

Poinciana Place Townhomes, Inc.

PURCHASE/RENTAL INFORMATION INSTRUCTIONS:

This application is subject to approval. Please complete and submit with all required documentation to:

Poinciana Place Townhomes, Inc.

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

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.

- **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.
- _____ Non-refundable application fee in the form of money order or cashier's check in the amount of \$150.00 (per applicant, 18 years of age or older) made payable to: **ALLIED PROPERTY MANAGEMENT GROUP, INC.** Married couples eligible to only \$150.00 fee (marriage certificate may be requested).
Please note: An additional hundred (\$250.00 total) - made payable to: **ALLIED PROPERTY MANAGEMENT GROUP, INC** is required per applicant if of Foreign Nationality and holds no U.S. Social Security Number.
- _____ Non-refundable processing fee in the form of money order or cashier's check in the amount of **\$150.00** (per application) made payable to:
Poinciana Place Townhomes, Inc.
- _____ Legible copy of each applicant's valid DL or government issued picture ID.
- _____ Legible copies of all vehicle registrations that will be parked in the community.
- _____ Signed APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION form.
- _____ Executed copy of the Purchase Agreement or Signed Lease Agreement.
- _____ Acknowledgement of Pet Registration Form and Rules & Regulations.

***PLEASE do not schedule closing or occupy until you have been approved by the board and issued a certificate.**

*Applicant(s) will be contacted once the board has made a decision. If you have not heard anything after 14 days, you may follow up via email to: applications@alliedpmg.com Please include the following subject line (PPT/ Applicants Last Name – Property address) in your email(s).

Applicant(s) Email: _____ Email: _____

Agent(s) Email: _____ Email: _____



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 # _____
Purchase _____ OR Lease/Rental _____ Lease Dates: _____ - _____

Realtor: _____ Contact# & Email: _____

Please Print

Applicant 1

Maiden Name: _____

Name: _____

DOB: _____ Social Security _____ - _____ - _____ Phone: (_____) _____

Cellular: _____ Work: _____ Email: _____

Driver's License Number: _____ State: _____ Current Rent: _____

Current Address: _____ City, State _____ Zip _____ How Long: _____

Landlord: _____ Ph: _____ Reason for Moving: _____

Previous Residence 1: _____

How Long: _____ Reason for moving: _____ Landlord: _____

Development/Community: _____ Contact: _____ Phone: _____

Current Employer: _____ Ph: _____ Mthly Income: _____

Address: _____ Supervisor: _____

Dates of Employment: From _____ To _____ Position: _____

Previous Employer: _____ Ph: _____ Mthly Income: _____

Addr: _____ Supr: _____ Reason for Leaving: _____

Dates of Employment: From _____ To _____ Position: _____

Have you ever been convicted of a crime? _____ Date(s): _____

County/State Convicted in _____

Charges: _____

By signing the applicant recognizes that the Association and Allied Property Management Group, Inc. will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable. This form is for the exclusive use of the Board of Poinciana Place Town Homes, Inc.

Applicant Signature: _____ Printed Name: _____ Date: _____



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

Name: _____ Maiden Name: _____

DOB: _____ Social Security _____ - _____ - _____ Phone: (_____) _____

Cellular: _____ Work: _____ Email: _____

Driver's License Number: _____ State: _____ Current Rent: _____

Current Address: _____ City, State _____ Zip _____ How Long: _____

Landlord: _____ Ph: _____ Reason for Moving: _____

Previous Residence 1: _____

How Long: _____ Reason for moving: _____ Landlord: _____

Development/Community: _____ Contact: _____ Phone: _____

Current Employer: _____ Ph: _____ Mthly Income: _____

Address: _____ Supervisor: _____

Dates of Employment: From _____ To _____ Position: _____

Previous Employer: _____ Ph: _____ Mthly Income: _____

Addr: _____ Supr: _____ Reason for Leaving: _____

Dates of Employment: From _____ To _____ Position: _____

Have you ever been convicted of a crime? _____ Date(s): _____

County/State Convicted in _____

Charges: _____

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Applicant Signature: _____ Printed Name: _____ Date: _____



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Applicant 3

Name: _____ Maiden Name: _____

DOB: _____ Social Security _____ - _____ - _____ Phone: (_____) _____

Cellular: _____ Work: _____ Email: _____

Driver's License Number: _____ State: _____ Current Rent: _____

Current Address: _____ City, State _____ Zip _____ How Long: _____

Landlord: _____ Ph: _____ Reason for Moving: _____

Previous Residence 1: _____

How Long: _____ Reason for moving: _____ Landlord: _____

Development/Community: _____ Contact: _____ Phone: _____

Current Employer: _____ Ph: _____ Mthly Income: _____

Address: _____ Supervisor: _____

Dates of Employment: From _____ To _____ Position: _____

Previous Employer: _____ Ph: _____ Mthly Income: _____

Addr: _____ Supr: _____ Reason for Leaving: _____

Dates of Employment: From _____ To _____ Position: _____

Have you ever been convicted of a crime? _____ Date(s): _____

County/State Convicted in _____

Charges: _____

By signing the applicant recognizes that the Association and Allied Property Management Group, Inc. will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable. This form is for the exclusive use of the Board of Poinciana Place Town Homes, Inc.

