

Royal Coast Condominium Association, Inc.

2000 South Ocean Boulevard, Lauderdale-By-The-Sea, Florida 33062 / Phone (954) 781-9791 • Fax (954) 781-0095



SALES CHECK LIST

Included in this package:

1. Application for Sale.
2. Authorization to release credit and background information.
3. Confirmation of receipt of rules and regulations.
4. Check List for fobs/parking.
5. Designated voter form.
6. Blue information sheet
7. Occupant Agreement Form
8. Email Authorization Form
9. Frequently asked question form.
10. Electronic Voting Enrollment

Items to be returned to Royal Coast. All items must be returned together. Please allow up to 30 days to process this application. (We will try and complete sooner).

1. Items #1- #8 above. Separate application for each person if not a married couple.
2. \$150.00 application fee per person or married couple, made out to Royal Coast.
3. Copy of sales contract.
4. Designated voter form (if owned by other then one single person).
5. Copy of Drivers License (s).

Seller is to supply to buyer the Association Documents and Rules and Regulations. If the seller does not, they may be electronically downloaded from our website.

Use Restrictions: Use of unit is for residential purposes only. NO PETS are allowed at any time. No commercial vehicles, truck, boats, trailers, mobile homes, motor homes, campers, recreational vehicles, or loud motorcycles are permitted to park on the premises overnight. Moving is permitted on Monday – Friday between the hours of 8:00 and 6:00 pm. No more than 4 occupants may occupy a one bedroom apartment, and no more than 6 occupants may occupy a two bedroom apartments. All leases are to be for a period of no less than 90 consecutive days. An owner may lease the unit once in any twelve month period. Lessee must be approved prior to occupancy. Subletting is not permitted. Units may only be leased after one year of ownership.

Applicants must make themselves available for a personal interview prior to the final Board of Director's approval. Occupancy prior to Board approval is prohibited. The screening committee will arrange the date for the interview. Interviews are held during business hours.

Agreed to by Purchaser _____ Date _____

Agreed to by Purchaser _____ Date _____

Purchaser Phone Number _____ Email address _____

Unit # _____ Seller _____

AUTHORIZATION FORM
AND APPLICATION FOR OCCUPANCY

You are hereby authorized to release to any and all information requested with regards to verification of my bank account (s), credit history, residential history, criminal history, employment verification and character references to ROYAL COAST CONDOMINIUM ASSOCIATION and/ their background/ credit vendor. The information is to be used for my/our credit/ background report for my/ our Application for Occupancy and/or Ownership.

I/WE hereby waive any privileges I/WE may have with respect to the said information in reference to its release to the aforesaid parties. Information obtained for this report is for the exclusive use of the association for residential screening purposes only.

PLEASE INCLUDE A COPY OF YOUR DRIVER'S LICENSE TO CONFIRM IDENTITY.
Please notify your landlord, employer's and character references that we will be contacting them to obtain a reference pursuant to your application.

I/WE further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and that the signature(s) below are my/own proper signature.

I/WE certify under penalty of perjury that the foregoing is true and correct. False information on this application may lead to your occupancy approval being revoked.

I have read the Rules and Regulations and agree to abide by them as to be responsible for my guests to do the same. I understand this is a no pet building.

My approximate closing date is: _____
This is / is not my primary home. (please circle one option)

Should I, after one year of ownership, lease out my unit, I understand that if I am behind in my maintenance fees, special assessment, late, or other fees due to the association, my tenant is to pay these fees to the association and the balance, if any to me, the owner.

Applicant's Signature

Applicant's Printed Name

Birth Date _____

Social Security Number _____

Driver's License # _____

Date Signed _____

Applicant's Signature

Applicant's Printed Name

Birth Date _____

Social Security Number _____

Driver's License # _____

Date Signed _____

THIS APPLICATION IS FOR A SINGLE PERSON OR A MARRIED COUPLE ONLY!

Client: Royal Coast Condominium

NOTE: All information supplied is subject to verification. All telephone numbers must be able to be reached between 8-4 P.M.

