

ATTENTION ALL UNIT OWNERS

WEST PALM GARDENS VILLAS II CONDOMINIUM ASSOCIATION, INC.

SUBJECT: SELLER / LEASE APPLICATION

If you are buying or leasing your unit you must first notify the **West Palm Gardens Villas II Condominium Association, Inc.** office of your proposed transaction at least ten (10) business days before the planned date of occupancy, you will then receive the following forms:

- Prospective Resident Application
- Certificate for Release of Confidential Information

IMPORTANT!!!! AT THE TIME YOU SUBMIT YOUR APPLICATION, YOU MUST OBTAIN ON YOUR OWN AND INCLUDE WITH THE APPLICATION THE FOLLOWING:

1. **\$160.00** NON-REFUNDABLE in cash payable to: G VIC MANAGEMENT, INC.
A receipt will be provided as proof of payment.
2. A deposit of **\$200.00** by Money Order payable to: **WEST PALM GARDENS VILLAS II CONDO ASSOC. INC**
This deposit remains with the Condominium and will be returned once the tenant moves out of the unit if no damages are reported or no furniture is left behind.
3. All questions must be answered and all blanks filled out completely.
4. All prospective residents over the age of 18 must bring a copy of their driver's license or other picture Id and copies of all vehicle's registration.
5. All children residing in the apartment under the age of 18 must bring a verification from school.
6. All prospective residents over the age of 18 must also bring in a "Criminal Record" (Police Report)
7. If an application is for a Lease, previous landlord reference required.
8. Copy of Sales / Lease Contract
9. Pets are accepted up to 25 lbs. with Boards Approval. **Service animals must provide the following documentation:**
Emotional Support Animal registration, up-to-date vaccination records, and a physician's letter with license number.

ALL FORMS MUST BE FILLED OUT COMPLETELY AND SIGNED BY THE APPROPRIATE PARTIES. IMPORTANT!!! INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

This screening process will normally take ten (10) business days. There will not be any information available before this time. G Vic Management, Inc will call the applicant if they find it necessary.

IMPORTANT!!! IT IS UP TO THE BOARD OF DIRECTORS TO APPROVE OR DISAPPROVE AN APPLICATION.

PLEASE NOTE THE FOLLOWING:

When filling out the Application for Occupancy, the references must be persons other than relatives. **IMPORTANT!!!** Any approval issued by the association is contingent upon the Association's management certifying the payment of any and all outstanding assessments, fines, late charges, or other fees owed by the current unit owner to the association. Approval may be rightfully withheld until all such outstanding maintenance assessment debts have been paid to the Association.

IMPORTANT!!! No one may move into the unit before approval by the association has been given. Any UNAPPROVED Sale or Lease of a unit is a voidable transaction and may be set aside through appropriate legal action.

The Board of Directors feels that this procedure will serve the best interest of the community. We thank you in advance for your cooperation.

Sincerely,
West Palm Gardens Villas II Condominium Association, Inc.

ATENCIÓN A TODOS LOS PROPIETARIOS
WEST PALM GARDENS VILLAS II CONDOMINIUM ASSOCIATION, INC.

ASUNTO: SOLICITUD DE VENDEDOR / ARRENDAMIENTO

Si usted está comprando o arrendando su unidad, primero debe notificar a la oficina de **West Palm Garden Villas II Condominio Association, Inc.** sobre la transacción propuesta al menos diez (10) días hábiles antes de la fecha prevista de ocupación. Luego recibirá los siguientes formularios:

- Solicitud de Residente Prospectivo
- Certificado para la Autorización de Divulgación de Información Confidencial

¡IMPORTANTE! AL MOMENTO DE PRESENTAR SU SOLICITUD, DEBE OBTENER POR SU CUENTA E INCLUIR CON LA SOLICITUD LO SIGUIENTE:

