

SAN SEBASTIAN

c/o TPMG

2645 Executive Park Drive, suite 127,
Weston FL 33331
954 640-0291

We understand everyone's urgency for the approval so make sure the package is complete and all parties have signed for a successful quick approval.

All applications will not be considered if incomplete and days start counting once we have a fully completed application in hand. **Applications are to be submitted as one-sided copies.**

APPLICATION/CHECKLIST must be completed prior to submitting to association for review:

- ☐ Completely fill out application. If married with different last names must include the marriage certificate. **LEAVE NO BLANKS (N/A).**
- ☐ Attach a \$150.00 non-refundable money order or cashier's check for the application fee made payable to TPMG. An additional \$75.00 money order or cashier's check is required for background check for **each** person 18 years or over who will be residing in the unit. Each person over the age of 18 must fill out and sign the residential screening authorization form. The processing time is approximately 15 business days after receipt of a completed application. **International background checks require an additional charge of \$375.00 per applicant and passport. A 30-day approval applies.**
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.
- ☐ **The owner must provide the Association with a \$1000.00 security deposit if leasing the property (which will be place in escrow for the duration of the lease). The security deposit must be a personal check from the homeowner (no cashier check or money order is accepted).**
- ☐ Complete executed lease/purchase contract.
- ☐ Signed lease addendum by Tenant and Landlord (If leasing the unit).
- ☐ Copy of driver's license or current government issued photo ID.
- ☐ Insurance/Registration of vehicle (No commercial vehicles or motorcycles permitted)
- ☐ You must provide a letter of reference from your employer & 2 personal reference letters. If you are self-employed, you must include a copy of your last year tax return.
- ☐ Income Verification: 2 prior months pay stubs or last year's W-2 form
- ☐ If applicable, applicants must submit a pet photo.

For any questions regarding your application/status, please email Sasha at sasha@tpmgfl.com

PLEASE COMPLETE ALL FIELDS OF THE FORM BELOW

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APPLICANT & CO-APPLICANT INFORMATION

Applicant No. 1: _____

Social Security#: _____ Date of Birth: _____

Phone/ Cell# _____

Email: _____

Applicant No. 2: _____

Social Security#: _____ Date of Birth: _____

Phone/ Cell# _____

Email: _____

Number of children/age(s): _____ Any other occupants other than immediate family? Yes/No

List names of all occupants: _____

Pets: Yes / No Number: _____

Breed: _____ Weight: _____

Vehicle Information – (attach copy of Driver's License, Vehicle insurance and registration).

Vehicle Information:

TAG: _____ Color: _____ Year: _____

Make: _____ Model: _____

Vehicle Information:

TAG: _____ Color: _____ Year: _____

Make: _____ Model: _____

Please be sure to fill in the blanks otherwise application will be returned.

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Employment Information (must be filled out for all applicants):

Applicant No. 1 _____

Name of Employer: _____

Occupation: _____

Address: _____

Length of employment: _____ **Monthly income:** _____

Tel number: _____

Applicant No. 2 _____

Name of Employer: _____

Occupation: _____

Address: _____

Length of employment: _____ **Monthly income:** _____

Tel number: _____

Personal References: (No family members)

Name: _____ **Company:** _____

Phone: _____

Name: _____ **Company:** _____

Phone: _____

Name: _____ **Company:** _____

Phone: _____

In case of emergency:

Name: _____ **Relationship:** _____

Phone: _____

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Have you ever been evicted from a rental residence for nonpayment of rent? _____

If yes, Landlord name & phone #: _____

Applicant(s) must understand that the Rules & Regulations of the Association have restrictions regarding children, pets, number of occupants, commercial vehicles, vans, trucks, boats, motorcycles and/or similar matters. Have you read and understood the Rules & Regulations of the Association? _____

Applicant(s) may not take possession of the property prior to written approval by the Board of Directors.

I, _____ acknowledge that all information listed in this application is true and correct.

Signed: _____

Date: _____

Signed: _____

Date: _____

FOR PURCHASE ONLY:

THE UNIT WILL BE USED AS PERMANENT RESIDENCE: YES NO

MAIL ALL CORRESPONDENCE TO:

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**AUTHORIZATION FOR RELEASE OF BANKING, RESIDENCE
AND EMPLOYMENT INFORMATION**

I/We_____here authorize the release of information to Troy Property
Management Group (TPMG) and its attorney or representative concerning my/our banking, credit,
employment or residence in reference to this application for housing.

I understand that this information is to be used as part of an investigative consumer report and/or credit
report. Furthermore, I hereby waive any privileges I may have with respect to disclosure of said
information to the aforesaid parties.

Applicant:_____

Date: _____

Applicant:_____

Date: _____

Please be sure to fill in the blanks otherwise application will be returned.

