



# Palm Beach Windemere Condominium

c/o JMA Community Management

1375 Gateway Blvd

Boynton Beach FL 33426

Office: 561-440-7854 \* [info@JMAmanagement.net](mailto:info@JMAmanagement.net)

## Application Check List

☐ Purchase      ☐ Lease      ☐ Occupant

**All items must be submitted; incomplete applications will be delayed.  
Unmarried and co-applicants required a separate application.**

**Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Co-Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Property Owner Name(s)** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

### **General submission requirements**

\_\_\_\_ Fully executed application

\_\_\_\_ Fully executed agreement

\_\_\_\_ Copy of driver's license

\_\_\_\_ **\$150.00 Application Fee and Processing Fee** non-refundable - *(Please make check payable to JMA Community Management)*

\_\_\_\_ **\$500.00 Non-refundable leasing fee** - *(Please make check payable to Palm Beach Windemere Condominium)*

### **REALTOR INFORMATION**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

**Please Note:** Board approval is required before occupancy. Essentially, every effort will be made to expedite your application; however, processing and approval may take up to 30 days.

Once the applicant completes the application, a CERTIFICATE OF APPROVAL will be provided.

Today's Date: \_\_\_\_\_ Date of anticipated move in: \_\_\_\_\_  
Property address: \_\_\_\_\_

### **APPLICANT**

Full name of applicant: \_\_\_\_\_  
Present Address: \_\_\_\_\_  
Telephone number: (home) \_\_\_\_\_ (work) \_\_\_\_\_  
D.O.B.: \_\_\_\_\_ social security #: \_\_\_\_\_ Driver's license: \_\_\_\_\_

### **APPLICANT'S EMPLOYMENT**

Name of present employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Monthly income: \_\_\_\_\_  
Supervisor's name: \_\_\_\_\_ phone: \_\_\_\_\_  
Name of previous employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Monthly income: \_\_\_\_\_  
Supervisor's name: \_\_\_\_\_ phone: \_\_\_\_\_  
Other sources of income: \_\_\_\_\_

### **SPOUSE**

Full name of spouse: \_\_\_\_\_  
Present Address: \_\_\_\_\_  
Telephone number: (home) \_\_\_\_\_ (work) \_\_\_\_\_  
D.O.B.: \_\_\_\_\_ social security #: \_\_\_\_\_ Driver's license: \_\_\_\_\_

### **SPOUSE'S EMPLOYMENT**

Name of present employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Monthly income: \_\_\_\_\_  
Supervisor's name: \_\_\_\_\_ phone: \_\_\_\_\_  
Name of previous employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Monthly income: \_\_\_\_\_  
Supervisor's name: \_\_\_\_\_ phone: \_\_\_\_\_  
Other sources of income: \_\_\_\_\_

### **PRESENT LANDLORD /MORTGAGE COMPANY**

Present Landlord or mortgage company: \_\_\_\_\_  
Telephone number: (home) \_\_\_\_\_ (work) \_\_\_\_\_  
Monthly rent or mortgage payment: \_\_\_\_\_ Date of move-in: \_\_\_\_\_ Date of move-out: \_\_\_\_\_

### **PREVIOUS LANDLORD / MORTGAGE COMPANY**

Previous Landlord or mortgage company: \_\_\_\_\_  
Telephone number: (home) \_\_\_\_\_ (work) \_\_\_\_\_  
Monthly rent or mortgage payment: \_\_\_\_\_ Date of move-in: \_\_\_\_\_ Date of move-out: \_\_\_\_\_

**EMERGENCY**

In case of emergency contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ phone: \_\_\_\_\_

**OCCUPANTS**

List all occupants.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

**PETS**

List all pets: type: \_\_\_\_\_ breed: \_\_\_\_\_ weight: \_\_\_\_\_ age: \_\_\_\_\_

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**VEHICLES**

List vehicles to be parked on the premises.

Make: \_\_\_\_\_ Model / Year \_\_\_\_\_ Tag / State \_\_\_\_\_

Make: \_\_\_\_\_ Model / Year \_\_\_\_\_ Tag / State \_\_\_\_\_

The above-listed applicant declares that all statements in this application are accurate and complete. Applicant hereby authorizes the National Association of Independent Landlords to verify all the information in this application and obtain credit reports on the above-listed applicants and/or applicants.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Spouse: \_\_\_\_\_ Date: \_\_\_\_\_

AUTHORIZATION AGREEMENT FOR ASSOCIATION TO COLLECT  
RENT UPON DELINQUENCY IN MAINTENANCE PAYMENTS

WHEREAS \_\_\_\_\_ (herein "Owner) is the record owner(s) of Unit \_\_\_\_\_ located at \_\_\_\_\_ South Palm Beach, FL. As amended, Palm Beach Windemere Inc., A Condominium. is recorded in the Public Records of Palm Beach County.

WHEREAS Palm Beach Windemere Inc, A Condominium (herein "Association) is the entity charged with the operation and management of the condominium and

WHEREAS Owners desires to lease the unit to \_\_\_\_\_ (herein "Lessee(s)") pursuant to a lease submitted herewith; and

WHEREAS the parties desire the approval of the Association for the lease under Article 18.6 of the Declaration.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and adequacy of which is expressly acknowledged, the parties hereto agree as follows:

