

BEACHWOOD VILLAS CONDOMINIUM ASSOCIATION, INC.

2355 NE Ocean Blvd.

Stuart, FL 34996

772-225-4667

beachwoodvillas@gmail.com

Dear Prospective Buyer/Renter,

Thank you for your interest in our beautiful Beachwood Villas Condominium community. Please complete and submit the attached updated application for the sale or lease of any Beachwood Villas Condominium unit. The application packet once received must be approved by the Board of Directors (or designee) prior to occupancy. The following items are required to be submitted with your application.

- A completed application
- A copy of the rental or sale agreement
- \$150 nonrefundable application fee (made out to Beachwood Villas)
- A copy of applicant(s) drivers' license

All applicants for the rental/sale of a unit are subject to a credit and criminal background check, in person interview and approval by the Board of Directors (or designee) prior to occupying the residence. Applications cannot be processed, and leases cannot commence without submission of the above items. **Rental documents must be submitted to the Property Manager at Beachwood Villas at least 15 days prior to a unit being occupied for processing. Sale documents - the Association shall have 30 days from receipt of the above documents to take action on the transaction.**

Once all necessary documents have been received, you will be contacted for an in-person interview prior to occupancy. As a reminder, all rental agreements are for a minimum of two months as per our Rules and Regulations. **Estoppel letters may be forwarded to the Beachwood Office to be completed by the accountant within 10 days of receipt.**

Note: The \$150 fee applies to **new applicants only**. Should an owner have yearly tenants or repeat renters from the previous year, no application fee is required. The application and lease agreement still needs to be submitted to the Property Manager to maintain current occupancy information. All incoming tenants/guests must register with the Property Manager upon arrival. **NO EXCEPTIONS!**

As per Beachwood Rules and Regulations, **Section 11 – Transfer of Units To Renters or Guests...**

9. It is the responsibility of the unit owner to ensure their renters/guests have access to a copy of the updated Rules and Regulations (revised September 2024) and agree to abide by them. All renters/guests are required to obtain and sign a form from the Association Office that they have read and will adhere to the Rules and Regulations of the Association.
10. Fines up to one hundred dollars (\$100.00) a day may be imposed on renters/guests who break any of the Rules and Regulations of the condominium. The unit owner is held responsible for the collection and payment of such fines.

Thank you for your cooperation in making Beachwood Villas a safer place to live.

Sincerely,

The Board of Directors
Beachwood Villas Condominium Association, Inc.

BEACHWOOD VILLAS CONDOMINIUM ASSOCIATION

2355 NE Ocean Blvd.

Stuart, FL 34996

772-225-4667 Fax #772-232-0637

Application for Purchase or Lease

There is a \$150, nonrefundable, interview fee due with this application. Please include a copy of your signed purchase contract or lease and a copy of your driver's license. All interviews are confidential. Please contact the Association Office to set up your in-person interview at the Beachwood Office. Kindly complete all questions. **PLEASE PRINT.**

Date: _____ Purchase or Lease: (circle one) Beachwood Villas Unit #: _____
Seasonal Rental: _____ Non-Seasonal Rental: _____ Annual Rental: _____

Current Owner(s): _____

Dates of Lease: From: _____ To: _____

Applicants Name: _____ DOB: _____ SS#: _____

Spouse: _____ DOB: _____ SS#: _____

Marital Status: _____ Note: SS# is required for background check

The restrictions of Beachwood Villas Condominium Association, Inc. provide an obligation of unit owners that condominium units are for single-family residents only. Please state the name and relationship of all the persons who will be occupying the unit regularly.

Name(s) of Occupants **over** 18 years of age: _____

Name(s) of Occupants **under** 18 years of age: _____

Pet (association approval is required) Breed, Color, Weight: _____

TENANTS ARE NOT PERMITTED TO HAVE PETS

Cars (2 permitted)

Make: _____ Model: _____ Color: _____ Tag #: _____

Make: _____ Model: _____ Color: _____ Tag #: _____

Emergency Contact: _____ Relationship: _____

Address: _____ Phone #: _____

Residence History

Present Address: _____ Home #: _____ Cell #: _____

City: _____ State: _____ How Long: _____ Email: _____

Landlord or Mortgage Holder: _____ Phone #: _____

Previous Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____ How Long: _____

Landlord or Mortgage Holder: _____ Phone #: _____

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EMPLOYMENT AND BANK REFERENCES

____ Retired: Please provide information on last employment.

Employed by: _____ Phone #: _____
Address: _____ City: _____ State: _____
Position Held: _____ How Long: _____ Approx. Mo. Income: _____
(if less than 3 years, please complete next section)

Previous Employer: _____ Phone #: _____
Address: _____ City: _____ State: _____
Position Held: _____ How Long: _____ Approx. Mo. Income: _____

____ Spouse Retired: Please provide information on last employment.

Employed by: _____ Phone #: _____
Address: _____ City: _____ State: _____
Position Held: _____ How Long: _____ Approx. Mo. Income: _____
(if less than 3 years, please complete next section)

Previous Employer: _____ Phone #: _____
Address: _____ City: _____ State: _____
Position Held: _____ How Long: _____ Approx. Mo. Income: _____

Bank Reference: _____ Phone #: _____
Address: _____ City: _____ State: _____
Checking Account #: _____ Savings Account #: _____

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Please List Three (3) Character References (no relatives, please):

Name: _____ Phone #: _____

Address: _____ City: _____ State: ____ Zip: _____

Name: _____ Phone #: _____

Address: _____ City: _____ State: ____ Zip: _____

Name: _____ Phone #: _____

Address: _____ City: _____ State: ____ Zip: _____

Authorization for Release of Information

If this application is not legible or is not completely and accurately filled out, Beachwood Villas Condominium Association and/or Owners will not be liable for responsible for any inaccurate information in their investigation and the released report caused by such omissions or illegibility. By signing, the applicant recognizes that the Beachwood Villas Condominium Association and /or Owners may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Beachwood Villas Condominium Association and/or Owners. Beachwood Villas Condominium Association and/or Owners may also require a credit report through a credit/criminal reporting agency.

If the application is approved, applicant(s) agree to comply with the rules and regulations of the Beachwood Villas Condominium Association and hereby certify that applicant(s) has received a copy that has been read and understood. Applicant understands and accepts the leasing restrictions that the condominium cannot be leased without first having received written permission from the Board of Directors after proper application has been made and the leases for less than 60 days are not permitted.

Applicant: _____ Date: _____

Spouse: _____ Date: _____