

Bella Verde Condominium Association, Inc.

PURCHASE/RENTAL INFORMATION INSTRUCTIONS:

This application is subject to approval. Please complete and submit with all required documentation to:

Bella Verde Condominium Association, Inc.
c/o Allied Property Management Group, Inc.
1711 Worthington Rd. Ste 103
West Palm Beach, FL 33409

Please note: applications must be turned in complete. All must check / initial next to each item above to ensure you are submitting all required documentation prior to mailing or dropping off.

- **Please note:** if purchasing under a business entity the application must be filled out with said person as signer for such business entity. Proof of authorized signer required such as a print out from Sunbiz.org.

- _____ A non-refundable application fee in the form of money order or cashier's check in the amount of \$150.00 (per applicant, 18 years of age or older) made payable to: **ALLIED PROPERTY MANAGEMENT GROUP, INC.** Married couples eligible to only \$150.00 fee (marriage certificate may be requested).
Please note: an additional one hundred (\$250.00 total - made payable to: **ALLIED PROPERTY MANAGEMENT GROUP, INC**) is required per applicant if of Foreign nationality and holds no U.S. Social Security Number.
- _____ Legible copy of each applicant's valid DL or government issued picture ID.
- _____ Legible copies of all vehicle registrations that will be parked in the community.
- _____ Signed APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION form.
- _____ Executed copy of the Purchase Agreement or Signed Lease Agreement.
- _____ Acknowledgment of the Rules& Regulations.

Please note: An interview with the board prior to sale/move-in is required. We will contact you.

***PLEASE do not schedule closing or occupy until you have been approved by the board and issued a certificate. The board has up to thirty (30) days to make the decision.**

*Applicant(s) will be contacted once the board has made a decision. You may follow up for update within two weeks days via email to: **applications@alliedpmg.com** including the following subject line (BVC/ Applicants Last Name – Property address) in your email(s).

Applicant(s) Email: _____ Email: _____

Agent(s) Email: _____ Email: _____



NEW RESIDENT APPLICATION

PROPERTY ADDRESS: _____

Applicant 1

Name: _____ Maiden Name: _____

DOB: _____ Social Security: _____ - _____ - _____ Phone: (____) _____

Cellular: _____ Work: _____ Email: _____

Driver's License Number: _____ State: _____ Current Rent: _____

Current Address: _____ City, State _____ How Long: _____

Landlord: _____ Ph: _____ Reason for moving: _____

Previous Residence 1: _____

How Long: _____ Reason for moving: _____ Landlord: _____

Development/Community: _____ Contact: _____ Phone: _____

Current Employer: _____ Ph: _____ Income: _____

Address: _____ Supervisor: _____

Previous Employer: _____ Ph: _____ Income: _____

Addr: _____ Supr: _____ Reason for Leaving: _____

Applicant 2

Name: _____ Maiden Name: _____

DOB: _____ Social Security: _____ - _____ - _____ Phone: (____) _____

Cellular: _____ Work: _____ Email: _____

Driver's License Number: _____ State: _____ Current rent: _____

Current Address: _____ How Long: _____

Landlord: _____ Ph: _____ Reason for Moving: _____

Previous Residence 1: _____

How Long: _____ Reason for moving: _____ Landlord: _____

Development/Community: _____ Contact: _____ Phone: _____

Current Employer: _____ Ph: _____ Income: _____

Address: _____ Supervisor: _____

Previous Employer: _____ Ph: _____ Income: _____

Addr: _____ Supr: _____ Reason for Leaving: _____

Other Occupants That Will Reside With You

Name	DOB	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pets – ‘Must be 20lbs. or less when fully grown’

Type: _____ Breed: _____ Weight: _____ Age: _____
 Type: _____ Breed: _____ Weight: _____ Age: _____

Vehicles to be Parked at Residence (All vehicles must be registered with the Association)

Vehicle #1: Make: _____ Model: _____ Tag#: _____ Yr: _____
 Vehicle #2: Make: _____ Model: _____ Tag#: _____ Yr: _____

(Provide copies of each vehicle registration)

References (Not Related)

Name: _____ Address: _____
 Relationship: _____ Phone: _____
 Name: _____ Address: _____
 Relationship: _____ Phone: _____

Has any applicant ever been: Evicted Lost part/all security deposit Had lease terminated

Give detail: _____

Emergency Contact

Name: _____ Address: _____
 Relationship: _____ Phone: _____

I (we) agree to abide by the Declaration of Covenants, Conditions and Restrictions and Amendments thereto, of the governing Association.

I (we) fully authorize an investigation, if necessary, of all answers and references given. Accordingly, I specifically authorize Allied Property Management Group, Inc., its principals, managers or agents to make such investigation and agree that the information contained in this application may be used in such investigation and Allied Property Management Group, Inc., its principals, manager or agents shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Allied Property Management, Inc., its principals, managers or agents.

I (we) understand that should the landlord enter into a lease with me (us), and I have provided false information on this application, I (we) will be subject to having my (our) lease terminated at the landlord’s option, and have my (our) full security deposit forfeited as compensation for damages.

