

VILLAGE ROYALE GREENRIDGE BLDG # 7 COA, 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

Tenant Application - Interview Required (updated 5/2019)

COMPLETE ITEMS 1 TO 19 & SUBMIT 30 DAYS PRIOR TO LEASE START 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). (pgs. 3-7)
- _____ 2) Addendum to lease provide printed name and signature of landlord(s), tenant(s) and witness. (pg. 8)
- _____ 3) Occupant certification provide date, printed name and signature of each occupant who will be renting or residing in unit. (pg. 9)
- _____ 4) Owner certification provide date, signature of owner(s) and witnesses. (pg. 10)
- _____ 5) Residential Screening Request indicating your salary & Disclosure & Authorization Agreement to be completed by all adults renting or residing in the unit. Extra copies may be needed if more than one adult. (pgs. 11 & 12)
- _____ 6) Certificate of Approval: This Form is required for approval. The approval is not authorized until the bottom section of the page is completed by an authorized Board Member or Property Manager. (pg. 13)
- _____ 7) All occupants to review, date, sign and print your name for the Association Rules and Regulations, Guidelines and Forms Package. The rules will be reviewed at the welcome meeting. (pgs. 14-17)
- _____ 8) Owner to provide copy of the Declaration Page of the homeowner's insurance.
- _____ 9) Provide one month's proof of income with pay stubs or if retired with pension stubs. If self-employed, please submit most recent tax return.
- _____ 10) Provide a copy of the fully executed signed lease contract naming the owners, tenants and start & end date of term.
- _____ 11) Provide a copy of the registration and proof of insurance for each vehicle.
- _____ 12) Provide a copy of picture ID (driver license or passport) for each occupant renting or residing in unit.
- _____ 13) Please be advised that all landlords in Village Royale Greenridge Bldg # 7 COA, Inc. must obtain Business Tax Receipt for Rental Property in order to rent their unit. This may be obtained at the City of Boynton Beach. No application will be accepted without this license, and failure to obtain one may result in your name being given to the City as an unlicensed landlord.
- _____ 14) 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.**
- _____ 15) \$100.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** per adult or married couple representing a non-refundable application processing fee made payable to **Village Royale Greenridge Bldg # 7 COA, Inc.**
- _____ 16) \$35.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** per adult representing a non-refundable screen report fee **payable to Village Royale Greenridge Bldg #7 COA, Inc..**
- _____ 17) \$65.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** representing a non-refundable administrative fee made payable to **Sea Breeze CMS, Inc.**
- _____ 18) \$250.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** for common property damage deposit to be paid by the owner and not returnable during any rental periods, payable to **Village Royale Greenridge Bldg # 7 COA, Inc.**
- _____ 19) 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 the occupant(s) speak and read English or you must bring an interpreter with you.**

Application Criteria

An applicant may **not** be approved based upon one or more of the following:

1. Application is not completed in full.
2. Background report.
3. Credit report less than 600.
4. 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 personal references.
9. False information provided in application.
10. Transient tenant.
11. Room rental.
12. Ownership established for less than twenty-four (24) months.
13. Lease term is for less than 90 days.
14. Lease term is for more than one (1) year.
15. Property was leased more than once (1) in a twelve (12) month period.
16. No more than two (2) persons may occupy a one (1) bedroom and no more than four (4) persons may occupy a two (2) bedroom.
17. A trailer, recreational vehicle or commercial vehicle is parked at the property.

There is only one (1) assigned parking space per unit, additional vehicles may NOT be able to be accommodated at the property.

Moving in or out is permitted Monday through Saturday, 9:00am to 5:00pm
Moving is PROHIBITED on Sundays or Holidays.

CURRENT INFORMATION
(All information must be printed and readable)

The Unit Address: _____

Name of Current Owner: _____

Current Owner Phone Number: _____ Email Address: _____

Name of Tenant(s): _____

Tenant (s) Phone Number: _____ Email Address: _____

Lease Term: Start _____ End _____

Provide name and number of the property's caretaker/manager if owner resides out of state:

Name: _____ Phone: _____ Email: _____

Realtor Phone Number & Name: _____

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 Tenant
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

LICENSED DRIVERS: Residing in the community.

