

GREENWICH PROPERTY OWNERS' ASSOCIATION, INC.

c/o Davenport Professional Property Management, LLC

6620 Lake Worth Road, Suite F

Lake Worth, FL 33467

Telephone: (561) 642-5080 * Fax: (561) 642-5481

APPLICATION FOR OCCUPANCY

Applications received with less than thirty (30) days notice of closing or move in date will NOT be accepted.

The Association requires all prospective buyers or tenants to submit a completed application and have an orientation with the Management Company prior to occupancy. The orientation will provide various information including the rules and regulations of the community. The prospective buyer or tenant may ask questions regarding the Association and its facilities. Failure to comply may result in your application being declined. Failure to comply with the Rules and Regulations of the community will result in legal action by the Association's Attorney.

All prospective buyers and tenants must complete the Association's Application for Occupancy and submit the following documents:

- Completed Association Application.
- Copy of fully executed Purchase Contract or Lease Agreement.
 - Lease must contain the language that the POA has the right to evict the tenant should the tenant be in violation of the documents or rules/regulations of the community.
- Clear copy of valid driver's license or identification card with a photo for ALL residents 18 years of age and older.
- Picture of the vehicle and license plate for each vehicle that will be parked in the community.
- Clear copy of current vehicle registration(s) for each vehicle that will be parked in the community.
- Provide color photo of pet(s), pet licenses & proof of current vaccines. If you need to apply for one, visit the following website: <https://www.petparentusa.com/HomePage.aspx>
- Application Fees (see Application Fee Guidelines)

BE ADVISED A CRIMINAL BACKGROUND & CREDIT CHECK WILL BE CARRIED OUT ON ALL APPLICANTS

Please note the following:

1. Owner must own their unit for twelve (12) consecutive months before the lot may be rented/leased.
2. A lot may only be leased once in any twelve (12) month consecutive period for a term of not less than six (6) months.
3. Tenant Security Deposit – A refundable tenant security deposit of \$500.00 per lease must be submitted at the time of application. It will be held by the Association for the full lease term. If an application to reside in Greenwich POA is rejected, the Security Deposit will be returned within ten (10) days.

Return of the Security Deposit at the end of the lease term is contingent upon there being no damage to the outside Common Areas within the Association or expenses incurred by the Association for actions of tenants or their guests while the tenant resides in Greenwich POA.

Your application will be returned as "incomplete" if any of the above referenced documents are missing.

GREENWICH PROPERTY OWNERS' ASSOCIATION, INC.

FEE PAYMENT GUIDELINES

1. **Application Fee to Management Company-** There is a **\$220.00 non-refundable** application fee payable to **Davenport Professional Property Management, LLC**, per person, 18 years of age and older, unless a married couple with same last name or parent/parents with a dependent child. **NOTE:** If married with different last names, a copy of the marriage certificate will be required. The application fee does not guarantee approval. If Applicant is not approved by the Association, the application fee is NOT REFUNDABLE.
2. **Security Deposit** – A refundable tenant security deposit of \$500.00 per application payable to Greenwich POA must be submitted at the time of application which will be held by the Association for the full lease term. If an application to reside in Greenwich POA is rejected, the Security Deposit will be returned within ten (10) days.

Pay your Application Fees and Security Deposit online with a *Credit Card, Debit Card, eCheck or PayPal* by visiting our website, www.davenportpro.net. Follow the “Application Fees” link under the “PAY DUES” tab on the menu bar **or** by visiting the following website:

https://payments.gozego.com/registration/pay_portal/85976281/STD?vpw=1536&crd=1

NOTE: Please provide proof of payment along with your application.

Please mail or hand deliver the original application packet to:

**Davenport Professional Property Management, LLC
6620 Lake Worth Road
Suite F
Lake Worth, FL 33467**

(Located on the southwest corner of Lake Worth Road and Jog Road, Behind the Red Lobster)

GREENWICH PROPERTY OWNERS' ASSOCIATION, INC.

