

SALE APPLICATION

APPLICATION RECEIVED ON:

____/____/____

CLOSING DATE:

____/____/____

- **Incomplete applications will not be accepted.**
- Occupancy prior to board approval is strictly **prohibited**.
- The association has **15 days** to complete the application process.
- **An application must be completed by EACH resident over the age of 18.**
- **The application fee is non-refundable and required for EACH resident over the age of 18.**
- Husband and wife should complete one application and pay one application fee.
- Acceptance of the application for processing does not guarantee approval.
- Purchaser is responsible for obtaining association documents and keys from current owner.
- **700 MINIMUM CREDIT SCORE REQUIRED**
- **THE NUMBER OF PERSONS RESIDING IN A UNIT SHALL BE LIMITED TO TWO (2) PERSONS PER BEDROOM**

PROPERTY YOU ARE APPLYING TO:

Association Name	<i>The Cove at French Villas Condominium Association</i>		
Property Address			
Present Owner		Owner Phone Number	
Real Estate Agent		Agent Phone Number	

NECESSARY DOCUMENTS:

Please Initial:	
	Complete Sale Application
	Copy of Executed Sale Contract
	\$150 Application Fee per occupant (<u>Cashier's Check or Money Order ONLY</u>) It must be payable to <i>The Cove at French Villas Condominium Association, Inc.</i>
	Copy of Driver's License or Government Issued ID for all adult occupants
	Birth certificates of ALL children
	Marriage License (<i>married couple applying</i>)
	Copies of Registration and Insurance of all Vehicles
	Copies of last 2 months Bank Statements
	Copies of last 2 months Paystubs or Social Security Administration Letter
	Copies of W2
	Copies of previous year Tax Return

HOW TO SUBMIT YOUR APPLICATION:

- OPTION 1: Email all documents to applications@rmgsouthflorida.com and mail the application fees
- OPTION 2: Drop it off at **1773 N State Road 7 - suite 200, Lauderhill, FL 33313**

PROPERTY MANAGEMENT COMPANY:

- Renaissance Management Group, Inc.
954-693-9989
info@rmgsouthflorida.com
- Office Hours: Monday through Friday, 9am-5pm
- Office Address:
1773 N State Road 7 - suite 200,
Lauderhill, FL 33313

HOW TO REQUEST AN ESTOPPEL LETTER OR QUESTIONNAIRE:

- Go to www.estoppels.com
- Type the property address
- Select Product (Estoppel, Regular Questionnaire, or Custom Questionnaire)
- Make the Payment
- A copy of the Warranty Deed and Settlement Statement must be sent to Renaissance Management Group once the property has closed.

LIST OF ALL PERSONS WHO WILL LIVE IN THE UNIT:

Full Name	Date of Birth	Relationship

_____ Total Number of Adults who will occupy the home (18 or older)

_____ Total Number of Children who will occupy the home (under 18)

_____ Total Number of Vehicles

_____ Total Number of Pets

APPLICANT(S) INFORMATION

	Buyer 1	Buyer 2
Name		
Phone Number		
Email		
Date of Birth		
Social Security #		
Driver License #		

EMPLOYMENT DETAILS

	Buyer 1	Buyer 2
Employer Name		
Employer Phone		
Supervisor Name		
Annual Salary		
Position Held		
Hire Date		
Other Income		

CHARACTER REFERENCES (No Family Members)

	Buyer 1	Buyer 2
Reference 1 Name		
Phone Number		
Address		
Relationship		
Known How Long		

Reference 2 Name		
Phone Number		
Address		
Relationship		
Known How Long		

RESIDENTIAL HISTORY

Current Address			
Moving Out Reason			
Date of Residency	From	To	Rent Amount \$
Landlord Name		Landlord Phone	

Previous Address			
Moving Out Reason			
Date of Residency	From	To	Rent Amount \$
Landlord Name		Landlord Phone	

VEHICLE INFORMATION

Make & Model:	Year:	License Plate:	Color:

EMERGENCY CONTACT

Name	
Phone Number	
Relationship	
Address	

BANK REFERENCES

Bank Name	
Address	
Phone Number	
Account Type	

PETS THAT WILL OCCUPY THE UNIT

Name	Type/Breed	Color	Wight (lb)	Age

APPLICANT AUTHORIZATION

(We) fully authorize investigation of all answers and references given;

(We) acknowledge we cannot occupy the premises without proper authorization from the association;

(We) agree that false or incomplete applications will be rejected;

(We) acknowledge the processing of this application may take 4 weeks;

(We) agree that no transient occupancy is allowed and a copy of each lease and renewal lease agreements must be provided to the association prior to initiation of renewal;

(We) hereby issue authority and permission, while holding harmless the credit bureau and Renaissance Management Group, Inc., releasing them and their agents, employees and members from any losses, expenses or damages sustained directly or indirectly by me or others, from information disclosed in their investigative report whether made orally or in writing.

(WE) CERTIFY THE FOREGOING TO BE TRUE AND CORRECT:

The Association and its Agent, in the event of consent to a Sale, hereby authorizes Renaissance Management Group to act as our agent with full power and authority to take such action as may be required, if necessary, to compel compliance by our Lessee(s) and/or their guests, with provisions of the Declaration of the Association. Its supportive exhibits, rules and regulations of the Associations, or in the instance of any violation of any of the above by the Lessee(s) and/or their guests, under appropriate circumstances, to terminate the Leasehold. The Lessor agrees to reimburse the Association for any attorney fees and costs incurred as Lessor's agent in such enforcement of Lease termination.

Applicant 1 Signature: _____ **Date:** _____

Print Name: _____

Applicant 2 Signature: _____ **Date:** _____

Print Name: _____

APPLICANT AUTHORIZATION II

By physically or electronically signing your full name below, you declare that all your statements in this application are true and complete. If you fail to answer any question or give false information, the property may reject your application, retain all application fees and deposits as liquidated damages for its time and expense, and terminate your right of occupancy.

By submitting this application, you are directing and authorizing Renaissance Management Group, Inc. & The Cove at French Villas Condominium Association, Inc. to verify the information you have provided and obtain additional background information about you through any means, including (i) using a third party consumer reporting agency such as AppFolio, Inc., 50 Castilian Dr. Goleta, CA 93117 - (866) 648-1536 to prepare a consumer report or an investigative consumer report and/or (ii) verifying information by contacting personal and professional references, employers, and other rental housing owners. You further direct and authorize Renaissance Management Group, Inc. & The Cove at French Villas Condominium Association, Inc. to obtain from any law enforcement agency, present or past employer or supervisor, landlord, finance bureau/office, credit bureau, collection agency, college, university or other institute of learning or certification, private business, military branch or the national personnel records center, personal reference and/or other persons, and authorize the same to give records or information that any such entities may have concerning your status as a registered sex offender (as allowed by law), criminal history (as allowed by law), motor vehicle/driving history, earnings history, credit history, character, general reputation, personal characteristics, mode of living, employment records, record of attendance and earned degrees or certificates, or any other information requested, whether the said records are private or public, and including those which may be deemed to be privileged or confidential in nature. Preparation of all consumer reports and investigative consumer reports will follow federal, state and local laws and regulations.

You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any consumer report or investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regards to applicants is an investigation into your prior rental history, education, and employment.

- I am authorizing Renaissance Management Group, Inc. to conduct the background check(s) described above.
- I am consenting to use electronic means to (i) sign this form, (ii) receive the Applicant Authorization appearing above, and (iii) receive any legal notices electronically.

Applicant 1 Signature: _____ **Date:** _____

Print Name: _____

Applicant 2 Signature: _____ **Date:** _____

Print Name: _____

ELECTRONIC TRANSMISSION OF CONDOMINIUM NOTICES

FS 718.112

If you agree to receive your notices of Special Assessments, meetings, and general association notices via email, please fill out the following form:

I/We, _____ owner(s) of Unit
_____ at *THE COVE AT FRENCH VILLAS CONDOMINIUM ASSOCIATION, INC.*, do hereby agree to receive notices regarding special assessments, meetings and general association notices via electronic transmission.

