



Southpointe HOA

Purchase/Tenant Screening Application Package

Thank you for obtaining an “application for residency” for your purchase or lease in Southpointe Homeowners Association, Inc. Please complete the application in its entirety and return it to Empire Management Professionals at your earliest convenience. Please print your information legibly and enter N/A if a question or line item is not applicable. Please understand that Empire Management Professionals is only responsible for obtaining credit, criminal, and eviction background checks. Empire management Professionals will not be able to assist in the completion of your application package or answer any questions that you might have for or from your Screening Interview. The purposes of the screening interview are:

1. To assure that the applicant(s) is/are aware of the rules and regulations in Southpointe Homeowners Association.
2. To review and verify the information submitted in the Purchase/Lease Screening Application Package.

Occupancy regulations are as follows:

- One Bedroom No more than (3) occupants
- Two Bedroom No more than (4) occupants
- Three Bedroom No more than (5) occupants

Please be advised that your application for residency will be processed in the same manner in which every application is processed through our office; a process which cannot and will not be rushed in order to treat every applicant equally and fairly.

Once your application has been duly processed, you will be contacted by a member of the Board of Directors or a representative of the associations screening committee to schedule a screening interview prior to the issuance of the necessary “Certificate of Approval” and prior to the proposed move in date.

A purchase/tenant screening application package submitted incompletely will be returned to the applicant and will not be processed until **ALL** required items and information have been submitted to Empire Management Professionals to complete the purchase/tenant screening application.

Additionally, the unit owner must be up to date and current on any monies or assessments due in order for an application to be considered and/or approved.

809A Coral Ridge Dr., Coral Springs, FL 33071
(954)-752-8701



Southpointe HOA

INFORMATION FOR PROSPECTIVE OCCUPANTS

1. Form submitted must be an original.
2. Copy of Purchase or Lease Agreement must be included with requested forms.
3. \$100.00 (non-refundable) check payable to Southpointe Homeowners Association, Inc. must be included with requested forms for 1 person or married couple and \$100.00 each additional adult applicant.
4. Pursuant to §718.112(2)(i), Florida Statutes, the Association requires that a prospective lessee place a security deposit, in an amount not to exceed the equivalent of one (1) month's rent, into an escrow account maintained by the association. The security deposit shall protect against damages to the common elements or association property.
5. Complete the attached application. Do not leave any spaces blank. Please make sure you have a telephone number where you may be reached.
6. A copy of your driver's license must be included with these forms.
7. A background / criminal report will be run for all applicants. A credit report will also be run for all purchasers and/or lessees.
8. The Board of Directors must approve that the property to be sold or leased meets Southpointe Homeowners Association, Inc.'s standards and that no violation exists. If any exists, they must be corrected before closing or leasing.
9. All residents must comply with and sign the Rules & Regulations of the Association.
10. A Certificate of Approval will be issued for all purchasers or lessees to be recorded with Deed.
11. This application is for each adult over 18 or married couple only. Return all completed applications to:

Southpointe Homeowners Association, Inc.
809A Coral Ridge Drive
Coral Springs, FL 33071

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APPLICATION FOR OCCUPANCY

Unit Owner's Name(s): _____

Unit Address: _____

Owner Mailing Address: _____

Owners Physical Address: _____

Owner Phone #: _____

Owners Agent: _____

Company: _____ Phone #: _____

Purchaser/Lessee Name(s): _____

Purchaser/Lessee Address: _____

Purchaser/Lessee Phone #: _____

Closing/Leasing Date: _____

Purchaser/Lessee Agent: _____

Company: _____ Phone #: _____

PLEASE NOTE: All completed forms must be returned to:

Southpointe Homeowners Association, Inc.
809A Coral Ridge Drive
Coral Springs, FL 33071

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NOTICE OF CHANGE IN OCCUPANCY

Unit Address: _____ Owner: _____

Closing/Lease Date: _____

Married () Divorced () Single ()

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

Number of people who will occupy: Adults: _____ Children: _____

Names and ages of children that will occupy:

Child #1:
Name: _____ Age: _____

Child #2:
Name: _____ Age: _____

Child #3:
Name: _____ Age: _____

Child #4:
Name: _____ Age: _____

Number of Cars: _____ Driver's License #(s): _____ State: _____

Make: _____ Year: _____ License Plate #: _____

Make: _____ Year: _____ License Plate #: _____

If more space is needed for any information please include on a separate form and attach to this application.



