

Granada House Association, Inc.

PURCHASE/LEASE/RENTAL APPLICATION PROCEDURES AND REQUIREMENTS:

This application must be filled out completely and submit to:

Granada House Association, Inc.
c/o Allied Property Management Group, Inc.
1711 Worthington Rd. Ste 103
West Palm Beach, FL 33409

Please note: if purchasing under a business entity the application must be filled out with said person as signer for such business entity. Proof of authorized signer required such as a print out from Sunbiz.org

*****APPLICATIONS MUST BE RECEIVED COMPLETE OR THEY WILL NOT BE PROCESSED*****

Please note: applications must be turned in complete. All must check / initial next to each item above to ensure you are submitting all required documentation prior to mailing or dropping off. We do not accept applications or parts of the application via email.

- 1) _____ Non-refundable application fee in the form of money order or cashier's Check ONLY in the amount of **\$150.00** (per person over the age of 18 {applicant}) made payable to: **ALLIED PROPERTY MANAGEMENT GROUP, INC.** Married couples eligible to only \$150.00 fee (marriage certificate will be required if last names differ).
 - a **Please note:** An additional hundred (\$250.00 per person) of Foreign Nationality with no US Social Security number - made payable to: **ALLIED PROPERTY MANAGEMENT GROUP, INC** is required per applicant if of Foreign Nationality and holds no U.S. Social Security Number.
- 2) _____ Leases/Rentals: Rental Security Deposit of **\$1,000.00** must be submitted at the time of this application. Cashier's check or Money Order ONLY made payable to: **Granada House Association, Inc.**

Please Note: this must be paid by LANDLORD. If paid previously, Proof of payment is required with submission of this application.
- 3) _____ Previous Year Tax Return
- 4) _____ Previous (3) three Years of W-2's and/or Social Security Statements
or For Canadian Residents T-4's and/or T-4A's
- 5) _____ Legible copy of each applicant's valid Driver's License or Government issued Picture ID/Passport for ALL persons residing in the residence over 18 Years of age (applicants). Proof of US Residency will be required if you do not have a Social Security Number or are of Foreign Nationality.
- 6) _____ Copies of ALL Vehicle Registrations & Vehicle Insurance Cards for vehicles that will be parked in the community. **The name on the registration MUST be the same as the applicant(s). If not the same,**

a document must be provided from the registered owner(s) of vehicle(s) giving the applicant(s) authorization to drive/use said vehicle(s). The document MUST be signed and notarized by the registered owner of the vehicle(s).

- 7) _____ Signed APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION form signed by all parties residing in the residence over the age of 18.
- 8) _____ Executed copy of the Purchase/Lease Agreement
- 9) _____ Proof of City of Pompano Beach Rental License (Landlord Must Provide)

Please allow up to 30 days for approval and do not schedule closing or occupy the unit until you have been approved by the board and issued a certificate of approval

A copy of your Warranty Deed will need to be provided to the management company after closing to officially change ownership in our records.

NO PERSONS OTHER THAN THOSE LISTED ON THIS APPLICATION WILL RESIDE IN THE UNIT. APPLICANT(S) AND OWNER(S) AGREE THAT ANYONE MOVING INTO THE UNIT AT A LATER DATE WILL HAVE TO GO THROUGH THE APPLICATION PROCESS THROUGH THE ASSOCIATION.

Applicant(s) will be contacted once the board has made a decision. You may follow up for the status in two (2) weeks after a completed application is received via email to: **applications@alliedpmg.com** including the following subject line (GHA/ Applicants Last Name –Property address) in your email(s).

Applicant(s) Email: _____ Email: _____

Agent(s) Email: _____ Email: _____



GHA

READ FIRST: Complete ALL questions and fill in all blanks. All information supplied is subject to verification. If any question is not answered/left blank, or answered falsely, this application may be returned, not processed, and/or denied. Missing information will cause delays. Once submitted, order can be cancelled but all fees are NON-Refundable.

PROPERTY ADDRESS: _____ Unit#: _____

Lease Dates: _____ - _____ Closing Date: _____

Realtor: _____ Contact # _____

Realtor Email: _____

Applicant #1: _____ Please Print

Name: _____ Maiden Name: _____

DOB: ____ / ____ / ____ Social Security # ____ - ____ - ____

Phone #: _____ Cell # _____

Email Address: _____

Driver's License # _____ State of Issuance: _____

Residency- MUST INCLUDE THE LAST 5 Years of Residency

Current Address: _____ City/State: _____

Zip Code: _____ Own _____ Rent _____ Mthly Rent/Mortgage _____

Landlord Name: _____ Phone# _____ How Long _____

Reason for moving: _____

Previous Address: _____ City/State: _____

Zip Code: _____ Own _____ Rent _____ Mthly Rent/Mortgage _____

Landlord Name: _____ Phone# _____ How Long _____

Reason for moving: _____

Previous Address: _____ City/State: _____

Zip Code: _____ Own _____ Rent _____ Mthly Rent/Mortgage _____

Landlord Name: _____ Phone# _____ How Long _____

Reason for moving: _____



Applicant #1:

EMPLOYMENT HISTORY

****** MUST INCLUDE PREVIOUS 5 YEARS OF EMPLOYEMENT******

Current Employer: _____
Employer Address: _____ City/State _____ Zip _____
Dates of Employment: _____ until _____
Position: _____ Supervisor Name: _____
Phone#: _____ Income Monthly: _____
Reason for Leaving: _____

Previous Employer: _____
Employer Address: _____ City/State _____ Zip _____
Dates of Employment: _____ until _____
Position: _____ Supervisor Name: _____
Phone#: _____ Income Monthly: _____
Reason for Leaving: _____

Previous Employer: _____
Employer Address: _____ City/State _____ Zip _____
Dates of Employment: _____ until _____
Position: _____ Supervisor Name: _____
Phone#: _____ Income Monthly: _____
Reason for Leaving: _____

Emergency Contact

Name: _____ Phone# _____
Address: _____ Relationship: _____



GHA

READ FIRST: Complete ALL questions and fill in all blanks. All information supplied is subject to verification. If any question is not answered/left blank, or answered falsely, this application may be returned, not processed, and/or denied. Missing information will cause delays. Once submitted, order can be cancelled but all fees are NON-Refundable.

