

BANYAN PROPERTY MANAGEMENT, INC.
2328 S. CONGRESS AVE SUITE 1-C
WEST PALM BEACH, FL 33406
(561) 649-8585 FAX (561) 649-0188

KENSINGTON OF ROYAL PALM BEACH
CONDOMINIUM ASSN. INC.

THE FOLLOWING ITEMS MUST BE COMPLETED, SIGNED AND
SUBMITTED BEFORE THE APPLICATION IS CONSIDERED
COMPLETE.

1. COMPLETED APPLICATION FOR LEASE OR PURCHASE AND SIGNED BY ALL APPLICABLE PARTIES TO LEASE/PURCHASE. (Along with a copy of lease or purchase contract.)
2. Cashier Check or Money Order payable to: **BANYAN PROPERTY MANAGEMENT, INC.** in the amount of **\$100.00.** Application fees are Non-refundable.
3. An orientation interview is required; ONCE Banyan Property Management RECEIVES THE ABOVE ITEMS, AN ORIENTATION INTERVIEW WILL BE DONE BY THE PROPERTY MANAGER.
4. Application fee of \$100.00 covers only the orientation; all other charges for estoppels or pud questionnaires are not included in the application fee.
5. A certificate of approval will be issued upon completion of all of the above items for distribution to your Title Company or landlord.



BANYAN

PROPERTY MANAGEMENT, INC.

Dedicated to Your Community

APPLICATION FOR PURCHASE/LEASE
THE KENSINGTON OF ROYAL PALM BEACH
CONDOMINIUM ASSN. INC.

ASSOCIATION _____

ADDRESS OF UNIT: _____

OWNERS/REALTOR NAME: _____

PHONE NUMBER OF OWNER/REALTOR: _____

A fully completed application, along with appropriate photo I.D. before consideration or processing will commence. To ensure proper and timely processing, the forgoing must be received a minimum of 30 days prior to any closing date/move in date.

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PLEASE CIRCLE ONE

APPLICATION FOR PURCHASE OR LEASE

ASSOCIATION: _____

ADDRESS OF UNIT: _____

Last name	First name	Middle	Birth date
Social Security No.	Drivers License No.	State of license	

Marital Status: Single _____ Married _____ Separated _____

Co-applicant last name	First name	Middle	Birth date
Social Security No.	Drivers License No.	State of license	

Expected move in date: _____

Will the above listed person(s) be the only occupants? Yes _____ No _____ If No, list other occupants with Date(s) of Birth below:

NUMBER OF OCCUPANTS TO LIVE IN RESIDENCE _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

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RESIDENCE HISTORY

Current address	City/State	Zip code
Area code/phone number	own	rent
Area code/phone number	how long	
Name and address of present landlord or mortgage co.	area code/phone no.	monthly payment
Previous address (include landlord and apartment community)	area code/phone no.	how long

EMPLOYMENT HISTORY

Applicant employed by	Supervisors name	How long
Address	Area code/phone number	
Position held	Wage	Per hour/week/bi-weekly/monthly
Applicant previously employed by	Supervisors name	How long
Address	Area code/phone number	
Position held	Wage	Per hour/week/bi-weekly/monthly
Co-applicant employed by	Supervisor name	How long
Address	Area code/phone number	
Position held	Wage	Per hour/week/bi-weekly/monthly
Co-applicant previously employed by	Supervisors name	How long
Address	Area code/phone number	
Position held	Wage	Per hour/week/bi-weekly/monthly

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ADDITIONAL INCOME

Sources	Amount per year
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PET INFORMATION

Type of pet (Dog/Cat/Bird/Fish)	Breed	Color	Weight
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Type of pet (Dog/Cat/Bird/Fish)	Breed	Color	Weight
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PALM BEACH COUNTY RABIES LICENSE TAG NUMBER

(Required by Palm Beach County Ordinance 98-22)

VEHICLE INFORMATION

If you have any recreational vehicles, (vans, boats, motorcycles) please specify. (NOTE: Certain vehicles may be prohibited.)

Vehicle make	Model	Year	Color	Tag
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Vehicle make	Model	Year	Color	Tag
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Vehicle make	Model	Year	Color	Tag
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APPLICANT AUTHORIZATION

I hereby authorize and request any present or former landlord, employer, school, police department, financial institution, agency or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with an application for residence.

