Notice: Property Manager Update

Palmetto Center Condominium · Lease Application Package

The application package that follows this notice was issued by Palmetto Center Condominium Association, Inc. and is reproduced here exactly as issued, unaltered. Two things have changed since it was originally printed: the property manager, and how applications are submitted.

How to Apply

Lease and purchase applications are now processed online through Tenant Evaluation, not by mailing the paper form below. Review the requirements and submit your application at:

palmetto-center-condominium.applytomove.com

Questions about the application or required documentation: Tenant Evaluation — support@tenantevaluation.com, (305) 692-7900.

The pages that follow are provided as a **reference copy** only, showing the documentation and fees the Association requires. Do not mail or email the completed form — submit through the portal above instead.

Property Manager

For general property management questions unrelated to the application itself, the current property manager is:

LUX MGMT Services, Inc.
Attn: Miranda Carmichael
1323 SE 17th St., Suite 93351
Ft. Lauderdale, FL 33316
(954) 947-0979
admin@luxmgmtservices.com

This notice supersedes every reference within the following pages to the prior property manager, C.A.M. Accounting & Property Services, Inc. — including the return-to address on the instructions page and the authorization/investigation agent named in Section III and the Business Information section. It also supersedes the instruction to mail or hand-deliver the completed application: applications are submitted through the Tenant Evaluation portal above, not by mail to LUX MGMT Services, Inc. or to the address printed within the application.

This notice page was prepared by MVP Holdings, LLC as a courtesy and is not part of the Association's original document. Confirm current submission requirements directly with LUX MGMT Services, Inc. before relying on this notice for a time-sensitive filing.

Palmetto Center Condominium

IMPORTANT NOTICE

This is to inform you of the procedures for processing **Applications for Purchase/Lease Approval.**

The prospective buyer/tenant must complete all questions on the **Application for Purchase/Lease Approval.**

The executed application must be submitted along with the following.

- $100.00 PER BUSINESS OWNER. A non-refundable processing fee, **MONEY ORDER ONLY** in the amount of $100.00 made payable to Palmetto Center Condominiums must be submitted along with the application.
- Addendum to the application (Lessee's only).
- Copy of Driver's license for each business owner.
- Copy of Sales Contract or Lease Agreement.
- Articles of Incorporation, Annual Report and Corporate Tax Return.

Please note that the Association will verify all information submitted on the application. As a result, it may take up to 21 days to fully process an application. Due to these circumstances, applications **cannot** be rushed.

The board must approve every applicant prior to occupancy or closing.

All applicants must be interviewed by the board of directors.

*Under no circumstances shall the prospective purchaser or tenant move into the unit until written approval by the board of directors has been obtained.

*Upon closing, a copy of the closing statement or warranty deed must be sent to our office. This is the only way in which the account name can be changed in our system and all correspondence can be sent to you as the new owner.

ESTOPPEL CERTIFICATE:

An Estoppel Certificate is required by a title company and/or attorney issuing title for the sale or refinance of a condominium unit. The Estoppel Certificate must be requested by the Title Company and/or attorney along with a $150.00 processing fee. Due to the high volume of transactions occurring in the real estate market, the Estoppel Certificate may take up to ten (10) days to be processed.

CONDO/PUD QUESTIONNAIRE:

A Condo/PUD Questionnaire is usually needed by a mortgage company to qualify the Association under its underwriting guidelines. This form is usually requested by the mortgagee or lender. The form must be submitted along with a $100.00 processing fee. Please allow up to ten (10) days to be processed.

WE HIGHLY RECOMMEND THAT THE ABOVE DOCUMENTS BE REQUESTED WITH PLENTY OF TIME BEFORE THE SCHEDULED CLOSING DATE TO AVOID ANY DELAYS.

