

**THE LINKS AT EMERALD DUNES**  
**Instructions for Lease OR Purchase Application**

**Fees required**

<u>Lease</u>	<u>Purchase</u>
\$100 non-refundable application fee payable to: <u>THE LINKS AT EMERALD DUNES</u>	\$100 non-refundable application fee payable to: <u>THE LINKS AT EMERALD DUNES</u>
\$100 non-refundable application fee payable to: <u>BANYAN PROPERTY MANAGEMENT, INC.</u>	\$100 non-refundable application fee payable to: <u>BANYAN PROPERTY MANAGEMENT, INC.</u>
Security deposit equal to one month's rent payable to: <u>THE LINKS AT EMERALD DUNES</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 Regulations (*)</li> <li>• Drivers License(s) photo ID copy</li> <li>• Estoppels request form (*) take to Banyan Office</li> </ul>
(*) Forms provided in package	

**Other Information**

- ◆ Pet restriction: Up to 2 pets, single or combined weight of 25 LBS.
- ◆ 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 keys can be purchased in person at BANYAN PROPERTY MANAGEMENT, INC..
- ◆ 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: BANYAN PROPERTY MANAGEMENT, INC.  
 2328 South Congress Ave. Suite 1-C  
 WPB, FL 33406

Submit package during: 9:00am - 4:30pm

Direct all inquiries regarding this application to:  
 applications@banyanproperty.com or 561-649-8585

Sincerely,

Application Processing  
 Customer Service Departmen



**PET INFORMATION (write none if no pets)**

TYPE	BREED - _____ Rabbies license tag number	COLOR	WEIGHT
TYPE	BREED - _____ Rabbies license tag number	COLOR	WEIGHT

**Gate Access Request**

The name displayed on the gate access will be the last name of the applicant folled by the initial of the first name	
TELEPHONE NUMBER TO PROGRAMED INTO GATE SYSTEM	Internet phones DO NOT work

I certify, by my signature, that I am a tenant of THE LINKS AT EMERALD DUNES. I agree that the Security Gate Access Control Devices are the property of unit. Upon the sale or lease of my unit, I relinquish any right to access the community of THE LINKS AT EMERALD DUNES, and all access devices will be provided to the tenant/new owner.

**Gate clickers can be purchase for a charge of \$55.**

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

## THE LINKS AT EMERALD DUNES 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.

<p>section 15 of the rules and regulations, "... shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, terraces, patios or windows of the Building..."</p>
<p>section 18.3 of the documents state: No BBQ grills are prohibited on any part of the condominium.</p>
<p>County codes (ULDC Article 6) vehicle not to exceed 12,500 LBS .including load ; height not to exceed 9 feet, including any load, bed or box; and total vehicle length 26 feet.</p>
<p>section 18.7 of the governing docs states, "...no Unit Owner shall c</p>
<p>sch. A section 15 of the rules and regulations, "No Unit Owner shall install a screen enclosure, glass enclosure, or the like, to or upon the outside walls o the Building or on the Common Elements or Limited Common Elements..."</p>
<p>Sch. A section 11 of the rules and regulations states, "No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any Unit or on the Common Elements."</p>
<p>section 18.18 of the documents state, "Use of a hard and/or heavy surface floor covering in a location other than the foyer or the bathrooms must be submitted and approved by the Board..." Hard surface floor covering include: tile, marble and wood.</p>
<p>Sch. A section 5 of the rules and regulations states, "All refuse must be deposited in tied plastic bags and placed in areas designated or refuse disposal."</p>
<p>Section 18.9 of the governing document states, "Leasing of the Units shall also be subject to prior written approval by the Association..."</p>
<p>Sch. A section 7 of the rules and regulations states, "No Unit Owner shall make or permit any disturbing noises in their Unit... that will interfere with the rights, comforts or conveniences of other Unit Owners."</p>
<p>Sch. A section 1 of the rules and regulations states, "The entrances, ... shall not be obstructed nor used for any purpose other than for ingress and egress to and from the Condominium Property..."</p>
<p>According to the section 2 of the rules and regulations states, "The personal property of Unit Owners must be stored in their respective Units."</p>
<p>According to section 6 of the rules and regulations states, "... shall not park any type of motor vehicle other than in marked parking spaces."</p>
<p>Sch. A section 9 of the rules and regulations states, "No signs, advertisement, notice, lettering or descriptive design shall be affixed to the exterior of a Unit or in, on or upon any part of the Condominium Property..."</p>
<p>Sch. A section 3 of the rules and regulations states, "No garbage cans, supplies, milk bottles or other articles shall be placed on the patios and terraces, or any Common Elements except for designated trash areas."</p>

**Parking Policy**

- Please park in your assigned space. Your parking space number is the same as the unit number of your address.
- If someone parks in your assigned you may have the vehicle towed by calling Sheehan's Towing, Inc. at 561-659-0758. If an owner, must show proof of ownership such as copy of deed from PAPA. If a renter, show proof with a lease agreement. Please contact Sheehan's Towing for details at 561-659-0758.
- No commercial vehicles
- Vehicle covers are not allowed.
- Any vehicle parked on the sidewalk or in the street will be towed on sight.

I have read the Rules and Regulations above for THE LINKS AT EMERALD DUNES.

\_\_\_\_\_

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

THE LINKS AT EMERALD DUNES

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.

THE LINKS AT EMERALD DUNES

### Unit

street address: \_\_\_\_\_

Seller's name: \_\_\_\_\_

### Buyer

Buyer's Full Name: \_\_\_\_\_

Co-Buyer's Full Name: \_\_\_\_\_

Buyer's Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

### Delivery Information

Requested

By: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Address:    Business                      Residence

Name: \_\_\_\_\_ Business Name (if applicable): \_\_\_\_\_

Street Address (P.O. Boxes not  
accepted): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Electronic Delivery: 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: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**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**