

## NORMANDY VILLAGE POA BUYER CHECKLIST

BELOW IS A LIST OF ITEMS NEEDED TO PURCHASE A HOME. PLEASE INDICATE WITH A CHECK MARK THAT THE NEEDED ITEMS ARE ENCLOSED.

IF YOU FAIL TO PROVIDE **ALL** INFORMATION AND PAYMENT; **YOUR APPLICATION WILL BE RETURNED TO YOU AND ALL PAYMENT FORFEITED.**

PLEASE SIGN THAT YOU UNDERSTAND THE ABOVE, AGREE TO FORFEIT ALL PAYMENT AND THAT YOU ARE ENCLOSING ALL THE NEEDED ITEMS.

SIGN \_\_\_\_\_

PRINT \_\_\_\_\_

DATE \_\_\_\_\_

### NEEDED ITEMS:

- ┌ COPY OF THE SALE CONTRACT
- ┌ COPY OF ALL ADULT DRIVERS LICENSE THAT WILL BE LIVING IN THE HOME
- ┌ COPY OF THE BUYER APPLICATION
- ┌ \$150 PER ADULT APPLICATION PROCESSING FEE MADE PAYABLE TO SOLEIL PROPERTY MANAGEMENT (CASHIER'S CHECK OR MONEY ORDER ONLY)
- ┌ \$50 PER ADULT 18 YEARS OR OLDER FOR CRIMINAL BACKGROUND AND CREDIT CHECK FEE MADE PAYABLE TO SOLEIL PROPERTY MANAGEMENT (CASHIER'S CHECK OR MONEY ORDER ONLY)
- ┌ 2 PAGE CRIMINAL CHECK AUTHORIZATION/DISCLOSURE FOR EACH PERSON 18 YEARS OR OLDER

# NORMANDY VILLAGE POA

C/o Soleil Property Management  
P.O. Box 212964  
Royal Palm Beach, FL 33421  
Phone 561-225-1524

## Buyer Application

Current Homeowner Name \_\_\_\_\_

Homeowner Mailing Address \_\_\_\_\_

Buyers Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Buyers Name \_\_\_\_\_ E-mail Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Buyers Mailing address: \_\_\_\_\_

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

### Buyer's Information – list all occupants

Occupants Name	Date of Birth	Home Phone	Cell Phone	E-mail address

### Automobiles

Year	Make	Model	Tag #	State

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone # \_\_\_\_\_

### Employer:

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Address \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_ Address \_\_\_\_\_

**Pets:**

Type\_\_\_\_\_ Quantity\_\_\_\_\_ Weight\_\_\_\_\_  
Type\_\_\_\_\_ Quantity\_\_\_\_\_ Weight\_\_\_\_\_

**Realtor (if applicable)**

Name\_\_\_\_\_ Phone\_\_\_\_\_ E-mail\_\_\_\_\_

**Proposed Buyer hereby understand and agree to the following terms, please initial after each item.**

1. That all information in this application is true and correct. \_\_\_\_\_
2. A non-refundable processing fee of \$150 per applicant made payable to Soleil Property Management (Cashier's Check or Money Order only), must accompany the application. \_\_\_\_\_
3. A copy of a valid driver's license for all adults, 18 years or older, who will reside in the residence. \_\_\_\_\_
4. A national criminal check and credit check for every adult who will reside in the residence. The cost for this service is \$50 per adult. (Cashier's Check or Money Order only) Each adult must fill-out the following two forms, (which are attached to the application), 1. Residential Screening Request and 2. Disclosure and Authorization Agreement Regarding Consumer Reports. The check should be made payable to Soleil Property Management. \_\_\_\_\_

Proposed buyers understand, agree, and authorize Soleil Property Management, Normandy Village POA, Inc, Board of Directors and or their committee, and their agents to investigate and verify all information submitted on the application. \_\_\_\_\_

**Signature of Buyer**\_\_\_\_\_ **Date**\_\_\_\_\_

**Signature of Buyer**\_\_\_\_\_ **Date**\_\_\_\_\_

**Reviewed by Normandy Village POA**

**Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Printed Name**\_\_\_\_\_

## **RESIDENTIAL SCREENING REQUEST**

PROPERTY ADDRESS PURCHASING/RENTING \_\_\_\_\_

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

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

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB (MM/DD/YYYY): \_\_\_\_\_

Tel#: \_\_\_\_\_ Cell#: \_\_\_\_\_

### **Current Employer**

Company: \_\_\_\_\_ Tel#: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_

### **Current Landlord**

Company: \_\_\_\_\_ Tel# \_\_\_\_\_

Landlord: \_\_\_\_\_ Rent: \_\_\_\_\_

Rented From: \_\_\_\_\_ To: \_\_\_\_\_

*I have read and signed the Disclosure and Authorization Agreement.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
\_\_\_\_\_

**DISCLOSURE AND AUTHORIZATION AGREEMENT REGARDING  
CONSUMER REPORTS**

**PROPERTY ADDRESS PURCHASING/RENTING** \_\_\_\_\_

**Check below for which report(s) are needed or both**

Credit report \_\_\_\_\_

National Criminal Background Report \_\_\_\_\_

**DISCLOSURE**

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for and/or continued residence. **A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your residence.** Upon timely written request of the management, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed to you. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your rights under the Fair Credit Reporting Act.

**AUTHORIZATION**

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish ScreeningReports with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

**READ, ACKNOWLEDGED AND AUTHORIZED**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date