

TRAK PROPERTY MANAGEMENT
751 Park of Commerce Drive Suite 116
Boca Raton, FL 33487
561-245-4444 OFFICE 561-245-4447 FAX

**IF YOU REQUIRE A CLOSING LESS THAN 14 DAYS
FROM SUBMISSION OF APPLICATION,
YOU MUST SUBMIT A COMPLETE APPLICATION
AND ADD A SEPARATE RUSH FEE
PAYABLE TO TRAK
IN THE AMOUNT OF \$100.00
IN ADDITION TO THE APPLICATION FEES.**

**PLEASE REVIEW THE CHECKLIST CAREFULLY PRIOR
TO SUBMISSION.**

APPLICATIONS WILL BE PROCESSED

**MONDAY – FRIDAY
FROM
9:00 AM – 12:00 PM**

IN THE ORDER THEY ARE RECEIVED

WARNING: We are not authorized to change an owner's name in our system until we have received a Warranty Deed or copy of change from the Palm Beach Property Appraiser's website. If you do not provide this proof of change of ownership your bills will go to the previous owner and you may incur late fees, interest, and attorney fees

EXCELLENTE VILLAGE CONDOMINIUM ASSOC., INC.

APPLICATION FOR SALE/LEASE APPROVAL

1. THIS APPLICATION MUST BE COMPLETED IN DETAIL AND IN FULL BY THE PROPOSED BUYER OR LESSEE AND RETURNED TO:

C/O TRAK PROPERTY MANAGEMENT
751 Park of Commerce Drive Suite 116
Boca Raton, FL 33487
561-245-4444 OFFICE 561-245-4447 FAX
2. PLEASE ATTACH **A COPY OF THE SALES CONTRACT OR LEASE AGREEMENT.**
3. PLEASE ATTACH THE FOLLOWING FEES:
 - A. **NON-REFUNDABLE APPLICATION FEE OF \$100.00 PER APPLICANT A MARRIED COUPLE IS ONE APPLICANT) PAYABLE TO EXCELLENTE VILLAGE.**
 - B. **A \$75.00 PROCESSING FEE PAYABLE TO TRAK PROPERTY MANAGEMENT.**
 - C. **A REFUNDABLE SECURITY DEPOSIT CHECK MADE PAYABLE TO EXCELLENTE VILLAGE IN THE AMOUNT OF \$500.00 ON ALL LEASES.**
 - D. **IF TERM OF RENT IS PAID IN FULL IN ADVANCE BY TENANT, OWNER MUST PAY QUARTERLY DUES IN FULL EQUAL TO THE LENGTH OF THE RENTAL TERM PRIOR TO APPROVAL BY THE ASSOCIATION.**
4. COPIES OF DRIVERS LICENSES FOR ALL DRIVERS RESIDING IN THE UNIT.
5. COPY OF VEHICLE REGISTRATIONS FOR ALL VEHICLES TO BE PARKED ON PROPERTY.
6. ALL SALES REQUIRE BUYERS MORTGAGE NOT TO EXCEED 80% OF THE PURCHASE PRICE.
7. YOU MUST OWN FOR ONE YEAR BEFORE YOU CAN RENT OR LEASE YOUR UNIT.
8. LEASES CANNOT BE FOR LESS THAN SIX MONTHS AND A UNIT CANNOT BE LEASED MORE THAN ONE TIME PER YEAR.
9. AN INTERVIEW BY A REPRESENTATIVE OF THE ASSOCIATION IS REQUIRED.
10. THERE ARE NO PETS ALLOWED IN EXCELLENTE
11. THERE IS AN OCCUPANCY RESTRICTION OF NOT MORE THAN TWO PERSONS PER BEDROOM. (i.e. two bedroom house – 4 persons)
12. OWNERS MUST PROVIDE NEW BUYERS WITH A COPY OF THE DOCUMENTS FOR EXCELLENTE VILLAGE AND PROOF OF SAME NEEDS TO BE SUBMITTED WITH THIS APPLICATION.
13. OWNER AND TENANT MUST SIGN AND BE AWARE OF THE ASSIGNMENT OF RENT. IF TERM OF RENT IS PAID IN FULL BY TENANT, OWNER MUST PAY QUARTERLY DUES IN FULL EQUAL TO THE LENGTH OF THE RENTAL TERM.
14. OWNER MUST ADVISE BUYER/TENANT OF PARKING SPACE WHERE APPLICABLE.
15. THIS COMPLETED APPLICATION MUST BE SUBMITTED TO THE ASSOCIATION OFFICE NO LATER THAN 30 DAYS PRIOR TO THE DESIRED DATE OF CLOSING.
16. **PLATINA HAS A MASTER ASSOCIATION WHICH REQUIRES AN APPLICATION/SCREENING 561-736-3425 ASK FOR NILDA. YOU WILL NEED YOUR CERTIFICATE OF APPROVAL FROM EXCELLENTE.**

