

POINCIANA PLACE CONDOMINIUM VI

THE BARCLAY BUILDING

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

*(Please check one) Application for **PURCHASE** or **LEASE** of Unit# _____

Date of Closing: _____ or Lease Term - From _____ to _____

Applicant Name: _____ Phone: _____

Co-applicant Name: _____ Phone: _____

Email: _____ Email: _____

Realtor: _____ Phone: _____

PLEASE ALLOW A MINIMUM OF TWO WEEKS FOR PROCESSING
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

PLEASE KEEP ALL PAGES INTACT.

OUT OF STATE OR FOREIGN BACKGROUND CHECK WILL INCUR ADDITIONAL FEE

THE FOLLOWING ITEMS MUST BE ATTACHED TO THIS APPLICATION;

- APPLICATION FEE: \$100.00 ***NON-REFUNDABLE*** Check or money order made payable to Poinciana Place Condo VI, Inc. for married couple. Separate \$100.00 Application Fee required for unmarried co-applicants.
- PROCESSING FEE: \$150.00 ***NON REFUNDABLE*** Check or money order made payable to CMC Management, Inc.
- Copy of Driver's License(s)
- Copy of Vehicle Registration(s)
- Copy of Purchase or Lease Contract
- Lease requirement: Owner(s) account must be current and violations corrected

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/orientation.

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 are due monthly. Governing Documents should be provided by the current owner or may be purchased at www.condocerts.com.



POINCIANA PLACE VI CONDO ASSOCIATION, INC.
C/o CENTURY MANAGEMENT CONSULTANTS, INC.
2950 JOG ROAD, GREENACRES, FL 33467
561-641-1016 PHONE ~ 561-641-9118 FAX
INFO@CMCMANAGEMENT.BIZ

ACKNOWLEDGEMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate documents entitled "DISCLOSURE REGARDING BACKGROUND INVESTIGATION AND A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT", and certify that I have read and understand both of these documents. I/we hereby authorize the obtaining of "consumer reports" including but not limited to credit, eviction and criminal backgrounds. To this end, I/we hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer or insurance company to furnish any and all background information requested by Background Screeners of America, 9333 Melvin Ave., Northridge, CA 91324; 866-570-4949; www.backgroundscreenersofamerica.com and/or Employer, Homeowner Association, Condominium Association or Cooperative Association. I further agree that a facsimile (fax), electronic or photographic copy of this Authorization shall be as valid as the original, and will hold harmless CMC Management, their employees, agents and/or affiliates, i.e., HOAs etc., and Background Screeners of America, their employees or agents and other organizations that provide information, from any and all liabilities arising out of the use of such information in connection with Background Screeners of America.

BACKGROUND INFORMATION – to be completed by all applicants 18 years of age or older. Unmarried co-applicants must fill out separate Acknowledgement/background information form.

Last Name: _____ First: _____ Middle: _____

Other Name (Alias) _____

Social Security # _____ Date of Birth _____

Driver's License # _____ State issued: _____

Present Address: _____ City _____

State: _____ Zip Code _____ Phone: _____

*Email: _____

Signature: _____ Date: _____

SPOUSE:

Last Name: _____ First: _____ Middle: _____

Other Name (Alias) _____

Social Security # _____ Date of Birth _____

Driver's License # _____ State issued: _____

Present Address: _____ City _____

State: _____ Zip Code _____ Phone: _____

*Email: _____

Signature: _____ Date: _____

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

POINCIANA PLACE CONDOMINIUM 6 ASSOCIATION, INC.
THE BARCLAY BUILDING
c/o Century Management Consultants, Inc., 2950 Jog Road, Greenacres, FL 33467
561-641-1016 ~ 561-641-9118 Fax

APPLICATION FOR PURCHASE OR RENT

Background Information:

This form must be completed in full for your application to be considered, and may be used for one person or husband & wife only. A separate application and fee will apply for each separate, unmarried adult applicant. All application spaces must be completed.

