

PALMYRA ESTATES

c/o Community Ace, Inc.

1127 Royal Palm Beach, Suite #421

Royal Palm Beach, FL 33411

Phone: (561) 783-2968 - Email: contact@communityace.com

APPLICATION

FOR PURCHASE & LEASE

____/____/____

EXPECTED CLOSING DATE

____/____/____ TO ____/____/____

EXPECTED LEASE DATES

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APPLICATION CHECKLIST

PLEASE BE SURE TO READ THE FOLLOWING IMPORTANT INFORMATION:

- If any question is left un-answered, this application may be returned, **NOT** processed and **NOT** approved.
- Occupancy prior to the Approval of the Board of Directors is strictly prohibited.
- Applicants **MUST** allow **THIRTY (30) DAYS** from the date of receipt to the desired move-in/closing date.
- **All occupants INCLUDING MINORS MUST be listed on the application.**
- **All applicants 18 and over MUST have an individual minimum credit FICO score of 650 each.**
- **All Veteran applicants are subject to the veteran fair housing credit score with proof of service.**

PLEASE BE SURE TO INCLUDE THE FOLLOWING:

- ☐ 1. This **COMPLETED** Application packet (one for married couples or separate for each adult occupant).
- ☐ 2. A Copy of a valid Marriage Certificate (**ONLY** if the married couple has different last names).
- ☐ 3. A Copy of an Executed Sales Contract/Lease Agreement (Lease Agreement **MAXIMUM** of one (1) year).
- ☐ 4. A Copy of a valid I.D. or Driver's License for each Adult Applicant.
- ☐ 5. A **Certified Check** or **Money Order** in the amount of **\$200.00** per adult or married couple made payable to the **Palmyra Estates Homeowners Association, Inc.** for the **non-refundable** application fee.
- ☐ 6. A **Certified Check** or **Money Order** in the amount of **\$150.00** per adult or married couple made payable to **Seacrest Services, Inc.** for the **non-refundable** application processing fee.
- ☐ 7. A **Certified Check** or **Money Order** equal to **One Month's Rent** payable to **Palmyra Estates Homeowners Association, Inc.** for the Common Area Security Deposit (**Lease Only**)
- ☐ 8. A **Certified Check** or **Money Order** in the amount of **\$2500** for the **Capital Contribution** payable to **Palmyra Estates Homeowners Association, Inc. (Purchases Only)**

PLEASE TAKE NOTE:

- Owners **MUST** have a **zero (\$0.00)** balanced account (no funds due) to the Association or Management prior to the application being given necessary approval and signatures. If balances are to be settled at closing, a Pre-HUD is required. Rentals are not permitted until the account becomes current.
- Certified, Translated International Interpol is required for all potential **International Occupants** including **Canadian Applicants**. An additional charge is required for all **Canadian & International Occupants**. Please contact Seacrest Services, Inc. Sales & Lease Department for pricing. All funds must be submitted in **certified form** as a Cashier's Check or Money Order. **NO** personal checks or business checks.
- Be aware that **Canadian & International Applicants WILL REQUIRE** an **ADDITIONAL** fifteen (15) business days, minimum, to the standard processing time frame.
- Any Open Violations must be cured prior to Lease or Sales transaction.
- **ALL** persons listed on the Sales Contract or the Lease Agreement must apply for Association Approval.
A **Background and Credit Check** is conducted upon all persons (over the age of 18) listed on the Sales Contract/Lease Agreement or Application.

APPLICANT(S) INITIALS _____

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APPLICATION

PLEASE FILL INFORMATION OUT COMPLETELY OR THE APPLICATION MAY BE RETURNED.

