

ROYAL PARK CONDOMINIUM APARTMENTS, INC.

119 Royal Park Drive #1A, Oakland Park, FL 33309

Office: 954-739-6300 FAX: 954-731-4341

APPLICATION FOR ADDITIONAL OCCUPANCY

Prior to any condominium occupancy at Royal Park, the prospective occupant must submit documentation to the association and provide permission for a credit & background check.

The condominium association's documents allow for thirty (30) days to process a rental application. The application must be FULLY COMPLETE in order to commence processing. If any portion is blank or an item is missing, it will be returned.

WHO MUST APPLY:

- Each prospective applicant over the age of 18 must submit a separate screening application.
- Married couples may complete a single application and pay a single application fee.
- Each resident over the age of 18 must PHYSICALLY attend & complete a 45-60 minute condo rules orientation. Orientations are held in the Royal Park Clubhouse. Remote or phone orientations are not permitted for Additional Occupant applications.

Any misrepresentation or falsification of information will result in immediate disqualification.

REQUIRED DOCUMENTS & FEES:

- ❖ Royal Park Additional Occupant Application
- ❖ Owner Consent to Additional Occupant Form
- ❖ Authorization to Perform Background Checks Form
- ❖ Pet Registration Form and Documents
- ❖ Certification of Future Residents Form
- ❖ Guidelines on Lease of Any Unit Form
- ❖ Rules & Regulations Acknowledgement Form
- ❖ A clear copy of each applicant's driver's license
- ❖ A clear copy of each applicant's car registration
- ❖ Certified check or money order in the amount of \$100 per application (or \$175 for Rush Fee) payable to Royal Park Condominiums Apts., Inc.

ALL APPLICATIONS MUST BE ORIGINALS – NO COPIES OR FAXES.

Please mail to or deliver in person to our Office Manager at the above address.

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Owners Consent for Additional Occupant

Bldg.# _____ Unit# _____ in the community of Royal Park
Condominium.

As the legal owner(s) of the unit listed above I(We) give Royal Park Condominium
my(our) approval to start the process of the occupancy agreement with the following
occupant(s).

Owner's signature _____ Date _____

Owner's signature _____ Date _____

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ADDITIONAL OCCUPANT INFORMATION

Date of Application: _____

Bldg & Unit No. _____

Applicant Name: _____

Phone Number: _____

Email: _____

Date of Birth: _____

Social Security/SIN #: _____

Marital Status: _____

Driver's License/State: _____

Spouse's Name: _____

Phone Number: _____

Email: _____

Date of Birth: _____

Social Security #: _____

Marital Status: _____

Driver's License/State: _____

OTHER OCCUPANTS

Name _____

Date of Birth _____

Relationship _____

Name _____

Date of Birth _____

Relationship _____

Current Street Address: _____

State/Zip: _____

Phone: _____ Email: _____

Previous Street Address: _____

State/Zip: _____

Phone: _____ Email: _____

Have you and/or the co-applicant ever been evicted from any property? _____

If yes, please provide detailed explanation attached to application.

Have you, the co-applicant(s), and/or any other occupant(s) ever been arrested, charged, and/or convicted of a crime? _____ If yes, please provide detailed explanation attached to application.

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Employment History

Present Employer: _____

Supervisor: _____ Phone Number: _____

Position: _____ Dates of Employment: _____

Gross Weekly Salary: _____

Spouse's Employer: _____

Supervisor: _____ Phone Number: _____

Position: _____ Dates of Employment: _____

Gross Weekly Salary: _____

VEHICLE INFORMATION

Make Model: _____

Year/Color: _____ Tag Number/State: _____

Make Model: _____

Year/Color: _____ Tag Number/State: _____

Applicants have submitted the sum of \$100.00 per adult/married couple, which is non-refundable payment for credit/background check processing charge of the application. Such sum is NOT a security deposit. This amount is a NON-REFUNDABLE FEE by the association to cover the cost of processing the application. It is further understood and agreed by the parties that in the event that said application is approved and accepted by Royal Park Condominium Apartments, Inc. and applicants decide for whatever reason to not occupy the unit with the owner, then the sum so received herein shall be retained by Royal Park Condominium Apartments, Inc. The acceptance or rejection of applicants shall remain within the sole discretion of Royal Park Condominium Apartments, Inc. and it allows the right to verify by reasonable means the application including but not limited to credit check, criminal history, eviction civil records, landlord verification, and verification of employment; and to exercise at its sole discretion as to whether to reject the application and/or to revoke approval at any future date if discovered that the applicants have made any false statements or misrepresentations whatsoever in the application. Furthermore, applicants certify that they have not knowingly omitted any information from this application, any additional documents in the application packet, exhibits and or attachments.

Applicant Signature _____ **Date** _____

Spouse Signature _____ **Date** _____

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AUTHORIZATION TO PERFORM BACKGROUND CHECKS

ROYAL PARK CONDOMINIUM APARTMENTS, INC reserves the right to perform background checks on all prospective occupants of the units in the community. These checks may include employment history, credit reports, former landlord and personal references, criminal background and other reports the Board of Directors deem appropriate. All information gathered will be held in strict privacy and is only for the use of the Board for approval of unit occupants.

Most banks, financial situations, mortgage companies and employers require your consent to verify this information. Please complete the form below. Thank you.

