



## Southpointe HOA

### INFORMATION FOR PROSPECTIVE OCCUPANTS

1. Forms submitted must be 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 in 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 couples only. Email all completed applications to [EmpireManagementProfessionals@gmail.com](mailto:EmpireManagementProfessionals@gmail.com) for processing.



## Southpointe HOA

### 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's Agent: \_\_\_\_\_

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

PLEASE NOTE: All completed forms must be emailed to:

[EmpireManagementProfessionals@gmail.com](mailto:EmpireManagementProfessionals@gmail.com)

NOTICE OF CHANGE IN OCCUPANCY

[EMPIREMANAGEMENTPROFESSIONALS@GMAIL.COM](mailto:EMPIREMANAGEMENTPROFESSIONALS@GMAIL.COM)



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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 it to this application.



## Southpointe HOA

### 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: \_\_\_\_\_



## Southpointe HOA

### 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-Lays, and Rules and Regulations of Southpointe Homeowners Association, Inc.

**Signatures:**

**Print:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_