COVER SHEET FOR APPLICATION

Address of Property: _____ Move in Date: _____

CONTACT NUMBERS:

Current Owner's Name: _____ Phone: _____

Owner's Realtor Name: _____ Phone: _____

Email: _____

Applicant's Name: _____ Phone: _____

Applicant's Name: _____ Phone: _____

Applicant's Email: _____ / _____

Applicant's Realtor: _____ Phone: _____

Email: _____

Office Use Only:

_____ Fully Completed Application

_____ Copy of Purchase Contract or Lease (Fully Executed)

_____ Clear current copy of Driver's License or valid identification card

_____ Clear copy of current vehicle registration(s) for each vehicle that will be parked on the property

_____ Picture of the vehicle and license plate for each vehicle that will be parked in the community

_____ Color photo of pet(s). If no pet license, you must apply for one.

_____ Ledger (Davenport provides this)

_____ Criminal Background & Credit Check (Davenport orders this)

_____ Non-refundable application fee - Davenport Professional Property Management, LLC

_____ Tenant Security Deposit

Statute 83.683: If you are a service member, the Association is required to provide you an approval or denial in writing and is required to provide a reason if your application is denied. This approval or denial must be provided within 7 days, or the application is deemed to be approved if all other requirements have been met.

Service member defined as: "Service member" means any person serving as a member of the United States Armed Forces on active duty or state active duty and all members of the Florida National Guard and United States Reserve Forces.

QUESTION: *Are you an active service member?* Yes or No (Circle one) and initial here: _____

GREENWICH PROPERTY OWNERS' ASSOCIATION, INC.

APPLICATION FOR OCCUPANCY

Please complete all questions and fill in all blanks. If application is incomplete, this may result in your application not being processed and/or not approved. If the question does not apply, answer N/A. Print legibly or type all information.

Address of Property to Lease or Purchase: _____

Closing Date or Date(s) of Lease: _____

1. Applicant's Name: _____

Applicant's Name: _____

2. Please provide below, your place of residence for the last two years. If additional space is needed, please attach a separate page.

Present Address: _____ Phone: _____

Residency Dates From: _____ to _____ Cell: _____

Name of Landlord: _____ Rent Amt: _____

Previous Address: _____ Phone: _____

Residency Dates From: _____ to _____ Cell: _____

Name of Landlord: _____ Rent Amt: _____

3. Please list below, the full names, Social Security numbers and dates of birth of **all persons**, including Applicants, who will reside at this residence. Attach a separate page, if necessary.

Full Name:	Social Security Number:	Date of Birth:	Relationship:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Please list below, the year, make, model, color and tag number for all automobiles that will be parked at this residence. (Attached copy of current vehicle registration for each vehicle)

Year _____	Make _____	Model _____	Color _____	Tag No. _____
Year _____	Make _____	Model _____	Color _____	Tag No. _____
Year _____	Make _____	Model _____	Color _____	Tag No. _____
Year _____	Make _____	Model _____	Color _____	Tag No. _____

5. Driver's License number/Identification card number for ALL drivers in the household. **Attach a copy of License(s) or ID card(s).**

1. _____ 2. _____

3. _____ 4. _____

6. Has anyone in your household been convicted of a felony in the past 5 years? If yes, please explain below. Attach a separate page if additional space is required. **If no, please write N/A.**

7. Please list employment history for the last two years. Attach a separate page if additional space is required.

Applicant 1 Current Employer: _____ Phone: _____

Address: _____

How Long: _____ Position: _____ Annual Income: _____

Previous Employer: _____ Phone: _____

Address: _____

How Long: _____ Position: _____ Annual Income: _____

8. Applicant 2 Employer: _____ Phone: _____

Address: _____

How Long: _____ Position: _____ Annual Income: _____

9. In case of an emergency, list a contact person below.

Name: _____ Relationship: _____

Address: _____ Phone # _____

10. Do you receive any housing assistance? _____ If yes, please explain: _____

Character References (No Family Members)

1. Name: _____ Home Phone: _____ Work # _____

Address: _____ Occupation: _____

2. Name: _____ Home Phone: _____ Work # _____

Address: _____ Occupation: _____

3. Name: _____ Home Phone: _____ Work # _____

Address: _____ Occupation: _____

If this application is NOT legible or is not completely and accurately filled out, **GREENWICH PROPERTY OWNERS' ASSOCIATION, INC.** will not be liable or responsible for any inaccurate information in the investigation and related report caused by such omission or illegibility.

By signing, the applicant recognizes that **GREENWICH PROPERTY OWNERS' ASSOCIATION, INC.** or their agent may investigate the information provided by the applicant and a full disclosure or pertinent facts may be made to the Association.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

(Required for Leases Only)

PET REGISTRATION INFORMATION (If no pets, please write "N/A" and sign below).

