# COSTA DEL SOL PROPERTY OWNERS ASSOCIATION, INC.

## APPLICATION TO PURCHASE OR LEASE

App. Rev. Date 3/31/2025

**Please return this form to:**
**Hawk-Eye Management, LLC**
**561.392.1600**

**By Hand or Mail:**
**1800 NW Corporate Boulevard, Suite 200**
**Boca Raton, Florida 33431**

**By Email:**
**info@hawkeyefla.com**

**Notes:** You must allow up to 30 days for processing, longer if international processing is required. Additional fees apply to all international background checks; call for pricing. Processing time is calculated from the date we receive a complete application. You will be notified if additional information is required. **Personal checks are not accepted**. Allowed are cashier's checks and money orders. All fees are non-refundable. Association documents are not provided to applicants. All association documents must be obtained from the unit's current owner. All residents over the age of 18 are considered applicants even if they are not a party to the contract or lease. All fees are payable to "Hawk-Eye Management, LLC" unless otherwise indicated. All applicants must be interviewed. For assistance with this application, call 561.392.1600, ext. 205.

**DO NOT STAPLE, RE-SORT, FOLD, SPINDLE, OR MUTILATE. PLEASE PRINT LEGIBLY.**
**WE CAN'T PROCESS WHAT WE CAN'T READ.**

Property Address (number and street) _____ Please check one: Purchase ☐ Lease ☐ Renewal ☐

Applicant 1 Name _____

Cell Phone _____ Email Address _____

Applicant 2 Name _____ Please check one: *I am Applicant 1's spouse Yes ☐ No ☐

Cell Phone _____ Email Address _____

Current Owner's Name(s) _____

Use additional sheet to include additional applicants.

## APPLICATION CHECKLIST

☐ Application Fee of **$200** per applicant and/or married couple made payable to **Hawk-Eye Management, LLC**
NOTES: *Proof of marriage may be required; **NO PERSONAL CHECKS ACCEPTED; ONLY CASHIER'S CHECKS OR MONEY ORDERS**

☐ **If Leasing**, you must also include a refundable security deposit of **$500.00 payable Costa Del Sol Property Owners Association**.

☐ Copy of executed contract for Purchase or Lease
**NOTES:** No home can be rented during the first year of ownership. Lease terms must be for a minimum of 4 months and no longer than 12 months; No home can be rented for more than (1) once per 12-months period.

☐ Copies of valid driver's licenses for all applicants

☐ Copies of all vehicle registrations

☐ Copies of veterinarian certificate and pictures for each of the pet(s)

☐ Please initial to indicate that you acknowledge that you have received, or will receive all association documents from the unit owner, including all rules and regulations. _____ _____ _____

Use additional sheets if necessary. Please feel free to include your broker's business card, or a copy of it, if you wish.

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**Applicant 1**

Present Address _____

Rent ☐ Own ☐ Years there _____

Present Employer _____

Work Phone _____

**Applicant 2**

Present Address _____
Same as above ☐

Rent ☐ Own ☐ Years there _____

Present Employer _____

Work Phone _____

**List all additional occupants, their ages, and relationships to the applicants.**
All occupants over the age of 18 are considered applicants and must submit their information and pay all applicable fees.

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

**In case of emergency, please notify:**

Name _____ Phone _____ Relationship _____

Address _____

**Your Pet (if any)**

Breed _____ Weight _____

Breed _____ Weight _____

Use additional sheets if necessary.

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**Vehicles Information:**

Make & Model _____ Year _____ Color _____ Plate _____

Make & Model _____ Year _____ Color _____ Plate _____

Make & Model _____ Year _____ Color _____ Plate _____

**Personal References:**
**List three (3) references together with their phone numbers**

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

### AGREEMENT AND INFORMATION RELEASE

**I hereby agree for myself and on behalf of all persons who may use the residence which I seek to Purchase/Lease:**

- **I will abide by all the restrictions contained in the By-Laws, Rules and Regulations, and Covenants and Restrictions, which are or may in the future be imposed by Costa Del Sol Property Owners Association, Inc.**
- **I understand that pets (if any) must be kept on a leash when outside, and all solid waste must be removed.**
- **I understand that sub-leasing or occupancy of this unit in my absence is prohibited.**
- **I understand that I must be present when any guests, visitors or children who are not permanent residents occupy the unit.**
- **I understand that any violation of the terms, provisions, conditions and covenants of Costa Del Sol Property Owners Association, Inc. documents provide cause for immediate action as therein provided, or termination of the leasehold under appropriate circumstances.**

