

# Village Walk Homeowners' Association, Inc.

## PURCHASE/RENTAL INFORMATION INSTRUCTIONS:

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

**Village Walk Homeowners' 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 below 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:** \$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.
- \_\_\_\_\_ A non-refundable processing fee in the form of money order or cashier's check in the amount of \$100.00 payable to: **VILLAGE WALK HOMEOWNERS' ASSOCIATION, INC.**
- \_\_\_\_\_ Legible copy of each applicant's valid driver's license or governing issued 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.
- \_\_\_\_\_ Acknowledgement of Rules and regulations. **NO DOGS ALLOWED.**

**\*PLEASE do not schedule closing or occupy until you have been approved by the board and issued a certificate.**

\*Applicant(s) will be contacted once a decision is made. **Please note: the board has up to thirty (30) days to make the decision. You may follow up for the status within two weeks upon receipt of the application via email to: applications@alliedpmg.com** including the following subject line (VWH/ Applicants Last Name – Property address) in your email(s).

Applicant(s) Email: \_\_\_\_\_ Email: \_\_\_\_\_

Agent(s) Email: \_\_\_\_\_ Email: \_\_\_\_\_



VWH

## 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**

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

**Vehicles to be Parked at Residence (All vehicles must be registered with the Association. Commercial vehicles or motorcycles are not allowed in the community.)**

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:                      Signature of 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 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 Tenant requirements. The results of this verification process will be used to determine tenant eligibility under **Allied Property Management Group, Inc.**, tenant policies.

I 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 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

\_\_\_\_\_  
Print Name Clearly

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Print Name Clearly

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Print Name Clearly

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Village Walk HOA

124 Village Walk Drive – Royal Palm Beach – Florida 33411

\_\_\_\_\_ Village Walk Drive

\_\_\_\_\_ Meander Circle

\_\_\_\_\_ Ramblewood Circle

Owner agrees to receive via electronic transmission, notice of Annual and Special Meetings of the Membership of the Association in such manner and all documents related to any business being conducted at such meetings including, without limitation, election of directors and amendments to the Association's governing documents.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

July 20,2018 - JLU

# Village Walk Homeowners' Association, Inc.

## SERVICE/ EMOTIONAL SUPPORT ANIMAL REGISTRATION

This agreement is attached to and is part of the Purchase and or Rental Agreement dated \_\_\_\_\_ between \_\_\_\_\_, (VWH), and \_\_\_\_\_, (Applicant)

It becomes effective on \_\_\_\_\_ (date).

Resident desire to keep the following described pet

Type: \_\_\_\_\_

Breed: \_\_\_\_\_

Name: \_\_\_\_\_

Weight: \_\_\_\_\_ Height \_\_\_\_\_

In the dwelling resident occupies at:

\_\_\_\_\_

\_\_\_\_\_ (VWH) Community, which only allows 1 support dog per the rules and regulations of the community, specifically prohibits keeping a dog without the Associations' permission. Resident agrees to the following terms and conditions in exchange for their permission to bring an animal to assist in their need of service or support.

To qualify, resident must meet the federal definition of disability and must provide note from a physician or other medical profession stating that applicant has a disability, emotional or physical, and that the animal provides a benefit which alleviates or mitigates some of the symptoms of disability. Resident agrees to supply all required professional documentation supporting their claim and request to have a service or emotional support animal.

1) The resident agrees that they are solely responsible for the maintenance of the above described pet, and agree to keep their animal under control at all times. Resident agrees to keep their pet restrained, when it is outside their dwelling.

3) Resident agrees to adhere to local ordinances, including leash, licensing, and Immunization requirements of their animal

4) Resident agrees not to leave their pet unattended for unreasonable periods.

January 11<sup>th</sup>, 2013

VILLAGE WALK HOMEOWNER'S ASSOCIATION  
UP-DATED RULES AND REGULATIONS

1. PETS

NO DOGS ALLOWED INCLUDING VISITOR'S DOGS.

INSIDE PETS (CATS, BIRDS, FISH, HAMSTERS, AND TURTLES) PERMITTED.  
MAXIMUM OF TWO CATS ALLOWED PER UNIT.

