

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, 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 January 2016) 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

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Application for Purchase or Lease

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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. 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: _____