**I understand that the acceptance for Purchase/Lease of a unit is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any misrepresentation or falsification of information of these forms will result in the automatic rejection of this application. Occupancy prior to approval is prohibited.**

**I understand that the Board of Directors of Costa Del Sol Property Owners Association, Inc. may cause to be instituted and investigation of my background as the Board of Directors or its agent to make such investigation and agree that the information contained in this and the attached application may be used in such investigation and that the Board of Directors and Officers and agents of Costa Del Sol Property Owners Association, Inc. itself shall be held harmless from any action or claim by me in connection with Board of Directors or its agents.**

**In making the foregoing application, I am aware that the decision the Board of Directors of Costa Del Sol Property Owners Association, Inc. will be final, and no reason will be given for any action taken by the Board of Directors. I agree to be governed by the Determination of the Board of Directors.**

**SIGNED** _____ **Date** _____

**SIGNED** _____ **Date** _____

Use additional sheets if necessary.

## COSTA DEL SOL PROPERTY OWNERS ASSOCIATION RESTRICTIONS

- The Owner must provide the Buyer/Lessee with a copy of the Governing Documents and Rules and Regulations.
- NO vehicles of any nature shall be parked on any portion of the Properties or a unit except on the surfaced parking areas. Parking on grass and sidewalks is strictly prohibited.
- No boats, trailers or campers of any kind or vehicles used in business for the purpose of transporting goods, equipment and the like, or any trucks or vans which are larger than one-ton capacity shall be parked on the properties.
- **Access**: New Homeowners and Renters must register with Boca Pointe Community Association (MASTER) in order to gain access to our community. They will need a copy of the deed or lease and auto registration. Access devices that belong to the owner should NOT be given to the renter. Renters should purchase their own access devices.
- No Subleasing at any time is permitted.
- **Modifications:** All changes to the exterior appearance of the home require written approval from the Board of Directors.
- **Pets**: Maximum number of dogs/cats per household is (**2**) two and cannot exceed 35 lbs. at maturity. Dogs must be walked on a leash and waste must be picked up. A veterinarian certificate must accompany this application together with pictures of the pets.

## RECEIPT ACKNOWLEDGMENT

**By signing below, I acknowledge that I have read and understand the foregoing Costa DEL SOL PROPERTY OWNERS ASSOCIATION RESTRICTIONS and that I agree to abide by them for as long as I reside in Costa Del Sol Property Owners Association.**

**I further understand that any violation of any of the Rules and Regulations may result in a violation letter and/or a fine.**

**SIGNED** _____ **Date** _____

**SIGNED** _____ **Date** _____

**FOR BOARD USE ONLY**

*All applicants must sign this form. Use additional pages if necessary*.

PROFESSIONAL SCREENING SERVICES

## Background Check - Release Authorization

**I hereby authorize your company or any agent of your company, to contact any of my references, previous employers, companies, credit bureaus, corporations, law enforcement agencies, persons and educational institutions to supply any information concerning my background and criminal History. I also hereby release any of the above from liability, including the managing agent for the above, from responsibility arising from their doing so. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy and/or forfeiture of deposit and may constitute a criminal offense under the laws of this state. I believe to the best of my knowledge that all information I have provided is accurate and that I fully understand the terms of this release.**

**Photocopies of this authorization form may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this authorization, it should be treated as an original and the requested information should be released to facilitate my/our application for residency.**

**Applicant Name:** _____

**Social Security #:** _____-_____-_____ **Date of Birth:** _____ / _____ / _____

**Street Address:** _____

**City/State/Zip:** _____

**Sex:** _____

**Applicant Signature:** _____ **Date:** ____ / ____ / _____

**Co-Applicant Name:** _____

**Social Security #:** _____-_____-_____ **Date of Birth:** _____ / _____ / _____

**Street Address:** _____

**City/State/Zip:** _____

**Sex:** _____

**Co-Applicant Signature:** _____ **Date:** ____ / ____ / _____

### PET REGISTRATION FORM

### COSTA DEL SOL – BOCA POINTE, FLORIDA 33433

Dear Neighbor:

The Board of Directors of the Costa Del Sol Homeowners' Association requires that all pets living in our community be in compliance with their rabies prevention medication. In order to assure that your pet has met this requirement, please complete the form below with required attachments so that we can accurately update our files. This information can also be useful if a given pet must be returned to its owner.