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Part I - Residence History

Current Address: _____ How Long: _____

Name of Landlord/Mortgagee: _____ Phone: _____

Previous Address: _____ How Long: _____

Name of Landlord/Mortgagee: _____ Phone: _____

Part II – Employment References

Employer: _____ How Long: _____

Address: _____

Position: _____ Phone: _____

Spouse's Employer: _____ How Long: _____

Address: _____

Position: _____ Phone: _____



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Part III – Character References

Reference #1:

Name: _____

Relation: _____

Phone 1: _____

Phone 2: _____

Address: _____

Reference #2:

Name: _____

Relation: _____

Phone 1: _____

Phone 2: _____

Address: _____

Reference #3:

Name: _____

Relation: _____

Phone 1: _____

Phone 2: _____

Address: _____

Will this be your first experience living in a Homeowners Association? Yes (___) No (___)

I/We hereby state that, if the sale or lease is approved, we will be bound by and abide by the Covenants, By-Laws and Rules and Regulations of Southpointe Homeowners Association, Inc.

Signatures:

Print:

Date: _____

Date: _____



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Purchaser: _____ Lease: _____

Property Address: _____

Building #: _____ Unit #: _____ Parking Space #: _____

THIS APPLICATION WILL NOT BE PROCESSED IF WE DO NOT
RECEIVE ALL THE DOCUMENTS BELOW:

1. Completed Purchase/Tenant Screening Application Package.
2. Application(s) and fee(s) for each person over 18 years old. Married couples can file a joint application and pay one fee.
3. Copy of U.S. Government issued Identification Card for each applicant.
Passports for International applicants.
4. Copy of automotive registration for all vehicles listed on the application.
5. Sale of Contract or Lease Contract.
6. Proof of income (choose from a or b)
 - a. Two (2) most recent paystubs
 - b. Two (2) most recent Federal Income Tax Returns
7. Pet Registration Form.

Application Packages must be completely filled out on every line with all pertinent information. If any one item or more is missing or not filled in, Empire Management Professionals reserves the right not to accept the Application Package for processing until all items requested in the Package are completed.

OFFICIAL USE ONLY:

Date Application accepted for processing:	_____
Request for missing information:	_____
Date Application process completed:	_____
Date of Interview: _____	Accepted/Denied: _____

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AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION AND CONSENT OF BACKGROUND INVESTIGATION

Applicant Name: _____

Co-Applicant Name: _____

Current Address: _____

Applicant Social Security Number: _____ - _____ - _____ Date of Birth: _____

Co-Applicant Social Security Number: _____ - _____ - _____ Date of Birth: _____

APPLICANT AUTHORIZATION: In accordance with PL 91-508, I hereby authorize any credit reporting agency to release a written copy of my credit report to Empire Management Professionals, Inc.

Signature: _____

Printed Name: _____

Date: _____

STATE OF FLORIDA }
COUNTY OF _____}

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____, who (____) is personally known to me or who (____) produced _____ as identification.

My commission expires: _____

NOTARY PUBLIC, STATE OF FLORIDA

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In the event that LESSOR (OWNER) becomes delinquent in the payment of any monthly maintenance or assessment due the Association, and if such delinquency continues for a period in excess of ten (10) days, the LESSEE (TENANT) upon receiving written notice of such delinquency from the Association or its' Agent, shall pay the full amount of such delinquency as set forth in said notice to the Association, in care of the Management Company for the benefit of the Association.

LESSEE is authorized to deduct from rental payment due to the LESSOR the amount paid to cure the delinquency. It is understood and agreed by the LESSOR that the LESSEE shall continue to pay the monthly maintenance payments thereafter from the agreed upon monthly rent payment until the expiration of the lease. It is further understood and agreed such deduction from the rental payment will not constitute default of rent to the LESSOR.

It is understood the Association has the right to evict the tenant(s) for non-payment of the Association's assessments with a seven days' notice. Additionally, the LESSOR understands payments to the Association effectively are to be considered payments to the LESSOR and cannot pursue eviction for failure to receive funds personally.

Unit Address: _____

Lessor/Owner Signature: _____

Lessor/Owner Signature: _____

Date: _____

Lessee/Tenant Signature: _____

Lessee/Tenant Signature: _____

Date: _____



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PET REGISTRATION

Attachments required:

- 1. Picture of Pet**
- 2. Vaccination Information**

Name of Unit Owner/Tenant: _____

Property Address: _____

Home phone: _____ Work Phone: _____

Number of pets: _____

Type of Pet(s): (Bird, Cat, Dog, Etc.) _____

Name: _____ Breed: _____ Weight: _____

License #: _____ County Issued: _____

I agree to abide by the Southpointe Rules and Regulations governing pets and I understand that non-compliance with these Rules and Regulations may result, in the removal of my pet from the Association.

