TPMG
2645 Executive Park Drive
Weston, FL 33331
(P) 954-640-0291

MARIPOSA POINTE at WESTON TOWN CENTER CONDOMINIUM ASSOCIATION, INC
PURCHASE PACKET

The following general requirements apply to all Lease Renewal Applications. Upon completion of application packet, submit your packet to TPMG Management for processing at 2645 Executive Park Drive, Weston, FL 33331. Kindly follow the following instructions to avoid any delays or denial of application:

- ✓ The application form must be completed in its entirety. Missing information and/or documentation will result in the application being returned. If an item is not applicable, mark as "N/A". TPMG does not accept faxed applications.

You must furnish a non-refundable money order, or cashier's check payable to TPMG in the amount of $100.00 per person 18 years of age and over. This is a mandatory processing charge. Processing time is approximately 15 business days of receipt of completed application. Each person over the age of 18 must fill out and sign the residential screening authorization form. Incomplete applications will NOT be accepted. International background checks require an additional charge of $300.00 per applicant and a passport. If no social security number applicant will have to supply an individual taxpayer identification number (ITIN) and request from his Consulate an international background check. The same will be required for all prospective occupants of the property over the age of 18 years. A 30-day approval applies.

_____(Initials) I (We) understand that the application process can take up to 15/30 days, and agree that I (we) will not occupy the premises prior to the approval by the Association.

- ✓ Please provide telephone numbers and e-mail address where we may contact you during business hours in case we encounter any problems regarding your application.
- ✓ Submit a legible copy of the executed sales lease contract with your application, or your application will not be processed. Complete and sign Uniform Lease Addendum (included in packet).
- ✓ Applicant (s) must provide income verification. May be in the form of the prior two pay stubs or last year's tax filing if the applicants remain in the same job reflected in the prior year's income.
- ✓ Proof of funds to close. Copy of deposit check and mortgage approval letter.
- ✓ All accounts must be current in maintenance assessments and no outstanding violations (homeowner/tenant) to process tenant application.
- ✓ Please note that the (3) three-character references that you provide must be friends only, not family members.
- ✓ Please be advised that only (2) two adults per bedroom can occupy a home. If married with two different last names, please provide a marriage certificate/license. Also, if children have different last names please provide birth certificates.
- ✓ Submit a copy of driver's license for all applicants; and copy of vehicle(s) registration.
- ✓ Submit legible color photos/copies of pets, dogs and cats only 2 pet limit (no birds or reptiles).
- ✓ **CLOSING AGENT must request an Estoppel from TPMG Management by contacting lnegron@tpmgfl.com. Your packet cannot be approved without an Estoppel.**

APPLICATION FOR PURCHASE

Lot #: _____

Name of Current Homeowner: _____

Property Address: _____

Telephone # (Home): _____ **(Work):** _____

Name of Applicant(s): _____

Address: _____

Telephone #: _____ **E-mail:** _____

Realtor Agent: _____

Acknowledgement of Rules & Regulations: _____
Signature of Applicant

_____
Signature of Applicant

PERSONAL INFORMATION

Name of Applicant: _____

DOB: _____

Place of Birth: _____

SSN: _____

Drivers License: _____

State: _____

Marital Status: _____

Present Address: _____

_____

Name of Applicant: _____

DOB: _____

Place of Birth: _____

SSN: _____

Drivers License: _____

State: _____

Marital Status: _____

Present Address: _____

_____

EMPLOYMENT INFORMATION APPLICANT #1

Company: _____ **Supervisor:** _____

Address: _____ **Telephone:** _____

Position: _____ **Fax:** _____

Salary: _____

EMPLOYMENT INFORMATION APPLICANT #2

Company: _____ **Supervisor:** _____

Address: _____ **Telephone:** _____

Position: _____ **Fax:** _____

Salary: _____

ALL OTHER OCCUPANTS INCLUDING CHILDREN

Name: _____ **DOB:** _____

Name: _____ **DOB:** _____

Name: _____ **DOB:** _____

VEHICLE INFORMATION (Max two cars per home)

