

# VILLAGE ROYALE GREENRIDGE BLDG # 7 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

(Updated 4/2017)

## Tenant Application - Interview Required

**COMPLETE ITEMS 1 TO 16 & SUBMIT 30 DAYS PRIOR TO MOVE-IN DATE OF LEASE START 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 made payable to Sea Breeze CMS, Inc.**

- \_\_\_ 1) Application for occupancy form (all information must be completed). (pg. 3-6)
- \_\_\_ 2) Addendum to lease to be completed by owner(s) and tenant(s). (pg.7)
- \_\_\_ 3) Each occupant renting or residing in unit to complete occupant certification. (pg. 8)
- \_\_\_ 4) Owner(s) complete owner certification. (pg. 9) **AND** submit the Declaration Page of homeowner's insurance.
- \_\_\_ 5) Residential screening request & disclosure & authorization agreement to be completed by all Adults renting or residing in unit. (pg. 10-11)
- \_\_\_ 6) Certificate of Approval to be completed by each adult. Fill in the blanks where the paper request for the property address, owner's name, tenant's name, tenant's signature and date. This paperwork is required for approval. The approval is not authorized until the bottom section of the page is completed by an authorized Board Member or Property Manager. (pg. 12)
- \_\_\_ 7) All occupants to review the rules and regulations. Sign and print your name. The rules will be reviewed at the welcome meeting. (pg 13)
- \_\_\_ 8) Provide a copy of the signed lease contract naming the owners, tenants and start & end date of term.
- \_\_\_ 9) Provide a copy of registration and proof of insurance for each vehicle.
- \_\_\_ 10) Provide a copy of picture ID (driver's license or passport) for each occupant renting or residing in unit.
- \_\_\_ 11) Please be advised that all landlords in Village Royale Greenridge Bldg # 7 COA, Inc. must obtain Business Tax Receipt for Rental Property in order to rent their unit. This may be obtained at the City of Boynton Beach. No application will be accepted without this license, and failure to obtain one may result in your name being given to the City as an unlicensed landlord.
- \_\_\_ 12) \$35.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** per adult, representing a non-refundable screening report fee made payable to **Village Royale Greenridge Bldg # 7 COA, Inc.**
- \_\_\_ 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 **Village Royale Greenridge Bldg # 7 COA, Inc. CASH, MONEY ORDER OR CASHIER'S CHECK ONLY will be accepted.**
- \_\_\_ 14) \$100.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** per adult or married couple representing a non-refundable application processing fee made payable to **Village Royale Greenridge Bldg # 7 COA, Inc.**
- \_\_\_ 15) \$65.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** representing a non-refundable administrative fee made payable to **Sea Breeze CMS, Inc.**
- \_\_\_ 16) If the application is not completed in its entirety, the application will be RETURNED and WILL NOT be approved. Interview is required prior to approval. It is critical for the interview that occupant(s) speak and read English or you must bring an interpreter with you.

**CURRENT INFORMATION**  
(All information must be printed and readable)

The Unit Address: \_\_\_\_\_

Name of Current Owner: \_\_\_\_\_

Current Owner Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Tenant(s): \_\_\_\_\_

Tenant (s) Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Lease Term: Start \_\_\_\_\_ End \_\_\_\_\_

Realtor Phone Number & Name: \_\_\_\_\_

**Application Criteria**

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

1. Application not completed in full.
2. Background report.
3. Credit report.
4. Meet minimum requirement of one occupant fifty five (55) years of age or older.
5. Occupant younger than eighteen (18) years of age.
6. Pets other than tropical fish or birds.
7. Single family residence only.
8. Landlord references and/or personnel references.
9. False information provided in application.
10. Transient tenant.
11. Room rental.
12. Ownership established for less than twenty four (24) months.
13. Lease term is established for less than 90 days.
14. Lease term is established for more than one (1) year.
15. Property leased more than once (1) in a twelve (12) month period.
16. No more than two (2) persons may occupy a one (1) bedroom and no more than four (4) persons may occupy a two (2) bedroom.
17. A trailer, recreational vehicle or commercial vehicle is parked at the property.

**There is only one (1) assigned parking space per unit, any additional vehicles may NOT be able to be accommodated at the property.**

**Moving in or out is permitted Monday through Saturday, 9:00a.m. to 5:00p.m.**  
**Moving is NOT permitted on Sundays or Holidays.**

**APPLICATION FOR OCCUPANCY**

**OCCUPANT(S) INFORMATION:** Information regarding each person to reside in the unit. (Use a separate sheet of paper for information regarding all additional residents, as needed.)