Please send any notice of special assessments, meetings, and general association notices to the following emails:

- Applicant 1 Email: _____
- Applicant 2 Email: _____

I agree that if I wish to rescind my agreement to receive my notices via electronic transmission, I will notify the property manager by emailing info@rmgsouthflorida.com a request to update my preferences back to regular mail.

Applicant 1 Signature: _____ **Date:** _____
Print Name: _____

Applicant 2 Signature: _____ **Date:** _____
Print Name: _____

VOTING CERTIFICATE

This form is necessary if there is more than one owner of the unit - only ONE unit owner per unit may vote. all unit owners whose name appears on the deed must sign this form. In addition, one must be selected to cast the ballot at the annual Election of Directors.

Unit Address: _____

Designated person who shall exercise the voting rights assigned to said unit at any meeting of *THE COVE AT FRENCH VILLAS CONDOMINIUM ASSOCIATION, INC., INC.* either in person or by proxy:

Signature of all owners on the deed:

(1) _____

(2) _____

(3) _____

Dated this _____ Day of _____, 20_____

- The certificate must be executed for each unit owned by one or more persons or by a corporation or trust. The purpose is to designate the person who may exercise the voting rights assigned to said unit.
- Note: The person designated above must be one of the owners of the unit or in the case of a corporation, an officer, or in the case of a trust, a trustee or beneficiary.

PET REGISTRATION FORM & RULES ACKNOWLEDGEMENT

(This form must be signed by a veterinarian - WEIGHT LIMIT 50lb)

I DO NOT HAVE A PET: _____
SIGNATURE

NECESSARY DOCUMENTS:

Please Initial:	
	Complete Pet Form for EACH pet
	Recent photo of the pet
	Proof of Vaccination
	Emotional Support or Service Animal Card and Letter (if applicable)

Pet Owner's Name	
Pet Owner's Phone	
Unit Address	
Association Name	

Pet's Name		Type/Breed	
Gender		Color	
Weight		Age	
Neutered/Spayed?			
Broward County License			

Veterinarian's Name	
Veterinarian's Phone	
Veterinarian's Email	
Signature:	

I/We hereby certify that the above information is true and correct. I/We understand that I/we am/are fully responsible for the actions of my/our pet(s) and I/We agree to abide by the Pet Rules as it relates to control of the pet(s) so as not to cause a nuisance, to have it on a leash while outside, and I/we agree to clean-up after the pet(s). By signing below, I/we acknowledge that I/we have read and understand the pet rules and regulations. I/We understand that violations of the Rules and Regulations and Governing Documents regarding pets can lead to fines and restriction of my/our rights to have a pet and the expulsion of my/our pet from the Association property.

Pet Owner Signature: _____

Date: _____

THE COVE AT FRENCH VILLAS ASSOCIATION

RULES AND REGULATIONS

Dear new unit owner(s)/tenant(s):

The Board of Directors of The Cove at French Villas Association would like to welcome you to your new community. Hoping that you have a smooth transition into the community, we would like to provide you with some important information.

We encourage you to become familiar with the Condominium Declarations, Bylaws and Rules and Regulations to ensure the high quality of life and real estate value. Not knowing them does not exempt you from the responsibilities of your actions. If you did not receive a copy of the Documents from the owner or previous owner, you can download them from the community website at www.thecoveatfrenchvillas.com or by contacting the management company.