Note: Provide color photo of pet(s).

No more than two (2) pets per unit. No weight restrictions.

All pets must be registered and approved by the POA.

Provide proof of current vaccines.

Type of Pet (fill in below): Dog Cat Other (specify) _____

Type of Pet: _____ Pet's Name: _____ Pet's Age: _____ Pet's Lic./Tag #: _____

Type of Pet: _____ Pet's Name: _____ Pet's Age: _____ Pet's Lic./Tag #: _____

I/We state that the above pet(s) will not exceed _____ lbs. at maturity.

I am aware of the **GREENWICH PROPERTY OWNERS' ASSOCIATION, INC.** Rules and Regulations and Restrictions regarding pets on the property and agree to abide by them.

If Owner rents out his home, the Owner will be held responsible for their tenants abiding by all Rules and Regulations of the Association, as well as the pet restrictions.

Print Name

Signature

Print Name

Signature

**FAILURE TO COMPLETE THIS FORM WILL RESULT IN THE
RESIDENT HAVING TO IMMEDIATELY REMOVE THE ILLEGAL PET**

GREENWICH PROPERTY OWNERS' ASSOCIATION, INC.

Release of Information & Authorization

Date: _____

To: Davenport Professional Property Management, LLC
6620 Lake Worth Rd., Suite F
Lake Worth, FL 33467

cc: Board of Directors

I GIVE MY AUTHORIZATION FOR THE ABOVE TO VERIFY INFORMATION, OBTAIN A CREDIT REPORT, CRIMINAL HISTORY REPORT, AND EMPLOYMENT INFORMATION ON MYSELF AND AGREE SCREENING MAY RESULT IN MY APPLICATION BEING APPROVED OR DISAPPROVED AND FOR PARKING DECALS BEING APPROVED OR DISAPPROVED. THIS AUTHORIZATION IS GOOD FOR THIRTY (30) DAYS FROM THE DATE ABOVE. ANY INFORMATION OBTAINED IN A CREDIT REPORT, CRIMINAL HISTORY REPORT AND EMPLOYMENT MAY BE PROVIDED TO THE OWNER OF THE PROPERTY STATED ON THIS APPLICATION.

Signature: _____ Print Name: _____

Date of Birth: _____ Social Security Number: _____

Driver's License Number: _____ State: _____

Current Address:

Previous address if less than five (5) years at the above address:

Please provide an email:

GREENWICH PROPERTY OWNERS' ASSOCIATION, INC.

Release of Information & Authorization

Date: _____

To: Davenport Professional Property Management, LLC
6620 Lake Worth Rd., Suite F
Lake Worth, FL 33467

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Signature: _____ Print Name: _____

Date of Birth: _____ Social Security Number: _____

Driver's License Number: _____ State: _____

Current Address:

Previous address if less than five (5) years at the above address:

Please provide an email:

GREENWICH PROPERTY OWNERS' ASSOCIATION, INC.

c/o Davenport Professional Property Management, LLC
6620 Lake Worth Road, Suite F, Lake Worth, FL 33467
Phone: 561-642-5080 * Fax: 561-642-5481
Email: info@davenportpro.net

CONTACT INFORMATION

PROPERTY OWNER INFORMATION (Please print)

Name _____ Phone Number _____

Email _____

Name _____ Phone Number _____

Email _____

Property Address: _____

Alternate Mailing Address (if different than above): _____

EMAIL PERMISSION

I _____ wish to "FULL OPT-IN" for all the Association required notices and letters. This means I will receive all Association related correspondence via email in lieu of receiving them by regular mail. This does not mean that from time to time you may not receive correspondence by regular mail due to some unforeseen circumstances.

I _____ wish to "OPT-OUT" of receiving all Association required notices and letters via email. I prefer to receive this type of correspondence through regular mail. I will, however, provide Davenport my email to allow for email correspondence related to my personal matters.

Please Note: Your email will be part of the official records of the Association if you consent to receiving emails. You may also submit more than one email address; however, we can only have one primary email address.

Date: _____ Primary Email: _____

Print Name: _____ Signature: _____

TEXT MESSAGING

The Board of Directors may choose to subscribe to a service in the future that allows them to communicate important matters with residents via text message. Please indicate below if you would like to receive text messages regarding your community from the Board of Directors.

Yes _____ No _____