Unit # _____ Property Address: 2000 S. Ocean Blvd. Lauderdale By The Sea, Fl. 33062

Applicant _____ Single (____) Married (____)

Have you ever been convicted of a crime? _____ Date(s) _____ County/State Convicted _____

Charge(s) _____

Spouse _____ Have you ever been convicted of a crime? _____

Date(s) _____ County/State Convicted _____

Charge(s) _____

No. of people who will occupy the unit _____ Names and ages of other who will occupy the unit _____

Applicant(s) Cell Number _____ Applicant(s) email address _____

Spouse Cell Number _____ Spouse email address _____

PART I – RESIDENCE HISTORY

PLEASE PRINT FULL ADDRESS INCLUDING UNIT/APT NUMBER, CITY, STATE & ZIP CODE

A. Present Address _____

Apt or Condo Name or Single Home _____ Phone _____

Dates of Residency: From _____ to _____ Own Home ____ Parent Family Member _____

Rented Apt/ Home _____ Other _____ Rent/Mtg Amount \$ _____

Name of Landlord _____ Phone _____

Address _____ Mortgage Holder _____

B. Previous Address _____

Apt or Condo Name _____ Phone _____ Dates of

Residency: From _____ to _____

Own Home ____ Parent Family Member ____ Rented Home ____ Rented Apt ____ Other ____

Rent/Mtg Amount \$ _____ Name of Landlord _____

Address _____ Phone _____

Mortgage Holder _____ Loan # _____ Phone # _____

PART II – EMPLOYMENT REFERENCES

- A. Employed by _____
Phone _____ Dates of Employment From: _____ To _____
Position _____ Fax _____
Address _____ Monthly Gross Income _____
- B. Employed by _____
Phone _____ Dates of Employment From: _____ To _____
Position _____ Fax _____
Address _____ Monthly Gross Income _____

PART III – CHARACTER REFERENCES (No family members)

Please notify your references we will be contacting them

1. Name _____ Phone # _____
Address _____
2. Name _____ Phone # _____
Address _____

Within 5 days of closing please send us

1. A copy of the warranty deed (even if not recorded)
2. A copy of your insurance with Royal Coast as additional insured.
3. The name of your mortgage company (if any).

Please be sure you receive the following from your seller:

1. Documents and Rules and Regulations.
2. Building fobs (2)
3. Apartment key & Mailbox Key
4. Locker key if any
5. Gate clicker if any

Royal Coast Condominium will not supply fobs, mail box keys, or the garage opener to lessees or new owners. These fobs are to be obtained from the previous occupant.

Your garage parking space number is _____ Not in garage space is _____ Garage door clicker # _____

Make and Model of automobile _____ Color _____ State & Tag # _____

Signature of Applicant _____

Signature of Applicant _____

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I, _____ having read and received a copy of the *Rules and Regulations* of Royal Coast Condominium, promise that I and all members of my family and guests authorized access by me, will abide by the *Rules and Regulations* and any amendments issued by the Condominium Association.

I understand that I must fill out an application with the Association and must have signed approval from the Association prior to being allowed to occupy the unit. I also understand that the screening committee meets during normal business hours of 8AM to 4PM unless otherwise approved by the interviewer. The prospective tenant must be present. No telephone or SKYPE interviews are permitted.

The appointment must be made no later than 5 days prior to the screening date.

There is a \$150.00 non-refundable application fee that is to be received before the screening appointment.

Unit No.

Date

Buyer or Lessee Signature

Date

Buyer or Lessee Signature

ROYAL COAST

PROPERTY ACCESS CHECKLIST

LAST/First NAME		UNIT #	
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LEASE LIST ALL FOBS & GARAGE OPENERS PROVIDED BY OWNER AND INITIAL

FOB 1	
FOB 2	
FOB 3	
FOB 4	
GARAGE OPENER	
GARAGE OPENER	

I HAVE READ AND UNDERSTAND THE RULES & REGULATIONS OF ROYAL COAST :

BUYER / LESSEE	
SIGNATURE	
BUYER / LESSEE	
SIGNATURE	

:

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CERTIFICATE OF OWNERSHIP AND VOTER DESIGNATION

I/we certify to be legally recorded owner(s) of Apartment No. _____ of the Royal Coast Condominium and therefore entitled to voting rights as described in the By-Laws.

