

# THE LONGWOOD CONDOMINIUM ASSOCIATION, INC.

11811 Ave. of the P.G.A., Palm Beach Gardens, Florida 33418

Office: 561-622-7331 Fax: 561-360-3137

LW11811@gmail.com

Enclosed please find:

Application for Purchase  
Application for Occupancy  
Age Verification Registration form  
Background Inquiry Release form  
Notice of Vote to Forego Fire Sprinkler Retrofitting  
Questions and Answer sheet

Please return the following to the Longwood Condominium Association:

- Application for Purchase
- Application for Occupancy
  - Age Verification Registration form with copy of Proof of Age
  - Background Inquiry Release form
  - Electronic Authorization form
  - Copy of the Contract for Sale & Purchase
  - Check in the amount of \$90. The \$90 is for a non-refundable screening fee.

Upon receipt of these documents, an appointment with the screening committee can be set up.

Please note in the formal application paragraph #5 that the Board has thirty (30) days from receipt of application to reply to your request. Over a period of time, it has been found by the Board that certain requests made by prospective purchasers need to have lengthy discussions as to the legal aspect which may involve consideration with the ASSOCIATION's Documents, and Rules and Regulations. Therefore, the Board wishes to emphasize the thirty-day restriction as mentioned. In most cases a reply can be made within a shorter period of time.

You are required to pay a mandatory, non-refundable move-in fee of \$200.00. This fee is to help defray costs of repairing damages that movers, repairmen and others done to our buildings, floors, walls, elevators etc.

# THE LONGWOOD CONDOMINIUM ASSOCIATION, INC.

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## APPLICATION FOR PURCHASE, GIFT, DEVISE, OR INHERITANCE APPROVAL

1. This application, the application for occupancy and the credit information release forms must be completed in detail by the proposed purchaser.
2. A non-refundable \$90.00 processing fee must accompany this application.
3. A certified copy of the recorded deed must be furnished to the Association within 90 days after the Certificate of Approval has been authorized by the Board of Directors.
4. The apartment may not be under the name of a company, corporation or trust.
5. The owner-seller shall provide the buyer with a copy of all the condominium documents, including the Rules & Regulations.
6. A fully executed copy of the sales contract must accompany this application.
7. All applicants and occupants must be interviewed prior to final approval.
8. NO SALE MAY BE MADE TO PERSONS WHO HAVE CHILDREN UNDER 18 YEARS OF AGE.

**Please Print or Type** Today's Date \_\_\_\_\_

**Purchaser(s) Name(s) and address (as Title will appear)**

a. \_\_\_\_\_ b. \_\_\_\_\_ (Spouse)

E-Mail \_\_\_\_\_ Contact Phone \_\_\_\_\_

Address \_\_\_\_\_

Children (18 years or older) who will usually occupy the apartment with you

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

**Real Estate Agent Name and Address** \_\_\_\_\_

Name of Associate Handling Sale \_\_\_\_\_ Phone \_\_\_\_\_

Approx. Closing Date \_\_\_\_\_ Building# \_\_\_\_\_ Unit # \_\_\_\_\_

Seller's Name \_\_\_\_\_ Phone \_\_\_\_\_

Seller's Address \_\_\_\_\_

i

1. In making the foregoing application, I represent to the Board of Directors that the purpose for the Purchase of an apartment at LONGWOOD CONDOMINIUM is as follows:

