

# ANTIGUA AT TOWN CENTER ASSOCIATION

c/o Coastal Property Management  
752 N. U.S. Highway 1, Tequesta, FL 33469  
Office: (561) 781-8030 Fax: (561) 972-4246  
www.cpmfl.com

## Sales Application Check List

All items must be submitted, or your application will not be processed.

This form must be submitted with all other necessary paperwork.

### General submission requirements

- Fully executed application
- Fully executed sales contract
- \$300 Application fee (non-refundable) –

**Per Applicant/Occupant – Check payable to: ANTIGUA AT TOWN CENTER HOA**

#### Title Company Info for Sale/Purchase

- Company Name: \_\_\_\_\_
- Company Address: \_\_\_\_\_
- Company Phone: \_\_\_\_\_
- Company Email: \_\_\_\_\_

#### Buyer's Realtor Info for Sale/Purchase

- Company Name: \_\_\_\_\_
- Company Address: \_\_\_\_\_
- Company Phone: \_\_\_\_\_
- Company Email: \_\_\_\_\_

#### Seller/Current Owner Realtor's Info for Sale/Purchase

- Company Name: \_\_\_\_\_
- Company Address: \_\_\_\_\_
- Company Phone: \_\_\_\_\_
- Company Email: \_\_\_\_\_

#### Certificate of Approval delivery option (Mark "X" by delivery option)

- Mail original to Title Company and email copy to \_\_\_\_\_
- Mail original to Buyer's Realtor and email copy to \_\_\_\_\_
- Mail original to Seller's Realtor and email copy to \_\_\_\_\_

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## SALES APPLICATION

The Association shall review the application within thirty (30) days of receipt of required information, documents and fees. Please ensure all required items are submitted as a complete package – incomplete packages will not be processed. A Certificate of Approval will be issued to the designated recipient.

### APPLICATION INSTRUCTIONS

#### APPLICANT must submit:

- Completed Application (Application will not be processed without all signatures)
- Signed copy of Sales Contract
- **\$300.00 Application Fee** (non-refundable) made payable to: ANTIGUA AT TOWN CENTER HOA  
**Per Applicants / Occupants over the age of 18 unless married.**

#### All items must be submitted as an entire packet to:

Coastal Property Management  
752 North U.S. Highway 1, Tequesta, FL 33469

Thank you in advance for your cooperation in following this process.

*If you have any questions, please call:* Coastal Property Management – (561) 781-8030

**Every effort will be made to expedite the notification process**

# SALES APPLICATION

Date of Application \_\_\_\_\_ Property Address: \_\_\_\_\_

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

NAME(S) OF APPLICANT: \_\_\_\_\_ Email: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell phone: ( ) \_\_\_\_\_ Home phone ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_

CO-APPLICANT: \_\_\_\_\_ Email: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell phone: ( ) \_\_\_\_\_ Home phone ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_

## VEHICLE(S) RESIDING AT RESIDENCE

MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_

MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_

NUMBER PEOPLE WHO WILL BE RESIDING AT THE HOME \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE # \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE # \_\_\_\_\_

## MOVING IN/OUT

Address \_\_\_\_\_ Unit \_\_\_\_\_

Date of Move In/Out \_\_\_\_\_

Moving Company \_\_\_\_\_

Moving Company Phone Number \_\_\_\_\_

**If you are moving yourself, please write in self.**

**If you have a moving company, before moving in/out you must provide this office with a copy of the movers Certificate of Insurance, naming ANTIGUA AT TOWN CENTER Home Owners' Association, Inc. as an additional insured.**

**Moves may only take place between the hours of 8:00 am to 5:00 pm, Monday through Saturday – No Moves on Sunday. Moving trucks may not park on the street overnight. PODS are not permitted to be stored on property.**

Signature: \_\_\_\_\_

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

**PET INFORMATION**

NAME (printed)

ADDRESS

UNIT

Yes, I have a pet(s) as listed below.

No, I do not have a pet(s)

I acknowledge that the Association does not permit Pit bulls or other breeds considered to be dangerous by the Board of Directors.

Association Documents permit two (2) pets per unit. 2 dogs cannot exceed 150 lbs. in aggregate weight and any 1 dog may not weight more than 100 lbs.

Type

Breed

Age

Color

<u>Type</u>	<u>Breed</u>	<u>Age</u>	<u>Color</u>
_____	_____	_____	_____
_____	_____	_____	_____

- Must attach a photo of each pet separately
- Must attach of a copy of Palm Beach County Pet License.
- Must attach a veterinarian certificate showing up to date vaccinations.