**APPLICATION FOR LEASE/SALE, GIFT, DEVISE OR
INHERITANCE APPROVAL**

PLEASE PRINT OR TYPE

TODAY'S DATE: _____

IS THIS A SALE OR LEASE: _____

CLOSING DATE: _____ LEASE TERM: _____

PRESENT OWNER'S NAME: _____

PRESENT OWNER'S TELEPHONE: _____

ADDRESS OF UNIT FOR SALE OR LEASE:

NAME OF REALTOR HANDLING SALE OR LEASE: _____

TELEPHONE: _____

BUYER'S NAME: _____

LESSEE'S NAME: _____

ARE YOU A SERVICE MEMBER? _____

PRESENT ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

OTHER PERSONS WHO WILL OCCUPY THE UNIT WITH YOU:

NAME	AGE	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. I hereby agree for myself and on behalf of all persons who may use the home which I seek to purchase or lease:
 - a. I will abide by all the restrictions contained in the By-Laws, Rules and Regulations and Restrictions, which are or may in the future be imposed by EXCELLENTE VILLAGE.
 - b. I understand that sub-leasing or occupancy of this unit in my absence is prohibited.
 - c. I understand that any violation of the terms, provisions, conditions and covenants of the EXCELLENTE VILLAGE Documents provides cause for immediate action as therein provided, or termination of the leasehold under appropriate circumstances.

2. I understand that the acceptance for Lease of a unit at EXCELLENTE VILLAGE is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any misrepresentation or falsification of information of these forms will result in the automatic rejection of this application. Occupancy prior to approval is prohibited.

3. I understand that the Board of Directors of EXCELLENTE VILLAGE may cause to be instituted such an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors to make such investigation and agree that the information contained in this and the attached application may be used in such investigation and that the Board of Directors and Officers of EXCELLENTE VILLAGE 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 of Directors.

In making the foregoing application, I am aware that the decision of EXCELLENTE VILLAGE will be final and 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.

 APPLICANT'S Signature

 CO-APPLICANT'S Signature

 Print Applicant's Name

 Print Co-Applicant's Name

APPLICATION FOR OCCUPANCY

PRESENT OWNER'S NAME: _____

TELEPHONE: _____

ADDRESS OF UNIT FOR SALE OR LEASE:

NAME OF REALTOR HANDLING SALE OR LEASE: _____

TELEPHONE: _____

BUYER'S/LESSEE'S NAME: _____

TELEPHONE: _____ MARITAL STATUS: _____

DATE OF BIRTH: _____ SOCIAL SECURITY #: _____

DRIVER'S LICENSE #: _____ EXPIRATION DATE: _____

SPOUSE/CO-APPLICANT: _____

TELEPHONE: _____ MARITAL STATUS: _____

DATE OF BIRTH: _____ SOCIAL SECURITY #: _____

DRIVER'S LICENSE #: _____ EXPIRATION DATE: _____

NUMBER OF ADULT OCCUPANTS: _____ NUMBER OF CHILDREN: _____

IN CASE OF EMERGENCY NOTIFY: _____

ADDRESS: _____

TELEPHONE: _____

KEYHOLDER: _____

RESIDENCY (SECTION 1)

PRESENT ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

LANDLORD/MORTGAGE COMPANY: _____

MORTGAGE LOAN #: _____

EMPLOYMENT (SECTION 2)

PRESENT EMPLOYER: _____

TELEPHONE: _____

TITLE: _____ LENGTH OF EMPLOYMENT: _____

SALARY: _____

SPOUSE'S/CO-APPLICANT'S EMPLOYER: _____

TELEPHONE: _____

TITLE: _____ LENGTH OF EMPLOYMENT: _____

SALARY: _____

BANK INFORMATION (SECTION 3)

BANK NAME: _____ TELEPHONE: _____

ADDRESS: _____

CHECKING ACCOUNT #: _____ DATE ACCOUNT OPENED: _____

SAVINGS ACCOUNT #: _____ DATE ACCOUNT OPENED: _____

BANK NAME: _____ TELEPHONE: _____

ADDRESS: _____

CHECKING ACCOUNT #: _____ DATE ACCOUNT OPENED: _____

SAVINGS ACCOUNT #: _____ DATE ACCOUNT OPENED: _____

CHARACTER REFERENCES (SECTION 4)

