

## **APPLICATION FOR PURCHASE OR LEASE IN CRYSTAL KEY AT WOOL BRIGHT HOMEOWNERS ASSOCIATION**

Dear Applicants(s)

Attached are the forms required by the Board of Directors of CRYSTAL KEY AT WOOLBRIGHT PLACE HOA to aid in the submission of required information, please use the following check list:

1. This application, an application for approval and authorization forms must be complete in detail by each proposed adult occupant.
2. We will return any incomplete any forms that are not fully and legibly filled in, delaying the approval process.
3. The completed application must be submitted to Southern Shores Management at 6801 Lake Worth Rd Suite 111 Greenacres FL 33467 at least 14 business days before your closing.
4. An interview for approval of all applicants over 18 years of age must occur before occupancy takes place. If you have a problem speaking or understanding English you will need to have someone interpret for you at the time of the scheduled interview.
5. **OCCUPANCY PRIOR TO APPORVAL IS STRICTLY PROHIBITED.** Fines and/ or eviction will be enforced.
6. Use of the unit is single family residence only
7. You may NOT have more than two ((2) household pets each weighing no more than 25 lbs you must complete one visual identity form for each pet.( include an attached picture of each pet)
8. Seller must provide purchaser with a copy of the Crystal Key at Woolbright place HOA Documents or you may purchase them from the Association.
9. Read and sign top portion of acknowledgement form.
10. Completely fill out and sign the application for occupancy/ approval form.
11. Attach a non-refundable \$100.00 money order (only) per related applicant payable to Crystal Key at Woolbright Place HOA and \$65.00 money order (only) to Southern Shores Management
12. Enclose a signed executed copy of your purchase or lease agreement.
13. Enclose a photocopy of applicant(s) driver's license and valid vehicle registration(s).
14. If you are US resident and not a US citizen please contact our office for further instruction.

HOUSE #: \_\_\_\_\_ STREET NAME: \_\_\_\_\_ OWNER/ RENTER (CIRCLE ONE)

## Applicant Release for CRYSTAL KEY WOOLBRIGHTPLACE HOMEOWNERS ASSOCIATION

(Application and fee must be completed for each adult living in the unit.)

**Please fill out form completely and deliver to Southern Shores Management**

In connection with for employment or residency, I understand that investigative background inquiries are to be made on me including consumer credit, criminal conviction, motor vehicles and other reports. Further I understand that Fidelity data services, inc. will be requesting information from various state and other agencies which maintain records about my history. These records include but are not limited to driving, credit, criminal and civil history.

I authorize any party or agency contacted by Fidelity Data services, Inc. to 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, or copy form.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please Print Clearly:

Print Full Name: \_\_\_\_\_ Male/ Female Married/ Single: \_\_\_\_\_

Print Other names you have used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Current Drivers License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Number of years lived in Florida: \_\_\_\_\_ Race: \_\_\_\_\_ \* Race will only be used for criminal history searches

Current Occupation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Home  
Work Cell

Spouse: \_\_\_\_\_ Last  
First Middle

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Current Drivers License #: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Children: \_\_\_\_\_  
Name Relationship Age Name Relationship Age

Child/ Occupant: \_\_\_\_\_  
Name Relationship Age Name Relationship Age

Vehicle # 1 \_\_\_\_\_ #2 \_\_\_\_\_  
Year Make Model Tag# Year Make Model Tag #

Emergency contact: \_\_\_\_\_  
Name Telephone#

**NOTE APPLICATION WILL NOT BE PROCESSED UNTIL ENTIRE APPLICATION IS FILLED OUT AND APPLICATION FEE IS RECEIVED.  
MONEY ORDER ONLY OF \$100 MADE PAYABLE TO CRYSTAL KEY HOA AND \$65 MADE PAYABLE TO SOUTHERN SHORES  
MANAGEMENT**

**CRYSTAL KEY WOOLBRIGHT PLACE  
HOMEOWNERS ASSOCIATION INC.**

C/o Southern Shores Management Inc.  
6801 Lake Worth Rd Suite 111  
Greenacres FL 33467  
Office: 561-460-2619 Fax: 1-888-582-3876

**VISUAL IDENTITY FORM FOR DOGS**

Dear Prospective Owner/ Tenant:

Please be advised that CRYSTAL KEY AT WOOLBRIGHT PLACE HOA does have **PET RESTRICTIONS: NO MORE THAN 2 PETS AND EACH CAN NOT EXCEED 25 LBS.** Please provide photos of each pet and a separate form for each pet.