I am applying to: Purchase OR Rent **UNIT #** _____

YOUR NAME: _____
Last First MI

SPOUSE NAME: _____
Last First MI

CURRENT ADDRESS: _____

HOME PHONE: _____ CELL: _____ WORK: _____

Your current Landlord if renting: Contact Information _____

YOUR Employer: _____

Address: _____ Phone: _____

How long employed?: _____ Title/Occupation _____

SPOUSE Employer: _____

Address: _____ Phone: _____

How long employed?: _____ Title/Occupation _____

Military Status: Active? Yes No Spouse: Military Status: Active? Yes No

Have you or your spouse ever been arrested for a felony? _____

Have you or your spouse ever been convicted of a felony? _____

AUTHORIZATION OF RELEASE OF INFORMATION: Applicant(s) represents that all of the above information and statements on the application for purchase or 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 Signature Date

Co-Applicant Signature Date

Poinciana Place Condominium 6
The Barclay Building
c/o CMC Management, Inc., 2950 Jog Road, Greenacres, FL 33467
561-641-1016 ~ 561-641-9118 Fax

NEW OWNER UNIT FILE

Date: _____

ADDRESS: UNIT # ____ __, 3425 Via Poinciana # People who will occupy unit: _____

Purchaser(s) Name(s): _____

Other Occupants: Name: _____ Relationship _____
Name: _____ Relationship _____

ALTERNATE MAILING ADDRESS: _____

Which address shall be used as your mailing address? (Check one box) Unit address or Alternate

*HOME PHONE # _____ CELL PHONE # _____

*E-MAIL: _____ ALT/PHONE # _____

Will you live in your unit full time? YES NO ~ If NO, will you be renting out your unit? YES NO

If Renting Out, you must have potential renters fill out an application and submit it to the Management Company for approval.

Vehicle #1
Tag # _____
Year _____ Color _____ Make/Model _____

Vehicle #2
Tag # _____
Year _____ Color _____ Make/Model _____

EMERGENCY CONTACT: Please indicate an individual who has a key to your unit and may be contacted to gain access to your unit in an emergency:

Name: _____ Address: _____
Phone # _____ Cell # _____

**Your information shall be kept on file and may be used to contact you by the Association Board of Directors, Management, Police, or Emergency Rescue, however, the Association has no intention of sharing your private e-mail addresses, phone numbers or social security numbers as part of the official records.*

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NEW RENTER UNIT FILE

Date: _____ **TERM OF LEASE: from** _____ **to** _____

ADDRESS: UNIT # _____ **, 3425 Via Poinciana ~ # People who will occupy unit:** _____

Renter(s) Name(s): _____

Other Occupants: **Name:** _____ **Relationship** _____

Name: _____ **Relationship** _____

***HOME PHONE #** _____ **CELL PHONE #** _____

***E-MAIL:** _____ **CELL PHONE #** _____

Vehicle #1
Tag # _____
Year _____ **Color** _____ **Make/Model** _____

Vehicle #2
Tag # _____
Year _____ **Color** _____ **Make/Model** _____

EMERGENCY CONTACT: Please indicate a local individual who has a key to your unit and may be contacted to gain access to your unit in an emergency:

Name: _____ **Address:** _____

Phone # _____ **Cell #** _____

**Your information shall be kept on file and may be used to contact you by the Association Board of Directors, Management, Police, or Emergency Rescue, however, the Association has no intention of sharing your private e-mail addresses, phone numbers or social security numbers as part of the official records.*

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CONDITION FOR LEASE APPROVAL

In the event the Unit Owner is delinquent in the payment of assessments (which includes maintenances fees and any other charges owed to the Association) for more than thirty (30) days, the Association may notify the Lessee of the delinquency and in such event, the Lessee shall be obligated to commence paying all future rent payments to the Association, until the delinquent assessments and related charges are paid in full to the Association. At such time that the Lessee is paying his rent to the Association, the Unit Owner may not evict the Lessee for non-payment of rent. However, if the Lessee does not pay the rent to the Association as required herein, the Association shall have the authority to evict the Lessee. In such an event, the Unit Owner shall be obligated to reimburse the Association for the costs and attorneys fees incurred by the Association.