This information needs to be provided to the Board ANNUALY and should be submitted to Leslie Sklarew at 23329 Torre Circle. Please place it under the doormat or call Leslie to arrange its pick-up (561) 338-6064. We must not utilize the mailboxes for this purpose.

Thank you in advance for returning the requested forms as soon as possible.

OWNER/TENANT NAME(S): _____

Address _____

Home Telephone _____ Cell Telephone _____

You may elect to ask questions of or request information from United Community Management Corporation. Be aware, please, that any injury or attack is to be reported to Allied Barton, the Palm Beach County Sheriff's Office and/or Palm Beach County Animal Control.

Pet Name(s): _____

Breed: _____ Color: _____ Weight*: _____

Optional: Name of Veterinarian: _____ Phone No. _____

SIGNATURE OF OWNER/TENANT: _____ Date: _____

****** Required Attachments: Copy of rabies and other inoculations; Palm Beach County (or other jurisdiction) Animal Control License and number.

***** There is a weight control limit of 35 lbs. for Costa Del Sol pets.

# COSTA DEL SOL PROPERTY OWNERS ASSOCIATION, INC.

## SUMMARY OF RULES AND REGULATIONS

## GOVERNING HOMEOWNERS, RESIDENTS, AND GUESTS

**PLEASE KEEP THIS COPY FOR YOUR RECORDS**

**Number 1 - Dogs and other pets**

SUPERCEDED BY AMENDMENT TO DECLARATION OF COVENANTS, RECORDED IN OFFICIAL RECORDS OF PALM BEACH COUNTY BOOK 18219, PAGE 0989, A COPY OF WHICH IS INCLUDEDIN THIS HANDBOOK.

**Number 2 – Pool**

1. Swim at your own risk
2. No life guard is on duty
3. Swimming is permitted only between dawn and 10:00 P.M.
4. Animals are not permitted in the pool area.
5. Children are not permitted in the pool if they are not toilet trained, whether they are wearing diapers ornot. Individuals wearing diapers are prohibited from entering the pool at all times (rev.2/29/96)
6. Children under twelve must be accompanied by an adult.
7. No food or drink is permitted within the pool gates.
8. Rafts and floats are not permitted in the pool.
9. Running, diving, or roughhousing are not permitted.
10. Each bather must shower before entering the pool.
11. Glass containers are not permitted in the pool area.
12. Bicycles, skates, skateboards are not permitted on the pool deck.
13. No alcoholic beverages are permitted in the pool area.
14. The pool is reserved for the use of residents and their guests only. Homeowners are responsible for theirguests.
15. Costa Del Sol is not responsible for personal property lost or stolen at the pool.
16. Portable radios and television sets may be played on the pool deck if the volume is kept low and doesnot disturb others.
17. Persons having colds, coughs, inflamed eyes, infections, or open sore are not permitted in the pool.
18. Refuse shall be placed in containers in the pool area. Do not litter.

**Number 3 – Parking**

1. According to the DOC, Art. XVI, § 5 - "No vehicles of any nature shall be parked on any portion of theProperties or a Unit except on the surfaced, parking area thereof."
2. Guests may park on the street if space is not available in the driveway and the vehicle does not cause blockage of two lanes of traffic for other residents and emergency vehicles and does not block fire hydrants. Overnight parking on the street is prohibited,
3. Speed limit within the community is 15 MPH.
4. No vehicle repairs or maintenance shall be allowed on the properties or the units, except for one-time emergency service.
5. No boats, trailers or campers of any kind, or vehicles used in business for the purpose of transportinggoods, equipment and the like, or any trucks or vans which are larger than one-half *(1/2)* ton capacityshall be parked on the properties.

