



18001 Old Cutler Road Suite 476 Palmetto Bay FL 33157

305-255-0900

SHERBROOKE TOWNHOMES HOMEOWNERS' ASSOCIATION, INC.

Sale Screening Application

To prevent delays, please carefully read the instructions in this application. The approval process generally takes about 14 business days after receiving all necessary documents and payments.

- Copies of each adult's Driver's License. If there is no Driver's License, please submit a copy of your passport & visa.
- Copy of the vehicle registration & Insurance Identification card for each vehicle. If the vehicle is not registered to the applicant(s) you must be added to the insurance as an authorized driver.
A maximum of two vehicles is permitted. NO EXPECTATIONS.
- **The following applies if the applicant is coming from outside the County or the U.S.A.** The last place of residence should be the municipality/government agency that should provide a clearance letter/ form.
- A **non-refundable money order** or **cashier's check** payable to **T&G Management Services, Inc.** of **\$150.00** per adult occupant/resident/applicant.
- A copy of the Sale contract must accompany your application.
- Background & Credit check for all applicants over the age of 18 (pg. 7).
- The last 2 pay stubs for everyone over the age of 18.
- Rules and Regulations must be signed by all residents.
- Pre-approval letter from the bank doing the financing (if applicable)
- The following information must be provided if a company is purchasing the property:
 - Copy of the articles of the corporation
 - All members of the company must individually complete the Scott & Roberts Form.(pg.6).
- Please be advised that only two (2) adults per bedroom are allowed to occupy a home as outlined by the Florida Department of Housing. All the information requested is by the authorization of the SHERBROOKE TOWNHOMES HOMEOWNERS' ASSOCIATION, INC. and applicable association governing documents, rules, and regulations.

**THE APPLICATION WILL ONLY BE ACCEPTED BY MAIL, UPS, FEDEX, OR CAN BE TAKEN
TO OUR OFFICE:**

**18001 Old Cutler Road, Suite 476,
Palmetto Bay, FL 33157.**

RULES & REGULATIONS REGARDING OCCUPANCY

There seems to be some confusion lately regarding the Occupancy requirements in the community. So that we are all on the same page moving forward, below are the currently adopted Rules.

Units shall be occupied only by Owners (persons on the deed), "Immediate Family Members," & Approved Tenants. The term "Immediate Family Members" shall mean the owner's children, parents, grandparents, grandchildren, brothers & sisters (All parties over the age of 18 MUST be screened before moving in). No more than two (2) occupants are allowed per bedroom.

Should ANYONE over the age of 18 move into the unit after purchase, the following Documents below MUST be submitted to the Board for approval of these new occupants. This includes Children, parents, and any other relatives of the current owner. This keeps our community safe.

ANY other occupants that reside in the unit while the owner is "absent" (not staying overnight with the occupant) are considered "Tenants" and will require a written lease from the owner for a minimum 6-month period and approval from the board before taking occupancy. Failure to comply with these rules & regulations will constitute a fine to the owner in the amount of \$100.00 per day until the occupants either vacate or are approved.

Applications will not be considered by the board unless ALL COMPLETED documents are submitted.

DOCUMENTS NEEDED FOR APPROVAL:

Filled out/signed application with ALL information provided.

Copy of Driver's License for all applicants over the age of 18.

Background & Credit check for all applicants over the age of 18.

Copy of the Last two pay stubs

Signed Form - Rules & Regulations Regarding Occupancy.

Only two (2) vehicles are allowed per unit, and they MUST be parked in your assigned spots. Please see the Main Rules and Regulations regarding guest parking in the community.

1st Buyer's/Occupant Signature

Date

2nd Buyer's/Occupant Signature

Date

SHERBROOKE TOWNHOMES HOMEOWNERS' ASSOCIATION, INC.

