

APPLICATION PROCESS

Sterling Villages of PBL Condominium

Updated 6/13/18

SALES OR LEASE: A application and application fee is required to be submitted to The Board of Directors Fifteen (15) business days before a sale or lease is made.

Sale:

- A fully executed copy of the sales contract
- Copy of Homeowners Casualty & Liability Insurance (H06)

Rental:

- A fully executed copy of the lease agreement
- Rental Insurance w/ minimum \$100,000 liability
- Owner & Tenant signed "Association Lease Addendum"

How Many Adults? ___ Each Adult 18 and older:

- Color copy of government issued photo ID
- 650 Minimum Credit Score Per Applicant – With Sterling Villages Credit & Background Check; No 3rd Party Credit & Background Check will be accepted; i.e. Realtors or Management Companies**
- Complete the "Resident Application"
- \$50.00 application fee (Per Applicant or Per Married Couple)- Money Order ONLY (**Non-Refundable Fee**)
- Marriage Certificate, if married
- If working w/ a realtor, a business card is required.

How Many Vehicles? ___ Each Vehicle:

- Copy of vehicle registration
- Copy of vehicle insurance

How Many Pets? ___ Each Pet: **(75lbs weight limit; 1 pet at 75lbs or 2 with a combined weight of 75lbs. 2 dogs maximum)**

- Pet Application with color Photo of Pet
- Vaccination Record

Please note, all application will not be processed if incomplete!

Complete and return with payment to:

Sterling Villages of PBL Condominium

1100 Village Blvd
West Palm Beach, FL 33409
Phone: 561-471-9292

*A 5-10-minute Orientation will be scheduled AFTER all applicants have met the Association's criteria. You will be required to sign Sterling Villages Rules & Regulations at Orientation.

*If Application is DENIED due to not meeting Sterling Villages criteria, i.e., credit score or background, you can re-apply in 14 business days, you WILL be charged another \$50 to re-apply.

Instructions for International Applicants

- 1. After dropping the application, you will receive an email within 24-48 Business Hours with Instructions.**
- 2. The link will take you to a page that will instruct you to enter your information for your International Credit to be checked.**
- 3. You will be initially charged \$69.95. If you meet the criteria of a minimum Credit Score of 650, you will be refunded the \$69.95.**
- 4. The Sterling Villages will still have to run your Criminal Background for here in the United States. With that The Sterling will ONLY charge you \$25 for your Background Check**

RESIDENT PURCHASE OR RENTAL APPLICATION

Sterling Villages of PBL Condominium

Primary Applicant Information - *Exactly as it appears on your government issued identification*

First Name	Last Name	Middle Name	
ID Number		ID State Issued ID Type	Social Security Number
Birthdate / /	Phone Number () -	Email	
How would you prefer to be contacted? <input type="checkbox"/> Mail <input type="checkbox"/> Email			

Primary Applicant Employment

Name of Employer	Position
Employer Address	Supervisor
Employer City, State & Zip	Gross Monthly Income \$

Secondary Applicant Information - *Exactly as it appears on your government issued identification*

First Name	Last Name	Middle Name	
ID Number		ID State Issued ID Type	Social Security Number
Birthdate / /	Phone Number () -	Email	
How would you prefer to be contacted? <input type="checkbox"/> Mail <input type="checkbox"/> Email			

Secondary Applicant Employment

Name of Employer	Position
Employer Address	Supervisor
Employer City, State & Zip	Gross Monthly Income

Other Occupant - *All occupants except spouses or parent/dependent must fill out separate applications with and pay the application fee*

Name	Age	Name	Age
Name	Age	Name	Age
Name	Age	Name	Age

Current Address

Current Address	
Current City, State & Zip	How long have you lived here?

Would you like to be contacted thru email? Yes No

Have you ever...

been asked to move out or evicted? <input type="checkbox"/> Yes <input type="checkbox"/> No	broken a rental agreement or lease? <input type="checkbox"/> Yes <input type="checkbox"/> No
been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No	been sued for nonpayment of rent? <input type="checkbox"/> Yes <input type="checkbox"/> No

I hereby state and represent that the information in this application is complete and accurate. I understand that in the event a lease is entered it may be cancelled by the Association if any of the information provided in the application is materially inaccurate or incomplete. I hereby authorize the Association or Association's agents to verify the information on the application. Verification or re-verification of any information contained in the application will be retained by Association.

I hereby authorize The Sterling Villages of PBL Condominium to obtain information about me, including, but not limited to, this application, my credit, my tenant history, my check writing history, any court records and/or my criminal record, and I hereby authorize and instruct any entity or person contacted by The Sterling Villages of PBL Condominium or the Association or Association's agents to release such information to them.

