

**EARMAN VILLAS CONDO
RESIDENT APPLICATION CHECKLIST**

Revised January, 2024

- ☐ **Rental / Sales Application Completed**
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED - PLEASE USE THE CHECKLIST
- ☐ **\$150 Processing Fee per person (married couples one fee)**
Cashier's Check /Money Order Payable to Ocean Breeze
Community Mgmt., LLC NON-REFUNDABLE
- ☐ **Credit Score of 650 or better & NO co-signers allowed for Rentals.**
- ☐ **Application must be Notarized for each tenant over 18yr.**
- ☐ **Copy of Driver's License of any tenant over 18yr.**
- ☐ **Copy of Car Registration & Boat Registration (if applies)**
- ☐ **Lease Agreement/ or Sales Contract (HUD)**
- ☐ **Rules & Regulations - read & initial each page.**

Ocean Breeze Community Management LLC
1967 10th Avenue North
Lake Worth, FL 33461

****Make sure to use this checklist as the COVER page of Application****

Applicants Name: _____

Unit# Desired in EV: _____

Desired Date for Move-in: _____

Contact Info: Ph# _____ Alt.# _____

Email: _____

Date Application Received: _____

AUTHORIZATION TO RELEASE INFORMATION
EARMAN VILLAS CONDO ASSOCIATION
RENTAL/PURCHASOR

Date: _____

Last Name _____ First _____

Address _____

City _____ State _____ Zip _____

SSN _____ D.L# _____

Subject unit #: _____

Applicant Release

In connection with /for employment and or residency, I understand that investigative background inquiries are to be made on any and all persons sharing a unit including consumer credit, criminal conviction, motor vehicles, and other reports. Further I understand that we will be requesting information from various States and Agencies which maintain records about my history. These records include but not limited to driving, credit criminal, civil history, etc.

I authorize any party or agency to contact and furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. This authorization and consent shall be valid in original, fax and/or copy.

Application Signature Date D.O.B.

Application Signature 2 Date D.O.B.

Please note: Any and all complaints by any renter must be addressed to the respective unit owner only. The Association will in no way be involved or responsible for any disputes between owner and renter.

The \$150 deposit for the application fee is non-refundable. If a renter adds an additional tenant to the unit, it will be necessary to collect an additional \$100 fee for each additional background check.

Any complaints from owners must be addressed in writing to the board.

Phone calls to any board members must be between the hours of
6:00pm-8:00pm only.

The Earman Villas Board

EARMAN VILLAS CONDO ASSOCIATION

RENTAL APPLICATION

Neatly complete all information below. All applicants over the age of 18 must complete and sign their own application
Non-Refundable Application Fee of \$150 per person

