



A Key West Style Private Townhome Village
C/O GRS COMMUNITY MANAGEMENT
3900 Woodlake Blvd Suite 309 Lake Worth FL 33463
Phone: (561) 641-8554 Fax (561) 641-9448
Residency Application- Interview Required

Information required on all applicants. COMPLETE ITEMS 1 TO 15 & SUBMIT AT LEAST 2 WEEKS PRIOR TO MOVE-IN DATE. Owners are responsible for the actions of all tenants, guests and vendors. Owners are subject to FINES AND/OR EVICTION for violations of the Association Documents by the owner, tenant or guest.

1. _____ Complete Application for Occupancy Forms (pg.2-5)
2. _____ Owner must provide new renter(s) with a copy of the documents and rules and regulations for Villa Palms COA, Inc. Seller must provide buyer with copy of Villa Palms COA, Inc. documents. Proof must be submitted with this application. Sign form acknowledging receipt. (pg.6)
3. _____ Residential screening Request & Disclosue & Authorization Agreement to be completed by all ADULT(S) 18 years of age and over purchasing, renting, or residing in unit. Complete both pages (pg. 7-8)
4. _____ Pets are allowed with weight restrictions of under 60 lbs. Complete pet registration form with a picture of the pet(s) (pg.9)
5. _____ Complete Addendum to Lease (pg. 10-11)
6. _____ Complete Certificate of Approval sheet (pg.12)
7. _____ \$50.00 **MONEY ORDER AND/OR CASHIERS CHECK ONLY** per adult 18 years or over a non-refundable application processing fee made payable to Villa Palms COA, Inc.
8. _____ \$100.00 **MONEY ORDER AND/OR CASHIERS CHECK ONLY** per applicant for a non-refundable administrative fee made payable to GRS Community Management
9. _____ No unit shall be leased more than twice (2) in one calendar year and minimum term of six (6) months. Renewal of lease must be approved by the Board of Directors. Lease shall include that "the tenant shall be bound by and shall observe the rules and regulations of the Condominium" Association must approve all lease renewals updated with a Certificate of Approval.
10. _____ A copy of the lease or sales contract naming buyers and tenants, lease must state start & end date
11. _____ Copy of picture ID for each adult resident (legible copy of driver's license or passport)
12. _____ An interview by a representative of the association is required before approvals.

Present Information (All information must be printed and readable)

Villa Palms Address: _____

Name of Current Owner: _____

Name of Buyer/Renter: _____

Closing or Lease Term: _____

APPLICATION FOR OCCUPANCY

APPLICANT(s) INFORMATION: Buyer Renter

Information regarding each person to live in the unit. (including children)

Name [Print-must be readable]	Age	Relationship to Owner/Tenant
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

(Use a separate sheet of paper for information regarding all additional residents, as needed)

Applicant's Present Phone Number: () _____ Cell: () _____

Realtor Phone Number & Name: _____

Pet(s): YES _____ NO _____ (If yes fill out pet form pg. 9)

Note: (No exotic pets are allowed). A picture of pet(s) must be included DO NOT TURN IN THE APPLICATION WITHOUT PICTURE & PET FOR COMPLETELY FILLED OUT.

LICENSED DRIVERS: To be residing in the community

Name: _____ License # _____ State: _____

Name: _____ License # _____ State: _____

Name: _____ License # _____ State: _____

Name: _____ License # _____ State: _____

Others: _____

VEHICLES: Limited to two (2) vehicles

Make & Model of Vehicle **License Number** **Color** **State Registered**

PERSONAL REFERENCES: [Do not list relatives]

1) Name _____ Phone: _____ Relationship: _____

Address: _____

2) Name: _____ Phone: _____ Relationship: _____

Address: _____

RESIDENCE HISTORY:

If less than 5 years, provide previous residence information use separate sheet if necessary

1) Previous Address: _____

2) Previous Address: _____

I/We have _____ owned or _____ rented this home for (give length of time) _____

Name of Landlord or Mortgage holder: _____

Address of Landlord or Mortgage holder: _____

Phone Number of Landlord or Mortgage holder: _____

BANK & CREDIT REFERENCES:

1) Bank: _____

2) Bank: _____

Phone: _____

Phone: _____

Address: _____

Address: _____

WORK HISTORY: Applicants 1 & 2 (Provide information on any other adult Applicants on separate page if less than 5 years. provide additional previous employer info on separate page.