Vehicle # 1

Male: _____

Model: _____

Tag #: _____

Insurance Company: _____

_____

Vehicle #2

Make: _____

Model: _____

Tag #: _____

Insurance Company: _____

_____

REFERENCES

Reference #1

Name: _____
(Last) (First) (Middle)

Address: _____

Telephone #: _____ **Telephone #:** _____
Work #: Home #:

Relationship: _____ **Years known:** _____

Reference #2

Name: _____
(Last) (First) (Middle)

Address:
_____

Telephone #: _____ **Telephone #:** _____
Work #: Home #:

Relationship: _____ **Years known:** _____

Reference #3

Name: _____
(Last) (First) (Middle)

Address: _____

Telephone #: _____ **Telephone #** _____
Work #: Home #:

Relationship: **Years known:**

Pets: _____ _____

Please note, that in accordance with State Law, all vehicles must have a valid license plate (current), have valid insurance coverage and be in working order.

The applicant certifies all information submitted is true and correct. Each applicant authorizes Mariposa Ponte and TPMG to conduct background research and verification, which may include but is not limited to mortgage history, employment statues, tenancy, public records, personal character references, etc. The applicant acknowledges that providing false or misleading information are reasonable grounds for denial of this application. All applicant involved shall hold harmless Mariposa Pointe and TPMG regarding any information whether, disclosed, or discovered, that may arise from the completion of this application. By signing this agreement, the buyer, or renter agrees to abide by all the rules, regulations, and governing documentation pertaining to the association.

_____ _____

Applicant #1 Signature **Date**

_____ _____

Applicant #2 Signature **Date**

Do not write below this line

For Office Use Only

Date Received: _____ **By:** _____

Approved/Disapproved: _____ **Date:** _____

Comments: _____

_____

EXHIBIT A
REVIEW STANDARDS FOR APPLICANTS FOR OCCUPANCY

All applicants who wish to reside within the Mariposa Pointe at Weston Town Center community must comply with the following standards in order to be approved for occupancy:

1) Everyone 18 years of age and older who intends to reside within the community shall make application for occupancy to the Association.

2) At least one Applicant must have a credit score of 670 or greater.

3) The Applicant must be able to prove a minimum household income sufficient so that either the monthly mortgage payments or lease payments as the case may be, do not exceed 28% of the monthly household income. Income verification may be in the form of the prior two pay stubs or last year's tax filing if the applicants remain in the same jobs reflected in the prior year's income.

4) No Applicant convicted of a felony involving drug trafficking, fraud or violent crimes within the past ten years shall be approved. Further, no Applicant convicted of a misdemeanor involving theft, property damage, fraud, animal cruelty or drugs within the past two years shall be approved. Notwithstanding anything to the contrary herein, no sex offenders shall be approved regardless of the timeframe of the offense.

5) No Applicant with a negative residential history shall be approved. Evidence of negative residential history shall be in the form of court cases leading to eviction, court cases indicating a tendency to break association rules or interviews with prior landlords or other parties with supervisory abilities such as a homeowners or condominium association.

6) If an Applicant for tenancy is denied based upon the inability to meet criteria 2 and/or 3 above, then the Unit Owner may submit an Affidavit attesting that a) the subject Unit is not currently burdened by an encumbrance that exceeds 70% of the Unit's fair market value, and b) the Unit Owner will not encumber the subject Unit by more than 70% of the Unit's fair market value during the term of the lease. Upon submission of the Affidavit, by the Unit Owner, the Association shall approve the Applicant(s) who failed to meet criteria 2 and/or 3 above.

MARIPOSA POINTE AT WESTON TOWN CENTER

ASSOCIATION RULES IN GENERAL FOR RESIDENTS

1. PETS

- Each Unit Owner or occupant may maintain two (2) household pets in this Unit, to be limited to a dog or cat provided it does not become a nuisance or annoyance to neighbors and is first registered with the Association.
- All pets (including cats) must be kept on a leash no more than six (6) feet in length at all times when outside the Unit.
- Residents must pick up all solid wastes of their pets and dispose of such wastes appropriately.
- No pets may be kept in or on courtyards, balconies or terraces unattended.

2. PARKING

- Garage doors shall be kept closed at all times when not being used for ingress/egress or cleaning.
- The sidewalks, streets, driveways shall not be obstructed nor used for any purposes other than for ingress and egress.

