

## Whittier Oaks Association, Inc. -Sale/Rental Application Instructions

BELOW, PLEASE FIND SPECIFIC INSTRUCTIONS ON HOW TO COMPLETE THE ATTACHED APPLICATION. PLEASE DO NOT OMIT OR CUT SHORT WHEN COMPLETING AND RETURNING THE APPLICATION. READ CAREFULLY AND FOLLOW THE INSTRUCTIONS TO AVOID HAVING THE APPLICATION RETURNED OR SET ASIDE AWAITING ADDITIONAL INFORMATION. AS YOU ARE AWARE, NO ONE MAY MOVE IN OR HAVE A CLOSING WITHOUT THE SPECIFIC APPROVAL OF THE ASSOCIATION. IT IS TO EVERYONE'S ADVANTAGE TO COOPERATE AND WORK TOGETHER FROM THE START.

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(X) = If applicable

1. Applicants must allow thirty (30) days from the date of receipt by RMC to the desired "move-in" closing date.
2. A copy of the actual signed lease or sales contract must accompany the application submission to RMC.
3. An application fee (amount indicated below) must accompany the application upon submitting to RMC for processing:
  - \$ 135.00 NON-REFUNDABLE (INCLUDES ONE BACKGROUND REPORT)
  - \$ 75.00 NON - REFUNDEABLE MADE OUT TO RESIDENTIAL MANAGEMENT CONCEPTS
  - \$ 35.00 FOR ANY ADDITIONAL BACKGROUND REPORT
4. Please make the application fee check payable to Whittier Oaks Homeowners' Association.
5. Applicants may not occupy the unit before formal approval.
6. Rental Specifics
  - a. Owners may only lease their home twice a calendar year.
  - b. Updated lease must be provided to RMC if tenant remaining longer.
7. It goes without saying, all applicants, occupants, and/or their guests are expected to abide by governing association documents as well as rules & regulations. Homeowners are responsible for the actions of their guests and/or tenants, including any damages to the common grounds. Therefore, it is the homeowner's responsibility to provide copies of all association documents to the applicant(s). The association Board of Directors is committed to their enforcement. **NOTE:** *New occupants seldom seek a copy to read and understand what is expected of them. Please be sure to provide and/or obtain them with a copy to avoid any misunderstandings, confusion, and/or conflicts.*
8. Signatures between the two parties (seller/buyer and lessor/lessee) may be required when an application involves such an association requirement. Please complete and return the acknowledgement of receipt of rules & regulations and declarations.
9. Buyers must remit a Capital Contribution payment equal to one (1) quarter's assessment payment, at point of closing, payable to the Association, pursuant to *Amendment To The Declaration Of Restrictions And Protective Covenants For Whittier Oaks, Article VI, Section 19, as recorded on April 8, 1997.*

**PLEASE RETURN COMPLETED APPLICATION TO:**

RESIDENTIAL MANAGEMENT CONCEPTS, INC.

806 S. Military Trail

Deerfield Beach, FL 33442

PLEASE SEE INSTRUCTION COVER SHEET FOR APPLICABLE ADDRESS AND PHONE NUMBER

\_\_\_\_\_ DATE RECEIVED BY RESIDENTIAL MANAGEMENT CONCEPTS

\_\_\_\_\_ DATE RESIDENTIAL MANAGEMENT CONCEPTS SENT TO BOARD OF DIRECTORS

UNIT NO.: \_\_\_\_\_ NAME OF OWNER: \_\_\_\_\_

PERMANENT ADDRESS OF OWNER: \_\_\_\_\_ PH: \_\_\_\_\_

CITY, STATE, ZIP #: \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_ SSN#: \_\_\_\_\_ AGE: \_\_\_\_\_

SPOUSE'S NAME: \_\_\_\_\_ SSN#: \_\_\_\_\_ AGE: \_\_\_\_\_

APPLICANT'S ADDRESS: \_\_\_\_\_ PH: \_\_\_\_\_

CITY, STATE, ZIP#: \_\_\_\_\_

AGE OF OLDEST OCCUPANT: \_\_\_\_\_ AGE OF YOUNGEST OCCUPANT: \_\_\_\_\_

DO YOU HAVE A CAR? \_\_\_\_\_ HOW MANY? \_\_\_\_\_ DO YOU PLAN TO USE IT: \_\_\_\_\_

DO YOU HAVE PETS? \_\_\_\_\_ HOW MANY? \_\_\_\_\_ TYPE(S): \_\_\_\_\_

PLEASE

CHECK \_\_\_\_\_ Rental Application - Rental Period From \_\_\_\_\_ to \_\_\_\_\_

