

**PARADISE COVE CONDO ASSN, INC**  
**Instructions for Lease OR Purchase Application**

**Fees required**

<u>Lease</u>	<u>Purchase</u>
\$50 non-refundable application fee payable to: <u>PARADISE COVE CONDO ASSN, INC</u>	\$50 non-refundable application fee payable to: <u>PARADISE COVE CONDO ASSN, INC</u>
\$50 non-refundable application fee payable to: <u>BANYAN PROPERTY MANAGEMENT, INC.</u>	\$50 non-refundable application fee payable to: <u>BANYAN PROPERTY MANAGEMENT, INC.</u>
Money order or cashier's check is the only form of payment accepted.	

**Documents required, filled out and signed**

<u>Lease</u>	<u>Purchase</u>
<ul style="list-style-type: none"> <li>• Application to the Association (*)</li> <li>• Lease fully executed copy</li> <li>• Rules and Regulations (*)</li> <li>• Drivers License(s) photo ID copy</li> </ul>	<ul style="list-style-type: none"> <li>• Application to the Association (*)</li> <li>• Sales agreeemnt fully executed copy</li> <li>• Rules and Regulatioins (*)</li> <li>• Estoppel request form (*) take to Banyan Office</li> <li>• Drivers License(s) photo ID copy</li> </ul>
(*) Forms provided in package	

Other Information

- ◆ 1 DOMESTIC PET ( CAT OR DOG) NO WEIGHT RESTRICTION/ NO PIT BULLS ETC.
- ◆ Owners are to ensure that their tenants are familiar with the governing Rules and Regulations.
- ◆ Owners are responsible for providing tenants with remote and or common area keys.
- ◆ No commercial vehicles allowed.
- ◆ Clicker(s) and or common area keys can be purchased at the on-site office.
- ◆ Please allow 14 days to process application.

\*\*\*\* **Application will NOT be accepted without the required fees.** \*\*\*\*  
 \*\*\*\*\* **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.** \*\*\*\*\*

Submit the entire package to: PARADISE COVE CONDO ASSN, INC  
 800 The Pointe Drive  
 West Palm Beach, FL 33409

Submit package during: 9:30am - 2:30pm

Direct all inquiries regarding this application to:  
 wesley.sippel@banyanproperty.com or 561-242-1610

Sincerely,

Application Processing  
 Customer Service Department



Applicant Social Security #	Applicant DOB
Co-Applicant Social Security #	Co-Applicant DOB

I hereby authorize and request any present or former landlord, employer, school, police department, financial institution, agency or other person 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 LexisNexis to obtain and verify such information including accessing consumer reporting agencies as well as performing a criminal eviction record search.

I have been notified that a consumer report will be requested and understand that the information that LexisNexis obtains is to be used in the processing of my rental application.

I hereby release and hold harmless LexisNexis 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 LexisNexis.

You are entitled to a complete and accurate disclosure of the investigation's nature and scope as well as a written summary of your rights and remedies under the Fair Credit Reporting Act. Inquiries should be directed to LexisNexis Resident Screening 12770 Coit Rd Dallas TX 75251. By my signature below, I certify that I have read and understand the terms of this rental application.

Signature Applicant _____	Date _____
Print applicant name: _____	
Signature Co-Applicant _____	Date _____
Print co-applicant name: _____	

PARADISE COVE CONDO ASSN, INC  
**RULES AND REGULATIONS**  
**Effective September 5, 2011**

The following is a brief summary of the Document Rules & Regulations of the Association. These are not to be used in place of Association Documents. You are required to read and observe all Rules & Regulations as stipulated in your Documents.

**I. PARKING:**

a. **Required Parking Stickers:** All residents will be issued a parking decal for their vehicle that must be displayed at the lower corner of the drivers' side on the rear window. Only owners and those listed on the lease will be issued a parking sticker. A copy of the current car registration and driver's license will be necessary to obtain a parking decal.

b. **Guest Parking:** Any guest staying over-night must obtain a temporary parking permit that must be displayed in the rear view mirror of the car when parked on the premises. One guest vehicle per unit may park overnight.

c. **Other Vehicles:** Vehicles without a parking sticker or visitor pass, parked on the property overnight, may be noticed for towing and may be towed after 24 hours of initial notice. Inoperable and untagged or expired tag vehicles will be noticed with a written notice placed on the vehicle and may be towed after 24 hours of initial notice. Commercial, non-passenger vehicles (regardless of signage) and trucks weighing over 9000 pounds GVW will be noticed with a written notice placed on the vehicle and may be towed after 24 hours of initial notice.

d. **Vehicle Positioning:** All vehicles must be parked within the parking lines and the front of the vehicle facing the sidewalk or curb (head-in parking only).

