

VICTORIA GROVE HOA, INC.
Instructions for Lease OR Purchase Application

Fees required

<u>Lease</u>	<u>Purchase</u>
\$250 non-refundable application fee payable to: <u>BANYAN PROPERTY MANAGEMENT, INC.</u>	\$120 non-refundable application fee payable to: <u>VICTORIA GROVE HOA, 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"> • Application to the Association (*) • Lease fully executed copy • Rules and Regulations (*) • Drivers License(s) photo ID copy 	<ul style="list-style-type: none"> • Application to the Association (*) • Sales agreeemnt fully executed copy • Rules and Regulations (*) • Drivers License(s) photo ID copy • Estoppel request form (*) <small>take to Banyan Office</small>
(*) Forms provided in package	

Other information

- ◆ Pet restriction: Up to 2 pets, single or combined weight of 50LBS. No pit bull terriers.
- ◆ Owners are to ensure that their tenants/Buyers have a copy of the governing documents.
- ◆ Owners are responsible for providing tenants/Buyers with remote and or common area keys.
- ◆ Unit Owner must have any open violation(s) closed and account paid current by the time of approval.
- ◆ No commercial vehicles allowed.
- ◆ Clicker(s) and or keys can only be purchased at the on-site office.
- ◆ Please allow 10 days to process application.

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

Submit the entire package to: VICTORIA GROVE HOA, INC. (clubhouse)
 10420 Victoria Grove Blvd
 West Palm Beach, FL 33414

Submit package during: 9:3am-12:30pm, expect F 2:30pm - 5:30pm

Direct all inquiries regarding this application to:
 gabriel.lazaro@banyanproperty.com or 561-333-6050

Sincerely,

Application Processing
 Customer Service Department

PERMANENT AUTHORIZED VISITORS

1)	2)	3)
4)	5)	6)
7)	Pool Service	Pest Control

ALL OTHER GUESTS WILL BE ANNOUNCED BY THE GAURD. YOU MAY PRE-ARRANGE ENTRANCE FOR GUESTS BY CALLING THE GATE HOUSE AT (561) 333-3524. WHEN PLANNING A LARGE PARTY, PLEASE SUPPLY THE GATE HOUSE WITH A GUEST LIST.

DELIVER ONLY TO CLUBHOUSE OFFICE OR FAX TO (561) 791-9240

Signature Applicant _____ Date _____

Print applicant name: _____

Signature Co-Applicant _____ Date _____

Print co-applicant name: _____

VICTORIA GROVE HOA, INC.
RULES AND REGULATIONS

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.

5.1.2.3 Landscaping (first amendment): Association responsible for all maintenance of all common areas if replacement is required by sole discretion of Association as to size, quantity etc., also applies to lots if owner desires landscaping higher level than determined by Association-owner may so do at owner's expense. Anything that dies on owner's lot, owner's responsible to replace regardless of cause. Association must approve kind, size, quality and maturity. Association has right to do if owner does not and owner shall pay cost if any owner installed more expensive to maintain landscaping. Association has right to assess. Association could require removal at owner's expense.

5.1.2 Wells & Water Sprinkler (first Amendment): Association shall maintain except if sprinklers systems on lots are separate than each owner is responsible. If owner installs any improvements owner is responsible to reconfigure approval by Association.

3.7 Hazard 100% of replacement costs-General Liability \$1 million, Fidelity Bond for all including Management. Three (3) months assessments plus any additional E & O, Comprehensive Flood if desired deductible \$2,500.00 or other approved by board shall be common expense.

5.2 Owners responsibility-Exterior of unit, painting and pressure cleaning periodically performed as necessary approval required as to color of paint, driveway and walkway must also be maintained.

6. Architectural control for al exterior changes or improvements.

6.2 Owner to obtain Association approval which must include al information, plans, samples, license and insurance by licensed & insured contractor. Association may charge a fee, within 30 days written notice of approval or denial.

7. USE RESTRICTIONS: A/C units only central units. No trucks wth more than 2 axles. No recreational vehicles, campers, trailers, and boats may be parked or stored outside overnight. No overnight parking on any street, lawn or areas other than driveways and garages. Vehicles owned by governmental law enforcement are permitted. No vehicle which does not contain a current license plate or which cannot operate shall be parked within subject property for more than 24 hours. No motorcycle, motorbike, moped and all terrain vehickes are permitted unless licensed.

7.3 Basketball Backboards: Not to be permanently installed. No portable backboards outside overnight and must be out out of sight.

7.4 No commercial use of units.

7.5 No clotheslines within view and only of approved.

7.8 Driveways-Concrete, stamped concrete or pavers only.

7.11 Fences-Must have approval, fences to one or more specified type.

7.12 Garage-Shall not be enclosed or converted to living space or storage area, only used for parking an automobile. Garage doors to remain closed when not in use.

7.13 Garage and Trash-Place after 5:00 pm on the day before collection and removed on collection day. Must be placed in closedcontainers, no plastic bags shall be placed on common area at any time.

7.14 All quipment-pool, a/c and garbage containers must be walled in or landscped and concealed from eye level view from street or adjacent property.

7.15 Lakes-No swimming or boating.

7.16 Landscaping-Any changes must be approved.

7.19 Nuisances-No nuisances shall be permitted.

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

VICTORIA GROVE HOA, 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.

VICTORIA GROVE HOA, INC.

<p><u>Unit</u></p> <p>street address: _____</p> <p>Seller's name: _____</p>
<p><u>Buyer</u></p> <p>Buyer's Full Name: _____</p> <p>Co-Buyer's Full Name: _____</p> <p>Buyer's Phone #: _____ Fax #: _____</p> <p>Email: _____</p>
<p><u>Delivery Information</u></p> <p>Requested By: _____ Phone: _____</p> <p>Type of Address: <input type="checkbox"/> Business <input type="checkbox"/> 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; 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