



HIDDEN VALLEY MANOR CONDOMINIUM ASSOCIATION

c/o JMA Community Management

1375 Gateway Blvd

Boynton Beach, FL 33426

Office: 561-440-7854 * info@JMAmanagement.net

Application Check List

Purchase Lease Occupant

All items must be submitted; incomplete applications will be delayed.

Applicant: _____ Phone: _____

Email: _____

Co-Applicant: _____ Phone: _____

Email: _____

Property Owner Name(s) _____

Property Address: _____

General submission requirements

The complete application package included the following items. Initial each section upon completion.

- ____ Copy of the signed sales contract or lease agreement
- ____ Copy of each applicant's driver's license
- ____ Vehicle registration documents
- ____ Authorization agreement (Lease only)
- ____ Pet registration application, including a colored photo, current veterinary reports, and vaccination records
- ____ Initial copy of the Rules and Regulations (please retain a copy for your records)
- ____ **\$150.00 Application and Processing Fee per applicant (for married couples, a total of \$150.00)**
non-refundable - (Please make the check payable to **JMA Community Management**)

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 of all occupants.

Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____

PETS

List all pet's type: _____ breed: _____ weight: _____ age: _____
List all pet's type: _____ breed: _____ weight: _____ age: _____

VEHICLES

List vehicles to be parked on the premises.

Make: _____ model: _____ year: _____
Make: _____ model: _____ year: _____

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 other 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 _____ Boca Raton, FL. As amended, Hidden Valley Manor Condominium Association. is recorded in the Public Records of Palm Beach County.

WHEREAS Hidden Valley Manor Condominium Association (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_____

Hidden Valley Manor Condominium Association

OWNER _____ LESSEE(S) _____

BY: _____ ATTEST: _____

Hidden Valley Manor
PET REGISTRATION AGREEMENT

OWNER/RESIDENT: _____

UNIT ADDRESS: _____ DATE: _____

CONTACT INFORMATION: _____

DESCRIPTION OF PET: The following pet shall be the only pet allowed to be housed in the resident's unit. No other pet shall be permitted and no replacements are allowed without amending this agreement. Guests and family members shall not be allowed to bring their pet onto Hidden Valley Manor without the completion of this agreement.

Type: _____ **Breed:** _____ **Color:** _____

Age: _____ **Weight:** _____ **Name:** _____

CONDITIONAL AUTHORIZATION FOR PET: The resident cited above is hereby authorized to keep _____ [Name of pet described above, weighing _____ lbs. or less at maturity with picture attached) on the premises of the above unit. Authorization may be terminated if resident or resident's family or a guest violates any pet rule cited in this document (Hidden Valley Manor Rules and Regulations) in any manner.

ADDITIONAL RULES: Association shall from time to time have the right to make reasonable changes to the pet rules herein, if in writing and distributed to all registered pet owners.

VIOLATION OF RULES: If pet owner violates any rule or provision of this pet agreement, owner shall at Association's option, immediately and permanently remove the pet from the premises upon written notice from the Association. If owner refuses to remove the pet, the Association will request appropriate legal action.

My signature below indicates that I am aware that I am totally responsible and liable for the actions of my pet and any damages will be assessed to me. **THIS IS A BINDING DOCUMENT – PLEASE READ CAREFULLY BEFORE SIGNING.**

DATE: _____
_____ Pet Owner's Signature

_ **Authenticate by:** Director, Hidden Valley Manor / Property Manager

HIDDEN VALLEY MANOR CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS

1. No unit owner shall show a "For Sale" or "For Rent" sign or any notice of any type on the common elements or in or upon his unit.
2. No unit owner may sell or rent their condo without first giving a committee, to be appointed at that time by the President, the opportunity of screening the intended purchaser or renter and approve the transaction; said approval is to be in recordable form signed by members of the committee.
3. No animal of any kind shall be kept or harbored on the premises, unless in each instance, be expressly permitted in writing by the Association and such consent, if given shall be revocable by the Association at any time.
4. No unit owner or renter shall plant trees and/or shrubs on the grounds without first getting the approval of all the owners, as the care of some increases the workload of the gardener, which in turn, increases the cost of maintenance of the premises.
5. Each unit owner has the right to but one parking space assigned to his condo; that the spaces reserved for guest parking must be used on a first come use.
6. The laundry shall be used during the hours of 7:00 am and 9:00 pm.
7. No laundry, etc. shall be hung on the patio or upon any portion or part of the premises.
8. A unit shall not play loud music after 9:00 p.m.
9. All resident owners absent during the hurricane season for any length of time shall furnish the president with the name of an individual who can be notified to take immediate steps in the event said residence suffers storm damage. In addition, leave a key with a neighbor or local relative/friend or president in case access is necessary for inspection and to make emergency repairs to prevent damage to another unit.
10. It is the responsibility of owners to pay for the repair of screens or exterior doors, windows and patios.
11. Reasonable care must be taken in the disposal of garbage and trash. Garbage and trash must be put in plastic bags to avoid loose garbage spilling in the dumpster. Large boxes, etc. must be broken down. Recycle containers are available for paper, glass, plastic, etc.
12. No garbage containers, supplies, bottles, flowerpots or other articles may be placed in the halls, on the stairways or the shrubbery. Neither shall any cloths, clothing, curtains, rugs, mops be shaken or hung from windows, doors or placed on the shrubbery.
13. Parking spaces are designed for one vehicle or one means of transportation at any time.
14. Moving in or out is not permitted on Sundays, major holidays or between 6:00 PM - 8:00 AM.

Revised 10/12/2020.

**HIDDEN VALLEY MANOR CONDOMINIUM
PET REGULATIONS**

The Condo Board must see and approve all pets. (Only small pets are acceptable.)

All pets must be up to date on rabies vaccination and in current good health. Forms from vet must be given to the Condo Board.

No pets may be left unattended on the balcony, patio or any other common area.

When outside a pet must be carried or on a leash which enables close control of the pet and attended by a responsible person.

No pets can be leashed or tied to any objects on the common areas.

Pet owners are fully responsible for any property damage, or personal injuries That their pet may cause or inflict.

Pet owners are responsible for removing their pet's waste from all common areas.

The association has the right to revoke the permission to keep an animal at Hidden Valley Manor Condominium at any time.

I/We agree to abide by the Hidden Valley Manor Condominium Pet Regulations

Applicant(s) Signature

Date

03/02/17



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This is to certify that _____ and _____
have received and reviewed the Documents and Rules & Regulations of
Hidden Valley Manor Condominium Association

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

Date: _____

Signature _____

Name _____