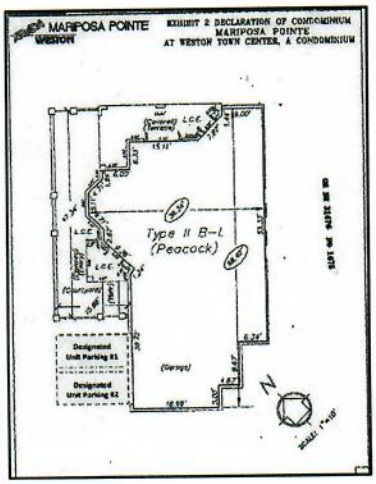


Figure 1:

Designated Unit Parking Area

- No vehicle of any type shall be parked on any portion of the condominium property, including roadway and driveouts, or any portion of the condominium property other than designated parking areas.
- Resident may not park in guest parking spaces, but rather must park in the garage or driveway appurtenant to the condominium unit (i.e., 2 cars in the garage and 2 cars in front of the garage[1]). Any resident's vehicle parked in other areas will be stickered and towed at the owners' expense.
- Guests may park in designated guest parking spaces throughout the condominium property for three (3) out of seven (7) continuous 24 hour periods. After the third continuous 24 hour period out of seven that the vehicle is parked in a guest parking space a sticker will be placed on the vehicle and Association will initiate towing procedures at the owner's expense and liability.
- Each owner shall be responsible to assure that the owners, residents, tenants and guests comply with all rules and regulations of the Association and any violations shall subject the owner to the same liability as if the owner had committed the violation himself.
- Commercial vehicles while providing a service or delivery to an occupant of a condominium unit or providing a service or delivery to the condominium property will be permitted to temporarily park only in the driveway of the unit of the occupant for whom such service or delivery is being performed.

APPLICANT INITIALS REQUIRED:

- Pickup trucks owned, leased or under the control of an occupant of a unit must be parked in the unit garage at all times. All other pickup trucks must be parked inside the garage by 9:00pm.

3. Garbage Containers

- Garbage containers may be moved to the sidewalk after 6:00pm day before collection (Monday and Thursday). Containers must be returned to the garage before 9:00pm day of collection (Tuesday and Friday).
- Garbage containers must be stored in the garage; not in the front of the garage or in the courtyard.
- Construction containers/dumpsters are NOT permitted on the Condominium Property.

4. Renter Issues

- No portion of a Unit (other than the entire Unit) may be rented.
- All leases shall be in writing be approved by the Association and shall provide (or be automatically deemed to provide, absent an express statement) that the Association shall have the right to terminate the lease upon default by the tenant in observing any of the provisions of the By-Laws and rules and regulations of the Association.
- Tenants with more than three (3) Association rule violations during their most recent lease term will not be approved by the Association for lease continuation or renewal.
- Lease renewal information must be provided to TPMG Management no less than 30 days prior to lease expiration.
- No Satellite Dish installations on Association Common Elements property will be permitted.

5. Courtyard/Balconies

- No articles other than patio-type furniture, barbeques and other usual and customary items shall be placed on the balconies, courtyards or terraces.
- No linens, clothes, clothing, curtains, rugs, mops or laundry of any kind, or other articles, shall be shaken or hung from any of the windows, doors, balconies, terraces or other portions of the Condominium Property.
- Barbecue grills must be stored and used in accordance with Fire Codes and City Ordinances.

6. Security Gate

- The Mariposa Pointe front gate system allows for one vehicle entry at a time. During the course of entry, vehicle contact with the barrier arm shall be subject a $100 fine.
- Tailgating, manually splitting gate, climbing over gate violations are subject to a $100 fine.
- Any Barrier arm damage or Barrier arm breakaway will result in a minimum repair charge of $250.
- Unauthorized use and/or distribution of the community's emergency management bypass code will result in a $100 fine per occurrence.

Applicant Initials Required: 

- Unit Owners and Residents shall be responsible for all damage to Mariposa Pointe property caused by their Guests and invitees including vendors and delivery personnel.