Designation of a Voting Representative: If an apartment, is owned by one person his/her right to vote shall be established by the recorded title to his/her apartment in the Condominium. If the unit is owned by more than one person, the person entitled to cast the vote shall be designated by a certificate signed by all the owners of record, filed with the Office Secretary. If the apartment is owned by a corporation, the person entitled to cast a vote for the apartment shall be designated by a certificate signed by the President or Vice-president and attested by the Secretary of the Corporation and filed with the Office Secretary.

I/we hereby designate _____ to cast the one vote for
(Signature-One Name Only)

Apartment No. _____ of the Royal Coast Condominium whenever a vote of the Membership is required to conduct Association business.

Owner of Record: _____	_____	_____
Signature	Print Name	Date

Owner of Record: _____	_____	_____
Signature	Print Name	Date

Owner of Record: _____	_____	_____
Signature	Print Name	Date

This certificate shall be valid until revoked or until superseded by a subsequent certificate or until a change in the ownership of the apartment. A certificate designating the person entitled to cast the vote of an apartment may be revoked by any owner thereof. If such a certificate and a copy of the recorded deed is not on file, the vote of such owner shall not be considered in determining the requirement for a quorum, nor for any other purpose.

THIS IS NOT A PROXY

ROYAL COAST CONDOMINIUM

RESIDENT INFORMATION

THIS INFORMATION WILL BE HELD CONFIDENTIAL

LAST/First NAME		UNIT #	
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LANDLINE RCCA #	
CELL PHONE #	
CELL PHONE #	
E-MAIL ADDRESS 1	
E-MAIL ADDRESS 2	

PLEASE PROVIDE ALTERNATIVE RESIDENCE (IN OR OUTSIDE THE USA)

ADDRESS	
CITY/STATE/ZIP	
CAR MAKE, MODEL, COLOR	
LICENCE PLATE #	
LANDLINE IF ANY #	

IN CASE OF EMERGENCY PROVIDE CONTACT:

NAME	
PHONE #	
ADDRESS	
CITY/STATE/ZIP	

NAME OF INDIVIDUALS WHO ARE PERMITTED TO ENTER YOUR UNIT IN YOUR ABSENCE:

NAME	RELATIONSHIP

SHOULD ANY OF THE ABOVE INFORMATION CHANGE PLEASE NOTIFY US IMMEDIATELY IN WRITING OR BY EMAIL.

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To Management & Board of Directors:

As part of my application for consent of the Board of Directors to purchase/lease unit _____ in Royal Coast Condominium, I do hereby agree as follows:

- ✓ USE OF THIS UNIT IS FOR SINGLE FAMILY RESIDENCE ONLY.
- ✓ NO PETS ARE ALLOWED AT ANY TIME
- ✓ NO COMMERCIAL VEHICLES, TRUCKS, BOATS, TRAILERS, MOBIL HOMES, CAMPERS, RECREATIONAL VEHICLES, MOTORCYCLES, ETC. ARE PERMITTED TO PARK ON THE PREMISES OVERNIGHT.
- ✓ MOVING OF FURNITURE IN OR OUT OF THE UNIT IS NOT PERMITTED ON WEEKEND OR HOLIDAYS. MOVE IN/OUT IS ONLY PERMITTED MONDAY-FRIDAY BETWEEN THE HOURS OF 9:00AM TO 5:00PM
- ✓ NO MORE THAN 4 OCCUPANTS MAY OCCUPY A 1-BEDROOM APARTMENT
- ✓ NO MORE THAN 6 OCCUPANTS MAY OCCUPY A 2-BEDROOM APARTMENT
- ✓ THERE IS A 1-YEAR MORATORIUM BEFORE LEASING ELIGIBILITY.
- ✓ ONLY ONE LEASE IS PERMITTED IN A 12-MONTH PERIOD, NOT CALENDAR YEAR.
- ✓ IF I/WE ARE LEASING, I/WE ARE NOT PERMITTED TO SUBLET THE APARTMENT.

Signature of Applicant

Signature of Applicant

Electronic Disclosure Authorization Form

Please complete and return this form to authorize the Royal Coast Condominium Association to use your email address for general association-related communications. This authorization restricts the use of your email address for only purposes of communications from the RCCA Board of Directors, through either direct communication from the Board or through the association's current property manager. Your email address will not be shared with any third parties.

