

SHUTTERS COA, INC.

C/O Sea Breeze Community Management Services, Inc.

4227 Northlake Boulevard

Palm Beach Gardens, FL 33410

(561)626-0917 Fax (561)626-7143

www.seabreezecms.com

Sales Application

(last updated 12/2014)

Information is required on all applicants. COMPLETE ITEMS 1 TO 14 & SUBMIT AT LEAST 14 BUSINESS DAYS PRIOR TO CLOSING DATE. **Old application packages will not be accepted our most current application package is available online at the Sea Breeze website.**

MAIL OR DROP OFF APPLICATION PACKAGE AT OUR OFFICE. FAX COPIES WILL NOT BE ACCEPTED AS APPLICATION IS INCOMPLETE.

If copies needed a charge of 25 cents per page is required

- ____ 1. Current information (all information must be completed). (pg. 2)
- ____ 2. Sale application form (all information must be completed). (pg. 3 - 4)
- ____ 3. Pet registration form (pg. 5)
- ____ 4. Residential screening request & disclosure & authorization agreement to be completed by all ADULTS (18 and over) residing in unit. (pg. 6-7)
- ____ 5. Sign and notarize certificate of approval prior to interview. We need the original certificate of approval as it is needed for closing. (pg 8)
- ____ 6. All adults (18 and over) review the rules and regulations. Initial, sign and print your name. These rules will be reviewed as well during the welcome meeting. (pg 9)
- ____ 7. Provide a copy of the sales contract naming buyers
- ____ 8. Provide a copy of registration and proof of insurance for each vehicle.
- ____ 9. Provide a picture ID for each adult 18 and over (legible copy of driver's license or passport).
- ____ 10. \$50.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** per adult (18 and older) representing a non-refundable application fee made payable to Shutters COA, Inc.
- ____ 11. \$100.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** representing a non-refundable administrative fee made payable to Sea Breeze CMS, Inc.
- ____ 12. \$100.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** representing a move-in/move-out deposit. Refundable upon completion of walk through.
- ____ 13. Out of the country applicants are subject to completing additional paperwork and fees as determined by our screening company. Please contact our office prior to submitting the application to obtain additional paperwork and fee amount. If additional fees are needed this is non-refundable and made payable to The Shutters COA, Inc. **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY will be accepted.**
- ____ 14. Application completely filled out, if not, application will be returned unapproved. **Interview is required prior to approval. It is critical for the interview that applicant(s) speak and read English or you must bring an interpreter with you.**

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. Background report.
4. Credit report.
5. A boat, trailer, motorbike, recreational vehicles or commercial vehicle is parked at the property.
6. More than one (1) dog or cat, or two (2) birds residing at the property.
7. Dog weight is over 30 lbs.

CURRENT INFORMATION

(All information must be printed and readable)

The Unit Address: _____

Name of Current Owner: _____

Current Owner Phone Number: _____

Name of Buyer(s): _____

Buyer(s) Phone Number: _____

Buyer(s) Email Address: _____

Closing Date: _____

Realtor Phone Number & Name: _____

SALES APPLICATION

BUYER(S) INFORMATION:

Information regarding each person to live in the unit. (including children) (Use a separate sheet of paper for information regarding all additional residents, as needed)

Name [Print-must be readable]	Age	Relationship to Buyer
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

LICENSED DRIVERS:

To be residing in the community

Name: _____	License # _____	State: _____
Name: _____	License # _____	State: _____
Name: _____	License # _____	State: _____
Name: _____	License # _____	State: _____
Others: _____		

VEHICLES:

Provide a copy of registration, proof of insurance and a current picture for each vehicle.

Make & Model of Vehicle	License Number	Color	State Registered

CRIMINAL BACKGROUND:

I understand a Nationwide Law Enforcement Investigation is required and will be done.

1) Have you (or any other occupants) ever been convicted of a State or Federal offense:

_____ Yes _____ No If yes provide detail: _____

2) Are you (or any other occupants) presently awaiting trial on any criminal offense?

_____ Yes _____ No If yes provide detail: _____

If yes to any of the above, give occupants name, dates, name of court, and details of conviction (use separate sheet of paper, if necessary).