**II. SALES & RENTALS:**

a. **Current Accounts:** No sale or rental shall be approved by the Association if the unit is in arrears unless authorized by the Association attorney to obtain proceeds for past due amounts.

b. **Applications:** The Association will charge a \$50.00 application fee for each adult applicant or married couple to pay for a background check. Additionally, the property management company may charge a \$50.00 application fee for each adult applicant or married couple to pay for application processing. All application fees must be in the form of cashier's check or money order. All adult residents must be screened prior to moving in and receive an association approval.

c. **Duration of Lease:** No lease shall be less than 6 months. No unit may be leased more than twice in one calendar year.

**III. CLUBHOUSE RENTAL:**

a. **Cost & Eligibility:** An owner or tenant may rent the exclusive use of the clubhouse for a party. The cost to use the clubhouse shall be \$150.00 for up to 6 hours. A deposit of \$250.00 must be paid 7 days prior to the rental. The unit renting the clubhouse must be current in assessments. Tenants must obtain permission of the owner to rent the clubhouse

b. **Rental Time Limitations:** The function must conclude no later than 11:00 P.M. The clubhouse must be cleaned and vacated by 12:00 A.M.

c. **Damages:** The unit owner shall be responsible for any damages or missing property. The owner is

ultimately responsible for the action of their tenants and guests.

#### **IV. RECREATIONAL AMENITIES:**

a. **Use & Guests:** The pool, gym, racquetball court and tennis courts are for the use of owners and residents only. Guests must be accompanied by the owner or lessee of the unit to use the facilities. A resident may bring a maximum of two (2) guests at one time to the gym and tennis court and a maximum of 6 guests to the pool. Children under the age of 12 must be accompanied by an adult in the recreational areas.

b. **Use Restrictions:** Any owner or resident whose unit is in arrears may be denied access to the recreation facilities. Rights to use the facilities may also be suspended if the owner has a violation that is not corrected. Residents using the facilities must provide identification to the Association's agent upon request.

#### **V. PERSONAL PROPERTY:**

a. **Personal Items:** No personal property permitted in entranceways, common grounds or sidewalks.

b. **Trash:** No garbage or trash should be left in hallways. Trash must be placed in plastic bags and placed in the dumpster. No dumping of furniture, carpeting, appliances, building debris or bulk items.

c. **Satellite Dishes:** No satellite dishes are allowed to be attached to the building or placed on common property. Satellite dishes may be placed on the unit patio only.

d. **Signage:** No signs of any nature may be placed in windows or in a location that may be visible from the common areas.

e. **BBQ Grills:** No BBQ grills or combustible materials are permitted on patios or common ground.

#### **VI. PETS:**

a. **Limitation:** Only one dog or one cat is allowed per unit.

b. **Leash:** All pets must be on a leash when outside of the unit. The leash must be no longer than 6 feet in length. Do not leave your pet unattended on the balcony or patio.

c. **Waste:** You must pick up your pet's waste. Pet stations are provided throughout the property for this purpose.

d. **Aggressive Breeds:** No aggressive breeds, as determined by the Board of Directors, are permitted in the community. Pit bulls and pit bull mixes are strictly prohibited.

#### **VII. KEYS:**

All unit owners must provide a key to the Association to be used in the event of an emergency. In the event the Association must enter a unit where the current key has not been provided, the Association will charge the unit owner for opening and lock replacement, at a rate of \$100.00 for the first lock and \$25.00 for each additional lock.

#### **VIII. NUISANCES:**

No Nuisances shall be allowed on the Condominium or Association Property, nor shall any use or practice be allowed which is a source of annoyance to occupants of Units or which interferes with the peaceful possession or property use of the Condominium Association Property by its resident's occupants or

member. This includes, barking dogs, loud music, car mufflers and other means of excessive noise.