Signature of Applicant

Date Signed

Signature of Applicant

Date Signed



APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that **Allied Property Management Group, Inc.**, may now, or any time while I own or I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Owner/Tenant requirements. The results of this verification process will be used to determine Owner/Tenant eligibility under **Allied Property Management Group, Inc.**, tenant policies.

I/We authorize **Active Screening** and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative **Allied Property Management Group, Inc.** These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. They may involve personal interviews with sources such as your neighbors, friends or associates. The reports may also contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks.

I/We have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide **Active Screening** with all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original. You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting the Company and Active Screening 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618; Phone: 1-800-319-5580. For information about Active Screening's privacy practices, see www.activescreening.com.

ACKNOWLEDGEMENT AND AUTHORIZATION

By signing below, I hereby authorize the obtaining of consumer reports and/or investigative consumer reports by the Company at any time after receipt of this authorization.

Applicant Signature: _____ Date: _____

Print Name: _____ Last Four Digits of SSN: _____ If No US SS# fill out below:

FOREIGN CITY/PROVIDENCE/COUNTRY OF BIRTH: _____ PASSPORT # _____

Co- Applicant Signature: _____ Date: _____

Print Name: _____ Last Four Digits of SSN: _____ If No US SS# fill out below:

FOREIGN CITY/PROVIDENCE/COUNTRY OF BIRTH: _____ PASSPORT # _____

Co- Applicant Signature: _____ Date: _____

Print Name: _____ Last Four Digits of SSN: _____ If No US SS# fill out below:

FOREIGN CITY/PROVIDENCE/COUNTRY OF BIRTH: _____ PASSPORT # _____



ALLIED

PROPERTY MANAGEMENT GROUP, INC

International Background Check Required information

ONE FORM PER INTERNATIONAL APPLICANT

Applicant:

Full Legal Name: _____

Mothers Full Legal Name: _____

Country of Origin: _____

Complete (IN COUNTRY) Address: _____

In-Country of Origin

Government ID Requirement:

- CPF Number and Copy of Registro Geral Identity Card (preferred)
- Or
- CPF Number and one of the following copies of ID
 - Carteira de Trabalho e Previdência Social (CTPS)
 - Passport
 - Carteira de Habilitação/Carteira de Motorista (Driver's License)
 - Professional License
 - Registro Nacional Migratório (National Migration Registration Card) (RNM)
 - Registro Nacional de Estrangeiros (RNE)
 - Copy of Foreign Passport (only if the candidate has none of the above identification) *

BELLA VERDE CONDOMINIUM ASSOCIATION, INC.
RULES AND REGULATIONS
REVISED MAY 10, 2004

1. No vehicles of any type shall be parked on any portion of the Common Areas (including roadways) or any portions of a lot other than a driveway for the parking of a vehicle. Vehicles parked on the street between the hours of 11:00 PM and 6:00 AM will be subject to towing at the owner's expense.
2. No trucks, (other than those of a type, if any, expressly permitted by the Association) commercial vehicles, campers, mobile homes, house trailers, or trailers of every other description, recreational vehicles, boats, boat trailers, horse trailers or vans, shall be permitted to be parked or to be stored at any place on the Properties, nor in dedicated areas, except in enclosed garages and spaces specifically designed by the Association, if any.

For purposes of this Section, "commercial vehicles" shall mean those, which are not designated and used for customary, personal/family purposes and/or with visible, exterior identification or lettering.

3. No motor vehicle, which cannot be operated on its own power, shall remain on the Properties for more than twenty-four (24) hours, and no repair of such vehicles shall be made thereon.
4. Areas designated for guest parking shall be used only for this purpose and neither owner nor occupants of units shall be permitted to use these areas. Vehicles in violation of these rules will be subject to being towed at the owner's expense.
5. The common areas and facilities, if any, shall not be obstructed nor used for any purpose other than the purposes intended. No carts, bicycles, carriages, chairs, tables, or any other similar objects shall be stored thereon.
6. The personal properties of owners must be stored in their respective units.
7. No flammable, combustible, or explosive fluids, chemicals, or substances shall be kept in any Unit, Lot, or in the Common Areas.
8. No water or any other substances shall be permitted to be swept from any balconies, doors, windows, or terraces.
9. No garbage cans, recycle bins, supplies, or other articles shall be placed on the exterior portions of any Unit or Lot, and no linens, cloths, clothing, curtains, rugs, mops, or laundry of any kind, or other articles shall be hung from or on the Unit or Lot.
10. Garbage and trash containers must be kept in a clean and sanitary condition. Containers must be rigid plastic, no less than twenty (20) gallons or more than fifty-five (55) gallons in capacity and well sealed. They may be placed out for collection after 5:00 PM the evening prior to scheduled collection and must be removed within 12 hours of collection. Containers must be stored out of sight from the Common Areas.
11. No Owner shall make or permit any disturbing noises in the Unit or on the Lot by himself or his family, employees, agents, visitors, or licensees, nor permit such conduct by such persons that will interfere with the rights, comforts, or conveniences of other Owners. No Owners shall play or permit to be played any musical instrument, nor operate or permit to be operated a phonograph, television, radio, or sound amplifier, or any other sound equipment in his Unit, or

on his Lot, in such a manner as to disturb or annoy other residents (applying reasonable standards). No Owner shall conduct, nor permit to be conducted, vocal or instrumental instruction at any time that disturbs the residents.

