandatory for each applicant unless it is husband/wife and/or children under the age of 18.
3. Completed application.
4. Security deposit of \$500.00 for Common Element deposit (paid by owner) is required.
5. Approval from the Association.

I/we understand that failure to comply with this agreement will be subject to immediate eviction.

\_\_\_\_\_  
Signature of Owner #1  
Date

\_\_\_\_\_  
Signature of Owner #2  
Date

**MOVING IN AND OUT RULES**

1. Must notify Property Manager of moving in/out date.
2. Move in times are between 8am through 8pm Monday through Sunday.
3. Backing in a moving truck or any other vehicle into building entrances is prohibited, you will be charged for damage to common elements if not adhered to.
4. Moving truck cannot be on property after 8pm unless Property Manager issues a temporary parking pass. Vehicle cannot be backed in or it will be towed at owner's expense.
5. The stairs and hallways must be covered to protect from damage. Do not damage railings or walls. Any damages will be charged as a violation to the unit owner.
6. Personal property cannot be disposed of in and around dumpsters or left anywhere on condominium property. Large boxes must be broken down and placed in the proper receptacles.

- Florida Power and Light 561-697-8000
- Water-Palm Beach County 561-740-4600
- Garbage 561-471-6110
- Towing 561-832-7878
- Managers Office 561-641-0730
- Management Company (CMC) Office 561-641-1016
- Comcast 800-266-2278

Basic cable is paid for by the association but you must apply and open an account in your name

- Do not forget to get your mailbox key. If you do not you will need to go to the Greenacres Post Office and make arraignments (\$) for them to put a new lock on your mailbox.
- You also need to stop by the Property Managers Office to pick up your parking pass before you move in. If you do not you will need the towing company's number above

**I agree to follow the rules and regulations to move in or out of the unit.**

Applicant # 1: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant # 2: \_\_\_\_\_

Date: \_\_\_\_\_



**TO BE FILLED OUT BY APPLICANT(S)**  
**(Please type information or print clearly)**  
**FOR CMC OFFICE USE ONLY**

**This is a Purchase**                      **or**                       **This is a Rental**

**Association:** \_\_\_\_\_

**If Purchase, projected closing date:** \_\_\_\_\_

**If Rental, Lease Term from** \_\_\_\_\_ **to** \_\_\_\_\_

**Address of Unit:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

**Co-Applicant Name:** \_\_\_\_\_

**Billing Address if different from Unit Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone #** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

\*\*\*\*\*

**This form is to be submitted to the Accounting Department by the Manager after  
approval of application.**



# WTC Backgrounds & Drug Testing, Inc.

"We're The Choice!"

## Authorization & Release

<input checked="" type="checkbox"/> <b>Rental Package</b> [Credit,Criminal & Evictions]	<input type="checkbox"/> <b>Employment Verification</b>
<input type="checkbox"/> <b>Criminal History</b> FL Out Of State [Include state address] Nationwide	<input type="checkbox"/> <b>SSN Verification</b>
<input type="checkbox"/> <b>F.D.L.E.</b> [Florida Department Of Law Enforcement]	<input type="checkbox"/> <b>Sexual Offender Search</b> FL Nationwide
<input type="checkbox"/> <b>DL Records/History</b> Include DL #: 3 Year 7 Year	<input type="checkbox"/> <b>Credit Report</b> [Stand Alone]
<input type="checkbox"/> <b>FACIS</b>	<input type="checkbox"/> <b>Education Verification</b>

\_\_\_\_\_  
**Last Name, First Name, MI.**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State & Zip Code**

\_\_\_\_\_  
**DOB**

\_\_\_\_\_  
**Sex**

\_\_\_\_\_  
**Ethnicity**

\_\_\_\_\_  
**SSN**

\_\_\_\_\_  
**Driver's License Number & State**

\_\_\_\_\_  
**Name of Company/Property Applying To:**

\_\_\_\_\_  
**Company/Property Fax.**

### Applicant Release

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. I further understand that WTC Backgrounds & Drug Testing, Inc. will be requesting information from various state and other agencies which maintain records about my history. These records include, but are not limited to, driving, credit, criminal, and civil history.

I authorize any party or agency contacted by WTC Backgrounds & Drug Testing, 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 SIGNATURE

\_\_\_\_\_  
 DATE

1897 PALM BEACH LAKES BLVD. ♦ SUITE 222. ♦ WEST PALM BEACH, FLORIDA ♦ 33409  
 OFFICE: 561-688 - 9991 ♦ FAX: 561-370-6850 ♦ [WWW.WTCBACKGROUNDS.COM](http://WWW.WTCBACKGROUNDS.COM)  
 \*\*\*PLEASE SUBMIT EMAILED REQUESTS TO: [REPORTS@WTCBACKGROUNDS.COM](mailto:REPORTS@WTCBACKGROUNDS.COM)\*\*\*



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\_\_\_\_\_  
**Last Name, First Name, MI.**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State & Zip Code**

\_\_\_\_\_  
**DOB**

\_\_\_\_\_  
**Sex**

\_\_\_\_\_  
**Ethnicity**

\_\_\_\_\_  
**SSN**

\_\_\_\_\_  
**Driver's License Number & State**

\_\_\_\_\_  
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