APPLICATION FOR SALE

Account #: _____

Closing Date: _____

Property Address: _____

Name of Seller(s): _____

Seller Telephone(s) #: _____

Buyer Realtor name: _____ Phone & Email: _____

Seller Realtor name: _____ Phone & Email: _____

Buyer(s) Personal Information

Name of Buyer/Resident: _____
(Last) (First) (Middle)

DOB: _____ Place of Birth: _____

Marital Status: _____

Telephone Number(s): _____

Driver's License #: _____ State: _____

Email: _____

Is this property an Investment Property? Yes No (circle one)

If yes, please provide Mailing address: _____

Acknowledgement of Rules & Regulations:

Signature of 1st Buyer/Resident

CONTINUANCE OF BUYER(S) PERSONAL INFORMATION

Name of 2nd Buyer/Resident: _____
(Last) (First) (Middle)

DOB: _____ Place of Birth: _____

Marital Status: _____

Telephone Number(s): _____

Driver's License#: _____ State: _____

Email: _____

Acknowledgement of Rules & Regulations:

Signature of 2nd Buyer/Resident

EMPLOYMENT INFORMATION 1st BUYER/RESIDENT

Company: _____ Supervisor: _____

Address: _____

Telephone: _____

Position: _____ Salary: _____

EMPLOYMENT INFORMATION 2nd BUYER/RESIDENT

Company: _____ Supervisor: _____

Address: _____

Telephone: _____

Position: _____ Salary: _____

ALL OTHER OCCUPANTS INCLUDING CHILDREN

Name: _____ DOB: _____

Relationship: _____

Name: _____ DOB: _____

Relationship: _____

REFERENCES

REFERENCE #1

Name: _____

Telephone #: _____ Relationship: _____

Years known: _____

REFERENCE #2

Name: _____

Telephone #: _____ Relationship: _____

Years known: _____

REFERENCE #3

Name: _____

Telephone #: _____ Relationship: _____

Years known: _____

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, roadworthy order. SHERBROOKE TOWNHOMES HOMEOWNERS' ASSOCIATION, INC. does not allow commercial vehicles of any kind to be parked on the property after dusk and as such may tow such vehicles at the owner's expense. SHERBROOKE TOWNHOMES HOMEOWNERS' ASSOCIATION, INC. does not allow overnight on-street parking of vehicles on its roadways. Such violations will result in the towing of the vehicle at the owner's expense, or a fine of \$100.00 per violation will be assessed against the homeowner.

The applicant certifies that all information submitted is true and correct. Each applicant authorizes SHERBROOKE TOWNHOMES HOMEOWNERS' ASSOCIATION, INC. and T & G Management Services, Inc. to conduct background research and verification, which may include but is not limited to mortgage history, employment statutes, tenancy, public records, personal character references, etc. The applicant acknowledges that providing false or misleading information is reasonable grounds for denial of this application. All applicants involved shall hold harmless SHERBROOKE TOWNHOMES HOMEOWNERS' ASSOCIATION, INC., and T & G Management Services, Inc. about 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 on the association.

Signature of 1st Buyer/Resident

Date

Signature of 2ND Buyer/Resident

Date

Do not write below this line

For Office Use Only

Approved/Disapproved: _____ Date: _____

Approved/Disapproved: _____ Date: _____

Comments: _____

AUTHORIZATION REGARDING BACKGROUND INVESTIGATION

By signing below, I acknowledge receipt of the following separate documents (and certify that I have read and understood them):

- DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU:
- A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT:
- ADDITIONAL NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS ON YOU:
- ADDITIONAL STATE LAW NOTICES.

By signing below, I also authorize **T and G Management Services** to obtain “consumer reports” and “investigative consumer reports” about me for tenant purposes.

Signature: _____ Date: _____

Print Name - First Middle Last Name

PERSONAL INFORMATION NEEDED FOR BACKGROUND CHECK

Please supply the following information to facilitate a background check on you.