1. **\$160.00** NO REEMBOLSABLES en efectivo a nombre de: G VIC MANAGEMENT, INC.
Se hará entrega de un recibo como comprobante de pago.
2. Un **depósito de \$200.00** mediante Money Orders a nombre de: **WEST PALM GARDEN VILLAS II CONDO ASSOC., INC.**
Este depósito permanecerá con el Condominio y será devuelto una vez que el inquilino desocupe la unidad, siempre que no se reporten daños ni se deje mobiliario en la unidad.
3. Todas las preguntas deben ser contestadas y todos los espacios completados en su totalidad.
4. Todos los residentes mayores de 18 años deben presentar una copia de su licencia de conducir u otra identificación con foto, y copias del registro de todos los vehículos.
5. Todos los niños que residan en el apartamento y sean menores de 18 años deben presentar una verificación de la escuela.
6. Todos los residentes mayores de 18 años también deben presentar un **“Antecedente Penal” (Reporte Policial)**.
7. Si la solicitud es para un arrendamiento, se requiere referencia del arrendador anterior.
8. Copia del Contrato de Venta / Arrendamiento.
9. Se aceptan **mascotas de hasta 25 libras con aprobación de la Junta Directiva**. Los **animales de servicio** deben presentar la siguiente documentación: registro de Animal de Apoyo Emocional, registros de vacunación actualizados y una carta de un médico con número de licencia.

TODOS LOS FORMULARIOS DEBEN ESTAR COMPLETAMENTE LLENOS Y FIRMADOS POR LAS PARTES CORRESPONDIENTES.

¡IMPORTANTE! LAS SOLICITUDES INCOMPLETAS NO SERÁN ACEPTADAS.

Este proceso de evaluación normalmente tomará diez (10) días hábiles. No habrá información disponible antes de este tiempo **G Vic Management, Inc.** llamará al solicitante si lo considera necesario o se coordina la reunión con el condómino.

¡IMPORTANTE! ES RESPONSABILIDAD DE LA JUNTA DIRECTIVA APROBAR O DESAPROBAR UNA SOLICITUD.

POR FAVOR TENGA EN CUENTA LO SIGUIENTE:

Al completar la Solicitud de Ocupación, las referencias deben ser personas que no sean familiares. **¡IMPORTANTE!** Cualquier aprobación emitida por la asociación está sujeta a que la administración de la Asociación certifique el pago de todas y cada una de las cuotas de mantenimiento, multas, cargos por mora u otros cargos adeudados por el propietario actual de la unidad a la asociación. La aprobación puede ser legítimamente retenida hasta que todas dichas deudas pendientes hayan sido pagadas a la Asociación. **¡IMPORTANTE!** Nadie puede mudarse a la unidad antes de que la asociación haya otorgado la aprobación. Cualquier Venta o Arrendamiento **NO APROBADO** de una unidad es una transacción anulable y puede ser dejada sin efecto mediante la acción legal correspondiente.

La Junta Directiva considera que este procedimiento servirá al mejor interés de la comunidad. Agradecemos de antemano su cooperación.

**WEST PALM GARDENS VILLAS II CONDOMINIUM ASSOCIATION,
INC.**

DROP OFF APPLICATION

PLEASE WRITE IN PRINT → POR FAVOR ESCRIBA EN LETRA DE MOLDE

I _____ hereby acknowledge that
(Name of person delivering the application)

if the application I am turning in today _____, for

_____ for the Sale/Lease of
(Name of condominium)

Unit No: _____ of building No: _____ is complete and that if any of the required documentation or fee(s) is missing that said application will not be processed and therefore will be returned to the applicant(s).

Signature of Person delivery Application/ Title

Date

Day Telephone/Beeper/Cell

MAILING ADDRESS IN CASE APPLICATION
NEEDS TO BE RETURNED

Name: _____

Street: _____

City: _____ State: _____ Zip: _____

IF YOU ARE A REALTOR, PLEASE MAKE SURE TO LEAVE A BUSINESS CARD ATTACHED TO THE APPLICATION WITH NUMBERS WHERE YOU CAN BE REACHED.

