

PALM BAY ESTATES R.O. ASSN, INC.
3092 Indian River Drive NE
Palm Bay, FL 32905
321-723-3353
Fax: 321-723-8875

APPLICATION FOR RESIDENCY
IN PALM BAY ESTATES RESIDENT-OWNED PARK:

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH YOUR APPLICATION:

1. VERIFICATION OF **EMPLOYMENT** -OR- VERIFICATION OF RETIREMENT
2. VERIFICATION OF **INCOME** - FROM CURRENT EMPLOYER OR RETIREMENT INCOME
3. **PROOF OF PURCHASE** (Title Transfer from Tag Office or Sales Contract)
4. **VETERINARIAN'S STATEMENT** (If applicant is requesting to have a dog or cat reside at residence.)
5. **CREDIT CHECK & BACKGROUND CHECK FEE OF \$75.00 per person**
6. **COLOR COPY OF VALID DRIVERS' LICENSE OR IDENTIFICATION CARD**

After this package, with all items requested, is FULLY completed by you, please deliver to the Association Office at the above address and we will schedule an **INTERVIEW WITH THE BOARD OF DIRECTORS.**

PLEASE NOTE BELOW THE BEST DAYS AND TIMES FOR YOU TO ATTEND THIS 30 MINUTE INTERVIEW:

Best Days of the Week to Meet You:

Best Time of Day you can meet at the Association Office:

For Office USE:

Date Received: _____ By: _____

Interview Scheduled for: _____ with _____

LANDLORD NAME

LANDLORD PHONE

MONTHLY RENT _____

REASON FOR LEAVING:

PREVIOUS ADDRESS

STREET ADDRESS

CITY

STATE

ZIP

DATE IN, DATE OUT _____

LANDLORD NAME

LANDLORD PHONE

MONTHLY RENT _____

REASON FOR LEAVING:

PETS

PETS: ___ Yes ___ No. Describe Breed and Size _____
(No more than one pet allowed and such pet must be 40 pounds or less)

EMPLOYMENT & INCOME INFORMATION

1. OCCUPATION: EMPLOYER/COMPANY MONTHLY SALARY

2. SUPERVISOR NAME SUPERVISOR PHONE START DATE END DATE

3. OTHER INCOME DESCRIPTION MONTHLY INCOME

EMERGENCY CONTACT

1. NAME ADDRESS PHONE RELATIONSHIP

2. NAME ADDRESS PHONE RELATIONSHIP

MOBILE HOME INFORMATION

YEAR MAKE MODEL COLOR LENGTH WIDTH

SERIAL/VIN # _____ RP STICKER # _____

I/we, the undersigned, authorize Palm Bay Estates and its agents to obtain an investigative consumer credit report including but not limited to credit history, OFAC search, landlord/tenant court record search, criminal record search and registered sex offender search. I authorize the release of information from previous or current landlords, employers, and bank representatives. This investigation is for resident screening purposes only, and is strictly confidential. This report contains information compiled from sources believed to be reliable, but the accuracy of which cannot be guaranteed. I hereby hold Palm Bay Estates and its agents free and harmless of any liability for any damages arising out of any improper use of this information.

Important information about your rights under the Fair Credit reporting Act:

- You have a right to request disclosure of the nature and scope of the investigation.
- You must be told if information in your file has been used against you.
- You have a right to know what is in your file, and this disclosure may be free.
- You have the right to ask for a credit score (there may be a fee for this service).
- You have the right to dispute incomplete or inaccurate information. Consumer reporting agencies must correct inaccurate, incomplete, or unverifiable information.

Print Name: _____

Print Name: _____

SHAREHOLDER APPLICATION & SCREENING POLICY OF PALM BAY ESTATES

Dear Prospective Shareholder:

Listed below is our application procedure and screening process.

APPLICATIONS:

(1) In order to process your shareholder application all persons desiring to become a resident in Palm Bay Estates must submit the following (3) items and they must be received in the office before an interview will be scheduled:

a) A complete and truthful application with all lines filled out accordingly: the address of the property you are applying for, desired closing date, all personal information, residence and employment history, emergency contact information, all applicants' signatures and date applicable.

b) An application fee of \$75 per applicant which is (non-refundable).

c) Reliable documentation and telephone numbers to verify employment, or verification of income if retired, and financial history.

*We will start processing your application immediately upon receipt of a completed application (See above items 1a-1c). The PBE office will call you within 2 weeks to either set up an interview with our board of directors or to inform you of your denial. Incomplete applications will not be processed until all items have been completed.