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You are hereby authorized to release information to ROYAL PARK CONDOMINIUM APARTMENTS, INC or their authorized representative with regards to verification of my bank account (s), credit history, residential history, and employment verification. This information is to be used for my/our client credit report for my/our application for occupancy.

I/we hereby waive any privileges I/we may have with respect to the said information in reference to its release to the aforesaid party.

Applicant's Signature

Applicant's Printed Name

Date Signed

Spouse's Signature

Spouse's Printed Name

Date Signed

References (Please no family members)

Name: _____ Relationship: _____ Phone: _____

Name: _____ Relationship: _____ Phone: _____

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Name: _____ Relationship: _____ Phone: _____

PET REGISTRATION FORM

****No livestock, reptiles or fowl shall be maintained in any unit or elsewhere on the Condominium property. Each unit shall be allowed to house up to 2(two) dogs or 2(two) cats OR 1(one) dog and 1(one) cat at any time. The term "pet" shall be limited to dogs, cats, fish or small domestic birds. Please attach current picture, registration and vaccination information for each pet.**

All dogs must be brought into the Royal Park Office for inspection by the Property Manager or Board representative. The dog must be registered to the applicant and the registration tag will be inspected and verified.

Name: _____

Building/Unit: _____

Breed of Pet: _____

Approximated Weight of Pet: _____

Pet's Name/Age: _____

PLEASE INCLUDE A COLOR PICTURE OF YOUR PET FOR IDENTIFICATION

Please remember the pet owner must pick up all excrement. All pets must be on a leash at all times while outside of your unit and under supervision of a responsible adult.

By my signature below, I verify that I understand the above and will abide by the Rules and Regulations of the Royal Park Condominium Apartments, Inc.

Applicant Signature: _____ Date: _____

****PLEASE SIGN HERE IF YOU ARE STATING THAT YOU DO NOT OWN A PET****

PRINTED NAME: _____

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APPLICANT SIGNATURE: _____

CERTIFICATION OF FUTURE RESIDENTS

By my signature below, I hereby certify:

- 1) That all of the information contained in this application is true and complete to my knowledge.
- 2) That I understand and agree that false or misleading information given in this application constitutes ground for rejection of this application and revocation of my right to reside on this property.
- 3) That as an additional occupant, the owner must be residing full time in the unit in order for me to be considered as a resident of the unit. If the owner is not a full time resident of this unit, I will then be considered a renter and will need to provide a lease and will be required to go through the application process as a tenant
- 4) That no other person than those shown on this application will reside in the unit. This includes, but is not limited to, family members. I/We will not permit any long-term (more than 30 days) residency without requesting permission in advance from the Condominium.
- 5) That the Condominium has thirty (30) days from the submission date of a COMPLETED application and all applicable fees to process an application.
- 6) Upon approval Moving is permitted Monday through Saturday. **NO MOVING** on Sunday or on Holidays. The hours are from 8:00am to 7:00pm **only.**

Applicant Signature

Date

Applicant Signature

Date

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GUIDELINES FOR ADDITIONAL OCCUPANTS

- 1) Any owner who intends to allow an additional occupant to reside in their unit must comply with the specified guidelines outlined by the Condominium. The Condominium must be notified in advance of any additional occupant. The proper procedures **MUST** be followed, including application, payment of all fees, screening, and written approval. Only official application forms, as prepared by the Condominium may be used.
- 2) Prospective occupants are subject to screening and interview before moving into any unit.
- 3) Any owner that is delinquent in maintenance fees or any Condominium assessments will be denied approval for the additional occupant.
- 4) An Additional occupant is permitted to have a pet. Picture and proof of vaccinations need to be submitted with application.
- 5) Additional Occupants must obtain and display valid parking decals on their vehicles from the management office.
- 6) A guest occupying the unit for more than thirty (30) consecutive days in **absence** of the owner is considered a tenant and a lease is then required, and appropriate fees and applications are then required along with the lease documentation. Unit owners are subject to fines if a unit is found to have occupants without proper authorization and documentation.
- 7) Condominium unit occupancy is limited to a maximum of two (2) persons to a bedroom.

Applicant Signature

Date

Applicant Signature

Date

Owner Signature

Date

Owner Signature

Date

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RULES & REGULATIONS ACKNOWLEDGEMENT

Full Address of unit

I/We have read, acknowledged and understand the Rules and Regulations of the Royal Park Condominium Apartments. I/we agree to abide by the Rules and Regulations with the understanding that it is for the health, safety and welfare of all residents in Royal Park Condominium Apartments.

I/We also understand and acknowledge that the Rules and Regulations extend to all of my/our family, guests and invitees of whom I/we accept responsibility.

Applicant Signature

Date Signed

Applicant Signature

Date Signed

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NEW RESIDENT ORIENTATION

New residents must attend an in-person orientation to review the official Rules & Regulations of Royal Park Condominium Apartments.

Orientation is held the 2nd and 4th Wednesday of each month at 7:00pm in the Clubhouse.

Please go to: <https://royalparkcondos.com/rules/orientation> to register for the orientation. All residents over the age of 18 must attend the orientation. Each person attending must register separately.

You will be required to enter your name, phone number (in case of cancellations) and the Building and Unit number you will be occupying. In addition, you may provide your email address (optional) to receive alerts and information from the Royal Park Front Office.