I hereby authorize ResidentData, a service of ChoicePoint Services Inc., to obtain and verify such information including accessing consumer reporting agencies as well as performing a criminal and eviction record search.

I have been notified that a consumer report will be requested and understand that the information that Resident Data obtains is to be used in the processing of my purchase or lease application.

I hereby release and hold harmless ResidentData, a service of ChoicePoint Services Inc., its affiliates, employees and agents and any other organization that provides information from any and all liabilities arising out of the use of such information in connection with ResidentData.

Print Name

Applicant's Signature

Date

Co-Applicant's Signature

Date

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The Kensington

AT ROYAL PALM BEACH

Community Policy Handbook

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Welcome to The Kensington @ Royal Palm Beach

The management and staff of The Kensington at Royal Palm Beach would like to take this opportunity to welcome you to our private condominium community. In an effort to make your move into the property as smooth as possible, we have developed this handbook to assist you. Please be advised that this handbook highlights only some basic topics. For a more comprehensive overview, please refer to your condominium documents.

The management and staff of The Kensington at Royal Palm Beach wish to ensure that your residency is truly pleasurable. We welcome you to our community and encourage you to participate in the condominium association or, if you so desire, seek to be elected to become a board member.

Each resident is entitled to the exclusive use and enjoyment of his/her condominium home in a peaceful, quiet and private environment. To ensure each resident these rights of quiet enjoyment, community policies are necessary to define acceptable activities and behavior in an environment of community living. The Community Policy Handbook and the policies contained herein are not meant to infringe on the rights of any one resident, but rather to protect the rights of all residents, the community as a whole, its owners and managers. Resident and resident (herein referred to as "Residents Group") who do not comply with the community policies will be notified in writing, of the noncompliance or violation(s). Noncompliance with or any violation(s) of the community policies by Resident or Resident's Group will be grounds for fines established by the condominium association.

Management reserves the rights to amend, alter, or supplement the Community Policy Handbook and the policies contained therein upon service of a thirty days notice to the Resident.

Most of the information in this booklet is also included in the Rules and Regulations section of the Condominium Documents. Please refer to this section in your condominium document, for additional information.

General Policies

1. **Move In Procedures:** All move-ins must be scheduled in advance with Association. Moving into or moving out of the condominium must be accomplished between the hours of 9:00 am and 5:00 pm. Monday through Saturday to minimize disturbance to residents. Moving is not permitted on Sundays. Vehicles must remain in designated parking areas and are not permitted on the lawns, walkways, or other access areas during the moving process. Moving companies hired by residents must check in with the Association for location of parking and loading larger vehicles (trucks, tractor-trailers).

2. **Before your actual move-in please be sure to arrange the following:**
 - **Electricity:** Upon closing of your home, the electricity will automatically be disconnected. Please contact Florida Power and Light in advance at (561) 697-8000 to schedule electric service in your name.
 - **Telephone:** Your telephone service can be connected through BellSouth by calling (866) 500-9794 english
(866) 285-7971 spanish
www.expresshomeconnect.com
You must have a land line phone number to have your intrusion alarm monitored and your name in the visitor gate call box.
Will not work off a cell phone number.
 - **Cable:** Your cable television service can be connected by calling Adelphia Cable at (888) 683-1000.
 - **Monitored Intrusion Alarm:** Network Multifamily is the company who monitors the intrusion alarm in your unit. Please follow the instruction on the attached paperwork to have your alarm monitored.

Management Company

Banyan Property Management: 2328 South Congress Ave
Suite 1C
West Palm Beach, FL 33406
(561) 649-8585

Common Elements Definition

Common Elements of the complex are those areas jointly owned and maintained by all unit owners, including breezeways, walkways, picnic areas, to which all unit owners have exclusive access, and parking areas to which all owners have non-exclusive use.

Common Elements Usage

There shall be no obstruction of the Common Elements, nor shall anything be stored in the Common Elements without the prior consent of management or the Trustees. No use is allowed which constitutes a fire hazard or which results or would result in the cancellation of insurance or is a violation of the law.

The Common Elements cannot be used in a manner inconsistent with residential character of The Kensington. No noxious or offensive use shall be made of any part of the complex. No commercial use of common elements or units themselves (for example, yard sales or similar activities) is allowed without written consent from the association or management.

