

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:

1. Application for Purchase
2. Application for Occupancy
3. Age Verification Registration form
4. Background Inquiry Release form
5. Copy of the Contract for Sale & Purchase
6. 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 do to our buildings, floors, walls, elevators etc.

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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 _____

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
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Social Security Number	Date of Birth
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Driver's License Number	State
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Signature	Date:
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REMODELING

In order to allow for a minimum amount of inconvenience to other unit Owners, please follow the guidelines below when remodeling your apartment:

- **NOTICE:** Owner should notify the office before doing any remodeling.
- **DEBRIS:** The unit Owner is responsible for arranging the removal of all debris from apartment and common areas.
- **BULK ITEMS:** The Longwood Condominium agreement with Waste Management for garbage removal does not provide for removal of bulk items such as cabinetry, drywall, appliances etc. Such items can NOT be disposed of in the trash bins. The Owner is responsible for arranging removal of such items.
- **CLEAN UP:** When finished for the day, the contractor doing the remodeling should clean up the common areas.
- **WORK:** All contractor work is to be done in the unit or courtyards - NOT IN THE HALLWAYS.
- **PARKING:** Contractors should only use guest parking spaces, which are clearly marked.
- **PLUMBING:** When remodeling plumbing, NO COMMON PIPE CAN BE TOUCHED.
- **FLOORING:** Prior to installation of hard surface flooring in 2nd and 3rd floor units, the unit Owner is responsible for submitting the required form to the Association (see attached). Please refer to detailed underlayment requirements for 2nd and 3rd floor units (attached).
- **UNDERLAYMENT REQUIREMENTS** - (Rule 2E as revised 4-13-10)

All proposed 2nd & 3rd floor installations of hard surface (HARDWOOD, TILE, MARBLE, & GRANITE are APPROVED finish flooring materials; LAMINATE, LINOLEUM, VINYL TILE, OR VINYL SHEET flooring are specifically NOT APPROVED) flooring shall require sound conditioning underlayment with a minimum impact noise rating of IIC 51, and an airborne noise rating of STC 52.

Prior to installation, the unit owner must submit to the Association:

1. Samples of the proposed finished floor material and sound conditioning underlayment along with
2. A completed written submission on a form provided by the Association (attached) to be executed by both the contractor (installer) and the unit owner which identifies the specific flooring and underlayment which is proposed to be installed and which rooms are to be affected.
3. Supporting data on sound testing of the proposed underlayment.

If the proposed underlayment does not meet the required sound transmission standards, the Association has the right to deny its installation and it has the right to specify an underlayment that it does approve. Once approved, prior to the installation of the finished flooring, the Association must be notified when the sound conditioning underlayment is installed so it may be inspected by the Association.

Unit owners will be held strictly liable for violation of these restrictions and for all damages resulting therefrom, and the Association has the right to require the immediate removal of flooring installed in violation of these rules by written notice to the unit owner. The Association shall have the right to charge a unit owner for the removal of any material which is in violation of this sound control standard, and shall be entitled to a lien on the condominium parcel as provided in 718.116(5)(b) Florida Statutes.

- **WASHER/DRYER:** Washers and Dryers may be installed in individual apartments. It shall be a requirement that the Owners or their contractors obtain plumbing and electrical permits for the installation from the proper departments of the city of Palm Beach Gardens. Copies of the issued permits shall be delivered to Longwood's office prior to the start of any plumbing, electrical, or other changes relating to this installation. The installation of smaller vent-less combination washer and dryers which have a capacity of less than 3 cubic feet shall be an exception and may be installed without permits. Drain pans must be installed under all washers of any type.

Acknowledged & Accepted _____

THE LONGWOOD CONDOMINIUM ASSOCIATION, INC.

**WRITTEN NOTICE OF
VOTE TO FOREGO FIRE SPRINKLER SYSTEM RETROFITTING**

This Notice is being sent to each owner of a unit in The Longwood Condominium Association, Inc., to notify each owner that the Association has received the affirmative vote of a majority of all voting interests in the Association to forego retrofitting of the common elements, association property, or units of the Condominium with a fire sprinkler system, as allowed by Section 718.112(2)(l), Florida Statutes, as amended.

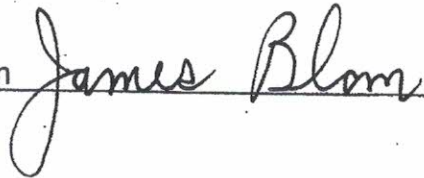
A copy of this Notice must be provided by you to any new owner prior to closing and furnished to any tenant or lessee, prior to entering into a rental agreement.

Dated: 9/13/16

BY ORDER OF THE BOARD OF DIRECTORS

James Blom

BY:

A handwritten signature in cursive script, reading "James Blom", is written over a horizontal line.