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Breed: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

\*\*\*\*\*TO BE FILLED OUT BY OFFICE ONLY\*\*\*\*\*

This animal has been visually identified by the Property manager or Board of Directors and is approved to reside in CRYSTAL KEY AT WOOLBRIGHT PLACE HOA.

\_\_\_\_ Yes \_\_\_\_ No

Remarks \_\_\_\_\_

Authorized agent \_\_\_\_\_ Signature \_\_\_\_\_

**CRYSTAL KEY WOOLBRIGHT HOMEOWNERS ASSOCIATION**

**ACKNOWLEDGEMENT**

I understand that the Board of Directors of the CRYSTAL KEY WOOLBRIGHT PLACE HOA may cause to be instituted an investigation of my background as the Board may deem necessary.

Accordingly, I specifically authorize the Board of Directors or Management to make such an investigation and agree that the information contained in this and the attached application may be used in such investigation, and that the Board of Directors, Officers, and Management of the CRYSTAL KEY AT WOOLBRIGHT PLACE HOA, itself shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

In making the foregoing application, I am aware that the decision of the CRYSTAL KEY AT WOOLBRIGHT PLACE HOA will be final and no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board of Directors.

Applicant's Signature\_\_\_\_\_

Applicant's Signature\_\_\_\_\_

Date\_\_\_\_\_

\*\*\*\*\*DO NOT WRITE BELOW THIS LINE \*\*\*\*\*  
FOR MANAGEMENT FOR USE ONLY

I have received money order #\_\_\_\_\_ Dated\_\_\_\_\_ in the amount of \$100.00 made payable to CRYSTAL KEY AT WOOLBRIGHT PLACE HOA and money order #\_\_\_\_\_ dated\_\_\_\_\_ In the amount of \$65.00 made payable to Southern Shores Management for the application processing fee.

Application Processed by:\_\_\_\_\_ Date:\_\_\_\_\_

**CRYSTAL KEY AT WOOL BRIGHT PLACE HOA Application**

**INFORMATION ON UNIT TO BE PURCHASED OR LEASED**

Application Date: \_\_\_\_\_

Address of Unit: \_\_\_\_\_

Approximate Closing Date: \_\_\_\_\_

Current Owners Name: \_\_\_\_\_

Current Owners Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Current Owners' Phone #: \_\_\_\_\_

**Realtor information on unit to be purchased or leased**

Name of Real Estate Agency: \_\_\_\_\_

Agency Phone#: \_\_\_\_\_ Fax#: \_\_\_\_\_

Name of Agent: \_\_\_\_\_

Agent Phone# \_\_\_\_\_ Cell \_\_\_\_\_

**Mortgage information on unit to be purchased**

Name of lender: \_\_\_\_\_

Address of Lender: \_\_\_\_\_

Lender Phone# \_\_\_\_\_ Lender fax: \_\_\_\_\_

Lender agent or Contact person: \_\_\_\_\_

***AUTHORIZATION OF A CONSUMER AND/OR INVESTIGATIVE CONSUMER REPORT***

I, the undersigned consumer, do hereby authorize Fidelity Data Service to procure a consumer report and/or investigative consumer report on me. I understand that this authorization and release shall be valid for subsequent consumer and/or investigative consumer reports during my period of employment. These above-mentioned reports may include, but are not limited to, information as to my character, general reputation, and personal characteristics, discerned through employment and education verifications; personal references; personal interviews; my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; any other public record. I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to Fidelity Data Service by and through its' independent contractor, including, but not limited to any and all courts, public agencies, law enforcement agencies and credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources. I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report of which I am the subject upon my written request to Fidelity Data Service, if such is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 15 U.S.C. § 1681et. seq. and Cal. Civ. Code § 1786.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**IDENTIFYING INFORMATION FOR CONSUMER REPORTING AGENCY**

**(PLEASE PRINT OR TYPE)**

\_\_\_\_\_  
**SOCIAL SECURITY NUMBER**

\_\_\_\_\_  
**DRIVER'S LICENSE NUMBER & STATE**

DATE OF BIRTH\* \_\_\_\_\_

\_\_\_\_\_  
GENDER\* (M or F)

LAST NAME FIRST NAME MIDDLE

OTHER NAMES USED (alias, maiden, nickname) \_\_\_\_\_

YEARS USED \_\_\_\_\_

\_\_\_\_\_  
 CURRENT STREET ADDRESS

\_\_\_\_\_  
 CITY STATE ZIP

DATES LIVING HERE \_\_\_\_\_

**PLEASE LIST ALL ADDRESSES FOR LAST SEVEN (7) YEARS**

*(If you need additional space please use the back of this form)*

\_\_\_\_\_  
STREET/P.O. BOX CITY STATE ZIP

DATES LIVED HERE \_\_\_\_\_

- *\*Without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background investigation.*

Crystal Key at Woolbright Place  
C/O Southern Shores Management  
6801 Lake Worth Rd Suite 111  
Greenacres FL 33467

## **Summary of the Rules & Regulations**

The following is a summary of the rules and regulations that are currently in effect, and must be adhered to by all Crystal Key Homeowners and their guests. Strict enforcement of these rules and regulations and the bylaws of this community is required and expected for the benefit of the entire community.

