

APPLICATION ESSENTIALS

Benchmark Property Management, Inc. coordinates the application process for the transfer of units by sale or lease on behalf of our client associations. In performing this service we have too often noted that unit owners, prospective buyers or tenants, and real estate agents, title companies, mortgage brokers, etc. lack an understanding of the association's obligations and rights and the role that Benchmark plays in the process. This notice is intended to provide you with an overview of the application and approval/denial process. If you adhere to the following guidelines the process will be completed in the most timely and efficient manner possible.

1. Please remember that the association's rights and obligations are set forth in their governing documents. Both the Board of Directors and Benchmark are required to abide by those requirements.
2. Benchmark is an agent of the association and acts only under the instructions of the Board of Directors. Benchmark has no decision making power.
3. The amount of time in which the association is required to act upon an application is set forth in their governing documents. Please expect the association to use the full amount of time allowed to render its decision on any application.
4. The clock does not begin to run when we receive the application, but rather, the time allowed for the process begins to run only when we have received a completed application and all of the other supplemental information that may be required including all applicable fees.
5. If the application is not complete or additional information is needed our office will return your application and include a list of any deficiencies. At that point, the clock will stop and will only restart after you have submitted the additional information.
6. When we have received all of the required materials we will forward the entire application package to the Board of Directors for their review and decision.
7. The closing date of a sale or the effective date of a lease has no bearing whatsoever on the time allotted for the board to render its decision. In planning your transaction schedule you should expect the association to use the full amount of time allowed.
8. **PLEASE DO NOT CONTACT OUR OFFICE FOR AN UPDATE OR A REPORT ON THE STATUS OF YOUR APPLICATION.** Doing so will only slow the process. If we need to contact you we will do so without delay. Rest assured that when the Board of Directors has made its decision it will be provided to you within the required time.

We do not provide priority processing; however your full cooperation with the foregoing will expedite the process.

Benchmark Property Management, Inc.

PARKLAND RESERVE
c/o Benchmark Property Management, Inc.
7932 Wiles Road
Coral Springs, Florida 33067
(954) 344-5353 Fax (954) 344-5399

APPLICATION FOR OCCUPANCY

1. Complete the application form including information for each applicant and/or occupant
2. Attach a copy of the executed Lease or Purchase & Sale Agreement
3. A legible copy of **all** driver licenses, vehicle registrations.

FEES:

- **Lease only- \$500.00 common area refundable deposit. Deposit will be refunded upon move out. Payable to: Parkland Reserve Community Association.**
- \$150.00 Application fee (cash and personal checks will not be accepted) **per application.** Payable to: **Parkland Reserve Community Association.**
- **\$150.00 screening fee per applicant **per married couple OR \$150.00 per person over 18 years of age.** This money order is made Payable to: **Benchmark Property Management Associates, Inc.**
- ** Any applicant that has no social security number to provide the Association with what would be the equivalent information from the country of origin, at the expense of the applicant. If the applicant fails to provide the Association with the required information the application will be incomplete, at which time it may be denied by the Board.
- Ownership by a business entity, LLC, corporation or partnership is prohibited by the Association's Governing Documents.
- The Association's Governing Documents limit anyone from owning more than two homes. One home must be primary residence.
- No home shall be leased during the first twelve months of ownership.
- No more than two leases are permitted in a twelve month period. No lease term shall be for less than 90 days.
- **Please note there is a MINIMUM CREDIT score of 670 REQUIRED.**

PARKLAND RESERVE HOA
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(954) 344-5353 Fax (954) 344-5399

Application for Occupancy

Note: This form is for all applicants/occupants over the age of 18.

FILL IN ALL BLANKS APPLICATIONS MAY BE RETURNED IF NOT FULLY COMPLETED!!

