INSTRUCTIONS FOR NEW TERM RESIDENCY, RENEWALS, AND PURCHASE

- A money order for **$100.00 per applicant ($50.00 for renewal per applicant)**
- A **completed** application for residency (see attached)
- Two forms of I.D. (one being a photo) Copy of Green Card/Visa (Non-US Citizen must provide international background check with application)
- A copy of the vehicle registration/s
- Copy of Purchase Contract (Buyer Only)
- Copy of Homeowners Casualty & Liability Insurance Quote with required coverage per Florida statute:

  627.714 Residential condominium unit owner coverage; loss assessment coverage required.—

  (1) For policies issued or renewed on or after July 1, 2010, coverage under a unit owner’s residential property policy must include at least $2,000 in property loss assessment coverage for all assessments made as a result of the same direct loss to the property, regardless of the number of assessments, owned by all members of the association collectively if such loss is of the type of loss covered by the unit owner’s residential property insurance policy, to which a deductible of no more than $250 per direct property loss applies. If a deductible was or will be applied to other property loss sustained by the unit owner resulting from the same direct loss to the property, no deductible applies to the loss assessment coverage.

- A copy of a signed **Lease** between the Owner & Lessee/s with required addendums: See page 7

- A money order for **Association Exterior Surety Deposit (equal to one month’s rent)** from perspective **tenant. (LESSEE ONLY)**
- A copy of **Liability Insurance per the Condo docs. Please see page 7.**
- A current copy of **Homeowners Casualty & Liability Insurance Binder (HO6) (LESSE ONLY)**
- If a pet has been added, pet registration, vaccination, and picture (If applicable)
- If you’re working with a realtor, a business card is **required** with listing (if applicable)
- Print and review **Rules and Regulation** for Palm Lake Condominium

**Once packet is complete, please call to schedule an appointment to submit all completed documents with Management of the Association (No Walk-Ins Accepted!)**

A 5-10 minute **Screening Interview** with Management will be scheduled with you at the time of the packet drop off.

**Upon Contingent Approval, the Applicant has ONLY five (5) days to complete the Association vehicle registration, decal purchase, and gate registration or their Application for Residency will be denied.**
Residency Application & Background Check Authorization

Note: New Residents MUST provide Management Company with 24 hour advanced notice of move in date.

Palm Lakes Condominium Property Address: __________________________________________________________

Closing Date: _____/____/____ (or) Lease Begin Date: _____/____/____ Lease End Date: _____/____/____

Is this a Section 8 Rental? Yes ______ No ______

(Include information for ALL individuals planning to reside in the unit, and current address, license / ID #s, Property Mgr #, Landlord Information of those over 18 years of age)

Email: ___________________________ DOB: ___________ BIRTH STATE 

First Name: ___________________ Middle Name: ___________________ Last Name: ___________________ (Women please include Maiden Name or Any Other Last Name used)

Home #: ___________________________ Work #: ___________________________ Cell #: ___________________________

Current Address: ___________________________________________________________ Subdivision Prop. Mgr #: ______________

Landlord Name: ___________________________________________ Landlord #: _____________________

Current Drivers License # or State ID # ___________________________________________ State Of Issue ______

Social Security Number ___________________________________________ Monthly Income _______________________

Email: ___________________________ DOB: ___________ BIRTH STATE 

First Name: ___________________ Middle Name: ___________________ Last Name: ___________________ (Women please include Maiden Name or Any Other Last Name used)

Home #: ___________________________ Work #: ___________________________ Cell #: ___________________________

Current Address: ___________________________________________________________ Subdivision Prop. Mgr #: ______________

Landlord Name: ___________________________________________ Landlord #: _____________________

Current Drivers License # or State ID # ___________________________________________ State Of Issue ______

Social Security Number ___________________________________________ Monthly Income _______________________

References: (Please supply 2 Employer References, 2 Personal References)

Name______________________________ Address______________________________ Phone # ___________________________ Known How Long?

Name______________________________ Address______________________________ Phone # ___________________________ Known How Long?

Name______________________________ Address______________________________ Phone # ___________________________ Known How Long?

Name______________________________ Address______________________________ Phone # ___________________________ Known How Long?
Arrest Record: (state “None” if never arrested)

Name                  When arrested?

