SAN PALERMO HOMEOWNER'S ASSOCIATION, INC.

Instructions for Transfer/Occupancy Application Forms

Dear prospective purchaser/tenant/occupant,

Please fully complete and sign each form requiring execution in this packet leaving no line blank and return to the Association with a copy of the sales contract or lease agreement. The following forms are attached:

1. Notice of Owner's Intent to Transfer/Occupy
2. Purchaser/Tenant/Occupant Application Form
3. Vehicle Registration:
   a. Copy of current vehicle registration
   b. Copy of valid driver's license
4. Pet Information:
   a. Copy of Veterinarian Records
   b. Photo of Pet
5. Personal References
6. Disclosure Regarding Background Investigation
7. Acknowledgement & Statement of Understanding (Documents, Rules & Regulations, Etc…)
8. Check payable to **San Palermo HOA** as follows: The amount of **$100.00** for each applicant/occupant 18 years of age or older unless the applicant(s) is spouses or parent with dependent child, then $100.00.
9. A copy of the Sales or Lease Agreement

The Association has ten (10) days after receipt of a completed transfer/occupancy application package to complete the application review process.

A transfer, sale, or lease is **not effective,** nor may the unit be occupied by the prospective occupant without the prior written approval by the Board of Directors of the Association.

Submit the entire completed package including contract and checks to:

4H Association Management Company, Inc.
PO Box 1364
Jupiter, FL 33468-1364
Phone: (561) 262-8947 Fax: (561) 755-0514 Email: Chasson@4HAssociationManagement.com

NOTICE OF OWNER'S INTENT TO TRANSFER/OCCUPY
(Current Owner Must Complete & Sign)

UNIT NO (ADDRESS): _____

Current Owner Name(s): _____

Phone: _____ Email: _____

PROSPECTIVE PURCHASER/TENANT NAME(S):

Applicant (1): _____

Applicant (2): _____

LEASE: START DATE: _____ END DATE: _____

SALE: CLOSING DATE: _____

LEASE RENEWALS *must* be received by Management no less that fourteen (14) days before the lease expiration for review.

I/We acknowledge the transfer of occupancy to the above listed applicant(s) via sale or lease:

OWNER'S SIGNATURE:

(1) _____ Date: _____

(2) _____ Date: _____

TO BE COMPLETED BY MANGEMENT BELOW THIS LINE

Date Application Received: _____ Date Review Completed: _____

Date Application Sent to Board: _____ Date Approval Sent to Owner: _____

Date Disapproval Sent to Owner: _____

PURCHASER/TENANT/OCCUPANT APPLICATION FORM

Note: In order for Management to process, all applications must include the following information for the prospective purchaser/tenant/occupant(s).

The undersigned authorizes the release of the requested information to the Board of Directors of San Palermo Homeowner's Association, Inc. for the purpose of processing and considering this application.

PLEASE PRINT:

Applicant Name (1): _____ DOB:_____

Current Address: _____

OWN:____ LEASE:____ #of Years at Current Address:_____

Previous Address: _____

OWN:____ LEASE:____ #of Years at Previous Address:_____

Telephone Number: (h)_____ (c)_____

Email: _____

Employer Name & Position: _____

Employer Address & Telephone: _____

Have you ever been arrested? Yes____ No____

Have you ever been convicted of any crime? Yes____ No____

If (Yes) please explain: _____

Applicant Name (2): _____ DOB:_____

Current Address: _____

OWN:____ LEASE:____ #of Years at Current Address:_____

Previous Address: _____

OWN:____ LEASE:____ #of Years at Previous Address:_____

Telephone Number: (h)_____ (c)_____

Email: _____

Employer Name & Position: _____

Employer Address & Telephone: _____

Have you ever been arrested? Yes____ No____

Have you ever been convicted of any crime? Yes____ No____

If (Yes) please explain: _____

Other Occupants:

Name: _____ Relationship:_____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Emergency Contact:

Name: _____

Address: _____ City: _____ State: _____

Telephone: _____ Email: _____

List All Vehicles: A copy of each vehicle registration and each applicant's driver's license must be included

Make/Model:	Year:	Color:	License Plate #:	Registered To:
1.				
2.				
3.				