Last Name: _____ First Name: _____ Middle: _____

Other Names Used (alias, maiden, nickname): _____

Social Security Number: _____ Date of Birth: _____

Driver License No.: _____ State Issued: _____

Phone Number: _____

Email Address: _____

Current Address: _____
Address City State Zip Code Country Dates

Former Address: _____
Address City State Zip Code Country Dates

Current Employer Address City/State Start Date Salary

Supervisors name Employer Telephone Number

ONE FORM PER ADULT (18 years old or older) – PRINT THIS PAGE AS NEEDED

Pet Registration Form

Please PRINT (in ink) or type responses

SHERBROOKE TOWNHOMES HOMEOWNERS' ASSOCIATION, INC. requires all residents/owners to provide the following information and documents about their pet. Unregistered pets found on the property may be removed. It is your responsibility to update this information as needed.

IF NO PET, PUT N/A

- 1) Pets Owner Name (s): _____
- 2) Pets Owner Phone Number (s): _____
- 3) Property Address: _____
- 4) How many pet (s) _____ MAXIMUM OF 1 PET
- 5) Pet Type: _____ Pets Name: _____
- 6) Gender: _____ Breed: _____
- 7) Age: _____ Weight: _____ Maximum 30 Lbs. Neutered/Spayed: Yes ___ No ___

PLEASE ATTACH PHOTO OF PET (S) AND COPY OF VACCINATION (S)

5. PETS:

- a) Certain restrictions upon pets are set forth in the Declaration of Covenants and members, their guests and invitees are expected to comply with such restrictions at all times.
 - b) No pets shall be allowed to commit a nuisance in or on any portion of the Properties.
 - c) The term "pets" shall be limited to dogs, cats, and birds.
 - d) All pets must be leashed and picked up after at all times.
 - e) No pet shall be permitted to be tied up and left outside unattended.
 - f) Only one pet per unit is permitted and not greater than 30 pounds in weight.
 - g) All pets must be registered with the Association and must provide record of vaccinations.
-

Signature: _____ Date: _____

SHERBROOKE TOWNHOMES HOMEOWNERS' ASSOCIATION, INC.

New Owner Registration Form

RESIDENT INFORMATION

Address: _____

Name: _____

1st Cell: _____ Email: _____

2nd Cell: _____ Email: _____

VEHICLE INFORMATION - A maximum of two vehicles is permitted.

- Valid Vehicle registration for each vehicle. – **Must be registered to the applicant, can't register a vehicle that does not belong to one of the applicants.**
- Insurance Identification card for each vehicle. **If the car is not registered to any of the applicants, the driver must be listed as an authorized driver.**

Make: _____ Model: _____ Color: _____ Tag: _____

Make: _____ Model: _____ Color: _____ Tag: _____

18. PARKING AND VEHICULAR RESTRICTIONS:

- All parking areas for the use of the Unit Owners are located on the Common Properties.
- Each unit has only two parking spaces for two vehicles.
- Temporary guest or recreational parking shall be permitted only within spaces and areas clearly designated for this purpose. Guests parking within the 'Guest Parking Only' spaces are not to exceed a time period of 14 days and must be registered with the Property Management Company.
- All vehicles parked in the Common Properties must be operational and have current registration and residents' vehicles must be registered with the Association.
- Double parking and/or curb parking anywhere on the premises of Sherbrooke Townhomes are not permitted.
- Any vehicles violating these restrictions are subject to towing at owner's risk and expense.
- Commercial vehicles, defined as such by Florida Law, and signage on any type of vehicle are not permitted.

Signature: _____ Date: _____

Signature: _____ Date: _____

SHERBROOKE TOWNHOMES HOMEOWNERS' ASSOCIATION, INC.

RULES AND REGULATIONS

Your homeowners' association wishes to maintain well-managed common properties and to efficiently discharge its duties under the Declaration of Covenants for the Sherbrooke Townhomes. It is believed that these rules will aid this purpose. Your Board of Directors will welcome the assistance of all the Townhome Owners in the enforcement of these regulations. Certain of the below terms or words are defined in the Declaration of Covenants and such definitions are intended to apply to these Rules and Regulations.