Explain

Name                  When arrested?

Explain

Felony Convictions: (state “None” if never convicted)

Name                  When convicted?

Explain

Name                  When convicted?

Explain

Pets: (state “None” if no pets) (copies of Vaccination form(s) and license(s) required)

Breed /Weight          Breed/ Weight

Breed /Weight          Breed /Weight
Applicants understand, agree and authorize Palm Lake Condominium, the Management Company, Homeowners Association Board of Directors and/or their screening/review committee, and their agents to investigate and verify all of the information submitted on this application including: criminal background reports, credit checks, landlord/tenant court records, as well as contacting current and previous landlords and employers.

Any applicant that refuses to comply (submit application or list names of all that will be living in the residence) will render the residence to be considered in violation of the by-laws of Palm Lake Condominium.

Applicants understand and agree that final approval/denial of this application is by the On Site Management behalf of all homeowners and that applicant will hold harmless all parties from any claim or action related to this application or the resulting investigation.

Applicants understand and agree that no assumption shall be made by the applicants that this application has been approved/denied until receiving written confirmation of such action.

Applicants understand and agree that they have submitted an accurate application for residency along with a non-refundable processing fee of $100 per applicant (age 18 or over) for Buyers and Renters, $50 per applicant for Renewal, made payable to Palm Lake Condominium. Any falsification of this application may result in denial. A legible copy of the sales contract/lease must be included with this application.

The association has the right to enforce the covenants, conditions and restrictions set forth in its declaration against the owner, tenant or any member of the tenant's household, individually or collectively. (See declaration article 18.2 in pertinent part.) As such, by his/her/their execution of this application along with the applicant's signature, the owner(s) of the home to be leased/rented specifically agree that the association may demand that any and all delinquencies in the payment of the owner(s) maintenance assessments be paid by the tenant(s) directly to the association upon demand with written notice to the owner(s).

Signature Applicant # 1 Date

Signature Applicant # 2 Date

Signature Applicant # 2 Date

Signature Applicant # 4 Date

Owner Signature Date

Owner Signature Date

RECEIVED COMPLETED APPLICATION ON: ___________

Reviewed for Association by -- Sign: __________________________

Print: __________________________

Approved □

Denied □ If Denied please explain: __________________________
I, the undersigned, hereby request permission to enter upon the premises located at 4775 Via Palm Lake, West Palm Beach, Florida 33417 and identified as Common Area Facilities to use the equipment and facilities therein. The Common Area Facilities include the Club House with Fitness Center, Pool with Deck, Spa with Deck and the Tennis Courts. I represent and certify that I am in good physical condition and able to use the equipment therein.

I further represent and certify that I am at least eighteen (18) years of age; that I am using the Fitness Center voluntarily and solely for my own personal benefit. It is recommended that you consult a physician before beginning an exercise program.

I further represent and certify that I have inspected the Fitness Center and the equipment and facilities therein and that I know how to use said equipment and facilities without assistance or instructions and that I know of the risks and dangers involved in their use.

I understand and agree that in participating in a fitness program or using the equipment and facilities therein, there is the possibility of accident, physical injury and/or death. I hereby agree to assume fully the risk of such injury and further agree to indemnify its officers, directors, agents, and/or employees from any and all claims made against them by either myself, my estate, members of my family, or any third party as a result of my use of the Fitness Center.

In consideration of and for permission to enter into the Fitness Center and to participate in exercise activities and/or to use the equipment and facilities therein without charge, I do release, remise and discharge - Palm Lake, A Condominium, its officers and agents and/or employees of and from all claims, damages, actions and causes of actions of any sort, for injuries sustained by my person during my presence in the Fitness Center due to negligence or any other fault and agree to all the terms and conditions of this Request and Release.

I further agree not to permit any member of my family or any third party to use the Fitness Center without obtaining the prior written consent of that I will not smoke or bring minor children, food or beverages, or pets of any kind into the Fitness Center at any time.

I understand that Palm Lake Condominium assumes no responsibility for providing personnel to assist and/or instruct me or others in the use of the equipment and facilities in the Fitness Center or to conduct exercise classes.

