



RAVENSWOOD MANAGEMENT ASSOCIATION, INC.

**2121 SW 53 COURT
DANIA BEACH, FL 33312
PHONE: (954)989-2657
FAX: (954)989-0252**

APPLICATION FOR PURCHASE OR LEASE

1. THE ATTACHED APPLICATION FOR OCCUPANCY AND AUTHORIZATION FORM FOR CREDIT / BACKGROUND CHECK MUST BE COMPLETED IN DETAIL BY THE PROPOSED APPLICANT. EACH APPLICANT 18 AND OVER MUST COMPLETE THEIR OWN RAVENSWOOD APPLICATION.
2. IF ANY QUESTION IS NOT ANSWERED OR LEFT BLANK THE APPLICATION WILL NOT BE PROCESSED AND WILL BE RETURNED. NOTE N/A IF ANY AREA DOES NOT APPLY.
3. ALL OCCUPANTS MUST BE INTERVIEWED IN PERSON PRIOR TO FINAL ASSOCIATION APPROVAL.
(9/18/25) SALE CONTRACT MUST NOTE AN INDIVIDUALS NAME AS THE BUYER.
4. **NO LEASE** SHALL BE LESS THAN ONE (1) YEAR OR MORE THAN ONE (1) YEAR. RENEWALS ARE SUBJECT TO APPROVAL BY THE BOARD OF DIRECTORS.
5. USE OF THIS UNIT IS FOR **SINGLE FAMILY** RESIDENCE.
6. YOU MUST **REGISTER YOUR VEHICLE** WITH THE RAVENSWOOD MAIN OFFICE. **YOU WILL NEED YOUR CURRENT DRIVERS LICENSE AND VEHICLE REGISTRATION** TO HAVE YOUR CURRENT ADDRESS AT RAVENSWOOD. **OVERFLOW PARKING** - IF YOU DO NOT **REGISTER YOUR VEHICLE AND HAVE A RAVENSWOOD PASS**, YOU RISK THE POSSIBILITY OF BEING TOWED AT YOUR OWN EXPENSE.
7. THE OWNER LANDLORD OR SELLER MUST PROVIDE THE BUYER OR LESSEE WITH A COPY OF THE RAVENSWOOD RULES AND REGULATIONS. **THE BUYER MUST PURCHASE THE DOCUMENTS FROM THE RAVENSWOOD MAIN OFFICE PRIOR TO CLOSING.**
8. **IF THE UNIT OWNER FAILS TO PAY MAINTENANCE AND ASSESSMENT,** THE **TENANT WILL BE REQUIRED TO PAY THE MAINTENANCE AND ASSESSMENT** DIRECTLY TO THE BOARD OF DIRECTORS (PURSUANT TO SENATE BILL (SB1196).
9. **OCCUPANT REGULATION:**
 - A) TWO BEDROOM UNITS: NO MORE THAN FOUR (4) OCCUPANTS.
 - B) THREE BEDROOM UNITS: NO MORE THAN SIX (6) OCCUPANTS.
10. (9/18/25) PETS: NO GREATER THAN 35 POUNDS AT MATURITY. 2 DOMESTIC HOUSE PETS. NO ROTTWEILERS, NO PIT BULLS. PET REGISTRATION REQUIRED FOR ALL DOGS AND OR CATS KET AT LOTS.