Applicant #2:

Please Print

Name: _____ Maiden Name: _____

DOB: ____ / ____ / ____ Social Security # ____ - ____ - ____

Phone #: _____ Cell # _____

Email Address: _____

Driver's License # _____ State of Issuance: _____

Residency- MUST INCLUDE THE LAST 5 Years of Residency

Current Address: _____ City/State: _____

Zip Code: _____ Own _____ Rent _____ Mthly Rent/Mortgage _____

Landlord Name: _____ Phone# _____ How Long _____

Reason for moving: _____

Previous Address: _____ City/State: _____

Zip Code: _____ Own _____ Rent _____ Mthly Rent/Mortgage _____

Landlord Name: _____ Phone# _____ How Long _____

Reason for moving: _____

Previous Address: _____ City/State: _____

Zip Code: _____ Own _____ Rent _____ Mthly Rent/Mortgage _____

Landlord Name: _____ Phone# _____ How Long _____

Reason for moving: _____



Applicant #2:

EMPLOYMENT HISTORY

****** MUST INCLUDE PREVIOUS 5 YEARS OF EMPLOYMENT******

Current Employer: _____
Employer Address: _____ City/State _____ Zip _____
Dates of Employment: _____ until _____
Position: _____ Supervisor Name: _____
Phone#: _____ Income Monthly: _____
Reason for Leaving: _____

Previous Employer: _____
Employer Address: _____ City/State _____ Zip _____
Dates of Employment: _____ until _____
Position: _____ Supervisor Name: _____
Phone#: _____ Income Monthly: _____
Reason for Leaving: _____

Previous Employer: _____
Employer Address: _____ City/State _____ Zip _____
Dates of Employment: _____ until _____
Position: _____ Supervisor Name: _____
Phone#: _____ Income Monthly: _____
Reason for Leaving: _____

Emergency Contact

Name: _____ Phone# _____
Address: _____ Relationship: _____



Additional Occupants
(if over the age of 18 Years of age they are considered an applicant)

Name	Date of Birth	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has any applicant(s) ever been:

- Evicted
 Lost part/all security deposit
 Had lease terminated

Give detail: _____

VEHICLES:

Please note: ONLY one (1) identified car parking space is assigned for the exclusive use of each unit. If you have more than 1 vehicle, it must be parked off property. All other parking is reserved for guests. Improperly parked cars will be towed at the expense of the owner. Parking is strictly enforced.

Vehicle #1: Make: _____ Model: _____ Year: _____

Tag #: _____ Color: _____ Financed Amount \$ _____

Registered Name on Vehicle: _____

Vehicle #2: Make: _____ Model: _____ Year: _____

Tag #: _____ Color: _____ Financed Amount \$ _____

Registered Name on Vehicle: _____

FINANCIAL INFORMATION

Do you have a Checking Account? _____ Yes _____ No

Do you have a Savings Account? _____ Yes _____ No

Have you ever filed for Bankruptcy? __ Yes __ No State _____ County _____

Year _____ Explanation: _____



APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that **Allied Property Management Group, Inc.**, may now, or any time while I own or I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Owner/Tenant requirements. The results of this verification process will be used to determine tenant eligibility under **Allied Property Management Group, Inc.**, HOA/COA association policies.

I authorize **Background Info USA** and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative **Allied Property Management Group, Inc.**

I have read and understand this release and consent, and I authorize the background verification. I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide **Background Info USA** with all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original.

Applicant Signature

Printed Name

Co-Applicant Signature

Printed Name

Co-Applicant Signature

Printed Name

Date: _ / _ / _
MM DD YYYY



Background & Eviction Certifications for Primary Applicant #1:

#1 - Please thoroughly read the below information and check one of the options.

I certify that I have no criminal charges pending against me, nor have I been convicted of any felony or any misdemeanor by any federal, state, provincial or local government of the United States or any other country, nor have I been involved in any civil or administrative proceeding in connection with an allegation of fraud or similar misconduct. The term 'conviction' as used in this clause, means a judgment or conviction of a criminal court of competent jurisdiction, whether entered upon a verdict or plea, including due to a plea of nolo contendere or the equivalent.

I cannot certify to the above statement. In lieu of certifying to the above statement, I understand that I must provide a detailed explanation including ALL of the circumstances which prevent me from certifying to the above statement with this application. If supporting documentation is relevant, you must submit such with this application.

#2 - Please thoroughly read the below information and check one of the options.

I certify that I have never been evicted nor had any eviction paperwork filed against me.

I cannot certify to the above statement. In lieu of certifying to the above statement, I understand that I must provide a detailed explanation including ALL of the circumstances which prevent me from certifying to the above statement with this application. If supporting documentation is relevant, you must submit such with this application.

Signature of Applicant _____



Background & Eviction Certifications for Co-Applicant #2:

#1 - Please thoroughly read the below information and check one of the options.

I certify that I have no criminal charges pending against me, nor have I been convicted of any felony or any misdemeanor by any federal, state, provincial or local government of the United States or any other country, nor have I been involved in any civil or administrative proceeding in connection with an allegation of fraud or similar is conduct. The term 'conviction' as used in this clause, means a judgment or conviction of a criminal court of competent jurisdiction, whether entered upon a verdict or plea, including due to a plea of nolo contendere or the equivalent.

I cannot certify to the above statement. In lieu of certifying to the above statement, I understand that I must provide a detailed explanation including ALL of the circumstances which prevent me from certifying to the above statement with this application. If supporting documentation is relevant, you must submit such with this application.