1. Assessment fees are due by the 1<sup>st</sup> of each month, subject to a late fee of \$25 for any payment not received by the 30<sup>th</sup> day.
2. The speed limit within the community is 20 miles per hour.
3. The owner of each lot shall be responsible for maintenance of the interior areas of the unit, including but not limited to the garage, driveway, and doors, windows, screens and exterior of each unit, including but not limited to the roof and exterior walls of the dwelling, painting of the exterior surfaces.
4. All lots shall be kept in a clean and sanitary condition and no rubbish, refuse or garbage shall be allowed to accumulate or any fire hazard allowed existing.
5. The owner shall be responsible for the maintenance of any lawn, trees, shrubs and all landscaping on the lot; provided however, that no landscaping whatsoever may installed without the prior approval of the Board of Directors.
6. The expense of any maintenance, repair or construction of any portion of the Common Property or the exterior of any unit necessitated by the negligent or willful acts of an owner or his invitees, licensees, family or guests shall be borne solely by such owner and his lot shall be subject to an individual assessment for such expense.
7. All lots shall be used as single family, private, residential dwellings and for no other purpose.
8. No lots shall be used or occupied for any purpose other than as a residential dwelling by a single family, its household and guests.
9. Any cars, trucks, vans and/ or other vehicles displaying commercial signs shall be prohibited from being parked other than for pickups and deliveries.
10. With regards to pets, an owner may keep only dogs, cats and other household pets; there shall be no more than 2 pets and each pet may not weigh more than 25 pounds; all pets must be on a leash when outside the unit, and will not be allowed in any recreational area; it is the pets owners' obligation to remove the pet waste material from any and all property within the Association; dogs shall be walked outside the community.
11. No temporary structure, buildings, tents, either with it without sleeping or eating accommodations shall be permitted anywhere in the community.
12. No owners and no occupants shall commit or permit any nuisance or illegal activity in or about the property.
13. All outside displays that are to be affixed or attached to, hung or displayed or placed on the exterior walls, doors or windows must have the prior written approval of the Board of Directors.
14. All antennae, aerial or satellite receiving dish or other reception or transmission device must have the prior written approval of the Board of Directors.
15. Unlicensed or inoperable vehicles are not permitted in driveways or any common area that is viewable and must be kept inside the garage. Trailers, campers, boats, moving vans, recreational vehicles, motorcycles, mopeds, dirt bikes, trucks over ½ ton rated capacity and ay vehicles for commercial use are prohibited in the driveway and must be kept out of view and in the owner's garage. Any vehicle which is not in compliance of the above will be specially assessed and/or towed with or without warning at the owners' expense and liability.
16. No structural changes, exterior color changes, alterations or addition shall be made or added to any unit or lot without the prior written approval of the Board of Directors. This includes but is not limited to, awnings, canopies, or shutters (including hurricane or storm shutters).
17. All trash containers and contents thereof shall be stored in an area not visible from the street and/ or adjoining lots, nor may they be put out for collection 24 hours prior to trash collection.

18. Parking and storage of cars and other motor vehicles shall be limited to the driveways, garages and aprons of lots. Parking for visitors' vehicles that do not fit on the driveway or across the apron may be parked at the pool parking lot, with a note on the dashboard indicating whom they are visiting, the dates and time of visit.
19. No outside clothesline or other clothes drying facility shall be permitted, unless obscured from public view.
20. No sign of any kind shall be displayed to the public view on any portion of the property without the prior approval of the Board of Directors.
21. No excavation, mining or drilling.
22. An Architectural Review form must be submitted for any reconstruction, alteration or improvement, for sports, recreational or toddlers/ children's play equipment and landscaping and must have the written approval of the Board of Directors.
23. There is to be no parking by anyone, owner or guest, on the street, swale or any grassy area at anytime.
24. No children under the age of 13 will be allowed in the pool without adult supervision at all times.