

Ocean Crest Condominiums

TMG Property Management
5310 NW 33rd Ave, Suite 201
Fort Lauderdale, FL 33309

O 954-782-7820 | F 954-782-7823

Attached is the application for residency at Ocean Crest Condominiums. Please be sure that the applicant(s) review the application entirely prior to completing and submitting to TMG Property Management.

If the application is submitted without all fees, fully completed forms, additional documents & photo identification required, the application will not be accepted at the time of delivery.

All forms, even if repetitive are required to be fully completed and submitted when delivering the application with the exception of the restrictions / rules & regulations.

Application for Residency Checklist

****please note that a separate application & application fee will be required for non-married applicants who are 18 years of age and above.**

\$100.00 Application Fee (per person or per married couple) made payable to Ocean Crest Condominiums in the form of a money order or cashier's check.

_____ Application & Authorization Form (fully completed)

_____ Sales Contract or Lease Agreement

_____ Copy of Identification (driver license or passport)

_____ Marriage Certificate (applies to married couples only if last names differ)

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 not approved. Missing information will cause delays. Once submitted, order can be cancelled but your fee will not be refunded. Rev. 06/2014

**** THIS APPLICATION IS FOR A SINGLE PERSON OR A MARRIED COUPLE ONLY! ****

APPLICATION FOR OCCUPANCY

Association Name: _____

Circle one: Purchase - Lease - Occupant - Unit.# _____ Bldg.# _____ Address applied for: _____

Full Name _____ Date of Birth _____ Social Security # _____

Circle One: Single - Married - Separated - Divorced - How Long? _____ Other legal or maiden name _____

Have you ever been convicted of a crime? _____ Date (s) _____ County/State Convicted in _____

Charge (s) _____

Applicant's Cell Number(s) _____ Applicant's Email Address _____

Spouse _____ Date of Birth _____ Social Security # _____

Other legal or maiden name _____ Have you ever been convicted of a crime? _____ Date (s) _____

County/State Convicted in _____ Charge (s) _____

Spouse's Cell Number(s) _____ Spouse's Email Address _____

No. of people who will occupy unit – Adults (over age 18) _____ Description of Pets _____

Names and ages of others who will occupy unit _____

In case of emergency notify _____ Address _____ Phone _____

PART I – RESIDENCE HISTORY

A. Present address _____ Phone _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Are you on the Lease? _____ If not, who is the leaseholder? _____ Are you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

B. Previous address _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Were you on the Lease? _____ If not, who is the leaseholder? _____ Were you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

C. Previous address _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Were you on the Lease? _____ If not, who is the leaseholder? _____ Were you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

PART II – EMPLOYMENT REFERENCES

Include a recent copy of an earnings statement to expedite processing

- A. Employed by _____ Phone _____
 Dates of Employment: From: _____ To: _____ Position _____ Fax _____
 Monthly Gross Income _____ Address _____
- B. Spouse Employed by _____ Phone _____
 Dates of Employment: From: _____ To: _____ Position _____ Fax _____
 Monthly Gross Income _____ Address _____

PART III – BANK REFERENCES

Include a recent copy of a bank statement to expedite processing

- A. Bank Name _____ Checking Acct. # _____ Phone _____
 Address _____ Fax _____
- B. Bank Name _____ Savings Acct. # _____ Phone _____
 Address _____ Fax _____

PART IV – CHARACTER REFERENCES (No Family Members)

- 1. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____
- 2. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____
- 3. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____
- 4. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____

Are you using a realtor? Yes _____ No _____ If yes: Realtor's name _____

Email Address _____ Cellular Phone _____

Driver's License Number (Primary Applicant) _____ State Issued _____

Driver's License Number (Secondary Applicant) _____ State Issued _____

Make _____ Type _____ Year _____ License Plate No. _____

Make _____ Type _____ Year _____ License Plate No. _____

If this application is not legible or is not completely and accurately filled out, Associated Credit (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility.