#2 - Please thoroughly read the below information and check one of the options.

r I certify that I have never been evicted nor had any eviction paperwork filed against me.

I cannot certify to the above statement. In lieu of certifying to the above statement, I understand that I must provide a detailed explanation including ALL of the circumstances which prevent me from certifying to the above statement with this application. If supporting documentation is relevant, you must submit such with this application.

Signature of CO-Applicant: _____



Disclosures

I/We here acknowledge that & agree to allow a consumer report and/or investigative consumer report including information concerning applicant(s) character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with applicant(s) application for new and/or continued residence. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during applicant(s) residence. Upon timely written request from Allied Property Management Group, Inc. (Management), and within 10 business days of the request, the name, address, and phone number of the reporting agency and the nature and scope of the investigative consumer report(s) will be disclosed to applicant(s). Under no circumstances is occupancy allowed without written authorization and approval from the association. It will take up to 30 days (from the date that the COMPLETED application is received by Management/Association) to process applications. For international applicants, additional fees & additional time will be needed to process your application. An application is considered complete ONLY after all application fees have been paid, the application is completely & properly filled out & fully executed by all required parties, and all necessary supporting documents have been uploaded & received. Only after the completed application is submitted, will the processing of the application commence. Incomplete applications will delay approval time as they will not be processed. During the processing of the application there will be NO verbal communication between Management/Association and buyer(s), seller(s), tenant(s), landlord(s), or their respective real estate agent(s). It is the responsibility of the applicant(s) to submit their application complete and in a timely manner in order to accommodate expected occupancy and/or closing dates. Applicant(s) hereby authorizes and requests, without any reservation, any present or former employer, school, landlord, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about applicant(s) to furnish Allied Property Management Group, Inc. with any and all background information in their possession regarding applicant(s), in order that applicant(s) residence qualifications may be evaluated. Applicant(s) also agree(s) that a fax or photocopy of this authorization with applicant(s) signature(s) or electronic signature(s) will be accepted with the same authority as the original(s). Applicant(s) also agree(s) that this information may be viewed by any Allied Property Management Group, Inc. employee or any current Board of Director with Granada House Association, Inc. Applicant(s) represent(s) that information set forth on this application is true & complete. Material misrepresentations on the Application will constitute fraud and will result in an automatic denial of your application and/or approval. If misrepresentations/fraud is discovered after approval has been given, any approval will be considered null and void and applicant(s) will be in violation of the Associations Rules & Regulations, Documents, Covenants, By-Laws, etc. and legal action may be pursued. Applicant(s) also acknowledges that the application fee will not be applied to any deposit amount of any kind. In the event this applicant(s) is approved or disapproved, this sum will be retained by Management to cover the cost of processing this application as furnished by applicant(s). All application fees are NON-REFUNDABLE. SPECIAL NOTES FOR INTERNATIONAL APPLICANTS Additional fees and time will be required. PLEASE NOTE: Due to the extensive process, International Applications will take longer to complete (may take up to 90 days). Minimum application fee per individual 18 years old or older is \$250 for international applicants (certain countries may cost more). No discount will be given for international applicants (regardless of marital status).

Signature of Applicant

Signature of Co- Applicant

Printed Name of Applicant

Printed Name of Co- Applicant

/ /

Date

/ /

Date



GRANADA HOUSE ASSOCIATION, INC.

PET REGISTRATION FORM

No Pets are allowed at the Granada House Association, Inc. at anytime by anyone unless it is a documented and approved service animal (ONE FORM PER PET)

Address: _____ Owner Name: _____

Pet Type: _____ Breed: _____ Weight: _____ Color: _____

Veterinarian: Name and phone #: _____

YOU MUST PROVIDE A RECORD OF YOUR PETS CURRENT VET RECORDS

Service/Support Animals: Please note: Proper Documentation is required for any and all service/support animals to include: you MUST submit supporting documentation including but not limited to: a recent photo of the animal, a certified letter from a practicing doctor on letterhead, proof that animal vaccines are current, copy of current License/Tag #, etc.

Rules & Regulations:

- 1) **Incessant barking dogs are not acceptable.**Please respect your neighbors by adhering to this. **Please do not allow your dogs to urinate in common areas. (i.e.: Parking Lots, Walkways, Stairwells, or the bushes lining these areas. Please pick up after your dogs.**
- 2) No Aggressive Breeds, or any other dog of mean or violent temperament, or otherwise evidences such temperament.
- 3) All pets must be registered and approved by the Association.
- 4) Proof of all required vaccinations must be provided. Current rabies tag # _____
- 5) Proof of updated Shots will be required annually.
- 6) Current photograph of your pet must be provided.
- 7) Owner(s) agrees to abide by pet regulations established by the Governing Documents and all Governmental Sanitary Regulations.
- 8) No pet shall be tied out of the exterior of the unit or left unattended on the patio, balcony, hallway, stairwell, or any other commonarea.
- 9) No pet shall be permitted outside except on a leash not to exceed 6 ft on GRANADA HOUSE ASSOCIATION, INC. property.
- 10) All pets must be cleaned up after, **IMMEDIATELY**, regardless of the size of the feces or location where deposited. Urination and feces in the courtyard or any GRANADA HOUSE ASSOCIATION, INC. property is prohibited. If your animal has an accident, wash down the urine with water and pickup feces immediately. Continued issues will result in a violation which may result in eviction.
- 11) Any stray cats on property may be trapped and taken away if the board sees fit.
- 12) You must notify your property manager in writing of all deaths & new arrival of pets.

I have read and agree to the rules and regulations regarding pets. I agree to provide the Association with copies of the vaccination papers by a veterinarian, along with a photo and agree to follow the above states rules. A violation of the provisions of this paragraph shall entitle the Association to all of its rights and remedies, including, but not limited to, the right to fine Unit Owners as provided in the By-laws and any applicable Rules and Regulations, other possible legal remedies, and/or to require any animal(s) to be permanently removed from the Association's Property.

