



Village Royale Greenhaven

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
- ____ 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: _____

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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: _____

VILLAGE ROYALE GREENHAVEN

RULES AND REGULATIONS

The Board believes that most residents desire to routinely observe the building's Rules and Regulations. The purpose of this handout is to ensure understanding of the rules by clearly identifying and communicating with the board of directors and the police.

The following Rules and Regulations are derived from our Bylaws and from the State of Florida Condominium Act. The Board of Directors has the legal right to enforce these rules. It is your responsibility to familiarize your Renters, Guests, and Employees with our Rules and Regulations.

References to "unit owner" shall apply to permanent residents, renters, guests of owners, guests of renters, and employees. The term Board used in this document refers to the Board of Village Royale Greenhaven.

HOA MAINTENANCE PAYMENTS:

Maintenance payments are due on the 1st of each month, payable to Village Royale Greenhaven Association. Payment is encouraged by Auto Pay directly from your bank account. Fees will not be considered late until the 11th. Any payments received after the 10th will be assessed a late fee of \$25.

RESALES:

Owners wishing to sell must give notice by completing an Intent to Sell form, which can be obtained from the Board. Potential Buyers must complete an application.

The board and management company require an application fee of \$150.00 per couple.

Unmarried owners must each submit a check for \$150. No sales may be consummated without the written approval of the Board of Directors. The prospective buyer must be interviewed and approved by the Board of Directors. Occupancy is not permitted until formal written approval has been given by the Board. It is the owner's responsibility to provide the buyer with the mailbox and stairway keys.

ESTOPPEL FEES: When title companies request an estoppel form to be completed for the sale of a unit, there will be a charge in accordance with the Florida state-allowed limit

CONDO QUESTIONNAIRE: If a condo questionnaire is requested for a sale, there will be a fee of \$150 per applicant

RENTALS:

An application of intention to rent must be filed with the Board or management company. The Board of Directors reserves the right to personally interview the prospective renter and has the right to deny rental. If a personal interview is impossible to fulfill due to a mitigating circumstance, a conference call with the applicant may be substituted. No rentals are allowed until after two (2) years of ownership. Only one rental is allowed within a 12-month period. Seasonal rentals are acceptable if they have gone through the application process and received approval. The owner renting out a unit is held responsible for any damage caused by a lessee or guests to building property or common areas. Note: The City of Boynton Beach business tax division requires that you obtain a permit to rent.

The Board of Directors requests written notification about family members or others who will be occupying your unit in your absence. During a unit owner's absence, relatives or others planning to reside in the owner's unit for more than 30 days are to be considered renters and must be screened and approved by the Board. The same rules under Rentals apply in this case.

GUESTS:

Use of any of the VRG Owners League facilities requires an appropriate visitor card for each guest. Children under the age of eighteen (18) will not be allowed as permanent residents. However, children shall be permitted to visit as temporary guests (maximum 30 days). The Board should be notified in advance that children under 18 are visiting for extended stays (max 30 days).

RECYCLING:

Please consult your recycling guide issued by the Solid Waste Authority. Do not pile newspapers or any articles on top of lids of yellow and blue containers when they are full. Instead, use the dumpsters. Use the correct bins for recyclables as indicated by labels on the lids. Plastic bags cause mechanical issues in recycling, so please use brown paper grocery bags to carry down recyclables. Then discard the brown paper bags in the recycling bins along with newspapers. Flatten and cut all corrugated boxes into pieces. Remove lids, wash out plastic containers, glass jars, and aluminum cans. Put plastic, glass, and aluminum cans in designated bins. Leave the entire area uncluttered to ensure easy access to recycling bins. Inform your guests and employees to follow our recycling guidelines. If in doubt, throw it out in the Dumpster!!! DO NOT PLACE PLASTIC GROCERY BAGS OR STYROFOAM IN EITHER BIN. Dumpsters are located at the east and west ends of the building. DO NOT use the chutes on MONDAY or THURSDAY between 7:00 a.m. and 3:00 p.m. when the dumpsters are removed for garbage pickup. CHECK TO MAKE SURE dumpsters are back in place before using chutes. All other items must be in tied bags to prevent spillage. Do not try to force overly large items down the chute. They could become stuck and block the passageway. Instead, carry large items such as hangers, boxes, fluorescent bulbs, etc., to the 1st floor and deposit them directly into dumpsters. Flattened cartons can be deposited into the dumpster.

