



ABBHEY VILLAGE CONDOMINIUM ASSOCIATION INC

6294 Abbey Lane, Delray Beach, FL 33446

561-499-1438 Fax: 561-499-4809

Email: abbeyvillageapm@gmail.com

Welcome to Abbey Village

Abbey Village is a designated 55+ age community and meant to house older persons. Built in the late-1970's in three phases with each phase showcasing a different building style. (*Phase 1: buildings 1-6, 19-23 and 31-33; Phase 2: buildings 7-12, 14-18 and Phase 3: buildings 24-27*). Situated on 30 acres of land, there are 29 residential buildings of which four are low-rise (4-story) elevator and twenty-five are (2-story) walk-up garden-style. Each building is its own condominium – thus, in addition to common expenses associated with the maintenance & management of the community, each condominium is responsible for expenses tied to their respective building. Association dues (*maintenance*) is paid quarterly and includes sewer, garbage/trash, WIFI and cable TV via Blue Stream Communications and contributions to reserves.

The recreational area is located at 6294 Abbey Lane and features a 7,200 sq. ft clubhouse, swim deck with two pools and a shuffleboard court. Within the clubhouse, there is an auditorium with stage, fitness room, library/card room, a billiards room and a poker room. Board meeting, events and exercise classes are held periodically in the auditorium.

Abbey Village is nestled within the southeastern section of the planned development Village of Oriole and is convenient to shopping, restaurants, houses of worship and local nature preserves.

Salient Restrictions:

- This is a 55+ age community and as such, no one under the age of 55 may reside permanently at the community, unless one permanent occupant is aged 55+. Children under the age of fifteen (15) may be permitted to visit or temporarily reside in the unit for a period of time not to exceed a total of sixty (60) days per calendar year.
- Minimum credit score of 700 is required for all lease, sale, and occupant applicants.
- All leases and lease renewals require advance board approval. Board approval is also required for new occupants to a unit.

Leasing Restrictions:

- **No owner may lease a unit until such owner has held title to the apartment for one year.**
- No apartment may be rented more than once in a twelve-month period.
- Month-to-month leasing, subleasing, transient leasing (i.e. Airbnb) or room sharing is prohibited.
- Minimum lease terms:
 - *Phase 1 Buildings:* term may not be less than three months and no more than twelve (12) months.
 - *Phase 2 & 3 Buildings:* term may not be less than nine (9) months and no more than twelve (12) months.
- Absolutely **NO PETS** are allowed on premises or within a unit. A request for an exception to the No Pet Policy may be made for animals classified as Emotional Support or Service Animals, as per HUD.
- The apartments shall be used for single-family residences only. No room sharing is allowed. Occupancy is restricted to no more than two (2) persons in a one-bedroom unit and four (4) persons in a two-bedroom unit.
- The governing documents require all units to have both liability (*covering accidents within the unit*) and casualty (*personal belongings*) – this is generally covered in an HO6 condominium insurance policy. Owners are required to provide proof of insurance on an annual basis (*upon renewal*). If the unit is being leased, Tenant shall provide copy of Renters Insurance with *Abbey Village Condominium as Additional Insured* as part of application.
- One parking space is assigned per unit. No commercial vehicles, trucks, boats, trailers, motor homes, mobile homes, campers, recreational vehicles, motorcycles, mopeds, etc. are permitted on community association property between the hours of 6pm and 8am.



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INSTRUCTIONS FOR APPLYING

1. Fill out all forms included in this packet:

Please read through the Rules & Regulations, then sign the affidavit stating that you will abide by this notarized document. Fill out the forms completely and sign where indicated.

2. Submit the Application

Submit the completed application to Abbey Village Condominium Association either by mail (see address above) or by email abbeyvillageapm@gmail.com Abbey Village Condominium Association reserves the right to a 30-day processing time.

