



## **Sierra Woods Condominium Association, Inc.**

Dear Prospective Owner or Tenant,

Enclosed you will find an application from Sierra Woods Condominium Association which **must** be completed in its entirety. This is **MANDATORY** for all prospective owners/tenants. *There is a **\$150.00 non-refundable** application fee per applicant/occupant age 18 or over (\$150.00 per married couple) to **Florida Management Pro's, Inc. (money order, cashiers check or cash; we do not accept personal checks)**; which must be submitted with the application. A copy of marriage certificate is required if married with different last names. The application fee covers the application process only, all other charges for estoppels or condo questionnaires are not included. **Be sure to provide a copy of drivers license(s) / ID for all applicants along with a purchase contract or lease agreement.** All paperwork must be legible and complete.*

**\*Resales:** There shall be an additional processing charge of \$50.00 payable to Sierra Woods Condominium Association, Inc. by the unit owner for the sale of their condominium unit.

**\*Leases:** There shall be an additional processing charge of \$25.00 payable to Sierra Woods Condominium Association, Inc. by the unit owner for the lease of their condominium unit.

The application must be submitted to the Association Management Company for processing and the final approval by the Board of Directors. **You MUST have the Certificate of Approval before actually taking physical possession of the property.** You will receive a written Certificate of Approval after the background investigation. All Rules & Regulations of the Association are effective immediately upon your Application Approval by the Board of Directors. Any additional persons that move-in after move-in date and are not listed on original application must then complete an application along with fee.

If you have any questions or problems completing this application, Florida Management Professionals, Inc. can be reached at 561-721-3511. Thank you in advance for your cooperation!

Sincerely,  
Heather Giessen  
Administrative Assistant  
heather@callfmp.com  
cc: Board of Directors

# **Sierra Woods Condominium Association, Inc.**

## **Application for Purchase or Lease** **Must be filled out COMPLETELY!**

### **CIRCLE ONE: PURCHASE / RENTAL**

Address of Unit \_\_\_\_\_

#### ◀ Applicant № 1:

First Name \_\_\_\_\_

M. Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security No. \_\_\_\_\_

Driver's License No. \_\_\_\_\_

Phone Number (CELL) \_\_\_\_\_

Phone Number (ALTERNATE) \_\_\_\_\_

Expected Closing/Move-In Date \_\_\_\_\_

Email Address \_\_\_\_\_

#### ◀ Applicant № 2:

First Name \_\_\_\_\_

M. Initial \_\_\_\_\_

Last Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Social Security No. \_\_\_\_\_

Driver's License Number \_\_\_\_\_

**Have you ever been arrested for a felony?** Applicant № 1: Yes \_\_\_\_\_ No \_\_\_\_\_ Applicant № 2: Yes \_\_\_\_\_ No \_\_\_\_\_

**Have you ever been convicted of a felony?** Applicant № 2: Yes \_\_\_\_\_ No \_\_\_\_\_ Applicant № 2: Yes \_\_\_\_\_ No \_\_\_\_\_

*If you have answered yes to any of the above questions, please explain the circumstances regarding the situation on a separate sheet of paper.*

Will the above-listed person(s) be the only occupants? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, list additional occupants with Date of Births and Social Security Numbers below. *(If under 18 yrs., you do not have to include Social Security Numbers.)*

**Number of Occupants to live in Residence** \_\_\_\_\_

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

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

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

## **Sierra Woods Condominium Association, Inc.**

### ◀ **RESIDENCE HISTORY:**

Current Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Area Code/Phone Number \_\_\_\_\_ Own/Rent \_\_\_\_\_ How Long? \_\_\_\_\_

Name and Address of Present Landlord \_\_\_\_\_ Area Code/Phone Number \_\_\_\_\_

Previous Address (include landlord and apartment community) \_\_\_\_\_ Area Code/Phone Number \_\_\_\_\_ How Long? \_\_\_\_\_

### ◀ **EMPLOYMENT HISTORY:**

1. \_\_\_\_\_  
Current Employer \_\_\_\_\_ Occupation \_\_\_\_\_ How Long? \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