**CONSULT ASSOCIATION DOCUMENTS SECTION 17 AND THE BY-LAWS FOR ADDITIONAL DETAILS. THE ASSOCIATION HAS THE AUTHORITY TO ENFORCE THESE RULES. IF YOU RECEIVE A NOTICE OF VIOLATION, YOU SHOULD RESPOND WITHIN 10 (TEN) BUSINESS DAYS. THE ASSOCIATION HAS THE AUTHORITY TO FINE OWNERSHIP UP TO \$100.00 PER DAY PER VIOLATION UP TO \$1,000.00.**

**If a conflict shall arise between these rules and regulations and the rules and regulations of the association recorded in the Official Records of Palm Beach County, Florida, at Book 19428, Page 0309, et seq., or any other rules and regulations, these rules and regulations shall prevail.**

I have read the Rules and Regulations above for PARADISE COVE CONDO ASSN, INC.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Banyan Property Management, Inc.  
2328 S. Congress Ave. Suite 1-C  
West Palm Beach, FL 33406

office (561) 649-8585  
fax (561) 649-0188

www.BANYANPROPERTY.com

**Request for Resale Package/Questionnaires**

PARADISE COVE CONDO ASSN, INC

DATE: \_\_\_\_\_

SETTLEMENT DATE: \_\_\_\_\_

**THE FOLLOWING INFORMATION IS REQUIRED FOR OUR OFFICE TO PROCESS A RESALE PACKAGE**, which includes: the Estoppels Certificate; complete set of Association Documents (including the Declaration, Bylaws, Articles of Incorporation and any subsequent recorded Amendments); Association Rules and Regulations; and pertinent Association Forms.

**NOTE: FORM MUST BE FILLED OUT IN ITS ENTIRETY BEFORE PROCESSING WILL BEGIN** Please note if the account is in collection with an Attorney or the current owner is not listed, the estoppels may take additional time and also could incur additional fees in order to be processed.

Include a check from the title company or a cashier check/money order with your request. Payment must be received before paperwork processing will begin. Copies of checks will not be accepted as valid payment. Fees are not collected at time of settlement. The Estoppels Certificate will be invalid if payment is not honored.

PARADISE COVE CONDO ASSN, INC

<p><b><u>Unit</u></b></p> <p>street address: _____</p> <p>Seller's name: _____</p>
<p><b><u>Buyer</u></b></p> <p>Buyer's Full Name: _____</p> <p>Co-Buyer's Full Name: _____</p> <p>Buyer's Phone #: _____ Fax #: _____</p> <p>Email: _____</p>
<p><b><u>Delivery Information</u></b></p> <p>Requested By: _____ Phone: _____</p> <p>Type of Address:    Business                      Residence</p> <p>Name: _____ Business Name (if applicable): _____</p> <p>Street Address (P.O. Boxes not accepted): _____</p> <p>City: _____ State: _____ Zip: _____</p> <p><u>Electronic Delivery</u>: the Estoppel Certificate can be delivered electronically by fax and/or e-mail upon completion at no extra charge. If this service is desired, please provide;</p> <p>Attention: _____ Fax: _____</p> <p>E-Mail: _____</p>

**Processing**

Note: *When processing is complete, the Estoppels Certificate will be faxed to you and the complete "Important Documents package" will be sent by the shipping method you select below.*

Standard Processing ( 15 Business Days) -	\$200.00 plus shipping	
Rush Processing (3 Business Days) -	\$250.00 plus shipping	
Overnight Processing (1 Business Day) -	\$300.00 plus shipping	
Standard Refinance ( 15 Business Days) -	\$150.00 plus shipping	
Rush Refinance ( 1 Business Day) -	\$200.00 plus shipping	
Questionnaires (2 Business Days) -	\$150.00 plus shipping	

Shipping Method ( You must select a shipping method, unless you are ordering a refinance package)

Standard Shipping – (5 Business Days).	\$15.00	
Rush Shipping – (3 Business Days)..	\$15.00	
Overnight Shipping – (Next Business Day)..	\$45.00	
Pick up from Banyan Property Management	( No Charge)	-0-
Account Administration Fee -	\$100.00	100.

Total Due

**PLEASE MAIL A COPY OF THE BUYER'S HUD STATEMENT, WARRANTY DEED AND CLOSING CHECK TO ENSURE TIMELY AND ACCURATE TRANSFER OF TITLE FOR OUR RECORDS.**

**Payment Information** Note: *Acceptable Forms of Payment*

Check from the title company	ck#	
Cashier check or money order	cc/mo #	

Include a check from the title company or a cashier check/money order with your request. Payment must be received before paperwork processing will begin. Copies of checks will not be accepted as valid payment. Fees are not collected at time of settlement. The Estoppels Certificate will be invalid if payment is not honored.

**NO PERSONAL CHECKS ACCEPTED**