Applicant Signature	Date
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PET APPLICATION

The Sterling Villages of PBL Condominium

No pets allowed on premises except with permission of the Association Board. The pet owner must complete and present this pet registration form to the Association for its approval prior to any pet being kept or maintained within the premises. Maximum 2 pets with combined weight of 75lbs or less. at maturity. **The following breeds, or any mix thereof as determined, is the sole discretion of The Sterling Management, are not permitted under any circumstances: Pit Bulls, Doberman Pinschers, any Staffordshire Terrier, German Shepherds, American Bull Dog, Rottweiler, Mountain Cur, Chow, Huskies, Malamutes, any Mastiff, Presa Canarios or any birds or reptiles. The Sterling Villages Condominium Association reserves the right to amend these restrictions without notice.**

Pet

Pet's Name:	Pet's Age:	Photo of Pet Attached <input type="checkbox"/> Yes
Description of pet:	Pet's Weight: lbs.	Current vaccines records <input type="checkbox"/> Yes

Pet 2

Pet's Name:	Pet's Age:	Photo of Pet Attached <input type="checkbox"/> Yes
Description of pet:	Pet's Weight: lbs.	Current vaccines records <input type="checkbox"/> Yes

I/We the Owners/Tenant of the above described pet(s), do hereby certify the following:

1. In the event the pet produces a litter, Applicants agree to keep them at the rental premises no longer than one-month past weaning. If Condo association guidelines prohibit litters, I agree to remove all additional pets from the premises immediately. Applicants shall not engage in any commercial pet-raising activities
2. There shall be no other pets, other than listed above on premises without the express written approval of Association or Association's agent and Associations Board. Should Applicants desire additional pets, Applicants agree to apply to Sterling Villages of PBL Condominium for written approval prior to pet occupancy.
3. Applicants agree to keep the pet(s) from becoming a nuisance to neighbors. This includes controlling the barking of the pet(s), if necessary and cleaning up any animal waste in the yard, public or common areas.

4. In the event that the pet(s) cause damage or destruction to the property, pet owner agrees that all costs of said damage or destruction shall come out of our security deposit or Association fine as stipulated in the Association By-Laws and Rules. Should the security deposit for a renter be insufficient to cover the cost of any pet damage or destruction, then unit owner will to be financially responsible for damages above and beyond the amount of tenant's security deposit.

I/We do hereby agree to the terms and conditions of the Pet Application

Applicant Signature	Date
Applicant Signature	Date
Applicant Signature	Date
Owner Signature	Date

ASSOCIATION LEASE ADDENDUM

PROPERTY: _____

OWNER: _____

TENANT: _____

ASSOCIATION: _____

Nothing contained in this lease, addendum, or the Governing Documents, shall in any manner:

1. be deemed to make the Association a party to the Lease or this Addendum, except to the extent that the Association is an intended third party beneficiary of any of the covenants contained in the below referenced documents which are for the benefit and protection of the Association and are necessary to enable the Association to enforce its rights hereunder;
2. create any obligation for the liability on the part of the Association to the Owner or Tenant, including without limitation, any obligations as a Association under the applicable law or any liability based on the Association's approval of the Tenant pursuant to the Declaration, such approval being solely for the benefit of the Association;
3. created any rights or privileges of the Tenant under the Lease, this addendum, or the Governing Documents as to the Association.

PERMISSION TO LEASE: Property Owner is hereby granted permission to lease the property subject to the terms and conditions of the Association Declaration, Bylaws, or Rules & Regulations adopted pursuant thereto. No unit shall be rented or leased for fewer than six months nor for more than twice within one calendar year. No renting of rooms or sub-leasing is allowed. No guests are to stay overnight unless the renter is there at the time.

NO TRANSFER OF LEASE: This addendum shall only be valid between Owner and Tenant for this Property and shall not be transferable to subsequent owners of the Property or to another property in the Association.

USE OF COMMON ELEMENTS: The Owner transfers and assigns to the Tenant, for the term of the lease, any and all rights and privileges that the Owner has to use the Common Elements, including by not limited to, the use of any and all recreational facilities and other amenities.

