



Please submit completed application along with the Money Order(s) to:

Ponte Verde at Palm Beach Lakes

1401 Village Blvd.

West Palm Beach, FL 33409

Phone: (561) 471-8888

ATTENTION ALL UNIT OWNERS, PROSPECTIVE BUYERS, AND PROSPECTIVE TENANTS

APPLICATION FOR SALE OR LEASE FOR PONTE VERDE CONDOMINIUM ASSOCIATION

If you plan to lease or buy a unit at Ponte Verde you must submit an application. A proposed buyer or tenant **MUST** be approved before moving in. An application may take up to 30 days to be approved.

All applications **MUST** be submitted in its original form. All forms must be 100% complete and must be signed by all appropriate parties. Incomplete applications **WILL NOT** be accepted. The following must be included with the application:

1. _____ Application Fee of **\$100.00** for first applicant **OR** married couples, any other applicant over 18 years of age must pay an additional **\$50.00**. Made payable to **PONTE VERDE CONDO** with a cashier's check or money order (**NON-REFUNDABLE**). **CASH IS NOT ACCEPTED**.
2. _____ In addition, a move in fee of **\$150.00** is due once application is approved (If application is not approved, move-in fee will be returned to applicant).
3. _____ Signed copy of the contract for sale or CTL.
4. _____ **COLOR** copy of your driver's license or photo I.D.
5. _____ In purchase applications, an estoppel **MUST** be obtained prior to Association's approval.
6. _____ Copy of Vehicle Registration and Insurance (if applicable).

PONTE VERDE MOVE IN REQUIREMENTS:

1. Applications will not be approved if the background shows previous felony convictions or withhold adjudications for (i) any violent crimes within the last 15 years and/or (ii) any other felonies or crimes involving moral turpitude within the last 10 years
2. Misdemeanor convictions or withhold of adjudications are subject to an interview with Property Manager
3. Minimum credit score of 650 required to be approved
4. Applications will not be approved with record of previous evictions on their credit check
5. The household is required to prove a monthly income of 3 times what the monthly rent is

When a complete application is turned in, it is sent for a background check. Once this is completed the application is sent to the Board of Directors for approval. When the Board of Directors returns your application, you will be notified and you may arrange to pick-up your Certificate of Approval. **Before you move in**, you are required to come to the association's office to complete the association's move in process during which all your access devices and parking permits are issued, as well as, informing you of the rules and regulations affecting your day to day life in our community. Please set aside 15-30 minutes to complete this mandatory move in process.

APPROVAL PROCESS IS TWO TO FOUR WEEKS



APPLICATION FOR OCCUPANCY

PLEASE PRINT CLEARLY OR TYPE. Complete all questions and fill in the blanks. If any question is not answered or left blank, this application may be returned, not processed, or not approved.

Unit # _____ Desired date of occupancy _____

Applicant 1 _____ Date of Birth _____ SS# _____

Passport/Alien # _____ Phone # _____ Email _____

Applicant 2 _____ Date of Birth _____ SS# _____

Passport/Alien # _____ Phone # _____ Email _____

Applicant 3 _____ Date of Birth _____ SS# _____

Passport/Alien # _____ Phone # _____ Email _____

Please complete the following information if the property is being purchased by a company. Registered officers must also complete the applicant information above for screening purposes.

Company Name _____ Federal Tax ID _____

Address _____ Website _____

Office Phone _____ Fax _____ Email _____

Registered Officer 1 _____ Date of Birth _____ SS# _____

Registered Officer 2 _____ Date of Birth _____ SS# _____

Registered Officer 3 _____ Date of Birth _____ SS# _____

Registered Officer 4 _____ Date of Birth _____ SS# _____

Number of people who will occupy: Adults (over age 18) _____ Other persons who will stay at premises more than one week _____

Names and ages of children who will occupy _____

Description of pets (breed, weight, color, size, etc.) _____

Person to notify in case of emergency: Name _____

Address: _____ Phone number (_____) _____

Nearest relative not living with you (Other than emergency contact above): Name _____