I understand and agree Palm Lake Condominium that may without notice and at any time, close the Fitness Center, or limit its use in any manner it chooses or terminate my right to enter the Fitness Center.

I have read and understand the foregoing Request and Release, and I understand that it is an agreement which legally binds me to abide by the terms, conditions and representation made therein.

I further acknowledge receipt of One Medeco Key for a one bedroom Unit and/or Two Medeco Keys for a two bedroom Unit necessary to access the fitness room. The Medeco keys can not be duplicated and must be transferred and/or conveyed when selling the Unit. The key/keys stay with the unit.

IN WITNESS WHEREOF, I hereby acknowledge the terms and conditions set forth herein by executing this Request and Release as of the date written below.

____________________________         ________________    __________________
Applicant – Printed Name                        Applicant – Printed Name                    Date

____________________________
Applicant – Signature

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Applicant – Printed Name

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Applicant – Signature

--------------------------
Date
SCREENING QUESTIONNAIRE FOR APPLICANTS

Have you read and reviewed Rules and Regulations of Palm Lake condominium? Do you understand or have any questions and agree to adhere to all policies?

Have you ever been convicted of a felony (if yes, please explain)?

Have you ever been evicted and/or terminated from a place of residence (if yes, please explain why)?

Have you ever been issued a violation/infraction from another property or management company (if yes, what for?)

How many pets do you have? What are their breeds? Do you plan on getting any pets? (if so, when) (Limit two pets per unit no birds or reptiles allowed).

How many people will be living in the unit (including you, spouse, and children)?

Have you reviewed your lease as it applies to visitors or guests staying over during your lease term?

How many vehicles do you currently have or the maximum you expect to have on property? Is the vehicle/s registered with P.B.C. and in your Name? (Indicate parking assignment space/s)

How long have you been at your present job? If less than a year, how long were you at the job prior to your current employer.

STATEMENT OF ACKNOWLEDGEMENT

I, _________________________________________________, acknowledge that all answer within this screening questionnaire are true and correct to the best of my ability. I further acknowledge that I/we have read and reviewed the Rules & Regulations of the Association and have initialed such; agreeing to meet compliance as per the Association guidelines. I/we have received a copy of the Rules & Regulations of the Association.

I also acknowledge that if any of these items come to be false, without notifying the Association prior that I could be subject to eviction and/or non-approval by the Association.

#1 _________________________________________________  ______________________
   Print Name                                           Date
   ________________________________  ______________________
   Signature                                           Signature

#2 _________________________________________________  ______________________
   Print Name                                           Date
   ________________________________  ______________________
   Signature                                           Signature
REMINDER’S

✓ Download Rules and Regulation for Review (you will be required to sign off on them)

✓ All Residents will need to register with the on site manager so that the entry cards and decals can be processed and authorized for entry into the community use the following online forms to perform this registration: Request Parking Decal Form and Transponder Request Form

✓ Verify that all of the addendums are included with your lease if you are a Lessee:

Per Declaration of Condominium Section 35.17.8

The lease shall include a provision permitting the Association authority and standing to evict any tenant of a Unit Owner who is in breach or violation of the lease agreement or this Declaration or the rules and regulations of the Association.

Per By-Laws: Rules and Regulation Section 8.39.F

Any Unit Owner who is renting shall provide in the lease that Lessee must carry general liability insurance coverage in excess of $100,000.00, and also carry contents coverage (renters insurance) and provide proof of such insurance to the Unit Owner and the Association.

✓ A money order for Association Exterior Surety Deposit (equal to one month’s rent) from perspective tenant

✓ Insurance quote with correct coverage

✓ International applicants must include their background check with application.

✓ Incomplete applications will not be reviewed or excepted

✓ If you plan to continue your residency after your lease term has expired, it is required by the Condo Docs to go through the screening process annually as long as you reside here at Palm Lake Condos. Be proactive prior to end of lease term to communicate with the On-Site Mgt. Team

✓ Replacement key for gym and pool area can be purchased at the On-site office for $75.00

✓ Replacement gate cards can be purchased at the On-site office for $75.00

✓ Parking Decal cost $5.00 per vehicle

All documents can be found on the Palm Lake Condominium Website.
www.atlanticandpacific.net/palmlakecondo