LIBRARY COMMONS HOA
APPLICATION FOR SALE/LEASE APPROVAL

Superior Association Management
20283 State Rd 7, Ste 219
Boca Raton, FL 33498

1. This application must be completed in detail by the proposed buyer or lessee
2. Application Fees:
   A. A non-refundable application fee payable to Library Commons in the amount of $25.00.
   B. A non-refundable background check fee in the amount of $50.00 payable to Library Commons, for each occupant over the age 18 that will be residing in the home.
   C. A non-refundable processing fee of $100.00 payable to Superior Association Management.
   D. A lease application must contain a $1,000.00 refundable security deposit payable to Library Commons.
   E. For all sales there is a capital contribution to be collected at closing in the amount of equal to one quarter dues for the unit in contract. This is not a prepayment of maintenance.
3. Please send via email a copy of: sales contract or lease agreement, picture ID for all applicants over the age of 18. (Driver license / Passport)
4. No commercial vehicles are permitted. No signage allowed on any vehicle.
5. Owners must provide new buyers with a copy of the documents for Library Commons. Signed proof of this is attached and must be signed. Current homeowners must provide keys, entry remotes, and gate entry cards.
6. Owner and tenant must sign and be aware of the assignment of the rent form included.
7. You must submit this application to the association office no later than 15 days prior to the desired date of closing or move in.
8. There is no leasing allowed for first year of ownership. All lease requests should contact management as there is maximum of twenty five rentals within the community at the same time.

Application for Lease / Sale, Gift, Devise our Inheritance Approval

Today's Date:

Application for sale
Application for lease

Closing Date: Lease Term

Present Owner's Name:

Telephone:

Address of Unit for Sale or Lease:

Realtor's Name : Realtor's Email:

Realtor's Phone Number:

Buyer's Name:

Lessee's Name:

Current Address:

Telephone:

Email Address:

Other persons who will occupy the unit with you:

Name Age Relationship

1. I hereby agree for myself and on behalf of all persons who may use the home which I seek to purchase or lease:
   a. I will abide by all the restrictions contained in the bylaws, rules and regulations which are or may in the future be imposed by Library Commons HOA.
   b. I understand that pets (if any) must be kept on a leash and solid waste must be removed.
   c. I understand that sub-leasing or occupancy of this unit in my absence is prohibited.
   d. I understand that any violation of the terms, provisions, conditions, and covenants of the Library Commons HOA documents provides cause for immediate action as therein provided, or termination of the leasehold under appropriate circumstances.

2. I understand that the acceptance for lease of a unit at Library Commons HOA 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.

3. I understand that the Board of Directors of Library Commons HOA may cause to be instituted such an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors 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 of Library Commons HOA itself shall be held harmless of any action or claim by me in connection with the use of information contained herein or any investigation conducted by the Board of Directors.

   In making the foregoing application, I am aware that the decision of Library Commons HOA will be final and no reason will be given for any action taken by the Board. I agree to be governed by the determination of the Board of Directors.

_____	_____
Applicant's Signature	Co-Applicant's Signature
_____	_____
Print Applicant's Name	Print Co-Applicant's Name

Application for Occupancy

Present Owner's Name:

Telephone:

Address of Unit for Sale or Lease:

Name of Realtor Handling Sale or Lease:

Telephone:

Buyer's/Lessee's Name:

Telephone: Marital Status:

Date of Birth: Social Security #:

Driver's License # Expiration Date:

Spouse/Co-Applicant's Name

Telephone Marital Status:

Date of Birth: Social Security #:

Driver's License #: Expiration Date:

Number of Adult Occupants: Number of Children:

Emergency Contact Name:

Telephone:

Pet Registration Form

Do you have pets
Yes
No

Breed Weight:
Pets Name

Breed Weight:
Pets Name

Breed Weight:
Pets Name

Signature of Applicant:

Please email a picture of your pet

Residency (Section 1)

