

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

## Purchase Application - Interview Required (last updated 2/2017)

**COMPLETE ITEMS 1 TO 13 & SUBMIT 30 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 made payable to Sea Breeze CMS, Inc.**

- \_\_\_\_\_ 1) Application for occupancy form (all information must be completed). (pg. 3-6)
- \_\_\_\_\_ 2) Residential screening request & disclosure & authorization agreement to be completed by all occupants purchasing or residing in unit. (pg. 7-8)
- \_\_\_\_\_ 3) Certificate of Approval to be completed by each buyer upon submitting the application package. Fill in the blanks where the paper request for the purchase's name and unit number. This paperwork is required for approval. The approval is not authorized until the bottom section of the page is completed by an authorized by the Board President. (pg. 9)
- \_\_\_\_\_ 4) **The certificate of approval will not be issued without providing a copy of a current HO-6 Insurance policy.**
- \_\_\_\_\_ 5) All occupants review the rules and regulations. Sign and print your name. The rules will be reviewed at the welcome meeting. (pg. 10)
- \_\_\_\_\_ 6) Provide a copy of the signed purchase contract naming the owners, buyers and closing date.
- \_\_\_\_\_ 7) Provide a copy of registration and proof of insurance for each vehicle.
- \_\_\_\_\_ 8) Provide a copy of picture ID (driver's license or passport) for each adult purchasing or residing in unit.
- \_\_\_\_\_ 9) \$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.**
- \_\_\_\_\_ 10) 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.**
- \_\_\_\_\_ 11) \$100.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** per person or married couple representing a non-refundable application processing fee made **payable to Village Royale Greenridge Bldg # 7 COA, Inc.**
- \_\_\_\_\_ 12) \$65.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** representing a non-refundable administrative fee made **payable to Sea Breeze CMS, Inc.**
- \_\_\_\_\_ 13) 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 Buyer(s): \_\_\_\_\_

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

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

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. 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.**

**Leasing Note: Ownership must be established for twenty four (24) months before property may be leased.**

**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 Buyer
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 occupant must have 3 references.)

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

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

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

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

1) Buyer Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

2) Buyer Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

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

3) Buyer 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) Buyer 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) Buyer 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) Buyer 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) Buyer 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) Buyer Name: \_\_\_\_\_

Employer \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

Salary \_\_\_\_\_

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

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

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

\_\_\_\_\_

2) Buyer 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).

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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**CERTIFICATE OF APPROVAL**

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

is/are approved by Village Royale Greenridge COA, Inc., a Florida nonprofit corporation, as the \_\_\_\_\_  
purchaser(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.

**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 Bldg # 7 Condominium Association.**

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