G Vic Management, Inc
1275 West 47th Place Suite 303
Phone: (305) 820-1777 Fax: (305) 820-0071
Email: gvic.management@yahoo.com

WEST PALM GARDENS VILLAS II CONDOMINIUM ASSOCIATION, INC.

G VIC MANAGEMENT, INC
1275 WEST 47TH PLACE SUITE 303 - MAIN OFFICE
HIALEAH, FL. 33012
PHONE: (305) 820-1777 FAX: (305) 820-0071
EMAIL: gvic.management@yahoo.com

AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION

I / We _____, hereby authorize the release of information to West Palm Gardens Villas II Condominium Association, Inc. Each applicant authorizes the ordering and conducting of the Tenant / Purchaser background research and verification of information, which may include, but is not limited to Mortgages, Banking, Employment, Business, Tenancy, Public Records, Personal Character, General Reputation and Mode of Living. Each applicant requests and authorizes all persons and firms contacted by the Agency (WEST PALM GARDENS VILLAS II CONDOMINIUM ASSOCIATION, INC.) to release and provide by any transmission means, including telephone, all information regarding the above subjects without limitations including income. Applicants release the Agency and its members, persons and firms providing or receiving information (to include employees, officers, directors, brokers, agents and / or representatives) from all claims or liability which might arise from the release, transmission, assemble or interpretations of information and / or documents received and / or the denial of this application due to the same.

I understand that this information is to be used as part of an investigative report, consumer report and / or credit report is applicable. Furthermore, I / we hereby waive any privileges I / we may have with respect to the disclosure of said information to the aforesaid parties and the Association.

A photocopy and / or facsimile of this authorization may be accepted in lieu of Original.

Applicant #1 Signature

_____, 20____
Date

Applicant #2 Signature

_____, 20____
Date

WEST PALM GARDENS VILLAS II CONDOMINIUM ASSOCIATION, INC.
PLEASE WRITE IN PRINT → POR FAVOR ESCRIBA EN LETRA DE MOLDE

ACCOUNT # _____ APT # _____ ADDRESS _____

APPLICANT # 1 _____ DATE OF BIRTH _____

APPLICANT # 1 TELEPHONE #: _____ EMAIL: _____

APPLICANT # 2 _____ DATE OF BIRTH _____

APPLICANT # 1 TELEPHONE #: _____ EMAIL: _____

LEASE DATE _____ EXPIRATION DATE _____

PERSONS: ADULTS _____ CHILDREN _____ AGES: _____

AUTOS:

TAG: _____ MAKE _____ YEAR _____ COLOR _____

TAG: _____ MAKE _____ YEAR _____ COLOR _____

NAME OF PERSON WHO IS AGENT OF THIS SALE OR LEASE, IF OWNER JUST PUT OWNER

PHONE: _____

PRESENT LANDLORD NAME: _____ TEL: _____

PRESENT ADDRESS: _____

OTHERS TO RESIDE:

NAME: _____ AGE: _____ RELATIONSHIP: _____

_____ AGE: _____ RELATIONSHIP: _____

_____ AGE: _____ RELATIONSHIP: _____

REFERENCES: (NO RELATIVES)

NAME DAY PHONE EVENING PHONE RELATIONSHIP

1) _____

2) _____

3) _____

**** **APPLICANT #1 INFORMATION** ****

DRIVER'S LICENSE#: _____ S.S.#: _____

NAME AND ADDRESS OF EMPLOYER: _____

OCCUPATION: _____ SUPERVISOR _____

PHONE: _____ HOW LONG EMPLOYED? _____ ANNUAL INCOME _____

**** **APPLICANT #2 INFORMATION** ****

DRIVERS'S LICENSE # _____ S.S.# _____

NAME AND ADDRESS OF EMPLOYER: _____

OCCUPATION: _____ SUPERVISOR _____

PHONE: _____ HOW LONG EMPLOYED? _____ ANNUAL INCOME _____

I UNDERSTAND THAT ANY FALSE STATEMENT IN THIS APPLICATIONS IS SUFFICIENT REASON FOR
WEST PALM GARDENS VILLAS II CONDOMINIUM ASSOCIATION, INC. TO VOID THE SALE OR LEASE
AT ITS DISCRETION.