Signature of Applicant

Signature of Co-Applicant



Collection of Rent Agreement

I/We understand that the following 'Collection of Rent Agreement' will automatically apply to all current and/or future Tenants & Landlords and will automatically become part of any and all current and/or future lease agreements between any and all current and/or future tenant(s) and landlord(s). This Collection of Rent Agreement (this "Agreement") is made and entered into by and between Granada House Association Inc. ("Association"), Tenant(s), Occupant(s), and Landlord/Unit Owner. WITNESSETH: WHEREAS, Florida Statutes dictate that upon approval of applicant(s), Landlord & Tenant will automatically include this 'Collection of Rent Agreement' in their current lease as well as any future lease. NOW THEREFORE, in consideration of the mutual agreements and covenants contained herein and for other good and valuable consideration, it is mutually agreed and covenanted by and among the parties to this Agreement as follows:

1. Tenant and Unit Owner acknowledge and agree that Tenant is required to comply with the Association's Declaration of Condominium, By-laws, Articles of Incorporation and Rules and Regulations, as amended from time to time (collectively, the "Governing Documents"). The Governing Documents shall be deemed expressly incorporated into the Lease. 2. Tenant and Unit Owner acknowledge and agree that Unit Owner is required to pay to Association any and all assessments (the "Assessment") levied by Association in accordance with the Governing Documents. 3. In the event the Unit Owner fails to pay Association any Assessment when the same become due, Association shall be entitled to collect the Tenant's(s') rent payments ("Rent") owed to Unit Owner/Landlord under the Lease for the purpose of offsetting the delinquent Assessment(s). 4. If Association notifies Tenant that Unit Owner is delinquent in its Obligation to pay any Assessment, Tenant shall discontinue the payment of the Rent to Unit Owner and instead shall direct said Rent payments, in the same amount and frequency as set forth in the Lease, to Association until such time as Association directs Tenant to redirect Rent payments to Unit Owner. Any Rent collected by Association in excess of Unit Owner's delinquent Assessment will be promptly disbursed to Unit Owner. In the event Tenant fails to redirect the payments of Rent to the Association and instead continues to pay Rent to Unit Owner, Tenant shall become obligated along with the Unit Owner to pay the delinquent Assessments to Association, irrespective of any Rent payments that Tenant may already have made to Unit Owner. 5. In the event Unit Owner or Tenant fail to honor this Agreement or violate any of the other terms and provisions of the Governing Documents, Unit Owner and Tenant shall be subject to all remedies available to Association, including without limitation, injunctive relief and money damages in addition to any other remedies provided by law. Additionally, Association shall also have the power to evict Tenant in accordance with the Governing Documents for failure to honor this Agreement. All eviction costs will be owed by Unit Owner and considered a special assessment, which will be levied in accordance with the Governing Docs. 6. Unit Owner and Tenant acknowledge that Association would not have approved Tenant and the Lease but for the parties entering into this Agreement. Therefore, Tenant and Unit Owner hereby waive each of their rights to contest the validity of this Agreement or the validity of any of the remedies available to the Association. 7. The laws of the State of Florida shall govern the validity, performance and enforcement of this Agreement. Venue shall be in Broward County, Florida. 8. This Agreement shall not be construed more strictly against one party than against the other merely because it may have been prepared by counsel for one of the parties, it being recognized that the



parties have contributed substantially and materially to its preparation. 9. All notices, demands and communications hereunder to the parties shall be served or given in accordance with the Governing Documents. 10. This Agreement may be executed in any number of counterparts, each of which shall be an original but all of which together shall constitute on and the same instrument. 11. This Agreement and the exhibits attached here to and forming a part here of, represent the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other negotiations, understandings and representations (if any) made by and between the parties. No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon Tenant, Association or Unit Owner unless reduced to writing and signed by all three parties. IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

I/We have read the above 'Collection of Rent Agreement', understand and agree that if at any time the owner of the property that I am applying to live in becomes delinquent on any assessment (monthly, quarterly, regular or special) and/or falls behind on any payment owed to the association, I/We understand and agree to pay my/our rent that I/we owed to the association instead of to the Landlord. In addition, I/we agree, acknowledge, and understand that the above "Collection of Rent Agreement" will automatically become part of any lease including current and future leases and will be strictly enforced.

Signature of Applicant

Signature of Co-Applicant

_____/_____/_____
Date

_____/_____/_____
Date

Date

Date



LEASE RULES / RESTRICTIONS

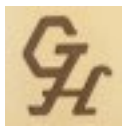
1. Units may NOT be leased/rented during the first 2 years of ownership.
2. After approval by the Association elsewhere required, entire units may be rented for terms NOT LESS THAN 2 months and NOT GREATER THAN 1 year.
3. Unit can only be rented one time during any 12-month period.
4. No rooms may be rented, & no transient tenants are allowed. ALL occupants 18 years old or older are required to complete a SEPARATE application and each must pay the application fee.
5. All leases will automatically provide, that Association may terminate lease upon the tenant's default of any provisions of Association's Covenants & Declarations, By-Laws, and/or Rules & Regulations. The Association may summarily evict any tenant pursuant to this section and charge the cost of such eviction, including reasonable attorneys' fees, to the owner of the unit rented.
6. Annual Leases - A new, current, and fully executed lease MUST be submitted to the Association/Management Company at least 30 days prior to the existing lease expiration. Failure to comply with this and provide the required documentation, may result in eviction or other legal proceedings.
7. If the owner of the unit falls behind, or otherwise becomes delinquent on any payment obligation to the Association, upon notification by the Association, Tenants MUST pay all rental payments to the association instead of to the Landlord, until the Landlord's debt to the association has been paid in full. A receipt will be provided, so that the paid amount can be credited against tenant's monthly rental obligation to the landlord.
8. Common Area Security Deposit' – Before or upon arrival to the in-person interview, a \$1,000 MONEY ORDER or CASHIER'S CHECK ONLY must be given to management, payable to The Granada House Association, Inc. If no damage is done or fines incurred during the tenant's occupancy, move-in, move-out, etc., the security deposit will be refunded to landlord via mail to the forwarding address provided.