VIOLATIONS: Any violation of the Declaration, Bylaws, or Rules & Regulations adopted pursuant thereto by the Lessee, any occupant, or any guest of Lessee, is deemed to be a default under the terms of the Lease and authorizes the Owner to terminate the lease without liability and to evict the lessee in accordance with Florida law. 3 violations and the association has the right to terminate the lease immediately. The Owner hereby delegates and assigns to the association acting through the Board, the power and authority of enforcement against the Tenant for breaches resulting from the violation of the Declaration, Bylaws, or Rules & Regulations adopted pursuant thereto, including the power to evict the Tenants attorney-in-fact on behalf and for the benefit for the owner, in accordance with the terms hereof. If the Association proceeds to evict the Tenant, any costs, including reasonable attorney's fees actually incurred and court costs, associated with the eviction shall be as an assessment and lien again the Property.

LIABILITY FOR ASSESSMENTS: When a Property Owner who is leasing their Property fails to pay any annual or special assessment or any charge for a period of more than thirty (30) days after it is due and payable, then the delinquent Owner hereby consents to the assignment of any rent received from the Tenant during the period of the delinquency, and upon request by the Board, Tenant shall pay to the Association all unpaid annual and special assessments and other charges payable during the prior to the term of the lease and any other period of occupancy by the Tenant. However, Tenant need not make payments to the

Association in excess of, or prior to the due dates for, monthly rental payments unpaid at the time of the Board's request. All such payments made by Tenant shall reduce, by the same amount, Tenant's obligation to make monthly rental payments to the Owner. If Tenant fails to comply with the Board's request to pay assessments, or other charges, Tenant shall pay to the Association all the amounts authorized under the Declarations as if Tenant were an Owner. The above provision shall not be construed to release the Owner from any obligation, including the obligation for assessments, for which Owner would be responsible.

If any such assessments and installments are not paid within ten (10) calendar days after the due date, the Association shall notify the Tenant of such delinquency by certified and regular mail to the last address furnished to the Association by the Tenant. Upon receipt of such delinquency, Tenant shall immediately pay to the Association the amounts of such delinquent assessment or monies, including late fees, interest, collection costs and attorney's fees (if any), and shall deduct such sums paid to the Association from the next rental payment. Notwithstanding the forgoing, in the event the sums owing to the Association exceed the Tenant's rental payment. Tenant shall not be obligated to pay any sums in excess of such rental payment until such sums have been paid in full. Any such deductions by the Tenant shall not constitute a default by the Tenant of Tenant's obligations under the Lease.

In the event the Tenant fails to pay delinquent assessments, monies, costs and fees incidental thereto, the Tenant shall be deemed in default under the lease and subject to eviction proceedings. In addition to all the remedies the Association may have, the collection of remedies, and the Association may still proceed to collect delinquent assessments in accordance with the Governing Documents, the Condominium Act, or Homeowners Association Act, including but not limited to the filing of a claim of lien, foreclosure and personal money action.

ACCESS TO PROPERTY: The Association and/or its authorized agent(s) shall have the right to have access to the Property for inspection, maintenance, repair or replacement of any Common Elements accessible therefrom, or for making emergency repairs necessary to prevent damages to the Common Elements or other Property.

SEVERANCE: The partial or complete invalidity of one or more provisions of the Addendum, or any other instrument required to be executed by the Tenant in connection with the leasing of the Property, shall not be affected thereby, and each and every term and provision otherwise valid shall remain valid and be enforced to the fullest extent permitted. The failure of any party hereto to insist, in any one or more instances, upon the performance of any of the terms, Associations covenants, or conditions of this Addendum, or to exercise any right herein, shall not be construed as a waiver or relinquishment of such terms, Associations covenants, conditions or rights as respects further performance.

Owner Signature

Tenant Signature

Receipt of this Lease Addendum is acknowledged by Association this ____ day of _____, 20__.

Sterling Villages of PBL Condominium

Printed: _____

Title: _____

Applicants understand, agree and authorize The Sterling Villages Condominium, the Management Team, Homeowners Association Board of Directors and/or their screening and review committee, and their agents to investigate and verify all of the information submitted on this application including; criminal background reports, credit checks (**650 Minimum Credit Score, when pulled by Sterling Villages**), landlord / tenant court records, as well as contacting current and previous landlords and employers. **The Sterling Villages does NOT accept 3rd party background or credit checks. *If Application is Denied due to not meeting Sterling Villages Criteria, I.E., Credit Score or Background, you can re-apply in 14 Business Days, you WILL be charged another \$50 to re-apply.**

Any applicant that refuses to comply (submit application or list names of all that will be living in the residence) will render the residence to be considered in violation of the By-Laws of The Sterling Villages Condominium.

Applicants understand and agree that final approval / denial of this application is by the On-Site Management on behalf of the homeowners and the Board of Directors and that applicant will hold harmless all parties from any claim or action related to this application or the resulting investigation.

