

LAKESIDE GREEN PATIO HOMES ASSOCIATION, INC.

PURCHASE/RENTAL APPLICATION PROCEDURES AND REQUIREMENTS:

This application must be filled out completely and submit to:

LAKESIDE GREEN PATIO HOMES ASSOCIATION, INC.

c/o Allied Property Management Group, Inc.

1711 Worthington Rd. Ste 103

West Palm Beach, FL 33409

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

- 1) _____ Non-refundable application fee in the form of money order or cashier’s check in the amount of **\$150.00** (per person over the age of 18 {applicant}) made payable to: **ALLIED PROPERTY MANAGEMENT GROUP, INC.** **Married couples** eligible to only \$150.00 fee (marriage certificate will be required if last names differ).

- a **Please note:** An additional hundred (\$250.00 **per person**) of Foreign Nationality with no US Social Security number - made payable to: **ALLIED PROPERTY MANAGEMENT GROUP, INC.** **is required** per applicant if of Foreign Nationality and holds no U.S. SocialSecurity Number.

- 2) _____ Legible copy of each applicant’s valid Driver’s License or Government issued Picture ID/Passport for ALL persons residing in the residence over 18 Years of age (applicants).
- 3) _____ Copies of ALL Vehicle Registrations & Vehicle Insurance Cards for vehicles that will be parked in the community.
- 4) _____ Signed APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION form signed by all parties residing in the residence over the age of 18.
- 5) _____ Executed copy of the Purchase Agreement or Signed Lease Agreement.
- 6) _____ **Acknowledgement ORIENTATION is REQUIRED prior to receiving an approval certificate.**

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. We do not accept applications by email.

Please allow up to 30 days for approval and do not schedule closing or occupy the unit until you have been approved by the board and issued a certificate of approval.

A copy of your Warranty Deed will need to be provided to the management company after closing to officially change ownership in our records.

*Applicant(s) will be contacted once the board has made a decision. You may follow up for the status within two (2) weeks via email to: **applications@alliedpmg.com** including the following subject line (LGP/ Applicants Last Name – Property address) in your email(s).

Applicant(s) Email: _____ Email: _____

Agent(s) Email: _____ Email: _____



LGP

READ FIRST: Complete ALL questions and fill in all blanks. All information supplied is subject to verification. If any question is not answered/left blank, or answered falsely, this application may be returned, not processed, and/or denied. Missing information will cause delays. Once submitted, order can be cancelled but all fees are NON-Refundable.

PROPERTY ADDRESS: _____ Unit # _____
Purchase _____ OR Lease/Rental _____ Lease Dates: _____ - _____

Realtor: _____ Contact# & Email: _____

Please Print

Applicant 1

Maiden Name: _____

Name: _____

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

Cellular: _____ Work: _____ Email: _____

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

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

Landlord: _____ Ph: _____ Reason for Moving: _____

Previous Residence 1: _____

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

Development/Community: _____ Contact: _____ Phone: _____

Current Employer: _____ Ph: _____ Mthly Income: _____

Address: _____ Supervisor: _____

Dates of Employment: From _____ To _____ Position: _____

Previous Employer: _____ Ph: _____ Mthly Income: _____

Addr: _____ Supr: _____ Reason for Leaving: _____

Dates of Employment: From _____ To _____ Position: _____

Have you ever been convicted of a crime? _____ Date(s): _____

County/State Convicted in _____

Charges: _____

By signing the applicant recognizes that the Association and Allied Property Management Group, Inc. will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable. This form is for the exclusive use of the Board of LAKESIDE GREEN PATIO HOMES ASSOCIATION, INC.

Applicant Signature: _____ Printed Name: _____ Date: _____



LGP

READ FIRST: Complete ALL questions and fill in all blanks. All information supplied is subject to verification. If any question is not answered/left blank, or answered falsely, this application may be returned, not processed, and/or denied. Missing information will cause delays. Once submitted, order can be cancelled but all fees are NON-Refundable.

Applicant 2

Name: _____ Maiden Name: _____

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

Cellular: _____ Work: _____ Email: _____

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

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

Landlord: _____ Ph: _____ Reason for Moving: _____

Previous Residence 1: _____

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

Development/Community: _____ Contact: _____ Phone: _____

Current Employer: _____ Ph: _____ Mthly Income: _____

Address: _____ Supervisor: _____

Dates of Employment: From _____ To _____ Position: _____

Previous Employer: _____ Ph: _____ Mthly Income: _____

Addr: _____ Supr: _____ Reason for Leaving: _____

Dates of Employment: From _____ To _____ Position: _____

Have you ever been convicted of a crime? _____ Date(s): _____

County/State Convicted in _____

Charges: _____

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Applicant Signature: _____ Printed Name: _____ Date: _____

