

Bexley Park Master Association, Inc.

c/o Brock Property Management, Inc., 7401 Wiles Road, Coral Springs, FL 33067
p: 954.753-2675 | f: 954.340.8541 | e: brock@brockpm.com | w: www.brockpm.com

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DISCLAIMER REGARDING APPLICATION PROCESSING

THIS DOCUMENT SERVES AS A COMPREHENSIVE DISCLAIMER OUTLINING THE RESPONSIBILITIES AND LIABILITIES ASSOCIATED WITH THE APPLICATION PROCESSING PROCEDURES CONDUCTED BY BROCK PROPERTY MANAGEMENT, INC. (HEREAFTER REFERRED TO AS "BROCK PROPERTY MANAGEMENT"). ALL APPLICANTS ARE STRONGLY ADVISED TO READ AND UNDERSTAND THE FOLLOWING TERMS AND CONDITIONS BEFORE SUBMITTING ANY APPLICATION.

APPLICATION PROCESSING OVERVIEW – BROCK PROPERTY MANAGEMENT MANAGES RESIDENTIAL PROPERTIES IN ACCORDANCE WITH FLORIDA STATUTE CHAPTER 720 (THE "STATUTE"). AS PART OF OUR COMMITMENT TO MAINTAINING THE INTEGRITY AND EFFICIENCY OF OUR APPLICATION PROCESSES, WE CONDUCT THOROUGH BACKGROUND AND CREDIT CHECKS ON ALL PROSPECTIVE TENANTS. THESE CHECKS ARE INTENDED TO ASSESS AN APPLICANT'S SUITABILITY BASED ON PREDEFINED CRITERIA SET FORTH BY BROCK PROPERTY MANAGEMENT AND IN COMPLIANCE WITH APPLICABLE LAWS.

LIMITATION OF LIABILITY – BROCK PROPERTY MANAGEMENT MAKES EVERY EFFORT TO ENSURE THE ACCURACY AND COMPLETENESS OF THE INFORMATION PROVIDED TO US BY APPLICANTS AND THIRD-PARTY VENDORS. HOWEVER, WE EXPRESSLY DISCLAIM ANY LIABILITY FOR ERRORS, INACCURACIES, OR OMISSIONS IN THE INFORMATION OBTAINED DURING THE APPLICATION PROCESS. IT IS THE RESPONSIBILITY OF EACH APPLICANT TO REVIEW ALL DOCUMENTATION FOR ACCURACY BEFORE SUBMISSION.

COMPLIANCE WITH FLORIDA STATUTE CHAPTER 720 – OUR APPLICATION PROCESSING PROCEDURES ADHERE STRICTLY TO THE GUIDELINES SET FORTH IN FLORIDA STATUTE CHAPTER 720, WHICH GOVERNS THE OPERATION OF HOMEOWNERS' ASSOCIATIONS AND RELATED ENTITIES. BROCK PROPERTY MANAGEMENT COMPLIES WITH ALL RELEVANT PROVISIONS OF THE STATUTE TO SAFEGUARD THE RIGHTS AND INTERESTS OF BOTH APPLICANTS AND PROPERTY OWNERS.

BACKGROUND AND CREDIT CHECKS – AS PART OF OUR APPLICATION EVALUATION PROCESS, BROCK PROPERTY MANAGEMENT MAY CONDUCT BACKGROUND AND CREDIT CHECKS THROUGH REPUTABLE THIRD-PARTY AGENCIES. THESE CHECKS MAY INCLUDE, BUT ARE NOT LIMITED TO, CRIMINAL HISTORY, CREDITWORTHINESS, RENTAL HISTORY, AND EMPLOYMENT VERIFICATION. BY SUBMITTING AN APPLICATION, EACH APPLICANT CONSENTS TO THESE CHECKS AND ACKNOWLEDGES THAT THE RESULTS MAY INFLUENCE THE APPROVAL DECISION.

DISPUTE OF INFORMATION – IN THE EVENT THAT AN APPLICANT DISPUTES ANY INFORMATION CONTAINED IN THEIR BACKGROUND OR CREDIT CHECK REPORT, IT IS THEIR RESPONSIBILITY TO CONTACT THE REPORTING AGENCY DIRECTLY. BROCK PROPERTY MANAGEMENT WILL PROVIDE CONTACT INFORMATION FOR THE RELEVANT AGENCY UPON REQUEST BUT IS NOT LIABLE FOR THE OUTCOME OF ANY DISPUTES OR INACCURACIES IN THE REPORTS.