The association has the right to enforce the covenants, conditions and restrictions set forth in its declaration against the owner, tenant or any member of the tenant's household, individually or collectively. (See declaration article 11.2 in pertinent part.) As such, by his/her/their execution of this application along with the applicant's signature, the owner(s) of the home to be leased/rented specifically agree and give the association the authority and standing to evict any tenant of a Unit Owner who is in breach or violation of the lease agreement or this Declaration or the rules and regulations of the Association, and furthermore, may demand that any and all delinquencies in the payment of the owner(s) maintenance assessments be paid by the tenant(s) directly to the Association upon demand with written notice to the tenant(s) as permitted by Florida Statute 718.116(11){a}.

Signature Applicant# 1

Date

Signature Applicant# 2

Date

Owner Signature

Date

RECEIVED APPLICATION ON: _____

Reviewed for Association by -- Sign: _____

Print: _____

Approved

Declined; Reason for Decline: _____

**THE STERLING VILLAGES CONDOMINIUM ASSOCIATION
GARBAGE DUMPSTER AND TRASH REMOVAL RULES**

The Association goes to great lengths to ensure that our community is kept well-manicured and clean both inside and outside of our gates and surrounding fences. and while we make every effort possible to make sure that our community remain beautiful and aesthetically appealing to all of our residents and guests alike, we know that this cannot be accomplished without the complete cooperation of every resident working together and taking pride in our beautiful and tidy community.

The following dumpster and trash removal rules are to be strictly adhered to at all times. If you have any questions regarding these rules please contact the Property Manager or Management Staff of The Sterling Villages Condominium located at the clubhouse at 1100 Village Blvd West Palm Beach, FL 33409 or call (561) 471-9292.

- 1) Garbage pickup days are on Mondays, Wednesdays and Fridays.
- 2) Please make sure that your garbage bags are tightly sealed to prevent opening/spilling.
- 3) There are 7 garbage dumpsters, if the one closest to your unit is full then you are to use one of the other garbage dumpsters - **DO NOT LEAVE GARBAGE BAGS ANYWHERE ON THE GROUND OR SURROUNDING AREAS!!!**
- 4) All paper and cardboard refuse are to be placed in the Yellow Recycle receptacles and all glass and plastic refuse are to be placed in the Blue Recycle receptacles, if either receptacle is full please use another receptacle at another dumpster or simply discard the items into the dumpster.
- 5) No construction wastes.
- 6) **DO NOT LEAVE TRASH IN FRONT OF DOOR!**
- 7) No appliances, including but not limited to water heaters.
- 8) No paint cans unless the cans are open and dry.
- 9) No hazardous chemicals, oil or flammable liquids/materials.
- 9) No bulk items such as tires, automotive parts, carpets, mattresses or furniture **AT ANY TIME!!!**
- 10) **DO NOT LITTER ANYWHERE...THIS INCLUDES CLEANING UP AFTER YOUR PET.**

NOTE: IN THE CASE OF APPLIANCES, CARPETING, MATTRESSES OR FURNITURE, THE EMPTY DUMPSTER ENCLOSURE LOCATED NEAREST TO BUILDING #6 IS THE DESIGNATED LOCATION FOR ALL BULK ITEMS. PLEASE CALL THE MANAGEMENT OFFICE AT (561) 471-9292 TO ARRANGE BULK ITEM DISPOSAL. ANYONE WITNESSED VIOLATING ANY OF THESE RULES WILL BE SUBJECT TO A FINE AND/OR LEASE TERMINATION (IF APPLICABLE.)

Signature Applicant# 1

Date

Signature Applicant# 2

Date

Addendum A

**THE STERLING VILLAGES CONDOMINIUM ASSOCIATION COMMON
AREA/FITNESS CENTER REQUEST AND RELEASE FORM**

I, the undersigned, hereby request permission to enter upon the premises located at 1100 Village Blvd, West Palm Beach, Florida 33409 and identified as Common Area Facilities to use the equipment and facilities therein. The Common Area Facilities include the Club House with Fitness Center, Pool with Deck, Spa with Deck and the Tennis Courts. I represent and certify that I am in good physical condition and able to use the equipment therein.

All persons under twelve (12) must be accompanied by a responsible adult.

I further represent and certify that I have inspected the Fitness Center and the equipment and facilities therein and that I know how to use said equipment and facilities without assistance or instructions and that I know of the risks and dangers involved in their use.

I understand and agree that in participating in a fitness program or using the equipment and facilities therein, there is the possibility of accident, physical injury and/or death. I hereby agree to assume fully the risk of such injury and further agree to indemnify its officers, directors, agents, and/or employees from any and all claims made against them by either myself, my estate, members of my family, or any third party as a result of my use of the Fitness Center.