PERSONAL INFORMATION

Applicants Full Name _____ Phone # _____ D.O.B. _____

Social Security # _____ Drivers License # _____ State _____ Exp. _____

Current Address _____ City _____ State _____ Zip _____

Current Landlords Name _____ Landlords Phone # _____

How long at this address _____ Reason for leaving _____

**Previous Address _____ City _____ State _____ Zip _____

Previous Landlords Name _____ Phone # _____

How long at this address _____ Reason for leaving _____

Have you ever been party to an Eviction? ☐ Yes ☐ No

PETS & CHILDREN

**** No aggressive breeds, 1 pet allowed, Must be Under 20 lbs.**

Number & Type of Pets _____

Total number of Children (under the age of 18) _____

Children: Name: _____ Age: _____

Name: _____ Age: _____

Total number of Adults _____

Other Occupants: Name: _____ Age: _____

Name: _____ Age: _____

VEHICLE INFO

**** No Commercial Vehicles or Trucks**

Auto Yr _____ Make _____ Model _____ State/License Plate # _____

Auto Yr _____ Make _____ Model _____ State/License Plate # _____

EMPLOYMENT

Present Employer _____ Position _____ Mo. Income _____

Work Phone # _____ How long at job _____ Other income/source _____

Employers Address _____ City _____ State _____

BANKING

Name of Bank _____ Branch _____ Type of Account _____

Name of Bank _____ Branch _____ Type of Account _____

PERSONAL REFERENCES

Name _____ Yrs. Known _____ Relationship _____ Phone # _____

Name _____ Yrs. Known _____ Relationship _____ Phone # _____

Name _____ Yrs. Known _____ Relationship _____ Phone # _____

I CERTIFY that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for tenant screening as may be necessary in arriving at a tenant decision, I understand that the landlord may terminate any rental agreement entered into for any misrepresentations made above.

Signature _____ Date _____

We, the undersigned, do hereby make application to the Board of Directors of the Earman Villas Condominium Association, Inc. for the approval of a lease between _____ (owner) and _____ (tenant) for a term commencing with _____ and ending on _____

It is further understood and agreed that the undersigned applicant for a tenancy (as the lessee) does hereby agree to abide by the rules, regulations and Declaration of Condominium of Earman Villas Association, Inc. in the same manner as a member of the Association. In signing this document, I acknowledge that I have read the condominium Rules and agree to abide them.

Witness: _____

Applicant _____

Sworn to and subscriber before me this _____ day of _____, 20____

My Commission Expires: _____

Notary Public

Approved: Earman Villas Condominium Association, Inc

By: _____

President

EARMAN VILLAS CONDO ASSOCIATION
www.earmanvillas.com

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Earman Villas Condominium Association, Inc.

ADDENDUM TO LEASE

This ADDENDUM is made between _____ ("LANDLORD/ UNIT OWNER") and _____ ("TENANT") effective this ____ day of _____ 20__ and is to and shall supplement, amend and modify that certain LEASE dated _____ in the following respects:

1. TENANT (S) are subject to and shall abide by all Earman Villas Home Owners Association (referred to as "Association") documents related to the Community.
2. In the event the LANDLORD/ UNIT OWNER becomes delinquent in the payment of Assessments (regular or special) or other charges to the Association for more than Thirty (30) days, the Association shall notify the TENANT in writing with a copy to the LANDLORD/ UNIT OWNER. Upon such notification, the TENANT shall be obligated to pay all future rent payments required under the Lease to the Earman Villas Condominium Association Inc., c/o Ocean Breeze 1967 10th Avenue North, Lake Worth FL 33461 until all delinquent assessments and other charges have been paid in full. Once the delinquency has been corrected, the TENANT shall resume paying rent directly to the LANDLORD/ UNIT OWNER. The LANDLORD/ UNIT OWNER may not evict the TENANT FOR non-payment of rent. However, if the TENANT does not pay his rent to the Association as required herein, the Association shall have the right to evict the TENANT. In such an event, the LANDLORD/ UNIT OWNER shall be obligated to reimburse the Association for the costs and attorneys fees incurred by the Association. The Earman Villas Home Owners Association is not the landlord and all problems related to the unit shall be directed and be the responsibility of the LANDLORD/ UNIT OWNER.

WITNESS

Signature

Print Name

LANDLORD/ UNIT OWNER

By: _____
Signature

Print Name

TENANT(S)

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

Signature

Printed Name

EARMAN VILLAS CONDO ASSOCIATION

Rules & Regulations (revised January, 2024)

POOL

Pool Hours 8:00 a.m. – 10:00 p.m.

The pool is for the exclusive use of Earman Villas Condo residents and their accompanied guests only.

Children under the age of 13 must always be accompanied by an adult.

GENERAL POOL RULES

Shower before entering the pool. "No running, pushing or horseplaying." Towels must always be used on chairs when using sun tanning oils/lotions. "No glass containers" in pool area. When hosting a pool party, board approval is required. Return chairs and lounges to their original positions. Do not hang towels on railings. No furniture shall be used in the pool. Please clean up after yourself, bring all floats with you upon the exit of the pool. If using umbrellas be sure to lower them before you leave. All trash needs to be bagged up and taken to the dumpster.