APPLICATION REVIEW AND APPROVAL – ALL APPLICATIONS RECEIVED BY BROCK PROPERTY MANAGEMENT ARE SUBJECT TO THOROUGH REVIEW BASED ON PREDETERMINED CRITERIA AND STANDARDS. THE APPROVAL DECISION IS MADE AT THE SOLE DISCRETION OF THE BEXLEY PARK MASTER ASSOCIATION, INC.'S BOARD OF DIRECTORS, TAKING INTO CONSIDERATION ALL RELEVANT INFORMATION PROVIDED BY THE APPLICANT AND THIRD-PARTY SOURCES.

INDEMNIFICATION – BY SUBMITTING AN APPLICATION TO BROCK PROPERTY MANAGEMENT, EACH APPLICANT AGREES TO INDEMNIFY AND HOLD HARMLESS BROCK PROPERTY MANAGEMENT, BEXLEY PARK MASTER ASSOCIATION, INC., ITS OFFICERS, DIRECTORS, EMPLOYEES, AND AFFILIATES FROM ANY CLAIMS, LOSSES, DAMAGES, LIABILITIES, OR EXPENSES (INCLUDING LEGAL FEES) ARISING OUT OF OR IN CONNECTION WITH THE APPLICATION PROCESS OR ANY DISPUTES RELATED THERETO.

GOVERNING LAW – THIS DISCLAIMER SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF FLORIDA, WITHOUT REGARD TO ITS CONFLICT OF LAW PRINCIPLES. ANY LEGAL ACTION OR PROCEEDING ARISING OUT OF OR RELATED TO THIS DISCLAIMER SHALL BE BROUGHT EXCLUSIVELY IN THE COURTS OF THE STATE OF FLORIDA.

SEVERABILITY – IF ANY PROVISION OF THIS DISCLAIMER IS FOUND TO BE INVALID, ILLEGAL, OR UNENFORCEABLE, THE REMAINING PROVISIONS SHALL CONTINUE IN FULL FORCE AND EFFECT.

CONTACT INFORMATION – FOR QUESTIONS OR CONCERNS REGARDING THIS DISCLAIMER OR BROCK PROPERTY MANAGEMENT'S APPLICATION PROCEDURES, PLEASE CONTACT US AT [INSERT CONTACT INFORMATION].

BY SUBMITTING AN APPLICATION TO BROCK PROPERTY MANAGEMENT, EACH APPLICANT ACKNOWLEDGES THAT THEY HAVE READ, UNDERSTOOD, AND AGREED TO THE TERMS OF THIS DISCLAIMER.

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GENERAL LIMITATIONS/REQUIREMENTS

GENERAL LIMITATIONS:

- **We cannot begin processing applications until they are received in complete form.**
This means all required documentation must be included, and all forms must be filled out correctly. Please ensure all documentation is clear, visible, and legible. We are unable to process documents that are not readable. Missing, incomplete, or erroneous documents may result in delays beyond our control.
- **Bexley Park Master Association, Inc. is a single-family residence only**
Roommate arrangements, subleasing, or leasing individual units is strictly prohibited
- **Pet Restrictions**
Aggressive breed and/or dangerous dogs or exotic pets are not permitted
- **Violations**
Current owner(s) must not have any open violations, otherwise property is not eligible for lease/rent
- **Maintenance**
Current owner(s) must be current on their Association maintenance/dues, otherwise property is not eligible for lease/rent

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INFORMATION FOR PURCHASERS

PURCHASE LIMITATIONS/REQUIREMENTS:

- **Credit Score Requirement**
Each applicant must have a minimum credit score of 650 or greater to be considered for approval
- **Property must be owned for one (1) year before it becomes eligible for renting/leasing**
- **If purchasing property under a corporation, the individual who will reside at the property must complete a screening request**
- **Capital Contribution**
\$250.00 made payable to Bexley Park Master Association, Inc., by buyer at closing

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INFORMATION FOR LESSEES/RENTERS

RENTAL LIMITATIONS:

- Each applicant must have a minimum credit score of 650 or greater to be considered for approval
- Property must be owned for one (1) year before it becomes eligible for renting/leasing
- Lease terms must be for one (1) year
- Monthly rent cannot exceed 33% of total applicant income
To determine if your monthly rent exceeds 33% of your household income, you can follow these steps:
Step 1: Calculate Monthly Household Income:
Add up all sources of income for the household on a monthly basis. This can include wages, salaries, bonuses, commissions, and other income sources.
Step 2: Calculate 33% of Monthly Household Income:
Step 3: Multiply the total monthly household income by 0.33 to find 33% of your income.
Step 4: If your monthly rent exceeds this amount, it surpasses 33% of your household income. As a result, you do not meet the Association's income requirement and are not eligible to lease a property at this time.
- Short-term leases or any leases for less than one (1) year are strictly prohibited
- Proof of a rental security deposit, in the amount equal to one (1) month's rent, paid exclusively by the owner and made payable to the Association, is required. Please mail rental security deposits to the following address:
Bexley Park Master Association, Inc.,
c/o Victory Accounting Services, Inc.
P.O. Box 243349, Boynton Beach, FL 33424

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CHECKLIST

- ☐ **Application Form**
- ☐ **Fully Executed Purchase Contract**
- ☐ **Residential Screening Request**
Must be completed individually by any applicant aged 18 years or older
- ☐ **Disclosure Authorization Agreement**
Must be completed individually by any applicant aged 18 years or older
- ☐ **Payment**
\$250 per applicant payable to Brock Property Management
Payments are accepted in the form of a cashier's check or money order only
- ☐ **Color Copy of State-Issued Photo ID**
For each applicant
- ☐ **Color Copy of Social Security Card**
For each applicant
- ☐ **Copy of Two Most Recent Paystubs or Bank Statements**
Must show sufficient income
- ☐ **Pet Registration**
- ☐ **Acknowledgment of Rules & Regulations Form**
Form must be signed by each applicant

Processing Time:

- This process may take up to thirty (30) days once a completed application package is received*. The only way to guarantee a quicker turnaround time is to pay a \$50.00 per applicant rush fee in addition to the application fees to expedite your application which will then be processed in fourteen (14) days.
- We cannot guarantee a timeframe for international applicants as those background check timeframes vary.
- **Please do not contact the office to inquire about the status of your application until at least ten (10 days) after submission. Note: Status requests are only accepted via email – phone calls are not accepted.**

*Application packages are considered complete if and only if all forms are completed correctly, all requisite documents are submitted in the prescribed manner and/or format, and all application payments are remitted in the correct amount to Brock Property Management, Inc.

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CONTACT INFORMATION

Desired Closing Date: _____

Current Owner Name(s):

Phone: _____

Email: _____

Phone: _____

Email: _____

Purchaser's Name(s):

Phone: _____

Email: _____

Phone: _____

Email: _____

Owner Agent Name(s):

Phone: _____

Email: _____

Phone: _____

Email: _____

Purchaser's Agent Name(s):

Phone: _____

Email: _____

Phone: _____

Email: _____

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APPLICATION FORM

Anticipated Closing Date: _____ Total # of occupants over the age of 18: _____

Property Address: _____

Applicant #1 Name: _____

Phone #: _____

Current Address: _____

E-mail Address: _____

Applicant #2 Name: _____

Phone #: _____

Current Address: _____

E-mail Address: _____

Character Reference: _____

Phone #: _____

I (we) hereby affirm that this information is true and correct.

Signature of Applicant # 1: _____

Date: _____

Signature of Applicant # 2: _____

Date: _____

If there are more than two (2) applicants whose information is to be provided, please make a copy of this form, and include their information in the "Applicant #" fields, specifying they are the "3rd, 4th, 5th, and so on..." in number applicant for this application package.

RESIDENTIAL SCREENING AUTHORIZATION FORM

First Name: _____

Middle Name: _____

Last Name: _____

Address: _____

City, State, and Zip: _____

SSN: _____

Date of Birth (MM/DD/YYYY): _____

Home Phone #: _____

Mobile Phone #: _____

Buying or Renting? _____

Have you ever been arrested? _____

I give my full authorization/consent to obtain my Credit Report, Criminal History Record, Eviction Record(s), and to verify the above information as true, and, I have read and signed the Disclosure and Authorization Agreement.

Print Name: _____

Signature: _____

Date: _____

OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE

BROCK PROPERTY MANAGEMENT

ORDERED BY: APPLICATIONS DEPARTMENT

REFERENCE: BEXLEY PARK MASTER ASSOCIATION, INC.