**Number 4 - Home Appearance**

1. Garbage and trash containers must be stored out of view from the street.
2. Garden hoses and hose racks must be stored out of view from the street.
3. Sidewalks and driveways must not be obstructed.
4. Homeowners or lessees who plan to be away during hurricane season must prepare the unit beforeleaving by storing all belongings and potted plants indoors and designating someone to care for thehome during the owner's absence. Check section on "How to Prepare for a hurricane for further information.
5. Homeowners/lessees must inform the management company who to contact locally in case anemergency occurs when the homeowner/lessee is out of town. (2/29/96).

**Number 5 Community Appearance**

1. No nuisance shall exist or operate on any property in a manner that disturbs any neighboringhomeowner.
2. Any party, radio or television sound, music, or any other noise that is loud enough to carry beyond thehousehold is deemed a nuisance. Home owners shall exercise due consideration and courtesy with respect to those in nearby homes.
3. No home may be occupied or used for commercial or business purposes.
4. Littering or placing debris in common areas is prohibited. (revised 7/2/94)
5. Trucks or vans larger than one (1) ton capacity are prohibited.

**Number 6 - Property Sale and/or Rental**

1. Any homeowner wishing to sell or rent a home must notify the management company or the POA before the home is listed.
2. No home can be rented during first year of ownership. Leases cannot be for less than four months, or longer than 12 month. No home can be rented more than one time in any 12-months period.
3. Prior to sale/lease all proposed purchasers and lessees must sign a form to ensure they are familiar withand agree to abide by the content of the Declaration of Covenants, By-Laws and the rules governing Costa del Sol.
4. Homeowner is responsible for payment of assessments and maintenance fees when the property is rented. (see Bylaws xv sect.1)
5. All maintenance fees and assessments must be current before a home may be sold or leased.
6. No "For Sale" or "For Rent" signs may be displayed so as to be visible within the community.
7. Lessees and guests of the homeowner or lessees) must abide by the Covenants, By-Laws, and Rule andRegulations of Costa del Sol (Adopted 12/28/94).

**Rules for Selling or Leasing Homes:**

- The documents which are shown above must be filled out and submitted to the management company when a home is being rented or sold. It is essential that the seller/lessor and the buyer/lessee complete them promptly and accurately.

# HELPFUL HINTS FOR THE NEW COSTA DEL SOL HOMEOWNERS

**GARBAGE DAYS:**

Mondays: Re-cycling and Garbage
Thursdays: Garbage and Lawn Waste

Garbage can be placed outside, after dark, the night before· pick-Up. For further information, please contact Solid Waste Authority at (561)697-2700. New Recycling Bins: (866)639-2467.

**SPRINKLER SYSTEM**

Frequency: should be done at least every other day during the summer months, should be checked at least oncea month and should never be turned off when away for any period of time 3 X's a Week unless changed by PBCWD from time to time.

**BULBS FOR LAMPPOSTS**

When bulbs burn out,' replacement bulbs are provided by the Homeowners Association once a month and should be replaced by the homeowner. The light sensor is located along the front wall of the house; if the sensordoes not work it is the homeowner's responsibility to have it replaced.

**ALARM SYSTEM CODE**

After obtaining an alarm permit, from the Palm Beach County Sheriff's Department Tel# (561) 688-3000, itshould be registered with ALARM PARTNERS.

**BULLETIN BOARD**

Bulletin Board is located inside Gate Entrance and has current notices concerning Costa Del Sol. ***ALSO CHECK CHANNEL 63 FOR MEETING DATES.*** There is also a bulletin board in the pool area were noticesare also posted.

**HOMEOWNERS ASSOCIATION MEETINGS**

Meetings are usually held on the fourth Thursday of each month at the Boca Pointe Association offices at 6909SW *18th* Street, Suite A120 at 7:30 p. m. The annual meeting is held on the last Thursday of January.

**FILING FOR HOMESTEAD EXEMPTION**

You must file no later a later than March 1st after your house closing. The address for filing is:

Property Appraisers Office
Room 150
501 S. Congress Avenue
Delray Beach, FL
(561) 276-1250

**FLORIDA DRIVER'S LICENSE, CAR and VOTER REGISTRATION**

Florida Driver's License Office
14570 S. Military Trail
Delray Beach, FI
1 (800) 303-7288

Car Registration Office
Motor Vehicles/Tax Collector
501 S. Congress Ave.
Delray Beach, FI.
(561) 355-2622

Voters Registration
34 S. Congress Ave.
Delray Beach FI.
(561) 930-2625