Signature of Applicant

Signature of Co-Applicant

____/____/____
Date

____/____/____
Date



BULK DELIVERY REQUEST FORM

Your delivery will be turned away and you will not be allowed to use the elevator if this application is not submitted, along with the following requirements at a minimum of 3 business days in advance. No exceptions will be made. Bulk deliveries are defined as, but not necessarily limited to the following:

New furniture, appliances, moving in/out, delivery of materials for construction.

Requirements for Approval:

___ This completed form ___ \$500 Security Deposit ___ Unit Owner's Insurance Carrier Policy
No: _____ Insurance Claim Phone No. _____

___ Availability of Elevator

Unit# _____ Owner _____ Tenant _____ Today's Date _____

Name _____ Cell _____

Phone No. _____ Email _____

Security Deposit Payment Information: Method of Payment _____ Personal Check _____ Certified Check _____ Money Order (Cash is not accepted)

Payments must be payable to: (Granada House Association) in the amount of \$500.00 Date of

Delivery _____ Time (must be stated) _____

Item(s) being Delivered _____

Delivery Company Name _____ Phone No. _____

- Upon completion of your delivery, the common areas will be inspected for any damages that may have occurred.
- The staff will inspect the moving areas and return the security deposit to the resident. The elevator may be used between the hours of 8:00am to 2:30pm Monday through Thursday. The elevator will be locked for the duration of the delivery. No weekend or Holiday deliveries are permitted. NO DELIVERIES WILL BE PERMITTED AFTER HOURS LISTED.
- You are required to make your delivery in an orderly manner and as neat as possible. Please be advised that you will be held responsible for all damages. This includes but is not limited to the elevators, entry doors, hallways, ceilings, tiles and carpeting, etc.
- Residents MUST be home to accept deliveries: Granada House staff members will not accompany the Delivery Company to the unit.

READ AND UNDERSTOOD. I will abide by the rules stated above as well as the rules and regulations of the Granada House Association.

Resident Name Date

Resident Signature

GRANADA HOUSE

RULES AND REGULATIONS

Revised 8/21/19



GRANADA HOUSE CONDOMINIUM
201 N. OCEAN BLVD. (A1A)
POMPANO BEACH, FLORIDA 33062

(Revised 8/21/19 per Last Amendment Dated 6/19/12)
(Revised 7/17/19 version for cover photo and minor typos)

Note that this document is a compilation of the official recorded Granada House Rules and Regulations and related Amendments, to provide a single up to date amended document. Amendment revisions are noted as R67A, being Amendment #67

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GRANADA HOUSE ASSOCIATION, INC. REVISED
RULES AND REGULATIONS

1. PURPOSE:

These rules have been adopted to ensure harmonious relationships among owners and to provide a well-managed facility with operating conditions conducive to comfort, convenience, and safety.

2. RESPONSIBILITY:

Each Owner, agent, or the property authorized, and approved tenant shall be responsible for the conduct of all family members and guests in accordance with these rules and regulations.

3. GUESTS AND VISITORS:

- a. Residents are required to notify the office of any overnight guests and their length of stay. Identification of guests' vehicles is to be listed in the office.
- b. R67A – Absentee Owner and Lessees must notify office in writing and identify relatives or friends who will be staying with them, giving their names and length of stay.
- c. Children under 16 years of age are only permitted a 30 day stay within one calendar year.
- d. No apartment unit or portion thereof may be used as an abode for paid transients or for any other purpose whatsoever except as a personal residence of the owner, his immediate family, or other approved tenant. Apartment keys will not be issued to unregistered people without the owner's written authorization.

- e. The owner is responsible for acquainting all tenants and guests of the Associations RULES AND REGULATIONS. Guests of owners may not invite other guests or visitors to use the facilities of the Granada House.
- f. R67A - Immediate family members — owner's parents, children or step-children, grandchildren or step-grandchildren, brothers, sisters, nieces, nephews and the respective spouses of the aforementioned, with owner's consent may occupy owner's apartment without owner being present, providing they are over 18 years of age if no other adult is present and have been registered by owner with the office giving their full name and age of each prior to their taking occupancy of said owner's apartment. All of said immediate family members must notify office upon their arrival.
- g. R67A - No other relatives, friends, or guests of the owner or lessee may occupy the apartment in the absence of owner or lessee.
- h. R67A - Immediate family members, other relatives, friends or guests of the owner staying longer than 30 cumulative days in any one calendar year must obtain approval of the Board of Directors.

4. LEASES R68A

- a. All leases must be approved by the Board of Directors. They shall be for a minimum of four consecutive months in any one-year period. Only one lease will be approved in any twelve-month period. All lessees must be approved by the Interview or Screening Committee and pay the usual application fee. An executed copy of all leases must be on file with the office before lessee takes possession of the leased

apartment. ALL LESSEES MUST REGISTER AT THE OFFICE UPON ARRIVAL. Leasing of an apartment shall not be permitted until after two (2) years of ownership of the apartment.

- b. Anyone found violating Rule 3.f, 3.g and 3.h and 4, by the Board of Directors, after proper notice to the alleged owner violator and hearing before said Board, may be fined up to Fifty Dollars, (\$50.00) per day for each day they are found in violation up to a maximum of \$1000.00, plus all attorney fees, costs and other expenses incurred by the Association to enforce said rules, including non-litigation and pre-litigation attorney's fees incurred in alternative dispute resolution.

5. INSIDE YOUR APARTMENT

- a. The inside of your apartment is your private home in the same sense as if it were a single dwelling. You own it and are responsible for maintaining it. The only restrictions are those imposed by law, the Declaration of Condominium and By-Laws, and the House Rules and Regulations.