Permanent Residence

Seasonal Residence

Investment for Rental

Other \_\_\_\_\_

2. I understand that the acceptance for Purchase of an apartment at LONGWOOD CONDOMINIUM is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Occupancy prior to approval is prohibited. ANY FRAUDULENT STATEMENT MADE ABOVE WILL BE GROUNDS FOR LEGAL ACTION AT EXPENSE OF PURCHASER(S)
3. I hereby agree for myself and on behalf of all persons who may use the apartment which I seek to Purchase that we will abide by all of the restrictions contained in the "DECLARATION" and Rules & Regulations and restrictions which are or may in the future be imposed by THE LONGWOOD CONDOMINIUM ASSOCIATION, INC.
4. I have received a copy of the Rules & Regulations and all "Documents" from my Realtor or the Seller: Yes  No
5. I understand that I will be advised by the ASSOCIATION OFFICE within a THIRTY (30) day period from date of receipt of application forms of either approval or denial of this application.
6. I understand that dogs and cats are restricted and that guests may not bring any pets on to the premises.
7. I understand that the Board of Directors of THE LONGWOOD CONDOMINIUM ASSOCIATION, INC. may cause to be instituted as such an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors or their agent to make such investigation and agree that the information contained herein and on the Application of Occupancy may be used in such investigation, and that the Board of Directors and Officers of THE LONGWOOD CONDOMINIUM ASSOCIATION, INC. 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 or its agent(s).

In making the foregoing application, I am aware that the decision of THE LONGWOOD CONDOMINIUM ASSOCIATION, INC. will be final and that no reason will be given for any action taken by the Board. I agree to be governed by the determination of the Board of Directors.

Date \_\_\_\_\_

Applicant \_\_\_\_\_

Date \_\_\_\_\_

Applicant \_\_\_\_\_

## APPLICATION FOR OCCUPANCY

**PLEASE PRINT CLEARLY**    Building # \_\_\_\_\_ Unit # \_\_\_\_\_ Today's Date \_\_\_\_\_  
Desired Date of Occupancy \_\_\_\_\_ Purchase     Lease     How Long? \_\_\_\_\_  
Name \_\_\_\_\_ Other Legal or Maiden Name \_\_\_\_\_  
Single     Married     Separated     Divorced     How Long? \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
E-Mail \_\_\_\_\_ Phone \_\_\_\_\_  
Name of Spouse, former Spouse or Other \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_  
Number of People Who Will Occupy Unit \_\_\_\_\_ Adults Over Age 18 \_\_\_\_\_ Children Thru Age 18 \_\_\_\_\_  
Names and Ages of Children Who Will Occupy \_\_\_\_\_  
Description of Pets \_\_\_\_\_  
Name, Address, & Phone of Emergency Contact \_\_\_\_\_  
\_\_\_\_\_

### PART I - RESIDENCE HISTORY

**Please print** - Include unit/apt number, city, state and zip code

A. Present Address \_\_\_\_\_ Phone \_\_\_\_\_  
Apt or Condo Name \_\_\_\_\_ How Long? \_\_\_\_\_  
Landlord or Mortgagee \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Mtg # \_\_\_\_\_

B. Previous Address \_\_\_\_\_ How Long? \_\_\_\_\_  
Apt or Condo Name \_\_\_\_\_ Phone \_\_\_\_\_  
Landlord or Mortgagee \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Mtg # \_\_\_\_\_

C. Previous Address \_\_\_\_\_ How Long? \_\_\_\_\_  
Apt or Condo Name \_\_\_\_\_ Phone \_\_\_\_\_  
Landlord or Mortgagee \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Mtg # \_\_\_\_\_

### PART II - EMPLOYMENT REFERENCES

A. Employed by \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
How Long \_\_\_\_\_ Position \_\_\_\_\_ Approx. Monthly Income \_\_\_\_\_

B. Spouse Employed by \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
How Long \_\_\_\_\_ Position \_\_\_\_\_ Approx. Monthly Income \_\_\_\_\_

**PART III - BANK REFERENCES**

A. Bank Reference \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
How Long \_\_\_\_\_ Account # \_\_\_\_\_ Checking  Savings

B. Bank Reference \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
How Long \_\_\_\_\_ Account # \_\_\_\_\_ Checking  Savings

**PART IV - CHARACTER REFERENCES**

A. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail \_\_\_\_\_

B. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail \_\_\_\_\_

C. Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Cell \_\_\_\_\_  
E-mail \_\_\_\_\_

Number of Cars \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_  
Make \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_  
Make \_\_\_\_\_ Year \_\_\_\_\_ License \_\_\_\_\_  
Parking Space # \_\_\_\_\_

By signing, the applicant recognizes that the Association or agent may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association.