Address: _____ Phone number (_____) _____

Are the applicants legally married? _____ yes _____ no



RESIDENCE HISTORY

Present address _____ How long? _____

Present landlord _____ Phone number (_____) _____

Current monthly rent \$ _____ Reason for moving _____

Previous address _____ How long? _____

Previous landlord _____ Phone number (_____) _____

Previous monthly rent \$ _____ Reason for moving _____

Second previous address _____ How long? _____

Second previous landlord _____ Phone number (_____) _____

Second previous monthly rent \$ _____ Reason for moving _____

Reason for applying here _____

Have you ever been evicted? _____ Have you ever been in litigation with a landlord? _____

EMPLOYMENT REFERENCES

Applicant 1 employed by _____ Phone number (_____) _____

Address _____

Supervisor _____ Phone number/If different from above (_____) _____

How long? _____ Dept. or Position _____ Approx. monthly income \$ _____

Applicant 1 prior employer _____ Phone number (_____) _____

Address _____

Supervisor _____ Phone number/If different from above (_____) _____

How long? _____ Dept. or Position _____ Approx. monthly income \$ _____

Applicant 2 employed by _____ Phone number (_____) _____

Address _____

Supervisor _____ Phone number/If different from above (_____) _____

How long? _____ Dept. or Position _____ Approx. monthly income \$ _____

Applicant 2 prior employer _____ Phone number (_____) _____

Address _____

Supervisor _____ Phone number/If different from above (_____) _____

How long? _____ Dept. or Position _____ Approx. monthly income \$ _____



INCOME

Applicant 1 salary (weekly, biweekly, monthly, include tips, bonuses & commissions) Job 1 \$ _____ Job 2 \$ _____
Applicant 2 salary (weekly, biweekly, monthly, include tips, bonuses & commissions) Job 1 \$ _____ Job 2 \$ _____
Any additional monthly income (child support, social security, disability, etc.) \$ _____ Source _____
Total amount of any assets (stocks, bonds, savings account, equity in real property, etc.) _____
Income from these assets \$ _____ Total anticipated income \$ _____

CHARACTER REFERENCES

Name _____ Home or cell phone (____) _____ Work phone (____) _____
Address _____

Name _____ Home or cell phone (____) _____ Work phone (____) _____
Address _____

Name _____ Home or cell phone (____) _____ Work phone (____) _____
Address _____

AUTOMOBILES

Number of vehicles (to be parked here) ____ Type of vehicles (car, van, motorcycle, etc.) _____
Vehicle 1 _____ Vehicle 2 _____
Applicant 1/Driver's License # _____ State _____
Applicant 2/Driver's License # _____ State _____
Vehicle 1: Make _____ Model _____ Color _____ Year _____ Tag # _____ State _____
Vehicle 2: Make _____ Model _____ Color _____ Year _____ Tag # _____ State _____

The undersigned hereby attest that the above information is true. By signing you agree that the Lessor or Lessor's agent may investigate the information supplied by you, and a full disclosure may be made to the Lessor. This investigation may include your character, criminal background, general reputation, style of living, and your credit report (as supplied by a national credit reporting agency). Applicant(s) acknowledges that lying or misrepresentation of any kind may result in the immediate denial of the application.

Have any of the applicants ever been arrested/detained or in any way charged with anything other than a minor traffic offense? Yes No

Explain: Please include the year and nature of the charge.

Signature _____ Date _____ Signature _____ Date _____
Applicant 1 Applicant 3

Signature _____ Date _____
Applicant 2



SUMMARY OF RULES AND REGULATIONS / ACKNOWLEDGEMENT OF THE R&R

If you plan to lease or buy a home at Ponte Verde you must be aware of our community policies. The following are the Rules and Regulations that affect our day to day operation the most. For more of our R & R, please refer to our Condominium Documents.