Homeowner's Full Name: _____

Property Address: _____

Homeowner's Current Address: _____

Homeowner's Residential Phone #: _____ Cell #: _____

Homeowner's E-Mail Address: _____

Name of Realtor/Property Manager Handling Transaction: _____

Real Estate Company Name: _____

Contact Info: Cell #: _____ E-Mail: _____

NAME OF APPLICANT(S): (ALL occupants including minors must be listed, additional occupants can be listed on following page)

Last Name	First Name	Middle Initial	Age
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Last Name	First Name	Middle Initial	Age
-----------	------------	----------------	-----

PRESENT ADDRESS: (DO NOT GIVE POST OFFICE ADDRESS)

Address	City	State	Zip Code
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()	-		
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Phone Number	Email
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PREVIOUS ADDRESS OF PERMANENT NATURE OVER PAST FIVE YEARS, IF DIFFERENT FROM ABOVE:

Address	City	State	Zip Code
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DO YOU INTEND TO HAVE ANYONE ELSE LIVE IN THE UNIT NOW OR IN THE FUTURE? YES ☐ NO ☐

Additional Occupant Name DOB

Additional Occupant Name DOB

Additional Occupant Name DOB

APPLICANT EMPLOYED BY:

Name of Employer

() -
Phone Number

Address of Employer

City, State & Zip Code

RETIRED: ☐ YES ☐ NO

CO-APPLICANT EMPLOYED BY:

Name of Employer

() -
Phone Number

Address of Employer

City, State & Zip Code

RETIRED: ☐ YES ☐ NO

CHARACTER REFERENCES: (List two-character references)

1. _____
Name Phone Number

2. _____
Name Phone Number

VEHICLE REGISTRATION:

1. _____
Year Make Model Tag Number State

2. _____
Year Make Model Tag Number State

Applicant Signature

Co-Applicant Signature

Date

Date

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RENTALS

Approval of all rentals is contingent to agreement by the homeowner and tenant to the following terms and conditions:

1. Rental by corporations, company, partnership, or trust are not allowed. Single family use only.
2. Rentals shall not be for less than 12 months and are subject to review every year.
3. Renewals or extensions of leases are subject to re-approval by the Board of Directors. Lease renewals will be subject to an additional fee.
4. An application for rental must be submitted to the Association through the management company for background check and approval at least 30 days prior to date of occupancy.
5. A security deposit in the amount of **one month's rent** is required to be deposited with the Association. This is in addition to any security deposit that the homeowner may wish to have for his own benefit. The security deposit is subject to the following:
 - a. Any damage by the lessee, their children, guest, or visitors will be deducted from the security deposit.
 - b. The security deposit is refundable when the renter vacates the property, however, the Association in its sole discretion may retain all or any part of the funds:
 1. as a non-exclusive remedy for any costs that it may incur in repairing any damage to property arising from the leasehold,
 2. to cover any assessments for violations related to hold-over tenants (more than one year).
 - c. Security deposits are non-interest bearing.
6. A copy of the Rental Contract or lease **must** accompany the application.
7. The following fees must be attached to the application:
 - a. A non-refundable application fee checks payable to the Palmyra Estates HOA must be attached to the application in the amount of **\$200.00 and \$150.00 non-refundable to Seacrest Services**
 - b. A security deposit check for **one month's rent**
8. **Applications will be rejected if the property has any open violations or if there any assessment or fine arrearages.**
9. All applicants, occupants and/or guests are required to abide by the Association Documents, Rules and Regulations. Homeowners are responsible for the actions of their lessees, occupants and/or guests for any damage within the community and for any violations. It is the homeowner's responsibility to provide copies of the Association documents to the Applicant(s).

Homeowner Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

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PET REGISTRATION INFORMATION

PLEASE PROVIDE A PHOTO AND UPDATED VET RECORDS FOR EACH PET.

If no pets, please write "N/A" AND sign bottom of page.

Type of Pet (please circle one): Dog ____ Cat ____ Bird ____

Other-Specify _____

Pets Name: _____

Pets Age: _____

Pets Weight: _____

Pets License/Tag #: _____

Pets Name: _____

Pets Age: _____

Pets Weight: _____

Pets License/Tag #: _____

DOGS NOT PERMITTED: Akita's, Pitbull's, or any dog with Akita or Pit Bull Terrier in their background or pedigree, or any other aggressive breeds which, in the reasonable determination of the Board of Directors, are determined to be a threat to the safety of the occupants of the Association will not be permitted.