7. MOVE-IN/MOVE-OUT PROCEDURES

- Move-ins and move-outs must be scheduled with TPMG Management and take place Monday through Saturday, between the hours of 9:00am and 5:00pm. The Association agent shall have the authority to prohibit any moves that have not been properly scheduled and authorized.
- Move-ins, Move-outs and Deliveries are NOT permitted on Sundays or Holidays.
- Maximum truck or vehicle size permitted through property Security Gate is 26 ft (including trailer).
- Moving and Storage Containers (i.e., PODs) are NOT permitted on the Condominium Property.
- During the move, residents are strictly prohibited from placing any items within eighteen inches of any sprinkler heads, light fixtures, plant material or exterior building walls within the Association.
- The Owner whose unit is being moved into or moved out of will be liable for all costs incurred by the Association in repairing any damage to or performing any cleanup of the Common Elements, including disposal of any trash that results from a move.

ACKNOWLEDGEMENT: _____ **DATE:** _____

PRINT NAME: _____

ACKNOWLEDGEMENT: _____ **DATE:** _____

PRINT NAME: _____

EXHIBIT A

Section 18.2 of the Declaration of Condominium is here by amended as follows:

18.2 Leases. No portion of a Unit (other than an entire Unit) may be rented. All leases shall be in writing. Shall be approved by the Association and shall provide (or be automatically deemed to provide, absent an express statement) that the Association shall have the right to terminate the lease upon default by the tenant in observing any of the provisions of this Declaration, the Articles of Incorporation and By-laws of the Association, applicable rules and regulations of the Association or other applicable provisions of any agreement, document or instrument governing the Condominium or administered by the Association. Leasing of Units shall also be subject to the prior written approval of the Association and the Association may deny permission to lease any Unit on any reasonable grounds the Association may find. Any written request for approval of a lease must be responded to within ~~fifteen (15)~~ thirty (30) days, absent such response the lease is to be deemed automatically approved. ~~No lease shall be valid or approved for a term of less than sixty (60) days~~. Regardless of whether or not expressed in the applicable lease, the Unit Owner shall be jointly and severally liable to the Association for the acts and omissions of his tenant(s) which constitute a violation of, or non-compliance with, the provisions of this Declaration and of any and all rules and regulations of the Association. This Section shall also apply to subleases and assignments and renewals of leases. The Association may also require a processing fee for lease approvals (up to such amounts as are permitted by law) and a deposit to be placed with the Association and held by it as security against a tenant's damaging the Common Elements. The security deposit shall not exceed one (1) month's rent, shall be held in an escrow account maintained by the Association for such deposits and shall be refunded to the tenant, or the Association shall give the tenant written notice of a claim against the deposit, within fifteen (15) days after the tenant vacates the applicable Unit. Any disputes relating to security deposits shall be handled in the same fashion as disputes concerning security deposits under Florida Statute 83.49.

A Unit Owner may not lease a Unit until that Unit Owner has occupied the Unit for at least twelve (12) months. In the event title to a Unit is acquired with a tenant in occupancy, the Unit Owner shall be prohibited from leasing the Unit for a period of twelve (12) months of Unit Owner occupancy commencing at the end of the lease term in existence at the time of transfer of title. The Unit Owner shall not be permitted to renew the tenancy in existence at the time of the acquisition of the Unit. Units shall only be leased on an annual basis, that being twelve (12) months, no more, no less. No subleases are permitted.

Applicant
~~Homeowner~~ Signature

_____

_____

Date:

_____

Mariposa Pointe at Weston Town Center

Condominium Association, Inc.

Acceptance of Documents

Applicant(s) acknowledges that Applicant(s) has read the Condominium Documents of Mariposa Pointe at Weston Towne Center Condominium Association, Inc. and understands same and agrees to be bound by the condominium documents of Mariposa Pointe Town Center Condominium Association, Inc. and any subsequent modifications that may be made by the Association.

Hereby acknowledged this _____ day of _____, 20___ by:

_____ _____

Applicant Signature **Print Name**

_____ _____

Applicant Signature **Print Name**

Unit Address: _____

Mariposa Pointe at Weston Town Center Condominium Association, Inc.