The application must be complete before any review by the Association – the submission package must include the following:

- Completed and signed Application for Occupancy (3 pages)
- Fully completed and signed Background Authorization Form
- Color Copy of Photo ID (driver's license; passport) for each buyer and occupant
- Signed & notarized Affidavit.
- Signed Certification of 55+ Community Occupancy
- Completed Census
- Completed Designation of Voting Representative
- Copy of fully executed Purchase/Sale Contract
- Signed No Pet Exemption form, if applicable
- Cashier's Check or money order for \$150 non-refundable application fee per adult applicant (*spouses or married couples the fee is \$150*) made out to Abbey Village Condominium Association. NO PERSONAL CHECKS.

You will be notified when the completed application has been reviewed and a Screening Orientation meeting is to be scheduled.

3. Attend a Screening Orientation Meeting

Screening Orientation meetings are required and scheduled based on availability of the committee member(s). These meetings can be held in person or via video conference. Buyer(s) must attend a Screening Orientation Meeting **BEFORE** any Approval of Transfer is issued. Occupancy prior to board approval is prohibited.



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APPLICATION FOR OCCUPANCY (Page 1)

Complete all questions. If any part of this application is left blank, it may be returned, not processed and not approved. (Please print clearly)

Today's Date: _____ (check one) ☐ Sale: ☐ New Lease ☐ Lease Renewal ☐ New Name on Deed

Unit No.: _____ Building: _____ Address of Unit: _____

Date of Occupancy: _____

Current Owner (information must be supplied)

Owner's Name _____ Phone _____

Owner's Address _____ Email _____

Realtor _____ Phone _____ Email _____

If this is an application for sale, new lease or adding a name to a deed involves someone NOT related to the current owner(s), an application fee of \$150 per adult applicant/occupant (*spouses, married couples the fee is \$150*) is required, cashier's check payable to Abbey Village Condominium Association and a color copy of each applicant's driver's license must accompany this application. Applications for lease renewal or adding a name to a deed involving someone related to the current owner does not require a fee.

Applicant 1 (Provide information for ALL names that will appear on deed or lease. Use another sheet if necessary)

Name _____ Social Security # _____

Date of Birth _____ Marital Status _____ Maiden Name _____

Present Address _____ How long? _____

Phone _____ Email _____

Have you ever been convicted of a crime? ☐ Yes ☐ No Your Occupation: _____

If yes, please explain _____

Current Employer _____ How Long? _____ Income \$ _____

Address _____ Phone _____ Email _____

Applicant 2 (Provide information for ALL names that will appear on deed or lease. Use another sheet if necessary)

Name _____ Social Security # _____

Date of Birth _____ Marital Status _____ Maiden Name _____

Present Address _____ How long? _____

Phone _____ Email _____

Have you ever been convicted of a crime? ☐ Yes ☐ No Your Occupation: _____

If yes, please explain _____

Current Employer _____ How Long? _____ Income \$ _____

Address _____ Phone _____ Email _____



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APPLICATION FOR OCCUPANCY (Page 2)

Occupants: Number of Persons who will occupy premises _____

List of all persons who will occupy apartment:

Name _____	Age _____	Relationship _____
Name _____	Age _____	Relationship _____
Name _____	Age _____	Relationship _____
Name _____	Age _____	Relationship _____

Automobile and Parking: Vehicle parking at Abbey Village is limited to residents and their visitors. All units have one assigned parking spot (marked with number). Additional cars must park in marked Guest Spaces. **Vehicles will be towed at registered owner's expense for non-compliance.** No servicing of vehicles allowed on premises.

Number of cars _____

Car 1: Make / Model (i.e., Toyota/Tundra) _____ Year _____ Plate # _____

State _____ Name of Registered Owner: _____

Car 2: Make / Model (i.e., Toyota/Tundra) _____ Year _____ Plate # _____

State _____ Name of Registered Owner: _____

Landlord Contact Information (if applicable)

Name _____ Address _____

Phone _____ Email _____

Years as Tenant _____ Current Rent: \$ _____ month

Bank Reference

Bank Name _____ Address _____

Phone _____ Age of Account(s) _____ ☐ Checking ☐ Savings

Character Reference

Name _____ Address _____

Phone _____ Email _____

Years Known to Applicant _____

In case of emergency, notify the following person(s)