APPLICANT # 1 SIGNATURE: _____ DATE: _____

APPLICANT # 2 SIGNATURE: _____ DATE: _____

“THE OWNER / LESSOR, IN CONSIDERATION OF THE APPROVAL OF THE FOREGOING APPLICATION, HEREBY AGREES TO APPOINT **WEST PALM GARDENS VILLAS II CONDOMINIUM ASSOCIATION, INC.** AS THE OWNER / LESSOR'S AUTHORIZED AGENT AND ATTORNEY-IN-FACT FOR THE PURPOSES OF BRINGING AND MAINTAINING AN ACTION FOR EVICTION, INJUNCTION OR SUCH OTHER LEGAL ACTION NECESSITATED BY LESSEE'S FAILURE TO COMPLY WITH AND / OR ABIDE BY THE TERMS, PROVISIONS, CONDITIONS, **WEST PALM GARDENS VILLAS II CONDOMINIUM ASSOCIATION, INC.** PRESENTLY IN EFFECT OR AS AMENDED OR ENACTED FROM TIME TO TIME. LESSOR FURTHER AGREES TO REIMBURSE **WEST PALM GARDENS VILLAS II CONDOMINIUM ASSOCIATION, INC.** FOR ANY AND ALL ATTORNEY'S FEES AND COSTS INCURRED BY THE ASSOCIATION IN CONNECTION WITH SUCH ACTION.”

DATE: _____ SIGNATURE (OWNER): _____

WITNESS: _____

WEST PALM GARDENS VILLAS II CONDOMINIUM

IMPORTANT

I am aware that I will not be able to move to the Condominium without the authorization of the Board of Directors and without the corresponding Certificate of Approval, which will be given to me the day I am summoned to meet with the members of the Board of Directors.

IMPORTANTE

Es de mi conocimiento que no me podre mudar al Condominio, sin la autorización de la Junta Directiva y sin el correspondiente Certificado de Aprobación, mismo que se me entregara el día que sea citado para entrevistarme con los miembros de la Junta Directiva.

Applicant # 1 _____ Date _____

Applicant # 2 _____ Date _____

WEST PALM GARDENS VILLAS II CONDOMINIUM

REGLAS Y REGULACIONES

1. Las aceras, entradas, pasillos, corredores y escaleras de los edificios de apartamentos no serán obstruidos ni usados para otro propósito aparte de entrar, y salir de las unidades de apartamento.
2. No se permitirá a ningún dueño o visitante jugar en los pasillos, corredores, ni escaleras, y especialmente en la entrada de automóviles del edificio de apartamentos.
3. Ninguno de los elementos comunes del Condominio será amueblados por dueño de unidad de apartamento alguno.
4. Los dueños de unidad de apartamento específicamente advertidos que su derecho a hacer cualquier adición, cambio, alteración a la apariencia exterior de cualquier porción de un edificio de apartamentos, incluso los balcones pertenecientes a los apartamentos, está sujeto a las provisiones de la Declaración de Condominio.
5. Ningún dueño de apartamento o residente tocara o permitirá que se toque cualquier instrumento musical u operara o permitirá que se opere un fonógrafo, radio, aparato de televisión u otra bocina en un apartamento si la misma molestara a otros ocupantes del edificio.
6. Toda basura y desperdicios serán depositados solo en las facilidades provistas en el edificio para ese propósito. **NO SE PUEDE BOTAR COLILLAS DE CIGARRO EN LAS AREAS COMUNES.**
7. No se permitirá cocinar en cualquier balcón de un apartamento. Ni tener BBQ (asador) parrillas de ningún tipo.
8. Todas las puertas que lleven de un apartamento a los elementos comunes se mantendrán cerradas a todo tiempo excepto cuando estén en uso para entrar o salir de los elementos comunes.
9. Los espacios de estacionamiento se usarán única y exclusivamente para tal propósito. No se usarán para guardar botes, automóviles inoperantes, cambiar aceite, mecánica o cualquier propósito aparte, como antedicho. Las quejas relacionadas con el servicio del Condominio se entregarán por escrito a la Junta de directores y el Gerente.
10. Las quejas relacionadas con el servicio del Condominio se entregarán por escrito a la junta de directores y el Manager.
11. Los dueños de unidad de apartamento, residentes, sus familias, huéspedes, sirvientes, empleados, agentes, visitantes, no entraran en o intentaran en tiempo alguno o por cualquier razón entrar en el techo o cuartos de energía de cualquier edificio.
12. No se guardará en apartamento alguno cualquier material, química o sustancia inflamable, combustible o explosiva excepto para uso doméstico normal.
13. E uso de las áreas comunes estará en todo momento sujeto a las reglas y regulaciones que establezca la Junta.

