

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

**WOODLET 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 WOODLET CONDOMINIUM.**
 - B. **A \$50.00 PROCESSING FEE PAYABLE TO TRAK PROPERTY MANAGEMENT.**
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.
4. LEASES CANNOT BE FOR LESS THAN SIX MONTHS AND A UNIT CANNOT BE LEASED MORE THAN ONE TIME PER YEAR.
5. AN INTERVIEW BY A REPRESENTATIVE OF THE ASSOCIATION IS REQUIRED.
6. OWNERS MUST PROVIDE NEW BUYERS WITH A COPY OF THE DOCUMENTS FOR WOODLET CONDOMINIUM AND PROOF OF THIS NEEDS TO BE SUBMITTED WITH THIS APPLICATION.
7. OWNER AND TENANT MUST SIGN AND BE AWARE OF THE ASSIGNMENT OF RENT.
8. OWNER MUST ADVISE BUYER/TENANT OF PARKING SPACE WHERE APPLICABLE.
9. THIS COMPLETED APPLICATION MUST BE SUBMITTED TO THE ASSOCIATION OFFICE NO LATER THAN 30 DAYS PRIOR TO THE DESIRED DATE OF CLOSING.

**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: _____

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 WOODLET CONDOMINIUM.
 - b. I understand that pets (if any) must be kept on a leash and solid waste must be removed.
 - c. I understand that sub-leasing or occupancy of this unit in my absence is prohibited.
 - d. I understand that any violation of the terms, provisions, conditions and covenants of the WOODLET CONDOMINIUM 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 WOODLET CONDOMINIUM 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 WOODLET CONDOMINIUM 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 WOODLET CONDOMINIUM 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 WOODLET CONDOMINIUM 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: _____

NUMBER OF PETS: _____

DESCRIBE (BREED, COLOR AND WEIGHT): _____

DESCRIBE (BREED, COLOR AND WEIGHT): _____

IN CASE OF EMERGENCY NOTIFY: _____

ADDRESS: _____

TELEPHONE: _____

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 #: _____

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 WOODLET CONDOMINIUM
3. Attached is a non-refundable fee of \$50.00.00 payable to TRAK.
4. Please enclose a copy of the Lease/Sales Contract with this application.
5. Proof of receipt of documents on sales.
6. Copies of all required Drivers Licenses
7. 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 Woodlet Condominium Association, Inc.



I/We have received the Documents for WOODLET CONDOMINIUM.

Signature Date

Signature Date

**WOODLET CONDOMINIUM ASSOC., INC.
PET REGISTRATION**

(This form must be filled out by everyone- If you do not have a pet, it is still required that you sign at the bottom)

The undersigned Purchaser(s) of unit # _____ of WOODLET CONDOMINIUM _____ do hereby provide the Condominium Association with the following information in compliance with the Rules and Regulations of WOODLET CONDOMINIUM.

TYPE OF PET _____
NAME OF PET _____
AGE OF PET _____
LICENSE # _____
WEIGHT _____
COLOR _____

PICTURE OF PET REQUIRED WITH REGISTRATION FORM ALONGWITH A COPY OF A PALM BEACH COUNTY LICENSE

Name of person to be contacted in case pet is found on premises lost or injured:

_____ Phone # _____

The Rules and Regulations of WOODLET CONDOMINIUM as they relate to pets are printed here for you to read.

1. NO ANIMAL OTHER THAN HOUSEHOLD DOMESTIC ANIMALS SUCH AS DOGS AND CATS WILL BE PERMITTED IN THE DEVELOPMENT AT ANY TIME. RESIDENTS ARE PERMITTED ONE PET.
2. NO ANIMAL WILL BE KEPT OR BRED FOR ANY COMMERCIALPURPOSE.
3. ANIMALS WEIGHING IN EXCESS OF TWENTY FIVE (25) POUNDS ARE NOT ALLOWED IN WOODLET CONDOMINIUM.
4. NO CATS WILL BE ALLOWED OUTSIDE OF A UNIT AT ANY TIME.
5. EACH DOG MUST BE KEPT UNDER THE CONTROL OF ITS CARETAKER AT ALL TIMESAND KEPT ON A LEASH WHEN ON THE COMMON AREAS. EACH CAREGIVER MUST PROMPTLY REMOVE AND PROPERLY DISPOSE OF ALL WASTE MATTER DEPOSITED BY HIS/HER DOG IN THE DEVELOPMENT.
6. NO ANIMALS WILL BE ALLOWED TO CONSTITUTE A NUISANCE.
7. NO DOGS WILL BE ALLOWED IN THE POOL OR RECREATIONAL FACILITIES.
8. RESIDENT'S PET(S) MUST BE REGISTERED WITH THE ASSOCIATION AND LICENSED BY PALM BEACH COUNTY.
9. ALL PET SITTERS MUST COMPLY WITH CONDO RULES AND REGULATIONS REGARDING PETS.

Any violations of these rules can and will result in a fine. Any legal costs, which may result from the violation, will be the responsibility of the unit owner to pay.

I/We the unit Purchaser of said pet do herby certify that I/We understand and agree to abide by all existing rules of the Association regarding the residence of pets living in Condo _____ and all rules which hereafter become operative during our term of ownership:

BUYER _____ DATED _____

**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 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: _____