PGA RESORT COMMUNITY
PLAT OF GLENWOOD HOA, INC.

C/o Century Management Consultants, Inc., 2950 Jog Road, Greenacres, FL 33467
561-641-1016 ~ 561-641-9118 Fax
www.cmcmanagement.biz

*(Please check one) **Application for** PURCHASE ☐ or LEASE ☐ of Address/Unit #_____

Desired date of occupancy _____ **Closing Date if purchase:** _____

Applicant Name: _____ **Phone:** _____

Co-applicant Name: _____ **Phone:** _____

Email:_____ **Email:** _____

Processing may take up to 30 days – Two-sided pages will NOT be accepted
The following must accompany this application or it will not be processed
Applications will not be processed if pages are missing or application is incomplete.
Out of State or foreign background checks will incur additional fee

- ☐ A Background Check will be performed. See attached.
- ☐ **APPLICATION FEE:** $100.00 *NON-REFUNDABLE* Per Applicant 18 yrs. or older, or Married Couple; Cashier's Check or Money Order Made payable to Glenwood HOA, Inc. **Separate application required for unmarried co-applicants**
- ☐ **PROCESSING FEE:** $150.00 *NON-REFUNDABLE* Cashier's Check or Money Order Made payable to CMC MANAGEMENT.
- ☐ Copy of your Driver's License(s)/Photo I.D./Passport
- ☐ Copy of vehicle registration(s)
- ☐ Copy of signed purchase or lease contract
- ☐ **Lease Requirement: $250.00 Refundable deposit required for renters/tenants. Make Cashier's check payable to Glenwood HOA. Owner(s) account must be current and violations corrected**

Please Note: TITLE COMPANY OR CLOSING ATTORNEY MUST REQUEST AN ESTOPPEL BEFORE CLOSING TO DETERMINE MONIES OWED TO THE ASSOCIATION BY THE OWNER OF THE PROPERTY. IF THIS PROCESS IS NEGLECTED, THE NEW OWNER MAY END UP BEING LIABLE FOR DELINQUENCY.

A Certificate of Approval, which is required to close and prior to moving in, will be provided to the purchaser or renter after the interview/orientation.

If purchasing, you must supply the Management Company with a copy of your Warranty Deed and mailing address after closing. Purchaser is also required to inform the management company of any changes in mailing address.

CURRENT OWNER MUST PROVIDE GOVERNING DOCUMENTS TO BUYER OR THEY CAN BE PURCHASED AT www.condocerts.com

Updated 10/2025

CMC PROPERTY MANAGEMENT

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Application Cover Page

Welcome to, a community managed by CMC Management. We look forward to you becoming part of the community and working with us to make living in your new home pleasant and enjoyable. This application is designed to provide useful information that can assist you in the application process.

- CMC is a growing family-owned company. You will have a Property Manager who performs property inspections of the community. Our office staff is available Monday – Friday 9 am – 5 pm to assist with all questions and paperwork. We work with your Board of Directors, who are volunteers elected by the community, to manage and maintain the community.

- Make electronic payments through your owner portal or set up ACH for automatic payments. Coupon books are mailed to the address on file December of each year. Coupon books are not needed to make payments. Make all payments out to your Association.

- The application will be processed through www.backgroundscreenersofamerica.com

- Once the application is complete it will be forwarded to the Board of Directors, in case of a purchase, for review. Once it is reviewed the Board will render its decision.

The Application Process

- **If you do not enter your correct Social Security Number to run background and credit checks your application will be denied and you will incur additional fees to process an additional application.**

- **To avoid added costs or delays be sure you are filling out the correct application.**

  Lease – Any person over 18 residing in the home more than 30 days without the homeowner. Additional occupants added at a later time must be added to the lease and complete a lease application, to avoid sub-leasing violations

  Buy a property – Purchasing the home to own. Everyone 18 or older must complete an application.

Guest/Additional Resident – Occupants over the age of 18 residing in the home more than 30 days with a **homeowner** with no financial obligation to the home. Must include a written letter from the homeowner explaining the living situation.