Contact Name _____ Phone _____ Email _____

Address _____ City _____ State _____ Zip Code _____

Contact Name _____ Phone _____ Email _____

Address _____ City _____ State _____ Zip Code _____



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APPLICATION FOR OCCUPANCY (Page 3)

Request for Exemption to No Pet Policy: **NO** ☐ **Yes** ☐

Type of Exemption Requested: Emotional Support Animal ☐ Service Animal ☐

If YES, please contact office for additional requirements and paperwork

This application is subject to approval. I/We declare that the information contained herein to be true and correct. I/We authorize Abbey Village Condominium Association and/or its agent(s) to verify the information contained within this application and obtain a background check on each applicant. I/We agree that any willful misrepresentation will void any agreement entered in connection with this application.

I/We understand that an investigation of my background will be conducted to determine my character, general reputation, personal characteristics, mode of living and specifically authorize Cutting Edge Background Checks to make such an investigation.

I/We release Cutting Edge Background Checks, its employees and members from any loss, expenses or damages sustained directly or indirectly from information or reports furnished by Cutting Edge Backgrounds Check. I/We release the Board of Directors. Officers and members of Abbey Village Condominium Association, Inc and Castle Group and its employees, from any loss, expenses or damages sustained directly or indirectly from information or reports furnished by Cutting Edge Background Checks.

I/We state that all the information contained herein is true to the best of my/our knowledge and belief.

All Applicants must initial acceptance to the following:

- _____ I/We have received and read the Rules & Regulations and agree to abide to all restrictions of the Association and any subsequent amendments/changes to the governing documents.
- _____ I/We understand that sub-leasing, transient leasing (i.e., Airbnb) or room sharing is prohibited.
- _____ In making the foregoing Application, I am/We are aware that the decision of Abbey Village Condominium Association will be final, and no reason will be given for any action by the Board. I/We agree to be governed by the determination of the Board of Directors.
- _____ I/We understand that no permanent occupancy of any unit shall be permitted by an individual under the ages of fifty-five (55) unless one occupant who is age 55 or older resides permanently in the unit. Children shall be allowed to visit and temporarily reside for a period of time not to exceed a total of sixty (60) days per calendar year.
- _____ I/We understand that all leases and renewals are subject to prior board approval.
- _____ Occupancy of this apartment in my absence is prohibited unless the association is advised in advance with names of Guest, ages and length of stay. Guest usage is limited to a combined usage of no more than 45 days in a twelve-month period.
- _____ I/We understand that if any check received by the Association regarding this application is returned as uncollectible, any approval granted will be voided.

Name of Purchaser (Print):- _____ Signature: _____ Date _____

Name of Purchaser (Print):- _____ Signature: _____ Date _____



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**STATEMENT OF PURCHASER(S) ACKNOWLEDGING REQUIREMENT
THAT A RESIDENCE SHALL NOT BE OCCUPIED UNLESS
AT LEAST ONE OCCUPANT IS AGE 55 OR OLDER AND
CHILDREN MAY NOT RESIDE PERMANENTLY IN UNIT**

The Abbey Villages of Oriole Condominium community is designed and intended as an adult community, to provide housing for residents who are fifty-five (55) years of age or older. No permanent occupancy of any unit shall be permitted by an individual under the ages of fifty-five (55). As such, the undersigned acknowledges that Article XII of the Declaration of Condominium for the Abbey Villages of Oriole Condominiums provides that after an Apartment is leased it shall not be occupied unless at least one occupant who is age 55 or older resides permanently in the unit AND children shall be allowed to visit and temporarily reside for a period of time not to exceed a total of sixty (60) days per calendar year. The undersigned agrees to abide by this requirement.