CLEANLINESS AND MAINTENANCE:

1. All garbage must be deposited inside garbage containers. No bulk items should be deposited inside or by the containers except on the quarterly scheduled bulk pick up (notices of bulk pick up days are posted on the dumpster gates the week of the pick-up). Violators may be subject to fines up to \$1,000.00 plus back charge to alleged owner of expenses for extra pick up incurred by the Association.
2. Entrances, staircases, and patio areas must be kept in a neat condition. These are not storage areas, nor the adjacent common areas. Only patio furniture that fits in the patio slab (must be in good condition), pots with live plants (no pots or any decoration on the ledge are allowed) are permitted. Any unapproved items or items that are left in the common areas will be removed by the Association and the owner will be back charged for expenses incurred.
3. The maintenance of the unit which includes plumbing fixture, air conditioning equipment, electrical system within the unit is the responsibility of the unit owner. You must promptly correct any condition to prevent from causing damage to another residence. Please report the management company if you have any roof leaks or any water intrusion.

PETS:

1. All pets must be registered and approved by the Association. **Pet Registration Form** must be requested to the management company.
2. No pets weighting in excess of 50 lbs. can be permitted in the community. No pets are allowed in pool or playground area.
3. You must **keep your pets on a leash at all times and pick after them.** The Association will impose fines of \$100.00 per incident to owner's account. This is also a **City Ordinance**, and you may be fined by the city as well.

NUISANCE:

The Association will not allow any source of nuisance. Radios, televisions, and other instruments which may create noise should be turned down to a minimum volume so as not to disturb the other residents of the condominium.

ARCHITECTURAL MODIFICATIONS:

No architectural modifications should be done without the written consent of the Association. That includes modifications both on the outside (e.g. new doors, windows, patio extensions, satellite dishes, etc.) and the inside of a unit (e.g. tile installation, removal of walls, etc.). Satellite dishes need to be approved by the Association and installed only behind towers located in front of buildings. The **Approval Request Form (ARC)** must be requested to the management company.

Initials

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Initials

CONSTRUCTIONS OR REPAIRS:

Any construction and repair work are restricted to Monday through Saturday between 9:00 am and 6:00 pm. No work is to be done on Sundays. Unit owners in violation will incur a fine of \$150 per day of violation.

NEW RENTERS, OCCUPANTS, AND OWNERS:

Association requires that all new renters, occupants, and owners must be screened prior to moving into the community. Those who don't follow the procedures may receive fines from \$100.00 to \$1,000.00 and those not registered vehicles may be subject to immediate towing at the owner's expense.

MOVING INS AND OUTS:

All moving ins and outs in the community are restricted to Monday through Saturday between 9:00 am and 6:00 pm. No move ins and outs on Sundays. Unit owners in violation will incur a fine of \$150 per day of violation.

PODS (PORTABLE ON DEMAND STORAGE):

Moving PODS are allowed on premises for a total period of 5 days, PODS must be kept in the resident's parking spaces. The **PODS Application Form** must be requested to the management company. It is **PROHIBITED** to use guest parking, any POD located in guest parking will be removed **IMMEDIATELY** at owner's expense. If the POD is not removed by the 5th day, the unit owner will incur in fine of \$150 per each extra night.

PARKING RULES:

1. Residents must use their assigned parking space(s).
2. Guests parking are for guests or for the use of the residents on a daily first come first serve basis. The Association will be monitoring those who make a guest parking space permanent and exclusive.
3. Vehicles with no tag, expired tag, altered tags, wrecked, inoperative, blocking parking area or parked on curbs or non assigned spots **will be towed IMMEDIATELY** at owner's expense.
4. No major car repairs are allowed at The Cove at French Villas.
5. No Commercial vehicles are permitted in the community. Any lettering must be removed
6. or concealed.
7. No boats or trailers are permitted in the community unless approved by the Association.
8. Pick-up trucks with empty truck beds. Truck beds may not contain any tools, equipment, cargo of any kind, garbage, or other form debris, except for the sole purpose of loading or unloading. Alternatively pick-up trucks may have a clean and undamaged hard or soft cover on the truck bed.
9. All motorcycles are required to use a small wooden piece underneath the kick stand to protect the asphalt from any damage. Any motorcycle that does not have that protection will be towed from the community at the owner's expense and any costs for asphalt repairs will be charged to unit owner. We would like to make you aware that motorcycles stored in any part of the condominium other than the parking area will be subject to immediate towing as well.
10. Residents and visitors must obey the parking regulations posted at the parking areas and drives.