I am aware of the Palmyra Estates Homeowners Association, Inc. Rules and Regulations and restrictions regarding pets on the property and agree to abide by them.

If the owner rents out his/her home, the owner will be held responsible for their tenants abiding by all Rules and Regulations of the Association, as well as the pet restrictions.

Applicant Signature: _____

Date: _____

Applicant Signature: _____

Date: _____

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IMPORTANT INFORMATION FOR PURCHASE/LEASE APPLICATIONS

APPLICATIONS ARE UPDATED FROM TIME TO TIME AS NEEDED. TO AVOID DELAYS, DO NOT SUBMIT AN APPLICATION WITHOUT FIRST CHECKING FOR REVISIONS. EXPIRED APPLICATIONS WILL BE RETURNED TO APPLICANT.

Incomplete, or modified applications will be returned, unprocessed, to the applicant, causing delays, and possibly result in loss of application fees.

If the application is not legible or is not completely and accurately filled out, the application will be placed on hold until all documents are corrected, completed, and returned to the Management Company. This may delay closing or move-in date. The Management Company, Association, and/or Owners will not be responsible or liable for any inaccurate information caused by omission or illegibility.

ALL decisions regarding approvals or denials are rendered by the Board of Directors at Palmyra Estates Homeowners Association, Inc. The Board of Directors is allowed up to 30 days from the time a completed application is received to render their decision. Decisions are issued in writing.

ACKNOWLEDGEMENT OF RECEIPT OF THE PALMYRA ESTATES RULES & REGULATIONS

I/We have received a copy of the Palmyra Estates Homeowners Association, Inc. Rules and Regulations and have read them in their entirety prior to the time I have submitted this application. I/we hereby agree to abide by the current version of the Palmyra Estates Homeowners Association, Inc. Rules and Regulations and I am subject to the Declaration of Covenant and Bylaws of Palmyra Estates Homeowners Association. Failure to comply with terms and conditions thereof shall be a material default and breach of lease agreement.

Applicant 1: _____

Print Name

Date _____

Signature

Applicant 2: _____

Print Name

Date _____

Signature

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Community Rules & Regulations

1. **Parking:** There shall be no parking on any portion of the sidewalk, grass or street within the Property. No commercial vehicle displaying any exterior signs, campers, mobile homes, oversized trucks, boats, row boat, canoe, house trailers, boat trailers or trailers of any description shall be parked and stored unless stored within garage.
2. **Garbage and Trash Containers:** All trash, garbage, and other waste shall be kept in trash/garbage cans, and except during pickup, if required to be placed at the curb, all containers shall be concealed from the public view.
3. **Animals:** No animals, livestock or poultry of any kind whatsoever shall be raised, bred, or kept on any lots, except that up to two household pets in total (and not of each type) consisting of dogs, cats or other household pets, provided they are not kept, bred or maintained for any commercial purposes. Furthermore, no household pet shall be allowed to constitute a nuisance and each Owner shall promptly remove and dispose of waste matter deposited by his or her household pet through a proper sewage receptacle. The Board of Directors shall have the right to promulgate Rules further restricting the keeping of household pets.

Effective May 8, 2012: Under no circumstances are Akitas, Pit Bulls, or any dog with Akita or Pit Bull Terrier in their background or pedigree, or any dog deemed a Dangerous Dog by any government agency, allowed to visit or be kept on any Lot or anywhere on the Property. Any dog affected by this rule owned by a homeowner or approved lessee prior to this rule's adoption by the Board of Directors on May 8, 2012 shall be permitted ("grandfathered in") until the dog dies or until the approved lease expires, if the property is leased. Homeowners of any dog "Grandfathered in" are required to register their pet with the Association's management company and provide evidence of current rabies vaccination and a photograph of the pet.