1. Upon executing and delivering this Authority Agreement, the Association shall provide the necessary approval for the lease.
2. If, at any time during the pendency of the term of the lease, the Owner becomes delinquent in payment of assessments to the Association, the owner and Lessee(s) agree that the Association shall have the power, right, and authority to demand lease payments directly from the Lessee(s) and deduct such past due assessments, costs and attorney fees, if any as may be delinquent. Further, the owner and Lessee(s) agree that Lessee(s) will pay the full rental payment due, to the Association, upon written demand. Owner expressly absolves Lessee(s) from any ability to Owner for unpaid rent under the Lessee Agreement. Suppose such payment is made directly to Association upon demand from Association. If any funds are left over, the Association shall immediately remit the balance to the Owner at the address listed in the Association records.
3. Should Lessee(s) fall to comply with the demand of the Association within three (3) business days of receipt of a demand for payment hereunder, the Association is hereby granted the authority to obtain a termination of the tenancy, in the name of Owner, through eviction proceedings, or to seek injunctive relief or specific performance under this contract. Owner and Lessee(s) further agree that, if such legal action becomes necessary, the Association shall be entitled to recover reasonable attorney's fees and costs, including appeals, from the owner.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Palm Beach Windemere Inc, A Condominium

OWNER \_\_\_\_\_ LESSEE(S) \_\_\_\_\_

BY: \_\_\_\_\_ ATTEST: \_\_\_\_\_



## Palm Beach Windemere Rules and Policies

1. **General Information.** Since we are a small building with only 17 units and do not employ a door person or onsite security, it is critical that **all main floor doors are kept closed and locked at all times for your safety** and the safety of everyone in the building. This also includes gates leading up to the pool area. If you see anyone trespassing, please call the Palm Beach Sheriff's Office and they will handle it. Their number is **561-586-3400**. You may want to save the number in your mobile phone Contacts.
2. **Guest Registration.** When you plan to have family/friends visit, please notify JMA Community Management at 561-440-7854 or [jean@JMAmanagement.net](mailto:jean@JMAmanagement.net), stating who will be visiting and the dates of their visit. This is for security purposes and to prevent other owners from questioning their presence on the property.
3. **Guest Parking Passes.** We have had issues with individuals parking in our lot and then walking to the beach. If you plan to have visitors, it is mandatory for them to put the **Guest Parking Pass** on the dashboard of their automobile while they are visiting. We will be monitoring the parking area. Any automobile without a Guest Parking Pass will be ticketed and towed. Each unit has been provided a supply of parking passes.
4. **Parking Policy.** There is one assigned parking space per unit. It is prohibited to park in another owner's space without written permission of the owner.
5. **Do Not Go Barefoot** in the common, pool and parking areas.
6. Palm Beach Windemere has a **NO dog** policy.
7. **Rentals/Leases** – Owners may rent/lease their unit **one** time per calendar year for any length of time. If the lease is contiguous and spans two calendar years, i.e. December – March, that would be considered one rental.
8. **Common Areas** - We do not employ a full time maintenance staff to clean up after our owners/guests or to repair broken/damaged equipment, so we ask that you take the responsibility to do the following:
  - a. Return poolside or 1<sup>st</sup> floor (west side) patio furniture to their original location after using them.
  - b. We have a number of pool and beach items (boogie boards, pool floats, etc.) that you are welcome to use. They are in a storage bin in the south stairwell entrance to the pool area. We ask that you return them to the bin when you are finished using them.

- c. Do not attempt to raise poolside umbrellas on windy days. If you use the umbrellas, please put them down, secure them and return them to their original location when finished using them.
  - d. Please shower/rinse sand off before entering the pool after being on the beach. A fresh water shower and hose are at the northeast corner of the pool area by the beach stairs.
  - e. Infants must wear swim diapers in the pool. Any dirty diapers should be placed in a **sealed** garbage bag (not grocery bag) and disposed of in the dumpster. Do not put dirty diapers in the pool area trashcan.
  - f. Please dry off completely before entering the building.
  - g. When using the grill on the 1<sup>st</sup> floor patio, please follow the directions for use, found in the cabinet under the grill. After each use, we ask that you turn off the gas at the tank, clean the grill with the brush provided and replace the cover, once the grill has cooled. If you run out of propane or see that it is getting low, please notify JMA so that the tank can be replaced and available for the next person.
  - h. If you drop or spill anything in the common areas or elevator, please clean up after yourself. Our cleaning crew cleans the common areas on Monday and Thursdays, only.
  - i. Please adhere to the posted pool rules and do not bring any food or beverages in glass containers to the pool.
9. All **garbage** is to be disposed of in garbage bags that are tightly sealed and placed in the dumpster in the parking garage. Please do not use **grocery bags** or throw loose items into the dumpster.

If you have large items to discard such as mattresses and furniture, please call Waste Management and schedule a pick-up. Do not place items in the garage or common areas until the day of pick-up.

10. **Recycling** - Please recycle whenever possible. Use the recycling bins (blue for plastics, glass, metal and yellow for paper) in the parking garage. Please break down all large cardboard boxes and put them in the yellow recycling bins. All materials to be recycled should be put directly into the recycling bins, **not** in plastic garbage bags. Plastic grocery and other plastic bags and Styrofoam must be dropped off at Publix or another location that will recycle them, not put in recycling bins. **Soiled pizza boxes are not recyclable.** All large batteries, paints, oils, and toxic items should be dropped off at the SWA Transfer Station at 1810 Lantana Road, Lantana, FL 33462 (Lantana Road from Costco).
11. If you use the grocery cart in the parking garage to transport items, please return it to the garage as soon as possible for others to use.



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This is to certify that \_\_\_\_\_ and \_\_\_\_\_  
have received and reviewed the Documents and Rules & Regulations of Palm  
Beach Windemere Condominium.

I/We are aware of the importance to abide by these documents. Any violations  
may result in fines and/or legal action.

Date: \_\_\_\_\_

Owner(s) / Purchase (s) Signature \_\_\_\_\_

\_\_\_\_\_

Owner (s) / Purchase (s) Printed Name \_\_\_\_\_

\_\_\_\_\_