2. EXTERMINATOR

THERE IS BY-MONTHLY EXTERIOR EXTERMINATING SERVICE.  
EVERY UNIT WILL BE SERVICED.

IF THERE IS AN INSIDE PROBLEM REQUIRING THIS SERVICE, PLEASE PUT A  
NOTE IN THE OFFICE MAILBOX (LOCATED AT THE POOL).

THERE ARE WOODEN STAKES IN THE 4 FOOT AREA AROUND THE UNITS.

DO NOT REMOVE THESE STAKES: THEY ARE FOR TERMITE  
PREVENTION.

3. MAINTENANCE ASSESSMENT

HOA FEE TO BE PAID QUARTERLY (JANUARY, APRIL, JULY, OCTOBER).  
HOA FEE IS DUE ON THE FIRST OF THE MONTH.

HOA MAINTENANCE INCLUDES THE FOLLOWING:

LANDSCAPING EXCEPT: THE FLOWER BED PLANTS WITHIN 4 FEET OF  
THE HOME. THIS IS THE HOMEOWNER'S RESPONSIBILITY.

EXTERIOR LIGHTING IS COVERED BY FLORIDA & POWER FOR LIGHT  
POLES.

ROADS ARE COVERED BY THE ASSOCIATION RESERVE FUNDS.

ROOFS ARE COVERED BY THE ASSOCIATION RESERVE FUNDS.

EXTERIOR PAINTING (APPROXIMATELY EVERY 6 YEARS), COVERED BY  
THE ASSOCIATION RESERVE FUNDS.

BASIC CABLE IS PROVIDED.

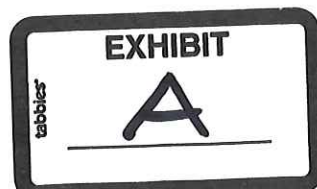
INSURANCE ON THE EXTERIOR OF BUILDINGS.

CARE OF THE POOL AREA AND BUILDINGS (POOL WILL BE HEATED  
OCTOBER TO MAY).

MAINTENANCE DOES NOT INCLUDE:

WATER, SEWER, INTERIOR PAINTING, GUTTERS/DOWNSPOUTS,  
SKYLIGHTS, WINDOWS, SCREENING, UNIT OWNER'S INSURANCE,  
APPLIANCE SERVICE CONTRACTS, WATER LEAKS INSIDE THE UNIT.

THESE ARE THE HOMEOWNER'S RESPONSIBILITY.





**4. SWIMMING POOL, LIBRARY AND EXERCISE ROOM**

UNIT OWNERS AND THEIR GUESTS: MUST COMPLY WITH THE POSTED RULES GOVERNING THE USE OF THE POOL, JACUZZI, EXERCISE ROOM AND LIBRARY.

LEAVE THE AREA CLEAN AND PUT THE LOUNGES, AND CHAIRS BACK IN PLACE.

POOL ENTRANCE GATE MUST BE KEPT CLOSED TO COMPLY WITH THE VILLAGE AND STATE SAFETY RULES.

**5. FIRE EXTINGUISHERS**

FIRE EXTINGUISHERS SHALL BE KEPT BY THE DOOR ENTRANCE FROM THE GARAGE INTO THE UNIT.

**6. GARAGE DOOR**

GARAGE DOOR MUST NOT BE LEFT OPEN MORE THAN THREE FEET DURING DAYLIGHT HOURS.

**7. FLAGS**

WITH THE EXCEPTION OF OUR NATIONAL FLAG, NO FLAG MAY BE FLOWN MORE THAN TWO DAYS PRIOR TO AND ONE DAY AFTER COMMEMORATING A HOLIDAY OR OTHER NATION.

**8. OUT DOOR DECORATIONS**

ALL ELECTRICAL DECORATIONS FOR HOLIDAYS MUST BE U.L. APPROVED AND MEET THE VILLAGE FIRE CODES, BEFORE BEING ATTACHED TO ANY PART OF THE EXTERIOR BUILDING.

**9. SIGNS**

NO SIGNS: UNLESS APPROVED BY THE BOARD, MAY BE POSTED, ERECTED OR DISPLAYED.