THE GRANADA HOUSE LIMITATIONS AND REGULATIONS ARE AS FOLLOWS:

- a. No resident may make or create unreasonable noises, odors, or other annoyances which interfere with the rights, comfort, health, or convenience of the other residents.
- b. Carpeting with pad is an absolute requirement for all floors above the first floor, the only exceptions being the kitchen, foyer and bath.
- c. The maintenance and repair of all facilities, structural parts, equipment, electrical wiring and appliances within each

apartment unit including doors, wall, windows, air conditioning, heaters, drains, plumbing fixtures, valves, etc. are the personal responsibility of the owner, and shall be repaired and/or replaced at the owner's expense. This includes all storm shutters, screen doors, or similar devices placed either inside or outside the windows or doors. - R77A

- d. Residents are responsible for taking precautions to prevent water damage through open windows and doors.
- e. Notify the office when apartment is vacant for more than one day. During extended absence authorize someone to inspect apartment regularly and keep all water and sewer traps and drains filled with water to prevent sewer gas flow into apartment.
- f. Place one set of keys in the Master Key File in the office to use if an emergency arises.
- g. Secure all windows and doors when leaving apartment for more than a short period of time. Also set timer on air condition to run a short period each day or have condensate drain checked every thirty days. No flammable material may be stored in the apartment's air conditioning room.

6. **OUTSIDE YOUR APARTMENT:**

- a. No owner may change the outside appearance of the apartment either structurally or by painting. Nothing shall be placed on the wall or floors of the entrance walkway other than a suitable door mat on the floor. Floor mats shall not extend beyond the width of the apartment's entrance door and not beyond the centerline of the walkway. Floor covering at end apartments shall not extend into the area in front of the fire escape door.

- b. R78A - Installation of storm shutters must have prior approval of the board as to design and construction. They shall be the sole responsibility of the apartment owner. Leaks into other apartments through the walls due to their improper installation will be the responsibility of the apartment owner where they are installed. All shutters shall be shades of white to match the exterior of the condominium building and shall be installed by licensed and insured contractors. Apartment owners shall be responsible for repair of any damage to the common elements or the apartment which are a result of the installation or removal of the storm shutters. All storm shutters shall meet the specifications adopted by the Board of Directors, as amended from time to time. These specifications shall be available for review in the condominium office.
- c. Nothing is to be swept, poured, tossed, or shaken off the private balcony or public walkways including cigars, cigarettes or their ashes. Nothing may be placed on the floors, walls, balustrades or rails that could fall or cause injury, or that would diminish the architectural beauty or appearance of the building. Specifically, no laundry, bathing suits, towels, carpets, wearing apparel, etc. are to be hung in any way from any balcony.
- d. No cooking shall be done on any balcony. During a hurricane alert, balconies shall be cleared of all movable objects including rugs and carpets that have not been secured to the floor.

7. TRASH AND GARBAGE ROOMS

Wrap or bag trash or other disposables carefully before dropping down the chute. Keep trash room clean. Keep the door closed.

Put nothing in chutes that would cause an obstruction back up, fire, explosion, unusual noises, or odor. Newspapers and magazines are to be piled on the floor next to the trash barrel. Keep lid on trash barrel. Please keep the cardboard separate. Bottles, cans, and liquid containers should be cleaned and not thrown down chute but should be placed in the trash barrel. Nothing heavy shall be placed in the chute. Keep lid on trash barrel. All carpeting, trimmings, or other similar residue from carpeting installation or other apartment repairs must be taken to the first floor but not placed in the trash room. All installers must remove such residue from the premises. Obey any other notices posted in trash rooms. Always turn light off when leaving room. Do not use trash chute before 8:00 am or after 9:00 pm.

8. LAUNDRY ROOMS

- a. Laundry Rooms Hours: 7:00 AM to 9:00 PM. Always empty washer and dryer promptly. When finished, clean washer and lint traps in dryers.
- b. Use units on floors other than your own ONLY if your equipment is not in working order. Keep laundry room door closed when not in use. No clotheslines or racks are permitted. Turn lights off when room is not in use. Do not put sandy garments in washers. Rinse them thoroughly before washing.
- c. Maintain a community sense of cleanliness and good order.

9. BIN STORAGE ROOMS

Absolutely no flammable material permitted in storage bins. Nothing shall be stored in area outside of bins except properly identified storm shutters.

10. FIRE ESCAPE STAIRS

Must be kept absolutely free of any objects other than association-installed fire extinguishing equipment. Doors on first level must remain closed and locked against outside entrance at all times. The first-floor doors shall be used only as an emergency exit and never as an entrance.

11. PETS

No pets are permitted on the premises at any time. Usual fish or small birds are an exception providing they do not cause a nuisance or disturb the neighbors.

12. SOCIAL EVENTS - RECREATION ROOM

- a. The Recreation Room is your room to enjoy. From time to time it may be reserved for special parties not open to all owners. Anyone who uses the facilities of the Recreation Room for a private affair must be responsible for cleaning up afterward. At private parties or gatherings of any kind where outsiders participate, a contribution of not less than \$25.00 will be expected to help cover the cost of electricity, wear and tear on furniture and equipment, and janitor service. All group functions must be approved by the Chairman of the Entertainment Committee. All events should be in good taste with a deadline not later than 11:00 PM, unless extended by the Chairman.
- b. All reservations for reasonable use of the Recreation Room must be approved by the Chairman of the Entertainment Committee.

13. ELEVATORS

- a. No smoking permitted. Wear presentable attire. Bathers must wear robe, beach coat, or leisure shirt and footwear. Do not delay service with hold button or obstruct door closure. When moving apartment furniture or appliances, the wall padding and floor covering must be installed.
- b. All moving of apartment furnishings must be made in the freight elevator.

