

Cresthaven Condominium Townhomes Section 5, Inc.

C/O Sea Breeze Community Management Services, Inc.

4227 Northlake Boulevard

Palm Beach Gardens, FL 33410

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

www.seabreezecms.com

APPLICATION

Information is required on all applicants. COMPLETE ITEMS 1 TO 12 & SUBMIT AT LEAST 14 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 required

- _____ 1. Information to be completed by applicant. (Pg. 2– 5)
- _____ 2. Each applicant should review the rules and regulations. Sign and print your name at the bottom. The rules will be reviewed at the welcome meeting. (Pg. 7-10)
- _____ 3. If you are interested in setting up for Association Bulk Email you will need to sign, date and print email address. Complete emergency contact information. (Pg. 11)
- _____ 4. Residential screening request & disclosure & authorization agreement to be completed by ALL applicants purchasing, renting or residing at the property. (Pgs.12-13) Extra copies may need to be printed.
- _____ 5. Complete the Certificate of Approval. It must be signed by all applicants to reside in the unit to signify you have read and will comply with the Association Rules. (Pg. 14) For purchase, (Pg. 15) For Lease
- _____ 6. Provide a copy of the completed Sale or Rental Contract.
- _____ 7. Provide a copy of registration and proof of insurance for each vehicle.
- _____ 8. Provide a picture ID for each applicant (legible copy of driver's license or passport).
- _____ 9. \$100.00 **CASH, MONEY ORDER OR CASHIERS CHECK ONLY** fee for each applicant or married couple and an additional \$100.00 fee for each additional person listed on the application. This is a non-refundable fee made payable to **Cresthaven Condominium Townhomes Section 5, Inc.**
- _____ **10.** \$100.00 **CASH, MONEY ORDER OR CASHIERS CHECK ONLY** for a non-refundable processing fee made **payable to Sea Breeze CMS, Inc.**
- _____ 11. 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 Cresthaven Condominium Townhomes Section 5, Inc. **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY will be accepted.**
- _____ **12.** Application must be completely filled out, if not, application will be returned unapproved. **Interview is required prior to approval.**

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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. Prohibited vehicles include motorcycles, vans without windows on all body panels, commercial vehicles, trucks with a passenger cab and cargo bed, agricultural vehicles, semis, tractor trailers, recreational vehicles, buses, trailers, boats, passenger automobiles that have been converted for racing, and limousines.
4. Pets are prohibited.
5. Under 55yr old not allowed.

APPLICATION FOR OCCUPANCY

NOTE: All information supplied is subject to verification. All telephone numbers must be able to be reached between 9-5 pm.

Purchase: _____ Lease: _____ Apt.: _____ Bldg. No.: _____

Property Address: _____

Applicants Name: _____ 2nd Applicants Name: _____

Applicant(s) phone number: _____ Applicant(s) email address: _____

Information regarding each person to reside in the unit. Only person(s) listed here are permitted to reside in unit.

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

Have you ever been convicted of a crime? ____ Date (s): _____ Count/State convicted in: _____

Charge(s): _____

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RESIDENCE HISTORY

Please print full address, including unit/apt number, city, state & zip code

A. Present address: _____ Phone: _____

Apt. or condo name: _____ Phone: _____

Dates of residency: From: _____ to: _____ Rent/Mtg amount: _____

Own home: _____ Parent/Family member: _____ Rented home: _____ Rented apt.: _____ Other: _____

Name of landlord: _____ Address: _____ Phone: _____

Mortgage holder: _____ Mortgage Number: _____ Phone: _____

B. Previous address: _____ Phone: _____

Apt. or condo name: _____ Phone: _____

Dates of residency: From: _____ to: _____ Rent/Mtg amount: _____

Own home: _____ Parent/Family member: _____ Rented home: _____ Rented apt.: _____ Other: _____

Name of landlord: _____ Address: _____ Phone: _____

Mortgage holder: _____ Mortgage Number: _____ Phone: _____

C. Previous address: _____ Phone: _____

Apt. or condo name: _____ Phone: _____

Dates of residency: From: _____ to: _____ Rent/Mtg amount: _____

Own home: _____ Parent/Family member: _____ Rented home: _____ Rented apt.: _____ Other: _____

Name of landlord: _____ Address: _____ Phone: _____

Mortgage holder: _____ Mortgage Number: _____ Phone: _____

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EMPLOYMENT REFERENCES

Include a recent copy of an earnings statement to expedite processing

A. Employed by: _____

Dates of employment: From: _____ To: _____ Position: _____

Monthly gross income: _____ Address: _____

Phone: _____ Fax: _____

B. Spouse employed by: _____

Dates of employment: From: _____ To: _____ Position: _____

Monthly gross income: _____ Address: _____

Phone: _____ Fax: _____

BANK REFERENCES

Include a recent copy of a bank statement to expedite processing

A. Bank name: _____ Checking acct #: _____

Address: _____

Phone: _____ Fax: _____

B. Bank name: _____ Savings acct #: _____

Address: _____

Phone: _____ Fax: _____

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CHARACTER REFERENCES

(No family members)