Applicant Signature: _____ Printed Name: _____ Date: _____

OTHER OCCUPANTS THAT WILL RESIDE WITH YOU (over 18yrs old is considered an applicant)

<i>Name</i>	<i>DOB</i>	<i>Relationship</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pets- SEE PET REGISTRATION FORM

Vehicles

Vehicle #1: Make: _____ Model: _____ Tag#: _____ Yr: _____
Vehicle #2: Make: _____ Model: _____ Tag#: _____ Yr: _____

Character References (Not Related) Minimum of two

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

Has any applicant(s) ever been: Evicted Lost part/all security deposit Had lease terminated
Give detail: _____

Emergency Contact

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

I (we) agree to abide by the Declaration of Covenants, Conditions and Restrictions and Amendments thereto, of the governing Association.
I (we) fully authorize an investigation, if necessary, of all answers and references given. Accordingly, I specifically authorize Allied Property Management Group, Inc., its principals, managers or agents to make such investigation and agree that the information contained in this application may be used in such investigation and Allied Property Management Group, Inc., its principals, manager or agents 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 Allied Property Management, Inc., its principals, managers or agents.

Applicant: _____ Co-Applicant: _____ Date: _____



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

Poinciana Place Town Homes, Inc.

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

PET REGISTRATION FORM

Address: _____ Owner Name: _____

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

Veterinarian: Name and phone #: _____ YOU
MUST PROVIDE A RECORD OF YOUR PETS CURRENT VET RECORDS

Rules & Regulations:

- ✓ All pets must be registered and approved by the Association.
- ✓ Current photograph of your pet **must be provided**.
- ✓ Proof of all required vaccinations **must be provided**. Current rabies tag # _____
- ✓ No more than two (2) pets are permitted; dogs must be walked along the roadways.
- ✓ Proof of updated Shots will be required annually.
- ✓ Owner(s) agree to abide by pet regulations established by the Governing Documents.
- ✓ No pet shall be permitted outside except on a leash
- ✓ Disapproved pets/animals shall not be allowed to re-enter the property or the premises. Any stray cats on property will be trapped and taken away.
- ✓ 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.

Signature of Pet Owner: Date: Co-Pet Owner: Date:

Poinciana Place Town Homes Association

Rules and Regulations

Adopted May 10, 2022

1. Failure to observe any of the Association Rules is considered a violation and may be subject to fines of up to \$100.00 per occurrence or \$100.00 per day for a continuing violation with no maximum. The Association may pursue a lien for unpaid fines totaling \$1,000.00 or more. If obtained, the Association may pursue foreclosure to obtain payment of its lien.
2. Trash should be put out no sooner than evening before pickup. Use of SWA-supplied Garbage cans is mandatory. Trash cans must be stored out of sight no later than the evening of the pick-up day. Trash cans may not be stored outside the unit unless screened from sight by a method that has received architectural committee approval. Bulk items and yard debris may be placed the night before the SWA approved pickup day according to SWA rules only.
3. Sunbathing furniture may not be left unattended on front lawns.
4. Pools, hot tubs, Jacuzzis, and outdoor kitchens are not permitted in the community.
5. Drones may not be flown anywhere in community.
6. Playground or sports equipment (including basketball hoops) are not permitted anywhere outside.
7. Use of the community pool is allowed from dawn to dusk. Users swim at their own risk. No smoking, diving, or glassware is allowed at the pool or pool deck. Scuba tanks and weight belts are not permitted in the pool.
8. The installation of a satellite dish to receive television content requires an ACC application and approval as to the location and manner of the installation.
9. No unit shall house more than two four-legged pets. Only dogs and housecat four-legged pets are permitted.
10. Pets may not run free. County ordinance and our governing documents require anyone walking a pet to pick up and dispose of any solid waste left by the animal. Violations of this ordinance may result in enforcement by the County and the Association.
11. No overnight (11:00 PM to 6:00 AM) parking on our roadways.
12. Unregistered vehicles or vehicles without valid license plates may not be parked or stored in the community other than in your garage.
13. Community (off-street) parking spaces are for the use of residents and visitors on a first-come, first-served basis. Only the licensed vehicles of owners, tenants, or registered house guests, previously registered with the Association, may be parked for more than 72 hours. Other vehicles remaining in a community parking space for more than 72 hours may be towed at owner expense.
14. Parking is never permitted on the grass in the Community.
15. No "Business" vehicles (as defined in the Declaration) or recreational vehicles (including boat trailers) shall be parked anywhere in the community from 8:00 PM to 6:00 AM.
16. Repairs to the asphalt shingles, underlayment, plywood, and flashing of the original roofs (that portion of the roof constructed upon the wooden roof trusses) are the responsibility of the Association. Repairs to other roof areas, underlying trusses, skylights, solar tubes, and solar panels are the responsibility of the owner. Leaks at roof penetrations of skylights, solar tubes, and solar panels are the responsibility of the owner.
17. To preserve our long-term warranty for our roofs, the Association's roofer must complete all roofing repairs. When an active leak is identified, the Association's roofer will be dispatched to investigate and provide a quote for repairs. When satisfied with the proposal, the Board

_____ Initials _____ Initials

will authorize the repair. If the leak is determined to be the responsibility of the owner, the Association will obtain payment for the repair from the owner in advance.