If you would like to fax your signed form, or send a scanned, signed copy via email, please see below for facsimile number and email address.

I hereby authorize Royal Coast Condominium Association to use my email address, as described above, for association-related communications. I understand that no email communication will be used to replace any official notices required by our governing documents and/or by applicable FL Statutes. Official required notices will continue to be sent to the members via USPS mailing. Royal Coast Condominium Association shall maintain, in accordance with applicable FL statutes, the electronic mailing addresses of those members who consent to receive notice by electronic transmission. I understand that my authorization will remain in effect until my consent to receive notice by electronic transmission is revoked. I further understand that my consent to receive notice by electronic transmission can be revoked by me at any time by notifying Royal Coast Condominium Association directly or the current property manager. I agree to promptly notify the Association of any changes in my email address, so as to have a current email address on file with the Association.

Name (PRINT CLEARLY): _____

RCCA Unit Number: _____

Alternate Mailing address: _____

(PRINT CLEARLY)

Email Address to be used for RCCA communications: _____

Signature: _____

Date: _____

Royal Coast Condominium Association

2000 S Ocean Blvd

Lauderdale by the Sea FL 33062

Main phone: (954) 781-9791

Fax: (954) 781-0095

Website: www.royalcoastcondo.com

E-mail: royalcoastcondos@comcast.net

FAQ on the Electronic Disclosure Authorization form

1. What is an “electronic disclosure authorization” form?

This authorization form, when completed and submitted by you, will permit the RCCA Board of Directors, association Property Management and committees, to communicate with you via email.

2. Why am I being asked to complete this authorization form?

It's been a goal of your Board of Directors to improve communication in all aspects for the RCCA community. Recent changes to FL legislation dictate that certain steps be taken to protect the personal information of the members. One of those steps is a requirement to receive written authorization from those members who wish to receive electronic notices from the HOA. Since electronic communication is faster, inexpensive, more efficient, and environmentally friendly, the Board of Directors has decided to ask those members wishing to receive electronic notices for their written permission.

3. What type of information will be communicated to me electronically?

It is not the goal of this Board of Directors to use email communication to replace any of the official notices that are required to be given by our governing documents and/or by applicable FL Statutes. While future email communications may discuss or relay similar information, **official required notices will continue to be sent via USPS mailing** until further notice of a policy change. **It is the desire of the Board of Directors to mainly use electronic emails to send information considered to be general in nature.**

Examples of information sent via email would be:

- Notice of upcoming RCCA meetings
- RCCA Board meeting minutes
- RCCA Newsletter / Schedule of Events
- RCCA notices of maintenance issues affecting entire community
- RCCA notice of outside issues that have an impact on our community (e.g. nearby road closures, local construction impact, relevant governmental issues)
- Request for input on various subjects
- Any other RCCA business that the Board determines appropriate.

Note: no email communication sent will be used to replace any official notices required by our governing documents and/or by applicable FL Statutes. For example, while a notice of an upcoming Board of Directors or members meeting may be sent via email to those who grant permission, the required meeting notifications will still be posted conspicuously on the property and notification of members meeting will still be sent per our governing documents or by applicable FL Statutes, via USPS mailing to all members.

4. What happens if I don't complete the electronic disclosure authorization form?

You simply will not receive email communications from RCCA. You will continue to receive any communications, including official notices required to be sent by our governing documents and/or by applicable FL Statutes, via USPS mailing. .

5. Will my email be shared with anyone else other than our property manager or Board of Directors?

No. Your signed authorization grants permission for RCCA to use your email address to convey association-related information via our property management or Board of Directors.

6. How do I sign up?

Complete the form on the opposite side. If you have any questions regarding the form, please contact (954) 781-9791.

ROYAL COAST CONDOMINIUM ASSOCIATION

FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

Q: What are my voting rights in the condominium association?

A: Members of the Association are entitled to cast 1 (one) vote for each apartment owned by them.

Q: What restrictions exist in the condominium documents on my right to use my unit?

A: The apartment shall be used only for residential purposes only and no owner or owners shall permit use of their apartments for transients, hotel or commercial purposes. Further, owner shall not use or permit the use of his/her apartment in any manner which would be disturbing or be a nuisance to other owners, or in such a way as to be injurious to the reputation to the property. No pets are allowed.

