

**BEACHWOOD VILLAS CONDOMINIUM ASSOCIATION, INC.**  
**2355 NE Ocean Blvd.**  
**Stuart, FL 34996**  
**772-225-4667**

Dear Prospective Buyer/Renter,

In an effort to achieve greater awareness of our Beachwood Villas community, effective immediately, an updated application for the sale or lease of any Beachwood Villas Condominium unit must be completed and approved by the Board of Directors.

The application (available at the Beachwood Office and on the Beachwood Villas website) along with a \$100 nonrefundable application fee (paid by the owner), copy of applicant(s) drivers' license and a copy of the rental or sale agreement must be submitted. All applicants for the rental/sale of a unit are subject to a credit and criminal background check, in person interview and approval by the Board of Directors prior to occupying the residence. Applications cannot be processed and leases cannot commence without submission of the above items. These documents must be submitted at least 15 days prior to a unit being occupied to the Property Manager at Beachwood Villas for processing. As a reminder, all rental agreements are for a minimum of two months as per our Rules and Regulations. Estoppel letters may be forwarded to the Beachwood Office to be completed by their accountant within 10 days of receipt.

**Note:** The \$100 fee applies to **new applicants only**. Should you have yearly tenants and repeat renters from the previous year, no application fee of \$100 is required. The application and lease agreement still needs to be sent to the Property Manager in order to keep all of the records up to date. All incoming tenants/guests must register with the Property Manager upon arrival. **NO EXCEPTIONS.**

As per Beachwood Rules and Regulations, **Section 11 – Transfer of Units To Renters or Guests...**

9. It is the responsibility of the unit owner to ensure their renters/guests have access to a copy of the updated Rules and Regulations (revised October 2018) and agree to abide by them. All renters/guests are required to obtain and sign a form from the Association Office that they have read and will adhere to the Rules and Regulations of the Association.
10. Fines up to one hundred dollars (\$100.00) a day may be imposed on renters/guests who break any of the Rules and Regulations of the condominium. The unit owner is held responsible for the collection and payment of such fines.

All unit owners are asked to contact the Property Manager, Holli Moller at 772-225-4667 immediately should they observe or know of anyone violating the rental/guest regulations. All communications will be held confidential with the Property Manager and the Board of Directors.

A system of penalties has been established to ensure compliance with the Rules and Regulations of the Association. The Board believes that the enforcement procedure will result in greater community awareness of reasonable conduct that all unit owners have the right to expect from each other. If the violator is not a unit owner, the owner will be provided with copies of all correspondence pertaining to the violation and any ensuing penalties and hearings.

**The unit owner is ultimately responsible for all fines and the removal of all violators.**

Thank you for your cooperation in making Beachwood Villas a safer place to live.

Sincerely,

The Board of Directors  
Beachwood Villas

# BEACHWOOD VILLAS CONDIMINIUM ASSOCIATION

2355 NE Ocean Blvd.

Stuart, FL 34996

772-225-4667 Fax #772-232-0637

## Application for Purchase or Lease

There is a \$100, nonrefundable, interview fee due with this application. Please include a copy of your signed purchase contract or lease and a copy of your driver's license. All interviews are confidential. Please contact the Association Office to set up your in person interview. Kindly complete all questions. **PLEASE PRINT.**

Date: \_\_\_\_\_ Purchase or Lease: (circle one) Beachwood Villas Unit #: \_\_\_\_\_  
Seasonal Rental: \_\_\_\_\_ Non-Seasonal Rental: \_\_\_\_\_ Annual Rental: \_\_\_\_\_

Current Owner(s): \_\_\_\_\_

Dates of Lease: From: \_\_\_\_\_ To: \_\_\_\_\_

Applicants Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

Spouse: \_\_\_\_\_ DOB: \_\_\_\_\_ SS#: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Note: SS# is required for background check

The restrictions of Beachwood Villas Condominium Association, Inc. provide an obligation of unit owners that condominium units are for single-family residents only. Please state the name and relationship of all the persons who will be occupying the unit regularly.

Name(s) of Occupants over 18 years of age: \_\_\_\_\_

Name(s) of Occupants under 18 years of age: \_\_\_\_\_

Pet (association approval is required) Breed, Color, Weight: \_\_\_\_\_

### TENANTS ARE NOT PERMITTED TO HAVE PETS

Cars (2 permitted)

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Residence History

Present Address: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ How Long: \_\_\_\_\_ Email: \_\_\_\_\_

Landlord or Mortgage Holder: \_\_\_\_\_ Phone #: \_\_\_\_\_

Previous Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ How Long: \_\_\_\_\_

Landlord or Mortgage Holder: \_\_\_\_\_ Phone #: \_\_\_\_\_

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**EMPLOYMENT AND BANK REFENERCES**

\_\_\_\_ Retired: Please provide information on last employment.

Employed by: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Position Held: \_\_\_\_\_ How Long: \_\_\_\_\_ Approx. Mo. Income: \_\_\_\_\_  
(if less than 3 years, please complete next section)

Previous Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Position Held: \_\_\_\_\_ How Long: \_\_\_\_\_ Approx. Mo. Income: \_\_\_\_\_

\_\_\_\_ Spouse Retired: Please provide information on last employment.

Employed by: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Position Held: \_\_\_\_\_ How Long: \_\_\_\_\_ Approx. Mo. Income: \_\_\_\_\_  
(if less than 3 years, please complete next section)

Previous Employer: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Position Held: \_\_\_\_\_ How Long: \_\_\_\_\_ Approx. Mo. Income: \_\_\_\_\_

Bank Reference: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Checking Account #: \_\_\_\_\_ Savings Account #: \_\_\_\_\_

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Please List Three (3) Character References (no relatives, please):

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

**Authorization for Release of Information**

If this application is not legible or is not completely and accurately filled out, Beachwood Villas Condominium Association and/or Owners will not be liable for responsible for any inaccurate information in their investigation and the released report caused by such omissions or illegibility. By signing, the applicant recognizes that the Beachwood Villas Condominium Association and /or Owners may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Beachwood Villas Condominium Association and/or Owners. Beachwood Villas Condominium Association and/or Owners may also require a credit report through a credit/criminal reporting agency.

If the application is approved, applicant(s) agree to comply with the rules and regulations of the Beachwood Villas Condominium Association and hereby certify that applicant(s) has received a copy that has been read and understood. Applicant understands and accepts the leasing restrictions that the condominium cannot be leased without first having received written permission from the Board of Directors after proper application has been made and the leases for less than 60 days are not permitted.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Spouse: \_\_\_\_\_ Date: \_\_\_\_\_