Pet Registration Form

Fill in the blanks. Submit a recent picture of each pet. Sign and date acknowledgement.

Unit Owner or Resident _____

Unit # _____ Address _____ Phone # _____

Type of pets; (Please circle) Dog Cat Bird Other (specify) _____

Veterinarian's Name _____ Veterinarian's Phone # _____

1)
Pet Name _____ Pet Age _____ Pet Current Weight _____
Pet license/ Tag Number _____ Pets Estimated Maximum Weight at Maturity _____
Breed: _____

Please attach recent photo of pet here

Please list pet's rabies shot record below

2)
Pet Name _____ Pet Age _____ Pet Current Weight _____
Pet license/ Tag Number _____ Pets Estimated Maximum Weight at Maturity _____
Breed: _____

Please attach recent photo of pet here

Please list pet's rabies shot record below

I am aware of the association's rules, regulations and restrictions regarding pets on property and agree to abide by them.

Unit/ Pet owner's Signature _____ Date _____

PLEASE RETURN COMPLETED FORM WITH PHOTO(S) TO THE OFFICE

Shutters/ Ref# _____

RESIDENTIAL SCREENING REQUEST

First: _____ Middle: _____ Last: _____

Address: _____

City: _____ ST: _____ Zip: _____

SSN: _____ DOB (MM/DD/YYYY): _____

Tel#: _____ Cell#: _____

Current Employer

Company: _____ N/A _____ Tel#: _____ N/A _____

Supervisor: _____ N/A _____ Salary: _____ N/A _____

Employed From: _____ To: _____ Title: _____ N/A _____

Current Landlord

Company: _____ N/A _____ Tel#: _____ N/A _____

Landlord: _____ N/A _____ Rent: _____ N/A _____

Rented From: _____ N/A _____ To: _____ N/A _____

I have read and signed the Disclosure and Authorization Agreement.

SIGNATURE: _____ **DATE:** _____

DISCLOSURE AND AUTHORIZATION AGREEMENT
REGARDING CONSUMER REPORTS

DISCLOSURE

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for residence.

AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish AmeriCheckUSA with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

READ, ACKNOWLEDGED AND AUTHORIZED

Print Name

Signature

Date

- For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the report, if one is obtained, please check the box.

Shutters Condominium, Inc.
4227 Northlake Boulevard
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CERTIFICATE OF APPROVAL FOR SALE

The undersigned authorized representative of **Shutters COA Inc.** hereby certifies that the proposed conveyance of the following unit has been approved as written below:

Unit Number: _____ Unit Address: _____

Owner(s): _____

Buyer(s): _____

The above Buyer(s) as evidenced by Buyer(s) signature(s) below hereby acknowledge receipt of the Declaration of Covenants, Articles of Incorporation, By-Laws, Rules and Regulations and any amendments to the documents for the association, and agrees to be bound by said documents. Upon closing of the unit, Buyer(s) understands that it is the responsibility of the Buyer(s) to furnish the association with a recorded copy of the deed of conveyance indicating the Buyer(s) mailing address for all future assessments and correspondence from the association.

Buyer(s) Printed Name

Buyer(s) Printed Name

Buyer(s) Signature

Buyer(s) Signature

Date

Date

STATE OF FLORIDA COUNTY OF PALM BEACH

The foregoing instrument was sworn and subscribed before me this _____ day of _____, 20_____, By: _____ who is personally known to me or who has produced a valid Florida driver's license as identification.

Notary Signature & Stamp:

This is to certify that the above named Buyer(s) have complied with the above statements and thereby obtained the approval of **SHUTTERS COA INC.**
By: _____ As: _____ Date: _____
Signed on behalf of the Board of Directors

Emergency Contact:

If for any reason there is an emergency on your property please provide the best number that we can call.

Contact Name

Relationship to Property

Contact Number

Property Address: _____

Signature of Buyer/Renter acknowledged understanding and agreement to comply with the above rules for Shutters Condominium Association, Inc.

