

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

**LAGO DEL MAR CONDOMINIUM ASSOC., INC.**  
**APPLICATION FOR SALE/LEASE APPROVAL**

1. THIS APPLICATION MUST BE COMPLETED IN DETAIL 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 A COPY OF DRIVERS LICENSE FOR ALL APPLICANTS.
4. PLEASE ATTACH THE FOLLOWING CHECKS:
- I. A NON-REFUNDABLE APPLICATION FEE OF \$150.00 PER APPLICANT (A MARRIED COUPLE IS \$200.00) PAYABLE TO TRAK PROPERTY MANAGEMENT GROUP.
- II. A REFUNDABLE MOVE IN/MOVE OUT SECURITY DEPOSIT IN THE AMOUNT OF \$650.00 PAYABLE TO LAGO DEL MAR CONDOMINIUM ASSOCIATION FOR LEASES ONLY.
5. LEASES CANNOT BE FOR LESS THAN FOUR MONTHS AND A UNIT CANNOT BE LEASED MORE THAN ONE TIME PER YEAR.
6. AN INTERVIEW BY A REPRESENTATIVE OF THE ASSOCIATION IS REQUIRED. THIS WILL BE CONDUCTED AT A TIME & LOCATION SET BY THE ASSOCIATION.
7. PETS ARE PERMITTED WITH THE ENCLOSED COMPLETED PET REGISTRATION.
8. THERE IS AN OCCUPANCY RESTRICTION OF NOT MORE THAN TWO PERSONS PER BEDROOM. (i.e. two bedroom house – 4 persons)
9. OWNERS MUST PROVIDE NEW BUYERS WITH A COPY OF THE DOCUMENTS FOR LAGO DEL MAR AND SIGNED PROOF OF THIS IS ATTACHED & MUST BE SIGNED.
10. THIS COMPLETED APPLICATION MUST BE SUBMITTED TO THE ASSOCIATION OFFICE NO LATER THAN 30 DAYS PRIOR TO THE DESIRED DATE OF CLOSING OR MOVE IN.
- 11. IF YOU REQUIRE A CLOSING LESS THAN 14 DAYS FROM SUBMISSION OF APPLICATION, YOU MUST ADD A SEPARATE RUSH FEE PAYABLE TO TRAK IN THE AMOUNT OF \$100.00 IN ADDITION TO THE ABOVE.**

**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: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ADDRESS OF UNIT FOR SALE OR LEASE:

\_\_\_\_\_

NAME OF REALTOR HANDLING SALE OR LEASE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

BUYER'S NAME: \_\_\_\_\_

LESSEE'S NAME: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

OTHER PERSONS WHO WILL OCCUPY THE UNIT WITH YOU:

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



## 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: \_\_\_\_\_

**PET REGISTRATION FORM**

**NAME:** \_\_\_\_\_

**ADDRESS IN LAGO DEL MAR:** \_\_\_\_\_

**I HAVE THE FOLLOWING PETS:**

**Number of Dogs:** \_\_\_\_\_

**Number of Cats:** \_\_\_\_\_

1. Breed \_\_\_\_\_ Weight \_\_\_\_\_  
Pets Name \_\_\_\_\_

2. Breed \_\_\_\_\_ Weight \_\_\_\_\_  
Pets Name \_\_\_\_\_

3. Breed \_\_\_\_\_ Weight \_\_\_\_\_  
Pets Name \_\_\_\_\_

**Signature of Applicant:** \_\_\_\_\_

**If you do not have any pets, please sign here:**

\_\_\_\_\_

**A photo of each pet must be included with this application.**

**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 #: \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

TAG #: \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

TAG #: \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_

### **GENERAL INFORMATION (SECTION 6)**

Have you ever been evicted before? \_\_\_\_\_

If yes, where/why? \_\_\_\_\_

Have you ever refused 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** application fee of \$150.00 payable to TRAK PROPERTY MANAGEMENT GROUP or \$200.00 per married couple.
3. Attached is a **refundable** security deposit fee in the amount of \$650.00 payable to Lago Del Mar Condo Assoc. for lease only.
4. Please enclose a copy of the Lease/Sales Contract with this application.
5. Proof of receipt of documents on sales.
6. Proof of receipt of rules for leases.
8. Copies of registrations for all vehicles listed on application.

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**

**Please sign below as proof that you received the documents for LAGO DEL MAR  
CONDOMINIUM ASSOCIATION.**



I/We have received the Documents for LAGO DEL MAR CONDOMINIUM ASSOCIATION.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PROOF OF RECEIPT OF RULES & REGULATIONS FOR  
LEASES**

**Please sign below as proof that you received the rules and regulations for LAGO DEL MAR  
CONDOMINIUM ASSOCIATION.**

.....

I/We have received the Rules & regulations for LAGO DEL MAR CONDOMINIUM  
ASSOCIATION.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EFFECTIVE JULY 1, 2010; FLORIDA STATUTE 718.116 (CONDO)  
720.3085 HOA:**

**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 30<sup>th</sup> 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 30<sup>th</sup> 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: \_\_\_\_\_