



# The Atlantis Sherbrooke Villas East 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 lease agreement
- \_\_\_ Copy of driver's license
- \_\_\_ **\$150.00 Application Fee and Processing Fee** non-refundable - *(Please make 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 all occupants.

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

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

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

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

**PETS**

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

List all pets: 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 applicants.

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

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

# ATLANTIS SHERBROOKE VILLAS EAST CONDOMINIUM ASSOCIATION, INC.

## Condominium Rules and Regulations January 1, 2015

### PREFACE

It is the purpose of your Board of Directors to operate, maintain and add to the beauty of our building and its grounds within the limits of a sensible and reasonable budget.

In order to insure for all the enjoyment of relaxed and gracious living while maintaining an atmosphere of easy-going informality, it is essential that guidelines of decorum be established

To that end, we have outlined what are considered a minimum of rules to protect the value of our property and to prevent interference with the rights, comfort and well being of ALL residents.

Our common goals can be met only with the co-operation of all members.

- 1. Occupancy.** Inform the Board, in writing, if your condominium is to be occupied by anyone during your absence. Furnish the names of the persons and the dates of their arrival and departure. Owners must supply their guests or any renters with these rules and are responsible for their actions.
- 2. Leasing or renting of a unit.** No unit owner may lease or rent a unit without approval of the Association through its Board. The owner of a unit to be leased must fill out the "Notice of Intention to Sell/Lease a Condominium Unit" form and the lessee must fill out an "Application to Purchase or Lease a Condominium Unit" form (a \$50 fee must accompany each application). Lease or rentals are limited to two every twelve months for a minimum period of two months each. These forms are available from the President or Secretary. Tenants will be required to pay their rent directly to the Association when landlord/owner fails to pay assessments when due. Association will notify tenant by letter.
- 3. Sale of a unit.** Seller shall give the Association notice of such intention by completing the "Notice of Intention to Sell/Lease Condominium Unit" form. Purchaser must complete the "Application to Purchase or Lease a Condominium Unit" form (a \$50 fee must accompany each application). These forms are available from the President or Secretary.
- 4. Children.** Visiting children under 13 years of age related to unit owner are permitted for a period of time not to exceed two weeks. Children must be accompanied and are not permitted to play, run, or make unnecessary noise in the halls, stairways, elevator, pool or parking areas.
- 5. Parking.** Each unit is allotted one covered assigned space for the sole use of the occupants of that unit. Additional cars should be parked in Association's guest parking spaces.
- 6. Barbecue.** Located on the east side of the pool house. It is gas fired and must be operated by adults with care. No other barbecues are allowed in the building or on the property. Cleaning should be done when finished grilling with the wire brush provided. A spot light is located to the left of the Ladies Room door on the outside wall of the pool house.
- 7. Recreation Building.** Room may be reserved for meetings and other social occasions for residents and their guests. Those using the facility should leave it in a clean and orderly condition. Children under the age of 18 must be supervised by an adult.
- 8. Trash Disposal.** All debris that cannot be accommodated by the sink disposal should be placed in LEAK PROOF GARBAGE BAGS securely tied and put down the trash chute. Articles too large for the chute should be placed in the trash room on the first floor. Recyclables should be placed in the bins in the storage rooms on each floor. Food containers should be thoroughly rinsed and cardboard boxes broken down. Large bulk items are picked up by the City of Atlantis on Mondays and are to be placed outside the building on the swale no

earlier than 5 p.m. on Sundays. Call the City on Fridays at 965-1744 so that they can make arrangements for pick-up on Mondays.

**9. Patio and Balcony.** Clotheslines and drying racks are not permitted on the property. Articles are not to be placed on the railings. Care should be taken when watering plants or washing the floor, to prevent water from dripping over the edge.

**10. Disturbance.**

- a. When entertaining on you patio or balcony, please be considerate of your neighbors. Even normal conversation can be heard by others in the building. After 10:00 PM the party should move indoors.
- b. Volume levels on televisions, radios, pianos, etc. should be kept at reasonable levels at all times.
- c. Dishwashers, washing machines and dryers should not be operated before 8:00 am or after 10:00 pm.

**11. Swimming Pool.** General rules are posted at the pool and include NO DIVING and NO DIAPERS (of any kind). Children under 14 must be accompanied by an adult inside the fenced pool area. No glass items, food or drink are allowed inside the pool area. The hours for the pool are dawn to dusk.

**12. Pets.** Unless previously authorized, pets of owners, guests and renters are not allowed.

**13. General Regulations:**

**a. Water.** Turn off you main water valve when vacating your unit for more than a day.

**b. Washing Machines.** Turn off the water to your machine when finished washing, if possible.

**c. Keys.** A key to each unit must be held by the Board to admit the exterminator and for use in an emergency. If an emergency entrance is necessary and no key is available, entry will be forced at the owner's expense.

**d. Screen/storm doors.** These may be installed on your front door providing they are white and comply with the city's architectural standards.

**e. Car and Golf cart washing.** If water conservation standards apply, washing may be done in the area provided east of the Recreation building.

**f. Storage areas.** Each unit has an assigned storage unit. Things placed are at the owner's risk and any items left out in the storage areas will be removed.

**g. Renovations and Repairs.** May be done Monday through Friday from 8:00am to 6:00pm. Only emergency repairs can take place at other hours. The Association, prior to beginning work, must approve all contractors called by owners to do work in their unit that they expect the Association to pay for. Owner/unit is responsible for all damages to Association property by vendors, repairmen, deliverymen, etc. that they hire. All workers must be licensed and registered by the City of Atlantis. Any resulting damages and/or dirt/debris remaining by workers anywhere on Association property is owner's responsibility. Any corrections or actions necessary by Association will be charged to owner.