The Association at the Unit Owner's cost will repair any damage caused to the common elements, whether intentional or unintentional.

Community Appearance & Maintenance

- No personal or unsightly items, clothes, sheets, blankets, laundry, television antennas, refuse, outside window coverings, or any kind of other articles shall be hung out of the unit or otherwise placed on any part of the common elements, except upon the written consent of management. For Sale, For Rent, and other similar signage are not allowed.
- Bicycles must not be stored on balconies or breezeways.
- Unit owners can temporarily display traditional seasonal and holiday decoration, on the outside of their patio/balcony or affixed to unit windows and doors without the consent of management if the following criteria is met:
Decorations are displayed no more than three weeks prior to a specific holiday and removed no later than seven days after the holiday. All attachments required to display decorations are removed with the decorations. If damage occurs from attachments, the association at the unit owner's expense will make repairs.

- No signs or decorations affixed to the outside walls, doors or windows intended for permanent display are allowed without prior written consent of the association. Patio/balcony furniture must be approved. Any approved exterior furniture must be maintained in acceptable condition. The exterior storage of any other type of furniture is prohibited. Patios/balconies may not be screened, altered or enclosed by the resident without approval from the association.
- Bicycles, tools, trash, trash containers and any object that extend beyond the end of the walkway/breezeway may not be stored on the patio/balcony.
- Mold is found virtually everywhere in our environment both indoors and outdoors. The best way to avoid problems related to mold and mildew is to prevent moisture buildup in the unit; turning off air conditioning when doors and windows are open; maintaining a general temperature of 68.5 –76.0 F (winter) and 74.0 F – 80.0 F (summer); keeping windows and doors closed in damp or rainy weather conditions.
- Vehicles must be registered with the management. Vehicles not registered or inoperable condition, may be towed at the owner's expense in accordance with State Law. Storing of vehicles is not allowed and may be towed at owner's expense. Vehicles are to be maintained with legal license plates, vehicle registration and insurance. Repairs to vehicles is strictly prohibited.

Garage

- No pets or animals may be kept in the garage
- No flammable or combustible liquids or gasses, batteries, fireworks, explosives or any other item or substance, which is deemed dangerous or un-acceptable may be kept in garage.

Fire & Safety

- Unit owners, their families, guests, tenants, employees, invitees, and contractors may not use and store barbecues, grills or other portable cooking utensils on the walkway/breezeways/patios/balconies of which the unit owner has exclusive access.
- Community designated barbecue areas are designated on the property and should be used for outdoor cooking in compliance with fire codes.
- Flammable materials or explosive materials within the building or anywhere within the community are strictly prohibited.
- Storage of paper or plastics or other flammable material, adjacent to the hot water heater, HVAC, stove, refrigerator, or other electrical appliances creates a health and fire hazard and is strictly prohibited.
- Disabling or disconnecting smoke/fire alarms is prohibited. Disabling, disconnecting or hanging items off of fire sprinkler systems in units is prohibited.
- Resident's personal possessions and vehicles are not covered for fire, theft or other perils. Resident is strongly encouraged to maintain homeowner's insurance coverage for all personal belongings and/or appliance and fixtures. Resident acknowledges and agrees that he/she has been advised to protect his/her personal property with homeowner's insurance.
- Hazardous waste such as paint thinners, herbicides, used automotive oil, Christmas trees, etc. must be disposed of in a separate container properly and safely. Management must be advised and will direct the disposal of this material. It should not be discarded with everyday trash or dropped in storm drains at anytime.
- No unit owner or occupant or any of his or her agents, servants, employees, licensees, or visitors shall any time, bring into or keep in his or her unit or garage any flammable, combustible explosive fluid, material, chemical or substance, except such lighting and cleaning fluids as are customary for residential use.

Conduct of Resident(s) and Resident(s) Group

- Residents are required to control the volume of stereos, TV's and musical instruments within their homes so that they do not disturb resident's right of quiet enjoyment. Noisy or disorderly conduct annoying or disturbing other resident's will not be permitted.
- Residents, resident's family, guests, invitees, agents, employees or other persons associated with Resident will not engage in or participate in, such conduct which is illegal, objectionable or prejudicial to the rights, privileges, safety and general welfare of the other residents or any community associate living or working at the community. Any act, which threatens, intimidates, is deemed harassing to others, is physically violent or verbally abusive to another person and/or community, or creates a public or private nuisance will **NOT** be tolerated. Any such incidents will be considered a violation of community policy and is subject to fines established by the condominium association.