In consideration of and for permission to enter into the Fitness Center and to participate in exercise activities and/or to use the equipment and facilities therein without charge, I do release, remise and discharge - The Sterling Villages Condominium, its officers and agents and/or employees of and from all claims, damages, actions and causes of actions of any sort, for injuries sustained by my person during my presence in the Fitness Center due to negligence or any other fault and agree to all the terms and conditions of this Request and Release.

I further agree not to permit any non-resident member of my family or any third party to use the Fitness Center without obtaining the prior written consent of the management or that I will not smoke or bring minor children, food or beverages, or pets of any kind into the Fitness Center at any time or under any circumstances.

I understand that The Sterling Villages Condominium assumes no responsibility for providing personnel to assist and/or instruct me or others in the use of the equipment and facilities in the Fitness Center or to conduct exercise classes.

I understand and agree The Sterling Villages Condominium that may without notice and at any time, close the Fitness Center, or limit its use in any manner it chooses or terminate my right to enter the Fitness Center.

I have read and understand the foregoing Request and Release, and I understand that it is an agreement which legally binds me to abide by the terms, conditions and represent at I on made therein.

I further acknowledge that the unit owner is to provide One Access Card for a one-bedroom Unit and/ or Two Access Cards for a two/ three-bedroom Unit necessary to access the fitness room and other common areas. If not provided by owner, I may purchase one. The Access Cards cannot be duplicated and must be transferred and/or conveyed when selling the Unit or at the end of the lease term. The key/keys stay with the unit and if the locks are changed a copy of the unit key must be provided to management.

IN WITNESS WHEREOF, I hereby acknowledge the terms and conditions set forth herein by executing this Request and Release as of the date written below.

Applicant - Printed Name

Signature

Date

Applicant - Printed Name

Signature

Date

Addendum B

**THE STERLING VILLAGES OF PALM BEACH LAKES CONDOMINIUM ASSOCIATION,
REQUEST FOR PARKING DECAL**

Please complete this application for parking decals. All resident vehicles are REQUIRED to have a valid and current parking decal in the community.

Vehicle 1 Information:

Owner:	Address:
Phone:	Email:
Make:	Model:
Color:	Year:
Tag #:	State:
Decal Sticker #:	

Vehicle 2 Information:

Owner:	Address:
Phone:	Email:
Make:	Model:
Color:	Year:
Tag #:	State:
Decal Sticker #:	

Office Use Only:

- Received on Date: _____
- Registration, Insurance, and License on File
- Decal Issued on Date: _____
- Association Rep Signature: _____



THE STERLING

Villages of Palm Beach Lakes
1100 Village Blvd., West Palm Beach, FL 33409
Phone: 561-471-9292 Fax: 561-471-6471

REQUEST FOR GATE ACCESS

Date: _____

I _____ Owner(s)/Lessee(s) of
_____ Glenmoor Drive, West Palm Beach, FL 33409 request that the following Call Box/Gate
Access changes be made for the above referenced condominium unit. Please remove the
previous _____ Owner, _____ Tenant from the call box and replace with:

Name: _____

Phone #: _____ Email: _____

Effective Date: _____

ATTENTION Owner/Tenant: Please note that you phone number must start with (561) for us to add your name to the gate.

Owner/Lessee Print

Owner/Lessee Signature

OFFICE USE ONLY

- Received Date: _____
- Gate Access #: _____ (For Guest of Owner/Tenant)
- Gate Entry# : _____ (For Owner/Tenant)
- Filed By: _____



THE STERLING

Villages of Palm Beach Lakes
1100 Village Blvd., West Palm Beach, FL 33409
Phone: 561-471-9292 Fax: 561-471-6471

REQUEST FOR GATE/Common Area Access Card

Date: _____

I _____ Owner(s)/Lessee(s) of
_____ Glenmoor Drive, West Palm Beach, FL 33409 requests a Gate Access Card for all
common areas and entry to the community. Please remove the previous _____ Owner,
_____ Tenant access card/clickers and replace with:

Name: _____

Phone #: _____ Email: _____

Effective Date: _____

I understand that I am fully responsible for all gate access cards assigned to my unit and that I
am to report any lost, missing or stolen card(s) and clicker(s) to the Sterling Management office
immediately. I have enclosed the required gate access card/clicker fee of:

Access Card: _____ (\$50.00)

Clicker: _____ (\$100.00)

Cashier's Check: _____ Money Order: _____

Owner/Lessee Print

Owner/Lessee Signature

OFFICE USE ONLY

Received Date: _____

Gate Access Card/Clicker #: _____

Filed By: _____