WEST PALM GARDENS VILLAS II CONDOMINIUM

14. Mascotas **(perros) de hasta 25 libras con la aprobación de la Junta.** Las mascotas no deben exceder Las 35 libras para ser admitidas. Cuando saque su mascota para hacer sus necesidades, debe atarlo y recolectar las heces de inmediato.
15. Ningún propietario o residente de una unidad de apartamento dirigirá, supervisará o de cualquier otra manera intentará ejercer control sobre un empleado del Gerente, o intentará enviar a dichos empleados al negocio privado del propietario o residente de dicho apartamento.
16. Trabajos de renovación ruidosos, por ejemplo, demolición de paredes, remoción de acabados de paredes / pisos, corte de baldosas, trabajos de perforación o música alta, etc. Están restringidos a los días de semana de 9:00 a. M. A 8:30 p. M. Y fines de semana y feriados de 9:00 a. 00 am a 10:00 pm. No puede permitir que sus invitados pinten o escriban con lápices de colores en las escaleras, pasillos y paredes.
17. o está permitido salir SIN CAMISA a las zonas comunes.
18. o se permitirán envases de vidrio y / o cristal ni bebidas alcohólicas en las áreas comunes.
19. o se permitirán menores sin supervisión en los pasillos o escaleras y especialmente en el camino de entrada del edificio de apartamentos.
20. Ningún tipo de afiches, publicidades, rótulos etc. Se permite colocar en las áreas comunes del Condominio (letreros EN RENTA o VENTA solo en la ventana de la unidad en renta y / o venta)
21. E espacio al costado Norte o Sur de la Isla del Parqueo serán utilizados solamente para los visitantes del Condominio, siempre y cuando sean carros compactos y por no más de 8 Horas consecutivas o serán Remolcados.

Applicante #1 Signature

Fecha

Aplicante #2 Signature

Fecha

WEST PALM GARDENS VILLAS II CONDOMINIUM

Rules & Regulations

1. Sidewalks, entrances, hallways, corridors, and stairways in apartment buildings shall not be obstructed or used for any purpose other than entering and exiting apartment units.
2. No owner or visitor will be allowed to play in the hallways, corridors, or stairs, and especially in the driveway of the apartment building.
3. None of the common elements of the Condominium will be decorated or furnished by the owner of any apartment unit.
4. Apartment unit owners specifically advised that their right to make any addition, change, alteration to the exterior appearance of any portion of an apartment building, including the balconies belonging to the apartments, is subject to the provisions of the Declaration of Condominium.
5. No apartment owner or resident will touch or allow the playing of any musical instrument or operate or allow a phonograph, radio, television set or other speaker to be operated in an apartment if it would disturb other occupants of the building.
6. All garbage and waste will be deposited only in the facilities provided in the building for that purpose.
CIGAR BUTTS CANNOT BE THROWN IN COMMON AREAS.
7. Cooking will not be allowed on any balcony of an apartment. Nor have BBQ (grill) grills of any kind.
8. All doors leading from an apartment to the commons will be kept closed at all times except when they are in use to enter or exit the commons.
9. The parking spaces will be used solely and exclusively for that purpose. They will not be used to store boats, inoperative cars, change oil, mechanics or any other purpose, as above. An apartment unit owner may not lease or assign her right to a parking space except in connection with a lease of her apartment, which lease has been approved in accordance with the provisions of the Declaration of Condominium.
10. Complaints related to the service of the Condominium will be delivered in writing to the Board of Directors and the Manager.
11. Apartment unit owners, residents, their families, guests, servants, employees, agents, visitors, will not enter or attempt at any time or for any reason to enter the roof or power rooms of any building.
12. No flammable, combustible or explosive material, chemical or substance shall be kept in any apartment except for normal domestic use.
13. The use of the common areas will at all times be subject to such rules and regulations as the Manager may establish.
14. **Pets (dogs) up to 25 pounds with Board approval.** Pets must not exceed 35 pounds to be admitted. When you take your pet out to relieve himself, you should leash them and collect feces immediately.