Name [Print-must be legible.]	Age	Relationship to Tenant
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

**LICENSED DRIVERS:** To be residing in the community

Name: \_\_\_\_\_ License # \_\_\_\_\_ State: \_\_\_\_\_

Name: \_\_\_\_\_ License # \_\_\_\_\_ State: \_\_\_\_\_

**VEHICLES:** Provide a copy of registration and proof of insurance for each vehicle.

Make & Model of Vehicle	License Number	Color	State Registered

**EMERGENCY CONTACTS:**

1) In case of Emergency notify: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2) In case of Emergency notify: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**PERSONAL REFERENCES:** (**DO NOT LIST RELATIVES.** Each adult occupant must have 3 references.)

1) Tenant Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name of Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

2) Tenant Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name of Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

3) Tenant Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name of Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**PERSONAL REFERENCES: (DO NOT LIST RELATIVES.** Each adult occupant must have 3 references.

1) Tenant Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name of Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

2) Tenant Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name of Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

3) Tenant Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name of Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**CURRENT RESIDENCE:** Provide current residence for each adult occupying the unit. Use separate sheet of paper, if necessary.

1) Tenant Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

I/We have \_\_\_\_\_ owned (give length of time) \_\_\_\_\_

I/We have \_\_\_\_\_ rented Start (mm/dd/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ End (mm/dd/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name of Landlord or Mortgage holder: \_\_\_\_\_

Address of Landlord or Mortgage holder: \_\_\_\_\_

Phone Number of Landlord or Mortgage holder: \_\_\_\_\_

**CURRENT RESIDENCE CONTINUED:**

2) Tenant Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

I/We have \_\_\_\_\_ owned (give length of time) \_\_\_\_\_

I/We have \_\_\_\_\_ rented Start (mm/dd/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ End (mm/dd/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name of Landlord or Mortgage holder: \_\_\_\_\_

Address of Landlord or Mortgage holder: \_\_\_\_\_

Phone Number of Landlord or Mortgage holder: \_\_\_\_\_

RESIDENCE HISTORY: Provide previous residence history for each adult occupying the unit. If less than 5 years, provide residence history on a separate sheet, if necessary.

1) Tenant Name: \_\_\_\_\_

Previous Address: \_\_\_\_\_

I/We have \_\_\_\_\_ owned (give length of time) \_\_\_\_\_

I/We have \_\_\_\_\_ rented Start (mm/dd/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ End (mm/dd/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name of Landlord or Mortgage holder: \_\_\_\_\_

Address of Landlord or Mortgage holder: \_\_\_\_\_

Phone Number of Landlord or Mortgage holder: \_\_\_\_\_

2) Tenant Name: \_\_\_\_\_

Previous Address: \_\_\_\_\_

I/We have \_\_\_\_\_ owned (give length of time) \_\_\_\_\_

I/We have \_\_\_\_\_ rented Start (mm/dd/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ End (mm/dd/yyyy): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name of Landlord or Mortgage holder: \_\_\_\_\_

Address of Landlord or Mortgage holder: \_\_\_\_\_

Phone Number of Landlord or Mortgage holder: \_\_\_\_\_

WORK HISTORY: Provide work history on all occupants, use separate page if necessary. If less than 5 years, provide previous employer info on separate page.

1) Tenant Name: \_\_\_\_\_

Employer \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

Salary \_\_\_\_\_

Supervisors Name \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

2) Tenant Name: \_\_\_\_\_

Employer \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

Salary \_\_\_\_\_

Supervisors Name \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

**I give authorization to Village Royale Greenridge Bldg # 7 COA, Inc. or its agents to contact any and all references listed.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**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 occupant's name, dates, name of court, and details of conviction (use separate sheet of paper, if necessary).

**ADDENDUM TO LEASE**

Fill in the blanks. Both landlord(s) and tenant(s) must print name and sign. A witness to both the landlord(s) and tenant(s) signature is required, witness must print name and sign.

THIS ADDENDUM is made between \_\_\_\_\_ (“Landlord”) and \_\_\_\_\_ (“Tenant(s)”) effective this \_\_\_\_\_ day \_\_\_\_\_ 20\_\_\_\_ and is intended to and shall supplement, amend and modify that certain Lease dated \_\_\_\_\_ regarding Unit \_\_\_\_\_, in the following respects:

1. Tenant(s) are subject to and shall abide by all covenants and restrictions and rules and regulations set forth in the Declaration of Covenants, Conditions and Restrictions for Village Royale Greenridge (Bldg # 7) COA, Inc. If the tenant(s) fails to comply with the rules and regulations the association has the right to evict the tenant(s).

2. In the event the landlord/owner becomes delinquent in payment of assessments (regular or special) or other charges to the Association, the Association may notify the tenant. Upon such notification the tenant shall be obligated to pay the rent required under the lease to the Association, until all delinquent assessments and other charges have been paid in full. During the period of time the tenant is paying the rent to the Association, the Landlord shall not seek to evict the tenant for non-payment of rent.

