

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

Purchase Application - Interview Required (updated 6/2018)

COMPLETE ITEMS 1 TO 14 & 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 package. Sign and print your name. The rules will be reviewed at the welcome meeting. (pg. 10-18)
- _____ 6) All applicants provide a copy of your current credit score.
- _____ 7) Provide a copy of the signed purchase contract naming the owners, buyers and closing date.
- _____ 8) Provide a copy of registration and proof of insurance for each vehicle.
- _____ 9) Provide a copy of picture ID (driver's license or passport) for each adult purchasing or residing in unit.
- _____ 10) \$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.**
- _____ 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 **Village Royale Greenridge Bldg # 7 COA, Inc. CASH, MONEY ORDER OR CASHIER'S CHECK ONLY will be accepted.**
- _____ 12) \$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.**
- _____ 13) \$65.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** representing a non-refundable administrative fee made **payable to Sea Breeze CMS, Inc.**
- _____ 14) 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 1st 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.**

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ASSOCIATION RULES & REGULATIONS, GUIDELINES AND FORMS

Please read each page carefully. These adopted Guidelines, Rules and Regulations, and Forms are set up to help improve our shared ownership community condominium living. If you have any questions, please feel free to contact Sea Breeze CMS, Inc. office at (561) 626-0917.

- Parking Rules
- Oil Leak Notice
- Immediate Family Guest Registration
- Association Delinquency Policy
- Owner’s Permission to Temporarily Use Parking Space
- Request for Review of Architectural Modification
- Intent Sell Lease Transfer Property Form

I hereby certify that at the screening interview I have received copies of the above forms and agree to abide by Village Royals Greenridge Association, Rules & Regulations and Guidelines.

New Owner: _____

New Tenant: _____

Date: _____

Please read each page carefully. These guidelines and forms are set up to help improve our shared ownership community condominium living. If you have any questions please feel free to contact the Sea Breeze Management CMS, Inc. office at 561-626-0917.

Sincerely,
Your Board of Directors of
Village Royale Greenridge Condominium Association

VILLAGE ROYALE GREENRIDGE (BLDG # 7) COA, INC.

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PARKING RULES

- 1) No unit owner or renter is allowed to park in a guest parking space overnight.
- 2) All owners or renters must be parked in their own assigned parking space, seasonal residents must park vehicles in their own assigned space while absent from unit. Commercial trucks, vehicles as defined by Florida Statutes, boats, trailers, recreational, are not permitted to park overnight.
- 3) Any guest of owner or renter may park overnight in resident building spaces.
- 4) No storage of vehicles, motorcycles, trailers, trucks, boats in any guest or resident building 7 spaces.
- 5) No unit owner or renter is permitted to occupy two parking spaces at any time unless another unit owner allows them the use of their parking space. If a unit owner wishes to allow another unit the use of their parking space, they must submit the attached form to the Board of Directors. Giving up your parking space to another unit owner also entails the surrender of your parking space for that period of time.
- 6) Owners that rent their unit also surrender their parking space for the term of approved lease.
- 7) Repairing of vehicles is not allowed in parking spaces.
- 8) Violators will be subject to towing at their own expense.

Sincerely,
Your Board of Directors of
Village Royale Greenridge Condominium Association

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Oil Leak Notice

To all unit owners and renters

Effective immediately

Any car leaking oil will be tagged and have fourteen (14) days in which to repair their vehicles. If the

Vehicle is not repaired it will be towed at the owners expense.

A copy of the repair work will have to be submitted to the Board of Directors to show proof that it has been repaired.

Thank you for your cooperation.

Sincerely,

Your Board of Directors of

Village Royale Greenridge Association, Inc.

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**Owner's notification of Guest
of the owner during owner's absence
Per Condo Documents 8.9.3 Occupancy**

- One (1) month or less only permitted one (1) time per 12 month period.
- The unit owner must notify the Board of Directors in writing.
- Guest use is not allowed in first two (2) years of ownership during the absence of owner.
- Only one (1) assigned parking space, no dogs or other pets permitted.
- A copy of picture ID is required and to be submitted to Sea Breeze office.
- Must be fifty five (55) years or older during absence of unit owner.

To the Board of Directors
Village Royale Greenridge Association, Inc.
2300 NE 1st Lane
Boynton Beach, FL 33435

The guest shown below will occupy my unit# _____ in building 7

Parking space _____.

