



PARK LANE CONDOMINIUM

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)
- _____ 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: _____

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 _____ Boynton Beach, FL. As amended, Park Lane Condominium Association Inc is recorded in the Public Records of Palm Beach County.

WHEREAS Park Lane Condominium Association Inc (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_____

Park Lane Condominium Association Inc

OWNER _____ LESSEE(S) _____

BY: _____ ATTEST: _____

Park Lane Condominium Rules

LAUNDRY

- Coin Laundry is \$1.50/load. Cold water only. Washers will not agitate when lid is up.
- Please clean lint trap after dryer use. Close windows and turn off lights after using laundry rooms.
- When finished leave washer lids open and dryer doors closed.
- Please do not move washer/dryers or make adjustments on machine settings or plumbing set-ups.
- Please keep track of time and empty washer and dryers when cycle is done.
- Make sure to CLOSE and LOCK door when finished.
- Please contact the property manager (JMA) if the machines do not work correctly.

PARKING

- There is open parking for the south building. No spots are designated. Please try to park in front of your unit.
- North building parking is in the carport and has designated spots per the condo documents.
- Two spots are designated for pick-up trucks at the south end of the south building. No motorcycles, dirt bikes, or ATV's.
- Disability scooters are allowed and may be stored in any south end parking spot.
- No residents may park commercial vehicles of any kind on Park Lane property.
- All oil leaks must be immediately fixed as leaking fluids can damage community property.

WATER USAGE/TRASH PICKUP

- No car washing or commercial use of water.
- if using hose, make sure it is coiled and stored out of walkway after use.
- Dumpster and recycling bins are located at street between buildings.
- Any bulk trash is to be put out ONLY the night before the scheduled bulk pick-up (currently Wednesday). Regular dumpster pick up is Tuesday and Friday. Please keep dumpster lid closed at all times. Please do not lean anything against the dumpster. City employees will not exit trucks to move these items and will not service that dumpster.
- Please break down boxes before discarding. To deter vermin, insects, and odors, all food scraps must be bagged.
- The dumpster is for refuse generated by residential use only. Do not use the dumpsters to discard refuse generated off property (such as from resident's workplace).

VISITORS

- Visitors and guests of residents are limited to 30 days of overnight visitation per year.
- Guests staying more than 5 consecutive overnight visits must notify the property manager (JMA).

PETS

- One small pet (not over 30 lbs.) per unit. Pet must be leashed at all times outside. Pet waste must be cleaned up.
- Due to noise concerns, large birds such as parrots or macaws are not allowed.

COMMON AREA

- Owner's property (or tenants rented space), is limited to the interior airspace of each unit. The rest is common area. Common area includes patios, railings, walkways, stairs and stairwells, parking lot, laundry room and pool/pool area
- There can be no personal property stored or displayed in any common area. The exception is tables and chairs and potted plants. Umbrellas are also permitted on 1st floor patios in the South building. On the upper floor, any of these

items cannot extend into the walkway beyond the width of the pillars separating the units. That allowable width is 31 inches and these items may only be in the space on either side of the unit entrance.

-A table, chairs and plants ONLY are also permitted in the common area space on the 2nd floor above the stairwells. This cannot extend more than 4 feet from the railing. No personal property may be stored in these areas. Please use storage closets to store personal property or store in unit. There can be no alterations done to the buildings or the common area.

-No personal property, plants, décor, etc., can be atop or hung from railings.

-There can be no gate, structure or object obstructing in any way ingress/egress into common areas.

POOL

-No glass in pool area. No alcohol allowed.

-Pool area is open sunrise to sunset only.

-Shower before entering pool.

-Pool guests are limited to two per resident. Resident must be present at pool area with their guests.

-Keep pool gate closed and locked when not in pool area.

- Please don't lose/lend your gate key. Gate keys are specialized keys and can only be duplicated upon request for a \$25 charge to unit owner.

-Close umbrellas when leaving pool area.

-Children not toilet trained may not use pool. Absolutely no children with diapers allowed in pool.

-Animals are prohibited from the pool area.

-South building bedrooms back up to the pool. Please do not play music and keep a low noise level while there.

-Minor children must be supervised by an adult at all times. No diving, running, or horseplay.

-Pool toys, floats, etc. must be stored in unit (or storage closet) and not in pool area or porches.

MISCELLANEOUS

-Barbecuing is not allowed on porches or patios. It must be in the pool area or the parking lot at least 10 feet from the first floor patios. Grills are personal property and cannot be stored in common areas.

-No commercial enterprises are allowed on the premises involving the coming and going of customers, including baby sitting/pet sitting.

-Nothing but toilet paper in the toilets. No Kleenex, paper towels, or wipes of any kind.

-Please do not pour grease or fats down sink. Use the trash for any solid or semi-solid items. Do not use corrosive drain cleaners (Drano/Liquid Plumber) as these agents will corrode copper pipes.

-in the event of an approaching windstorm, tenants should work with landlords to secure windows in their unit.

-Please be respectful of your neighbors. If out on the porch, please keep voice low and refrain from offensive language. Do not play music on your porch and if in a group, move inside after 10:00pm.

-Personal items must be placed inside your unit or in the storage closets.

-Items such as bicycles and mobility scooters may be secured by the clothesline tower on south side of building.

-There is no vehicle repair allowed on condominium property.

- As per city code, hurricane shutters may not be installed over windows and other openings prior to June 1st and must be removed by December 1st. Hurricane shutters cannot be in place year round.

IN THE EVENT OF A MEDICAL, POLICE, OR FIRE EMERGENCY, PLEASE CALL 911. FOR OTHER ISSUES WITH
EXTREME URGENCY: **UNIT OWNERS:** PLEASE CALL PROPERTY MANAGER (JMA)
TENANTS: PLEASE CALL YOUR LANDLORD OR THEIR REPRESENTATIVE

DO NOT CONTACT PARK LANE CONDOMINIUM BOARD MEMBERS IN THE EVENT OF AN URGENT OR EMERGENCY
SITUATION.

Park Lane HOA reserves the right to close common areas to residential use at any time.

I have read all items on this list and agree to abide by them:

Name: _____ Date: _____

Name: _____ Date: _____