

# 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- Please do not put staples 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 all vehicles (photo) must be attached
- 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.  
Please do not staple application together.

**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

Updated 5-2019

**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 – Do not staple paperwork together

\_\_\_\_\_ Executed Lease Agreement or Sales Contract

\_\_\_\_\_ \$150.00 nonrefundable Application Fee Per Adult (no personal checks)

\_\_\_\_\_ Clear Copies of each Drivers License

\_\_\_\_\_ Clear Copy of each Vehicle Registration and photo of each vehicle

\_\_\_\_\_ 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 for each adult

\_\_\_\_\_ RENTALS ONLY: 3 letters of references for each adult

\_\_\_\_\_ 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: \_\_\_\_\_

Current Owner's Name: \_\_\_\_\_ 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 charged or 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 \_\_\_\_\_

Additional Income \_\_\_\_\_

2) BuyerName: \_\_\_\_\_

Employer \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

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

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

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

Annual Income \_\_\_\_\_

Additional 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](http://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 \_\_\_\_\_