Witness:	LANDLORD(S)
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name

Witness:	TENANTS(S)
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name

## OCCUPANT CERTIFICATION

Each occupant renting or residing in unit to print name, sign and date.

By my signature below, I *hereby* certify

- 1) That all of the information contained in this application is true and complete and I/we give my/our permission for a nationwide law enforcement background investigation and credit history verification.
- 2) That I/We understand and agree that *False* or Misleading information given in this application constitutes grounds for rejection of this application and revocation of my right to reside on this property.
- 3) That the unit I/We occupy may not be leased or sub-leased without the express written approval of the Village Royale Greenridge Bldg # 7 COA, Inc.
- 4) That no persons other than those shown on this application will reside in the unit and I/We agree that anyone moving into the unit at a later date will be registered with the Association and a background investigation done at the occupant's expense prior to occupancy.

\_\_\_\_\_  
Print Name of Occupant 1

\_\_\_\_\_  
Signature of Occupant 1

\_\_\_\_\_  
Print Name of Occupant 2

\_\_\_\_\_  
Signature of Occupant 2

\_\_\_\_\_  
Print Name of Occupant 3

\_\_\_\_\_  
Signature of Occupant 3

\_\_\_\_\_  
Print Name of Occupant 4

\_\_\_\_\_  
Signature of Occupant 4

**Date Signed** \_\_\_\_\_



## OWNER CERTIFICATION

Owner to sign and date. A witness to the owners(s) signature is required, witness must sign and date.

By my signature below I/We hereby certify:

- 1) That the information contained in this application is true and accurate to the best of my knowledge.
- 2) That a copy of the lease agreement or sales contract is attached, and that there are no other agreements concerning this lease, rental, or potential purchase.
- 3) That the unit owner is responsible for any and all costs related to damages to community property and/or violation of the Documents of Village Royale Greenridge Bldg # 7 COA, Inc. and that these costs include actual damage and all costs and fees paid for the associations attorney as may relate to the owners, tenants and/or the guests of such tenants.

I/we hereby authorize the Association to evict a tenant at my (unit owner) expense in any case where my tenant fails to abide by the Documents of Village Royale Greenridge Bldg # 7 COA, Inc.

I/We understand and agree to pay the fines issued by the Association Fining committee for violations of the Association's Documents and Village Royale Greenridge Bldg # 7 COA, Inc. any and all remedies available by law to correct a violation of governing documents.

Signature of Owner: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Co Owner: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Date \_\_\_\_\_

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**OFFICE USE ONLY:**

Sale ( )      Lease ( )      Unit Address: \_\_\_\_\_

APPROVED ( )      DENIED ( )      DATE: \_\_\_\_\_

Board of Director's Signature or Authorized Board Representative: \_\_\_\_\_

REASON DENIED: \_\_\_\_\_

LEASE DATES: Start \_\_\_\_\_ End \_\_\_\_\_ By \_\_\_\_\_

Village Royale Greenridge (Bldg # 7) / 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.

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[www.seabreezecms.com](http://www.seabreezecms.com)

**CERTIFICATE OF APPROVAL**

Name of current owner: \_\_\_\_\_

This is to certify that \_\_\_\_\_  
(lessees(s) printed names)

is/are approved by Village Royale Greenridge COA, Inc., a Florida nonprofit corporation, as the lessess(s) of the following described real property in Palm Beach County, Florida, to-wit:

**2300 NE 1<sup>st</sup> Lane  
Boynton Beach, FL 33435**

Condominium Unit No. \_\_\_\_\_ in Village Royale Greenridge Bldg # 7 COA, Inc. according to Declaration of Condominium thereof, recorded in Official Records Book 2260, at Page 415 of the Public Records of Palm Beach County, Florida and any amendments thereto.

Lease Term: Start \_\_\_\_\_ End \_\_\_\_\_

Parking Space assigned is # \_\_\_\_\_

The approval is being given pursuant to the afore described Declaration of Condominium, By-laws and Articles of Corporation.

Date this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Village Royale Greenridge COA, Inc.

By: \_\_\_\_\_  
Authorized Association President

**\*If unit is leased, unit owner retains access rights to the unit as landlord, but shall not have rights to use the common elements or association property except as a guest 718.106(4), F.S. Unit owner's access cards to association property will be invalid while unit is leased.**

Unit Address: \_\_\_\_\_ Rental or Purchase

Interviewer: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Assigned Parking Space Numbers: \_\_\_\_\_

**Signatures of Buyer/Renter/Resident acknowledge, understand and agree to comply with the above rules for Village Royale Greenridge Condominium Association**

_____	_____	_____
Buyer/Renter/Resident Signature	Buyer/Renter/Resident Signature	Date

_____	_____	_____
Buyer/Renter/Resident Signature	Buyer/Renter/Resident Signature	Date