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 of 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)

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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 afore-mentioned information.

Please Print

_____

First Name Middle Initial Last Name

_____ _____

Social Security Number Date of Birth

_____ _____

Driver's License Number State

Signature _____ Date: _____

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

BY: James Blom James Blom

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 hardwood 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 2019 consists of the following components:

	One Bedroom	Two Bedroom
Maintenance	$992.10	$1,093.99
Reserve	$195.13	$215.06
SBA	$129.77	$142.95
Total	**$1,317.00**	**$1,452.00**

Carport insurance is $49.00 per year, which may be increased pro-rata for some owners depending upon special repair costs.

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.**