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

Date \_\_\_\_\_

Spouse/Other's Signature \_\_\_\_\_

Date \_\_\_\_\_

**ANY FRAUDULENT STATEMENT MADE ABOVE WILL BE GROUNDS FOR LEGAL ACTION AT THE EXPENSE OF THE PURCHASER(S)**

**AGE VERIFICATION REGISTRATION FORM**

**To:** The Board of Directors  
Longwood Condominium Association, Inc.

**Re:** Building Number: \_\_\_\_\_ Unit Number: \_\_\_\_\_

**Instructions:**

The following information is requested of all Unit Owners and (if different) Permanent Occupants residing in the above referenced Building/Unit. This Registration Form is requested and required as we are an adult community. As soon as possible, please return the completed and signed form along with a photocopy of any one of the following documents as proof of age:

- Photo driver's license
- Passport (page 1)
- Birth Certificate
- Baptismal Certificate showing date of birth or age.

Your cooperation is appreciated. Please call should you have any questions.

**Names of all Unit Owners (as per the Deed or other Instrument of Title)**

Names of all Unit Owners (as per the Deed or other Instrument of Title)	Age	Document Enclosed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Names of all occupants (including owners, tenants, family members and other permanent occupants)**

Names of all occupants (including owners, tenants, family members and other permanent occupants)	Age	Document Enclosed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

(All persons listed above sign here)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Enclosures: Photocopies of the documents referenced for each Unit Owner and Occupant

**ANY FRAUDULENT STATEMENT MADE ABOVE WILL BE GROUNDS FOR LEGAL ACTION AT THE EXPENSE OF PURCHASER(S).**

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## BACKGROUND INQUIRY RELEASE

**I understand the following:** That Federal Background Services will conduct a criminal background and driver's license inquiry on me on behalf of The Longwood Condominium Association, Inc. This background investigation *may* include inquiries from the FBI, Florida Department of Law Enforcement, and the Department of Motor Vehicles as deemed necessary.

Therefore, I authorize, without hesitation or reservations, to release or furnish any of the aforementioned information.

Please Print

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Initial

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State

Signature \_\_\_\_\_

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

### RETROFITTING REPORT FOR CONDOMINIUMS

Name of condominium? The Longwood No. \_\_\_\_, a Condominium

Name of the association? The Longwood Condominium Association, Inc.

The condominium FCTMH file number?

Condominium# [ ][ ][ ][ ][ ][ ]

(Insert one number per block - to be found in the division's annual billing statement)

Condominium Associations are required to report to the Division of Florida Condominiums, Timeshares, and Mobile Homes (FCTMH) certain information regarding the membership vote to waive retrofitting requirements for fire sprinkler systems and handrails and guardrails. See Chapters 2003-14 and 2004-80, Laws of Florida.

Please select the retrofitting information provided in this report (select only one, provide two reports if waiving requirements for both fire sprinkler systems and handrails and guardrails.

fire sprinkler systems

handrails and guardrails

(Mark an "X" in any applicable block and complete all requested information.)

1.  The above-named condominium has voted to waive retrofitting as indicated above (please complete all blanks). The vote to waive retrofitting requirements was conducted:

at a duly-called meeting of the association on 9/12/16 (fill in date); and/or  
 by execution of written consents.

The specific results of that voting was...

103 The number of unit owners voting to waive the State of Florida requirements.

1 The number of unit owners voting not to waive the State of Florida requirements.

126 The total number of voting interests in the condominium association.

A certificate attesting to this vote is recorded in the County of Palm Beach, Florida.  
Book number 028593 Page number 0667.

2.  The above-named condominium did not waive retrofitting requirements. Commencement of the retrofitting project took place on \_\_\_\_\_ (fill in date).  
The per unit cost of the retrofitting project is: \$ \_\_\_\_\_

3.  The above-named condominium already has fire sprinklers or handrails and guardrails installed pursuant to the requirements and guidelines of Chapter 633, Florida Statutes.

4. Please provide the last date the Association filed its Annual Report with the Office of the Florida Secretary of State: February 17, 2016 (fill in date).

