

Purchase/Lease Application

The Villas of Mangrove Bay Condominium Association, Inc.

Please read the instructions below:

1. Fill in the application sheet completely. If the application is incomplete, it will be returned.
2. A fully executed copy of the sales contract or lease agreement must accompany the application.
3. Include a non-refundable application fee in the amount of \$150.00 per applicant. Husband and wife are considered one applicant. Two individuals (not married) must include a non-refundable application fee in the amount of \$150.00 per applicant. Make check payable to Villas at Mangrove Bay Condominium Association, Inc. Purchasers must complete the financial and cash flow statement for each purchaser and submit with the application.
4. Submit the following financial documents along with your application:
 - Most recent investment statement
 - Last 3 months of bank statements
 - Last 2 months of paycheck stubs if employed as a W-2 worker
5. An interview is required by all applicants by the screening committee of the Board of Directors prior to closing. This will be scheduled after all documents have been submitted.
6. After closing a sale, a copy of the recorded deed must be provided to the Board of Directors by the closing agent (i.e., Title Company or attorney).
7. The application for lease or sale and occupancy along with all information and materials requested therein must be completed, executed, and submitted to the Association at the address below ***at least*** thirty (30) days prior to closing. A lease or sale ***is not*** effective nor may the unit be occupied by the respective lessee(s) or buyer(s) without the prior written approval of the Board of Directors of the Association.
8. Read the management introduction letter and submit the entire package via email to Sora Association Management, LLC at hello@soramgmt.co.

Please select one of the following:

- Application for **purchase**
- Application for **lease**

APPLICATION FOR RESIDENCY

Closing Date OR Rental Period:

Property Address:

CURRENT PROPERTY OWNER

Name:

Phone #:

Current Mailing Address:

New Mailing Address:

New Phone #:

APPLICANT INFORMATION

Name:

Phone #:

Email:

SSN:

DOB:

Marital Status:

Current Address:

How long have you been living at this address? If less than one year, provide your previous address.

Name of the real estate company representing you (if applicable):

Agent Name:

Agent Phone #:

Closing Agent Name (i.e., Title company or attorney)

Closing Agent Phone:

List the names and ages of children (if any).

Are there occupants outside of the immediate family? If yes, list their name(s), age(s), and relationship.

- Yes
- No

Have you been convicted of any crimes? If yes, list them below.

Have you ever refused to pay rent? If yes, provide an explanation below.

CO-APPLICANT INFORMATION

Name:

Phone #:

Email:

SSN:

DOB:

Marital Status:

Current Address:

How long have you been living at this address? If less than one year, provide your previous address.

Name of the real estate company representing you (if applicable):

Agent Name:

Agent Phone #:

Closing Agent Name (i.e., Title company or attorney)

Closing Agent Phone #:

List the names and ages of children (if any).

Are there occupants outside of the immediate family? If yes, list their name(s), age(s), and relationship.

- Yes
- No

Have you been convicted of any crimes? If yes, list them below.

Have you ever refused to pay rent? If yes, provide an explanation below.

APPLICANT EMPLOYER INFORMATION

Company Name:

Company Phone #:

Company Address:

Position:

Supervisor:

How long have you been employed at your current company? If less than one year, list the previous employer below.

CO-APPLICANT EMPLOYER INFORMATION

Company Name:

Company Phone #:

Company Address:

Position:

Supervisor:

How long have you been employed at your current company? If less than one year, list the previous employer below.

VEHICLE INFORMATION

Do you own any of the following?

1. Truck or van in excess of ½ ton

Yes

No

2. Commercial van, motorcycle, or moped

Yes

No

3. Boat trailer

Yes

No

4. Motor home/camper/recreational vehicle bus

Yes

No

If you answered yes to any of the above, please state where the vehicle(s) shall be parked:

PETS

Animal Type:

Breed:

Weight:

Age:

Color:

Please select one of the following:

BUYER(S)

I / we acknowledge that I / we as buyer(s) have received and read the following: The Villas at Mangrove Bay documents, and Rules and Regulations.

LESSEE(S)

I / we acknowledge that I / we as lessee(s) have received and read the following: The Villas at Mangrove Bay Rules and Regulations.

This application package for sale/lease is executed by the parties on the dates specified below. If any party does not understand this application, the party should seek legal assistance.