14. SWIMMING POOL

- a. Pool hours 8:00 AM to 9:00 PM. Do not use while pool is being services or is "Pool Closed" sign is displayed. Observed all posted signs in Pool Area.
- b. Anyone using Pool does so at his/her own risk.
- c. Before entering Pool a Pool Shower is required each time. No person with infectious disease may use pool or patio area.
- d. All suntan lotion must be removed with a soap shower before entering pool.
- e. A full-length underlying towel must be used on all patio furniture.
- f. R66A - Children under 3 years of age are not permitted in the pool. All other children must be closely supervised by owners, tenants, or the parent of the children at all times.
- g. No jumping or diving in the pool is permitted.
- h. Persons coming from the beach must remove tar from feet and sand from body (using outside shower) before entering pool.

- i. R69A - Food, beverages, bottles, cans or glass articles, etc. are not to be used in the pool or patio area unless used in conjunction with an approved function EXCEPT that snacks, beverages, including alcoholic drinks, in non-breakable containers only shall be permitted between 4:00 P.M. and 7:00 P.M. in the patio area only, but never in the pool at any time.
- j. All bathers must wear acceptable bathing attire. At no time is a bather to use the lobby or elevator barefoot or in swimsuit only.
- k. No rafts, snorkels, goggles, balls, toys, etc. may be used in the pool. All furniture must be kept at least 6 feet from the pool. Umbrellas must be closed when not in use.
- l. Shower Rooms open 8.00 AM to 7:00 PM.

15. SHUFFLEBOARD COURT

- a. Children under 14 years of age must be accompanied by an adult. Any damage to equipment caused by misuse is the responsibility of the owner involved. All equipment must be returned to storage area. Do not walk on the Shuffleboard Court. Use adjacent alleys.

16. PARKING SPACES AND DRIVEWAYS

- a. Use owned space only. Do not use Guest or Granada House spaces except in an emergency. Parking spaces are intended for passenger car use only. No trucks, trailers, campers, buses, motor homes, recreation vehicles, or motorcycles may be parked on the Granada House grounds. The only exceptions will be for deliveries and service to apartment owners. If vehicle is towed away, it will be at the owner's

expense. Any exceptions must be approved by the Board of Directors.

- b. Spaces that are rented or allocated in trust must be documented in writing and on file in the office.
- c. Except in inclement weather, all deliveries and pickups shall be made at the rear entrance.
- d. Cars shall not be wet-washed in parking spaces. Cars may be sponged, waxed, or dried in parking spaces providing no liquid runs or splashes on adjoining area or parked cars.
- e. Owners shall instruct guests where to legally park.
- f. All cars shall be parked front end in.

17. GENERAL

- a. There shall be no solicitations regardless of cause either direct or otherwise in any part of the Granada House or on the grounds. Sales people or agents permitted by personal appointment only.
- b. Service people or domestic help shall not loiter in the lobby. The space is barely large enough for entrance, exit, and mail service and office business. The Recreation Room is available for visiting and long conversation.
- c. Granada House application forms must be used for all potential sales or rentals or apartments.
- d. No moving of apartment furniture in or out on Saturdays, Sundays, or Holidays. Moving must be done weekdays between 9:00 A.M. and 5:00 p.m. Advance notice must be registered with office.
- e. All plumbers, electricians and storm shutter installers must complete service form before performing work.

- f. The front driveway entrance shall be used only for the loading and unloading of passengers. Unattended parking positively not allowed.
- g. Hose at wash rack shall be coiled on the hose rack and valve properly closed when finished using washing area.
- h. All public doors shall be closed at all times.
- i. Violation of any of these rules and regulations should be reported to Management.

I/We have read ALL the Rules & Regulations of Granada House Association including but not limited to any and all other rental restrictions.

Signature of Applicant

Signature of Co-Applicant

____/____/____

____/____/____

Date

Date



City of Pompano Beach
 Department of Development Services
 Business Tax Receipt Division

License Year _____

100 W. Atlantic Blvd Pompano Beach, FL 33060

Application for BTR for Rental Property

Phone: 954.786.4654 Fax: 954.786.4666 Email: Linda.cebrian@copbfl.com

Owner's Name (s) _____ Date _____

Type of Ownership: Corporation LLC Partnership Sole Proprietor

Owner's Social Security XXX-XX- _____ **OR** Owner's FEIN # _____

Address of the Property _____ Zip _____

Type of Rental Unit: Single-family Home Duplex Triplex Fourplex Condo / Townhome

Name of Applicant _____

Mailing Address _____ City _____ State _____ Zip _____

Business Phone _____ Home Phone _____

E-Mail Address _____

Giving false information on this application is unlawful and may result in prosecution, suspension or revocation of your Business Tax Receipt.

 (Print) **X** _____
Owner, Partner, or Corporate Officer's Name **Owner, Partner, or Corporate Officer's Signature**

FOR STAFF USE ONLY (DO NOT WRITE BELOW THIS LINE)						
Transfer of:	Name	Ownership	Address	New	Inventory Increase	Category change
Transferred Account No.:			Transferred License No.:			
Zoning District:		Paid by: Cash	Check No.		Date Paid:	Receipt No.:
The above described business has been determined to be		in compliance with use requirements of the district in which the activity is proposed to be located.				
		not in conformance with the use requirements of the district in which the activity is proposed to be located.				
Category:					Account Number:	
Ord. No.:						
Zoning Fee:					Zoning Official:	
Administrative Fee:						
Penalty Fee:					Business Tax Receipt Official:	
Business Tax Fee:						
Transfer Fee:					Total \$:	Date Issued:
Sub Total:						



Florida's Warmest Welcome

City of Pompano Beach
 Department of Development Services
 Planning & Zoning Division



100 W. Atlantic Blvd Pompano Beach, FL 33060
Phone: 954.786.4654 **Fax:** 954.786.4666

Zoning Use Certificate
RENTAL HOUSING \$30.00 Processing Fee

- Approval of a Zoning Use Certificate does not give you permission to open for business.
- You must complete a Business Tax Receipt application and pay the appropriate fees before opening for business.
- Approval of a Zoning Use Certificate is only good for 60 days, after which you must re-apply and pay a new fee.