ONE (1) \_\_\_\_\_ Resale Application - Desired Closing Date: \_\_\_\_\_

ONLY

PLEASE LIST ALL OCCUPANT(S) WHO WILL RESIDE AT THE RESIDENCE IF APPROVED:

NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IF APPROVED, GIVE ADDRESS WHERE ALL CORRESPONDENCE SHOULD BE SENT:

\_\_\_\_\_  
\_\_\_\_\_

EMPLOYMENT INFORMATION:

OCCUPATION: \_\_\_\_\_ COMPANY: \_\_\_\_\_

YEARS EMPLOYED: \_\_\_\_\_

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ARE YOU ACQUAINTED WITH ANYONE NOW LIVING IN THE ASSOCIATION? IF SO, GIVE NAME AND ADDRESS: \_\_\_\_\_

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\*APPLICANT AGREES TO OBTAIN FROM HOMEOWNERS OWNER A COPY OF THE "RULES AND REGULATIONS" AND "DECLARATION" AS WELL AS ADHERE TO THEM. \$135.00 APPLICATION FEE (WITH AN ADDITIONAL \$35.00 FOR MORE THAN ONE BACKGROUND CHECK, \$ 75.00 TO RESIDENTIAL MANAGEMENT CONCEPTS AND COPY OF THE LEASE AND/OR CONTRACT OF SALE MUST ACCOMPANY APPLICATION BEFORE THE PROCESSING CAN BEGIN. PLEASE PAY PARTICULAR ATTENTION TO THE FOLLOWING:

- SUBLEASING IS NOT ALLOWED
- LEASE RENEWALS MUST RECEIVE ASSOCIATION APPROVAL

**WHITTIER OAKS HOMEOWNERS' ASSOCIATION, INC.**  
**APPLICANT(S) AFFIDAVIT**

The Applicant(s) agree not to move in or occupy any part of the home or in any part of the common areas before this application is approved.

It is understood that Whittier Oaks Homeowners' Association, Inc., the association's owners, is attempting to create a community of financially responsible and congenial residents, and the Applicant will be screened with such purpose in view. The Board of Directors, therefore, shall have the right to reject the Applicant within thirty (30) days hereafter by written notice to the present owner.

Applicant represents that the information he has submitted to the Board of Directors, is true, and the present owner will rely on the recommendations and approval of the Board. The Association will make a reasonable investigation of the applicant as may be deemed desirable.

Applicant agrees to hold the Owner and the Association harmless on account of such investigation and decision thereon. Applicant understands that if this transaction is approved, the Applicant assumes all the rights, privileges, liabilities, and obligations of the Owner as set forth in the Declarations of Condominium By-Laws, Recreational Rules and Regulations, and related documents.

Applicant also understands that in any resale or lease all established rules and regulations governing the conduct of the residents of this Association must be abided to.

Signed:      Applicant(s)

\_\_\_\_\_

\_\_\_\_\_

**WHITTIER OAKS HOMEOWNERS' ASSOCIATION, INC.**

ADDRESS: \_\_\_\_\_

VEHICLE INFORMATION:

	<u>Automobile #1</u>	<u>Automobile #2</u>
MAKE/MODEL:	_____	_____
YEAR:	_____	_____
TAG NUMBER:	_____	_____
STATE:	_____	_____
COLOR:	_____	_____
PRIMARY DRIVER:	_____	_____
RENTAL COMPANY***:	_____	_____

*(\*\*\*Complete only if applicable)*

# PET REGISTRATION FORM

UNIT NO: \_\_\_\_\_

TENANT: \_\_\_\_\_

OWNER: \_\_\_\_\_

## PET INFORMATION

BREED: \_\_\_\_\_ NAME: \_\_\_\_\_

COLOR/DESCRIPTION: \_\_\_\_\_

WEIGHT: \_\_\_\_\_ AGE/DATE OF BIRTH: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

*NOTE: All Names on Deed or Lease Must Be Signed Above*

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

*NOTE: All Names on Deed or Lease Must Be Signed Above*

**WHITTIER OAKS HOMEOWNERS' ASSOCIATION, INC.**

*c/o Residential Management Concepts, Inc.  
805 S. Military Trail Deerfield Beach, Fl 33442  
Phone (954) 426-0151 \* Facsimile (954) 426-0645  
[mpalombi@rmcflorida.com](mailto:mpalombi@rmcflorida.com)*

**HOMEOWNER INFORMATION, EMERGENCY CONTACT, AND MAILING INFORMATION FORM**

**In an effort to maintain accurate records, it is important that you complete the attached and return to the office of Residential Management concepts, Inc.** Occasionally, a maintenance and/or a security related problem will occur. It is critical for absentee owners or local representatives to be contacted in a timely manner in order to prevent extensive damage to homes, personal belongings, neighbors and/or common areas. This information will remain confidential and will be used only for the intended purpose.