(Do not give relatives' names)

NAME: _____ RELATIONSHIP: _____

TELEPHONE: _____ TELEPHONE: _____

NAME: _____ RELATIONSHIP: _____

TELEPHONE: _____ TELEPHONE: _____

AUTOMOBILE INFORMATION (SECTION 5)

NUMBER OF CARS: _____

MAKE: _____ MODEL: _____ YEAR: _____

TAG #: _____

MAKE: _____ MODEL: _____ YEAR: _____

TAG #: _____

MAKE: _____ MODEL: _____ YEAR: _____

TAG #: _____

THERE IS ONE ASSIGNED PARKING SPACE PER UNIT. ADDITIONAL PARKING IS IN GUEST SPOTS ONLY.

GENERAL INFORMATION (SECTION 6)

Have you ever been evicted before? _____

If yes, where/why? _____

Have you ever refuse to pay rent? _____

If yes, where/why? _____

CHECKLIST

1. If any question is left blank, this application may not be approved. This application is subject to approval.
2. Attached is a non-refundable fee of \$100.00 payable to EXCELLENTE VILLAGE.
3. Attached is a non-refundable fee of \$75.00 payable to TRAK.
4. If term of lease is to be paid in full in advance by tenant, owner must submit payment of dues to the Association in advance, equivalent to term of lease.
5. Attached is a refundable security deposit in the amount of \$500.00 payable to EXCELLENTE Village Condominium Association for leasing only.
6. Please enclose a copy of the Lease/Sales Contract with this application.
7. Proof of receipt of documents on sales.
8. Copies of all required Drivers Licenses
9. Copies of all required Registrations.

I/We declare the above information to be true and correct. I/We authorize the landlord, or agent(s) to verify and obtain a consumer credit report.

I/We agree to abide by the Rules and Regulations of the Association.

APPLICANT'S Signature/Date

CO-APPLICANT'S Signature/Date

Print Applicant's Name

Print Co-Applicant's Name

**PROOF OF RECEIPT OF DOCUMENTS
FOR SALES/LEASES**

Please sign below as proof that you received the documents for EXCELLENTE VILLAGE Condominium Association, Inc.

.....

I/We have received the Documents for EXCELLENTE VILLAGE

Signature

Date

Signature

Date

EXCELLENTE VILLAGE CONDOMINIUM ASSOC., INC.
DISCLOSURE STATEMENT
PURCHASERES ONLY

1. As a homeowner at EXCELLENTE Village, you are allowed one vote per unit. A Certificate of Authority to Vote designating one person as voter is required to be filed with TRAK Property Management.
2. The Association Documents, i.e. Articles of Incorporation, Protective Covenants, By-Laws and Rules and Regulations and Amendments describe the use of your unit and the common grounds.
3. Your maintenance fees for the Condominium Association are billed quarterly and are **due the first day of each quarter.**
4. As an owner, you automatically become a member of Excellence Village Condominium Association, Inc., and are governed by the Associations Documents and Rules and Regulations.

PLEASE NOTE: THE ABOVE STATEMENTS ARE SUMMARY IN NATURE ONLY. PROSPECTIVE PURCHASERS SHOULD CONSULT REFERENCES, EXHIBITS, THERETO, SALES CONTRACTS, AND THE HOMEOWNER'S DOCUMENTS AND CURRENT RULES AND REGULATIONS FOR MORE DETAILED INFORMATION CONCERNING THE PROPERTY AT EXCELLENTE VILLAGE.

NAME:_____ **DATE:**_____ **UNIT:**_____

EXCELLENTE VILLAGE CONDOMINIUM ASSOC., INC.

RULES AND REGULATIONS

FOR THE BENEFIT OF ALL RESIDENTS, THE FOLLOWING RULES WILL BE ENFORCED BY THE ASSOCIATION:

1. OCCUPANCY OF EXCELLENTE VILLAGE UNITS

Prospective purchasers/tenants/occupants must submit the appropriate form and other documents to the TRAK Property Management Company, together with an application fee of \$100.00 for each non-related occupant, and a \$75.00 processing fee payable to TRAK Property Management.