Uniform Lease Addendum

This lease addendum, entered into this _____ day of _____, 20___, by and between _____ _____, (hereinafter referred to as "Lessor") owner of Unit _____ (hereinafter referred to as the "Leased Premises") in Mariposa Pointe at Weston Town Center, A Condominium (hereinafter referred to as the "Condominium") and _____ (hereinafter referred to as "Lessee"), to that certain lease agreement entered into by and between the Lessor and Lessee of even date herewith (hereinafter referred to as the "Lease").

1. **ASSIGNMENT; SUBLETTING; RENEWAL:** Lessee cannot sublet the Leased Premises nor any part thereof. The Lease cannot be assigned by Lessee. The Lease cannot be renewed or extended beyond its initial term. All proposed renewals or extensions of the Lease must be submitted to the Mariposa Pointe at Weston Town Center Condominium Association, Inc. (hereinafter referred to as the "Association") for approval and shall be treated as a new application for approval of a lease; and if approved, a new lease addendum shall be signed.

2. **ACCEPTANCE OF DOCUMENTS:** Lessee acknowledges that Lessee has read the Lease and the condominium documents of the Condominium and understands same and agrees to be bound by the condominium documents of the Condominium, as modified by this Addendum.

3. **RIGHT TO RENT:** In the event Lessor is delinquent or becomes delinquent after the beginning of the Lease, with regard to the obligation to pay to the Association any regular or special assessments, or any installment thereof, or any other charge owed by Lessor to the Association, including but not limited to fines, late fees, interest, or attorney's fees, the Association has the right to require Lessee to pay said rental installments, or the portion thereof sufficient to pay said delinquent assessments or other charges, directly to the Association, upon the Association giving written notice of the exercise of such right to Lessee and Lessor. This right of the Association is cumulative and in addition to any and all other rights or remedies the Association has against Lessee or Lessor. Moreover, failure of the Lessee to comply with the demand to pay said rental installments, or the portion thereof sufficient to pay said delinquent assessments or other charges shall constitute a material breach of the Lease. It shall also entitle the Association to file an action to evict the Lessee in accordance with Chapter 83 of the Florida statutes, and act as the landlord for these purposes only.

4. **SECURITY DEPOSIT:** Lessee has deposited the sum of $_____ with the Association as a security deposit pursuant to Section 18.2 of the Condominium's Declaration of Condominium (hereinafter referred to as the "Declaration of Condominium"), in order to secure the Condominium and the Association against any damage to the Condominium's common elements caused by the Lessee or by any members of the Lessee's family, by the Lessee's business and social invitees or by Lessee's agents (the "Security Deposit"). The Association shall hold and dispose of the Security Deposit as required by the provisions of Section 18.2 of the Declaration of Condominium. The Security Deposit provided for herein is separate from and in addition to any security deposit that may be required in the Lease to be paid by Lessee to Lessor.

5. **THIRD PARTY BENEFICIARY:** Lessee and Lessor acknowledge and agree that Association is a primary, intended third party beneficiary of the Lease and of this Addendum.

6. **CONFLICT:** If there are any conflicts between the provisions of this Addendum and the provisions of the Lease, the provisions of this Addendum shall prevail.

7. **ATTORNEY'S FEES:** In the event a suit or proceeding is brought by the Association to enforce or to defend the provisions of the Lease or of this Addendum, or to seek remedy for any breach hereof, the Association shall be entitled to receive its reasonable attorneys' fees and disbursements incurred in connection with such suit or proceeding, including fees and expenses incurred in any appellate proceedings.

8. **SEVERABILITY:** The Parties agree that if any provision or portion of any provision of the Lease or of this Addendum, or the application thereof shall to any extent be deemed by a court or arbitrator invalid or unenforceable, the remainder of the Lease and this Addendum, shall not be affected thereby. It is the Parties' intention that the court or arbitrator will reform the Lease or this Addendum to reflect the parties' intent by enforcing the invalidated or unenforceable portion to the fullest extent permitted by law.