By signing the applicant recognizes that the Association and Associated Credit 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 Associated Credit Reporting, Inc.

Applicant's Signature _____ Date _____ Spouse's Signature _____ Date _____

8795 West McNab Road, First Floor, Tamarac, Florida 33321

www.associatedcreditreporting.com

AUTHORIZATION FORM

I/We hereby authorize **Associated Credit Reporting, Inc.** to obtain data to verify any and all information they request with regards to my/our Application for Occupancy, specifically the verification of my bank account(s), credit history, residential history, criminal record history, employment verification and character references.

I/We hereby waive any privileges I/we may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is to be released to the authorized party designated on the Application for Occupancy, for their exclusive use only. **PLEASE INCLUDE COPY OF DRIVER'S LICENSE TO CONFIRM IDENTITY.** If you do not have a driver's license, please include a copy of your Passport or current government issued identification card.

I/We acknowledge our rights as stated in the Fair Credit Report Act that I/we are entitled to a copy of the report upon proper written request and can dispute any inaccurate information for re-verification. I/We understand that Associated Credit Reporting, Inc. is not directly involved in the approval or denial of any applicant. The information received by Associated Credit Reporting, Inc. shall be held in strict confidence, protected as governed under the Fair Credit Reporting Act, and will never be released to any third party other than the designated recipient. I/We further understand that this is a non-refundable process.

By signing below, I/We further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and that the signature(s) below are my/our own proper legal signature. I/We certify (or declare) under penalty of perjury that I/We agree to the foregoing and; that all answers and information contained on the Application for Occupancy are true and correct and will hold Associated Credit Reporting, Inc. harmless from the result of the investigation.

(Applicant's Signature)

(Spouse's Signature)

(Applicant's Name Printed)

(Spouse's Name Printed)

(Date Signed)

(Date Signed)

OCEAN CREST CONDOMINIUMS
HOUSE RULES AND REGULATIONS

Section 19 of the Ocean Crest Condominium Declaration states: Members and owners shall comply with the following:

- A. Any house rule approved by a majority vote of the Board of Directors of the Association. The Board of Directors, by a majority vote, may alter, amend, add to, or repeal any house rule of the Association.
- B. An owner is not permitted to extend privileges for the use of the pool, beach, deck areas or dock when owner is not in residence.
- C. During an owner's absence, any authorized person using the owner's unit will use the Common Areas of the Association at their own risk due to the Association's related liability in the case of an accident. The owner will so inform the guests.
- D. When the unit owner, during his/her absence, plans to allow a guest to occupy his/her unit, the owner shall inform the Property Manager.

LEASES:

1. All leases (and renewals thereof) must be reviewed and approved by the Board of Directors, in accordance with Article XIII of the Declaration of Condominiums. Only those renters approved by the Board of Directors may occupy the unit. Renters may not have a steady stream of guests staying overnight or longer without prior permission from the Board of Directors.
2. No lessee will be allowed to remain as an occupant without a valid lease and addendum.
3. There is a \$100.00 application processing fee for each adult due at the time of submitting the application to occupy.
4. Any individual who occupies any apartment for more than thirty (30) days in any one calendar year shall be considered a resident of said unit, and shall be subject to the same screening requirements as any other new resident.
5. In the event that a unit is rented/leased, the owner forfeits the right to utilize Ocean Crest's facilities.
6. Renters will not be permitted to sub-let or sub-lease their unit to a third party.

REFUSE/GARBAGE:

*****IF YOU CANNOT FIT IT IN A BAG, REMOVE IT FROM THE PROPERTY YOURSELF*****

1. All garbage must be closed tightly in plastic bags.
2. Boxes and similar items must be cut up into small pieces.
3. No refuse or trash cans are permitted to stand in the driveways before or after the day of pick up.