All occupants must then meet personally with the Screening Committee prior to occupancy and be approved in writing by the Board of Directors. Occupancy prior to this final written approval is strictly prohibited, and for each month of such illegal occupancy, the owner will be liable for a fine of \$100.00 and the tenant/occupant will additionally be liable for a fine \$100.00. Legal action will be filed to secure eviction of any and all unapproved occupants together with payment of all legal costs and fees.

2. SCREENING COMMITTEE

Applications and forms are due 30 days prior to any meeting with the screening committee. TRAK Property Management will notify you when your background and credit check is finished, and if they meet the criteria of Excellence Village, will be forwarded to the Screening Committee. You will then be responsible for contacting the committee and scheduling your interview.

3. LEASES/OCCUPANY PERMIT

Only one lease/occupancy (seasonal or annual) is permitted per year. This year shall be determined by the first day of the leases agreement, and by the first day of the first year's lease in the case of multiple consecutive lease agreements with the same tenant. Assignment of the lease/occupancy permit is prohibited. All tenants are obligated to abide by the Rules and Regulations, including any changes and amendments. The Board, at it's discretion, may commence legal action to secure eviction and court costs against any tenant/occupant who violates these rules. No one other than the Unit owner(s) or approved Renter(s)/Lessee(s) is allowed to occupy the Unit without the Unit Owner(s) or approved Renter(s)/Lessee(s), as applicable, living in the unit at the same time, unless written approval is given by the Board.

4. HURRICANE SHUTTERS

Prior to the construction or installation of hurricane shutters, approval must be obtained from the Board of Directors and the ARC Committee. Unapproved installations or ones not meeting restrictions may be cause for the Board to require alteration or dismantling of such illegal items. No fixtures may be attached to the building, or drilled in which would compromise the integrity of the building.

Sign: _____

5. COMMON PROPERTY

Residents of Excellente are not permitted to place anything on common property. This includes, but is not limited to such items as potted plants, plant hangers, garden statues, doorknockers/door hooks, and holiday decorations

6. PARKING

No vehicles other than automobiles shall be permitted to park within the community or on Association property, except for the purpose of making deliveries or providing repair services to a unit. For this purpose of this rule an "automobile" does not include any type of van, truck, camper, etc.

All rentals including seasonal require that an application be submitted for approval. A refundable security deposit equal to \$500.00 is required made payable to Excellente Village For all leases seasonal or annual.

It is mandatory that each unit has two key holders in Excellente in case of emergency. Please contact Dina at TRAK with the information of who has access to your unit in case entry is needed. In the event of an emergency forced entry may become necessary.

The Board of Excellente Village also has the responsibility of approving all material alterations to the inside of the units. All flooring with the exception of carpet on the second floor and the third floor requires an underlay. The ARC approves all modifications to the exterior of the units such as patio enclosures. NO work can be started without an approval.

Florida Statue 718.111 requires all homeowners to carry homeowners insurance. The Association shall require each homeowner to provide evidence of a currently effective policy of hazard and liability insurance upon request, but not more than once per year.

Dated this _____ day of _____ 20_____

Signature of purchaser/lease

Signature of purchaser/lease

Unit#

UNIT OWNERS' CONSENT TO ASSIGNMENTS OF RENTS TO THE ASSOCIATION.

The undersigned, _____, as owner(s) of the property whose address is: _____ of _____, and whose mailing address is _____ and the undersigned tenant (s) _____ agree as follows;

1. That said owner agrees to continue making payments directly to the Association all dues/assessments and/or special assessments as they are due.
2. That in the event that said owner does not pay any one (1) monthly assessment by the 30th day of each month, The Association, or any agent thereof, shall have the right to require that the tenant pay the monthly assessment along with any additional amounts then owed to the Association, including but not limited to, delinquent assessments, special assessments, late fees, attorney's fees, costs from enforcement of this Addendum or other legal action to collect delinquent maintenance/assessments, and fines directly to The Association and to then pay the remainder to the landlord/owner.
3. The Association shall send written notice to both the unit owner and the tenant of the imposition of the requirement, after an owner has failed to pay any one (1) month's dues/assessments by the 30th day of the month.
4. The unit owner hereby assigns that portion of the rents, including any delinquent assessments, special assessments, attorney's fees and court costs, due and payable to the Association, upon the association giving notice as described above of the delinquency and imposition of the requirement that the tenant pay the monthly assessment to the Association.
5. The unit owner agrees that he/she/they will not consider the tenant delinquent in their rental payment, nor commence eviction proceedings against the tenant, in the event that the tenant pays the monthly assessment directly to the Association and deducts same from the tenant's rental payment to the unit owner.
6. After the account balance becomes current by means of tenants payments, the tenant shall continue to deduct the monthly assessments/dues from the rent and pay it directly to the Association unless otherwise notified by The Association or an Agent of the association.
7. In the event it becomes necessary to bring legal action to enforce this agreement, the prevailing party shall be entitled to recover reasonable attorney's fees, costs and interest. Any fees or costs incurred by the Association shall be incurred in the amount paid by the tenant to the Association under this addendum.

