

Stamford at the Villages of Palm Beach Lakes HOA, 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

Sales Application- Interview Required (updated 04/16/2021)

Information is required on all applicants. COMPLETE ITEMS 1 TO 10 & SUBMIT AT LEAST 10 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 TO THE SEA BREEZE OFFICE.
FAX COPIES WILL NOT BE ACCEPTED AS APPLICATION IS INCOMPLETE.**

If copies needed fee is 25 cents per page

- ____1) Current information (all information must be completed). (pg. 2)
- ____2) Sale Application Form (all information must be completed). (pg. 3)
- ____3) Pet Registration Form. (pg. 4)
- ____4) Residential Screening Request & Disclosure & Authorization Agreement to be completed by **all ADULTS (18 and over) purchasing or residing in unit.** **Print extra pages as needed. (pg. 5-6)**
- ____5) Signed and notarized Certificate of Approval prior to interview. We need the original Certificate of Approval as it is needed for closing. (pg. 7)
- ____6) All adult occupants (18 and over) to review the Rules and Regulations. Sign and print your name at the bottom. The rules will be reviewed at the welcome meeting.
- ____7) Provide a copy of the Sales Contract naming buyers
- ____8) Please read and sign the copy of the Rules and Regulations. (pg. 8-9)
- ____9) Provide a copy of Registration and Proof of Insurance and picture for each vehicle.
- ____10) Provide a picture ID for each adult (18 and over) resident (legible copy of driver's license or passport).
- ____11) **\$100.00 CASH, MONEY ORDER OR CASHIERS CHECK ONLY: PER ADULT OR MARRIED COUPLE. A non-refundable application fee made payable to Stamford at the Villages HOA, Inc.**
- ____12) **\$100.00 CASH, MONEY ORDER OR CASHIERS CHECK ONLY: PER ADULT. A non-refundable, processing fee made payable to Sea Breeze CMS, Inc.**
- ____13) Applications must be completely filled out, if not application will not be accepted and will be returned unapproved. **Interview is required prior to approval. It is critical for the interview that applicant(s) speak and read English or you must bring an interpreter with you.**

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. A criminal background check will be required
4. Gifts and Other Transfers of Ownership must provide notice of acquiring title
5. Maximum Pet Limit: **1**
6. Maximum Vehicle Limit: **2** (Read Rules for Vehicle Restrictions)

CURRENT INFORMATION

(All information must be printed and readable)

The Unit Address: _____

Name of Current Owner: _____

Current Owner Phone Number: _____

Name of Buyer(s): _____

Buyer(s) Phone Number: _____

Buyer(s) Email Address: _____

Closing Date: _____

Realtor Phone Number & Name: _____

SALES APPLICATION

BUYER(S) INFORMATION:

Information regarding each person to live in the unit. (including children). (Use a separate sheet of paper for information regarding all additional residents, as needed).

Name [Print-must be readable]	Age	Relationship to Buyer
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

LICENSED DRIVERS:

To be residing in the Community

Name: _____	License # _____	State: _____
Name: _____	License # _____	State: _____
Name: _____	License # _____	State: _____
Name: _____	License # _____	State: _____

Others: _____

VEHICLES:

Provide a copy of registration and proof of insurance for each vehicle.

Make & Model of Vehicle	License Number	Color	State Registered

Pet Registration Form

Fill in the blanks. Submit a recent picture of each pet along with verification from your veterinarian of your pets rabies shots. Sign and date acknowledgement.

Unit Owner or Resident _____

Unit # _____ Address _____ Phone # _____

Type of pets; (Please circle) Dog Cat Bird Other (specify) _____

Veterinarian's Name _____ Veterinarian's Phone # _____

1)
Pet Name _____ Pet Age _____ Pet Current Weight _____
Pet license/ Tag Number _____ Pets Estimated Maximum Weight at Maturity _____

Please attach recent photo of pet here

Please list pet's rabies shot record below

COMMUNITY NAME HERE / Ref# _____

RESIDENTIAL SCREENING REQUEST

First: _____ Middle: _____ Last: _____

Address: _____

City: _____ ST: _____ Zip: _____

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

Tel#: _____ Cell#: _____

CURRENT EMPLOYER

Company: _____ Tel#: _____

Supervisor: _____ Salary: _____

Employed From: _____ To: _____ Title: _____

Current Landlord

Company: _____ Tel#: _____

Landlord: _____ Rent: _____

Rented From: _____ To: _____

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.

STAMFORD AT THE VILLAGES HOA, 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

CERTIFICATE OF APPROVAL FOR SALE

The undersigned authorized representative of **STAMFORD AT THE VILLAGES HOA, INC.** hereby certifies that the proposed conveyance of the following unit has been approved as written below:

Unit Number: _____ Unit Address: _____

Owner(s): _____

Buyer(s): _____

The above Buyer(s) as evidenced by Buyer(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. Upon closing of the unit, Buyer(s) understands that it is the responsibility of the Buyer(s) to furnish the Association with a recorded copy of the deed of conveyance indicating the Buyer(s) mailing address for all future assessments and correspondence from the Association.

Buyer(s) Printed Name

Buyer(s) Printed Name

Buyer(s) Signature

Buyer(s) Signature

Date

Date

STATE OF FLORIDA COUNTY OF PALM BEACH

The foregoing instrument was sworn and subscribed before me this _____ day of _____, 20_____, By: _____ who is personally known to me or who has produced a valid Florida driver's license as identification.