LEASE ADDENDUM

In the event Lessor (Owner) is delinquent in the payment of a monthly assessment due to the Association, and if such delinquency continues for a period in excess of ten (10) days, Lessee, upon receiving written notice of such delinquency from the Association, or Troy Property Management Group (TPMG) shall pay the full amount of such delinquency as set forth in said notice to the Association or TPMG for the benefit of the Association. Lessee may deduct from the rental payment due Lessor the amount paid to cure the delinquency. It is understood and agreed that the Lessee shall continue to pay the monthly maintenance payment to the Association or TPMG until such time as Lessee is notified in writing by the Association or TPMG that Lessor's delinquency and default has been cured.

The Lessor and Lessee specifically acknowledge and agree that the Association is hereby empowered to act as agent for the Lessor, with full power and authority to take such action as may be required to compel compliance of Association, its supportive exhibits, Florida Condominium Act, and the Rules and Regulations of the Association. The approval of the proposed Lease Agreement by the Association expressly conditioned upon the observance of the provision contained in this addendum. Any breach of the terms hereof shall give the Association the authority to take immediate steps to terminate the Lease Agreement. The lessor acknowledges that he remains responsible for the acts of Lessee and Lessee's family and guests. Lessor agrees that he remains responsible for any costs incurred by the Association, attorneys fees and costs, pre-litigation at trials and for any appeals, in remedying violations of the Addendum and/or violations of the associations documents.

I (we) have been informed of the current Rules and Regulations of the Association and I (we) agree to be bound by the terms thereof, as a condition for the approval of this application.

I (we) further certify that the information submitted with this application is true and correct..

OWNER/AUTHORIZED AGENT *

TENANT

DATE

DATE

***NOTE - IF YOU ARE NOT THE OWNER OF RECORD SIGNING THE LEASE ADDENDUM YOU WILL NEED TO SUBMIT PROOF OF AUTHORIZATION TO DO SO**



Information regarding San Sebastian's Homeowner and Tenant Responsibilities

Date: _____

Unit Address: _____

For the convenience of our residents to prevent any confusion regarding Association rules in our governing documents we are providing a brief summary, since our Community has an active Compliance Committee that enforces the rules in our governing documents through fines (\$100 to \$1000) and since our Community contracts with a towing company for 24 hour towing for parking violations we have received requests to explain some of the Association's most frequent violations as a courtesy to our residents.

In Florida, state law mandates that **residents, tenants, homeowners, and guests** follow the governing documents and rules of a community's Homeowner's Association ("HOA"). Unit owners are responsible for the actions of their tenants and guests. The state of Florida protects both the Homeowner's Association and prospective home buyers by requiring buyers to sign a document acknowledging that the prospective buyer has read and agrees to comply with HOA rules. The governing documents are in a soft bound book that is about a half inch high and is passed along from seller to buyer. If you have not received or have lost this book you can obtain a copy from our management company - *Troy Property Management Group (TPMG)* at 2645 Executive Park Drive, Weston FL 33331 phone number (954) 640-0291. Our property manager is Sasha Clark (email sasha@tpmgfl.com). There is a nominal fee for the book that covers printing costs. Although we do understand that our residents lead very busy lives it is important to read this book in order to understand the rules for which we all are held accountable.

DOGS: Our community welcomes dogs but in consideration of all our residents, our documents AND BROWARD COUNTY LAW mandate that all dogs must be on a leash **at all times** when outside your house. This is for the protection of all our residents and pets. To enjoy your dog "*off* leash" we recommend the Dog Park within Markham Park just a few miles away. In addition, BROWARD COUNTY LAW mandates that owners/walkers pick up and properly dispose of all dog waste. Again, our community welcomes dogs BUT nothing so justifiably infuriates our owners than unpleasant waste left on one's property or in our common areas where our residents walk and play. Please remember that dog waste contains worms and parasites that can be picked up by our kids playing in areas where waste has been left. **As an additional safety and health concern dogs are not permitted in the pool area, playground, or soccer/football field at any time.**

Playground: The playground-"tot lot"-has equipment age appropriate for children under ten years.

Pool: The pool is intended to be a place that all residents can enjoy. Neither food nor alcoholic beverages are permitted in the pool area. Parties or group pool games that restrict other residents' enjoyment of the pool are not permitted. Entrance and exit to the pool area and restrooms is controlled by a locked gate. The gate should be kept closed at all times. This ensures that only residents of San Sebastian use the pool and reduces vandalism. A key FOB is needed to enter the pool area. If you have a problem with your key FOB and are current with your assessments, contact **Sasha Clark** at sasha@tpmgfl.com or call at (954) 640-0291. Replacement key Fobs are \$50.

Parking: Parking is a major problem within our community. Use of Guest parking (parking spots marked by the words "GUEST") by residents is NOT permitted. Street parking, parking extending across or into the sidewalk or street, and parking on the swale, grass, driveway apron and sidewalks is not permitted. Pickup trucks and commercial vans must be parked **inside the garage** or outside the community. Commercial signage must be removed from the vehicle if the vehicle is not parked inside the garage.



Cars parked illegally in guest spots or in common areas may be towed without additional warning. Motorcycles and boats are considered recreational vehicles and must be stored in the garage alongside a car/SUV or pickup.