DISCLOSURE AND AUTHORIZATION AGREEMENT REGARDING CONSUMER REPORTS

DISCLOSURE

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for and/or continued residence. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your residence. Upon a timely written request of management, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed to you. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish AmeriCheckUSA with all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

READ, ACKNOWLEDGED AND AUTHORIZED BY

Print Name

Signature

Date

☐ *For California, Minnesota, or Oklahoma applicants only, if you would like to receive a copy of the report, if one is obtained, please check the box.*

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PET REGISTRATION

Owner Name: _____

Address: _____

Street

City

State

Zip

Phone Number(s): _____

Email Address(es): _____

Breed of Pet(s): _____

Approximate Full-Grown Weight of Pet(s): _____ (lbs)

Pet's Name(s): _____ Age(s): _____

Please check all applicable boxes to indicate that you have read, understand, and will adhere to the rules listed below, as well as any additional rules stipulated by the Association's governing documents.

- ☐ I have included a digital photo of my pet(s) with my application.
- ☐ My pet(s) will always be leashed while outside of my villa.
- ☐ I will remove all pet waste immediately.
- ☐ I will always practice courtesy to other pet owners and their pets.

By signing below, I hereby verify that I have read, understood, and will abide by all rules and regulations set forth in this regard. Furthermore, should I at any time acquire a new pet, I shall promptly notify the Association by requesting and completing an additional pet registration form for the Association's records.

Print Name

Signature

Date

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ACKNOWLEDGMENT OF RULES & REGULATIONS

- By signing below, I certify that I have received and will read a copy of the documents for Bexley Park Master Association, Inc. I agree that I will abide by these Rules and Regulations.
- By signing below, I am confirming that I have included a copy of the purchase contract along with my application.
- By signing below, I agree to provide a copy of the warranty deed I receive to the Association no later than thirty (30) days after closing.
- By signing below, I agree to inform the Association of any additions or deletions made to the warranty deed, as this may affect who is or is not an approved owner/lessee of said property.

Property Address: _____

Print Name: _____

Signature: _____

Date: _____

Print Name: _____

Signature: _____

Date: _____



Welcome to Xfinity at Bexley Park.

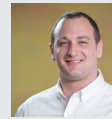
We have teamed up with your community to bring you the best in entertainment from Xfinity.

Your community's services include:



Xfinity TV
Digital Starter, HD and HBO
1 HD TV Box2 TV Adapters

Say hi to Kevin Chernick.



Kevin Chernick is your dedicated Community Account Representative. Make him your go-to resource to help ensure your Xfinity service is great in every way.

kevin_chernick@cable.comcast.com

For an additional cost, you can upgrade to these Xfinity services:

- **Xfinity X1.** Change the way you watch TV. With the Xfinity Voice Remote, use voice commands to find what you're looking for.
- **Xfinity Internet.** With Xfinity xFi, you get the speed, coverage, and control you need for the ultimate in-home WiFi experience.
- **Xfinity Mobile.** Get the best coverage, more flexible data and awesome savings. All on the most reliable network.
- **Xfinity Voice Unlimited.** Get unlimited nationwide talk and text, Caller ID, and more.

Give us a call to get started.

To order, change, or upgrade your services, call **1-800-xfinity** (1-800-934-6489) to speak with an Xfinity representative.

xfinity

Restrictions apply. Not available in all areas. Services and features vary based upon service level. **TV:** Limited Basic service subscription required to receive other levels of service. **Internet:** Actual speeds vary and not guaranteed. For factors affecting speed visit www.xfinity.com/networkmanagement. "Reliably fast" claim, FCC, 'Measuring Broadband America Report,' 2018. Xfinity xFi is available to Xfinity Internet customers with a compatible Xfinity Gateway. Xfinity WiFi hotspots included with Performance Internet and above. Performance Starter and below not eligible. Available in select areas. **Voice:** Service (including 911/emergency services) may not function after an extended power outage. Unlimited Talk & Text requires download of the Xfinity Connect app. Standard data charges may apply. Check with your carrier. **Mobile:** Restrictions apply. Not available in all areas. Available to residents with (a) Xfinity Communities Select Internet or (b) Xfinity Communities Select TV who subscribe to individually billed post-pay Xfinity Internet service. Up to 5 line limit (initially up to 2 lines under a device payment plan, pending Internet service activation). Savings comparison to the weighted average prices of similar Verizon, AT&T, T-Mobile and Sprint plans. Actual savings vary and are not guaranteed. For Xfinity Mobile Broadband Disclosures visit: www.xfinity.com/mobile/policies/broadbanddisclosures. ©2020 Comcast. All rights reserved.