(REV 2022.05.23)



LGP

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Applicant 3

Name: _____ Maiden Name: _____

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

Cellular: _____ Work: _____ Email: _____

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

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

Landlord: _____ Ph: _____ Reason for Moving: _____

Previous Residence 1: _____

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

Development/Community: _____ Contact: _____ Phone: _____

Current Employer: _____ Ph: _____ Mthly Income: _____

Address: _____ Supervisor: _____

Dates of Employment: From _____ To _____ Position: _____

Previous Employer: _____ Ph: _____ Mthly Income: _____

Addr: _____ Supr: _____ Reason for Leaving: _____

Dates of Employment: From _____ To _____ Position: _____

Have you ever been convicted of a crime? _____ Date(s): _____

County/State Convicted in _____

Charges: _____

By signing the applicant recognizes that the Association and Allied Property Management Group, Inc. will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable. This form is for the exclusive use of the Board of LAKESIDE GREEN PATIO HOMES ASSOCIATION, INC.

Applicant Signature: _____ Printed Name: _____ Date: _____

OTHER OCCUPANTS THAT WILL RESIDE WITH YOU (over 18yrs old is considered an applicant)

<i>Name</i>	<i>DOB</i>	<i>Relationship</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pets- SEE PET REGISTRATION FORM

Vehicles

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

Character References (Not Related) Minimum of two

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

Has any applicant(s) 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.

Applicant: _____ Co-Applicant: _____ Date: _____



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 **Background Info USA** 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.**

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 **Background Info USA** 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.

Applicant Signature

Printed Name

Co-Applicant Signature

Printed Name

Co-Applicant Signature

Printed Name

Date: ____ / ____ / ____
MM DD YYYY

LAKESIDE GREEN PATIO HOMES ASSOCIATION, INC.

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

PET REGISTRATION FORM- ONE FORM PER PET

Address: _____ Owner Name: _____

Pet Type: _____ Breed: _____ Weight: _____ Color: _____

Veterinarian: Name and phone #: _____

YOU MUST PROVIDE A PICTURE AND RECORD OF YOUR PETS CURRENT VET RECORDS

Rules & Regulations:

- 1) **Incessant barking dogs are not acceptable.**Please respect your neighbors by adhering to this. **Please do not allow your dogs to urinate in common areas. (i.e.: Parking Lots, Walkways, Stairwells, or the bushes lining these areas. Please pick up after your dogs.**
- 2) No Aggressive Breeds, No pit bull terrier, pit bull terrier mix, or any other dog of mean or violent temperament, or otherwise evidences such temperament.
- 3) All pets must be registered and approved by the Association.
- 4) Proof of all required vaccinations must be provided. Current rabies tag # _____
- 5) Proof of updated Shots will be required annually.
- 6) Current photograph of your pet must be provided.
- 7) Owner(s) agree to abide by pet regulations established by the Governing Documents.
- 8) No pet shall be tied out of the exterior of the unit or left unattended on the patio or common area.
- 9) No pet shall be permitted outside except on a leash not to exceed 6 ft on LAKESIDE GREEN PATIO HOMES ASSOCIATION, INC. property.
- 10) All pets must be cleaned up after, regardless of the size of the feces or location where deposited. Urination and feces in the courtyard or any LAKESIDE GREEN PATIO HOMES ASSOCIATION, INC. property is prohibited. If your animal has an accident, wash down the urine with water and pickup feces immediately. Continued issues will result in a violation which may result in eviction.
- 11) Any stray cats on property may be trapped and taken away if the board sees fit.
- 12) You must notify your property manager in writing of all deaths & new arrival of pets.

I have read and agree to the rules and regulations regarding pets. I agree to provide the Association with copies of the vaccination papers by a veterinarian, along with a photo and agree to follow the above states rules.