INNER COURTYARD & COMMON AREAS

No bicycles, skateboards, motorized scooters, roller blades/skates or other play equipment (unless pool toys) are allowed to be used in the inner courtyard, common area, sidewalks or pool area.

No laundry or pool articles shall be hung over common area balconies, pool fence, a/c covers, back balcony patios. Patios and balconies are not storage areas, no hammocks or hanging objects are allowed to be attached to any building.

BBQ grills must be at least 10' feet from the building. No BBQ grills are allowed on the 2nd floor balconies and prohibits use on balconies or patios. **Electric grills are only allowed on 2nd floor balconies.** This is the Palm Beach County Fire Code.

No personal items or equipment shall be left in any common area such as sidewalks & walkways and areas under the stairwell. Items left will be discarded without notice. Ask permission to utilize common areas near your unit or such things as planting from the Board of Directors.

Neighborhood Announcements / Advertisements are allowed to be placed on the bulletin board for a one-month period and must include the posting date. You are responsible for removal of flyer once date has posted.

LAUNDRY FACILITIES

Laundry Hours 7:00 a.m. – 10:00 p.m.

Only Earman Villas residents & their guests may use the laundry facilities. **DO NOT OVERLOAD** the machines. No horseplay allowed in the laundry area. When using these facilities, you are responsible to pick up after yourself, clean lint screens after each use and take all belongings upon completion. **Please do not slam the lids on washers and dryer doors**, it damages the sensors, and we want to take care of our equipment.

\$1.50 washer (28-32 min) \$1.50 dryers (60 min) - **SET YOUR TIMERS**

NOISE & NUISANCE POLICY

The premises may not be used or permitted to be used for any illegal, immoral, or improper purposes. No Earman Villas resident shall make or permit any disturbing noises in the building detrimental to the comfort and peace of any of the residents, by him/himself, family, or visitors.

VIOLATIONS: 1st – Warning Notice 2nd – Notice to Landlord 3rd Police Action 4th – Eviction

REMODELING:

An ARC form will need to be completed for any renovation to be approved by the Board of Directors and then permitted by the City of North Palm Beach. (Examples: windows, plumbing, electrical, a/c).

PET POLICY

One PET is allowed under 25lbs at maturity and is subject to prior written consent of the Board of Directors is allowed per apartment. No aggressive breeds.

All pets **MUST BE ON A LEASH** when outside the common areas and must be walked OFF of Earman Villas Condo property. All **fecal matter must be picked up** and disposed of properly in a plastic bag and placed in the dumpster by each pet owner. The Board of Directors shall have the right to require any pet to be removed from the Condo which is vicious/ attacks other residents, too noisy or otherwise become a nuisance or source of annoyance to any owner/tenant, or if these rules are violated with respect to the pet. All pets must have their up-to-date vaccinations and doctors' papers/certificates, if it is a Special needs pet therapy animal.

PARKING

Only passenger cars, vans and standard pick up trucks rated at ½ ton or less are allowed. No commercial vehicles, trailers, tractors, motor coaches, buses, or unlicensed / or not registered vehicles. Commercial Vehicles are defined as having a visible sign on the vehicle. Vehicles must be in working condition and have up to date registration to remain on property.

Two (2) parking spaces are available for 2 & 3 bedroom units, and 1 parking space for the 1 bedroom units. Use of an unassigned space is a violation of these rules. At no time shall vehicles of owners, residents or guests be parked on the grass, sidewalk, or any other area except in paved and marked parking spaces. All Visitors and guests must use the "Guest" parking spaces. Yellow guest spaces are at the back of the property and one in the front of building 813. No vehicle should be parked in the same guest spot for more than 7 days. Violators will be towed at owner's expense. No storage of vehicles by owners or guests will be permitted.