Unit Owners Renting Their Home

- Unit owners may rent their units for a maximum of two times per year, no less than 4 weeks per lease.
- The rental of the unit is recorded with the association or its agent.
- \$100.00 application fee is required seven days prior to move-in along with the application that the association provides. Please see association manager for further rental procedures.
- Leases are not for transient or hotel purposes.
- Leases are specifically made subject to the provisions of the Master Deed, the Condominium Trust and by-Laws and all rules and regulations issued there under and provide that any failure to comply with the terms of such documents shall be a default there under. A copy of the lease must be given to the management office prior to move-in.
- An address and phone number where the unit owner may be reached must be left with the association or its agent.
- The association is provided with a written acknowledgement signed by the prospective tenant indicating that he/she is aware of the By-laws and Rules

and Regulations of The Kensington at Royal Palm Beach and the provisions of the Master Deed of the Condominium, and agrees to abide by them.

- Written acknowledgement signed by the landlord that the landlord will be held responsible for all actions of the tenant must be provided to the association.

Pet Policy

- Residents shall be limited to a maximum number of two pets fully grown, **(aggressive breeds are prohibited)**.
- No animals except customary house pets shall be kept in any unit.
- All pets shall be on a leash.
- Pets will not be kept in garages or on patios/balconies.
- The owner must be present with the pet in the common elements at all times.
- Pets are not permitted to linger in the clubhouse or recreational areas of the building.
- Pets may not be tied to furniture, signposts, or any permanent structure to secure the pet.
- No pets shall be allowed to relieve themselves on walkways, breezeways, paved street and parking areas, or in the vicinity of another owner's unit.
- Owners of pets shall be responsible for the removal of pet excrement and cat prey immediately from all common elements and facilities. A pet walk area is provided along with pet clean up stations to utilize, in a designated area.
- Because of health regulations, **pets are forbidden** in or around the pool, spa area.
- Resident will be asked to remove any pet that is in violation of these policies.

- All pet owners are required to maintain an acceptable noise level in regard to their pet(s) so as to not disturb other residents.
- All pet owners are required to maintain the proper licenses and vaccines on their pet. This information must be given to the association.

Parking and Traffic Rules

- Each unit owner is responsible to report his/her car registration numbers, home phone number, work phone number and address to the management office and valet office.
- Maximum speed limit in The Kensington at Royal Palm Beach Condominium complex for all vehicles is 5 mph. Driving is permitted on paved areas only.
- All regular driving laws in the State of Florida and Village of Royal Palm Beach apply where applicable, including following posted signage (tow-away zones, fire zones, etc.)
- Upon closing the unit owner will receive a gate remote to entry.

Contractor Renovation Guidelines (Other than Developer)

Working hours are as follows:

- Monday-Thursday 8:00 am – 5:30 pm
Friday 8:00 am – 3:00 pm
- Scope of work plan, which identifies your renovation work is required.
- Construction debris from Owner unit renovations is prohibited in the property dumpsters.
- All doors and windows must be closed at all times during renovation.
- Unit owner is responsible for obtaining the appropriate building permits. These must be placed in a visible place at the worksite.
- Business Liability and Workman's Compensation Certificate of Insurance must be presented to management prior to starting work.

Important Phone Numbers

The Kensington @ Royal Palm Beach	Phone: (561) 333-9032	Fax: (561) 333-9033
Banyan Property Management	Phone: (561) 649-8585	
Royal Palm Beach Police Dept.	Phone: (561) 790-5180	
Florida Power and Light	Phone: (561) 697-8000	
BellSouth	Phone: (866) 500-9794	
Adelphia Cable	Phone: (888) 683-1000	
Network Multifamily (intrusion alarm)	Phone: (800) 635-1635	Fax: (800) 356-5285
Valet Waste	Phone: (877) 574-2587	
Cypress Trails Elementary School	Phone: (561) 795-4950	
Crestwood Middle School	Phone: (561) 753-5000	
Royal Palm Beach High School	Phone: (561) 753-4000	