Unit # _____ Building: _____

Address: _____

Agreed:

Purchaser

Date

Purchaser

Date

State of Florida, _____(County)

AFFIDAVIT

BEFORE ME, the undersigned authority, on this _____day of _____, 20____ personally appeared _____who upon being duly sworn, deposes and says as follows:

1. I/We am interested in purchasing unit ____, building _____and becoming a resident of Abbey Village Condominium Association, Inc.
2. I/We understand and agree that I am bound by all of the occupancy and visitor Restrictions contained in the governing documents, which includes the Declaration of Condominium, Association By-Laws and Rules and Regulations, as same may be amended from time to time. Article XII of the Declaration, as amended states “...*No children under the age of fifteen (15) shall be permitted to reside in any of the apartments for a period of time not to exceed a total of sixty (60) days per calendar year*” and Article XIV of the Declaration, which discusses provisions relating to sales, leases and conveyances.
3. I/We understand that no leasing of the unit is allowed during the first year of ownership (*one year from date of title*).
4. I/We understand that no person(s) other than those listed in the tenant application may take up residence in said unit without the express advanced approval by the board of directors. I/We understand that an application is required for said new occupant(s) and such additional occupant(s) may or may not be granted approval by the board.
5. I/We understand the Rules & Regulation as to the guest policy “*A guest or visitor may occupy a unit without the owner being present subject to the following three provisions:*
 - a. *Owner notifies association in writing the names of the guests and length of stay;*
 - b. *Guest usage in the owner’s absence does not occur more than two times in any twelve (12) month period for a total combined usage of not more than forty-five (45) days. Please note that if occupancy is to be longer than 30 days, the Association will consider it rented and require the owner and guest to enter into a lease which must be approved by the Association.” AND*
 - c. *Owner must supply his/her guest with a copy of the “Rules * Regulations.” No transient guests or leasing is allowed.*
6. I/We understand that no vendors are allowed onto the roof, whether a licensed air conditioner technician or others, without the advance knowledge of the association. If a third party causes any damage to the roof or common elements, I/We shall be held solely liable for said damage.
7. I/We shall purchase and hold throughout our ownership both liability and casualty insurance on the subject unit.
8. I/We understand that all lease renewals require advanced board approval. No month-to-month or other time extensions may be agreed upon by the lessee and landlord without board approval.
9. In the event that I violate any of the above-mentioned lease restrictions, the Association shall have the right to take appropriate action, which may include legal action against the lessee and/landlord.
10. Further, in the event of any violation, I/we as the lessee shall be responsible for the Attorney fees and cost incurred by the Association.
11. FURTHER AFFIANT SAYETH NAUGHT

Buyer Signature : _____

Buyer Signature: _____

Signature of Notary: _____

SEAL

____ Personally Known OR ____ Produced Identification.

Type of Identification Produced _____



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CENSUS FORM

ABBHEY VILLAGE ADDRESS: _____ BUILDING: _____ UNIT #: _____

PHONE (other than a cellphone): _____

ALL PERSONS RESIDING IN UNIT (including yourself):

Name: _____ Date of Birth: _____ Sex: (circle) M or F

Cellphone: _____ Email: _____

Name: _____ Date of Birth: _____ Sex: (circle) M or F

Cellphone: _____ Email: _____

Name: _____ Date of Birth: _____ Sex: (circle) M or F

Cellphone: _____ Email: _____

Name: _____ Date of Birth: _____ Sex: (circle) M or F

Cellphone: _____ Email: _____

DO YOU ☐ OWN OR ☐ LEASE THIS UNIT. If you lease, what is the name of owner(s) _____

DO YOU HAVE A PET? (circle) Y or N TYPE OF ANIMAL/BREED: _____ WEIGHT: _____

Please note: Abbey Village governing documents do not allow pets unless the board of directors has granted a policy exception. If you have a pet, when was this exception granted: _____

ARE YOU A PERMANENT (YEAR ROUND) RESIDENT? (circle) Y or N SNOWBIRD (PARTIAL YEAR): (circle) Y or N

If you are a Snowbird, which months do you reside at Abbey Village? _____

When not at Abbey Village, what is the mailing address of where you live _____

Phone number (other than cellphone(s) listed above): () _____ - _____

VEHICLES: List all vehicles you plan to park on Abbey Village property

Make/Model/Year: _____ License Plate: _____ State: _____

Make/Model/Year: _____ License Plate: _____ State: _____

EMERGENCY CONTACT(S): Try to give at least one person who is local

Name: _____ Relationship: _____ Phone Number: _____

Name: _____ Relationship: _____ Phone Number: _____

NAME OF PERSON COMPLETING THIS FORM: _____

SIGNATURE: _____ TODAY 'S DATE: _____



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CUTTING EDGE BACKGROUND CHECKS
CONSENT TO OBTAIN CONSUMER REPORT ON SUBSCRIBER
Abbey Village Condominium Association Inc.