1. ENFORCEMENT OF REGULATIONS: These rules will be enforced as follows:

- a) Violations should be reported in writing to the Sherbrooke Townhomes Homeowners' Association, Inc. but not to the Board of Directors or to Officers of the Association by oral communications.
- b) Violations will be called to the attention of the violating owner by an officer of the Association or his designee, who will also notify the Board of Directors or persons designated by it to enforce the rules and regulations.
- c) Disagreements concerning violations will be presented to, and be judged by, the Board of Directors, which will take the appropriate actions.
- d) Owners are responsible for compliance by their guests and lessees with these rules and regulations and shall be responsible for fines levied against the unit for the actions of their guests and lessees.

2. SCREENING REQUIREMENTS: All new residents must complete a screening application and participate in a personal interview at a time and place to be determined by the Board of Directors, prior to closing. Screening application packages shall be obtained from the Property Management Company.

3. POOL FACILITY: The pool facility and other portions of the common properties are for the exclusive use of the Association Members and their immediate families, tenants, resident house guests, and guests. Rules and regulations governing the use of amenities shall be posted upon or immediately adjacent to such facilities. Such rules and regulations are subject to change from time to time in the sole discretion of the Board. To ensure the safety, comfort and enjoyment of such facilities, adherence with such rules and regulations is mandatory for members and, to the extent they are permitted to use the pool, their guests. The pool is open from Dawn to Dusk only. Children under the age of 16 must be accompanied by an adult and guests are limited to four per unit at one time.

4. NOISE: The Declaration of Covenants imposes upon the Board of Directors the duty of ensuring that nuisances, by reason of noise or otherwise, do not take place upon the properties.

- a) In order to ensure your own comfort and that of your neighbors, radio hi-fi, or stereo systems, and televisions should be turned down to a minimum volume between the hours of 10:30 p.m. and 8:00 a.m. All other noises, such as bidding goodnight to departing guests
and the slamming of car doors and the like, between these hours should be kept to a minimum.
Your neighbors will appreciate this.
- b) Carpentry, carpet-laying, picture hanging, or any trade (or do-it-yourself work) involving hammer work, etc., must be done between the hours of 8:00 a.m. and 6:00 p.m.

5. PETS:

- a) Certain restrictions upon pets are set forth in the Declaration of Covenants, and members, their guests, and invitees are expected to comply with such restrictions at all times.
- b) No pets shall be allowed to commit a nuisance in or on any portion of the Properties.
- c) The term "pets" shall be limited to dogs, cats, and birds.
- d) All pets must be leashed and picked up after at all times.