Townhome parking: Two cars/SUVs/trucks must be parked on the property. If you have three or more cars, the third, fourth, etc. cars may be parked in overflow parking if two cars are already parked on the property. **YOU MUST USE YOUR GARAGE AND DRIVEWAY FIRST. Manor Home** ('single family" home) parking: Four cars/SUVs/trucks must be parked on the property. If there are five or more cars, the fifth, sixth, etc. cars may be parked in overflow parking if four cars are already parked on the property.

YOU MUST USE YOUR GARAGE AND DRIVEWAY FIRST.

Overflow parking: Is available at the following locations.

On the north side of Presidio Drive in parking spots near the mailboxes and/or along the highway between Veracruz Ln and Coronado Rd; on the south side of Presidio in the parking spots near the mailboxes; in the parking spots along the southwest side of Veracruz Lane near the lake in the parking spaces along Coronado on both sides of the pool parking lot. Please note that there is no overnight parking in the pool parking lot and that the pool parking lot is reserved for those residents who are using the pool or playground.

Exterior Manor Home maintenance: We take pride in the appearance of our community and ask that all residents take pride in the appearance of their homes. Lawn and hedges should be maintained on a regular basis. Dead palm fronds should be removed from trees, and the landscape mulched as needed. Please maintain a clean tile roof, walkway, sidewalk, mailbox and fence (if appropriate). The back patio should be kept free of mold and mildew.

Manor Homes and Town Homes: Please reseal driveways when excessively stained or bleached. Please maintain a clean walkway as necessary. The back patio should be kept free of mold and mildew.

Changes: Any changes to the exterior of a unit/lot require approval from the Architectural Control Board.

Trash Cans and Recycle Bins: In order to maintain the appearance of our community trash cans should not be placed on the curb before 6 p.m. on Monday and Thursday and must be restored in the garage out of sight Tuesday and Friday night. Trash bins may not be stored on the porch or on the back patio (unless fenced).

Traffic: For the safety of our residents speeding is not permitted. Please come to a full stop at each stop sign.

Security: Although Weston and San Sebastian are considered to be safe and secure there have been incidents of break-ins. The Weston Police Chief has asked all residents to secure valuables by locking your home and cars.

Thank you!

Board of Directors, San Sebastian

Signature

AUTHORIZATION FOR FILE DISCLOSURE

PLEASE ATTACH DRIVER'S LICENSE OR PHOTO ID TO THIS FORM

18 YEARS AND OVER APPLICANT/TENANT CONSENT

Full Name - First, Middle, and Last Name (Please Print)

Home Address (Unit # if applicable)

Applicant Phone Number (REQUIRED)

CITY

STATE

ZIP

Social Security Number

Date of Birth

Email Address

I hereby consent to allow **Verify Screening Solutions, Inc.**, through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow **Verify Screening Solution, Inc.** and its designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent or misleading information on an application may be grounds for denial of residency or subsequent eviction. Results will be provided to

X

Signature Date

Property Name

Property Address

☐ Basic (Criminal only)

☐ Complete (Criminal & Credit)

☐ International

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AUTORIZACIÓN PARA LA DIVULGACIÓN DE ARCHIVOS

POR FAVOR ADJUNTE LICENCIA DE CONDUCIR O IDENTIFICACION CON FOTO A ESTE FORMULARIO

18 AÑOS o MÁS CONSENTIMIENTO DEL SOLICITANTE/INQUILINO

Nombre legal completo - Nombre, Apellido (Escrito)

Direccion Residencial Primaria (# de Apartamento si es aplicable)

Numero de Telefono Primario (REQUERIDO)

CIUDAD

ESTADO

ZIP

Numero de Seguro Social

Fecha de Nacimiento

Direccion de Correo Electronico

Por la presente doy miconsentimiento para permitir que **Verify Screening Solutions, Inc.**, a traves de su agente/ empleado designado, obtenga y verifique mis informes de consumo, incluyendo pero no limitándose a, mi informe de crédito, información criminal e información de desalojo con el propósito de determinar mi elegibilidad para alquilar/comprar un apartamento. Además, entiendo que si alquilo/compro un apartamento, doy mi consentimiento para permitir que **Verify Screening Solutions, Inc.** y su agente/empleado designado, durante la duración de mi arrendamiento, revisen la siguiente lista de información para evaluar el riesgo, para análisis, para la mejora de procesos y otros usos: mis informes de consumo, incluyendo pero no limitándose a mi informe de crédito, información criminal, información de desalojo, mi historial de pagos de alquiler, y el historial de ocupación, y otra información. Los hechos expuestos en mi solicitud de residencia son verdaderos y completos. Información falsa, fraudulenta o engañosa en una solicitud puede ser motivo de denegación de residencia o posterior desalojo. Los resultados serán proporcionados a

X

Firma - Fecha

Nombre de la comunidad

Direccion de la propiedad

☐ Basico (Criminal)

☐ Completo (Criminal & Credito)

☐ Internacional