



Alberta Beale, Inc
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.
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)*

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 _____ 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 _____ Delray Beach, FL. As amended, Alberta Beale Inc is recorded in the Public Records of Palm Beach County.

WHEREAS Alberta Beale 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_____

Alberta Beale Inc

OWNER _____ LESSEE(S) _____

BY: _____ ATTEST: _____

ALBERTA BEALE, INC COOPERATIVE ASSOCIATION



RULES/REGULATIONS

1. LEASES/SALES

- Only four leases are permitted during a twelve-month period. A new lease subject to approval of the Board of Directors of the Association is required.
- Owner must provide proof of current Landlord Permit from City of Delray Beach to the Board of Directors.
- Upon execution of all required documents, if approved, a Certificate of Approval shall be issued to the Owner.
- Subleasing by renters is not permitted.
- Background checks are required either via JMA (Property Management) with applicable fee paid by owner, subject to approval by the Board or completed by a short-term rental company, with proof the renter has been verified, subject to approval by the Board.
- All Unit owners leasing their Units must comply with Alberta Beale Inc By-Laws and applicable City of Delray Beach, Palm Beach County mandates and ordinances.

2. RESPONSIBILITIES

- All owners, lessees, guests must abide by all Rules and Regulations.
- Unit owners are responsible for violations by lessees or guests.

3. COMMON ELEMENTS

- All areas outside your front door are considered common areas.
- No resident or guest shall obstruct or encumber sidewalks, stairways, or walkways.
- No unit owner, lessee or guest shall loiter or sit on sidewalks, stairways, catwalks, or common areas.
- Nothing can be placed on landings.

4. MANAGEMENT/MAINTENANCE

- Please report all maintenance issues on the property immediately to the landlord. If your landlord does not respond, please contact our Property Manager, Jean Adolphe at 561-440-7854.
- For trespassing or suspicious incidents, please call non-emergency police at 561-243-7800.
- Unit owners, lessees, and guests shall not direct or supervise the work of any employees.
- Work Order requests for common areas must be submitted to the Management company via their website JMAmanagement.net.

5. LANDSCAPING

- No unit owner, lessee or guest shall remove, cut, trim, or otherwise remove or disturb trees, shrubs, or plants in common areas, or plant any plants.
- All planting or landscape alteration requests for common space must be approved by the Board. Please contact your landlord to request advanced approval from the Board. Flower pots, etc, not planted in the ground are permitted.
- Do not block walkways.

6. VEHICLES

- No vehicle which cannot operate, fails to display current registration, or is in mechanical, body, or paint disrepair shall remain on condominium property for more than 48 hours. Vehicles subject to towing at owner's expense.
- All vehicles parked on co-op property must display a valid parking decal issued by the Board or Property Management. Please display your parking decal on your windshield or dashboard.
- Vehicles failing to display a decal are subject to towing at owner's expense.
- Parking decals will only be issued upon presentation of license, registration, auto insurance.
- Vehicles must be parked in designated Unit space. All units, except Unit 5, are provided one parking space.

Your parking spot for Unit _____ is _____.

- If a car is parked in your parking spot, please contact our Property Manager, Jean Adolphe at 561-440-7854.
- There are no guest parking spaces on the property.

7. TRASH/RECYCLABLES

- Residents are responsible for placing trash and recyclables in appropriate receptacles for Monday and Thursday AM pickup. Please return receptacles to their designated area. It is the responsibility of all owners and tenants to keep our property clean. Please do your part by discarding litter and trash seen on the property.

8. EMERGENCIES

- Unit owners must leave a key with the Property Management Office in case of an emergency or supply name, and telephone number of a neighbor, relative or friend who has a key to their unit. Failure to comply could result in assessment of cost of forced entry and sealing of unit, in case of emergency.

9. ABSENTEES

- Unit owners must remove all furniture, and other objects from patios when absent during hurricane season.
- Maintain operational air conditioning to prevent possible mold damage.
- Close main water valve to the unit.

10. DECORATIONS

- Color of walls, ceiling, doors of screened patio may not be changed.
- No window coverings other than blinds, drapes or shades are permitted.
- No alterations without written permission from Board of Directors (obtain Architectural Review Form from Manager).
- No signs, notices on property are permitted.
- No receivers or other wiring shall be installed.

11. COMMON SPACE USE

- All common space use (parties and gatherings) must be approved by the Board. Please contact your Landlord to request advanced approval. Unit owners/Renters are expected to be present when any guests are on the property.
- This is a drug free residence. Illegal drugs will not be tolerated on property and cause for eviction.
- Please be responsible and respectful of neighbors when smoking on property and dispose of butts properly.
- Please lock the laundry room door following exit. Leave washer door ajar when finished.

12. RESIDENCY

- No unit shall be conveyed to any entity, including, without limitation, a corporation, partnership, limited partnership, limited liability partnership, limited liability company or professional association except to a trust for estate or tax planning purposes.
- This restriction shall not apply to the Association acquiring any units or a mortgagee which acquires a unit by foreclosure or deed in lieu of foreclosure.

13. NOISE

- No unit owner or lessee shall make or permit any disturbing noises in his or her unit that will interfere with the rights, comforts or conveniences of other unit owners, lessees or guests.
- No unit owner, lessee or guest shall permit any excessive noise (including excessive sound on any musical instrument, phonograph, radio, recorder, television or amplifier) in their units after 8:00 PM of any day, nor shall they conduct vocal or instrumental instruction at any time.

14. PETS

- No Pets Allowed.

15. ALTERATIONS

- Architectural Review Committee must approve all changes/alterations to units. Architectural Review Forms are available from our management office.
- All work must be performed by licensed and insured contractors.
- Contractors are responsible for removing any debris resulting from your renovations – it is NOT to be placed in our dumpsters.

I acknowledge that I have received and reviewed this Summary of Rules and Regulations of Alberta Beale Co-op Association, Inc. and agree to abide by all Rules and Regulations. I have also received and agree to the full list of Rules and Regulations with my application.

BUYER (Signature)

BUYER (Print Name)

DATE

OCCUPANT (Signature)

OCCUPANT (Print Name)

DATE

ALBERTA BEALE _____

Name

Title

Signature

Date



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c/o JMA Community Management

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This is to certify that _____ and _____
have received and reviewed the Documents and Rules & Regulations of Alberta
Beale Inc.

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 _____