Buyer/Renter Signature

Buyer/Renter Signature

Buyer/Renter Printed Name

Buyer/Renter Printed Name

The Shutters Condominium Association

April 1, 2002

Revised House Rules and Regulations for the Owners, Guests and Visitors to the Shutters Condominium

**The following revised House Rules and Regulations
supersede all previous published as of April 01,
2002 and approved by the entire Board of
Directors on 03/12/02.**

It is solely the OWNERS' responsibility to inform all Guests, Visitors, and Contractors of all the rules and regulations that pertain to them. Failure to do so will result in the Owners themselves being held financially responsible.

Revised House Rules and Regulations – 04/01/02

A. Common Elements

1. Walkways and stairwells must be kept free of all obstructions at all times.
2. Laundry may not be hung from the front railings of the building, or on your outside patio at any time. This is to keep our property clean and uniform at all times as stated in the Condominium Documents
3. In owners' absence during hurricane season, patio furniture and all other objects must be brought inside unless the storm shutters are securely locked down.
4. Do not shake any matter (rugs, mats, mops and anything of a similar nature) over the banisters.

B. Parking

1. Owners are to use only parking areas assigned to them.
2. Every owner is assigned 1 (one) parking space per unit in the main parking area. If you have a second automobile you must park it on the West Side of the building (facing the Texaco Gas Station). These parking areas will not be assigned and are on a first come, first serve basis. If there are no parking spaces available, you must park behind Baers Furniture Store or across the street in the Roadhouse parking lot at your own risk. If you use the guest parking spaces in the main parking area you will be towed.
3. Owners should inform all visitors where guest parking is allowed and a guest parking decal must be displayed inside the windshield at all times. Two (2) Guest passes will be distributed to each owner. If your guest is going to stay overnight, they must display this decal on the dashboard or their vehicle may be towed.
4. Owners are not allowed to park in any other owner's space for any reason. If you would like to park in another owner's space while he is away, you must first receive written permission from that owner, or once again you will be towed.
5. All boats, campers, trailers, motorcycles, trucks or commercial vehicles are prohibited in the main parking area. Special considerations from the Board of Directors can be made per the owner's request in writing for the owners only. (handicapped, injured, vandalism etc.). It is up to the owners to inform their guest of this rule.
6. Car washing is permitted only on the West End of the building. No washing or working on your automobile is permitted in front of the building at any time.
7. No one is allowed to part in the Car Wash area from 8:00AM to 8:00PM for any reason other than to wash their vehicle.

C. Outside Face of Building

1. Personal notices are not permitted on any part of the building with the exception of the bulletin board on the first floor.
2. No ornaments of any kind are allowed on the outside of your windows or doors, with the exception of holiday decorations. Entrance doors and windows to your units can not be altered or changed in any manner.

D. Trash Deposal

1. All trash or garbage must be securely wrapped and bagged before depositing in garbage container. Make certain chute is firmly closed. All boxes must be cut up and deposited in the garbage room where designated. All large appliances and furniture must be put out to the street on Monday or Wednesday for pick up on the next day. Littering on the property is prohibited. Garbage pickups are Monday, Wednesday and Friday at 8:00AM. During holidays there is no garbage pickup and the Board of Directors may request that you hold back on your garbage. Paint and painting supplies are not permitted in the garbage. Fluorescent lights and fixtures are also not permitted in the garbage room.

E. Obligation of Unit Owners.

1. It shall be the obligation of all owners to live up to the House Rules as provided in the by-laws under the rules and regulation Exhibit "I" and declaration Article XII. It is also the owners' obligation to inform all of their guests, visitors, and contractors of House Rules and Regulations.
2. Unit owners will be held responsible for any acts, behavior or damage caused by guests and/or contractor to any common elements.