Applicant Signature: _____

Printed Name: _____

Date: _____



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ARTICLE VII. RESTRICTIONS

1. **USE RESTRICTION.** The Association Imposes the following restrictions on the use of the Properties comprising Southpointe as the same now exists or may be hereinafter amended. The Board of Directors of the Association may adopt such other and further Rules and Regulations not Inconsistent herewith governing the use of the Units and Common Areas by the Owners, Occupants and their guests.
 - a. Pets - Unit Owners and Occupants are permitted to keep only household pets such as dogs and cats, but only within the confines of their Unit. Pets shall always be walked on a leash and not be permitted to run free.
 - b. Window Covers - No Unit Owner or Occupant may cover the inside or outside of any Unit window with any paper, aluminum foil or other non-permanent window treatment. Only blinds, drapes, or other decorator window treatments are permitted.
 - c. Signs - No Unit Owner may place a "For Sale", "For Rent", or such other sign within or upon the area contained within or upon said Unit Owner's Unit or Lot or upon the Common Areas of the Association in such manner as to advertise the sale or lease of such Unit; provided, however, that the Association shall have the right to place "For Sale", "For Rent", or any other signs within or upon a Unit or a Lot or upon the Common Areas of the Association and to otherwise advertise or promote the sale of Units on the Properties.
 - d. Parking Spaces - Vehicles - Unit Owners and Occupants shall use only the assigned parking spaces for automobiles owned by said Unit Owners or Occupants, and no others. Only automobiles, motorcycles, motor scooters, mopeds or the like may be parked in automobile parking spaces. All other vehicles such as trucks, recreational vehicles, vans, trailers, campers and boats shall be parked only in areas reserved for such purposes by the Association on the Common Areas of the Association and designated as such, except vans that are used as passenger vehicles provided they carry no signs or advertising. Unit Owners shall not repair any of the foregoing vehicles on any portion of their Lot or the Common Areas of the Association.



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- e. Changes in Unit or Lot - No Unit Owner or Occupant shall make any structural change, modification or addition to the inside of a Unit or to the outside of a Unit or Lot or any decorative changes to the outside of a Unit or Lot without first obtaining the written approval of the Association.
- f. Garbage and Trash Containers - All garbage or trash containers, oil tanks and bottle gas tanks must be placed in walled or fenced areas so that they cannot be visible from any street.
- g. Nuisance - Nothing shall be done which may be or may become an annoyance or nuisance to the other Unit Owners or Occupants, either public or private in nature.
- h. Storage of Materials - No lumber, metals, bulk material, or trash shall be burned, kept, stored or allowed to accumulate on any portion of the Lot of a Unit Owner. Storage is allowed if neatly stored within a walled or fenced areas so that they shall not be visible from any street.
- i. Trade or Business - Except as expressly permitted herein or by the Rules adopted by the Association, no Industry, business, trade or professions of any kind shall be conducted, maintained or permitted on the Properties; provided, however an Occupant may use a portion of his Unit for his office or studio, provided the Board of Directors of the Association shall not determine that the activities therein interfere with the quiet enjoyment or comfort of other Occupants or that such use results in the Unit's becoming principally an office, school or studio as distinguished from a dwelling.
- j. Leasing Restrictions. - No leasing is permitted until an Owner has held title to a Unit or Lot for one (1) year, except in the event that the Association takes title to a Unit through foreclosure or otherwise it shall be exempt from the provisions of this Article VII.



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- k. Repair of Units - Unit Owners shall make all necessary repairs and replacements to the outside of their Unit and shall maintain the outside of their Unit in good condition and repair, clean, in accordance with all applicable laws, statutes and ordinances of public authority, and in accordance with any Rules of the Association or the Association. Unit Owners shall maintain any green, yard or exterior areas forming part of their Lot in good condition and repair and in a clean and attractive condition.

PROVISIONS OF THIS ABOVE PARAGRAPH TO THE CONTRAY NOTWITHSTANDING THE ASSOCIATION SHALL BE RESPONSIBLE FOR THE EXTERIOR PAINTING OF ALL UNITS, SAID EXPENSE TO BE APPORTIONED AMONG ALL LOT OWNERS BY ASSESSMENT WHERE REQUIRED.

Lessor (Owner) Signature: _____

Date: _____

Lessee (Tenant) Signature: _____

Date: _____