

COCOPLUM PROPERTY OWNERS ASSOCIATION OF PALM BEACH, INC.

APPLICATION FOR OCCUPANCY

- The Association requires an orientation meeting to discuss the rules and regulations of the Community. This meeting will take place over the phone and email with Sea Breeze Community Management Services, Inc.
- Failure to comply may result in your application being declined or certificate of approval not being issued.
- Failure to comply with the Rules and Regulations of the Community may result in the termination of the lease.
- Applications must be received 10 business days prior to your move in date.

All prospective owners/tenants must complete the Association's application and must submit the following documents:

- Completed Association Application
- Clear copy of valid identification card and/or driver's license for ALL residents over 18.
- Clear copy of Purchase Contract or Lease
- Clear copy of vehicle registration(s) for each vehicle. This is for the purpose of a Bar Code
- \$150 application fee per person for anyone 18 yrs of age or older **made payable to Sea Breeze Community Management Services, Inc.** This must be paid in either a money order or cashiers check and is nonrefundable.
- **LEASE ONLY:** \$500 refundable deposit is required.
- **LEASE ONLY:** Tenants must provide proof of income for one month. The rent amount may not exceed 30% of their annual gross income.
- **LEASE ONLY:** Tenant must provide 3 letters of references (no family members)

BE ADVISED A CRIMINAL BACKGROUND CHECK WILL BE CARRIED OUT ON ALL APPLICANTS OVER THE AGE OF 18 YRS. A FREE AND CLEAR BACKGROUND CHECK WILL BE REQUIRED IN ORDER TO BE APPROVED FOR ANY LEASE. Please provide an email and/or physical address where results may be sent. Please print a separate copy of the Screen Request page & the Disclosure page for each person over the age of 18. (Only one (1) is included in this application.

Your application will be returned as incomplete if any of the above is missing

WARNING: We are not authorized to change an owner's name in our system until we have received a Warranty Deed or a copy of change from the Palm Beach Property Appraiser's website. If you do not provide this proof of change of ownership your bills will go to the previous owner and you may incur late fees, interest, and attorney fees. **You** are responsible for providing the Association with the warranty deed. **You can drop off the deed at the guardhouse, mail, fax or email to:**

Sea Breeze Community Management Services, Inc.
4227 Northlake Blvd.
Palm Beach Gardens, FL 33410
Fax: (561)626-7143
admin@seabreezecms.com

**COCOPLUM PROPERTY OWNERS ASSOCIATION
OF PALM BEACH, INC.**

COVER SHEET FOR PURCHASE/RENTAL APPLICATION

Address: _____ Lease Dates: _____

CONTACT NUMBERS: _____ Sale Closing Date: _____

Owner(s) Name: _____ Phone: _____

Realtor(s) Name: _____ Phone: _____

Purchaser(s)/Tenant(s) Name: _____ Phone: _____

Purchaser(s)/Tenant(s) Name: _____ Phone: _____

EMAIL ADDRESS: _____

Below: Office use only

_____ Application-Complete

_____ Executed Lease Agreement or Sales Contract

_____ \$150.00 nonrefundable Application Fee (no personal checks)

_____ Clear Copies of each Drivers License

_____ Clear Copy of each Vehicle Registration

_____ Background Check Completed

_____ Have you lived in Cocoplum POA before?

_____ RENTALS ONLY: A check or money order for \$500 as a refundable deposit.

_____ RENTALS ONLY: Ledger (If there is a balance the application will be denied)

_____ RENTALS ONLY: Violations (if there are any open violations the application will be denied)

_____ RENTALS ONLY: Income Requirements

_____ RENTALS ONLY: 3 letters of references

_____ Once approved remove old renter/tenant and add new one (update Gate)

_____ RENTALS ONLY: Put term of lease in set up.

Orientation Date: _____ Association Representative _____

Orientation completed

COCOPLUM PROPERTY OWNERS ASSOCIATION OF PALM BEACH, INC.

Application for Occupancy

Please complete all questions and fill in all blanks. If application is incomplete, this may result in your application not being processed and/or not approved. If the question does not apply, answer N/A. Print legibly or type all information.

Address of Property: _____

Owner's Name: _____ Contact Phone# _____

Dates of Lease: _____ **OR** **Closing Date:** _____

1. Name: Tenant/Purchaser: _____
First Name Last Name

2. Name/Spouse: Tenant/Purchaser: _____
First Name Last Name

3. Email address: _____

4. Please list full names and date of birth of *all* persons that will reside at this residence:

FULL NAME:	Date of Birth
_____	_____
_____	_____
_____	_____
_____	_____

5. Has anyone in your household ever been convicted of a felony?
If yes, please explain.

If this application is NOT legible or is not completely and accurately filled out, Cocoplum Property Owners Association of Palm Beach, Inc. will not be liable or responsible for any inaccurate information in the investigation and related report (should there be one) caused by such omission or illegibility.

By signing the applicant recognizes that or Cocoplum Property Owners Association of Palm Beach, Inc their agent may investigate the information applied by the applicant, and a full disclosure or pertinent facts may be made to the Association. The Association may also require a credit report through a credit reporting agency.

Applicants Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

WORK HISTORY: Provide work history on all adult (18 and over) 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 _____

Supervisors Name _____

Employed From _____ To _____

Reason for Leaving _____

Annual Income _____

2)BuyerName: _____

Employer _____

Phone _____

Address _____

Position _____

Supervisors Name _____

Employed From _____ To _____

Reason for Leaving _____

Annual Income _____

Pet Registration Information

Type of Pet (Please circle one) Dog Cat Bird Other Specify _____

Pet's Name: _____

Pet's Age: _____

Pet's Weight: _____

Pet's License/Tag Number _____

Sea Breeze – Cocoplum of Palm Beach / Ref# _____

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.

Cocoplum of the Palm Beaches Property Owners Association, Inc.
c/o Sea Breeze Community Management Services, Inc.
4227 Northlake Boulevard, Palm Beach Gardens, FL 33410
Tel: (561)626-0917 Fax: (561)626-7143
www.seabreezecms.com

CONTACT INFORMATION

Section 1: Owner info

Owners Name(s): _____

Address in Cocoplum: _____

Phone Number: _____ Addl. Phone Number: _____

Emergency Contact: _____ Phone Number: _____

Owners Mailing Address: _____

Section 3: Email Info

Owner Email _____

Tenant Email (if applicable) _____

Do you want to be part of the Cocoplum bulk email? Yes No

I authorize Cocoplum of the Palm Beaches Property Owners Association, Inc. to send me e-mails for association business. We will not share your information with anyone outside of Cocoplum of the Palm Beaches Property Owners Association, Inc. or the management company.

Owner signature _____ Date _____

Tenant signature (if applicable) _____ Date _____