****This form must be signed by both the Unit Owner and the Lessee****

3425 VIA POINCIANA, Unit # _____

Term of Lease: Start date: _____ End date: _____

UNIT OWNER INFORMATION:

Name _____ **Phone #** _____
PRINT

_____ **Date:** _____
SIGNATURE

TENANT/LESSEE INFORMATION:

Name _____ **Phone #** _____
PRINT

_____ **Date:** _____
SIGNATURE

FOR SCREENING COMMITTEE USE ONLY:

Screened by: _____ _____ _____
PRINT NAME SIGNATURE DATE

_____ _____ _____
PRINT NAME SIGNATURE DATE

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www.cmcmanagement.biz

FOR PURCHASERS:

All purchasers of units in the Poinciana Place Condominium VI Association are subject to all the rules of the Declaration of Condominium Documents and its By-Laws. I have been provided with the Association's Governing Documents. I have also read and understand the Restrictions and Rules and Regulations of this Condominium, and promise to abide by them.

Signature of Applicant

Signature of Co - Applicant

Signature of Witness

Date

FOR RENTERS:

All renters of units in the Poinciana Place Condominium VI Association are subject to all the rules of the Declaration of Condominium Documents and its By-Laws. I have been provided with, have read and understand the "Summary of Rules and Regulations".

Signature of Applicant

Signature of Co - Applicant

Signature of Witness

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.

Poinciana Place Condominium

The Barclay Building

Summary of Rules and regulations

MARCH 2012

Summary of the Rules and Regulations of Poinciana Place Condominium, the Barclay Building, 3425 Via Poinciana, Lake Worth, FL 33467.

Purpose

The purpose of this document is to present a summary of the Rules and Regulations, as listed in the Association By-Laws, in a handy guide format. These Rules and Regulations are reasonably calculated to promote the welfare of the unit owners and the occupants of all units and provide for harmony and good will between them. Violation of such Rules and Regulations shall be brought to the attention of the Board who will take action as deemed necessary.

It is essential that this guide be read and fully understood by you and your tenants. All of your guests and visitors should also be aware of these Rules and Regulations.

Prepared and edited by:

**Jerome H. Smooke
President, Barclay Building
Poinciana Place Condominium**

MARCH 2012

Rules and Regulations

1. The sidewalk, entrances, passages, elevator, atrium, stairways, corridors, halls, and all other common elements must not be obstructed, encumbered, or used for any purpose other than ingress and egress.
2. It shall be the duty and responsibility of the unit owner to fill out and sign a Barclay Guest Registration form prior to (or upon arrival of) any visitor(s) when the host will not be present. This Guest Registration form shall be submitted to the Barclay Building President. This form shall provide the name(s) and telephone number(s) of all occupants, tenants, visitors, or guests who will be staying in the unit. The Guest Registration form may be obtained by contacting the Barclay President.
3. It shall be the duty and responsibility of the unit owner to see that any occupants, tenants, visitors, and guests shall not loiter or play in the entrances, sidewalk, passages, elevator, atrium, stairways, corridors, halls, and all other common elements.
4. No one shall make or permit any disturbing noises in or about the building by any person, nor do or permit anything by such persons that will interfere with the rights, comforts, or conveniences of the other occupants of the building. No loud noise or talking in the common areas is permitted between 10:00 P.M. and 7:30A.M.
5. The patio within the boundaries of a unit shall not be used in a manner that interferes with the comfort or convenience of other occupants of the building or is offensive or unsightly.
6. No cooking is permitted on any patio, terrace, or common area. Use of outdoor cookers including but not limited to: gas, charcoal grills, smokers or barbecues, is prohibited. The Barclay Building has a gas grill located in the pool area that is available for building occupants to use and must be cleaned after each use!