APPLICATION FOR PURCHASE OR LEASE INSTRUCTIONS

(PLEASE CIRCLE ONE)

Unit Address: _____

PLEASE NOTE THE FOLLOWING:

1. The attached Application for Occupancy and Authorization Forms must be completed in detail by the proposed applicant.
2. Applications printed double-sided are not acceptable.
3. If any question is not answered or is left blank, this application will be returned and will not be processed. Should this happen, the time constraints will not begin until the fully completed application is returned to C.A.M. Accounting & Property Services, Inc.
4. Please attach a copy of the Sales Contract or Lease Agreement with the application.
5. Please attach a non-refundable processing fee of $100.00 PER APPLICANT made payable to Palmetto Center Condominium in the form of a cashier's check or money order. Acceptance of the Processing Fee in no way constitutes an approval of the applicant.
6. The completed application must be submitted to the office of C.A.M. Accounting & Property Services, Inc. at least 21 days PRIOR to the expected closing date.
7. It is the applicant's responsibility to acquire the Association's governing documents and abide by them. The applicant may request a copy to be emailed to them.

ALL INFORMATION MUST BE TYPED OR CLEARLY PRINTED

RETURN THE COMPLETED APPLICATION WITH ALL OF THE ABOVE TO:

C.A.M. Accounting & Property Services, Inc.
1900 N. University Drive, Suite 102
Pembroke Pines, FL 33024
(954) 450-5410
FAX (954)-450-5466
camaccounting.com

Palmetto Center Condominium

APPLICATION FOR PURCHASE OR LEASE
(PLEASE CIRCLE ONE)

SECTION I: GENERAL INFORMATION

Unit Address: _____

Today's Date: _____ Approximate Date of Occupancy _____

Current Owner's Name: _____

Current Owner's Address: _____

Current Owner's E-Mail Address: _____

Name of Realtor: _____

Realtor's Phone Number: _____

Realtor's E-Mail Address: _____

Name of Prospective Buyer (As it will appear on the title) – Purchase only

_____ _____
Borrower Name Co-Borrower Name

MORTGAGE COMPANY:

Name of Mortgage Company: _____

Address: _____

Telephone Number: _____

SECTION II: VOLUNTARY INFORMATION

Do you have any physical impairment that the Association should be aware of in case of an emergency, i.e. flood, fire, power outage, etc.? ____ Yes ____ No

If yes, please explain how you may need assistance:

_____

I hereby agree for myself and on behalf of all persons who may use the unit that I seek to purchase or lease:

1. I will abide by all the restrictions contained in the By-Laws, Rules & Regulations, and any restrictions that are or may in the future be imposed by the Association.
2. I understand that my customers must also adhere to the Association's governing documents and that I will be responsible for their actions.
3. I understand that the Association charges an assessment fee that must be paid. Failure to pay may lead to the filing of a Claim of Lien and/or Foreclosure of the unit.
4. I understand that any violation of the terms, provisions, conditions, and covenants of the Association's documents, provides cause for immediate action as therein provided or termination of a lease agreement under the appropriate circumstances.

I have received a copy of the Rules & Regulations: ____Yes ____ No

I understand that the acceptance of the Sales Agreement and/or Lease for the Association is conditioned upon the truth and accuracy of this application and upon the approval from the Board of Directors. Any misrepresentation or falsification of information on these forms will result in the automatic rejection of this application.

In making the foregoing application, I am aware that the decision of the Association will be final, and no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board of Directors.

Business Owner's Signature: _____

Business Owner's Signature: _____

SECTION III: AUTHORIZATION TO THIRD PARTIES

I hereby authorize all persons, educational institutions, banks, and other financial institutions, current and former employers, current and former landlords, credit reporting agencies, governmental agencies and other organizations, which C.A.M. Accounting & Property Services, Inc. may request.

_____ _____

Business Owner's Signature Business Owner's Signature

_____

Printed Name Printed Name

_____

Social Security Number Social Security Number

_____

Date Date

AUTHORIZATION AND ACKNOWLEDGEMENT

In connection with my Application for Approval to lease □ purchase □, I hereby authorize C.A.M. Accounting & Property Services, Inc. to perform an investigation of my credit worthiness, credit standing, character, general reputation, personal characteristics, mode of living and employment/work history, and to provide a report of the investigation to Palmetto Center Condominium, I hereby release and discharge C.A.M. Accounting & Property Services, Inc. from any and all claims, damages, liabilities, costs, and expenses arising from retrieving and reporting of such information.