No work may be performed on any vehicles, devices, or machinery on the Condo property. Any violations of these rules will result in fines and / or towing of the offending vehicle at the vehicle's owner's expense. Note of towing is NOT required.

DOCK – Dock Code 3408

The dock is for the enjoyment of ALL residents, and may be used for fishing, boat loading / unloading and sunbathing. Swim at YOUR OWN RISK in the Earman River. There are a limited number of dock spaces available on a first come, first served basis for owners/tenant's use of their own boat. Any new Dock Boxes supplied by Earman Villas are the property of Earman Villas and only available for those who pay the dock fee. Any person that occupies without paying for current dock fees must vacate the Dock Box. No other items may be stored on the dock. If it does not fit in the Dock Box, no other items may be left on the dock overnight. Please take all your trash with you.

The Boat Dockage Application form is to be filled out and provide copies of registration and insurance card must be accepted before vessel can be docked at Earman Villas. The dockage fee is paid quarterly, in advance at the rate of \$250.00/month (\$750.00/Qtr.) The front of the boat dock, in the center 25' at the bottom of the stairs, is to be left open for loading and unloading. Approval is for the boat which is described on application. A new application must be submitted for approval if there is any change.

Non-owner (Renters) must have written permission from the unit owner and billing for dockage granted to Non-owner (Renters) occupants will be made directly to the unit owner.

Any boat or vessels using Earman Villas property without permission are subject to removal at the owner's expense.

COMPLAINTS

Complaints must be submitted in writing to the unit owner first, then Ocean Breeze Management by email: office@oceanbreezecm.com

RENTAL OR SALES AUTHROZIATION

Owners wishing to SELL, RENT/LEASE or otherwise allow others to occupy their unit are required to by Section IV of the Declaration of Condominium to notify the Board of Directors of such desire. An application must be submitted to the Board along with the lease/rental agreement or purchase agreement at least 15 days prior to the occupancy. The board has 15 days from receipt of request and COMPLETED application to APPROVE with a tenant interview to be set up or NOT APPROVE the prospective tenants (Do not pressure the BOD). No co-signing on sales or leases. A minimum credit score of 650 is required.

The owner is responsible for providing a copy of the Earman Villas Condominium Rules to prospective tenants prior to interview. Section XIII provides the Board of Directors the right to void any agreement not authorized by the Board and to take such necessary action to remove occupants not approved/authorized by the Board of Directors at the Earman Villas Condominium Association.

Tenants / Renters are subject to abide by all these rules and violation of these rules will result in disciplinary action by the Board of Directors.

Owners with guest/guests staying longer than one week (7 days) must notify a Board member stating names and length of stay, so as to avoid embarrassment when using pool, laundry, or common areas.

At least three (3) Board members will interview prospective tenants/renters and applicants, and these Board members must initial the application after approval of residency. Owners shall see that the purchaser/tenant receives a Declaration of Condominium and a copy of these rules and confirm that they have been read and understand by the purchaser/tenant.

Any owner, renter or tenant wishing to have a roommate or someone else moving into their unit will have to undergo the same process as the current resident. Must complete the application, signed by a Notary, and pay the Application fee of \$150.00 non-refundable. The prospective "new" tenant in each unit must go through the Application and interview process. If found that they have not gone through the correct process the Board of Directors has the right to evict the tenant/renter.

PLUMBING

It is the owner's responsibility for any stoppage / backup that may occur in their own units. Flush only toilet paper. Seacoast Utilities has suggested that no flushing of wipes, paper towels or any other item that may clog the system.

HELPFUL INFORMATION

Police 561-848-2525 – Non-emergency

Medo Key used for laundry room and bathroom located by pool – Replacement keys \$75.00.
Mailbox Keys – Owners have keys.