Initials

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POOL RULES:

All residents and their guests at **The Cove at French Villas** must follow these rules in order to enjoy the pool facilities.

1. Pool hours:

March through October – 7:00 am to 7:30 pm

November through February – 8:00 am to 6:00 pm

- 2. Minors under 18 years old **must be accompanied** by an adult at all times.
- 3. **Guests are limited to 10 per household. All guests must be accompanied by an approved resident or owner of The Cove at French Villas.** Any group exceeding 10 guests is classified as a party and requires a rental agreement for Association approval at least 2 weeks prior. Otherwise, a fine will be imposed upon unit owners in violation. The pool area rental is available for \$100 with an additional \$100 refundable deposit. The **Pool Area Rental Agreement** must be requested to the management company.
- 4. Alcohol is **PROHIBITED** at the pool area.
- 5. Residents and their guests must wear appropriate clothing or swimming attire.
- 6. No barbeque grills of any kind are permitted in pool area.
- 7. No food or drinks are allowed inside or near swimming pool.
- 8. No glass containers or other hazardous material are allowed in pool area.
- 9. No loud music, we ask that you respect your neighbors.
- 10. No pets allowed at the pool area.
- 11. No running, horseplay or jumping is permitted in the pool area. Bicycles, rolling skates or skateboards are **prohibited** at the pool area.

The Association can consider trespassers any person in the pool area who cannot identify themselves as legal owners or residents of **The Cove at French Villas** and has the right to call the Pembroke Pines Police.

The Association will have zero tolerance, and fining up to \$1,000 will be imposed upon unit owners in violation.

All prospective purchasers and renters over 18 years old must sign this document, confirming that they have received, read, and agree with the above Rules and Regulations of The Cove at French Villas Association.

Applicant Print Name

Applicant Signature & Date

Applicant Print Name

Applicant Signature & Date

Applicant Print Name

Applicant Signature & Date

Applicant Print Name

Applicant Signature & Date

The Cove at French Villas Condominium Association Inc.

% Renaissance Management Group Inc.
1773 N. State Road 7, Lauderhill, Fl 33313

Late Fee Guidelines

In order to maintain the financial health and smooth operation of our condominium association, we have established the following late fee guidelines regarding monthly payments:

1. **Payment Due Date:** Payments for monthly dues are due on the **1st of each month.**
2. **Late Payment Definition:** Any payment received after the **15th day of the month will be considered late.**
3. **Late Fee Calculation:** A late fee will be charged **starting on the 16th day of the month** and calculated from the **Payment Due Date (1st of the month)** onwards, then added daily to the account balance. The late fee will be assessed at an **annual percentage rate (APR) of 18%.**
4. **Late Fee Notification:** Residents who fail to submit their payments by the 30th day of the month will receive a notification reminding them of the late payment and the applicable late fee by the same day.
5. **Payment Allocation:** When a late payment is received, the first portion of the payment will be applied towards the outstanding late fees, and any remaining balance will be credited towards the current month's dues.
6. **Continued Non-Payment:** Residents who fail to make timely payments and accrue late fees on a recurring basis may face additional consequences as outlined in the association's governing documents, **which may include legal action with residents being responsible to pay attorney fees incurred.**
7. **Waiver Discretion:** The condo board retains the discretion to waive or adjust late fees in exceptional circumstances, provided that such waivers do not compromise the financial stability of the association or create an unfair advantage for any resident.
8. **Communication Channels:** Residents with questions or concerns regarding late fees or payment schedules are encouraged to contact the **designated property management company for clarification and assistance.**

We appreciate your cooperation in adhering to these guidelines to ensure the efficient management of our condominium community. Your timely payments contribute to the maintenance and improvement of our shared facilities and services.

The Cove at French Villas Condo Board

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