APPLICANT NAME / PRINT & SIGN: _____ **/ DATE:** _____
PURCHASE OR LEASED ADDRESS: _____



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PROCEDURE FOR OCCUPANCY

- A. COMPLETE THE FOLLOWING DOCUMENTS IN FULL:
1. APPLICATION FOR OCCUPANCY.
 2. RELEASE OF INFORMATION / BACKGROUND SCREENING AUTHORIZATION.
 3. INFORMATION FORM / LOAN APPROVAL.
 4. **RULES & REGULATIONS SHEET (MUST READ AND SIGN)**
 5. FOUR (4) CURRENT PAYSTUBS.
 6. CURRENT LEASE (TO BE NO MORE THAN ONE (1) YEAR.
 7. MARRIAGE LICENSE, IF APPLICABLE.
 8. COPY OF VALID DRIVERS LICENSE.
 9. BUYER REQUIREMENT – COPY OF LAST 90 DAYS BANK STATEMENT.
- B. **APPLICATION FEES** – PLEASE CONTACT VERIFY SCREENING REGARDING THE APPLICATION FEES PAYABLE TO RAVENSWOOD MANAGEMENT ASSOCIATION INC AT CUSTOMER SUPPORT 1-888-983-9511 OR EMAIL CUSTOMERSERVICE@VERIFYSSI.COM
1. **APPLICATION FEES PER PERSON IS NON-REFUNDABLE.** IF MARRIED, A COPY OF THE MARRIAGE CERTIFICATE IS REQUIRED. **ALL APPLICANTS AND ADDITIONAL OCCUPANTS 18 AND OVER MUST COMPLETE AN APPLICATION TO BE SCREENED BY THE ASSOCIATION IN PERSON.**
 2. A CLEAR AND LEGIBLE COPY OF THE PURCHASE CONTRACT OR LEASE AGREEMENT THAT SHOWS ALL TERMS OF THE TRANSACTION IS REQUIRED.
 3. **FOR PURCHASE - AN ESTOPPEL IS REQUIRED** TO BE COMPELTED BY MANAGEMENT PRIOR TO CLOSING. PLEASE CONTACT THE RAVENSWOOD MAIN OFFICE AT (954)989-2657 FOR ESTOPPEL INSTRUCTIONS. **THE ESTOPPEL WILL OUTLINE ALL FEES THAT ARE DUE AT CLOSING, REQUIRED TO BE PAID BY THE SELLER AND BUYER.**
 4. **FOR PURCHASE** – THE BUYER IS REQUIRED TO PAY A \$2,500.00 AT CLOSING.
 5. **FOR PURCHASE** – ALL VIOLATIONS MUST BE CORRECTED ON THE PROPERTY PRIOR TO CLOSING.
- C. **PROCESSING DETAILS** – VERIFY SCREENING SOLUTIONS WILL PROCESS THE SCREENING INVESTIGATION. AFTER THE APPLICATION FORMS ARE PROCESSED BY VERIFY SCREENING, THE APPLICATION WILL BE SENT TO THE RAVENSWOOD MAIN OFFICE FOR THE SCREENING COMMITTEE TO REVIEW AND SCHEDULE THE IN PERSON SCREENING. THE BUYER OR SELLER WILL OBTAIN THEIR CERTIFICATE OF APPROVAL AT THEIR IN PERSON SCREENING IF APPROVED. **THE APPLICATION PROCESS CAN TAKE UP TO 30 DAYS.**
- D. **IF ANY INFORMATION IS MISSING YOUR APPLICATION WILL BE RETURNED. IF RETURNED THE PROCESS CAN TAKE UP TO ANOTHER 30 DAYS FROM THE DATE WE RECEIVE THE COMPLETED PACKAGE.**

NOTE: ALL INFORMATION MUST BE FILLED IN. LEAVE NO BLANK SPACES. IF THE QUESTION DOES NOT PERTAIN TO YOU PLEASE WRITE "N/A"

APPLICANT NAME / PRINT & SIGN: _____ / DATE: _____
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APPLICATION FOR APPROVAL OCCUPANCY

A WARM WELCOME TO YOU FROM RAVENSWOOD MANAGEMENT ASSOCIATION! BEFORE COMPLETING THIS, YOU WILL NEED TO REVIEW OUR BY-LAWS, DECLARATION OF COVENANTS, AND ARTICLES OF INCORPORATION AS WELL AS THE DISCLOSURES REGARDING THE BACKGROUND CHECKS REQUIRED FOR APPROVAL. PLEASE USE THEM FOR YOUR REFERENCE AND KEEP THEM IN A SAFE PLACE. BELOW IS SOME BASIC INFORMATION ABOUT OUR COMMUNITY.

THE MONTHLY MAINTENANCE OF \$80.00 PER MONTH IS DUE ON THE FIRST DAY OF EACH MONTH AND LATE ON THE 15TH, LATE FEE \$25.00. THE ASSOCIATION DOES NOT SEND OUT BILLS OR OFFER COUPON BOOKS. AS A REMINDER, WHEN BUYING A NEW UNIT, IT MAY NOT BE RENTED IN ANY CAPACITY OR DURING THE FIRST YEAR OF OWNERSHIP.

