

# **BENCHMARK** PROPERTY MANAGEMENT, INC.

7932 Wiles Road · Coral Springs, Florida 33067 · Tel. (954) 344-5353 · Fax (954) 344-5399 · www.benchmarkpm.com

## **URGENT**

If your application is incomplete, it will be returned to you by mail along with any fee you may have submitted, and a list of the missing items.

You may then complete the application and re-submit it together with the required fee.

Please provide the name and address which you would like us to use if the application is incomplete and must be returned to you.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

If you do not fill in the information above, we will use the best address available on the application which you submitted.

**Lakes of Deer Creek**

**Revised: September 28, 2022**

## APPLICATION ESSENTIALS

Benchmark Property Management, Inc. coordinates the application process for the transfer of units by sale or lease on behalf of our client associations. In performing this service we have too often noted that unit owners, prospective buyers or tenants, and real estate agents, title companies, mortgage brokers, etc. lack an understanding of the association's obligations and rights and the role that Benchmark plays in the process. This notice is intended to provide you with an overview of the application and approval/denial process. If you adhere to the following guidelines the process will be completed in the most timely and efficient manner possible.

1. Please remember that the association's rights and obligations are set forth in their governing documents. Both the Board of Directors and Benchmark are required to abide by those requirements.
2. Benchmark is an agent of the association and acts only under the instructions of the Board of Directors. Benchmark has no decision making power.
3. The amount of time in which the association is required to act upon an application is set forth in their governing documents. Please expect the association to use the full amount of time allowed to render its decision on any application.
4. The clock does not begin to run when we receive the application, but rather, the time allowed for the process begins to run only when we have received a completed application and all of the other supplemental information that may be required including all applicable fees.
6. When we have received all of the required materials we will forward the entire application package to the Board of Directors for their review and decision.
7. The closing date of a sale or the effective date of a lease has no bearing whatsoever on the time allotted for the board to render its decision. In planning your transaction schedule you should expect the association to use the full amount of time allowed.
8. **PLEASE DO NOT CONTACT OUR OFFICE FOR AN UPDATE OR A REPORT ON THE STATUS OF YOUR APPLICATION.** Doing so will only slow the process. If we need to contact you we will do so without delay. Rest assured that when the Board of Directors has made its decision it will be provided to you within the required time.

We do not provide priority processing, however your full cooperation with the foregoing will expedite the process.

Benchmark Property Management, Inc.

**Lakes of Deer Creek Condominium Association, Inc.**

c/o Benchmark Property Management, Inc.

7932 Wiles Road

Coral Springs, Florida 33067

(954) 344-5353

Dear Applicant,

Please complete and submit the enclosed application together with a **Non-refundable** fee of \$ 150.00 per married couple or per person 18 years of age, and older, made payable to Benchmark Property Management, Inc. cashier's check or money order **ONLY (cash & personal checks will NOT be accepted).** In addition to the application, the Association **requires** the following information to be provided by the applicant(s):

1. A legible copy of driver licenses for all applicants, social security card and vehicle registration(s).
2. A copy of applicant's most recent bank statement.
3. A legible copy of the fully executed lease.
4. If applicants have different last names please provide proof of marriage.

Owner must be current on maintenance.

The application process takes approximately 3 to 4 weeks. However, failure to submit the necessary documents will result in a delay in your application process. No application will be given priority or rushed consideration.

The application may be mailed or hand-delivered to:

Benchmark Property Management, Inc.

7932 Wiles Road

Coral Springs, Florida 33067

We thank you for your cooperation and look forward to meeting with you.

Board of Directors

**Lakes of Deer Creek Condominium Association, Inc.**  
**Benchmark Property Management, Inc.**

Name of owner: _____	Phone: _____
Address: _____	Unit #: _____

**Applicant Information**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Spouse: \_\_\_\_\_ DOB: \_\_\_\_\_ SS: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Employment History**

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_ Length of employment: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Spouse Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_ Length of employment: \_\_\_\_\_ Monthly Salary: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

**Name(s) of permanent residents**

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

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

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

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

## **Bank References**

Name of Bank: \_\_\_\_\_ Account Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Bank: \_\_\_\_\_ Account Number: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Personal References**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Vehicles**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_ Color: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag #: \_\_\_\_\_ State: \_\_\_\_\_ Color: \_\_\_\_\_

## **Emergency Contact**

In case of an emergency notify: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

In case of an emergency notify: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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## **Authorization to Perform Background Check**

I hereby authorize Benchmark Property Management, Inc., as agent for \_\_\_\_\_  
\_\_\_\_\_ (herein the "Association"), to obtain a consumer report, and any other information deemed necessary by the Association, for the purpose of the Association evaluating my application. I understand that such information may include, but is not limited to, my credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, banking information and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect to or in connection with the rental, lease or purchase of a residence for which this application was made. I hereby expressly release Benchmark Property Management, Inc. and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information, including Social Security Number, shall remain confidential except through court order or subpoena as provided under relevant law.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Pet Registration Form

Section A:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Sign if you DO NOT own a pet \_\_\_\_\_

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Section B:

Proof of pets most up to date vaccination report and a picture of the pet must be provided.

Pets Name: \_\_\_\_\_ Breed: \_\_\_\_\_

Age: \_\_\_\_\_ Weight: \_\_\_\_\_ Color: \_\_\_\_\_

Pets Name: \_\_\_\_\_ Breed: \_\_\_\_\_

Age: \_\_\_\_\_ Weight: \_\_\_\_\_ Color: \_\_\_\_\_

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Sign

**Basic rules and regulations acknowledgment**

I/we have reviewed the condominium documents and fully understand each of the rules and regulations and will abide by them while living or visiting The Lakes of Deer Creek Condominium Inc.

i/we further understand that violating the rules and regulations could result in receiving a letter or a fine from the condominium association.

I/we are aware of the rules and regulations regarding pets on the property, especially as to the number, size, weight, breed, leash rules and cleaning up after them. No pit bulls or other type of animal deemed dangerous is permitted.

I/we are aware that all vehicles on the property must have a current license tag, decals and be in operable condition. Two assigned parking spaces per unit. Cars towed are at the owner expense.

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Print: \_\_\_\_\_ Sign: \_\_\_\_\_



**Uniform lease addendum**

In consideration for the approval of my lease application by the lakes of deer creek condominium Inc., I, \_\_\_\_\_ (tenant), hereby acknowledge that the proposed lease of unit \_\_\_\_\_ in the association, hereby acknowledge that the chapter 718, Florida statues, the declaration of condominium of the lakes of deer creek condominium Inc., the associations articles of incorporation, the associations by-laws and the association rules and regulations shall be deemed expressly incorporated into the lease of the unit, in accordance with a copy of the aforementioned documents, or has notified me that such documents shall be make reasonably available upon written request and payment for same.

Additionally, in the event I am notified by the association, or one of its authorized representatives, to discontinue the payment of rent due under the lease to the unit owner due to delinquency in assessments and instead direct said payment, in the same amount and frequency, to the association, I hereby agree and recognize that I am obligated to comply, until such time as I am directed to redirect my recurring payments to the unit owner. in the event I fail to honor this obligation, or otherwise violate any of the terms and provisions of the association governing documents, I shall be subject to all remedies available to the association including injunctive relief, money damages or both in addition to the other remedies provided by law.

Tenant name: \_\_\_\_\_ Signature: \_\_\_\_\_

Tenant name: \_\_\_\_\_ Signature: \_\_\_\_\_

Owners name: \_\_\_\_\_ Signature: \_\_\_\_\_

Owners name: \_\_\_\_\_ Signature: \_\_\_\_\_