Signature of Pet Owner: _____ Date: _____ Co-Pet Owner: _____ Date: _____

LAKESIDE GREEN PATIO HOMES RULES AND REGULATIONS-REVISED AUGUST 2019

1. Antennae. No exterior antenna or aerial of any kind may be erected or maintained anywhere within the properties. Satellite dishes can be no bigger than 36” in diameter. The dish must not be installed on any common area. The location of installation, color, and height must be approved by the Board on an individual basis.
2. Architectural Modification. The homeowner shall submit a detailed construction plan of the proposed improvements by means of the modifications, alterations and additions to the Association. The construction plan shall include the following:
 - a. Plans and Specifications for all work to be performed
 - b. List of all contractors and contact telephone number
 - c. Licenses and Certificates of Insurance
 - d. Building permits application as required by local governing authorities
 - e. All materials used in construction shall comply with governmental requirements having jurisdiction thereon and shall be subject to written approval as provided in Article IX
 - f. No building, fence, wall, exterior addition, or other structure shall be commenced, erected, removed, or altered upon the Property until the plans and specifications are approved (in writing) by the Architectural Committee according to Article IX.
 - g. Within easements, no structure, planting, or other material shall be placed or permitted to remain that they may damage or interfere with the installation and maintenance of utilities, change the direction of flow of drainage channels in the easements or obstruct or retard the flow of water through drainage channels in the easements
 - h. No exterior of a residential unit or fence shall be repainted in a color which is different from the original color without prior approval as provided by Article IX
 - i. Application form provided by the Association, can be found online at:
<https://alliedpmg.com/lakesidegreenpatiohomes/>
 - j. Upon review of the information submitted to the Association’s Architectural Review Board, the Owners will be notified in writing within 30 working days if the required has been approved or denied.
3. Boats and Commercial Vehicles. No boats, boat trailers, jet-skis or commercial vehicles shall be permitted to be parked overnight or stored on the premises unless stored in the garage. Boats with motors shall not be permitted to operate upon any of the lake areas with in Properties. Non-motorized boats (paddle, sail, etc.) must be stored out of the sight of others when not in use. No swimming in any of the lakes is permitted.
4. Compliance by Home Owner. Every home owner and occupant shall comply with the 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 (all as amended from time to time) to the extent applicable. Failure of a home owner or occupant to comply shall be grounds for legal action which may include, without limitation, an action to recover sums due for damages, an action for injunctive relief, and any combination of such actions.

5. Exterior Appearance. Homes and yards must be kept in 1st quality appearance. This includes driveways, house paint, trim, gutters, fences, roofs, windows, screens, hedges etc. Mailboxes must be kept straight and upright and include the house number. Each owner shall keep their driveway and personal sidewalk clean and clear of debris. No graveled, blacktopped, paved parking stripes or painting of the driveway are permitted except as previously approved in writing by the Architectural Committee. Each owner shall keep their lot free and clear of trash and debris and shall reasonably maintain the living unit. No weeds, underbrush or other unsightly growths shall be permitted upon the properties and no refuse pile or unsightly objects shall be allowed to be placed or suffered to remain anywhere thereon. No individual water supply system shall be permitted on any lot. No individual sewage disposal system shall be permitted on any lot.
6. Facilities. The facilities of the homes governed by the Association are for the exclusive use of Association members and their immediate families, tenants, resident house guests and guests. All guests must be accompanied by a Home Owner or tenant.
7. Fines. 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 family, guests invitees, lessees or employees, in an amount not to exceed that allowed by the Act as same may be amended from time to time, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, or Articles of Incorporation or By-Laws, provided the following procedures are adhered to:
 - a. Notice: The Association shall notify the Owner or occupant of the reported or alleged infraction or infractions. Included in the notice shall be a statement of the provisions of the Declaration of the Association, Association By-Laws or Association Rules which have been allegedly violated; a statement of the matters asserted by the Association; and a statement of the date and time and place of the next Board of Directors meeting at which time the Owner or occupant may be represented by counsel, shall have an opportunity to respond, to present evidence to provide written and oral argument on all issues involved and shall have an opportunity at the hearing to review, challenge, and respond to any material considered by the Association.
 - b. Hearing: The non-compliance shall be presented to a committee of other Unit Owners (“Fining Committee”) appointed by the Board of Directors for such purpose, after which the Fining Committee shall hear reasons why a fine should not be imposed. A written decision of the Fining Committee shall be submitted to the board of directors no later than fourteen (14) days after the Fining Committee’s meeting.
 - c. Amount: The Board of Directors may impose a fine against the applicable person in such amount as may be permitted by the Association’s by-laws and by law but no more than \$25 per day.

