Residences at Banyan Cay Homeowners Association
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 Residences at Banyan Cay, 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.

- Residences at Banyan Cay is a gated community with 94 single-family homes located in West Palm Beach.

- 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 paperwork. We work with your Board of Directors, who are volunteers elected by the community, to manage and maintain the community.

- Association Dues are paid quarterly made payable to Residences at Banyan Cay.

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 the 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 an incorrect application, there is no reimbursement and a correct application will need to be completed and submitted to get approved by the Board of Directors.
- The rush fee option through Tenant Evaluation is to expedite Tenant Evaluation's time in processing the application to Sea Breeze. We then process the application and provide it to the Association Board of Directors for review.
- 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 before 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 before moving in, will be provided to the purchaser or renter after the Meeting/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 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 Deed. 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 in receiving 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". The form is available on the website at www.seabreezecms.com. Due to FL statute requirements, the change takes over 30 days to take effect.
- Service & Emotional Support Animal Requirements – Submit a 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.

Application Criteria

Applicants may be denied for any of the following reasons:

Rental

1. Submit a back ground check directly to Karen via email at karen@seabreezecms.com same time you complete the application through the Tenant Evaluation platform.
2. Leases must require that Tenants agree to comply with all Residences at Banyan Cay Governing Documents.

Purchase

1. Submit a back ground check directly to Karen via email at karen@seabreezecms.com same time you complete the application through the Tenant Evaluation platform.
2. All home resales require an Estoppel Certificate prepared by the Residences at Banyan Cay Management Company.
3. All HOA notices of home deficiencies must be cured before resale.
4. All outstanding assessments, late fees and fines must be paid in full before or at closing.
5. New homeowners are required to pay a capital assessment equal to three months' worth of the current Annual Assessment at closing.

How to Apply

- To Apply, log in to Tenant Evaluation at Tenantev.com
- Enter the code listed below on your Live Sheet.
- Select the type of application you are applying for – Lease, Purchase, or Guest/Additional 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
    - 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/Interview.

TenantEvaluation™
We've made it easy

Property Application for
Residences At Banyan Cay HOA
Property Name

How to Apply ?

1

You can go to Tenantev.com or scan this QR Code.

then

2

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

10497

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 may take up to 45 *minutes*
tenantev.com

Do you need help?

Email us at
support@tenantevaluation.com

Call us at
305.692.7900