2. \_\_\_\_\_  
Previous Employer \_\_\_\_\_ Occupation \_\_\_\_\_ How Long? \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

1. \_\_\_\_\_  
Co- Applicant Current Employer \_\_\_\_\_ Occupation \_\_\_\_\_ How Long? \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

2. \_\_\_\_\_  
Co-Applicant Previous Employer \_\_\_\_\_ Occupation \_\_\_\_\_ How Long? \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

## REGISTRATION FORM

**MUST HAVE A CURRENT 5X7 COLOR PICTURE &  
UPDATED VACCINATION CERTIFICATE**

**TWO PETS PER DWELLING**

OWNER/TENANT NAME: \_\_\_\_\_ UNIT#: \_\_\_\_\_

### ANIMAL INFORMATION:

☐ **Dog(s)**  
Total Number \_\_\_\_\_

☐ **Cat(s)**  
Total Number \_\_\_\_\_

#### ◀ PET № 1:

Pet Name: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

☐ Male                      ☐ Female  
☐ Neutered Male        ☐ Spayed Female

Color: \_\_\_\_\_

Dog:  
Primary Breed: \_\_\_\_\_ Secondary Breed: \_\_\_\_\_

Cat Breed (if known): \_\_\_\_\_ ☐ Long Hair   ☐ Medium Hair   ☐ Short Hair

#### ◀ PET № 2:

Pet Name: \_\_\_\_\_ Age: \_\_\_\_\_ Weight: \_\_\_\_\_

☐ Male                      ☐ Female  
☐ Neutered Male        ☐ Spayed Female

Color: \_\_\_\_\_

Dog:  
Primary Breed: \_\_\_\_\_ Secondary Breed: \_\_\_\_\_

Cat Breed (if known): \_\_\_\_\_ ☐ Long Hair   ☐ Medium Hair   ☐ Short Hair

◀◀◀ **PALM BEACH COUNTY RABIES LICENSE TAG NUMBER:**  
◀◀◀ **(Required by Palm Beach County Ordinance 98-22)**

Pet 1: County License Tag# \_\_\_\_\_ Pet 2: County License Tag# \_\_\_\_\_

## **Sierra Woods Condominium Association, Inc.**

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### **Applicant Authorization**

I hereby authorize and request any present or former landlord, employer, school, police department, financial institution, agency or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with an application for residence.

I hereby authorize Application Processing Service, Inc. to obtain and verify such information including performing a criminal and eviction record search.

I have been notified that a consumer report will be requested and understand that the information that Application Processing Service, Inc. obtains is to be used in the processing of my purchase or lease application.

I hereby release and hold harmless Application Processing Service, Inc., its affiliates, employees and agents and any other organization that provides information from any and all liabilities arising out of the use of such information in connection with Application Processing Service, Inc.

x \_\_\_\_\_  
**Applicant Print Name**

x \_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

x \_\_\_\_\_  
**Co-Applicant Print Name**

x \_\_\_\_\_  
**Co-Applicant Signature**

\_\_\_\_\_  
**Date**

## **Sierra Woods Condominium Association, Inc.**

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### **Applicant Attestation and Signature**

I hereby certify that all information in this application is correct. I authorize my current and former employers, any credit information agency, any state driver license agency, any prior HOA or Condominium or apartment manager, any bank, or any court, to furnish records of my service, credit, driver's license, residency, bank account information and/or criminal information, together with all such other information as those agencies may have on me, whether on record or not. I further permit the Board of Directors of Sierra Woods Condominium Association, Inc. to conduct such investigation as it deems appropriate and to obtain any record concerning me from any agency, and hereby forever release and discharge from any claims, liability, actions for damages, compensation or otherwise, known or unknown, the Board of Directors of Sierra Woods Condominium Association, Inc., its officers, agents, and employees and all other persons acting on its behalf, any person or agency furnishing said information as a result of the investigation of this application or arising out of the disclosure of any information concerning the investigation of this application. A reproduced copy of this release shall be valid as the original copy. I further understand that the Board of Directors is without the power to grant rule exceptions.