1) Employer _____ 2) Employer _____
Phone _____ Phone _____
Address _____ Address _____
Position _____ Position _____
Supervisors Name _____ Supervisors Name _____
Employed From _____ To _____ Employed From _____ To _____
Reason for Leaving _____ Reason for leaving _____

EMERGENCY CONTACTS:

1) In case of Emergency notify: _____
Address: _____ Phone: _____
2) In case of Emergency notify: _____
Address: _____ Phone: _____
3) In case of Emergency notify: _____
Address: _____ Phone: _____

CRIMINAL BACKGROUND:

I understand a Nationwide Law Enforcement Investigation is required and will be done.

Have you (or any other applicant) ever been convicted of a State or Federal offense:

_____ Yes _____ No

Are you (or any other applicant) presently awaiting trial on any criminal offense?

_____ Yes _____ No

If yes to any of the above, give Applicants name, dates, name of court, and details of conviction on a separate sheet of paper.

Agreement

1. I hereby agree for myself and on behalf of all persons who may use the home, which I seek to purchase or lease:
 - a. I will abide by all the restrictions contained in the Declaration of Covenants, Articles of Incorporation, By Laws, Rules and Regulations and any amendments to the condominium documents for Villa Palms Condominium Association, Inc.
 - b. I understand that pets (if any) must be kept on a leash and all solid waste must be removed.
 - c. I understand that subleasing or occupancy of this unit in my absence is prohibited, unless approved by the Association.
 - d. I understand that any violation of the terms, provisions, conditions and covenants of the Villa Palms COA, Inc. Documents provides cause for immediate action as therein provided, or termination of the leasehold under appropriate circumstances.

2. I understand that the acceptance for lease of a unit at Villa Palms COA, Inc. is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any misrepresentation or falsification of information of these forms will result in the automatic rejection of this application. Occupancy prior to approval is prohibited.

3. I understand that the Board of Directors of Villa Palms COA, Inc. may institute such an investigation of my back ground as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors to make such investigation and agree that the information contained in this and the attached application may be used in such investigation and that the Board of Directors, Officers and authorized representative of Villa Palms COA, Inc itself shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors or any authorized representatives.

In making the foregoing application, I am aware that the decision of Villa Palms COA, Inc. will be final and no reason will be given for any action taken by the Board. I agree to be governed by the determination of the Board of Directors. I declare the above information to be true and correct.

Applicant's Signature

Co-Application's Signature

Print Application Name

Print Co-Applicant's Name

Date

Date

VILLA PALMS CONDOMINIUM, INC.
PROOF OF DOCUMENTS
(FOR SALES ONLY)

I/We, the undersigned, acknowledge that I/we have received the Declaration of Restrictive Covenants, the By-laws, the Articles of Incorporation, rules and regulations and any amendments for Villa Palms Condominium Inc.

Sig nature _____

Date _____

Signature _____

Date _____

PROOF OF RULES & REGULATIONS
(FOR LEASES ONLY)

I/We, the undersigned, acknowledge that I/We have received the Declaration of Restrictive Covenants, the By-laws, the Articles of Incorporation, rules and regulations of Villa Palm Condominium.g

Signature _____

Date _____

Signature _____

Date _____

Villa Palms /Ref# _____

RESIDENTIAL SCREENING REOUEST

First: _____ Middle: _____ Last: _____

Address: _____

City: _____ ST: _____ Zip: _____

SSN: _____ DOB (MM/DD/YYYY): _____

Tel#: _____ Cell#: _____

CURRENT EMPLOYER

Company: _____ N/A _____ Tel#: _____ N/A _____

Supervisor: _____ N/A _____ Salary: _____ N/A _____

Employed From: _____ To: _____ Title: _____ N/A _____

CURRENTLANDLORD

Company: _____ Tel#: _____ N/A _____

Landlord: _____ N/A _____ Rent: _____ N/A _____

Rented From: _____ N/A _____ To: _____ N/A _____

I have read and signed the Disclosure and Authorization Agreement.