Pet Information: Tenants are not allowed to have pets. Owners may have two (2) pets (excluding fish or birds).

Pet Name:	Type:	Age:	Breed:	Weight:	Veterinarian Name:
1.					
2.					

A copy of the current veterinarian records should be included with this application along with a photo of the pet for the association's records.

PERSONAL REFERENCES:

Applicant (1):

1. Name: _____ Phone: _____

   Address: _____ City: _____ State:_____

   Email: _____ Relationship: _____

2. Name: _____ Phone: _____

   Address: _____ City: _____ State:_____

   Email: _____ Relationship: _____

Applicant (2):

1. Name: _____ Phone: _____

   Address: _____ City: _____ State:_____

   Email: _____ Relationship: _____

2. Name: _____ Phone: _____

   Address: _____ City: _____ State:_____

   Email: _____ Relationship: _____

I/We hereby submit this information and authorize to release any and all information with regards to verification of the employment, references, residential history, criminal record and credit history to the Association Board of Directors or Committee Members for the purpose of the approval of the sale or lease application:

Applicant (1) Signature: _____ Date: _____

Print Name: _____

Applicant (2) Signature: _____ Date: _____

Print Name: _____

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

4H Association Management Company, Inc. may obtain information about you from a consumer reporting agency for tenant, purchase, occupancy screening purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your criminal history, credit history, motor vehicle records (driving records), verification of your education or employment history or other background checks. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for residency is a criminal background check investigation conducted by **National Tenant Network, 9580 NW 136th Drive, Alachua, FL 32615**.

ACKNOWLEDGEMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by 4H Association Management Company, Inc. at any time after receipt of this authorization and throughout my tenancy, ownership, or occupancy, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, insurance company, and other party to furnish any/all background information requested by **National Tenant Network, 9580 NW 136th Drive, Alachua, FL 32615**. I agree that a facsimile (fax) or electronic or photographic copy of this Authorization shall be as valid as the original.

Applicant (1) Name: _____

Present Address: _____

Social Security No: _____

Date of Birth: _____

Signature: _____ **Date:** _____

Applicant (2) Name: _____

Present Address: _____

Social Security No: _____

Date of Birth: _____

Signature: _____ **Date:** _____

Acknowledgment & Statement of Understanding

(To be signed by Purchasers, Tenants, and Occupants)

I/We have received a copy of the documents, amendments, and the rules and regulations of the San Palermo Homeowners Association. I/We agree to abide by the rules and regulations of the association and acknowledge that I am subject to the Declaration of Covenants of the association. Failure to comply with the terms and conditions thereof shall be a material default and breech of this agreement.

I/We understand that there is a restriction on pets and as a tenant, I may NOT have a pet, and as an owner, I may have **no more than two (2) pets. Please refer to Article V, Section I for regulations**.

I/We understand that a pickup truck, van without windows or any commercial vehicles may not be parked anywhere on the property, **except within the unit's garage. See Article V, Section H for regulations**.

I/We understand that any violations of the terms, provisions, conditions, and covenants of the San Palermo Homeowners Association, Inc. documents provides cause for immediate action as therein provided or termination of the leasehold under the appropriate circumstances.

I/We understand that occupancy of the unit prior to board approval is NOT allowed and that the approval may be subject to an interview.

(*BUYERS ONLY*) I/We understand that I/We will have to pay two (2) months of assessments, as a capital contribution to San Palermo Homeowners Association, Inc. on or before the closing of my/our purchase and that such payment shall not be considered advance payments of annual assessments. (Article IX, 21X, E).

Applicant (1) Signature: _____ Date: _____

Print Name: _____

Applicant (2) Signature: _____ Date: _____

Print Name: _____