I understand that I must contact the Association Manager to arrange an appointment for a personal interview with the Board of Directors.

In making this application, I am aware that the decision of the Board of Directors will be final, and no specific reason need be given for the decision of the said Board.

x \_\_\_\_\_

**Applicant Print Name**

x \_\_\_\_\_

**Applicant Signature**

\_\_\_\_\_  
**Date**

x \_\_\_\_\_

**Co-Applciant Print Name**

x \_\_\_\_\_

**Co-Applciant Signature**

\_\_\_\_\_  
**Date**

## **Sierra Woods Condominium Association, Inc.**

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- I have received, read, understand, and agree to comply with the Governing Documents and the Rules & Regulations for Sierra Woods Condominium Association. Under Florida Law, I understand it is the seller's responsibility to provide me with these items.
- I understand that the Rules & Regulations can be amended or changed for the association by the Board of Directors from time to time.
- I understand that the landlord must provide the pool and mailbox keys.
- I understand the application process can take 7-10 days and agree to not occupy the premises prior to certificate of approval being issued.
- I understand that commercial trucks/vans are not allowed to be parked on this property.
- I understand the pet restrictions for this community are as follows:
  - *No aggressive breeds are permitted on the property at any time.*
  - *I agree to walk my pet on a leash and pick up their droppings at all times and in the designated area.*
- I understand that the hours for moving of furniture either in or out are 8:00 am through 4:00 pm Monday through Saturday. No moving will be permitted on Sundays or Holidays.
- I understand that the minimum lease is four months. This must be evidenced on the lease agreement.
- I understand that if the owner of the unit falls behind, or otherwise becomes delinquent on any payment obligation to the Association, upon notification by the Association I will tender my rental payments to the Association and will receive a receipt to provide my landlord so that the amount can be credited against my rental payment obligation to the landlord.
- I understand that should I fail to tender my rent to the Association upon demand I can be evicted by the Association.
- All common area deposit checks will be held in file and not deposited until commencement date of the leased.

**X** \_\_\_\_\_  
**APPLICANT PRINT NAME**

**X** \_\_\_\_\_  
**APPLICANT SIGNATURE**

**X** \_\_\_\_\_  
**CO- APPLICANT PRINT NAME**

**X** \_\_\_\_\_  
**CO-APPLICANT SIGNATURE**

## **Sierra Woods Condominium Association, Inc.**

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- **These rules are adopted for the purpose of ensuring that all owners/residents may enjoy and be proud of the building and facilities under conditions which provide maximum comfort, convenience, and safety.**

### **• RESPONSIBILITIES**

Each owner or his properly authorized and approved lessee shall be responsible for the actions and conduct of his family members and for guests as they relate to compliance with the Declaration of Condominium and to the Rules and Regulations of Sierra Woods.

### **• GUESTS AND VISITORS**

A guest is a person who is entertained by an owner/tenant or a member of his immediate family. When an owner/tenant is not present, guests may not in turn invite guests or visitors to use the facilities or the condominium. An owner who is not in residence shall notify the management company in advance of the proposed occupancy of the condominium unit by any person other than the owner. The owner of the condominium unit shall make available to his guests a copy of the Rules and Regulations and appraise them of the importance of compliance with them.

### **• COMPLAINTS – SUGGESTIONS – OBJECTIONS**

The Board of Directors, through its appointed representatives, shall have full power and authority to enforce these Rules and Regulations. It is not the province or duty of any other person to admonish violators.