Basic Cable is included and provided by Comcast – contact Comcast for your box and bring the lease or sales contract with you. EVA Acct: 8535114010014021

Hurricane Status – EVERYTHING MUST BE REMOVED FROM BALCONIES & PATIOS

Garbage & recycle is located in the NE corner of property. Collection M, W, F

Large debris / furniture must be put out on Monday nights before pick up on Tuesday a.m. or Wednesday night before picking up on Thursday a.m. Bulk trash pick up is Tuesdays and Thursday in front of the 813 building on Hummingbird Way. **Nothing is to be placed out the dumper because they only pick up what is inside the dumpster.**

Boat Dock Procedures

Boat slips are assigned by the board to certain person according to the following priority:

1. Owner Occupants
2. Other Earman Villas Residents
3. Non-Resident Owners

No other persons will be allowed to keep a boat at the property. Use of a boat slip will result in the dwelling owner being billed quarterly for dock fee, as set by the Board. The fee for a partial month will be one month's fee.

The assignment term is one year. Renewal is determined by the Board.

No boats over 30 feet in length will be allowed. The original boat title, registration and insurance along with copies shall be submitted to the Board for record keeping. Boats will be securely tied with a minimum three eights inch diameter nylon line. No polyester lines are allowed.

No personal possession will be allowed on the dock. Anything left on the dock will be discarded.

No liveaboards are allowed.

The electricity is provided by the Association shall be used only for maintenance purposes. No electricity uses for powering air conditioners or other high power use items will not be permitted. The association provides water and will be for normal tank filling, boat washing and maintenance purposes only.

Tenants must have the dwelling owner's permission and the dwelling owner's agreement to be responsible for damages and expenses incurred by the Association as a result of the tenant's actions. Dock fees will be billed to the dwelling owner.

As a condition of mooring a permitted boat at Earman Villas, the boat owner must execute a written agreement supplied by the Association, agreeing to and acknowledging the following:

- a. To undertake appropriate measures to keep the boat properly maintained and properly secured and tied to the dock, and to prevent the boat from causing a disturbance or inconvenience to the residents of Earman Villas.
- b. To remove the boat promptly at the request of the Board. To pay for removal and storage of the boat if the boat is not removed within two weeks of notice to remove.

- c. To remove the boat in the event of Hurricane Warning being posted.
To provide the name, address and telephone number of a responsible person who will undertake all the foregoing during the absence of the boat owner.
- d. To agree that if the Board reasonably determines that the foregoing is not properly undertaken at any time, the Association may retain the services of a professional to undertake same, at the expense of the boat owner. To this end the boat owner confers the right and authority upon the Board of Directions and the professional to perform services required. This provision shall in no way oblige the Earman Villas Association to undertake any of the boat owner's obligations nor shall it act as a guarantee by the association as to the work performed.
- e. The Association is providing dock space as a convenience to its members and has no liability whatsoever for any boat owner's loss of any kind.

These procedures were accepted by the Board of Directors at the December 18th board meeting

APPLICATION FOR BOAT DOCKAGE RENTAL

NAME: _____

ADDRESS: _____

CELL PHONE: _____

EMAIL: _____

EMERGENCY CONTACT: _____

Name

Cell Phone

TYPE OF BOAT:

Florida Registration Number: _____

Make: _____ Model: _____ Year: _____

Length: _____ Width: _____

Insurance Company: _____

Telephone No : _____ Policy No: _____

NOTE: Must provide copies of registration and insurance card must be accepted before vessel can be docked at Earman Villas.

It is understood by the applicant:

1. The dockage fee is paid quarterly, in advance at the rate of \$250.00/month.
2. The front of the boat dock, in the center 25' at the bottom of the stairs, is to be left open for loading and unloading.
3. Boats are to be tied properly at all times AT THEIR DESIGNATED DOCK SPACE.
4. Approval is for the boat which is described on this application. A new application must be submitted for approval if there is any change.

SIGNATURE OF APPLICANT: _____

DATE: _____

APPROVED: _____

Title

DATE: _____