

Consolidated Community Management, Inc.

7124 N. Nob Hill Road
Tamarac, Florida 33321
954-718-9903

**PURCHASE APPLICATION Victoria Square
Condominium, Inc.** *Applications and supporting documents*

must be hand delivered or mailed. Faxed or e-mailed applications and supporting documents will not be accepted.

Applicant(s) must initial each line indicating the required documentation listed is enclosed.

_____ **\$150 non-refundable application fee** per applicant/occupant age 18 or over (\$150 per married couple) Cash or money order only made payable to: **Consolidated Community Management, Inc.**

_____ Sales Contract (Must be fully executed)

_____ Proof of funds to close (and mortgage approval letter if financed)

_____ Last three (3) months bank statements

_____ Last three (3) pay stubs or proof of income, such as pensions and/or social security benefits

_____ Copy of last two (2) years tax returns

_____ Copy of driver's license / ID for all applicants

_____ Copy of current registrations for all vehicles parked on property

_____ Application for Occupancy Form

_____ (Copy of marriage certificate required if married with different last names)

_____ Acknowledgement Pages (two pages) - must be signed by ALL applicants

_____ Pet Verification Form

_____ Three (3) reference letters

_____ Rules and Regulations

_____ All new applications require a **mandatory inspection** of the unit within ten days of the application receipt. Call Property Manager at 954-718-9903 to schedule inspection.

All items listed are required at the time the application is submitted and an estoppel must have been requested by the title company, otherwise it will not be accepted.

Please note:

- Additional documentation may be required.
- The application process may take up to 30 days.
- A certificate of approval will NOT be issued without an estoppel being completed on the property.

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

- Please do not schedule closings or occupancy until you have been notified of applicant's orientation date.
- DO NOT CONTACT our office to verify the status of the application until 21 days from date of submission.

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FOREIGN NATIONALS / FOREIGN INVESTORS

Applicant(s) must initial each line indicating the required documentation listed is enclosed.

- _____ Copy of current VISA and PASSPORT
- _____ Proof of employment and income
(Must be NOTARIZED and translated into U.S. DOLLARS and into ENGLISH)
- _____ If self-employed, provide proof of ownership and income from that company
(Must be NOTARIZED and translated into ENGLISH)
- _____ Provide Articles of Incorporation (If buying as a corporation)

CANADIAN CITIZENS

Applicant(s) must initial each line indicating the required documentation listed is enclosed.

- _____ Must provide Canadian credit report

TRUSTS

Applicant(s) must initial each line indicating the required documentation listed is enclosed.

- _____ When buying as a Trust, please provide the Trust organization papers

CORPORATIONS or LLCs

Applicant(s) must initial each line indicating the required documentation listed is enclosed.

- _____ Copy of the Articles of Incorporation for the corporation or LLC
- _____ Provide three (3) last bank statements for the corporation or LLC
- _____ Proof of income and last three (3) bank statements of Managing Member or President
- _____ Managing Member or President is required to provide all personal information, including social security number.
- _____ Managing Member or President is required to sign the application

THIS IS THE MINIMUM DOCUMENTATION REQUIRED. DURING THE APPLICATION PROCESS ADDITIONAL DOCUMENTATION MAY BE REQUIRED; EACH CIRCUMSTANCE IS DIFFERENT.

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APPLICATION FOR OCCUPANCY - PURCHASE

INSTRUCTIONS:

1. **Any occupant age 18 or older must complete this application and pay an application fee.** If occupants are not legally married each person must pay a separate application fee.
2. Print legibly or type all information. Account and telephone numbers and complete addresses are required. If any question is not answered or left blank; this application may be returned, not processed and not approved. Missing information will cause delays in processing your application. All application spaces **MUST** be filled in.
3. Only the applicants are authorized to sign all forms.