1. Pets are allowed in Ponte Verde but weight is limited up to 25 lbs. or less and no more than 2 pets. Certain dog breeds and animal species are prohibited; please refer to our Condo Docs for details. You must complete a Pet Registration Form and pay a \$150 pet fee upon move in.
2. Access / Community Cards are issued to registered residents ONLY. The fee to obtain a new card is \$50 however, the fee to replace a lost card is \$75. A parking decal which is also the device that opens the gate is only given to registered residents as well at a price of \$25. You must present your vehicles' registration and insurance to obtain one. You will also be given a directory code for your guests to call you and be allowed access. No realtors, managers nor contractors are entitled to receive access devices; if access is needed by a realtor, a manager or a contractor, they must contact the management office during business hours to arrange for the same.
3. The following are our basic parking guidelines:
 - Backed in parking not allowed, HEAD IN PARKING ONLY
 - Expired tags are subject to immediate towing
 - Commercial Vehicles are not permitted on site
 - Tarps to cover vehicles are not allowed
 - Residents must park in resident's spots (those spots identified with the parking stopper painted in white) and must display their resident parking permit as instructed by the management office
 - Visitors must park in visitor's spots (those spots identified with the parking stopper painted in yellow)
 - Any visitor vehicle is required to be registered on the booting company App "Park-in-spot" (Apple App Store/Google Play Store) in order to remain onsite after 11 pm.
 - Extended Visitors (all those staying more than 48 hours) must obtain an extended Visitor's Tag from the office and park in yellow spaces
 - Residents are allowed to register and park up to 2 (two) vehicles per registered resident. Registered residents may not register more than 1 (one) new vehicle per lease term.
 - Handicap parking is only for those vehicles displaying the proper handicap permit; all others are subject to immediate towing
 - Visibly inoperable vehicles, such as vehicles parked with a flat tire or in disrepair are not allowed on site
 - No parking allowed by Military gate / Emergency vehicles only
 - Cars in violation of these rules will be booted/towed without further notice and the expense of the owner of the vehicle
 - Please know our parking rules and other additional information are posted on every bulletin board and in every breezeway of every building
 - No further warning is issued before vehicles in violation are booted/towed



4. A lock out fee of \$25.00 applies if you need our staff to open your unit.
5. We have a \$25.00 fee for the replacement of your mailbox key / mailbox keys are cut on Friday
6. No eating or drinking in pool area. All guest must be accompanied by the registered resident, no parties allowed in communal areas.
7. No signs can be exposed from the windows, showing to the exterior.
8. Household trash is not allowed in the construction dumpster. Household trash must be taken to the designated garbage compactor by the front of the property. Garbage bags are not allowed in our hallways nor by unit's door
9. Please be aware that in case of an emergency of an a/c, leak, etc. you can call our emergency line which is 561-310-7010.
10. If construction work is being done in a unit, contractors are required to come to the front office to register and provide accurate paperwork, unregistered contractors will be asked to abide by the rules and/or leave.
11. For safety reasons, as well as for uniformity reasons the common areas must be kept clear, clean and accessible. Our hallways are inspected on a weekly basis, at which point any objects/ belongings will be removed.

APPLICATIONS FOR RESIDENCY AT PONTE VERDE WILL NOT BE ACCEPTED WITHOUT A COLOR COPY OF YOUR DRIVER'S LICENSE OR PHOTO ID.



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ACKNOWLEDGEMENT OF THE RULES AND REGULATIONS

Signing below constitutes an acknowledgement of our Rules and Regulations, and your commitment to their compliance as stated in this document. It is your responsibility to read our Condominium Documents and have full understanding of all our Rules and Regulations. Any violation of any of our Rules and Regulation is subject to disciplinary measures including but not limited to daily fines and/ or the termination of your lease agreement if applicable. By signing this document, you also acknowledge that our parking rules are very strictly enforced and when in violation no further notice will be given before booting/towing those vehicles in violation, you also acknowledge that our rules related to parking are posted throughout the community and that you have been explained all of the above at the time you moved in by our office. If you have any further questions or if you wish to request a full copy of our community's Rules and Regulations, as well as an electronic copy of our condominium documents you are entitled to do so by coming to our office or by contacting us at: (561) 471-8888. We will continue to work together for the constant improvement of our property!