Please notify Character References that we will be contacting them to obtain a reference

1. Name: _____ Home Phone: _____

Address: _____ Business Phone: _____

Email Address: _____ Cellular Phone: _____

2. Name: _____ Home Phone: _____

Address: _____ Business Phone: _____

Email Address: _____ Cellular Phone: _____

3. Name: _____ Home Phone: _____

Address: _____ Business Phone: _____

Email Address: _____ Cellular Phone: _____

4. Name: _____ Home Phone: _____

Address: _____ Business Phone: _____

Email Address: _____ Cellular Phone: _____

Driver's license number (Primary applicant): _____ State issued: _____

Driver's license number (Secondary applicant): _____ State issued: _____

Make: _____ Model: _____ Year: _____ License plate number: _____

Make: _____ Model: _____ Year: _____ License plate number: _____

Make: _____ Model: _____ Year: _____ License plate number: _____

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THE SELLER MUST TURN OVER TO THE NEW BUYER OF THEIR UNIT THE FOLLOWING:

- A complete set of recorded documents as those provided by the builder to the original owner of the unit. If the seller does not have these documents, they are

Available for purchase. Please make your \$50.00 check payable to Cresthaven Condominium Townhomes Section 5, Inc.

- Monthly maintenance coupon payment book. The buyer can use the coupons until the end of the year at which time new coupon books will be issued.

Keys to the clubhouse, mail box and the unit must be turned over to the buyer at the time of closing on the Unit,

The seller is responsible for the return of Comcast box(s) to Comcast. The box(s) are in the seller's name. The box(s) need to be returned to the local Comcast office. Comcast will continue to bill the seller until the box(s) are returned.

TRASH PICK-UP DAYS AT GATELY:

Monday: recycling

Recycling can be put out the night before after 6:00 pm. Recycle bins must be kept inside of units and not stored anywhere outside of the unit. No garbage pails or containers may be used.

- Trash and garbage, must be put out the morning of the pick-up, after 6:00 am, because wild animals break open bags and strew garbage on the street. If this should happen, you are responsible for the clean-up.

Thursday: only trash and garbage are picked up.

There will be no garbage pick-up on Thanksgiving Day. If Christmas Day is a Monday or a Thursday, there will be no garbage pick-up. On those days garbage will not be picked up until Monday.

If these rules are not adhered to, fines will be imposed.

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RULES AND REGULATIONS

Revised as of May 1, 2011

The Rules and Regulations hereinafter enumerated as to the Condominium property, the common elements, the limited common elements and the Condominium units shall be deemed in effect until amended by the Board of Directors of the Association and shall apply to and be binding upon all unit owners. The unit owners shall, at all times, obey said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, servants, lessees and persons over whom they exercise control and supervision. Said initial Rules and Regulations are as follows:

1. The walkways, entrances, passages, and all of the common elements must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the premises; nor shall any carriages, velocipedes, bicycles, wagons, shopping carts, chairs, benches, tables or any other object of a similar type or nature be stored therein.
2. The personal property of all unit owners shall be stored within their Condominium units.
3. No garbage cans, supplies, milk bottles, or other articles shall be placed on the patio(s) and entry walk(s), nor shall any linens, cloths, clothing, curtains, rugs, mops or laundry of any kind, or other articles, be shaken or hung from any of the windows, doors, patio (s) or entry walk(s), or exposed on any part of the limited common elements shall be kept free and clear of rubbish, debris and other unsightly material.
4. Refuse and garbage shall be deposited and handled in the manner specified by the Board of Directors.
5. No commercial vehicle shall be left or stored on the Condominium property.

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6. Employees of the Association shall not be sent off the Condominium premises by any unit owner at any time for any purpose.

RULES AND REGULATIONS CONTINUED

7. The parking facilities shall be used in accordance with regulations adopted by the Board of Directors. No vehicle which cannot operate on its own power shall remain on the Condominium premises for more than twenty-four (24) hours, and no repair of vehicles shall be made on the Condominium premises.
8. No unit owner shall make or permit any disturbing noises in the building or on the Condominium property by himself, his family, servants, employees, agents, visitors and licensees, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of the unit owners. No unit owners shall play upon or suffer to be played upon any musical instrument, or operate or suffer to be operated, a phonograph, television set, radio or sound amplifier, in his unit, in such manner as to disturb or annoy other occupants of the Condominium.
9. No antennas and/or satellite dishes shall be installed and/or affixed to any exterior part of a unit, the limited common elements or the common elements.
10. No sign, advertisement, or other commercial lettering shall be exhibited, displayed, painted or affixed on or upon any part of the Condominium unit or limited common elements or Condominium property by any unit owner or occupant. Unit owners are allowed to display religious decorations not to exceed three (3) inches wide, six (6) inches high, and 1.5 inches deep on their door or mantle.