Notary Signature & Stamp:

This is to certify that the above-named Buyer(s) have complied with the above statements and thereby obtained the approval

By: _____ As: _____ Date: _____
On behalf of the Board of Directors

RULES AND REGULATIONS FOR

STAMFORD AT THE VILLAGES OF PALM BEACH LAKES HOMEOWNERS ASSOCIATION, INC.

The definition contained in the Declaration of Covenants and Restrictions for Stamford at the Villages of Palm Beach

Lakes are Incorporated herein as part of these Rules and Regulations.

1. The owners, lessees, and guests of each townhouse unit in general plan of development shall abide by each and every term and provision of the Declaration of Covenants and Restrictions, and each and every term and provision of the Articles of Incorporation and By-Laws of the Association.
2. No bicycles, tricycles, scooters, baby carriages, or other similar vehicles or toys shall be allowed to remain in the common areas. The sidewalks, walkways, streets, and parking area shall not be obstructed or used for any purpose other than for ingress to and egress from the townhouse units and other areas of Stamford at the Villages of Palm Beach Lakes.
3. Any damage to the common elements, property, or equipment of the Association caused by any townhouse unit owner, his family member, guest, invitee, or lessee shall be repaired or replaced at the expense of such townhouse unit owner.
4. Each townhouse unit owner will use only the parking spaces assigned to him, and will not park or position his vehicle so as to prevent access to another townhouse unit owner's parking space. The townhouse unit owners, their families, guests, invitees, licensees, and lessees will obey the posted parking and traffic regulations installed by the Association for the safety, convenience, and welfare of all townhouse unit owners.
5. No townhouse unit owner or lessee shall do or permit any assembling or disassembling of motor vehicles except for ordinary maintenance such as changing a tire or a battery. Each townhouse unit owner shall be required to clean his parking spaces of any oil or other fluid discharged by his motor vehicle.
6. No transmitting or receiving aerial or antenna shall be attached to or hung from the exterior of the roof of any townhouse unit or any part of the common areas.
7. No clothesline or other similar devices shall be allowed on any portion of the common areas. No clothes or other similar articles shall be hung on balconies or outdoors for any purpose except within the townhouse unit courtyard, below the top of the fence, and not visible from the exterior of the townhouse unit.
8. All garbage and refuse from the townhouse units shall be deposited with care in the garbage containers, if any, intended for such purposes. All garbage and refuse shall be in plastic bags and be securely tied before depositing in the garbage containers. No littering shall be done or permitted on association property.
9. Two-axle vans, jeeps (including similar four-wheel drive vehicles), and trucks (excluding campers), not in excess of 6,000 lbs. gross vehicle weight, used solely for family or personal transportation may be permitted within the general plan or development by the Board, if the following permitted procedure is observed.
 - a) An applicant for a permit will provide the Board with a written statement warranting the use of such a van or truck solely as family or personal transportation and not as a commercial vehicle.
 - b) The applicant must agree that the van, jeep, or truck for which a permit is sought is well maintained, and will display no body rust or other deterioration. Said vehicle will exhibit a well painted exterior free of offensive marketing.
 - c) If the Board finds in their sole discretion that an applicant has met the above requirements, the Board will issue a revocable permit to the applicant allowing the van or truck to be parked overnight within the boundaries of Stamford at the Villages of Palm Beach Lakes.
 - d) The Board shall have the authority to revoke any permit issued in accordance herewith if the Board finds that the representations and warranties of the permit holder were not accurate at the time of permitting or are no longer accurate at a later date.
10. Complaints regarding the management of the Association property, or regarding the actions of other townhouse unit owners, their families, guests, or lessees shall be made in writing to the Association and shall

be signed by the complaining townhouse unit owner.

11. Any consent or approval given under these Rules and Regulations by the Association may be revocable at any time by the Board.

12. These Rules and Regulations may be modified, added to, or repealed in accordance with the By-Laws of the Association. By Resolution of the Board of Directors of Stamford at the Villages of Palm Beach Lakes Homeowners Association, Inc.

Rules for Homeowners and Tenants of Stamford

This document serves as a reminder for all owners and tenants that there are rules in place to help keep our properties a safe and clean environment.

TENANTS:

Before an owner/tenant can move into any unit, all necessary paperwork must be completed and submitted to Sea Breeze Community Management, Inc., followed by an interview by a board member (to protect you and the association). No tenant may be allowed to move in prior to interview completion. There is a \$100.00 application fee for each applicant 18 years of age or older and a \$1,000 common area security deposit. If you fail to follow the proper process and move someone in, the Association will assess the unit owner and additional \$500. **NO EXCEPTIONS.**

GARBAGE:

Garbage men will pick up ONLY what is in the dumpster itself. Anything left outside will not be picked up. If the item is too large, it is up to the owner to dispose of otherwise, or dismantle to fit inside. Please use the recycling bins. Break down and fold cardboard boxes and leave along the side of the bins. Recycling totes are available; please call for one to be provided.

PET CARE:

If you have a pet, you are responsible for cleaning up after it. Dogs must be leashed at all times.

VEHCILE/PARKING:

There are parking stickers for all tenants or owners living here. If you have someone staying with you for more than a couple of days you can use your temporary pass for this. Vehicles not adhering to this procedure will be towed at owner expense.

MEETINGS:

Stamford HOA meeting minutes will be posted on all bulletin boards located on dumpster enclosures

Interviewer: _____ Interview Date: _____

Assigned Parking Space Numbers: _____

Signature of Buyer/Renter/Resident acknowledge, understand and agree to comply with the rules.

Buyer/Renter/Resident Signature	Buyer/Renter/Resident Signature	Date

Buyer/Renter/Resident Signature	Buyer/Renter/Resident Signature	Date