Signature: \_\_\_\_\_

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

# Antigua at Town Center Homeowners Association, Inc.

## Notice – Right of Association to Collect Rent

Antigua at Town Center Homeowners' Association, Inc. ("Association") is comprised of all the owners of the town home units ("Unit Owner" or "Unit Owners"). Each Unit Owner is required to pay to the Association monthly assessments and other monetary obligations (collectively, "Obligations"), as more particularly described in the Declaration of Antigua at Town Center Homeowners' Association, Inc. ("Declaration"). The Florida Statutes and the Declaration establish that, in the event a Unit Owner is delinquent in the payment of Obligations and the Unit is rented, then, upon written notice from the Association, the tenant is required to pay to the Association the rent that is normally due and payable by the tenant to the landlord/Unit Owner. If the tenant pays the Association as required by law and the Declaration, the landlord/Unit Owner is prohibited from evicting the tenant. However, pursuant to Florida law, if the tenant fails to pay the Association, then the Association has the right to bring an action to evict the tenant.

Set forth below are the applicable provisions of Florida Statutes Section 720.3085(8) and the Declaration.

Florida Statutes Section 720.3085(8), effective July 1, 2010:

(8) (a) If the parcel is occupied by a tenant and the parcel owner is delinquent in paying any monetary obligation due to the association, the association may demand that the tenant pay to the association the subsequent rental payments and continue to make such payments until all the monetary obligations of the parcel owner related to the parcel have been paid in full to the association and the association releases the tenant or until the tenant discontinues tenancy in the parcel.

1. The association must provide the tenant a notice, by hand delivery or United States mail, in substantially the following form:

Pursuant to section 720.3085(8), Florida Statutes, we demand that you make your rent payments directly to the homeowners' association and continue doing so until the association notifies you otherwise.

Payment due the homeowners' association may be in the same form as you paid your landlord and must be sent by United States mail to **Coastal Property Management PO Box 669364 Miami, FL 33166, payable to Antigua at Town Center Homeowners' Association, Inc.**

Your obligation to pay your rent to the association begins immediately, unless you have already paid rent to your landlord for the current period before receiving this notice. In that case, you must provide the association written proof of your payment within 14 days after receiving this notice and your obligation to pay rent to the association would then begin with the next rental period.

Pursuant to section 720.3085(8), Florida Statutes, your payment of rent to the association gives you complete immunity from any claim for the rent by your landlord.

By initialing below, you acknowledge that: (a) you received a copy of this Notice with your orientation packet; and (b) in the event your landlord / Unite Owner fails to pay Obligations to the Association, upon written notice from the Association, you agree to pay said rent directly to the Association.

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Initials

**The undersigned, in the event that such approval is granted by the Board of Directors hereby agrees to abide by the Articles of Incorporation, Declaration of Covenants and Restriction and By-Laws, all covenants, conditions, rules and regulations as set forth, as now or hereafter amended, and any additional covenants, conditions, rules and regulations as may be imposed from time to time by the Board of Directors or the members of the Antigua At Town Center HOA, Should we have a guest, we will ensure that they too are familiar with the Rules and Regulations.**

*The undersigned, in the event that such approval is granted by the Board of Directors hereby agrees to abide with the above stated.*

\_\_\_\_\_  
Purchaser Signature

\_\_\_\_\_  
Co-Purchaser Signature

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

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

Date Submitted: \_\_\_\_\_

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## **OWNER INFORMATION UPDATE**

Please complete this form to assure that we have the most current information on file regarding your home.

Name of owner: \_\_\_\_\_ Second owner name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Primary E-Mail: \_\_\_\_\_ E-Mail 2: \_\_\_\_\_

Mailing/Alternate Address: include city, state, zip \_\_\_\_\_

### ***Where you want your correspondence to go.***

Away Phone# \_\_\_\_\_

Residency Status:  Full-Time  Seasonal  Yes, this is Rental property

Do you currently have a tenant?  No  Yes

If yes, Tenants Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Lease Start Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_ Tenant email: \_\_\_\_\_

***In order to decrease the postage and mailing costs that the Association incurs we have a consent to receive informal electronic communication below. Note: Florida Statutes provides that for owners who consent to email communication their email addresses and phone numbers may be accessible to other owners.***

### **CONSENT**

**You must provide consent even if your e-mail address is currently on file.**

By initialing this box, I **authorize** Antigua at Town Center Association and Coastal Property Management to communicate informally with me via electronic transmission.

By initialing this box, I **authorize** Antigua at Town Center Association and Coastal Property Management to place the information in the community telephone/address directory (if published) which will be made available to residents of Antigua at Town Center Only.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Thank you for your time in completing this form and please return to Coastal Property Management at the address above or fax to (561) 972-4246.**

**You must notify Coastal Property Management if any information on this form changes.**