SIGNATURE: _____ DATE: _____

DISCLOSURE AND AUTHORIZATION AGREEMENT

REGARDING CONSUMER REPORTS

DISCLOSURE

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for and/or continued residence. A **consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your residence.** Upon timely written request of the management, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed to you. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION FILE DISCLOSURE

APPLICANT/TENANT CONSENT

I hereby consent to allow Verify Screening Solutions, Inc., through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow Verify Screening Solution, Inc. and it's designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent or misleading information on an application may be grounds for denial of residency or subsequent eviction.

Signature

Date

Printed Name

Date of Birth

Social Security Number

Driver's License Number

State

2nd Applicant's Signature

Date

Printed Name

Date of Birth

Social Security Number

Driver's License Number

State

ADDITIONAL OCCUPANTS OVER 18, AUTHORIZATION FORM IS REQUIRED

VILLA PALMS CONDOMINIUM ASSOCIATION, INC.

PET REGISTRATION FORM

Name of Owner /Tenant _____

UnitAddress _____

Tel. Number _____ Alt. Number _____

Name of Pet _____ Name of Pet _____

Type _____ Type _____

Breed _____ Breed _____

Current Weight _____ Current Weight _____

Maximum Weight at Maturity: _____ Maximum Weight at Maturity: _____

Color _____ Color _____

Tag ID _____ Tag ID _____

Name of Vet. _____ Tel. _____

Date of Last Inoculations _____

PLEASE PASTE PICTURES OF PETS

Must be on leash when outside the unit at all times remove and dispose of pet's waste.

Signature _____ Date _____

(pg.1)ADDENDUM TO LEASE

COMES NOW _____

The Lessor (Unit Owner) _____ and _____
The Lessee (s), hereby enters into this Lease Addendum regarding Unit No. _____ Bldg No. _____

Lease Term; Start: _____ End: _____

WHEREAS, VILLA PALMS CONDOMINIUM ASSOCIATION, INC. has required, that this Uniform Addendum to the Lease Agreement must be executed and attached to the Lease Agreement between the Lessor and the Lessee (s) dated the _____ day of _____ 20

WHEREAS, the primary purpose of this Uniform Addendum to the Lease Agreement is to provide the Villa Palms Condominium Association with responsible assurance that the unit owner and Lessee (s) will comply with all of the terms, conditions and covenants contained in the Declaration of Condominium, By-laws, Articles of Incorporation, and the Rules and Regulations and other related documents.

NOW THEREFORE, the parties herein agree as follows:

A. APPOINTMENT OF ASSOCIATION TO ACT AS AGENT FOR UNIT OWNER (LESSOR)

1. The unit owner hereby appoints and authorizes the Association to act as its agent with full power and authority to take such action as may be required if necessary, to compel compliance by the Lessee (s) and / or their guests, with the provisions of the Declaration of Condominium of Villa Palms, Inc., its supportive exhibits, the Condominium Act, and the Rules and Regulations of the Association or in the instance of violation of any of the above Lessee (s) and / or their guests and in the appropriate circumstances to terminate the leasehold interest pursuant to the statutory limitations as set forth in the Florida Statute Section 83.

2. The unit owner agrees to reimburse the Association for any attorney/s fees and costs incurred as Lessor's agent in such enforcement as set forth herein, including attorneys fees and cost incurred prior to filing of a lawsuit and in the event a law suit is not filed by the Association. All such attorneys fees and costs incurred by the Association as described herein shall constitute a lien on the unit and shall be collected by the Association in the same manner as an assessment pursuant to the Declaration of Condominium

B. ASSIGNMENT OF RENTALS

The unit owner does hereby assign and transfer to the Association all rentals or sums of money due to become due for the use and occupancy of the premises during the term of said lease or any renewal thereof, under the following terms and conditions only, and further constitutes and appoints the Association or its assignees or agents as (his) (her) (their) name (s) to prosecute or withdraw any suit or proceeding at law or in equity therefore, and to take any and all other lawful means for the recovery thereof.

