

**Cypress Island POA, 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

### **Application Cover Page**

Welcome to Cypress Island Property Owners Association, a community managed by Sea Breeze Community Management Services. We look forward to you becoming part of the community and working with us to make living in your new home pleasant and enjoyable. This Application Cover Page is designed to provide useful information that can assist you in the application process.

- Cypress Island is a gated, single-family-home Community composed of 70 residences located in Palm Beach Gardens off the intercoastal. A pool and clubhouse are available for resident use.
- Sea Breeze is a growing family-owned company. You will have a Property Manager who performs weekly property inspections of the community. Our office staff is available Monday – Friday 9 am – 5 pm to assist with all questions and paper work. We work with your Board of Directors, who are volunteers voted-in by the community, to manage and maintain the community.
- Association Dues: Contact Accounting Department 561-747-5503

### **The Application Process**

- **To avoid added costs or delays be sure you are filling out the correct application.**
  - Lease – person residing in the home during approved lease term
  - Buy a property – Purchasing the home to own
  - Guest/Additional Resident – person residing in the home short term (usually 30 days or less) with an approved occupant
- If you submit the incorrect application, there is no reimbursement and the correct application will need to be completed and submitted to get approved by the Board of Directors.
- The Applicant will be our one point of contact for the application process. Limiting the number of calls and emails received will help eliminate confusion and expedite the application process.
- Applications **MUST BE SUBMITTED AT LEAST 14 BUSINESS DAYS PRIOR TO** the Closing Date or Lease Start Date.
- A Welcome Meeting/Interview to review Community information is also part of the application process to obtain approval. Sea Breeze will contact the applicants to complete

the interview after application approval is received from the Association. Additional documents will require signatures such as the Rules & Regulations.

- A Certificate of Approval, which is required to close and prior to moving in, will be provided to the purchaser or renter after the interview.
- Moving in is not permitted until a signed Certificate of Approval has been issued.
- If purchasing, provide a copy of your Warranty Deed to Sea Breeze CMS as soon as possible after your closing in order to update your address and contact information. *Sea Breeze is not authorized to change an owner's name in our system until we have received a Warranty. If the purchaser does not provide this proof of ownership, bills will go to the previous owner and the purchaser may incur late fees, interest and attorney fees. You are responsible for providing the Association with the Warranty Deed.*
- For Rentals, owners must be current on dues and have no violations and no other rentals in that calendar year.
- If you are interested to receive all official notices from the Association by Electronic Transmission you will need to complete the "Written Consent to Receive Official Notice(s) by Electronic Transmission" form. Insert the applicant's name, address, email address, signature and date to provide consent. Form is available on the website at [www.seabreezecms.com](http://www.seabreezecms.com).

### **Application Criteria**

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

1. Application not completed in full.
2. Background Reports.
3. False information provided in the application.
4. Under no circumstances may more than (1) one family reside in a unit at one time. As used herein, "family" or words of similar import shall be deemed to include a spouse, children, parents, brothers, sisters, grandchildren and other persons permanently cohabiting the unit as or together with the owner or permitted occupant thereof.
5. In no event shall occupancy (except for temporary occupancy by guests) exceed two (2) persons per bedroom and one (1) person per den (as defined by the Association for the purpose of excluding from such definition living rooms, dining rooms, family rooms, country kitchens and the like).
6. Prohibited vehicles are only permitted if stored within the enclosed garage, which includes, but is not limited to: A) a vehicle without a current license plate tag displayed, B) a vehicle that cannot operate under its own power, C) commercial vehicles, D) recreational vehicles, E) boats, F) trailers, G) campers H) pickup trucks.
7. Notwithstanding the aforementioned, all operable vehicles shall be kept in proper working condition so as not to be a hazard or a nuisance by noise, exhaust emission, appearance or otherwise.
8. Pets: A) No aggressive dogs are permitted within the community. B) Unusual pets are prohibited including, but not limited to, animals not generally maintained as pets, such as poultry, livestock, horses, large reptiles, anthropoids, felines other than cats, canines other than dogs, rodents, birds and other creatures other than those listed as Ordinary house pets as defined in the Rules and Regulations.

9. Leasing: A) Letters of references. B) Income requirements. C) Leases must be in writing. D) The homeowner's property must be in compliance with the Association Governing Documents and maintenance obligations. E) The homeowner must be in good financial standing with the Association.
10. Note: A person occupying a unit for more than one (1) month shall not be deemed a guest but, rather, shall be deemed a lessee for purposes of this Declaration (regardless of whether a lease exists or rent is paid) and shall be subject to the provisions of this Declaration, which apply to leases and lessees.
11. Service Animal Requirements – Submit letter from a Doctor that has been seen in person to state how the animal assists the applicant. Vet Records will also need to be submitted.

### **How to Apply**

- To Apply, log-in to Tenant Evaluation at [Tenantev.com](http://Tenantev.com)
- Enter the code listed below on your Live Sheet.
- Select the type of application you are applying for – Lease/Rental, Purchase/Buy or Guest/Resident.
- Select how many adults are applying. Only two adults per application, If you have more than two adults, you will need to submit more than one application. Once the first application is completed and submitted, you will need to complete and submit another application for the additional adults. Keep married couples together on applications. Also, you must list on all applications all adults who will be residents of the address.
  - Note if you are purchasing the home for another person, all parties involved must be on the application – the purchaser **and** all adult occupants.
- The following Documents will be requested at the Welcome Meeting/Interview. Please have them ready to be emailed to [karen@seabreezecms.com](mailto:karen@seabreezecms.com)
  - Certificate of approval to be completed by all adults 18 and over.
  - All adult occupants (18 and over) review the rules and regulations. Sign and print your name at the bottom. The rules will be reviewed at the Welcome Meeting.

## Property Application for Cypress Island

Property Name

### How to Apply ?

1

You can go to  
[Tenantev.com](https://tenantev.com) or scan  
this QR Code.



then

2

Create a new account  
and use the following  
application code to begin.

**9465**

Property Application Code

### Please read before applying

**You must create a Tenant Evaluation account to apply, or you can sign in to your existing account.**

The community you are applying to could request information such as  
Credit report ( Social Security number necessary ), Criminal background check, Eviction report,  
Proof on income, Personal and work verifications.

#### **Important!**

**Application Fee:** There is a cost associated with the application. You won't be charged until  
your digital application form is submitted at the beginning of the process.

This application is linked to the email address you will use to create your new account. If you  
have questions regarding the application requirements, please contact the association directly.

**Tenant Evaluation does not determine your approval. The community association  
screening committee makes the final decision after reviewing your application.**

Application process  
my take up to 45 *minutes*  
**tenantev.com**

### Do you need help?



Email us at  
[support@tenantevaluation.com](mailto:support@tenantevaluation.com)



Call us at  
**305.692.7900**