- If you submit an incorrect application, there is no reimbursement and a correct application will need to be completed and submitted to get approved by the Board of Directors.
- Vehicle information must be completed in the platform do not input N/A if a vehicle will be parked within the Community.
- The rush fee option through Tenant Evaluation is to expedite Tenant Evaluation's time in processing the application to CMC. We then process the application and provide it to the Association Board of Directors for review.
- The Applicant will be our one point of contact for the application process. Limiting the number of calls and emails received will help eliminate confusion and expedite the application process.
- Applications MUST BE SUBMITTED AT LEAST 30 DAYS before the Closing Date or Lease Start Date.
- A Certificate of Approval, which is required to close and before moving in, will be provided to the purchaser or renter after the Welcome Meeting/Interview.
- Moving in is not permitted until a signed Certificate of Approval has been issued.
- If purchasing, provide a copy of your Warranty Deed to CMC CMS as soon as possible after your closing to update your address and contact information.
  CMC is not authorized to change an owner's name in our system until we have received a Warranty Deed. If the purchaser does not provide this proof of ownership, bills will go to the previous owner and the purchaser may incur late fees, interest, and attorney fees. You are responsible for providing the Association with the Warranty Deed.
- For Rentals, owners must be current on dues and have no violations and no other rentals in that calendar year.
- If you are interested in receiving all official notices from the Association by Electronic Transmission you will need to complete the "Community Email Update & Electronic Opt-In Form". Please visit engage.goenumerate.com
- Service & Emotional Support Animal Requirements – ESA certificate, letter from a Doctor that has been seen in person to state how the animal assists the applicant, vet records showing current vaccinations and photo of the pet.

Application Criteria

1. No pickup trucks, motorcycles, boats, trailers, motor homes, buses or commercial vehicles may park in Glenwood overnight
2. Each unit has (2) assigned parking spots
3. Pets are restricted to fish, small domestic birds, hamsters, gerbils, small turtles, guinea pigs and a total of (2) dogs or cats (2 of one kind or 1 of each) per dwelling.

Prohibited breeds of dogs include: pitt bull, chow chow, akita, Mastiff, German shepherd, husky/siberian husky, rottweiller and Doberman or any animal with a primary bloodline of the prohibited breeds named herein
4. Satellite dishes may be installed on the balcony or trellis- not the roof.

Documents to Collect

- Photo Identification
- Marriage Certificate
- Pet Photo
- Copy of Agreement (Lease or Purchase)
- Vehicle Registration
- Emotional Support Animal /Service Animal Certificate
- Vehicle Color Photo
- $250 refundable deposit is required from Tenants. Cashiers Check or Money Order

How to Apply

- To Apply, please remit to the Management Office

- Select the type of application you are applying for – Lease, Purchase, or Guest/Additional Resident.

- Only two adults per application, If you have more than two adults, you will need to submit more than one application. Once the first application is completed and submitted, you will need to complete and submit another application for the additional adults.

- Keep married couples together on applications.

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APPLICANT(S) INFORMATION (Check one) ☐ PURCHASE or ☐ LEASE

Name: _____Date of Birth: _____

Spouse' Name: _____Date of Birth: _____

Other adult Occupants: _____Date of Birth: _____
Relationship: _____

Other adult Occupants: _____Date of Birth: _____
Relationship: _____

Children under 18 years of age:

Name: _____Date of Birth: _____

Name: _____Date of Birth: _____

Name: _____Date of Birth: _____

Name: _____Date of Birth: _____

Name: _____Date of Birth: _____

Name: _____Date of Birth: _____

RESIDENCE HISTORY

Present address: _____

Own ☐ or Lease ☐ How Long? _____Present Landlord_____

Phone: _____

Previous address: _____

Own ☐ or Lease ☐ How Long? _____Previous Landlord_____

Phone: _____

EMPLOYMENT HISTORY

Employed by: _____ Income: $_____

Address: _____

Position: _____How long? _____ Phone: _____

Military Status: Active? ☐ Yes ☐ No

* Minimum of 5 years employment history required for Single person or married couple. Please attach additional pages if necessary.

SPOUSE EMPLOYMENT HISTORY

Employed by: _____ Income: $_____

Address: _____

Position: _____How long? _____ Phone: _____

Military Status: Active? □ Yes □ No

References:

Name: _____

Address: _____

Name: _____

Address: _____

VEHICLES:

State _____Make/year: _____Color/Model_____

Tag # _____ Insurance Carrier: _____

State _____Make/year: _____Color/Model_____

Tag # _____ Insurance Carrier: _____

State _____Make/year: _____Color/Model_____

Tag # _____ Insurance Carrier: _____

PETS:

Name _____Type_____ Breed_____ Color _____Weight_____ Age____

Name _____Type_____ Breed_____ Color _____Weight_____ Age____

IN CASE OF EMERGENCY CONTACT:

Name _____ Phone_____

Name _____ Phone_____

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CONDITION FOR LEASE APPROVAL

Please Read Carefully and sign where indicated

In the event the Owner is delinquent in the payment of assessments (which includes maintenances fees and any other charges owed to the Association, the Association has the right to notify the Lessee of the delinquency and in such event, the Lessee shall be obligated to commence paying all future rent payments to the Association, until the delinquent assessments and related charges are paid in full to the Association. At such time that the Lessee is paying his rent to the Association, the Unit Owner may not evict the Lessee for non-payment of rent. However, if the Lessee does not pay the rent to the Association as required herein, the Association shall have the authority to evict the Lessee. In such an event, the Unit Owner shall be obligated to reimburse the Association for the costs and attorneys fees incurred by the Association.