Today's date: _____ Desired date of Occupancy: _____
 Address of unit or home for this application:
 Name of Realtor: _____
 Cell phone & e-mail of Realtor: _____

PURCHASER / OCCUPANT INFORMATION

	APPLICANT	CO-APPLICANT
Marital Status	Name: _____ Last	Name: _____ Last
Single	First _____ Middle Initial _____	First _____ Middle Initial _____
Married	Maiden _____	Maiden _____
Separated	SSN: _____ - _____ - _____	SSN: _____ - _____ - _____
Divorced	DOB: _____ / _____ / _____	DOB: _____ / _____ / _____
	DL / ID: _____ NUMBER STATE	DL / ID: _____ NUMBER STATE
Address	Current street address _____ City _____ State _____ Zip Code _____	Current street address _____ City _____ State _____ Zip Code _____
Phone	(_____) Home / Primary Phone # _____ (_____) Cell /Secondary Phone # _____	(_____) Home / Primary Phone # _____ (_____) Cell /Secondary Phone # _____
Email	Email address _____	Email address _____
NO. OF OTHERS TO OCCUPY (_____)	Name: _____ Last First _____ Age: _____ Relationship: _____	Name: _____ Last First _____ Age: _____ Relationship: _____

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APPLICATION FOR OCCUPANCY - PURCHASE

	APPLICANT	CO-APPLICANT
<u>INCOME</u>	PROOF OF INCOME MUST BE ATTACHED	
	Monthly Income: _____	Monthly Income: _____
	Source(s): Employer Self-Employed	Source(s): Employer Self-Employed
	Retirement Other _____	Retirement Other _____
	Employed _____ by: _____	Employed _____ by: _____
	Phone: (_____)	Phone: (_____)
	Start _____ date: _____	Start _____ date: _____
Position: _____	Position: _____	
Hrs. per week: _____	Hrs. per week: _____	
<u>VEHICLE INFO</u>	COPY OF VEHICLE REGISTRATION & DRIVERS LICENSE MUST BE ATTACHED	
	Year _____ Make _____	Year _____ Make _____
	Model _____	Model _____
	State _____ Tag. No. _____	State _____ Tag. No. _____
	Color _____	Color _____

I understand that the Board of Directors of the Association and/or Consolidated Community Management Inc., their agent, may institute an investigation of my background (including credit, criminal and eviction reports) as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors, Consolidated Community Management, Inc. and First Advantage Resident Screening to make such investigation and agree that the information contained in this application and any attached documentation may be used in such investigation; and that the Board of Directors and Officers of the Association, Consolidated Community Management, Inc. and First Advantage Resident Screening 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 / Consolidated Community Management, Inc. or First Advantage Resident Screening.

I understand that false information given herein may constitute grounds for rejection of this application, denial of occupancy and/or forfeiture of any deposits.

Applicant's Signature: _____ Date: _____

Co-applicant's Signature: _____ Date: _____

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

ACKNOWLEDGEMENT 1 of 2

- I have received, read, understand, and agree to comply with the Rules & Regulations for this community. Under Florida Law, I understand it is the seller's responsibility to provide me with these items.
- The Governing Documents of the community are available at the management office for a cost of \$100.00 if the seller cannot provide them.
- I understand that the Rules & Regulations can be amended or changed for the association by the Board of Directors from time to time.
- I understand the application process can take up to 30 days, and agree I will not occupy the premises prior to my orientation and certificate of approval being issued.
- I understand that the closing date should not be scheduled prior to notification of the orientation date.
- **I understand the vehicle and parking restrictions for this community are as follows:**
 - Commercial tucks/van vehicles are not allowed to be parked on this property.
 - There is only one (1) assigned parking space per unit.
 - This community may have parking restrictions that include, but are not limited to parking decals, guest parking passes and gate access devices. It is my responsibility to verify these restrictions before I or my guests enter the property with a vehicle.
- **I understand that the pet restrictions for this community are as follows:**
 - Only one pet is allowed per unit.
 - The maximum weight for any pet is twenty-five (25) pounds at maturity.
 - No aggressive breeds are permitted on the property at any time.
 - I must walk my pet on a leash at all times, only in the designated area(s) and clean up after my pet.
- **I understand the occupancy restrictions for this community are as follows:**
 - The maximum occupancy is two (2) per bedroom.
- **I understand that should I lease my unit, the leasing restrictions are as follows:**
 - Board approval is required for all new leases and renewals.
 - Renewals must be submitted at least thirty (30) days prior to expiration of current lease.
- I understand there is a monthly maintenance fee due on the first of each month. Payments received after the 10th are considered late and are subject a \$25.00 late fee.
- I understand the association will send me payment coupons to make my payment. I further understand that I am responsible to make the maintenance payment from the date of closing regardless of whether I have received the coupons.
- I understand that the hours for moving of furniture either in or out are 8:00AM through 9:00PM
- I agree to provide within 2 business days of closing a copy of my warranty deed or a copy of the settlement agreement to Consolidated Community Management, Inc.