THIS AGREEMENT SHALL BIND ALL PARTIES THERETO

Countersigned: _____ or Management

Unit Owner: _____

By: _____

Tenant: _____

Title: _____

Flooring Application Interior Modifications

PLEASE READ AND SIGN AT BOTTOM!

FLOORING FOR UPSTAIRS APARTMENT
Adding or changing carpet needs no approval or forms

FOR BOARD APPROVAL PLEASE INCLUDE THE FOLLOWING:

- A) OWNER INSTALLATION TILE
 - 1) COPY OF SALES INVOICE CONTAINING DESCRIPTION
MUST BE ¼ CORK
 - 2) INCLUDE A SMALL SAMPLE OF PRODUCT
PHOTO OF PRODUCT ON FLOOR
- B) CONTRACTOR INSTALLATION TILE
 - 1) COPY OF CONTRACTOR LICENSE & LIABILITY INSURANCE –
VILLAGE NAMED AS CERTIFICATE HOLDER
MUST BE 1/4 CORK
 - 2) INCLUDE A SMALL SAMPLE OF PRODUCT

- A) OWNER INSTALLATION WOOD OR LAMINITE
 - 1) COPY OF SALES INVOICE CONTAINING DESCRIPTION
MUST MEET OR EXCEED 60 STC ON AN 8" CONCRETE
FLOOR OR 52 STC ON A 6" CONCRETE FLOOR
 - 2) INCLUDE A SMALL SAMPLE OF PRODUCT
PHOTO OF PRODUCT ON FLOOR
- B) CONTRACTOR INSTALLATION WOOD OR LAMINITE
 - 1) COPY OF CONTRACTOR LICENSE & LIABILITY INSURANCE –
VILLAGE NAMED AS CERTIFICATE HOLDER
MUST MEET OR EXCEED 60 STC ON AN 8" CONCRETE
FLOOR OR 52 STC ON A 6" CONCRETE FLOOR
 - 2) INCLUDE A SMALL SAMPLE OF PRODUCT

Floors should be adequately soundproofed according to general architectural and engineering standards presently observed in the community. The Village has the right to inspect the work while in progress. A final approval must be received from the Village before starting installation. The village representative may request to see the installation while in progress.

I have read and understand the above addendum.

Signature Resident _____ Signature Board _____

Address _____ Date _____

Approved _____ Conditional Approval _____

Disapproved _____ Incomplete _____

EXCELLENTE VILLAGE CONDO

ATTENTION!

ALL REALTORS, SELLERS, BUYERS AND RENTERS

Should you be receiving appliances, plumbing fixtures or furniture, your.....

**CONTRACTOR OR DELIVERY COMPANY MUST DISPOSE
OF ALL PACKAGE MATERIAL AND BULK MATERIAL.
THESE ITEMS ARE NOT TO BE PLACED IN OUR
DUMPSTERS OR OUTSIDE OF OUR DUMPSTERS.**

**PRIOR TO DELIVERY OR A MOVE IN OR OUT OF ANY OF
THE ATRIUM BUILDINGS NOTICE MUST BE GIVEN TO
DINA AT TRAK 561-245-4444. THE USE OF THE
ELEVATORS REQUIRES THAT THE PROTECTIVE
PADDING BE INSTALLED ON THE ELEVATOR WALLS
AND FLOOR.**

If you have large items you are getting rid of, please contact Customer Service at 989-5078 before 11:00AM, Tuesday and they will add the item(s) to the list for bulk pickup.

**BULK ITEMS CANNOT BE PUT OUT PRIOR TO
THURSDAY**

*****IMPORTANT*****

PLATINA COMMUNITY MASTER ASSOCIATION

YOU MUST REGISTER WITH

THE PLATINA COMMUNITY MASTER ASSOCIATION

PRIOR TO MOVING INTO YOUR UNIT

GO TO THE FRONT DESK IN THE PCMA CLUBHOUSE

OR CALL

561-736-3425

BRING:

CERTIFICATE OF APPROVAL

WARRANTY DEED/LEASE

\$100.00 CHECK