- d. **Committee Approval:** If the Home Owner does not agree with the fine, the fine may not be waived.
 - e. **Payment of Fines:** Fines shall be paid not later than thirty (30) days after notice of the imposition thereof.
 - f. **Application of Fines:** All monies received from fines shall be allocated as directed by the Board of Directors.
 - g. **Infractions:** If the first violation is not cured/resolved this will result in an additional violation/infraction.
 - h. **Non-exclusive Remedy:** These fines shall not be construed to be exclusive and shall exist in addition to all other rights and remedies to which the Association may otherwise legally entitled; however, any penalty paid by the offending Owner or occupant shall be deducted from or offset against any damages which the Association may otherwise be entitled to recover by law from such Owner.
8. **Holiday Decorations.** Such decorations are allowed only during the appropriate season and must be removed no later than 15 days after completion of the holiday.
 9. **Hurricane Preparation.** Hurricane or storm shutters shall only be closed during a hurricane or severe storm warning and must be open at all other times. Hurricane shutters must be removed within a reasonable time following the passage of any hurricane or tropical storm.
 10. **Noise/Nuisance.** No noxious or offensive activity shall be carried upon any lot, nor shall anything be done on it that may be or may become an annoyance of nuisance to the neighborhood. Obnoxious or offensive activities any annoyances or nuisances to the neighborhood include violations of all county ordinances and state statutes.
 11. **Pets.** Lessee will be bound by these rules and Home Owner held responsible for compliance. Home owners must pick up all solid wastes of their pets and dispose of such waste properly. No pets shall be allowed at any time in any lakes, or pool areas unless designated by the Association. No pet shall be permitted outside of the Home Owner's property unless on a leash at all times. However, if the property is fully fenced the pet may be permitted in the yard and be contained within its confines.
 12. **Rules and Regulations Enforcement.** These Rules and Regulations will be enforced as follows:
 - a. Violations should be reported to the manager of the Association, in writing, and not the Board of Directors or to officers of the Association.
 - b. Violations will be called to the attention of the violation Home Owner by the manager, the manager will also notify the appropriate committee of the Board of Directors.
 - c. Disagreements concerning violations will be presented to, and be judged by the Board of Directors, which will take appropriate action.
 - d. Home Owners are responsible for compliance by their family members, guests, invites, employees, and lessees with these rules and regulations.

13. Signs. No sign (except For Sale and Yard Sale), advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the properties without the written consent of the Board of Directors. Garage and yard sale signs can be put up the day before and the day of the even. Signage for events at the living unit may be placed up to 24 (twenty- four) hours before the event and must be removed within 12 (twelve) hours after the event. Garage sales are permitted twice per year, each not exceeding 72 hours.
14. Solicitation. No solicitation by any person anywhere in the properties for any cause, charity, or any purpose whatsoever shall be allowed unless specifically authorized by the Board of Directors
15. Trash. Trash, garbage or other waste shall not be kept except inside sanitary garbage containers provided by the City of WPB, not just a plastic bag. Trash pickup is on Tuesday and Friday. Recycle pickup is on Tuesday only. Bulk items are picked up once a week on Friday. For more details on Garbage, Bulk Service, and Yard Waste please visit SWA.org. Garbage containers must be brought in from the curb the same day collection is made, per County Ordinance 96-9. Trashcans cannot be placed at the curb before 3PM on the day prior to the collection. All equipment for the storage or disposal of such material shall be kept in clean and sanitary condition. Trash cans must be kept out of sight from the street (preferably inside garages).
16. Use and Occupancy. The use of any lot must, at all times, be in accordance with the zoning laws and ordinances of Palm Beach County, Florida. No lot shall be used for other than residential purposes. No building other than one single family residence with attached ancillary garage shall be erected, altered, placed or permitted to remain on any lot. No structure of a temporary character, or outbuilding, including trailer, basement, tent, shack, garage, or barn shall be placed on any lot, whether temporary or permanent. Sheds are permissible only if approved by the Board of Directors and the proper ARC submitted and approved. Sheds erected prior to Oct 2019 are grandfathered in and must be maintained and in quality appearance.
17. Vehicle and Parking Restrictions. Parking of any vehicle shall be on the swale or driveway only. No vehicle shall be allowed on any walking path or sidewalk, or parked in any manner that will obstruct traffic or prevent walkability. No vehicles, including service vehicles, shall be permitted to park on the street. No vehicles other than automobiles shall be parked on any part of the property. Recreational vehicles may be parked for 24 hours only to allow for loading, unloading, etc. No commercial vehicles may be parked on the premises, unless fully covered, stored in the garage, or a magnet is placed over the logo. Vehicles must be in operable condition, able to move under their own power. The keeping of unregistered or unlicensed vehicles on residential property is prohibited. Any vehicle that does not operate must be in an enclosed structure, such as a garage.
18. Miscellaneous.
 - a. Each Owner shall have the buyer/s of the property fill out an online application at: <https://alliedpmg.com/lakesidegreenpatiohomes/>
 - b. Each Owner shall keep his Property insured against damage from fire, windstorm and other ordinarily insured casualties in an amount equal to the highest insurable value of the Property

- c. An Owner shall notify the Association in writing of his/her intention to lease his home and furnish with such notification a copy of the lease, and if the board requires, a complete application. The lease shall be subject in all respects to the terms and provisions contained in any governing document governing the Association. You may find the application online at <https://alliedpmg.com/lakesidegreenpatiohomes/>
- d. Every lease of a Property must contain a provision requiring the lessee to comply with all provisions of the Association's Declaration, the Articles of Incorporation, and By-Laws

I/WE have read ALL the Rules and Regulations of Lakeside Green Patio Homes Association, Inc.; including but, not limited to any and all other rental restrictions.

Signature of Applicant
____/____/____ **Date**

Signature of Co-Applicant
____/____/____ **Date**