Type of Rental Unit (√)	Single-Family Home	Duplex
	Condo / Town House	Triplex/ Fourplex

Applicant		Rental Property Information	
Print Name and Title		Name of Business (or Sole Proprietor)	
Street Address		Street Address	
Mailing Address City/ State/ Zip		Mailing Address City/ State/ Zip	
Phone Number		Phone Number	
Fax Number		Fax Number	
Email		Email	

Signature	Date
-----------	------

24 hour contact person / Local Designated Representative

24-hour contact person shall maintain a residence or permanent place of business within the jurisdictional limits of Palm Beach, Broward or Miami-Dade Counties.

Print Name and Title	
Name of Business (if applicable)	
Mailing Address City/ State/ Zip	
Email	
Phone Number	

FOR STAFF USE ONLY (DO NOT WRITE BELOW THIS LINE)

Zoning District:	Paid by: Cash Check No. _____	Date Paid:	Receipt No.:
	(non-refundable)		

The above described business has been determined to be	in compliance with use requirements of the district in which the activity is proposed to be located.
	not in conformance with the use requirements of the district in which the activity is proposed to be located.

Additional comments:

Reviewed by:	Approved:	Date:	Date Applicant Notified:
	Denied:		



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City of Pompano Beach
Department of Development Services
Planning & Zoning Division

100 W. Atlantic Blvd Pompano Beach, FL 33060
Phone: 954.786.4654 Fax: 954.786.4666

Zoning Use Certificate
RENTAL HOUSING \$30.00 Processing Fee

AFFIDAVIT: DWELLING UNIT OCCUPANCY

State of Florida}
County of Broward}

I _____ am the _____ of the property
(Print Name) (Property Owner or Local Designated Representative)
located at _____ in the City of Pompano Beach, FL.
(Address)

I acknowledge that I have been advised of and understand the provisions of the City of Pompano Beach Code of Ordinances **Chapter 153**, pertaining to Rental Housing (copy attached). I agree that the property listed above shall be in compliance with Code of Ordinances **Chapter 153**, and as well as all city code requirements.

I acknowledge that I have been advised of and understand the provisions of the City of Pompano Beach **Zoning Code Article 9** pertaining to the definition of " Dwelling Unit " and " Family ". I agree that the property listed above shall be in compliance with the **Zoning Code Article 9** definitions of " Dwelling Unit " and " Family ", unless otherwise authorized pursuant to other provisions of the Pompano Beach Code of Ordinances.

Zoning Code Article 9

Dwelling Unit - "A room or combination of connected rooms within a dwelling that constitutes a single and separate habitable unit that contains independent living, sleeping, and sanitation facilities (and may or may not contain cooking facilities), and that is used or designed for occupancy on a weekly or longer basis by only one family. The term "dwelling unit" shall also include a habitable unit licensed by the state to provide a family living environment and care for a group of six or fewer unrelated persons who meet statutory definitions of a frail elder (Fla. Stat. §429.65), physically disabled or handicapped person (Fla. Stat. §760.25), developmentally disabled person (Fla. Stat. §393.063), nondangerous mentally ill person (Fla. Stat. §394.455), child determined to be dependent (Fla. Stat. §39.01 or §984.03), or child in need of services (Fla. Stat. §984.03 or §985.03), and that may include such supervision and care by supportive staff as may be necessary to meet the physical, emotional, and social needs of the residents."

Family - "An individual or two or more persons related by blood, marriage, state-approved foster home placement, or court-approved adoption—or up to three unrelated persons—that constitute a single housekeeping unit."

BEFORE ME, the undersigned authority, personally appeared _____(PRINT NAME) who after being duly sworn, deposes and says: *That I am the person whose signature appears below, and that the information I have provided above in this document is true and correct.*

Signature: _____

SWORN TO AND SUBSCRIBED before me this ____ day of _____ 20 ____, in Pompano Beach, Broward County, Florida.

Notary Public
Seal of Office

Notary Public, State of Florida

(Print Name of Notary Public)

_____ Personally Known

_____ Produced Identification

Type of identification Produced:

Print

Pompano Beach, Florida Code of Ordinances

§ 113.41 RENTAL HOUSING.

(A) The owner of every rental structure, structures containing a rental unit or units, or individually owned units, which are utilized as a dwelling for residential living purposes must obtain a business tax receipt for each rented structure or unit, including, but not limited to, single-family homes and condominium units, when the structure or any portion thereof is rented and not owner-occupied. All such rental structures and rental units shall comply with all minimum standards in Chapter 153: Rental Housing Code.

(B) All rental units and structures utilized as residential dwellings shall comply with all designated permitted lawful uses for the zoning district in which the rental unit or structure is located as set forth in Chapter 155: Zoning Code, and the use of said property for rental purposes shall not alter any such permitted uses.

(C) (1) All residential dwelling rental structures and rental units shall be subject to inspection by the city's Code Inspectors for compliance with all applicable Zoning, Building, Housing and Fire Code requirements, and for compliance with all requirements for rental housing in Chapter 153.

(2) Whenever a property containing a rental residential dwelling is sold or otherwise changes ownership, the new owner must:

(a) Apply for a new business tax receipt; and

(b) For any rental single-family home, schedule and obtain an inspection of the home by the city's Code Inspectors, to ensure compliance with all applicable Zoning, Building, Rental Housing and Fire Codes, and that all uses of the property are lawful and permitted. This inspection shall be required within 60 days of application as part of the application process for issuance of the new business tax receipt. Failure to obtain and pass such inspection shall be grounds for revocation of any business tax receipt issued. No fees paid for any business tax receipt shall be refunded upon any such revocation.

(Ord. 2007-57, passed 7-10-07; Am. Ord. 2008-47, passed 6-24-08; Am. Ord. 2014-09, passed 12-10-13)