Name: _____ License #: _____ State: _____

Name: _____ License #: _____ State: _____

VEHICLES:

Make	Model	Year	Color	License Number	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 adult occupant must have 3 references.

1) Tenant Name: _____ Relationship: _____

Name of Personal Reference: _____ Phone: _____

Address: _____

2) Tenant Name: _____ Relationship: _____

Name of Personal Reference: _____ Phone: _____

Address: _____

3) Tenant Name: _____ Relationship: _____

Name of Personal Reference: _____ Phone: _____

Address: _____

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

1) Tenant Name: _____ Relationship: _____

Name of Personal Reference: _____ Phone: _____

Address: _____

2) Tenant Name: _____ Relationship: _____

Name of Personal Reference: _____ Phone: _____

Address: _____

3) Tenant 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) Tenant 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: _____

2) Tenant 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) Tenant 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) Tenant 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 for all occupants. Use separate page, if necessary. If less than 5 years, provide previous employer information on separate page.

1) Tenant Name: _____

Employer _____

Phone _____

Address _____

Position _____

Salary _____

Supervisors Name _____

Employed From _____ To _____

Reason for Leaving _____

2) Tenant Name: _____

Employer _____

Phone _____

Address _____

Position _____

Salary _____

Supervisors Name _____

Employed From _____ To _____

Reason for Leaving _____

I hereby give my authorization to Village Royale Greenridge Bldg # 7 COA, Inc. or its agents to contact any and all references provided.

Signature

Signature

Printed Name

Printed Name

Date

Date

CRIMINAL BACKGROUND:

I understand a Nationwide Law Enforcement Investigation is required and will be completed.

1) Have you (or any other occupants) ever been convicted of a State or Federal offense:

_____ Yes _____ No If yes, please provide detail: _____

2) Are you (or any other occupants) presently awaiting trial on any criminal offense?

_____ Yes _____ No If yes, please 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).

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

ADDENDUM TO LEASE

Fill in the blanks. Both landlord(s) and tenant(s) must print their name and sign. Witnesses are required for both the landlord(s) and tenant(s) signature. Witnesses must print their name and sign.

THIS ADDENDUM is made between _____ (“Landlord”) and _____ (“Tenant(s)”) effective this _____ day _____ 20_____ and is intended to and shall supplement, amend and modify that certain Lease dated _____ regarding Unit _____, in the following respects:

1. Tenant(s) are subject to and shall abide by all covenants and restrictions and rules and regulations set forth in the Declaration of Covenants, Conditions and Restrictions for Village Royale Greenridge Bldg # 7 COA, Inc. If the tenant(s) fails to comply with the rules and regulations the association has the right to evict the tenant(s).

2. In the event the landlord/owner becomes delinquent in payment of assessments (regular or special) or other charges to the Association, the Association may notify the tenant. Upon such notification the tenant shall be obligated to pay the rent required under the lease to the Association, until all delinquent assessments and other charges have been paid in full. During the period of time the tenant is paying the rent to the Association, the Landlord shall not seek to evict the tenant for non-payment of rent.

Witness:

LANDLORD(S)

Signature

Signature

Printed Name

Printed Name

Signature

Signature

Printed Name

Printed Name

Witness:

TENANTS(S)

Signature

Signature

Printed Name

Printed Name

Signature

Signature

Printed Name

Printed Name

OCCUPANT CERTIFICATION

Each occupant residing in unit to print name, sign and date.

By my signature below, I *hereby* certify

- 1) That all of the information contained in this application is true and complete and I/we give my/our permission for a nationwide law enforcement background investigation and credit history verification.
- 2) That I/we understand and agree that *False* or Misleading information given in this application constitutes grounds for rejection of this application and revocation of my right to reside on this property.
- 3) That the unit I/we occupy may not be leased or sub-leased without the express written approval of the Village Royale Greenridge Bldg # 7 COA, Inc.
- 4) That no persons other than those shown on this application will reside in the unit and I/we agree that anyone moving into the unit at a later date will be registered with the Association and a background investigation done at the occupant's expense prior to occupancy.