18. Exterior holiday decorations and displays may not be displayed more than two weeks before the holiday and must be removed within two weeks of the holiday. For the Winter holidays, decorations may be displayed from Thanksgiving until January 7th.
19. Units may not be leased until the owner has held title for at least 24 consecutive months. All leases or rentals of a unit must be for a term of not less than 12 months and be for the exclusive use of the entire unit. Prior to occupancy by a tenant the owner must submit a completed application signed by both owner and prospective tenant. A complete copy of the lease or rental agreement must be submitted along with the completed application and the required fees. The application must be reviewed and approved prior to occupancy.
20. Residents have the right to peaceful enjoyment of their home. It is the law. Owners are responsible for the behavior of their guests and/or tenants. Loud or disruptive noise especially between the hours of 11:00 PM and 7:00 AM and any other behavior that constitutes an annoyance or nuisance is not permitted. Residents are encouraged to work out differences over peaceful enjoyment with each other. Enforcement of the law is the purview of the Sheriff not the Association.
21. Owners are responsible for the maintenance and repair of the community standard mailbox. Should replacement become necessary an ACC request must be filed. How and where to purchase an acceptable community standard mailbox will be contained in the response.
22. Personal property must be stored in an area not visible from the street. Bar-B-Que grills and appropriate lawn furniture may only be left outside on the rear patio of the unit. An owner's personal property must not interfere with routine landscape maintenance.
23. Political, business, and real estate signs are not permitted to be displayed from within the windows, on the buildings, or outside on the grounds of the units, nor anywhere in the common areas, except in connection with the sale of a unit as provided in Declaration of Restrictions, Article XII, Section 8.
24. No building, outbuilding, garage, fence, wall, retaining wall, or other structure of any kind shall be erected, constructed, placed or maintained on the property, nor shall any alteration, addition, changing, repairing, remodeling, or adding to the exterior thereof or to the landscaping be made, unless prior to the commencement of any construction Owner shall have first obtained approval in writing by the Architectural Control Committee.
25. No fence may be erected, installed or maintained within the Association's community; provided, however, that the foregoing restriction shall not apply to those fences that exist as of the date of the recording of this amendment, shall not apply to those fences as may be required by any law, code or ordinance and shall not apply to those privacy screens and fences in the Privacy Area as may be approved by Architectural Control Committee. The Privacy Area is defined as the paved area directly behind the center of the unit.
26. Outdoor clothes drying is not permitted.
27. No trade or business shall be conducted upon or within, nor any commercial use made of, any residential Unit; provided, however, that the use of a portion of the Unit for a home office which does not generate any additional vehicular traffic within the community is permitted.
28. Units must be clean and sanitary with no accumulated rubbish, refuse, or garbage and no fire hazards.
29. No television or radio masts, towers, poles, antennas, aerials, or appurtenances may be erected, constructed, or maintained except as may be specifically overridden by federal law.
30. Hurricane/Storm Protection may only be installed and/or closed following the issuance of a storm "watch" for Palm Beach County. Hurricane/Storm Protection may only remain installed

_____Initials _____Initials

and/or closed while a watch or a more severe weather condition is in effect. Hurricane/Storm Protection may not be left up/closed absent the existence of currently effective watch or more severe weather storm condition alert. If an Owner or other resident is leaving the Unit for vacation or other extended period, arrangements must be made to have the Hurricane/Storm Protection installed and/or closed, as may be required, should a warning be issued while the Owner or other resident is away. Units may not be shuttered in advance of the watch. Hurricane/Storm Protection must be opened/removed not later than five (5) days after the watch or more severe storm weather condition alert has been lifted for Palm Beach County. The Board of Directors, in its sole discretion, may adopt guidelines from time to time that authorize Owners to close their Hurricane/Storm Protection for additional periods of time.

31. All owners must complete a community Census Form when requested and inform management of any changes to the required information that may subsequently occur.
32. New residents residing in any unit for more than one month must complete an application and be interviewed by representatives of the Board.

I/We have read the Rules and Regulations of the Poinciana Place Town Homes, Inc. and agree to abide by them including but not limited to any and all other rental restrictions.

Signature of Applicant	Date	Signature of Co-Applicant	Date
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