Q: What restrictions exist in the Condominium Documents on leasing of my unit?

A: All leases are to be for a period of no less than ninety (90) consecutive days. An owner may lease his/her apartment only once in any **Twelve Month Period** after **one (1) year** from the **date of purchase**.

Q: How much are my assessments to the condominium association for my unit type and when are the due?

A: \$ _____ due: The first of each month.

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in the association? Also, how much are my assessments.

A: No

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A: No

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A: No.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT AND THE CONDOMINIUM DOCUMENTS.

**CONSENT TO ELECTRONIC VOTING AND/OR CONSENT TO RECEIVE
ELECTRONIC NOTICE OF MEETINGS**

The undersigned, being all the Owners, or an eligible voter, for Unit No./Address _____ at **Royal Coast Condominium**, pursuant to Florida Statutes, hereby consent(s) in writing to:

(Please place a check mark or x in the box or boxes below for which you are giving consent. You may consent to electronic voting, receiving electronic notice or both).

1. ☐ **ELECTRONIC VOTING.** By signing this consent form (or consenting to electronic voting by e-mail sent to the Association or the Unit Owner's completion of an online voting consent form), I/we consent to voting electronically at meetings and elections for **Royal Coast Condominium Association, Inc.** to the fullest extent permitted by law, pursuant to the provisions of the Board's Resolution authorizing electronic voting ("Resolution"), and release and waive any claim against the Association pertaining to such voting, including, but not limited to, the transmission or placement of "viruses," "malware," "spyware," "cookies," and the like and any claim or challenge to such voting, including, but not limited to, situations where a Unit Owner vote was not received or counted by the Association due to no fault of the Board or management.

I/We designate the following e-mail address for electronic voting purposes, which e-mail address and other information (including personal identifying information) may be released to a third party that provides electronic voting services or other third parties to the extent and as may be reasonably necessary to enable the use of electronic voting processes:

(PRINT NEATLY) _____.

In the absence of the Board of Directors announcing a different deadline for consenting to electronic voting, the undersigned understands and agrees that in order to be valid, this consent form must be signed and on file with the Association at least **ten (10) days** prior to the meeting or election in which the Unit Owner wishes to vote by electronic means. To ensure that you are properly registered with the online voting system, it is highly encouraged that you register the account well in advance of the first meeting where you will be using electronic voting. The Board shall have the authority to set cutoff times for registering with the electronic voting system and for electronic voting in connection with the notice of any meeting where electronic voting will be used. In the absence of the Board of Directors announcing a different cutoff time/date for registering and voting, the Unit Owners must register with the electronic voting system and cast any electronic votes no later than the start time of the meeting, or the start time of the reconvening of an adjourned meeting, at which time the ability to vote electronically shall be deemed closed for that meeting or election.

I/We further understand and agree that, in order to use a different e-mail address for casting votes electronically, I/we must notify the Association in writing of the change of e-mail address no later than **ten (10) days** prior to the meeting or election in which the Unit Owner wishes to vote by electronic means. If I/we do not provide timely written notice of this change of e-mail address to the Association as provided herein, I/we further understand and agree that I/we may not be able to vote electronically until the next membership meeting and/or election.

2. ☐ **ELECTRONIC NOTICE.** I/we consent to receiving notice by electronic transmission for meetings of the Board, Committees, and Annual and Special Meetings of the Members of **Royal Coast Condominium Association, Inc.** I/We designate the following e-mail address for electronic notice purposes:

(You may write "same as above" or provide a different e-mail address for electronic notice purposes) _____.

The undersigned understands that mailed/paper notice may not be provided to the Unit Owners unless the Unit Owners have rescinded their consent to receive electronic notice of meetings. **The undersigned also understands that if I/we have consented to receive electronic notice and have consented to vote electronically, we may not be provided with the election ballot and envelopes for voting in the election of Directors, as the Association will expect that my/our votes will be cast electronically.**

Please be aware that if you consent to receive electronic notice of meetings, your e-mail address designated for that purpose will be an official record of the Association.

All Owners of the Unit or Eligible Voter Please Print Name, Affix Date and Sign Below:

By: _____

By: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____