Print Name of Occupant 1

Signature of Occupant 1

Print Name of Occupant 2

Signature of Occupant 2

Print Name of Occupant 3

Signature of Occupant 3

Print Name of Occupant 4

Signature of Occupant 4

Date Signed: _____

OWNER CERTIFICATION

Owner to sign and date. A witness to the owners(s) signature is required. Witness must sign and date.

By my signature below I/we hereby certify:

- 1) That the information contained in this application is true and accurate to the best of my knowledge.
- 2) That a copy of the fully executed lease agreement is attached, and that there are no other agreements concerning this lease rental.
- 3) That the unit owner is responsible for any and all costs related to damages to community property and/or violation of the Documents of Village Royale Greenridge Bldg # 7 COA, Inc., and that these costs include actual damages and all costs and fees incurred for the association's attorney as may relate to the owners, tenants and/or the guests of such tenants.
- 4) That it is my responsibility to produce a lease renewal and Lease Renewal Form, provide current business certificate and property insurance verification one month prior to lease is to lease expiration if tenant is renewing.

I/we hereby authorize the Association to evict a tenant at my (unit owner) expense in any case when my tenant fails to abide by the Documents of Village Royale Greenridge Bldg # 7 COA, Inc.

I/we understand and agree to pay all fines issued by the Association's Fining committee for violations of the Association's Documents of Village Royale Greenridge Bldg # 7 COA, Inc. any and all remedies available by law to correct a violation of governing documents.

Signature of Owner: _____ Date _____

Signature of Co-Owner: _____ Date _____

Signature of Witness: _____ Date _____

OFFICE USE ONLY:

Sale () Lease () Unit Address: _____

APPROVED () DENIED () DATE: _____

Board of Director's Signature or Authorized Board Representative: _____

REASON DENIED: _____

LEASE DATES: Start _____ End _____ By _____

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

Name of current owner: _____

This is to certify that _____
[lessees(s) printed names]

is/are approved by Village Royale Greenridge Bldg # 7 COA, Inc., a Florida Nonprofit Corporation, as the lessees(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.

Lease Term: Start _____ End _____

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 Bldg # 7 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
- Bulk Trash Pick Up Guidelines

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

New Tenant Printed Name: _____

New Tenant Signature: _____

Date: _____

New Tenant Printed Name: _____

New Tenant Signature: _____

Date: _____

Sincerely,

Your Board of Directors of
Village Royale Greenridge Bldg. 7 Condominium Association, Inc.

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

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PARKING RULES

(Updated 5/2019)

- 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.
- 3) Commercial vehicles, boats, trailers, recreational vehicles and motorcycles are not permitted to park overnight or be stored at the Association.
- 4) Any guest of the owner or renter may park overnight in resident building spaces.
- 5) No storage of vehicles, motorcycles, trailers, trucks, boats in any guest or resident building 7 spaces.
- 6) No unit owner or renter is permitted to occupy two parking spaces at any time unless another unit owner permits 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 "Owner's Permission to Temporarily Use Parking Space" 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.
- 7) Owners that rent their unit surrender their parking space for the term of approved lease.
- 8) Vehicle repairs are not permitted at the Association.
- 9) Violators will be subject to tow at their own expense.

Sincerely,

Your Board of Directors of
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OIL LEAK NOTICE

(Updated 5/2019)

To all unit owners and renters:

Effective immediately, any car leaking oil will be tagged. You will have fourteen (14) days in which to repair your vehicle. If the vehicle is not repaired it will be towed at the owner's expense.

A copy of the repair work must be submitted to the Board of Directors as proof that repair has been completed.

Thank you in advance for your cooperation in this matter.

Sincerely,

Your Board of Directors of
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BULK TRASH PICK-UP GUIDELINES

(Updated 5/2019)

1. Place loose and small debris in garbage bags.
2. Bulk debris should be placed 3 feet from wall, on Wednesday 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 performing work in a unit, must remove the debris from the property. The debris may not be placed for bulk pick-up. Should construction debris be disposed of at the dumpster it will prevent the trash collection from servicing the Association, as they do not pick up construction debris. If the Association hires a contractor to remove the construction debris connected to a specific unit the owner will be responsible for all fees and costs plus an administrative fee.