12. No electronic equipment may be permitted in or on any Unit or Lot, which interferes with the television or radio reception of another Unit.
13. No animals, reptiles, wildlife, poultry, or exotic animals of any kind shall be raised, bred, or kept on any Lot. No more than two (2) household pets weighing under twenty (20) pounds each, may be kept or harbored within a Unit, provided they are not kept, bred, or maintained for any commercial purpose, and provided that they do not become a nuisance or annoyance to any neighbor by reasons of barking or otherwise.
14. No dogs or other pets shall be permitted to have excretions on any Common Areas, and Owners shall be responsible to clean up such excretions.
15. All pets shall be kept on a leash when not in the applicable Unit. No pet shall be permitted outside its Owner's Unit, unless attended by an adult or child if more than twelve (12) years of age. In no event shall said pets ever be allowed to be walked or taken on or about any recreational facilities contained within the Common Areas.
16. For purposes hereof, "household pets" shall mean dogs, cats, and other animals expressly permitted by the Association, if any. A determination by the Board of Directors that a pet or animal maintained or harbored within a Unit creates a nuisance or is exotic shall be binding and conclusive on all parties.
17. No sign of any kind shall be displayed to the public view of any Lot or Unit.
18. No Owner may alter in any way any portion of the Common Areas, including, but not limited to, landscaping, without obtaining the prior written consent of the Architectural Control Board.
19. No satellite dish, A/C units, awning, canopy, shutter, enclosure, or other projections be affixed or attached to, hung, displayed, or placed upon the outside walls or roof of the Unit or on the Lot, except as approved by the Architectural Control Board.
20. Hurricane shutters shall only be placed on the exterior of the Units forty-eight (48) hours prior to a hurricane watch or warning and must be removed within seventy-two (72) hours after the storm.
21. No building, wall, fence, or other structure or improvement of any nature, (including, but not limited to, pools, screen enclosures, patios, hedges, other landscaping, exterior paint or finish, play structures, basketball hoops, decorative accessories or plaques, birdhouses, other pet houses, swales, asphaltting, sidewalk/driveway surfaces or treatments, or other improvements or changes of any kind, even if not permanently affixed to the land or other improvements) shall be erected, placed, or altered on any Lot until detailed plans and specifications are reviewed and approved as required by the Architectural Control Board and all necessary governmental permits are obtained.
22. Conversions of garages to living spaces or other uses are hereby prohibited, even though same are not readily apparent from the exterior of applicable Units.
23. All persons using the swimming pool shall do so at their own risk. All children under fourteen (14) years of age must be accompanied by a responsible adult. All persons using the exercise

room and its equipment must be sixteen (16) years of age or older and shall do so at their own risk.

24. Swimming is permitted only between the hours posted. Swimming pool safety equipment should be kept in place and not used, except for its intended purposes.
25. Children will be the direct responsibility of their parents or legal guardians, including full supervision of them while within the Properties and including full compliance by them with these Rules and Regulations and all other rules and regulations of the Association.
26. No hunting or use of firearms shall be permitted anywhere in the Properties.
27. Homeowners shall notify the Board of Directors, in writing, of their intention to sell, lease, or convey their Unit. A copy of the lease or sales agreement must be provided to the Association along with a \$100.00 screening fee and application.
28. All prospective residents must be interviewed by the Board of Directors and a Certificate of Approval must be obtained from the Association prior to the new Owner/Tenant occupancy. Any sale or lease not authorized pursuant to the terms of the Bella Verde Declaration of Condominium, shall be void unless subsequently approved by the Association.
29. Every Owner or occupant shall comply with these rules and regulations as set forth herein, any and all rules and regulations, which from time to time may be adopted, and the provisions of the Declaration, By-Laws, and Articles of Incorporation of the Association, as amended from time to time. Failure of an Owner or occupant to so comply shall be grounds for actions, which may include, without limitation, an action to recover sums, dues for damages, injunctive relief, or any combination thereof, or any other action available pursuant to the Act or law.

In addition to all other remedies, in the sole discretion of the Board of Directors of the Association, a fine or fines may be imposed upon an Owner for failure of an Owner, his tenants, family, guests, invitees, or employees, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, Articles of Incorporation or By-Laws, as provided in the Declaration of Condominium.

Signature: _____

FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

As of _____
Name of Condominium Association _____

Q: What are my voting rights in the condominium association?

A:

Q: What restrictions exist in the condominium documents on my right to use my unit?

A:

Q: What restrictions exist in the condominium document on the leasing of my unit?

A:

Q: How much are my assessments to the condominium association for my unit type and when are they due?

A:

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A:

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A:

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A:

Note: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.