This assignment will be effective only in the event that the owner fails to make payment to the Association for quarterly maintenance and dues or assessments on the above unit for any of the months during the term of the lease or any renewal thereof but shall be effective after twenty (20) days written notice by regular mail to the owners at

and notice to the tenant by certified or registered mail and by affixing a copy thereof to the door of the unit. Tenant, by the execution of this agreement agrees to pay all rents or other sums due under the above lease or any renewal thereof of the Association promptly upon receipt of said notice.

(pg.2) ADDENDUM TO LEASE

COMES NOW _____

The Lessor (Unit Owner) _____ and _____

The Lessee (s), hereby / enters into this Lease Addendum regarding Unit No. _____ Building
No. _____

Lease Term: S t a r t : _____ E n d : _____

WHEREAS, VILLA PALMS CONDOMINIUM ASSOCIATION, INC. has required, that this Uniform Addendum to the Lease Agreement must be executed and attached to the Lease Agreement between the Lessor and the Lessee (s) dated the _____ day of _____ 20

Upon default of the owner, in the payment of the maintenance fees, dues or assessments for the above unit and the execution of this assignment and by sending the notice described above, the Association shall receive any rental due or to become due from Tenant to satisfy the quarterly maintenance charges or deficiencies including fees and costs expended including attorneys fees, late charges and interest. The Association shall forward to the owner any excess collected by this process within thirty (30) days after receipt of aforesaid moneys.

Signature _____ Date
Lessor

Signature _____ Date
Lessor

Signature _____ Date
Lessee

Signature _____ Date
Lessee

Villa Palms COA, Inc. Orientation Meeting Reminders

PETS: Only household pets such as dogs, cats or other usual and common household pets shall be allowed. Weight limit of less than 60 pounds. Must be on leash when outside the unit at all times. Pet owner must remove and dispose of pet's waste.

LEASES: No unit shall be leased more than two (2) times per calendar year. No unit shall be leased for a term of less than six (6) months. An application fee is required \$100.00 per person payable to: Villa Palm money order or cashier's check and \$100 payable to: GRS Management Associates Inc. money order or cashier's check and \$500 common area deposit.

PARKING: Campers, motor homes, boats, trailers, panel type vans, commercial vehicles (except for deliveries to residents), non- work ing vehicles, or vehicles leaking oil are not allowed. Owners and lessees shall park personal vehicles in two closest park ing spots to unit.

NOISE: Noise emanating from a unit shall not be audible outside of the unit.

OBSTRUCTIONS: Sidewalks, entrances, driveways, passages and patios shall not be obstructed in any mamer. No signs, notices or advertisements shall be exposed on or at windows or any part of the condominium property. No radio, television, antenna or other apparatus of any kind shall be attached to or hung from common elements such as; building, roof, wall, trim or any other common or limited common areas.

EXTERIOR: The exterior of condominium shall not be painted, decorated or modified in any manner, except for one (1) portable, removable United States Flag. No awning, window guard or fan devices shall be used on or about the condominium property.

WINDOW TREATMENTS: Window treatments (drapes, curtains, etc.) visible from the exterior shall have a neutral colored liner, which must be approved by the Association.

CLEANLINESS: All garbage and refuse shall be deposited with care in garbage containers intended for such purpose at such times and in such manner. All garbage shall be securely wrapped in plastic garbage bags.

PATIOS (FRONT & BACK): Plants, pots, satellite dishes, and other removable objects must not be kept, placed or maintained on patio. No cooking shall be permitted on patio. No carpeting, fabric or artificial turf shall be installed on patio.

EMERGENCY ENTRY: The Association has the right to enter dwelling for purpose of remedying or abating the cause of an emergency, as determined by Board of Directors.

PLUMBING: Foreign substances shall not be placed in plumbing, damage due to misuse of plumbing will result in cost of repair being paid by unit owner.