APPROVED SIGNS MAY ONLY BE WITHIN THE 4 FT. AREA AROUND THE UNIT.

SIGNS MUST BE NOT LARGER THAN 6 X 12 INCHES.

**10. VEHICLES AND PARKING**

FOR THE COMPLETE LISTING OF VEHICLES NOT PERMITTED: REFER TO PAGES 11, 12, AND 13: ARTICLE X, PROHIBITED USES

VEHICLES USED TO PROVIDE A SERVICE IN VILLAGE WALK MUST BE REMOVED BEFORE NIGHTFALL.

**VEHICLES ARE TO BE PARKED ONLY ON PAVED AREAS.**

THESE RULES ALSO APPLY TO GUEST VEHICLES.

**VISITOR'S TRUCK PASSES ARE REQUIRED FOR OVER NIGHT GUESTS.**



**11. GARBAGE AND TRASH PICK UP**

ALL GARBAGE CANS AND TRASH CONTAINERS MUST BE KEPT OUT OF VIEW FROM THE OUTSIDE OF THE BUILDING: EXCEPT WHEN WAITING FOR A SCHEDULED PICK UP.

TRASH, INCLUDING GARBAGE AND RECYCLING ARE TO BE PUT OUT MONDAY EVENING; ONLY GARBAGE IS TO BE PUT OUT ON THURSDAY EVENING.

**12. PERSONAL PROPERTY**

ALL PERSONAL PROPERTY (LOUNGE CHAIRS, BICYCLES, ETC.), MUST BE KEPT OUT OF VIEW FROM THE OUTSIDE OF THE BUILDING: EXCEPT WHEN BEING USED.

**13. COMMERCIAL USE OF UNIT**

NO COMMERICAL TRADE OR BUSINESS SHALL BE CONDUCTED, NOR ANY COMMERCIAL USE BE MADE ON ANY LOT OR UNIT IN VILLAGE WALK.

**14. APPURTENANCES**

NO TELEVISION OR RADIO MASTS, TOWERS, POLES, ANTENNAS, AERIALS OR APPURTENANCES MAY BE ATTACHED TO THE WALLS OR ROOF OF A UNIT.

INSTALLATION OF THESE WOULD REQUIRE BOARD APPROVAL.

**15. MOVING (GARAGE) SALES**

NO MOVING SALES ARE PERMITTED WITH BUT ONE EXCEPTION: UNIT OWNER, WHO HAS A SIGNED CONTRACT AGREEMENT FOR THE SALE OF THEIR UNIT MAY HAVE A MOVING SALE WITH THE FOLLOWING RESTRICTIONS:

MUST HAVE BOARD PERMISSION,

MUST SECURE A PERMIT FROM THE VILLAGE OF ROYAL PALM BEACH, SALE MAY BE HELD FOR NOT MORE THAN TWO CONSECUTIVE DAYS, HOURS FROM 9 AM TO 1 PM,

ALL MERCHANDISE MUST BE KEPT WITHIN THE CONFINES OF THE HOME OR GARAGE. NOTHING EXHIBITED OUTSIDE THE UNIT.

16. LANDSCAPING

A UNIT OWNER MAY LANDSCAPE AROUND THE PERMEITER OF THE UNIT: NOT TO EXCEED 4 FT. FROM THE BUILDING.

LANDSCAPING MUST MEET WITH BOARD APPROVAL.

NOTHING MAY BE ATTACHED TO THE BUILDING.

WATER SHUT-OFF VALVES MUST BE READILY ACCESSIBLE

PLANTING MUST MEET WITH STATE, THE VILLAGE AND BOARD APPROVAL. ANY OTHER LANDSCAPING BEYOND THE 4 FT. AREA FROM THE UNIT IS NOT PERMITTED.

17. HURRICANES

PLEASE BRING IN GRILLS, POTTED PLANTS, FIGURINES, AND FURNITURE PRIOR TO ANY STORM WATCH.

IF YOUR PROPERTY BECOMES A MISSILE AND DAMAGES ANOTHER UNIT: YOU MAY BE LIABLE.