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RULES AND REGULATIONS CONTINUED

11. No awning, canopy, shutter, screened door, storm or hurricane shutter, or other projection shall be attached to or placed upon the outside walls, roof or exterior of a building or unit without the written consent of the Board of Directors. No unit owner shall grow any type of plant, shrubbery, vine or grass outside his unit nor shall he place any furniture or equipment outside his unit except with the prior written consent of the Board of Directors and subject to the Rules and Regulations adopted by the Board of Directors. Article XV of the Condominium's Declaration of Condominium authorizes certain improvements within the limited common element patio area and the unit owner is also authorized to plant various items within said area. The provisions of Article XV are paramount to the provisions herein.
12. No inflammable, combustible, or explosive fluid, chemical or substance shall be kept in any unit or limited common element except such as are required for normal house- hold use.
13. No clothes line or similar device shall be allowed on any portion of the Condominium property nor shall clothes be hung anywhere except in the designated laundry service areas of the Condominium property.
14. Provisions in the nature of Rules and Regulations are specified in Articles XIII, XIV and XV of the Condominium Declaration of Condominium and the applicable provisions therein shall be deemed repeated and realleged in these Rules and Regulations.
15. The Board of Directors of the Association reserves the right to make additional Rules and Regulations as may be required from time to time without consent of the Condominium Association and its members. These additional Rules and Regulations shall be as binding as all other Rules and Regulations previously adopted.

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**ACKNOWLEDGMENT OF ASSOCIATION DOCUMENT SET AND
RULES AND REGULATIONS**

I/We agree abide by the Declaration of Covenants, Articles of Incorporation, By-laws, Rules and Regulations and any Amendments there to.

Applicant Signature

Applicant Signature

Applicant Printed Name

Applicant Printed Name

Date

Date

AGREEMENT TO PET POLICY

By signing below I attest to the fact that I have read and understand the Rules and Regulations of Cresthaven Condominium Townhomes Section 5, Inc. and furthermore state that at the present time I do not have a pet and will not have a pet at any time during my residency at Cresthaven Condominium Townhomes Section 5, Inc.

By my signature below I understand that the breaking of the pet rules will cause me to automatically be fined and that no further warning notice will be sent.

Signature: _____ Date: _____

Signature: _____ Date: _____

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**AUTHORIZATION TO SIGN UP FOR ASSOCIATION BULK
EMAIL**

Please provide your email address and sign and date if you would like to receive emails related to Association business. E-mails will be part of Association records.

_____ Yes, please provide your email address: _____

_____ No

Signature: _____ Date: _____

EMERGENCY CONTACT

In case of an emergency such as a water leak we would like to get emergency phone numbers. Please provide the person's name and phone number of who we can contact someone to get in touch with you.

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

Sea Breeze – Cresthaven COA / PO# _____

RESIDENTIAL SCREENING REQUEST

First: _____ Middle: _____ Last: _____

Address: _____

City: _____ ST: _____ Zip: _____

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

Tel#: _____ Cel#: _____

Current Employer

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

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

Employed From: N/A To: N/A 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

For Purchase

The undersigned authorized representative of **CRESTHAVEN CONDOMINIUM TOWNHOMES SECTION 5, INC.** hereby certifies that the proposed conveyance of the following unit has been approved as written below:

Unit Address: _____

Owner(s): _____

Applicant(s): _____

The above Applicant(s) as evidenced by Applicant(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.

Applicant(s) Printed Name

Applicant(s) Printed Name

Applicant(s) Signature

Applicant(s) Signature

Date

Date

This is to certify that the above named Applicant(s) have complied with the above statements and thereby obtained the approval of **CRESTHAVEN CONDOMINIUM TOWNHOMES SECTION 5, INC.**

By: _____ As: _____ Date: _____
Signed on behalf of the Board of Directors

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CERTIFICATE OF APPROVAL

For Lease

The undersigned authorized representative of **CRESTHAVEN CONDOMINIUM TOWNHOMES SECTION 5, INC.** hereby certifies that the proposed conveyance of the following unit has been approved as written below:

Unit Address: _____

Owner(s): _____

Applicant(s): _____

The above Applicant(s) as evidenced by Applicant(s) signature(s) below hereby acknowledges and agrees to abide by the Association Rules and Regulations.

Applicant(s) Printed Name

Applicant(s) Printed Name

Applicant(s) Signature

Applicant(s) Signature

Date

Date

This is to certify that the above named Applicant(s) have complied with the above statements and thereby obtained the approval of **CRESTHAVEN CONDOMINIUM TOWNHOMES SECTION 5, INC.**

By: _____ As: _____ Date: _____
Signed on behalf of the Board of Directors