**h. Windows.** Should be closed tightly when leaving to prevent damage to your unit or of those below in the event of a sudden storm.

**i. Hard surfaced floors (tile, wood, marble, etc.).** Noise reverberates and can be very disturbing to those below those surfaces so please limit the use of high-heeled shoes or dragging of furniture. If you are replacing flooring you must install a cork underlay material under such surfaces. You must obtain a Building Permit from the City of Atlantis with prior condo association approval. This will ensure that all underlay material/work is done properly.

**j. Signs or advertisements.** No notice can be inscribed, painted or affixed or placed on any part of the outside of the building or common elements without the prior consent of the Board and compliance with City regulations.

**k. Workmen.** Your Association on a contract basis employs those who maintain the premises. They are under the supervision of the Board. Any complaint, criticism, instruction or other matter is to be directed to the Board and NOT to the workmen.

**l. Mover Damages.** Unit owners moving in and/or out, please advise your movers to be careful. Several incidents of damage to our building have been reported. If an accident happens during moving, please advise the Board so that repair work can be done without delay. Prior to moving, contact a member of the Board of Directors so that the protective pads can be put up in the elevator. Please give them a 24-hour notice.

**m. Grocery Carts.** All grocery carts must be returned to the 1<sup>st</sup> floor storage area. Leaving them in the hallways or outside the elevator is inconsiderate of others and a hazard.

**n. Records Request.** Owners have the right to inspect the official records of the condominium under Florida Statute Section 718.111(12) The request to inspect the official records of the Atlantis Sherbrooke Villas East Condominium Association, Inc. shall be made in writing and delivered to the Secretary of the Association personally or by Certified Mail Return Receipt, regular mail, or e-mail to [sherbrooke250@yahoo.com](mailto:sherbrooke250@yahoo.com). The records will be made available for inspection at the offices of Victory Accounting Services, Inc. within five working days after receipt of request. A \$.15 per page fee will be charged for copies.

**o. Satellite Dishes:** Subject to Association guidelines and approval of the Board.

**p. Mailbox Keys:** Owner must contact US Postal Service to replace lost keys. The mailboxes are not the property or the responsibility of the Association.

**q.** As part of the Association dues, bulk cable services are included to each residential unit within the Association. The service included in the Association's Agreement is Comcast's Digital Starter Service. In order to receive the Digital Starter Service, each resident must establish account with Comcast. Comcast will provide one standard digital converter and two digital adapters, if requested, as part of our Bulk Services Agreement. Each resident is responsible for the equipment that is within their unit, closing their account and returning the equipment to Comcast. If the equipment is not returned to Comcast, the resident will be charged for the unreturned equipment by Comcast.

# SHERBROOKE POOL

## PRIVATE POOL

**RESERVED FOR MEMBERS OF THE SHERBROOKE  
ASSOCIATIONS AND THEIR GUESTS**

**NO LIFEGUARD ON DUTY  
USE THE POOL AT YOUR OWN RISK**

**CHILDREN UNDER 12 MUST BE ACCOMPANIED BY AN ADULT**

**SHOWER BEFORE ENTERING THE POOL**

**COVER CHAIRS & LOUNGES WITH BEACH TOWELS BEFORE USE**

## NO

**DIAPERS, OF ANY KIND, IN THE POOL**

**FOOD, DRINK, OR GLASS IN THE POOL AREA**

**PETS IN THE POOL AREA**

**RUNNING OR ROWDY BEHAVIOR IN THE POOL AREA**

**LARGE TOYS, BALLS, OR RAFTS IN THE POOL**

## NO DIVING

**HOURS: DAWN to DUSK  
BATHING LOAD: 15 PERSONS**

**EMERGENCY PHONE IN 145 ELEVATOR**

# **BULK TRASH** **PICK-UP**

**IF YOU HAVE LARGE PIECES OF ANY KIND YOU WISH TO DISCARD, CALL THE CITY OF ATLANTIS ON FRIDAYS AT 965-1744 SO THAT THEY CAN MAKE ARRANGEMENTS FOR PICK UP ON MONDAYS.**

**ALL BULK PICK-UP IS ON MONDAY AND THE ITEMS NEED TO BE PLACED OUTSIDE BUILDING 250 ON THE SWALE NO EARLIER THAN 5 P.M. SUNDAY.**

**PLEASE DO NOT PLACE BULK ITEMS IN THE STORAGE ROOMS OR IN THE GARBAGE ROOM ON THE FIRST FLOOR. ALSO NO BULK ITEMS MAY BE PLACED INSIDE THE DUMPSTER. IT WILL PLUG THE GARBAGE CHUTE.**

***THANK YOU!***



**Atlantis Sherbrooke Villas East Condominium Association, Inc.**

250 J. F. K. Drive  
Atlantis, Florida 33462

No animals or pets of any kind will be kept in any condo unit or upon any other portion of the Condominium property. Pets of any kind in condo units or on common areas are prohibited.

**I UNDERSTAND AND AGREE**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Date



# The Atlantis Sherbrooke Villas East

c/o JMA Community Management

1375 Gateway Blvd

Boynton Beach FL 33426

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

This is to certify that \_\_\_\_\_ and \_\_\_\_\_  
have received and reviewed the Documents and Rules & Regulations of The  
Atlantis Sherbrooke Villas East.

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_