

Coventry Green HOA, Inc.
c/o Sea Breeze CMS, Inc.
4227 Northlake Boulevard
Palm Beach Gardens, FL 33410
(561)626-0917 Fax: (561)626-7143
www.seabreezecms.com

APPLICATION FOR LEASE OR PURCHASE

updated 10/2013

Information is required on all applicants. COMPLETE ITEMS 1 - 6 & SUBMIT AT LEAST 2 WEEKS PRIOR TO CLOSING DATE/LEASE START DATE. **Old application packages will not be accepted.**

MAIL OR DROP OFF APPLICATION PACKAGE AT OUR OFFICE.

FAX COPIES WILL NOT BE ACCEPTED; INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

If you need copies they are 25 cents per page.

- ___ 1. Fill out application completely and submit to Sea Breeze CMS, Inc. 4227 Northlake Boulevard, Palm Beach Gardens, FL 33410. Mail or hand deliver to our office. (Pg. 2, 3)
- ___ 2. All adults (18 and older) read and review the rules and regulations. Date, sign and print your name on the last page. (Pg. 5)
- ___ 3. Provide a copy of the signed sales or rental contract along with this package.
- ___ 4. Apply a minimum of 14 days prior to execution.
- ___ 5. Enclose a \$200.00 application fee **CASH, MONEY ORDER OR CASHIER CHECK ONLY** made payable to Coventry Green HOA, Inc.
- ___ 6. Enclose a \$50.00 processing fee **CASH, MONEY ORDER OR CASHIER CHECK ONLY** made payable to Sea Breeze CMS, Inc.

Application Criteria

An applicant may not be approved based on one or more of the following:

1. Application not completed in full.
2. False information provided in application.
3. Lease term is established for less than three (3) months.
4. Property has been leased more than two (2) times in any calendar year.
5. A boat, trailer, motorbike, recreational vehicles or commercial vehicle is parked at the property, unless stored in the enclosed garage.

CURRENT INFORMATION (All information must be printed and readable)

The Unit Address: _____

Name of Current Owner: _____

Current Owner Phone Number: _____

Name of Applicant(s): _____

Applicant(s) Phone Number: _____

Closing Date: _____ or Lease Start: _____ End: _____

Realtor Name & Phone Number: _____

Applicant(s) Present Address: _____

Applicants Current Employer, Address & Phone #: _____

<u>Personal References</u>	<u>Address</u>	<u>Phone Number</u>	<u>Relationship to applicant</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List all proposed occupants and relationship to applicant: (including children)

<u>Name</u>	<u>Age</u>	<u>Relationship</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pets Yes _____ No _____, if yes, Type/Breed/Color/Age/Sex _____

Car(s) to be parked on Association Property (Make/Model/Color/Year/State):

<u>Make</u>	<u>Model</u>	<u>Color</u>	<u>Year</u>	<u>State</u>	<u>License Plate #</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

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Acknowledgement

I/We acknowledge receipt of a copy of the Declaration of Covenants and Conditions, Articles of Incorporation, Bylaws and Rules and Regulations of Coventry Green from the homeowner. I/We have read these documents and agree to abide by them. If leasing and failure to comply with terms and conditions thereof shall be a material default and breach of the lease agreement.

Property Address

Applicant Signature

2nd Applicant Signature

Applicant Printed Name

2nd Applicant Printed Name

Date

Date

Board Approval

Sale: Application must be approved by three board members. All new owners must undergo a three person minimum Board of Directors interview prior to closing.

Rental: Application must be approved by one board member.

Board Member's Signature _____ (Date) _____
() Approved () Rejected

Board Member's Signature _____ (Date) _____
() Approved () Rejected

Board Member's Signature _____ (Date) _____
() Approved () Rejected

Signed on behalf of the Board of Directors

COVENTRY GREEN HOMEOWNERS ASSOCIATION

RULES AND REGULATIONS **COVENTRY GREEN HOMEOWNERS ASSOCIATION**

There are several rules and regulations of the Coventry Green Homeowners Association that the Board of Directors request be followed by both owners and renters, Voluntary cooperation is necessary to ensure that no Board action will be required to ensure compliance.

1. The speed limit within Coventry Green is 10 miles per hour.
2. Refuse should not be placed out before sundown on the day prior to garbage pick-up. Trash must garbage placed in trash cans. If any garbage is scattered by animals, wind, garbage worker, etc. the occupant is responsible for removing the scattered refuse immediately.
3. No storage boxes, furniture, trash or any objectionable material are permitted on porches, entryways or in common areas.
4. Vehicles must remain off grassy areas at all times.
5. Parking is not permitted in front of the mail boxes or in driveways of other units.
6. Dead storage of vehicles is not permitted unless vehicle is garaged.
7. No vehicles displaying commercial lettering, vehicles with modified wheels or axles, vehicles with dual rear wheels, motorcycles, campers or trailers may park overnight anywhere within Coventry Green unless garaged.
8. Garage doors must remain closed except during times of exit or entry and during times of household maintenance.
9. No flammable, combustible or explosive fluids, chemicals or other materials may be kept in any unit except as required for normal household use.
10. No mechanical repairs (except emergency service) may be made to any vehicles while sparked in driveways or common areas.
11. Boats may not be kept in Coventry Green unless garaged.
12. All pets (dog and cats) must be leashed or on a halter at all times when outdoors. Pet owners must ensure that their pet does not defecate on the pretty of others and that the pet waste on their own property is removed. Pet owners must also make sure there are no disturbing noises or odors from their units or property because of their pets.
13. No unit owner or resident shall give orders to any maintenance personnel or contractor working on the premises. If there is a corner about how the workers are performing their duties, contact the management company immediately.
14. Residents must not attempt to adjust or modify the sprinkler system. If you perceive a problem, direct your concern to the management company.
15. Exterior alterations, include installation of all types of signal receivers, requires prior approval of the Board. No awning or canopy, addition shall be installed unless approved by the board.

16. All unit owner and residents shall avoid playing television, stereos and other electronic sound equipment at a noise level that will disturb their neighbors.
17. Window Treatments: Aluminum foil, bed sheets or other non-professional coverings are not permitted which are visible from the outside of the unit.
18. Children under fourteen may enter and use the pool when accompanied by a supervising adult.
19. Lease term shall not be less than 3 months. Unit may not be rented more than twice in a calendar year. No individual rooms in a residential unit may be rented or sublet and no transient tenants may be accommodated.
20. Tenants who violate the rules are subject to eviction proceedings. The unit owner will be notified in writing of such violation(s) and will be responsible that such violations cease immediately and to take appropriate action to evict tenant, if so directed by the Board. If the violations do not cease and the owner fails to take eviction actions, the Board may seek injunction relief and the owner will bear any cost connected with such action.
21. If the home is occupied by a non-owner without owner present, each adult (18 and older) residing at the home for a period of thirty (30) days or more is considered a tenant. A separate application is required for each adult to complete and be approved prior to occupancy.

Adherence to these Rules and Regulations will enhance the quality of living for all at Coventry Green.

ACKNOWLEDGEMENT:

Applicant Signature

Applicant Signature

Applicant Printed Name

Applicant Printed Name

Date

Date

EMAIL ADDRESS:

Please provide your email address and sign and date if you would like to receive emails related to association business.

Yes, please provide your email address: _____

No

Signature

Date