WEST PALM GARDENS VILLAS II CONDOMINIUM

15. No apartment unit owner or resident shall direct, supervise, or in any other way attempt to exercise control over a Manager's employee, or attempt to send such employees into the private business of such apartment owner or resident.

16. GUESTS or RESIDENTS cannot go out to play without adult supervision, they must not leave garbage, bottles, fruit peels on the stairs or elevators, or other areas of the Condominium.

17. Noisy renovation work, for example wall demolition, wall / floor finish removal, tile cutting, drilling work or loud music, etc. They are restricted to weekdays from 9:00 am to 8:30 pm and weekends and holidays from 9:00 am to 10:00 pm. You can't let your guests PAINT OR WRITE with colored pencils on the stairs, hallways, and walls.

18. It is not allowed to go out WITHOUT A SHIRT to the common areas.

19. Glass and / or crystal containers and alcoholic beverages will not be allowed in common areas.

20. Unattended minors will not be allowed in the corridors or stairs and especially in the driveway of the apartment building.

21. No type of posters, advertisements, labels etc. It is allowed to place in the common areas of the condominium (signs FOR RENT or FOR SALE only in the window of the unit for rent and / or sale)

22. The spaces on the North and South side of the Isle of the parking lot, will be used only for visitors to the Condominium, as long as they are compact vehicles and not for more than 8 consecutive hours or will be towed.

Applicant # 1 Signature NAME DATE

Applicant # 2 Signature NAME DATE

WEST PALM GARDENS VILLAS II CONDOMINIUM

SECURITY DEPOSIT UNIT

(Just for tenants)

The security deposit for the condominium has the purpose of safeguarding the cleanliness and integrity of the place.

When you move into the condo, do not leave boxes, garbage, or furniture thrown in or out of the garbage container. Be careful in hallways and corridors (if this condo has them) not to break any exit lights, walls, sidewalks etc.

In the same way when you leave the condominium and if you have complied with what was previously requested arriving to the condominium; your deposit will be refunded in full once we know that there is nothing broken and that you have not left trash or furniture after moving out of the condo.

I have read and understood the purpose of the security deposit.

Applicant Name

Applicant Signature

DEPOSITO DE SEGURIDAD DE UNIDAD

(Para inquilinos solamente)

El depósito de seguridad para el condominio tiene el propósito de resguardar la limpieza e integridad del lugar. Cuando se mude al condominio no deje cajas, ni basura, ni muebles tirados ni dentro ni fuera del contenedor de basura; tenga cuidado en los pasillos y corredores (si este condominio los tiene) de no romper ninguna luz de salida, paredes, aceras etc.

De la misma manera cuando se vaya del condominio y si usted ha cumplido con lo que se le pidió a la hora de llegar al condominio; su depósito será rembolsado integro una vez que sepamos que no hay nada roto y que no ha dejado basura ni muebles después de mudarse del condominio.

He leído y entendido el propósito del depósito de seguridad

Nombre del Apicante

Firma del Apicante