Beginning (date) _____ until (date) _____ as authorized resident they have become, through me, familiar with the Rules and Regulations of the Village Royale Greenridge Association Condominium as provided in the declaration of condominium and the by-laws of the Greenridge Association and they agree to comply with their provisions.

Name	Age	Sex	Home Address
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Signature of Owner _____

Unit# _____ Building #7 Parking space# _____

This form must be used for visits of one month or less only.

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DELINQUENCY POLICY

Effective 2012

- Village Royale Greenridge Association maintenance payments are late after the tenth (10th) of every Month.
- The first late notice will be mailed after ten days past due of every month.
- A late fee of \$25.00 will be charged on all late fees.
- Sea Breeze charges \$10.00 per letter.
- The account will be turned over to the Associations attorney after 30 days. If not paid.

If you have any questions or concerns please contact our accounts receivable department at 561-626-0917.

We appreciate your cooperation in this matter.

Sincerely,

Your Board of Directors of

Village Royale Greenridge Condominium Association

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OWNERS PERMISSION TO TEMPORARILY USE PARKING SPACE

This notice is to inform the Board of Directors that I, the unit owner, will relinquish my assigned parking space.

_____	<u>7</u>	_____	_____
Name	Bldg.	Unit	Parking Letter

Effective:

_____	_____
Starting Date	Ending Date

I understand that by giving up my parking space I, the unit owner, or anyone using the unit, cannot park in this space or a guest parking space once I, the unit owner, relinquishes this parking space.

If the unit is sold, leased or transferred this agreement will be void and the new owner will have the rights to this assigned parking space at the time of ownership.

Signed by:

_____	<u>7</u>	_____	_____
Name	Bldg.	Unit	Parking Letter

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REQUEST FOR REVIEW FOR ARCHITECTURAL MODIFICATION

Owners Name: _____

Street Address: _____

Day Phone: _____ Evening Phone: _____

Approval is hereby requested to make the following modification(s), alteration(s) to my unit as described below or on additional attached pages. Please include details such as description, materials, colors, design, locations and other pertinent data. Attach a copy of vendor's license, liability insurance and workers compensation. Please also attach a drawing or a brochure if available.

I understand and will comply with the following:

- 1) That if the modification(s) is not completed as approved, said approval can be revoked and the modification(s) will be required to be removed at the homeowner's expense.
- 2) That I am responsible to pay for any repair and all damage done to common areas as a result of the installation or modification.
- 3) To comply with the state and county building codes and to obtain all necessary permits, if applicable.
- 4) To abide by the decision of the ACC and/or the Board of Directors.
- 5) That if the modification is not approved or does not comply, I/we may be subjected to Court action by the Association and that I/we shall be responsible for all reasonable Attorney's fees.
- 6) If the Association incurs an expense while considering the application with an outside Professional (i.e. licensed architect) the applicant will be responsible for said fee.
- 7) This review and approval shall be conducted according to the Association Documents.
- 8) I/we will be responsible for any costs of repair to any other units that may be damaged due to said work conducted.

Date of request

Signature of Homeowner(s)

For Board use only

() Approved () Disapproved ACC Signatures _____

Comments: _____

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Intent to Sell, Lease or Transfer Property

Address: _____

Please check one:

_____ Intent to sell

_____ Intent to Lease

_____ Transfer, Gift, Devise or Inheritance

According and requited by our By-laws, the element for you to proceed with the sale/rental of you unit is fourteen (14) days AFTER the Board received this intent form. We can advise, if requested, the best way to sell/rent your unit - if you wish.

I hereby give notice that I am putting my Unit # _____ up for sale/lease.

My asking (highest price) is _____.

My lowest price is _____.

Signature of person on deed _____

Please print name of person on deed _____

Date _____

Please return completed form to Sea Breeze CMS, Inc.

Bulk Trash Pick-up Guidelines

- 1. Place loose and small debris in garbage bags.
- 2. It should be placed 3 feet from wall, on Wednesdays only.
- 3. Call 561-742-6200 and provide your unit number for pick-up on Thursday.
- 4. Trash placed out before Wednesday is prohibited. Owners will be fined by the City and the Association for these types of violations.
- 5. A contractor doing work in a unit is responsible to remove the debris and not place it for bulk pick-up.

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

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