**FOR NEW BUYERS:**

BEFORE YOU MAY OCCUPY A NEW RESIDENCE, YOU MUST HAVE AN OCCUPANCY PERMIT. A COPY OF THE SALES AGREEMENT MUST BE GIVEN TO THE BOARD. YOU WILL BE GIVEN TWO CERTIFICATES OF OCCUPANCY, WHICH MUST BE FILLED OUT AND THE ASSOCIATION SEAL WILL BE APPLIED. THESE FORMS MUST BE NOTARIZED AND TAKEN TO YOUR CLOSING. ONE COPY MUST BE RETURNED TO THE HOMEOWNER'S ASSOCIATION.

YOU MUST OBTAIN DOCUMENTS, RULES AND REGULATIONS FROM THE SELLER.

AT CLOSING, BE SURE TO OBTAIN KEYS FOR YOUR HOUSE, POOL, EXERCISE ROOM/LIBRARY AND MAIL BOX FROM THE SELLER. IF THE LOCKS ARE CHANGED, THE ASSOCIATION REQUIRES A KEY FOR EMERGENCIES (LOCKING YOURSELF OUT).

THE OFFICE KEY IS CODED NOT BY NAME OR ADDRESS FOR SECURITY.

ANY QUESTIONS REGARDING YOUR UNIT OR SOCIAL ACTIVITIES SHOULD BE ADDRESSED TO THE BOARD IN WRITING AND PLACED IN THE OFFICE MAIL BOX. ALL REPLIES WILL BE MADE PROMPTLY.

PLEASE COMPLETE THE 911 FORMS. ONE COPY SHOULD BE PLACED ON YOUR REFRIGERATOR AND ONE COPY WILL BE KEPT IN THE OFFICE IN THE EVENT OF AN EMERGENCY.

## **VILLAGE WALK HOMEOWNERS' ASSOCIATION, INC.**

The audio and video taping and/or recording of meetings of the Board of Directors and the membership of Village Walk Homeowners' Association, Inc. by members of the Association shall be subject to the following rules:

1. The audio and video equipment and devices utilized shall not produce any distracting sound or light emissions.
2. Any audio and video taping or recording equipment shall be assembled and placed in position in advance of the commencement of the meeting, and shall only be used in a location and manner which does not block or interfere with the ability of any person attending the meeting to see and hear the proceedings. In no event shall any audio and/or video equipment or device be placed on or in front of, or otherwise within six (6) feet of, the table at which the Board members and/or chairperson of the meeting is/are seated.
3. Anyone video or audio taping or recording a meeting shall not be permitted to move about the meeting room in any manner in order to facilitate the taping or recording.
4. Advance notice must be provided to the Board of Directors by any member of the Association desiring to use any audio or video taping or recording equipment or device at any meeting, and in such event it may be announced at the commencement of the meeting that the meeting is being taped or recorded by such person.



Village Walk Homeowners Association, Inc.

**Consideration of the Adoption of the Rules for Inspection**

**And Copying of Association Official records**

1. Any owner or authorized representative who wishes to review the official records of the Association must submit a written request to the Board of Directors with preferred dates and times noted. The request must be sent by Certified Mail, Return Receipt Requested, to the Village Walk HOA office located at 124 Village Walk Dr, Royal Palm Beach 33411. This document is required for proof of receipt. Request to individual board members or verbal requests will not be considered.
2. The Homeowners Association Act provides that the records must be available within 10 business days of the receipt of the request. Thus, no matter when the request is received, even on a holiday, the records must be made available within 10 business days.
3. Unless otherwise advised, all records will be made available for inspection at the Village Walk office 124 Village Walk Dr. The board will try and accommodate the times specified by the homeowner. However, the board may respond with alternate dates and times. The homeowner shall be given up to eight (8) hours per month to review records.
4. A requesting party, upon arriving to inspect said records, shall sign in and if requested, provide identification.
5. In the event the number of copies exceeds 25 pages, the Association may charge up to 25 cents per page for copies made on their copy machine. The requesting party shall be responsible to pay actual cost of copies if the office copy machine is not working or is unavailable. These costs will be supported by the vendors invoice.