I / we agree to observe and abide by the terms and conditions stated in these documents.

Applicant Signature:

Date of Signature:

Co-Applicant Signature:

Date of Signature:

**Villas of Mangrove Bay Condominium Association, Inc.
 Financial and Cash Flow Statement
 Application to Purchase Villa**

Names of Parties Submitting Statement:

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Please provide statements to support the following assets:

Assets	Liabilities	Cash Flow Statement
<ul style="list-style-type: none"> - Cash on hand - CDs - Securities - Bonds - Retirement accounts - Real estate owned (location and value) 	<ul style="list-style-type: none"> - Mortgages - Judgments - Car payments - Credit card balances - Other debt - COA/POA dues 	<ul style="list-style-type: none"> - Annual income - Investments (dividends/interest) - Social security - Other income

Total Assets:

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Total Liabilities:

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Total Income:

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Total Expenses:

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I / we hereby certify this information is true and accurate to the best of my / our knowledge.

Signature(s) of Parties Submitting this Information:

Date:

This information is requested solely for the purpose of determining financial eligibility of the applicants and will not be shared with any outside party.

RULES AND REGULATIONS

Note: All rentals and sales must be approved by the Board of Directors prior to occupancy. A non-refundable application fee of \$150.00 is required.

The definitions contained in the Declaration of Covenants and Restrictions for the Villas at Mangrove Bay Condominium Association, Inc. herein are part of these Rules and Regulations. Also included herein are various rules promulgated by the POA.

1. The Occupants of each Lot in the General Plan of Development shall abide by each and every term and provision of the Condominium Owners' Documents.
2. No bicycles, tricycles, scooters, baby carriages, or other similar vehicles or toys shall be allowed to remain in the Common Areas. The sidewalks, walkways, streets, and parking areas shall not be obstructed or used for any purposes other than for ingress and egress from the Lots and Common Areas.
3. Any damage to the Common Areas, property, or equipment of the Association caused by any Occupant, their family member, guest, invitee, or lessee, shall be repaired or replaced at the expense of the Owner.
4. An Occupant, their guests, contractors, or invitees will not park or position his/her vehicle so as to prevent access to another Lot. The Occupants etc. will obey the posted parking and traffic regulations installed by the Association for the safety, convenience, and welfare of all Occupants. The speed limit is 7 MPH. Do not "cut" the traffic circles.
5. No Occupant shall do or permit any assembling or disassembling of motor vehicles except within their garage. Each Owner shall be required to clean their driveway of oil or other fluid discharged by their motor vehicle.
6. No transmitting or receiving antenna shall be attached to or hung from any part of the Common Areas.
7. No clothesline or similar device shall be allowed on any portion of the Common Areas.
8. The exterior of each Villa shall be kept neat and clean by each individual Owner. Windows must be cleaned and screens must be maintained and free of excessive wear and tear by each individual Owner.
9. All garbage and recycling from the Lots shall be deposited with care in each Occupant's private garbage containers. No garbage or recycling shall be deposited in any Common Area for any reason, except on the correct days of the week for pickup and removal. No littering shall be done or permitted on the Association property.