Signed and attested to by: James Blom, Corporate Officer

(Signature)

James Blom  
(Print Name)

COA Pres.  
(Title)

9/14/16  
(Date)

Return by mail to:

Department of Business and Professional Regulation  
Division of Florida Condominiums, Timeshares, and Mobile Homes  
1940 North Monroe Street, Tallahassee, Florida 32399-1033  
Attention: RETROFITTING CERTIFICATION

or

FAX this report to 1.850.921.5446

This information is subject to Florida's Public Records Law and will be provided to the Florida Division of State Fire Marshal of the Department of Financial Services.



# THE LONGWOOD CONDOMINIUM ASSOCIATION, INC.

## FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

**Q. What are my voting rights in the Condominium Association as an Owner?**

**A.** Pursuant to Article 5.2 of the Declaration of Condominium of the Longwood Condominium Association, Inc., an Owner or Owners of a unit shall collectively be entitled to one (1) vote. If a Unit Owner owns more than one unit, the unit Owner shall be entitled to one vote for each unit owned. Votes may be cast in person or by proxy.

**Q. What restrictions exist in the Condominium Documents on my rights to use my unit?**

**A.** The Association has a number of restrictions on your right to use your unit. The Documents of the Longwood Condominium Association, Inc. provide, in pertinent part, for the following:

- The Condominium is restricted to persons 55 years of age and over.
- No unit may be occupied by more than two (2) persons per bedroom.
- No unit may be used for any business purpose which would cause a level of noise, odor, traffic, debris, or other activity inconsistent with residential use.
- Guests shall be limited to thirty (30) days per calendar year. Children may make limited family visits of fourteen (14) consecutive days in any ninety (90) day period.
- Pets are restricted to one (1) dog, or up to two (2) cats, or two (2) caged birds per unit. No dogs over twenty (20) pounds are permitted.
- No nuisance, immoral, improper, offensive, or unlawful use shall be made of the condominium property, nor any use or practice which is the source of annoyance to residents or which interferes with the peaceful possession and proper use of the condominium property by residents.
- Unit Owners may not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, or windows of the building without the prior written consent of the Board of Directors of the Association.
- The Association has the right of retaining entrance keys to each unit, and the right of access to units in case of an emergency.
- The Association has assigned one parking space, and one storage space per unit.
- Installation of washer and dryer inside a unit requires pre-approval by the Board.
- Installation of hard surface flooring inside a unit requires pre-approval by the Board.
- Any changes inside a unit that require a permit should be pre-approved by the Board.
- No recreational vehicles, campers, boats, or motorcycles may park in any spaces. No vehicle having commercial signage either permanent or temporary may be parked anywhere on the Association property overnight.

**Q. What restrictions exist in the Condominium Documents on the leasing of my unit?**

**A.** Pursuant to the Declaration 16.6; No portion of a unit may be rented; A unit shall not be leased or rented without the prior written approval of the Association; No unit Owner may lease their unit more than twice in a twelve (12) month period; No unit Owner may lease their unit during the first twelve (12) months of ownership; Subleases are prohibited. There is a restriction on under-age 55 occupancy. All Tenants shall comply with the Longwood documents. The Unit Owner is responsible for their tenants' negligence, and conduct.

**Q. How much are my Assessments to the Condominium Association for my unit type and when are they due?**

**A.** Assessments are due on the first (1st) day of each quarter and considered delinquent after 30 days. Accounts over 30 days will be charged a late fee, all costs of collection, and a finance charge of 18% per annum. Payments may be accelerated. The billing for 2024 consists of the following components:

	<u>One Bedroom</u>	<u>Two Bedroom</u>
Maintenance	\$ 1,576.48	\$ 1,740.57
Reserve	\$ 275.75	\$ 304.45
SBA	\$ 129.77	\$ 142.95
<b>Total</b>	<b>\$ 1,982.00</b>	<b>\$ 2,188.00</b>

**Q. Do I have to be a member in any other association?**

**A.** No.

**Q. Am I required to pay rent on land use fees for recreation or other commonly used facilities?**

**A.** No.

**Q. Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000?**

**A.** No.

**NOTE:** The statements contained herein are only summary in nature. A prospective purchaser should refer to all references, exhibits hereto, the sales contract, and the condominium documents.