**Please print clearly**

Lot/./: \_\_\_\_\_ Name(s): \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Home Tel: \_\_\_\_\_ Local Business Tel: \_\_\_\_\_

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

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

Local Emergency Contact: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Out of Town Emergency Contact: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_



**Complete This Section Only If You Wish Your Mail To Be Sent To Another Location**

Alternate Address: \_\_\_\_\_

Telephone(s) At That Location - Home: (\_\_\_\_) \_\_\_\_\_ Bus.: (\_\_\_\_) \_\_\_\_\_



Residential Mgmt – Whittier Oaks / Ref# \_\_\_\_\_  
**RESIDENTIAL SCREENING REQUEST**

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB (MM/DD/YYYY): \_\_\_\_\_

Tel#: \_\_\_\_\_ Cel#: \_\_\_\_\_

Are you Buying or Renting? \_\_\_\_\_

**Current Employer**

Company: \_\_\_\_\_ N/A \_\_\_\_\_ Tel#: \_\_\_\_\_ N/A \_\_\_\_\_

Supervisor: \_\_\_\_\_ N/A \_\_\_\_\_ Salary: \_\_\_\_\_ N/A \_\_\_\_\_

Employed From: \_\_\_\_\_ N/A \_\_\_\_\_ To: \_\_\_\_\_ N/A \_\_\_\_\_ Title: \_\_\_\_\_ N/A \_\_\_\_\_

**Current Landlord**

Company: \_\_\_\_\_ N/A \_\_\_\_\_ 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***

The undersigned acknowledges that 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 residence.

***AUTHORIZATION***

The undersigned acknowledges that they are authorizing and requesting, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish AmeriCheckUSA with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

If you dispute any information found in your consumer report and would like to request a copy of the report, please send a request letter via certified mail to;

AmeriCheckUSA  
7777 Davie Rd Extension #101B  
Hollywood, FL 33027

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the report, if one is obtained, please check the box.

# WHITTIER OAKS HOMEOWNERS' ASSOCIATION, INC

c/o Residential Management Concepts, Inc.  
806 . Military Trail Deerfield, 33442  
Telephone (954) 426-0151 Facsimile (954) 426-0645  
[kbrooks@rmcflorida.com](mailto:kbrooks@rmcflorida.com) or [mpalombi@rmcflorida.com](mailto:mpalombi@rmcflorida.com)

## IMPORTANT KEY INFORMATION

Dear Whittier Oaks Homeowner,

2026

**THE FOLLOWING ARE GENERAL RULES AND REGULATIONS OF THE ASSOCIATION WHICH MAINTAINS A COMFORTABLE SETTING FOR ALL RESIDENTS**

### TRASH

\* Trash Pickup is on Tuesday and Friday , with Recycling pick up on Friday and Bulk pick up on last Tuesday or the month. Any yard debris should be placed next to the trash receptacles to be picked up on Friday. Please note that all household trash must be placed in sealed plastic trash bags and then placed in the approved trash can that was provided to the owners. Trash cans should not be placed outside any earlier than **5:00 PM** the night before pickup and should be brought back inside as soon as possible after the pickup.

### ARB (ARCHITECTURAL REQUEST FORM) GUIDELINES

\* The Architectural Committee must approve any alterations to the exterior of the house, including any major landscape changes. Architectural Request Change Forms are available at the office of Residential Management Concepts.

### SIGNAGE

\* Signs of any type including in or on vehicles are not permitted

### **PROPERTY MANAGEMENT COMPANY IS:**

Residential Management Concepts, Inc.  
806. Military Trail  
Deerfield Beach , Florida 33442  
954-426-0151 Facsimile 954-426-0645

Property Manager            Kerri Brooks    email: [kbrooks@rmcflorida.com](mailto:kbrooks@rmcflorida.com)  
Acct Rep.                        Marie Palombi,    email: [mpalombi@rmcflorida.com](mailto:mpalombi@rmcflorida.com)  
Sales & ARB requests        Jennifer Lopez and Marie Palombi email: [Jennifer@rmcflorida.com](mailto:Jennifer@rmcflorida.com)

Please feel free to contact either myself. Marie Palombi at Residential Management 954-426-0151, if we can be of any assistance to you.