

Whittier Oaks Association - Sale/Rental Application Instructions

PLEASE NOTE: NO ONE MAY MOVE IN OR HAVE A CLOSING WITHOUT AN APPROVAL FROM THE ASSOCIATION

All applicants must allow thirty (30) days (from the date the application is complete) for the desired “move-in” / closing date.

PLEASE SUBMIT THE FOLLOWING WHEN APPLYING TO THE ASSOCIATION:

- ___ 1. All pages of the Application Completed
- ___ 2. A copy of the Fully Executed Lease or Sale Contract
- ___ 3. **\$135 NON-REFUNDABLE FEE – PAYABLE TO WHITTIER OAKS (INCLUDES ONE BACKGROUND CHECK)**
- ___ 4. **\$35 NON-REFUNDABLE FEE (FOR ADDITIONAL BACKGROUND CHECKS) – PAYABLE TO WHITTIER OAKS**
- ___ 5. **\$100 NON-REFUNDABLE FEE – PAYABLE TO RESIDENTIAL MANAGEMENT CONCEPTS**
- ___ 6. A copy of the Drivers’ Licenses for everyone 16+
- ___ 7. A copy of the Vehicle Registration for all permanent vehicles

PLEASE NOTE:

- a. Owners may only lease their home twice a calendar year.
- b. Updated leases must be provided to RMC if the tenant remains longer.

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 damage 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.*

- c. 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.*
- d. SUBLEASING IS NOT ALLOWED
- e. LEASE RENEWALS MUST RECEIVE ASSOCIATION APPROVAL
- f. **PLEASE NOTE THAT YOUR APPLICATION CANNOT BE GIVEN TO THE BOARD FOR REVIEW UNTIL WE HAVE RECEIVED EVERYTHING LISTED.**
- g. **ONCE THE BOARD IS GIVEN THE COMPLETE APPLICATION – THEY HAVE 30 BUSINESS DAYS TO MEET, REVIEW, AND GIVE THEIR DECISION.**

PLEASE RETURN COMPLETED APPLICATION TO:

RESIDENTIAL MANAGEMENT CONCEPTS, INC.

806 S. Military Trail

Deerfield Beach, FL 33442

CURRENT OWNER INFORMATION:

NAME: _____ PHONE: _____

FULL MAILING ADDRESS: _____

PLEASE CHECK ONLY ONE (1):

____ Rental Application – Rental Period From: _____ TO: _____

____ Purchase Application – Desired Closing Date: _____

NAME OF APPLICANT: _____ **SSN#:** _____ **AGE:** _____

SPOUSE NAME: _____ **SSN#:** _____ **AGE:** _____

APPLICANT'S CURRENT ADDRESS: _____

APPLICANT'S PHONE NUMBER: _____

DO YOU HAVE A CAR? _____ **HOW MANY?** _____ **DO YOU PLAN TO USE IT:** _____

DO YOU HAVE PETS? _____ **HOW MANY?** _____ **TYPE(S):** _____

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

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

EMPLOYMENT INFORMATION:

OCCUPATION: _____ **COMPANY:** _____

YEARS EMPLOYED: _____ **CONTACT & PHONE #:** _____

ARE YOU ACQUAINTED WITH ANYONE NOW LIVING IN THE ASSOCIATION? YES ☐ / NO ☐

IF SO, NAME: _____

ADDRESS: _____

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.

Applicant Signature(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***:	_____	_____

PET REGISTRATION FORM

PET OWNER NAME(S): _____

ADDRESS: _____

PLEASE CHECK ONE: OWNER: _____ TENANT: _____

PET INFORMATION

PET NAME: _____

BREED: _____

COLOR/DESCRIPTION: _____

WEIGHT: _____ DATE OF BIRTH: _____

PRINT NAME: _____

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

SIGNATURE: _____ DATE: _____

PLEASE CHECK HERE IF THERE ARE NO PET(S): _____

SIGNATURE: _____

*c/o Residential Management Concepts, Inc.
806 S Military Trail Deerfield Beach, FL 33442
Phone (954) 426-0151 * Facsimile (954) 426-0645
marie@rmcflorida.com*

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.

Out of Town Emergency Contact: _____ Telephone: (____) _____

Telephone(s) At That Location – Home: (____)_____ Bus.: (____)_____

Residential Management – 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 S Military Trail Deerfield, 33442

Telephone (954) 426-0151 Facsimile (954) 426-0645

kbrooks@rmcflorida.com or marie@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 S Military Trail

Deerfield Beach, Florida 33442

954-426-0151 Facsimile 954-426-0645

Property Manager	Kerri Brooks	email: kbrooks@rmcflorida.com
Acct Representative	Marie Palombi	email: marie@rmcflorida.com
Sales & ARB Requests	Jennifer Lopez	email: jennifer@rmcflorida.com

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