I acknowledge receipt of "A Summary of Your Rights under the Fair Credit Reporting Act" provided to me in accordance with the provisions of the Fair Credit Reporting Act.

_____ _____

Business Owner's Signature Business Owner's Signature

_____ _____

Printed Name Printed Name

_____ _____

Date Date

SECTION IV: APPLICATION FOR OCCUPANCY

Date: _____

Unit #: _____

CREDIT ONLY □ PURCHASE □

CREDIT & CRIMINAL □ LEASE □

DESIRED DATE OF OCCUPANCY: _____

Business owner: _____ Date of Birth_____ Social Security # _____

Telephone (mobile): _____ Telephone (evening): _____

E-Mail Address: _____

Tenant: _____ Date of Birth_____ Social Security # _____

Telephone (mobile): _____ Telephone (evening): _____

E-Mail Address: _____

_____ _____

Applicant's Driver's License Number Co-Applicant's Driver's License Number

EMERGENCY CONTACT INFORMATION

NAME: _____RELATION:_____

PHONE NUMBER: _____ E-MAIL ADDRESS: _____

BUSINESS INFORMATION

(Please include the Articles of Incorporation, Annual Report and Corporate Tax Return)

Business name: _____

Type of Business: _____

Full description of intended use: _____

Website/e-mail of the business: _____

Office hours: _____

Number of employees: _____Years established: _____

VEHICLES

MAKE	MODEL	COLOR	TAG NO
MAKE	MODEL	COLOR	TAG NO

This Applicant acknowledges that Palmetto Center Condominium Association, Inc. and/or its agent, C.A.M. Accounting & Property Services, Inc. may verify the information supplied by the Applicant in this application, may obtain credit reports and may investigate the Applicant's credit worthiness, credit history, residential history and employment/work history, search of the public records of governmental agencies and interviews with character references and others. The Applicant hereby authorizes and consents Palmetto Center Condominium and/or its agent, C.A.M. Accounting & Property Services Inc. to perform such verification and investigation.

_____ _____

Business Owner's Signature Business Owner's Signature

_____ _____

Date Date

Palmetto Center Condominium

ADDENDUM TO THE APPLICATION FOR OCCUPANCY/APPROVAL

This addendum is attached to and made part of the Application for Occupancy/Approval ("Application") for the lease of Unit (s) _____ at Palmetto Center Condominium ("Association"), between the Association ("Lessor") and _____(Lessee(s)"). If any of the terms and conditions of this addendum conflict with any of the terms and provisions of the application, the terms of this addendum shall prevail and take precedence.

I. DELINQUENCY OF REGULAR MAINTENANCE AND/OR SPECIAL ASSESSMENTS.

In the event Lessor becomes delinquent in the payment of any regular maintenance assessments and/or special assessments due to the Association, the rent for the unit(s) shall be applied by the Lessee(s) to payment of any delinquent assessment or installment thereof due to the Association before payment of the balance, if any, of such rent to the Lessor. If any such assessments and installments are not paid in full within thirty (30) days from the date the Association sends Lessor written notice of delinquency, the Association shall notify the Lessee(s) of the Association's election to exercise its right to collect the rental payments for the unit(s) by certified and regular mail to the last address furnished to the Association by Lessor and shall notify Lessee(s) of same by certified and regular mail to the unit(s) address. Upon receipt of such notice, Lessee(s) shall immediately pay to the Association the amount of such delinquent assessment, including any accelerated assessment amounts, late fees, interest, collection costs and attorney's fees (if any), and shall deduct such sums paid to the Association from the next rental payment. Notwithstanding the foregoing, in the event the sums owing to the Association exceed the Lessee's rental payment, Lessee(s) shall not be obligated to pay any sums in excess of such rental payment to the Association. If any excess sums are due to the Association, the Lessee(s) is authorized to continue to deduct such sums from each rental payment until such sums have been paid in full. Any such deductions by the Lessee(s) shall not constitute a default by Lessee(s) of Lessee(s)'s obligations under the lease.