7. Rules for using the swimming pool are posted on the wall inside the pool area. All occupants, tenants, guests, and visitors shall abide by posted rules. Swimming hours are from sun up to sun down.
8. Each unit owner shall park their vehicle in their legally assigned space. All spaces NOT assigned may be available for use by guest(s) or for an owner's second vehicle. Parking in other assigned spaces is permitted with that unit owner's permission.
9. Unit owners are responsible for notifying guests, visitors, and contractors that they must park their vehicles in the parking spaces marked "Guest" and may not leave said vehicles in the driveway longer than required for loading or unloading materials.
10. No vehicle which cannot operate on its own power shall remain on the condominium property for more than 24 hours, nor shall any vehicle be washed or repaired (except for emergency repair) therein. No boat, boat trailer, trailer, camper, or like vehicle is permitted to be parked, left, or stored on condominium property. Minor repairs and waxing of vehicle(s) are permitted.
11. The two (2) HANDICAPPED parking spaces are only for visitors with a valid HANDICAPPED permit. Parking in these spaces shall be limited to the time of each visit.
12. Smoking in the elevator is not permitted.
13. No furniture, appliances, building materials, or freight are to be transported in the elevator without the furniture pads being installed in the elevator. Notify a member of the board 24 hours in advance if you will be transporting such materials.
14. No pets or other animals shall be maintained or harbored within a unit without written permission from the Board or two (2) signed letters from doctors indicating a medical condition needing such pets.

15. Pets must be kept on a leash at all times. Owners are responsible for picking up, disposing in a tied plastic bag, and appropriately discarding any pet fecal waste. Animals are not permitted in the pool area.
16. Do not cut through hedges or shrubbery, use designated walkways and stay off the lawn.
17. No sale, lease, or transfer of any unit may be made without a prior application submitted to the Board for approval and accompanied by the application fee.¹
18. When ending your stay or visit at the Barclay, occupants must turn off or close main water valves at the water heater. In addition it is advisable to shut off the electric switch on the water heater.
19. Set your air conditioner at 77 degrees and leave the Fan set to "ON" and (if you have one) set your humidistat at 55 degrees when ending your stay or visit at the Barclay.
20. Each unit owner shall provide the name and phone number of an individual² who can **periodically**³ check the unit for any problems. This is a visual inspection and does not constitute any legal responsibility on the individual. If something requires attention, the unit owner shall be notified so that he/she can take whatever action(s) are necessary.
21. The Barclay building has a dolly and two carts provided for the convenience of the building occupants to transport small materials and groceries, etc., to the owner's unit. They are stored under the stairs on the first floor and must be returned immediately after each use.

1

2

3

22. Trash is collected on Monday and Thursday mornings. There is a designated room on the first floor behind the elevator where the trash bins are located. On each floor there is a **BLUE** bin for cans, bottles, and plastics, as well as a **YELLOW** bin for paper products, egg cartons, small boxes. Other rubbish/trash must be placed in plastic bags, tied, and deposited in the designated areas. Large boxes and containers must be cut into three foot sections and placed in the yellow bin on the first floor. Please place trash in the appropriate bins. The custodian will empty the blue and yellow recycle bins on each floor every morning and empty into the first floor bins.
23. The Barclay is our home -- if you see empty bottles, cans, or other trash outside in common areas or in parking lot, please pick it up and discard in trash room.
24. Unit owners should not ask the Barclay custodian to perform any small maintenance tasks or repairs. The Barclay President assigns and schedules the custodian's work. If you see something that needs attending to, please contact the Barclay President, who will prioritize the custodian's work schedule as may be needed. Please -- only one boss!!
25. If you have any questions about these rules and regulations, please refer to the official By-Laws, contact the Board, or see the President.