QUALIFICATIONS:

(1) Qualifying income standard: Monthly maintenance fees x 3 = applicant's monthly income; if your monthly income equals this amount, you meet the qualifying income standard (Gross income for all applicants in one home will be combined). Additional sources of verifiable income may be considered. These sources may include: child support, grants, pensions, GI benefits, disability, trust funds, social security and savings accounts. Self Employment, Retired or Unemployed – all applicants must provide the previous year's income tax return and the previous two month's bank statements, or twelve months of financial statements and must exhibit no negative references.

(2) Acceptable credit as evidenced by a credit report and approved by Palm Bay Estates.

(3) Acceptable landlord, personal and business references. Current and previous landlords will be contacted via telephone to verify rental payments and tenancy history. Rental History – Some credit scoring results will necessitate an evaluation of verifiable rental or mortgage payment history for the last 24 months. In these instances, applicant must have a minimum of 6 months cumulative verifiable rental or mortgage payment history within the last 24 months. In such instances, if a previous landlord cannot be contacted, 6 consecutive months of proof of payment must be verified and a copy of the lease contract must be provided.

When applications also depend on the results of a rental history investigation for an approval/denial determination, applications for residency will automatically be denied for the following reasons:

- i. An outstanding debt to a previous landlord or an outstanding NSF check must be paid in full
- ii. A breach of a prior lease or a prior eviction of any applicant or occupant
- iii. More than 4 late pays and/or 2 NSF's within the last 24 months

(4) Occupancy guidelines: Please refer to the Palm Bay Estates Prospectus on file with the Office. All qualified shareholders will be required to acknowledge that they have read and understand the provisions of the Prospectus and agree to abide by the terms therein relating to Renters.

(5) Palm Bay Estates adheres to all Fair Housing laws and will not "discriminate against any person in terms, conditions, or privileges of sale or rental of a dwelling, or in provisions of services or facilities in connection therewith, because of race, color, religion, sex, handicap, familial status, or national origin." (The Fair Housing Amendments Act of 1988). **PLEASE NOTE that Palm Bay Estates requires at least one occupant per unit must be at least 55 years of age or older.**

(6) Animals. No more than one animal weighing up to 40 pounds or less full-grown are allowed per unit. Aggressive breeds will not be allowed. These include, but not limited to, Doberman Pincher, German shepherd, Rottweiler, and Pit Bull. Exotic animals such as reptiles, birds and rodents, and poisonous animals such as tarantulas, insects and poisonous fish are not allowed.

(7) Vehicles. 2 vehicles are allowed per unit. Vehicles must be operational and have current registration and inspection. Boats or trailers must be stored in storage area provided for \$22 per month fee. RV's or Campers must be stored in storage area provided for \$35 per month fee.

PROCESSING & SCREENING:

(1) Processing time is approximately 14 business days (Subject to Palm Bay Estates receiving all required verifications).

(2) A credit and criminal check will be performed on all applicants. Criminal History – A criminal background check will be conducted for each applicant and occupant age 18 years or more. The application will be denied for any of the following reported criminal related reasons that have occurred within the ten (10) years prior to the application date.

- Felony conviction
- Any terrorist related conviction
- Any illegal drug related conviction
- Any prostitution related conviction
- Any sex related conviction

- Any cruelty to animals related conviction
- Misdemeanor conviction involving crime against persons or property
- Any of the above related charges resulting in "Adjudication Withheld" and/or "Deferred Adjudication"

Active status on probation or parole resulting from any of the above
 Please remember that this requirement does not constitute a guarantee or representation that residents or occupants currently residing in our community have not been convicted of or subject to deferred adjudication for a felony, certain misdemeanors or sex offenses requiring registration under applicable law; there may be residents or occupants that have resided in the community prior to this requirement going into effect; additionally, our ability to verify this information is limited to the information made available to us by the resident credit reporting services used.

(3) All applications must be presented to the Board of Palm Bay Estates for approval. Every effort will be made to present applications within 24 hours of completing the processing of all applicants received for a specific property. The Board will then have 2 weeks to review application and the office will call to set up and interview after board approval.

(4) A property is considered sold and new shareholders are recognized only when all required fees have been paid, interview process with the board is completed and approval from PBE Board is given.

(5) Falsification of Application – Any falsification in Applicant’s paperwork will result in the automatic rejection of Application. In the event that an Applicant falsifies his/her paperwork, Palm Bay Estates has the right to hold all deposits and fees paid to apply towards liquidated damages.

(6) Upon PBE Board approval the new shareholder must submit to the office, a copy of the Sales Contract for the new share/home purchase.

I/We the undersigned acknowledge receipt of the RENTAL APPLICATION & SCREENING POLICY OF PALM BAY ESTATES.

Applicant: _____ Date: _____
 Printed Name: _____

Applicant: _____ Date: _____
 Printed Name: _____

Applicant: _____ Date: _____
 Printed Name: _____