II. FAILURE OF LESSEE(S) TO PAY DELINQUENT ASSESSMENTS AFTER NOTICE.

In the event Lessee(s) fails to pay the delinquent assessments, costs, and fees after notification of the request by the Association, said failure shall constitute a default under the Lease of the unit(s) and the Association's governing documents. SAID DEFAULT MAY RESULT IN THE COMMENCEMENT OF EVICTION PROCEDURES AGAINST THE LESSEE (S).

This ADDENDUM has been executed by the parties on the dates indicated below:
Executed by LESSOR in the presence of:

_____ _____ _____

Witness Signature Print Unit Owner(s) Name Date

_____ _____

Unit Owner(s) Signature Date

Executed by LESSEE(S) in the presence of

_____ _____ _____

Witness Signature Print Lessee(s) Name Date

_____

Lessee(s) Signature

Executed by a Board Member of Palmetto Center Condominium in the presence of:

_____ _____ _____

Witness Signature Print Board Member's Name Date

_____ _____

Board Member's Signature Title

DISCLOSURE AND RELEASE FOR INVESTIGATION

Please Print Your Full Name SSN

Please Print Any Other Names You Have Used DOB

Street Address

City State Zip Code

Driver's License # Exp. Date State Issued

I hereby give consent for an investigative consumer report to be prepared for employment _____ , tenant purposes _____ (***applicant must circle one and initial it***), which may include information about me obtained from Law Enforcement Agencies, State Agencies, as well as Public Records information such as credit reports, social security information, criminal history information, motor vehicle records and workers' compensation records, such as are allowed by law and in accordance with the Americans With Disabilities Act. Your signature below indicates your understanding that this authorization shall remain on file and shall serve as a continuing authorization for A Worldwide Person & Information Locators, Inc. and their agents to include Locaters International, Inc. to procure consumer reports and/or investigative consumer reports for the above purpose, at any time during the course of your employment or residency.

My signature certifies that I have read and agree with the above statements and have received a copy of A Summary of Your Rights Under the Fair Credit Reporting Act.

Signature Date

Witness Date

PALMETTO CENTER CONDOMINIUM

PURCHASER/LESSEE CHECKLIST

YOU MUST SUBMIT THE FOLLOWING ITEMS PRIOR TO PURCHASE/LEASE:

☐ COMPLETED PURCHASE/LEASE APPLICATION

☐ PROCESSING FEE(S): $100.00 INDIVIDUALS OVER 18

☐ VERIFICATION OF RECEIPT OF RULES & REGULATIONS, IF TENANT

☐ VERIFICATION OF RECEIPT OF RULES & REGULATIONS AND CONDOMINIUM DOCUMENTS, IF BUYER

☐ VERIFICATION OF AMOUNT DUE OF MONTHLY MAINTENANCE, IF PURCHASER

☐ SETTLEMENT STATEMENT, IF PURCHASER

☐ COPY OF DRIVER LICENSE(S)/ID(S)

☐ ARTICLES OF INCORPORATION, SUNBIZ ANNUAL REPORT, PREVIOUS YEARS TAX RETURN

POST CLOSING/LEASE APPROVAL

☐ APPROVAL FROM ASSOCIATION; REQUEST FORM FROM ASSOCIATION

☐ CERTIFICATE OF INSURANCE

☐ COPY OF MIAMI DADE BUSINESS LICENSE

☐ COPY OF INSURANCE (after closing or lease approval)

PRIOR TO RENOVATIONS/REMODELING

☐ BUILDING PLANS

☐ COPY OF BUILDING PERMIT