Present Address
City State: Zip Code
Landlord/Mortgage Company:
Mortgage Loan #:

Employment (Section 2)

Present Employer:
Telephone Title Length of Employment
Salary

Bank Information (Section 3)

Bank Name: Telephone
Address
Checking Account #: Date Account Opened
Savings Account #: Date Account Opened

Bank Name: Telephone
Address
Checking Account #: Date Account Opened
Savings Account #: Date Account Opened

Character References (Section 4)

Name: Relationship:
Telephone

Name: Relationship:
Telephone

Automobile Information (Section 5)

Number of Cars
Make: Model: Year:
Tag #: Driver License #

Make: Model: Year:
Tag #: Driver License #

Make: Model: Year:
Tag #: Driver License #

General Information (Section 6)

Have you ever been evicted before?
Yes
No
If yes, where/why?

Have you ever refused to pay rent?
Yes
No
If yes, where/why?

CHECKLIST

1. If any question is left blank, this application may not be approved. This application is subject to approval.
2. Please enclose a copy of the Lease/Sales Contract with this application.
3. Proof of receipt of documents on sales.
4. Proof of receipt of rules for leases.
5. Copies of registrations for all vehicles listed on application.

I/We declare the above information to be true and correct. I/We authorize the landlord, or agent(s) to verify and obtain a consumer credit report.

I/We agree to abide by the rules and regulations of the association.

_____	_____
Applicant's Signature/Date	Co-Applicant's Signature/Date
_____	_____
Print Applicant's Name	Print Co-Applicant's Name

Proof of Receipt of Documents for Sales

Please sign below as proof that you received the documents for Library Commons Homeowners Association, Inc.

I/We have received the documents for Library Commons HOA.

_____ _____

Signature Date

_____ _____

Signature Date

Effective July 1, 2010; Florida Statute 718.116 (CONDO) 729.3085 HOA:

Unit Owner's Consent to Assignments of Rents to the Association.

The undersigned,_____, as owner(s) of the property whose address is:_____, of _____, and whose mailing address address is_____and the undersigned tenant(s)_____agree as follows:

1. That said owner agrees to continue making payments directly to the association all dues/assessments and/or special assessments as they are due.
2. That in the event that said owner does not pay any one (1) monthly assessment by the 30th day of each month, The association, or any agent thereof, shall have the right to require that the tenant pay the monthly assessment along with any additional amounts then owed to the association, including but not limited to, delinquent assessments, special assessments, late fees, attorney fees, costs from enforcement of this addendum or other legal action to collect delinquent maintenance/assessments, and fines directly to the association and to then pay the remainder to the landlord/owner.
3. The association shall send written notice to both the unit owner and the tenant of the imposition of the requirement, after an owner has failed to pay any one (1) month's dues/assessments by the 30th day of the month.
4. The unit owner hereby assigns that portion of the rents, including any delinquent assessments, special assessments, attorney fees and court costs, due and payable to the association, upon the association giving notice as described above of the delinquency and imposition of the requirement that the tenant pay the monthly assessment to the association.
5. The unit owner agrees that he/she/they will not consider the tenant delinquent in their rental payment, not commence eviction proceedings against the tenant, in the event that the tenant pays the monthly assessment directly to the association and deducts the same from the tenant's rental payment to the unit owner.
6. After the account balance becomes current by means of tenants payments, the tenant shall continue to deduct the monthly assessments/dues from the rent and pay it directly to the association unless otherwise notified by the association or an agent of the association.
7. In the event it becomes necessary to bring legal action to enforce this agreement, the prevailing party shall be entitled to recover reasonable attorney fees, costs and interest. Any fees or costs incurred by the association shall be incurred in the amount paid by the tenant to the association under this addendum.

THIS AGREEMENT SHALL BIND ALL PARTIES THERETO

Countersigned:_____or Management
Unit Owner:_____. By:_____
Tenant:_____ Title:_____
Check here if does not apply