I understand that you may obtain consumer reports that relate to my credit and/or criminal history. This information will, in whole or in part, be obtained from AISS, a Sterling Infosystems Company, 6111 Oak Tree Blvd, 4th floor, Independence, OH 44131, telephone 800.853.3228. I understand that you may be requesting information from various federal, state and other agencies or institutions, which maintain public and non-public records concerning my past activities relating to my credit and/or criminal history. This information will be reviewed by the Association and may be reviewed by a unit owner if it's a rental.
700 credit score required.

I authorize, without reservation, any party, institution, or agency contacted by AISS to furnish the above-mentioned information:

_____/_____/_____
Applicant Name Date of Birth* Social Security Number
*Date of Birth is requested in order to obtain accurate retrieval of records. If International please provide
Passport Number

_____/_____/_____
Co-Applicants Name Date of Birth Social Security Number
If International please provide
Passport Number

Alias/Previous Name(s)

Applicant Current Physical Address City & State Zip code

Co-Applicant Current Physical Address City & State Zip code

SIGNATURE _____ DATE _____

Co-Applicant
SIGNATURE _____ DATE _____



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I (We) _____ owner(s) of unit _____ located at _____ in Abbey Village Condominium in Delray Beach, FL do hereby certify that any and all demolition, alteration or repairs undertaken to the structure, electrical wiring, plumbing and soundproof flooring shall be completed by a licensed contractor(s). Contractors are not permitted to dispose of construction debris in Abbey Village garbage receptacles or owner will be subject fine(s) for violations. Contractors may work during the hours 8am to 6pm on Monday thru Saturday.

I (we) also certify that no work or installation shall commence until the necessary and required permits (if any) have been received from Palm Beach County. All work shall be performed to meet the standards of all laws regulating construction within the Palm Beach County jurisdiction.

Abbey Village Condominium reserves right to receive copies of any and all permits, as well as work proposal(s), contractors current license and Certificate of Liability Insurance and other information.

Installation of storm shutters, soundproof flooring (required on 2nd, 3rd & 4th floor units), external doors and window replacements require prior approval by the Abbey Village Condominium Board of Architectural review.

Owner's Signature

Date: _____

Owner's Signature

ABBAY VILLAGE CONDOMINIUM ASSOCIATION, INC
6294 Abbey Lane, Delray Beach, Florida 33446

Please note: A voting certificate establishes which owner is authorized to vote and represent a unit owned by more than one person or a corporation. A voting certificate, as required by Florida Condo Law, must be signed by all of the owners of the unit or by the appropriate corporate officer.

DESIGNATION OF VOTING REPRESENTATIVE (“VOTING CERTIFICATE”)

To the Secretary of Abbey Village Condominium Association, Inc. (the “Association”)

THIS IS TO CERTIFY that the undersigned, constituting all of the recorded owners of Unit No. _____ located at (address) _____ in Abbey Village has/have designated:

(Name of Voting Representative)

as the voting member to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, the Articles, and the By-Laws of the Association.

Voting Certificate requirements:

- **Joint Person Ownership** – Examples: husband & wife; mother & daughter/son; siblings; friends., etc. (*Designate one of the joint owners, not a third person.*)
- **Trust, Company, or Corporation owned** – Certificate must designate an officer or employee entitled to vote, and be signed by Trustee/s, Company Owner, or President or Vice-President of Corporation and attested by Secretary or Assistant Secretary of Corporation.
- **Sole Owner:** No Voting Certificate required by law, however, for ease of record-keeping, it is requested that a certificate be completed, especially if there is more than one resident living in the unit.

This Certificate is made pursuant to the Declaration and the By-Laws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED the _____ day of _____, 20_____.

OWNER (print name)

OWNER (signature)

OWNER (print name)

OWNER (signature)

OWNER (print name)

OWNER (signature)

NOTE: This form is not a proxy and should not be used as such.