Date: _____

Desired Date of Occupancy: _____

This Application is for a: SALE () Lease ()

Property Address: _____

Realtor's Name: _____ Phone # _____

Applicant's Name: _____

Phone # _____ **Cell Phone #** _____

E-Mail _____ **Address** _____

SSN # _____ **DOB** _____

DL # _____ **State** _____

MARITAL STATUS: Married () Separated () Divorce () Single ()

Spouse's Name: _____

Phone # _____ **Cell Phone #** _____

E-Mail Address _____

SSN# _____ **DOB** _____

DL # _____ **State** _____

No. Of People who will occupy the unit _____

List All Occupants:

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

Name _____ Age _____

PETS: Yes () No () How Many? _____

Weight: _____ Type: _____

VEHICLES

Make: _____ Model: _____ Color: _____

Tag # _____ State: _____ Year: _____

Make: _____ Model: _____ Color: _____

Tag # _____ State: _____ Year: _____

RESIDENCE HISTORY

Present Address: _____

Apt: _____ OWN () RENT () Years _____

City _____ State _____ Zip _____

Name of Landlord _____ Phone # _____

Previous Address: _____

Apt: _____ OWN () RENT () Years _____

City _____ State _____ Zip _____

Name of Landlord _____ Phone # _____

Previous Address: _____

Apt: _____ OWN () RENT () Years _____

City _____ State _____ Zip _____

Name of Landlord _____ Phone # _____

EMPLOYMENT HISTORY

ARE YOU: Self-Employed? Yes () No () Retired? Yes () No ()

Employer _____

City _____ State _____ Zip _____

Phone # _____ From: _____ To _____

Dept or Position: _____

Supervisor: _____ Monthly Income _____

Previous Employer _____

City _____ State _____ Zip _____

Phone # _____ From: _____ To _____

Dept or Position: _____

Supervisor: _____ Monthly Income _____

Spouse Employer _____

City _____ State _____ Zip _____

Phone # _____ From: _____ To _____

Dept or Position: _____

Supervisor: _____ Monthly Income _____

Previous Employer _____

City _____ State _____ Zip _____

Phone # _____ From: _____ To _____

Dept or Position: _____

Supervisor: _____ Monthly Income _____

REFERENCE (No Relatives)

1. Name _____ Years known _____

Address _____ Phone _____

2. Name _____ Years known _____

Address _____ Phone _____

HAVE ANY OF THE APPLICANTS EVER BEEN ARRESTED AND/OR CHARGED FOR ANYTHING OTHER THAN A MINOR TRAFFIC OFFENSE? Yes (☐) No (☐)

If yes please explain: _____ Applicant represents that all information given is true and correct, and understands that as part of our procedure for processing your application, an outside agency, will make an investigation from the information given and present their finding to us for review. This investigation may include, but is not limited to, character, general reputation, credit, residence and criminal search. Applicants agree not to hold the Association or it's agent liable for the discovery or non-discovery of information or any actions taken as a result of this investigation. Authorization is hereby given to release banking, credit, residency, employment and other information pertinent to this application.

Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____

Submit the completed application to:

Benchmark Property Management, Inc.
7932 Wiles Road
Coral Springs, Florida 33067

BENCHMARK PROPERTY MANAGEMENT, INC.

7932 Wiles Road · Coral Springs, Florida 33067 · Tel. (954) 344-5353 · Fax (954) 344-5399 · www.benchmarkpm.com

Authorization to Perform Background Check

I hereby authorize Benchmark Property Management, Inc., as agent for **Parkland Reserve Homeowners Association, Inc.** (herein the “Association”), to obtain a consumer report, and any other information deemed necessary by the Association, for the purpose of the Association evaluating my application. I understand that such information may include, but is not limited to, my credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, banking information and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect to or in connection with the rental, lease or purchase of a residence for which this application was made. I hereby expressly release Benchmark Property Management, Inc. and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information, including Social Security Number, shall remain confidential except through court order or subpoena as provided under relevant law.

Applicant Signature _____

Date _____

Applicant Signature _____

Date _____