BULK ITEMS:

The items, like appliances, cabinets, large furniture, are picked up on Thursday by scheduling. Call on Monday prior for pick-up - 561-742-6200. Items should be placed at the bottom of stairwells on Wednesday evening before Thursday pick up **and not before**.

PLUMBING AND APPLIANCES:

Owners are responsible for all plumbing, air conditioning, appliances, and general maintenance of individual units. Any other problems should be brought to the attention of the Board and management company. Owners should have an HVAC company clean their system and drain line twice a year to avoid leaks into other units.

IDENTIFICATION CARDS:

Owners and renters need an ID photo card for admission to movies and other social activities. ID photo is taken in the West Clubhouse ID Room. All unit owners and renters must have ID cards in their possession. In the event of a sale, the ID tags must be turned over to the Board so access to facilities can be cancelled in the system for that card. Call the VRG Office to schedule 561-732-9449.

DAMAGES:

Owners are liable for all damage to elevators and catwalks caused by deliveries or the moving or removing of any articles, no matter who.

DEBRIS AND DIRT:

Debris and dirt caused by workmen, contractors, tile setters, owners, or renters must be cleaned up daily. Dumpster chutes should not be used for disposing of heavy objects such as tiles, lumber, etc. Instead, take it to the dumpster or plan for debris to be hauled away.

EXTERIORS:

No alterations (porch enclosures, landscaping, etc.) shall be made without the approval of the Board of Directors. No material alterations or additions (including decorations) to the outside of the building, common areas, or limited access areas is permitted without approval of the Board

PARKING:

Use your assigned parking spaces. Parking space arrangements can be changed by first providing the Board of Directors with a letter of consent from all parties involved and then only with the Board's approval. Inform guests to use the designated guest parking spaces located at the west end of the building. Backing into parking spaces is not permitted. If you leave for an extended period of time, you must leave a car key in your unit in case of emergency. If the Board must pay to move the car, you will be charged the fee. Cars must maintain a current license plate and be in good working order.

LAUNDRY ROOMS:

The Laundry Room can be used only between 8:00 a.m. to 9:00 p.m. Laundry rooms are located on the 2nd, 3rd, and 4th floors and are available to all Building 4 residents and guests. If the laundry room is not available on your floor, you may use the rooms on any of the other floors. When finished, clean the dryer lint filter, turn off the lights, and close the door. Laundry cards can be refilled at both Clubhouses. There is a phone number on your laundry card to report maintenance issues.

GARDENING:

The Board must approve all exterior personal plantings of Directors.

STORAGE:

There is a small storage room on the 2nd Floor. Items must be labeled with your name and phone number.

REMODELING YOUR UNIT:

It's always great to beautify your unit, but REMEMBER any changes in electrical, plumbing, or construction will require a permit from the City of Boynton Beach before beginning the work. It is required that you use a licensed contractor that carries Workmen's Comp Ins to protect you and the building from liability in case of an injury. Before any work begins, the owner must notify the Board or the management company. Elevator pads are in the 4th-floor room. Hang them up to prevent any damage to the elevator. Work hours requiring heavy tools for construction and remodeling should not start before 8:00 AM and must finish by 7:00 PM. No construction on Sundays.

EMERGENCIES:

Each unit owner is required to provide a key for their apartment to the Board of Directors. That key will be under the control of the Board, which has the right to enter a unit in case of emergency, regardless of whether the unit is occupied.

COMMON SENSE: There shall be -NO -

- Feeding stray animals.
- Storage of any kind in 4th Fl. Meter room or in stairwells.
- Flushing paper towels, napkins, dental floss, hygiene products, wipes (even if they state flushable).
- Pour grease into sink drains.
- Wash cars by use of a hose or otherwise in the parking area.
- Repairing or working on cars in the parking lot.
- Shaking of rugs or mops from balconies or catwalks.
- Smoking in elevators and in laundry rooms.
- Parking for more than 15 minutes under canopies.
- Backing cars into parking spaces.

THE BOARD OF DIRECTORS WISHES TO THANK YOU IN ADVANCE FOR FOLLOWING THE COMMUNITY RULES. IF YOU ARE UNSURE OF SOMETHING, PLEASE ASK FOR CLARIFICATION.



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This is to certify that _____ and _____
have received and reviewed the Documents and Rules & Regulations of
Village Royale Greenhaven.

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

Date: _____

Signature _____

Name _____