Resident Signature

Date

Resident Signature

Date

Resident Signature

Date

Witness

Date

Collection of Rent Agreement

This Collection of Rent Agreement (this "Agreement") is made and entered into as of this ____ day of _____, by and between **PONTE VERDE AT PALM BEACH LAKES CONDOMINIUM ASSOCIATION, INC.** ("Association"), _____ ("Unit Owner") and _____ ("Tenant").

WITNESSETH:

WHEREAS, Tenant and Unit Owner intend on entering into a lease (the "Lease") with respect to the property located at _____, Unit # _____, West Palm Beach, FL 33409; and

WHEREAS, Association has the right to condition its approval of the Lease on the execution of this Agreement by the parties hereto.

NOW THEREFORE, in consideration of the mutual agreements and covenants contained herein and for other good and valuable consideration, it is mutually agreed and covenanted by and among the parties to this Agreement as follows:

1. Tenant and Unit Owner acknowledge and agree that Tenant is required to comply with the Association's Declaration of Condominium, By-laws, Articles of Incorporation and Rules and Regulations, as amended from time to time (collectively, the "Governing Documents"). The Governing Documents shall be deemed expressly incorporated into the Lease.

2. Tenant and Unit Owner acknowledge and agree that Unit Owner is required to pay to Association any and all assessments (the "Assessment") levied by Association in accordance with the Governing Documents.

3. In the event the Unit Owner fails to pay Association any Assessment when the same become due, Association shall be entitled to collect the Tenant's rent payments ("Rent") owed to Unit Owner under the Lease for the purpose of offsetting the delinquent Assessment as follows:

If Association notifies Tenant that Unit Owner is delinquent in its obligation to pay any Assessment, Tenant shall discontinue the payment of the Rent to Unit Owner and instead shall direct said Rent payments, in the same amount and frequency as set forth in the Lease, to Association until such time as Association directs Tenant to redirect Rent payments to Unit Owner. Any Rent collected by Association in excess of Unit Owner's delinquent Assessment will be promptly disbursed to Unit Owner. In the event Tenant fails to redirect the payments of Rent to the Association and instead continues to pay Rent to Unit Owner, Tenant shall become obligated along with the Unit Owner to pay the delinquent Assessments to Association, irrespective of any Rent payments that Tenant may already have made to Unit Owner.

4. In the event Unit Owner or Tenant fail to honor this Agreement or violate any of the other terms and provisions of the Governing Documents, Unit Owner and Tenant shall be subject to all remedies available to Association, including without limitation, injunctive relief and money damages in addition to any other remedies provided by law. Additionally, Association shall also have the power to evict Tenant for failure to honor this Agreement or violation of any of the terms and provisions of the Governing Documents. All eviction costs will be owed by Unit Owner and considered a special assessment, which will be levied in accordance with the Governing Documents.

5. Unit Owner and Tenant acknowledge that Association would not have approved Tenant and the Lease but for the parties entering into this Agreement. Therefore, Tenant and Unit Owner hereby waive each of their rights to contest the validity of this Agreement or the validity of any of the remedies available to the Association.

6. The laws of the State of Florida shall govern the validity, performance and enforcement of this Agreement. Venue shall be in Broward County, Florida.

7. This Agreement shall not be construed more strictly against one party than against the other merely because it may have been prepared by counsel for one of the parties, it being recognized that the parties have contributed substantially and materially to its preparation.

8. All notices, demands and communications hereunder to the parties shall be served or given in accordance with the Governing Documents.

9. This Agreement may be executed in any number of counterparts, each of which shall be an original but all of which together shall constitute one and the same instrument.

10. This Agreement and the exhibits attached hereto and forming a part hereof, represent the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other negotiations, understandings and representations (if any) made by and between the parties. No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon Tenant, Association or Unit Owner unless reduced to writing and signed by all three parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

ASSOCIATION:

UNIT OWNER:

Ponte Verde at Palm Beach Lakes
Condominium Association, Inc.

By: _____
Print Name: _____
Its: _____

By: _____
Print Name: _____

TENANT:

By: _____
Print Name: _____