INITIALS _____

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

ACKNOWLEDGEMENT 6 of 2

IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS please explain the circumstances regarding the situation on a separate piece of paper attached and attach to the application.

ALL APPLICANTS MUST ANSWER EACH QUESTION BELOW.	APPLICANT	CO-APPLICANT
1. Have you ever had an eviction filed against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Have you ever left owing money to any owner or landlord?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Have you ever applied for residency anywhere in the past 2 years, but did not move in?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Have you ever had adjudication withheld or been convicted of a crime?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, determination of occupancy approval, and / or forfeiture of fees or deposits.

I / we certify under penalty of perjury that I/we agree to and understand all items on these pages and in this application for occupancy.

Applicant Name Printed

Co-applicant Name Printed

Applicant Signature

Co-applicant Signature

Date

Date

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

PET VERIFICATION FORM

All parties listed on application MUST sign below

Complete and sign section A if you DO NOT own a pet

SECTION A:

Name: _____

Address: _____

Telephone number: _____

I DO NOT OWN A PET: _____

Applicant Signature

Co-applicant Signature

****YOU MUST RESUBMIT PET ACKNOWLEDGEMENT FORM IF AT ANY POINT IN THE FUTURE, YOU OR ANYONE RESIDING IN YOUR UNIT ACQUIRES A PET****

Complete and sign section B if you DO own a pet

SECTION B:

Name: _____

Address: _____

Telephone Number: _____

Type of pet (Breed): _____

Weight of pet: _____

Weight of pet at maturity: _____

Pet's name: _____

Pet's color: _____

Tag Number Broward County: _____

****YOU MUST INCLUDE PICTURE OF PET FOR IDENTIFICATION PURPOSES**
** STATEMENT FROM VETERINARIAN CERTIFYING BREED AND HISTORY OF SHOTS ARE REQUIRED****

Please remember all dogs are to be walked on a leash, the dog's owner is responsible for the removal of their dogs excretion.

By signing below I verify I have read and understand the above and will abide by the rules and regulations of the community. I agree to indemnify Victoria Square Condominium, Inc. from damages and liability caused by the pet(s) listed above and any other pet(s) in the future that are within my unit.

Applicant Signature

Co-applicant Signature

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RULES AND REGULATIONS

INITIAL RULES AND REGULATIONS

VICTORIA SQUARE CONDOMINIUM ASSOCIATION, INC.

The Rules and Regulations hereinafter enumerated as to the Condominium property, the common elements, the limited common elements and the Condominium units shall be deemed in effect until amended by the Management Firm and thereafter, by the Board of Directors, and shall apply to and be binding upon all unit owners. The unit owners shall, at all times, obey said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, servants, lessees and persons over whom they exercise control and supervision. Said initial Rules and Regulations are as follows:

1. The sidewalk, entrances and passages, where applicable, and all of the limited common elements and common elements must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the premises; nor shall any carriages, toys, bicycles, wagons, shopping carts, chairs, benches, tables, or any other object of a similar type and nature be stored therein. Children shall not play or loiter in public areas.

2. The personal property of all unit owners shall be stored within their Condominium units or, where applicable, in assigned storage space.

3. No garbage cans, supplies, milk bottles, or other articles shall be placed in the patio(s), porch(s) or entryway(s), nor shall any linens, cloths, clothing, curtains, rugs, mops or laundry of any kind, or other articles, be shaken or hung from any of the windows, doors, patio(s), porch(s), entryway(s), or exposed on any part of the limited common elements or common elements. The limited common elements and common elements shall be kept free and clear of rubbish, debris, and other unsightly material. Refuse and garbage shall be deposited only in the area provided therefor.

4. No unit owner shall sweep or throw from the premises any dirt or other substance into any patio(s), porch(s), entryway(s) or elsewhere in the building(s) or upon the grounds.

INITIALS _____

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RULES AND REGULATIONS

5. No unit owner shall store or leave boats, vans, recreational vehicles or trailers on the Condominium property and no commercial vehicles shall be left or stored on the Condominium property.

6. Employees of the Association or Management Firm shall not be sent off the Condominium premises by any unit owner at any time for any purpose. No unit owner or resident shall direct, supervise, or in any manner attempt to assert any control over the employees of the Management Firm or the Association.

