

CHELSEA BAYVIEW CONDOMINIUM ASSOCIATION, INC.
1913 S. Ocean Drive, Hallandale Beach, FL 33009
Guidelines for Submitting a Lease/Purchase Application

Chealsea Bayview Condominium Association, Inc. uses a CREDIT & UNLAWFUL HISTORY REPORT for approving prospective buyer(s)/tenant(s).

Lease/Purchase applications are accepted and may also be be mailed to our management office at 1913 S. Ocean Drive, Halandale Beach, FL 33009. Please understand that legible completion of this packet is the responsibility of the unit owner(s)/lessee(s).

Please read the information on the attached pages to ensure your application is complete, meets the guidelines and will be presented to the Board on a timely manner. Office staff may not have the opportunity to walk you through the guidelines to assure your application is complete. Under no circumstances will an application be processed if is incomplete. **Processing of a complete application may take up to fifteen (15) business days.**

After Board approval, you will receive a letter of approval. When purchasing a unit, and once you have attended your closing, the Management Office will need a copy of the closing statement and/or warranty deed, document the change of ownership.

- Approvals are at the Board of Director's discretion.
- Applications are reviewed on an individual basis. All forms must be filled out completely and honestly.
- Failure to provide all required documents, fees, submitting an incomplete application, omitting information or providing false information is subject to application denial.
- Any applicant(s) with a credit score of less than 600 is subject to denial.

Applicant(s) with any type of past illegal activity will be reviewed by the Board of Directors and deliberation for approval /denial will be made. Once the board makes a determination, you will be contacted.

The application fees are as follows:

One cashier's check or money order payable to Chelsea Bayview Condominium Association:

- 1) \$100.00 for 1 applicant, 18 years of age or older
- 2) \$200.00 for 2 applicants
- 3) \$275.00 for 3 applicants

**A 2nd cashier's check or money order payable to Chelsea Bayview Condominium Association for:
\$100.00 administrative fee (includes decals).**

******* NONE OF THE FEES ARE REFUNDABLE *******

A 3rd cashier's check or money order payable to Chelsea Bayview Condominium Association for:

1 month's security deposit, equivalent to 1 month's rent, to be held in a non-interest bearing account. Security deposit will be refunded, once the unit and its surrounding common areas, have been inspected and deemed to be in the same condition prior to the move in/move out process. If damage to any of the common areas has occurred, the amount necessary to carry out the repairs will be excluded from the security deposit refund.

I/We have read, acknowledge and understand the terms, provisions, conditions and covenants of Chelsea Bayview Condominium Association, Inc. and the documents presented. **I also understand and agree to authorize Chelsea Bayview Condominium Association, Inc. to run a credit and unlawful history report.**

Buyer/Lessee Signature _____

Please Print Name _____

Buyer/Lessee Signature _____

Please Print Name _____

Buyer/Lessee Signature _____

Please Print Name _____

Phone number of whom to contact concerning Buyer(s)/Lessee(s) application (only ONE person will receive notification from the Association office).

Name: _____ Phone# _____

If this document is not signed or not included in the packet, the application will not be accepted.

Applicant Signature

Date

Applicant Signature

Date

Applicant Signature

Date

Real Estate Agent Signature (applicant's agent)

Date

**** Unauthorized move-ins will result in non-compliance fines to the unit owner(s) and/or demand for unauthorized occupant(s) to be legally removed from the property. ****

Each person, 18 years of age or older, must be included on the application for occupancy (lease). All potential tenants must sign, where required, on all pages.

**** MONTHLY ASSOCIATION FEES MUST BE CURRENT BEFORE PROCESSING ANY LEASE APPLICATION ****

Processing of an application will begin as soon as all required paperwork and fees, have been submitted.

You must attach a copy of the executed Rental Agreement or Sales Contract along with a clear **COLOR** copy of photo identification (driver's license or passport).

****WE HAVE A NO PET POLICY****

No subleasing at any time is permitted. No unit owner shall lease their unit for less than one (1) year, or more than one (1) time per calendar year.

All residents are required to have a decal on each of their vehicles parked within the community (**if your vehicle has no decal, it will be towed with no prior notification**). Decals are available at the management office. No commercial vehicles, boats, trailers, motor homes, RV's etc. are permitted on the premises.

As per Condo Docs:

NO repair of vehicles is permitted on the property, and this includes the guest parking spaces.

NO commercial vehicles - vehicles with signage or wrapped will be considered commercial vehicles.

NO Motorcycles - this includes motorized cycles, scooters, or similar.

Application for Occupancy

Purchase _____ Lease _____

Number of Occupants: Adults: _____ Children _____

Address of unit which is being purchase or leased:

_____ Have you lived here before? _____

If yes, at what address?: _____

Homeowner/Lessee #1 Name: _____ **Phone#:** _____

Current Address: _____

Driver's License#: _____ **State:** _____ **Birthdate:** _____

Social Security #: _____ **Email:** _____

(Application will not be processed without this information)

If you do not have a social security number, please provide one of the following:

Passport #: _____

Alien Registration Card #: _____

Current Employer: _____

Address: _____ **Phone#:** _____

Income: \$ _____ **Position:** _____

Number of years with the company: _____

Bank Reference: _____ **Phone#** _____ **Address:** _____

Savings _____ **Checking** _____ **Other** _____

How long have you done business with them ? _____

Homeowner/Lessee #2 Name: _____ Phone#: _____

Current Address: _____

Driver's License#: _____ State: _____ Birthdate: _____

Social Security #: _____ Email: _____

(Application will not be processed without this information)

If you do not have a social security number, please provide one of the following:

Passport #: _____

Alien Registration Card #: _____

Current Employer: _____

Address: _____ Phone#: _____

Income: \$ _____ Position: _____

Number of years with the company: _____

Bank Reference: _____ Phone# _____ Address: _____

Savings _____ Checking _____ Other _____

How long have you done business with them ? _____

Applicant #1 Applicant #2 Applicant #3

Have you ever been arrested or convicted of a felony? ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No

Have you had a citation other than traffic violation? ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No

Do you intend to operate a business from this unit? ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No

Do you own a commercial vehicle, boat or RV? ___ Yes ___ No ___ Yes ___ No ___ Yes ___ No

Character Reference: _____ Phone# _____

Children

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Vehicle(s)

Vehicle #1: Year _____ Make _____ Model: _____

Color: _____ Plate (tag)#: _____

Vehicle #2: Year _____ Make _____ Model: _____

Color: _____ Plate (tag)#: _____

I (we) hereby affirm that this information is true and correct.

Date: _____ Signature of Applicant #1: _____

Please print name

Date: _____ Signature of Applicant #2: _____

Please print name

Processing of an application may take up to fifteen (15) business days.

WELCOME.....

The Board of Directors at Chelsea Bayview Condominium Association, Inc. is committed to maintaining a high living standard for all of Chelsea's residents. We take pride in providing all our occupants a safe, clean and friendly environment.