****This form must be signed by both the Unit Owner and the Lessee****

I am over 18 years of age and the owner of the unit mentioned above. I have read, understand and agree to the Condition for Lease approval above.

.

ADDRESS: _____

Term of Lease: Start date: _____ End date: _____

UNIT OWNER INFORMATION:

Name _____ **Phone #** _____
PRINT

_____ **Date:** _____
SIGNATURE

TENANT/LESSEE INFORMATION:

I am over 18 years of age or older, and a member of the household that will reside at the above address/unit. I have read and understand the above conditions

Name _____ **Phone #** _____
PRINT

_____ **Date:** _____
SIGNATURE

.....

FOR SCREENING COMMITTEE USE ONLY:

Screened by: _____ _____ _____
PRINT NAME **SIGNATURE** **DATE**

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FOR PURCHASERS:

All purchasers of units in the **P.G.A. Resort Community Plat of Glenwood HOA, Inc** are subject to all the rules of the Governing Documents, its By-Laws, Restrictions, Rules and Regulations. I have been provided with the Association's Governing Documents. I have also read and understand the Restrictions and Rules and Regulations of this Association, and promise to abide by them.

_____ _____

Signature of Applicant Signature of Co - Applicant

_____ _____

Signature of Witness Date

FOR RENTERS:

All renters of units in the **P.G.A. Resort Community Plat of Glenwood HOA, Inc.**. are subject to all the rules of the Governing Documents, Restrictions, its By-Laws and Rules and Regulations. I have been provided with, have read and understand Governing Documents, Restrictions, By-Laws and Rules and Regulations and promise to abide by them.

_____ _____

Signature of Applicant Signature of Co - Applicant

_____ _____

Signature of Witness Date

TO BE FILLED OUT BY APPLICANT(S)
(Please type information or print clearly)
FOR CMC OFFICE USE ONLY

All Questions must be answered - write N/A if not applicable

□ This is a Purchase or □ This is a Rental

Association: PGA - GLENWOOD HOA

If Purchase, projected closing date: _____

If Rental, Lease Term from _____ to _____

Address of Unit: _____

Applicant Name: _____

Co-Applicant Name: _____

If purchase, will you live on property:

full time □ or part time □ or not at all □ ***(if part time resident-must inform CMC when you will be in residence at the association or away at your alternate address, each time, and any changes of alternate address must be reported to CMC)***

Alternate mailing address:

_____

_____

Phone # _____ Phone #_____

Email: _____

Email: _____

****

This form should be given to the property manager with the application and a copy retained at front desk to be submitted to A/R with Warranty Deed when received.

P.G.A. Resort Community Plat of Glenwood HOA, Inc
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561-641-1016 PHONE ~ 561-641-9118 FAX
INFO@CMCMANAGEMENT.BIZ

ACKNOWLEDGEMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate documents entitled "DISCLOSURE REGARDING BACKGROUND INVESTIGATION AND A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT", and certify that I have read and understand both of these documents. I/we hereby authorize the obtaining of "consumer reports" including but not limited to credit, eviction and criminal backgrounds. To this end, I/we hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer or insurance company to furnish any and all background information requested by Background Screeners of America, 9333 Melvin Ave., Northridge, CA 91324; 866-570-4949; **www.backgroundscreenersofamerica.com** and/or Employer, Homeowner Association, Condominium Association or Cooperative Association. I further agree that a facsimile (fax), electronic or photographic copy of this Authorization shall be as valid as the original, and will hold harmless CMC Management, their employees, agents and/or affiliates, i.e., HOAs etc., and Background Screeners of America, their employees or agents and other organizations that provide information, from any and all liabilities arising out of the use of such information in connection with Background Screeners of America.

BACKGROUND INFORMATION – to be completed by all applicants 18 years of age or older. Unmarried co-applicants must fill out separate Acknowledgement/background information form.

Last Name: _____ First: _____ Middle: _____

Other Name (Alias) _____

Social Security #_____ Date of Birth _____

Driver's License # _____ State issued: _____

Present Address: _____City_____

State: _____ Zip Code _____ Phone: _____

*Email: _____

Signature: _____ Date: _____

SPOUSE:

Last Name: _____ First: _____ Middle: _____

Other Name (Alias) _____

Social Security #_____ Date of Birth _____

Driver's License # _____ State issued: _____

Present Address: _____City_____

State: _____ Zip Code _____ Phone: _____

*Email: _____

Signature: _____ Date: _____

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

  In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- **You many limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	 a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357