- e) No pet shall be permitted to be tied up and left outside unattended.
 - f) Only one pet per unit is permitted and not greater than 30 pounds in weight.
 - g) All pets must be registered with the Association and must provide record of vaccinations.
6. **OBSTRUCTION:** Sidewalks, entrances, driveways, corridors, and passageways upon the Common Properties must be kept open and shall not be obstructed in any manner.
7. **DESTRUCTION OF PROPERTY:** Neither members, their dependents, nor guests, shall mark, mar, damage, destroy, deface, or engrave any improvements constructed upon the Properties. Members shall be financially responsible for any such damage.
8. **CLEANLINESS:** The Common Properties shall be kept clean and free from all litter and trash. Members shall not allow anything to be thrown or to fall from windows, doors fences or trellises upon the Common Properties. No sweeping, or other substances, shall be permitted to escape to the Common Properties from the dwelling units.
9. **RESPONSIBILITY FOR DELIVERIES:** Members shall be liable for all damages to the Improvement upon the Properties caused by receiving deliveries or moving or removing furniture or other articles to or from the buildings in which the Townhomes are located.
10. **TRASH:** All refuse, waste, broken down boxes and/or crates and garbage shall be securely placed in dumpsters where located. NO garbage canisters shall be placed upon or in plain view of persons upon or allowed upon Common Properties.
11. **ROOF:** Members are not permitted on the roofs of buildings in which their dwelling units are located for any purpose other than repair.
12. **SOLICITATION:** There shall be no solicitation by any person for any cause, charity, or any purpose whatever, unless specifically authorized by the Board of Directors.
13. **HURRICANE PREPARATIONS:** Each member who plans to be absent from the Townhome during the hurricane season must prepare the dwelling unit prior to departure by:
- a) Removing all furniture, plants, and other personal items from his courtyard, balcony and patio areas.
 - b) Designating a responsible firm or individual to care for his townhome during his absence in the event that the dwelling unit should suffer hurricane damage. Each member shall furnish the Property Management Company with the name of such firm or individual.
 - c) Hurricane shutters may only be closed for the hurricane season by members who plan to be absent from their unit during the hurricane season.
14. **SIGNS:** No signs of any kind (other than a notice to be placed on a bulletin board) may be installed on the Properties.
15. **ODORS:** No noxious or unusual odors shall be generated in such quantities that they permeate to other Townhomes or the Common Properties units and become an annoyance or become obnoxious to another owner. Normal cooking odors, normally and reasonably generated from kitchens, or patios shall not be deemed violation of this regulation.
16. **BOATS:** No boats, boat trailers, recreational vehicles, campers, or mobile homes shall be permitted upon the Common Properties without prior written consent of the Board of Directors.
17. **ATTIRE:** Owners, their families and guests shall not appear in or use the Common Properties or recreational facilities thereon except in appropriate attire.
- 18. PARKING AND VEHICULAR RESTRICTIONS:**
- a) All parking areas for the use of the Unit Owners are located on the Common Properties.
 - b) Each unit has only two parking spaces for two vehicles.

- c) Temporary guest or recreational parking shall be permitted only within spaces and areas clearly designated for this purpose. Guests parking within the 'Guest Parking Only' spaces are not to exceed a time period of 14 days and must be registered with the Property Management Company.
 - d) All vehicles parked in the Common Properties must be operational and have current registration and residents' vehicles must be registered with the Association.
 - e) Double parking and/or curb parking anywhere on the premises of Sherbrooke Townhomes are not permitted.
 - f) Any vehicles violating these restrictions are subject to towing at owner's risk and expense.
 - g) Commercial vehicles, defined as such by Florida Law, and signage on any type of vehicle are not permitted.
19. **OPEN FLAME:** Sources of open flame such as tiki torches, BBQ grills without hoods, and fire pits or other such materials that expose the buildings and vegetation to open flame are not permitted. We ask all residents to remove any sources of open flame from their patios/balconies, entrance ways, etc. in accordance with this policy.
20. **COMPLIANCE BY OWNER:** Owners and occupants shall comply with the foregoing rules and regulations, and any and all rules and regulations which may, from time to time be adopted by the Board of Directors. Failure of any owner or occupant to comply with the foregoing shall subject same to legal remedies including, but not limited to, suits for money damages, injunctive relief, or any combination thereof. The Association shall have the right to suspend voting rights and use of the Common Properties and improvements thereon in the event of failure to so comply.

Sherbrooke Townhomes Homeowners' Association, Inc.

By: _____  _____ President

THE PROSPECTIVE OWNER OR TENANT HAS READ AND WILL COMPLY WITH THE ABOVE ASSOCIATION RULES AND REGULATIONS.

	/	
1 st Resident/Buyer Name	Signature	Date

	/	
2 nd Resident/Buyer Name	Signature	Date

	/	
3 rd Resident/Buyer Name	Signature	Date

	/	
4 th Resident/Buyer Name	Signature	Date

REVISED MARCH 2021