In witness whereof, the Landlord and Lessee hereto have hereunto set their hands and seals on the date last aforesaid. This Addendum was signed, sealed and delivered in the presence of:

_____	_____	_____	_____
Lessor	Date	Witness	Date
Print Name:_____		Print Name:_____	
_____	_____	_____	_____
Lessor	Date	Witness	Date
Print Name:_____		Print Name:_____	
_____	_____	_____	_____
Lessee	Date	Witness	Date
Print Name:_____		Print Name:_____	
_____	_____	_____	_____
Lessee	Date	Witness	Date
Print Name:_____		Print Name:_____	

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RESIDENTIAL SCREENING AUTHORIZATION FORM
(each applicant over 18 must fill out)

(Please Print) Name:_____Sex:_____

Address:_____

City, State, Zip:_____

Social Security Number:_____Date of Birth:_____

I give my authorization to this landlord, AccuData Inc, or any party or agency contacted by this landlord to obtain and verify the above information, concerning a credit report, criminal records, motor vehicle and other history. I understand that inquiries may be made to various federal and state agencies, employers, and references.

Applicant's
Signature_____Date_____

(AccuData Inc. client information only)

Company Name:_____TPMG_____

Contact Name: Lissette Negron

Tel#:954-640-0291_E-mail-lissette@tpmgfl.com or Fax# 954-713-9967 (for results**):_____**

Type of Screening Requested (please circle)

Package: 1 2 3 4 Other Services: A B C D E F G H I J

RESIDENTIAL SCREENING AUTHORIZATION FORM
(each applicant over 18 must fill out)

(Please Print) Name:_____Sex:_____

Address:_____

City, State, Zip:_____

Social Security Number:_____Date of Birth:_____

I give my authorization to this landlord, AccuData Inc, or any party or agency contacted by this landlord to obtain and verify the above information, concerning a credit report, criminal records, motor vehicle and other history. I understand that inquiries may be made to various federal and state agencies, employers, and references.

Applicant's
Signature_____Date_____

(AccuData Inc. client information only)

Company Name:_____TPMG_____

Contact Name: Lissette Negron

Tel#:954-640-0291_E-mail-lissette@tpmgfl.com or Fax# 954-713-9967 (for results**):_____**

Type of Screening Requested (please circle)

Package: 1 2 3 4 Other Services: A B C D E F G H I J

New Resident

"Move-In" Check List

☐ 1. **Purchase Applicants:**

- Email copy of the ~~Tenant Evaluation~~ Approval Letter and closing Warranty Deed to mailto:bod@mariposapointe.com.
- *(Tip to Buyers- make certain to get Pedestrian Gate keys and Mailbox keys from Seller. If not available, replacement keys MUST be purchased from the Association at https://www.mariposapointe.com/replacement-key-access-request/).*

Tenant Applicants:

- Tenant shall deliver to property manager, TPMG, located at 2645 Executive Park Drive, Suite 127, Weston, Florida 33331 the following:
  - Copy of the Tenant Evaluation Approval Letter, and
  - Check for Association Security Deposit check made payable to Mariposa Pointe at Weston Town Center in the amount of one (1) month's rent.
- *(Tip to Tenants- make certain to get Pedestrian Gate keys and Mailbox keys from Unit Owner/Lessor. If not available, replacement keys MUST be purchased from the Association at https://www.mariposapointe.com/replacement-key-access-request/).*

☐ 2. **Register** for Mariposa Pointe website access. Go to https://www.mariposapointe.com.

☐ 3. **Join** Mariposa Pointe Residents closed group on Facebook. Go to https://www.facebook.com/groups/mariposapointe.

☐ 4. **Complete** and **Submit** required Guest Call Box Access Request online at https://www.mariposapointe.com/guest-call-box-access-request/.

☐ 5. **Complete** and **Submit** required Vehicle RFID Access Request online at https://www.mariposapointe.com/vehicle-rfid-access-request/.

☐ 6. **Complete** and **Submit** required Pet Registration Request online at https://www.mariposapointe.com/pet-registration-request/.

☐ 7. Follow "**Move-in**" procedures and review contact information located at https://www.mariposapointe.com/move-in/.

☐ 8. **Schedule** move-in date online at https://www.mariposapointe.com/contact/.

If further assistance is required, contact property manager, TPMG, directly at (954) 640-0291.