7. The parking facilities shall be used in accordance with the regulations adopted by the Management Firm as previously provided, and thereafter, by the Board of Directors. No vehicle which cannot operate on its own power shall remain on the Condominium premises for more than twenty-four (24) hours, and no repair of vehicles shall be made on the Condominium premises.

8. No unit owner shall make or permit any disturbing noises by himself, his family, servants, employees, agents, visitors, and licensees, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of the unit owners. No unit owner shall play upon or suffer to be played upon any musical instrument, or operate or suffer to be operated, a phonograph, television, radio or sound amplifier in such manner as to disturb or annoy other occupants of the Condominium. All party(s) shall lower the volume as to the foregoing as of 11:00 P.M. of each day. No unit owner shall conduct or permit to be conducted, vocal or instrumental instruction at any time.

9. Any antenna or aerial erected or installed shall be installed in the attic of a unit and no antenna or aerial shall be installed on the roof or exterior walls of the building(s). If an antenna or aerial is installed in or on a prohibited area it shall be removed without notice and at the cost of the unit owner for whose benefit the installation was made.

INITIALS _____

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RULES AND REGULATIONS

10. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed, in, on or upon any part of the Condominium unit, limited common elements or Condominium property by any unit owner or occupant without the prior written permission of the Management Firm and thereafter, the Association. The foregoing includes signs within a unit which are visible from outside the unit and the foregoing includes posters, advertisements or circulars upon the Condominium property, including common elements, limited common elements, units or vehicles parked upon the Condominium property and distributing advertisements or circulars to units within the Condominium.

11. Subject to Articles XIII, XIV and XV of the Declaration of Condominium, no awning, canopy, shutter, or other projection shall be attached to or placed upon the outside walls or doors or roof of the building(s) without the prior written consent of the Management Firm and thereafter, of the Association. Subject to Articles XIII, XIV and XV of the Declaration of Condominium, porches or patios may not be enclosed, which includes the screening of same, nor may anything be affixed to the walls within such porches or patios except with the prior written consent of the Management Firm and thereafter, the Association, and said consent may be given as to certain units and not given as to others. Where certain porches or patios are screened in or enclosed by the Developer, same are intended to be so screened in or enclosed and same shall be deemed permitted; however, certain porches or patios may not be screened in or enclosed by the Developer and, in such case, they are intended to remain open unless enclosure is authorized by the Management Firm, and thereafter, by the Board of Directors, as herein provided. Subject to the paramount provisions of Article XV of the Declaration of Condominium, a unit owner shall not grow outside of his unit or on the common elements and limited common elements any type of plant, shrubbery, flower, vine or grass without the written consent of the Management Firm and thereafter, the Association.

12. No cooking shall be permitted on any common elements of the Condominium except limited common elements.

13. Complaints regarding the service of the Condominium shall be made in writing to the Management Firm and thereafter, to the Board of Directors.

INITIALS _____

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RULES AND REGULATIONS

14. No inflammable, combustible, or explosive fluid, chemical or substance shall be kept in any unit or limited common element assigned thereto or storage areas, except such as are required for normal household use.

15. No clothes line or similar device shall be permitted on any portion of the Condominium property, nor shall clothes be hung anywhere except in such area(s) as are designated by the Management Firm and thereafter, the Board of Directors.

16. Payments of monthly assessments shall be made as designated by the Management Firm, as designated in the Management Agreement. Payments made in the form of checks shall be made to the order of such party as the Management Firm shall designate. Payments of regular assessments are due on the 1st day of the applicable month, and if such payments are ten (10) or more days late, are subject to charges, as provided in the Declaration of Condominium.

17. Each unit owner who plans to be absent from his unit during the hurricane season must prepare his unit prior to his departure by removing all furniture, plants and other objects from his terrace, balcony, porch, patio and entryway.

18. Provisions in the nature of Rules and Regulations are specified in Article XIII and Article XIV of the Condominium's Declaration of Condominium.

19. The Management Firm and thereafter, the Association, reserves the right to make additional Rules and Regulations as may be required from time to time without consent of the Condominium Association and its members. These additional Rules and Regulations shall be as binding as all other Rules and Regulations previously adopted.

20. Where pets are permitted as provided in the Declaration of Condominium, said pets shall be kept on a leash at all times when outside of the Condominium unit and said pet shall be carried, where possible, when said pet is outside of the unit but within the Condominium buildings. The pet shall only relieve itself in the area specified by the Management Firm and thereafter, the Association.

INITIALS _____

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