PARKING:

1. Under certain circumstances, parking space for vans, trucks, trailers (car or boat), motor homes, and RV's will be at the discretion of the Board of Directors.
2. Parking is not allowed behind vehicles in carports. This is a designated fire lane tow away area.
3. Parking in a vacant carport is not allowed without written permission from the unit owner of said carport.
4. Due to the limited amount of parking at Ocean Crest, only one permanent parking space per unit (in the carport) is assigned to the owner of each unit. Owners of second vehicles will be charged a monthly fee of ten dollars (\$10.00). Third vehicles are not permitted.
5. Parking spaces may not be rented.
6. Guest parking is available in the east side parking lot.

TENANTS:

1. When renting out your unit and the unit owner is not living on the premises, the unit owner loses all rights to common and limited common areas including the pool and restrooms. Common areas may be utilized by all unit owners unless the unit is occupied by a tenant.

MAINTENANCE FEES:

1. Maintenance fees are due on the first of the month.
2. If fees are not received by the 15th of each month, a late fee of \$25.00 will be assessed.

CONSTRUCTION WITHIN UNITS:

1. No vendors/contractors permitted to begin work within the building before 9:00 AM or after 5:00 PM, or on weekends without prior permission of the Property Manager.
2. Any damages to the common areas caused by the contractors/workers/unit owners will be assessed to the unit owner for the repairs.
3. Unit owners and contractors will inform the Property Manager, in advance, as to when work will begin.

MISCELLANEOUS:

1. No solicitations are allowed on the premises at any time.
2. Any renovations to your unit that includes tile or wood floors must have a soundproofing barrier under the flooring.
3. Check with the Town of Hillsboro Beach to determine if the interior work to be performed in your unit requires permits.
4. Changes of exterior doors must be approved by the Board of Directors. All doors must meet the Fire Code Requirements (One and a half hour rated door.)
5. Board of Directors members, Property Managers and Maintenance personnel are NOT allowed in a unit unless it is an emergency or instruction to do so by the Unit Owner is given.
6. Hillsboro Beach Noise Ordinance guidelines shall be followed by all unit owners and guests.
7. Owners of upstairs units will have entrance hallways adequately carpeted to keep disturbing noises from this source at a minimum.
8. Barbeque grills or similar cooking equipment are allowed on the premises, but must be in compliance with the Deerfield Beach Fire Department ordinances. This equipment must be used at least ten (10) feet from the building.
9. It is requested that owners of second-story units be particularly careful when opening jalousie windows over the steps, so as to protect your neighbor from accidents.
10. Children are not permitted to ride bicycles, skate, play ball, etc. in the driveway.
11. Storage of any kind is not permitted in carports or entryways.
12. Automobile repairs are not allowed on the premises.

POOL RULES:

The Florida State Board of Health rules and regulations regarding the use of the swimming pool, and adopted in the interest of the health and safety of pool users, have been officially adopted as the rules and regulations of the Ocean Crest Association. Each unit owner is responsible for compliance by its guests.

1. The pool area gate and restroom doors shall be closed at all times.
2. All pool furniture must be brought back to the original location when finished using it.
3. When suntan lotion is used, protect the lounges and chairs by spreading towels on such furniture.
4. Under no circumstances shall the pool be used for washing sand or suntan lotion from the body. All residents and guests must shower prior to using the swimming pool.
5. Remove any tar from feet after walking on the beach and before walking on pool deck area or in restrooms.
6. No floats, rafts, large inner tubes, surfboards or other such objects are allowed in the pool.
7. Children under the age of 16 must be accompanied by an adult when using the pool or beach areas.
8. Owners must accept financial responsibility for any damages to common area property caused by their guest or tenants.
9. Pool hours are from 7 AM to 11 PM.
10. Because of space limitations and consequent hazards, unit owners are asked to notify Property Manager or a member of the Board of Directors, when large social gatherings are planned. Notice may be posted on the Ocean Crest bulletin board. Ocean Crest facilities may be used for a reasonable amount of time in order to protect and be considerate of other owners.
11. Swimming is at your own risk.
12. No glass is to be inside the gated pool area at any time.

**Updated Rules and Regulations adopted by the Ocean Crest Board of Directors
March 8, 2007**