4. **Garages:** All garages must have doors that are maintained in useful, working conditions and no garage may be improved for purposes of making same a living area.

5. **Signs:** No sign of any kind shall be displayed to the public view on any lot, except one sign of not more than two and one-half square feet advertising that property is for sale or rent.
6. **Maintenance of Shrubbery and Landscape:** It is the responsibility of the Association to cut the grass and trim the shrubbery. As well as maintaining the irrigation.
7. **Clothes Drying Areas:** No garments, rugs or any other materials may be hung, exposed or dusted from the windows or from the front façade of any home. No outside clotheslines or other facilities for drying or airing clothes shall be erected in the front yard, side yard or back yard of any home. be used as a drying or hanging area of laundry, except that is screened from public view.
8. **Air Conditioners:** No window or wall air-conditioning units shall be permitted.
9. **Nuisances:** Nothing shall be done, permitted to be done, maintained or failed to be done to materially annoy or disturb anyone in the free use, possession, or enjoyment of his or her property and render it's ordinary use or occupation physically uncomfortable.
10. **Screening:** The ARB must approve of all plans for outside screening prior to construction.
11. **Fences:** Any request for fencing will require an ARB Application to be submitted to the Architectural Committee for approval.
12. **Mailboxes:** All mailboxes shall be uniform in type, color and design. All owners must install the standard approved mailbox and maintain in excellent condition.
13. **House Colors:** Shall remain as original colors selected for the Community. ARB Application is required.
14. **Pavilion Rental:** An Application along with a \$75 refundable deposit is required.
15. **Pool Rules:** For the safety and wellbeing of all residents, please follow all pool rules.

- 16. Basketball Hoops:** Shall be professionally manufactured basketball backboards installed on black poles with white or clear backboard. No roof, building or roof mounted backboards are permitted. **No portable basketball backboards may be kept outside of home overnight. No basketball backboard shall cause a nuisance.**
- 18. No Trailers or Temporary Buildings:** No tents, trailers, basement, shack, barn, shed or other out-building shall be used on any lot either temporary or permanent.

Please enjoy the cleanliness and safety of our community.

Thank You,
Your Board of Directors

DISCLOSURE & RELEASE

In connection with my application to rent, lease or purchase a dwelling unit at **Palmyra Estates Homeowners Association, Inc.** I understand that consumer reports and / or investigative consumer reports will be requested from a consumer reporting agency. These reports may include the following types of information: Names and dates of current or previous landlords and employers, reason for termination of employment or termination of residency as well as other sources of information such as bankruptcy proceedings, judgments, criminal records, etc., from federal, state, and other agencies, which maintain such records. Other information obtained may relate to my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THE CONSUMER REPORTING AGENCY TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I have the right to make a request to the consumer reporting agency Applicant Information, formerly known as Renters Reference of Florida, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information; and the recipients of any reports on me which the agency has previously furnished within the twelve month period preceding my request. I hereby consent to your obtaining the above information from the agency.

I hereby authorize procurement of consumer report(s) and investigative consumer report(s). If my application is accepted and I occupy a dwelling unit, this authorization shall remain on file and shall serve as ongoing authorization for you to procure such reports at any time during my residency on the property.

- ☐ **California, Minnesota, and Oklahoma consumers only: Check box if you request a copy of any consumer report ordered by you.**

Print Last, First and Middle Name

Social Security Number

Applicant Signature

Date of Birth (MM/DD/YYYY)

Driver's License Number

Driver's License state

Current Street Address

City

State

Zip

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Print Last, First and Middle Name

Social Security Number

Applicant Signature

Date of Birth (MM/DD/YYYY)

Driver's License Number

Driver's License state

Current Street Address

City

State

Zip

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Print Last, First and Middle Name

Social Security Number

Applicant Signature

Date of Birth (MM/DD/YYYY)

Driver's License Number

Driver's License state

Current Street Address

City

State

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