10. No commercial vehicle, recreational vehicle, camper, trailer, boat, van, or truck of any kind shall park or be parked at any time on any portion of the Common Areas, except for commercial vehicles, vans, or trucks delivering goods or furnishing services. Said commercial vehicles, vans, or trucks shall not park or be permitted to park overnight on any portion of the Common Areas or on any lot (except within the confines of a garage). The Association shall have the right to authorize the towing away of any such vehicles in violation of this rule, with costs and fees, including attorney's fees to be borne by the vehicle owner or violator.
11. No vehicles, including commercial, owner, or guest may be parked on the street overnight. At no time may a vehicle be parked in such a way as to obstruct emergency vehicles or obstruct the flow of traffic within the community.
12. Overnight parking of guest vehicles can get authorization to park in the Mangrove Bay Long Term Care Facility parking lot by contact Diane Minich at (561) 575-3123.
13. No garage doors shall be permitted to remain open except for temporary purposes. Garage doors must be kept closed overnight.
14. No animal over 25 pounds is permitted. No animals shall be raised, bred, or kept on any Lot, except that dogs, cats, and other household pets may be kept on the Lot, provided they are not kept, bred, or maintained for any commercial purpose, or in numbers deemed unreasonable by the Board. Notwithstanding the foregoing, no Owner may keep more than one (1) dog and no animal may be kept on the Lot, which, in the judgment of the Board, results in a nuisance or is obnoxious to the residents in the vicinity, including excessive barking, lunging, etc. No Owner shall be permitted to maintain on the premises a bull terrier (pit bull) or any dog generally considered to be of mean temperament. Pets shall not be permitted in any of the Common Areas of The Villas at Mangrove Bay without an attached leash. Each pet owner and their guests shall be required to clean up after their pet in order to properly maintain the Common Areas. Each pet owner is liable for any loss or liability resulting from their or their family member's or lessee's ownership of a pet. If a dog or any other animal becomes obnoxious to other occupants by barking or otherwise, the pet owner shall remedy the problem, or, upon written notice from the Association, they will be required to dispose of the pet.
15. There is a separate application for Service and Emotional Support animals per HUD, and U.S. Attorney General guidelines.
16. Rental waiting period - As to any Owner who has acquired title to a Condominium Parcel after the date of recording, 5/4/2020, of the Amendment to the Declarations of Condominium, the Condominium Parcel shall not be leased or rented for at least two (2) full years from the date of acquiring title.

17. Complaints regarding the management of the Association Property, or regarding the actions of other Occupants shall be made in writing to the Association, and shall be signed by the complaining Owner. Upon receipt of the signed complaint, the Board of Directors will meet within a reasonable time frame and move to resolve/remedy the complaint.
18. Any consent or approval given under these Rules and Regulations by the Association may be revocable at any given time by the Board.
19. These Rules and Regulations may be modified, added to, or repealed in accordance with the Bylaws of the Association.
20. Each unit Owner whose unit will be vacant during the hurricane season, June 1st through November 30th, must, prior to departure, take reasonable precautions to prepare the Owner's unit for the hurricane season. Hurricane shutters and panels must be opened or taken down at the end of the hurricane season (November 30th or upon the unit Owner's return).

INTERVIEW FOR PURCHASE/LEASE

This is to certify that The Villas at Mangrove Bay Condominium Association's Board of Directors consents to and approves the purchase/lease of the following described property in Palm Beach County, Florida.

Names of Occupants:	
Street Address:	
Home Phone #:	
Cell Phone #:	
Date of Occupancy:	
Interview Date:	

Board of Directors Member Approval:

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Electronic Notice Authorization Form

WHEREAS, pursuant to Section 718.111(12)(a)7, Florida Statutes, a condominium association may provide notices to members by electronic transmission if the member has consented in writing; and

WHEREAS, pursuant to Section 718.111(12)(a)7, a condominium association must maintain a current record of members' electronic mail addresses who have provided such written consent, and remove said addresses upon revocation of consent;

NOW, THEREFORE, by signing below, I hereby:

1. **Authorize** Sora Association Management ("Sora") to deliver all Association notices and communications by electronic mail in lieu of U.S. Mail to the email address(es) I designate below. Such notices may include, but are not limited to:
 - Meeting notices;
 - Customer Relationship Management software (CRM/Owner Portal)-related communications ;
 - General Association correspondence;
2. **Acknowledge** that, upon execution of this Authorization, Sora will discontinue sending such notices by U.S. Mail and shall rely exclusively upon the email address(es) provided herein, except where required by Florida law and The Villas at Mangrove Bay governing documents.
3. **Understand** that I may revoke this consent at any time by:
 - Emailing hello@soramgmt.co with the subject line "Opt Out – The Villas at Mangrove Bay" and including my property address in the message, or
4. **Acknowledge** that upon confirmation of revocation of consent, Sora will remove my email address(es) from its official records in accordance with Section 718.111(12)(a)7, Florida Statutes.
5. **Agree** that if my email address changes, it is my responsibility to notify Sora in writing. Until such notice is received, Sora is authorized to continue delivering notices to the email address(es) provided below.

Owner's Name(s): _____

Property Address: _____

Phone Number: _____

Email Address(es): _____

Primary Owner(person who receives the owner statements):_____

Owner Occupant:_____

Owner(s) Signature:

Date:

Complete and return signed form (both pages) to hello@soramgmt.co