### **• USE AND CARE OF COMMON AREAS**

1. There shall be no obstructions or unsightly objects left in the common areas. For example, bicycles, toys, or clothing items.
2. Children shall not be permitted to play nor loiter in someone else's "yard" or in the parking areas or walkways.
3. No public areas shall be decorated or furnished by any individual owner or group of owners in any manner, except with the written approval of the Board of Directors.
4. All waste shall be tightly wrapped or bagged before depositing in the trash containers.
5. No more than two self-propelled vehicles shall be allowed per unit, and such vehicles must fit within a standard parking space. No boats shall be allowed without the written permission of the Condominium Association. No trucks, motorcycles, boats, trailers, motorhomes, buses, or other such vehicles shall be allowed to park overnight in guest areas within the confines of the condominium property. Any vehicle owned by a unit owner must be maintained so as not create an eye sore in the community.
6. No door-to-door solicitation shall be permitted unless prior written approval has been granted by the Board of Directors. This includes solicitation for not-for-profit organizations.
7. Owners/tenants should park only in their assigned parking spaces. Each owner/tenant should instruct his guests, visitors, and delivery men as to where to park.
8. Horns should not be used or blown while parked or standing in driveways and/or parking areas. Racing engines or loud exhausts should be avoided.
9. Parking lot guest spaces are not to be used for car storage. Cars left unattended will be removed at the owner's expense.

- **RESALES**

1. There shall be a processing charge of \$50.00 payable by the seller to the Condominium Association for each application for resale by the selling owner. The payment for processing of resale shall accompany each application.
2. A copy of the closing statement/warranty deed shall be delivered to the Board of Directors within ten days after the date of closing.

- **LEASES**

1. Owners shall not lease their condominium for less than four months. Lessee is not permitted to sub-lease.
2. No more than two children will be allowed in the two-bedroom units and three children in the three-bedroom units.
3. A unit owner processing charge \$25.00 payable to the Condominium Association by the unit owner for the lease of a condominium unit. Payment shall accompany the Lease application.
4. Unit owner shall be responsible for all damages to building, equipment and furnishings caused by his lessee.
5. No unit may be leased to a corporation, company, partnership or any other business or commercial organization.
6. A copy of each executed lease agreement shall be filed with the Board of Directors.

- **DOGS OR OTHER PETS**

1. Pets shall be always on a leash while in the common areas.
2. Pets shall not be curbed on walkways, parking areas, or in other parts of the common elements.
3. Guests and visitors or owner-residents shall not be permitted to bring any dog or other pets on the premises.

- **YARDS**

Access to yards shall be limited to the owners and occupants of the building surrounding the yard, subject only to the rights of the Condominium Association and other unit owners as to ingress or egress.

X \_\_\_\_\_  
APPLICANT PRINT NAME

X \_\_\_\_\_  
APPLICANT SIGNATURE

X \_\_\_\_\_  
CO- APPLICANT PRINT NAME

X \_\_\_\_\_  
CO-APPLICANT SIGNATURE

## **Sierra Woods Condominium Association, Inc.**

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### **RULES FOR THE SWIMMING POOL AREA**

➤ **I (We) understand and agree to abide by and enforce the following pool rules:**

1. All people using the pool do so at their own risk.
2. All bathers must shower before entering the pool.
3. No food or beverage of any kind is allowed in the fenced-in pool area.
4. Persons with infectious or contagious diseases or health conditions, including but not limited to colds, fungus, skin diseases, etc. are not allowed to use the pool.
5. Owners and guests must wear identification tags. Violators will be requested to leave pool.
6. No floating objects, other than life preservers when worn for safety, are permitted in the pool. Diving masks, flippers, and scuba equipment are not allowed.
7. Screaming, boisterous conduct, unnecessary splashing, and the throwing of a ball or object in the pool area will not be permitted.
8. Children under the age of 14 years are not permitted in the pool area unless accompanied by an adult.
9. No more than two (2) children per unit are permitted at the pool (with ID tag) unless accompanied and closely supervised by a responsible adult.
10. Residents and guests are responsible for keeping the pool area clean.
11. No pets are allowed in the pool area under any circumstances.
12. The pool and pool area are for the use of residents only. An adult must accompany any house guest.
13. Legal powers restrict the use of pool and pool area.
14. Individuals found in non-compliance with the above rules on more than one (1) occasion will be subject to loss of restriction of pool privileges.

**X** \_\_\_\_\_  
**APPLICANT PRINT NAME**

**X** \_\_\_\_\_  
**APPLICANT SIGNATURE**

**X** \_\_\_\_\_  
**CO- APPLICANT PRINT NAME**

**X** \_\_\_\_\_  
**CO-APPLICANT SIGNATURE**