THE COMMON GROUND AREAS INCLUDE THE SWIMMING POOLS, BARBECUE PIT, CLUBHOUSE, SHUFFLEBOARD, PARANAQUE AND TENNIS COURT, PLAYGROUND, LAUNDRY ROOM AND A HALF BASKETBALL COURT. THEY ARE ACCESSIBLE ONLY TO RESIDENTS, AND THEIR GUESTS, (7) SEVEN DAYS A WEEK FROM 9:00 A.M. TO 9:00 P.M. I.D. CARDS ARE NECESSARY WHEN USING ANY OF THE FACILITIES, AND CAN BE OBTAINED FROM THE OFFICE. THE CLUBHOUSE AND BARBECUE AREAS CAN BE RESERVED FOR SPECIAL EVENTS THROUGH THE OFFICE AS WELL.

CURBSIDE GARBAGE SERVICE IS PROVIDED FOR EACH RESIDENT EVERY TUESDAY AND FRIDAY OF THE WEEK. BULK PICKUPS ARE AVAILABLE THE (2) SECOND FRIDAY OF EACH MONTH.

PETS, RESIDENTS ARE PERMITTED TO HAVE 2 PETS PER HOUSEHOLD (1 CAT + 1 DOG = 2 PETS) **THE PET WEIGHT LIMIT IS 35 POUNDS** AT ITS MATURITY WEIGHT. NO, ROTTWEILERS, PIT-BULLS OR MIXES OF SUCH BREEDS ARE PERMITTED IN RAVENSWOOD. RESIDENTS ARE REQUIRED TO REGISTER THEIR PETS WITH THE RAVENSWOOD OFFICE.

WE HOPE THAT YOU WILL BE VERY HAPPY WITH YOUR NEW HOME AND THE MANY AMENITIES PROVIDED HERE. QUESTIONS AND COMMENTS ARE ALWAYS WELCOME AND SHOULD BE DIRECTED TO THE RAVENSWOOD OFFICE. OUR HOURS OF OPERATION IS MONDAY THROUGH FRIDAY FROM 9:00 A.M. TO 5:00 P.M. AND CLOSED FOR LUNCH FROM 12:30 P.M. TO 1:30 P.M.

WELCOME TO THE COMMUNITY!

SINCERELY,

BOARD OF DIRECTORS
RAVENSWOOD MANAGEMENT ASSOCIATION, INC.

APPLICANT NAME / PRINT & SIGN: _____ / DATE: _____
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APPLICATION FOR OCCUPANCY

PLEASE PRINT CLEARLY AND COMPLETE ALL QUESTIONS AND FILL IN ALL BLANKS

PROPERTY ADDRESS: _____

FOR PURCHASE – CLOSING DATE: _____

NAME: _____

BIRTHDATE: _____ / SSN: _____

DRIVERS LICENSE: _____ / TELEPHONE: _____

_____ SINGLE _____ MARRIED _____ WIDOW _____ SEPARATED _____ DIVORCED

MAIDEN NAME: _____

NUMBER OF PEOPLE, WHO WILL OCCUPY: ADULTS (OVER 18): _____

NAMES AND AGES OF THE CHILDREN WHO WILL OCCUPY: _____

*****ROTTWEILER, PITBULL AND MIXES OF SUCH BREED ARE NOT PERMITTED*****

IN CASE OF AN EMERGENCY NOTIFY: _____

APPLICANT NAME / PRINT & SIGN: _____ / DATE: _____

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YOU MUST PRINT OR TYPE ALL INFORMATION ON THESE FORMS:

OWNERS NAME: _____

PROPERTY ADDRESS: _____

TELEPHONE: _____ / EMAIL: _____

NAME OF REALTOR HANDLING THE SALE: _____

TELEPHONE: _____

EMAIL: _____

NAME OF BUYER / LESSEE:

NAME: _____ / NAME: _____

OTHER PERSONS WHO WILL OCCUPY RESIDENCE WITH YOU:

NAME	AGE	RELATIONSHIP
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_____	_____	_____
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_____	_____	_____
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IF RETIRED PLEASE STATE THE COMPANY'S NAME AND ADDRESS YOU RETIRED FROM AND WHEN RETIRED:

APPLICANT NAME / PRINT & SIGN: _____ **/ DATE:** _____

PURCHASE OR LEASED ADDRESS: _____

1. I HEREBY AGREE TO THE FOLLOWING FOR MYSELF AND ON BEHALF OF ALL PERSONS WHOM MAY USE THE UNIT WHICH I SEEK TO PURCHASE / LEASE.
 - A) I WILL ABIDE BY ALL OF THE RESTRICTIONS CONTAINED BY THE BY-LAWS RULES & REGULATIONS WHICH ARE OR MAY IN THE FUTURE BE IMPOSED BY RAVENSWOOD MANAGEMENT ASSOCIATION, INC.
 - B) I UNDERSTAND THAT I MUST BE PRESENT WHEN ANY GUEST OR CHILDREN WHO ARE NOT PERMENANT RESIDENTS OCCUPY THE RESIDENCE OR USE THE RECREATIONAL FACILITIES.
 - C) I UNDERSTAND THAT ANY VIOLATION OF THE TERMS, PROVISIONS, CONDITIONS, AND COVENANTS OF THE RAVENSWOOD MANAGEMENT ASSOCIATION, INC. DOCUMENTS PROVIDES CAUSE FOR IMMEDIATE ACTION

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Q: How many vehicles, of what type are permitted in Ravenswood Estates?

A: Residents are permitted to have as many vehicles as they can park legally on their driveway. All vehicles other than cars / suv have to park under their carport not to exceed the front of their house. Vehicles can consist of boats up to 24", on trailers, motorcycles, vans, cars and up to 1 ton pickup trucks. All vehicles must be operable. Commercial and recreational vehicles are not permitted.

Q: How many pets, of what breed or size are permitted in Ravenswood Estates?

A: Residents are permitted to have 2 pets per household (1 cat + 1 dog = 2 pets) 35 pounds at its maturity. Rottweiler's, Pit-bull or mixes or such breeds are not permitted in Ravenswood Estates. Owners are required to pickup after their pets and must not allow their pets to become a nuisance or a danger to other residents of the community.

Q: Can I add on or make improvements to my home?

A: Yes, typically, most home improvements are permitted. You must submit a request to the Board of Directors for your home improvements with a simple drawing and a list of the materials you will use. The Board of Directors will answer your request no later than their next Board Meeting. Please be sure to check with the Association office before making any improvements, you may be surprised what you might need a permit for.

Q: Who takes care of my property (grass or landscape)?

A: Each homeowner is responsible for the maintenance of their own property. Home inspections are performed by the property manager or the Board of Directors at least quarterly. If a deficiency is found on your property during the home inspection, you will receive a letter and will be given 14 days to correct the violation.

APPLICANT NAME / PRINT & SIGN: _____ **/ DATE:** _____
PURCHASE OR LEASED ADDRESS: _____

Q: Can I rent my property?

A: After you have owned the property for a period of one year, you may rent the property to tenants that are properly screened and approved by the Association.

B: As therein provided or termination of the lease holder under appropriate circumstance, the tenant will pay directly to the Board of Directors the maintenance / assessment if the unit owner fails to pay same (pursuant to SB 1196)

Q: Is Air bnb rental allowed?

A: No. Ravenswood Management Association, Inc. does not permit Air bnb rental in the Association.

Q: How can I use the facilities, are there any fees?

A: After your closing, your title company should forward a copy of the deed to our office.

At that time, you may come to the office to obtain your pool pass.

The clubhouse and barbecue area are available for rent for residents.

There is a \$300.00 security deposit and \$300.00 rental fee for the use of the Clubhouse.

The Barbecue has a \$175.00 security deposit and a \$75.00 fee to rent it.

The laundry room area is coin operated, and you must bring your own change. The rest of the common areas are available for residents use free of charge. A resident may bring 2 guests with them to the common areas. The Association charges guest visiting a resident of Ravenswood Management Association to use pool, tennis court, ect. for a fee of \$5.00 per person per week. Please refer to the rules and regulations for more information regarding pool cards and common grounds access.

Q: What if I do not use the common areas, do I still have to pay a monthly fee?

A: Yes. The monthly fee is mandatory, regardless of whether or not you utilize the facilities. Non-payment of the monthly fees could result in a lien against your property and foreclosure.

Q: Do I get a bill every month for the fee?

A: No. The Association does not send out bills or offer coupon books. The monthly payment is due on the first of each month and past due on the 15th of each month. Effective April 1, 2026, the monthly assessment is \$80.00 and the late fee is \$25.00

APPLICANT NAME / PRINT & SIGN: _____ / DATE: _____
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