F. General

1. The Association must have a key to all apartments at all times. This key would only be used in an emergency situation. Owners will be held responsible for damage caused to other units due to negligence if no key is available.
2. Unit owners shall not make or permit any disturbing noises in the building and/or grounds by themselves, families or guests. This includes people, barking dogs, the playing of instruments, or having your electronic devices on too loud. It is suggested that you close all your doors and windows if you are the cause of any of the above problems.
3. Domestic pets weighing no more than 30 pounds are permitted to owners only if they are approved by the Board of Directors in advance. All dogs or cats must be leashed at all times on any part of the Condominium property. All animal feces must be picked up and bagged prior to being thrown in our garbage. (Village Ordinance) Dogs should not be left unattended for any reason. (This includes being left on the walkways).
4. Units that are rented or loaned may not have pets. Visitors are not allowed to bring pets for overnight stays.
5. Basement recreation room may be used for private parties, meetings or for a social group by arrangements with the Board. Fee: \$25.00.
6. Bicycles may be parked in basement in an orderly fashion.
7. Owners may use the bulletin board for special notices. Owners may submit constructive suggestions and/or complaints in the suggestion box. These suggestions or complaints must include the owners' name and unit number for any consideration by the Board.
8. An application for the rental or sale of any unit by the owner must be approved by the Board prior to the sale or rental. (see page 30 Declaration). The Board may take up to 14 working days to approve such a request.
9. Any absent owner having House Guests must submit a letter to the Board of Directors prior to guest arrival, giving permission and stating the names, dates, and total number of guests expected. This information will be posted on the bulletin board. Please see rules and regulations pertaining to guests.

G. Hazards

1. Fire: No open fires may be used on the patios. (City Ordinance)
2. Water: Any owner who plans to be absent for a period of three (3) days or more must turn off their water. Leaks and overflows could result in substantial damage that an owner could be held financially responsible for.
3. Damage: Owners will be responsible for paying for any damage that is caused by themselves, their guests, visitors and contractors.
4. Move In/Move Out Deposit: A \$100.00 (one hundred dollar) deposit is now required from both the owner and the prospective buyer as a move in/move out deposit. This money will be returned after a walk through by no less than two (2) members of the Board of Directors within 7 days of the final inspection. Any damages caused by either party will be deducted from their deposit.

5. Contractors: It is the owner's responsibility to advise all contractors, carpet installers, painters, tile setters, plumbers, etc. that they will have to haul out their own garbage. They are not allowed to use our dumpster, and they have to clean up after themselves. Also, if the elevator is used, please be sure that it is left clean, and parking lot is left clean from all residue. Failure to comply with this rule will result in a charge to the owner to repair any damage caused.

H. Pool Rules

1. The pool is for use of Owners, Lessees and guests only.
2. The life preserver is for emergency use only.
3. Showers must be taken prior to entering the pool.
4. All lounge chairs and chairs must be fully towel covered.
5. No pets are allowed in the pool area.
6. Before leaving the pool area, be sure to close umbrellas and replace the pool furniture the way you found it.
7. All children under the age of 12 years of age must be supervised by an owner, parent or guardian at all times.
8. Babies under the age 2, or in diapers are not permitted in the pool.
9. No glassware or bottles permitted poolside.
10. Florida State Health Rules, which are posted in the pool area, are part of our House Rules.
11. During owner's absence, houseguests may not invite other guests to the pool.

ADDENDUM

Rules and regulations pertaining to sale of apartments (see declaration, article XII page 29-30)

1. If an owner is contemplating the sale of his apartment, he must submit an application to the Board of Directors so stating, giving name, address, and apartment number of prospective client within 14 working days of interview date.
2. The Seller makes an appointment with the Board of Directors submitting a copy of the proposed offer to purchase. This is prepared by the loan bank (if any) or the Realtor.
3. A date is set for the Board to meet with the client and the seller. Before or by this time, the client must submit two letters of reference. A fee of \$50.00 must accompany the application. This is non-refundable payment. An additional check in the amount as a move in-move out deposit of \$100.00 is due from both the buyer and the seller at the time of interview. This amount is refundable after a walk through inspection by two members of the Board after the move is completed.
4. The Board may approve or disapprove the contract within 30 days.
5. "The Shutters Association" has the option to first right to purchase.
6. If sale is approved, the Board is to give Seller a letter of approval verified by the Shutters Seal and notarized by a Notary Public and signed by two witnesses.
7. Upon purchase of an apartment, an owner may not lease that apartment for the first year from the date of purchase.
8. An apartment may not be rented more than once a year.
9. A default in payment of maintenance after the final due date is subject to a charge of \$5.00 per day. No partial payments will be accepted. Final due dates for maintenance are as follows: January 1st, April 1st, July 1st, October 1st of each year.