

Date Received: \_\_\_\_\_

Closing or Occupancy Date: \_\_\_\_\_

Name of Buyer(s) or Tenant (s): \_\_\_\_\_

Community: \_\_\_\_\_

Property Address: \_\_\_\_\_

# ALL ITEMS MUST BE SUBMITTED ALONG WITH THIS CHECKLIST OR YOUR APPLICATION WILL NOT BE PROCESSED

## Application Checklist

### General Submission Requirements

APPLICATION FULLY EXECUTED WITH REQUIRED SIGNATURE'S \_\_\_\_\_

COMMUNITY SPECIFIC REQUIREMENTS (if applicable, see application) \_\_\_\_\_

FULLY EXECUTED SALES CONTRACT or LEASE \_\_\_\_\_

APPLICATION FEES and/or DEPOSITS \_\_\_\_\_

IS THE APPLICANT CURRENTLY SERVING IN THE UNITED STATES ARMED FORCES ON ACTIVE DUTY OR STATE ACTIVE DUTY AND/OR A MEMBER OF THE FLORIDA NATIONAL GUARD AND UNITED STATES RESERVE FORCES? YES /NO (circle one)  
IF YES PLEASE PROVIDE A COLOR COPY OF THE MILITARY ID CARD WITH THIS APPLICATION.

### Buyer(s)/Tenant(s) Realtor Info:

- Company Name: \_\_\_\_\_
- Company Phone: \_\_\_\_\_
- Company email: \_\_\_\_\_

### Seller(s)/Owners(s) Realtor Info:

- Company Name: \_\_\_\_\_
- Company Phone: \_\_\_\_\_
- Company email: \_\_\_\_\_

### Title Company Info (Optional):

- Company Name: \_\_\_\_\_
- Company Phone: \_\_\_\_\_
- Company email: \_\_\_\_\_

### Delivery of Certificate of Approval (COA) to:

- Title Company                      Email                      or                      Pick Up
- Buyer/Tenant Realtor              Email                      or                      Pick Up
- Seller/Owner Realtor              Email                      or                      Pick Up

Comments: \_\_\_\_\_

APPLICATION PROCESSING TIME IS 30 DAYS.

OPTIONAL EXPEDITED PROCESSING IS AVAILABLE AT AN ADDITION COST OF \$175.00  
PAYABLE TO HARBOR MANAGEMENT OF SOUTH FLORIDA

**Worthington of Palm Beach Homeowners Association, Inc.**

c/o Harbor Management of South Florida, Inc.  
641 University Blvd., Ste. 205, Jupiter, FL 33458  
Phone #: (561)935-9366 Fax #: (561)624-7465

**Purchase / Rental Application – (Please circle one)**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Address: \_\_\_\_\_ Occupancy Date: \_\_\_\_\_

Present Address: \_\_\_\_\_ How Long: \_\_\_\_\_ Rent: \_\_\_\_\_ Own: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Owner, if Renting: \_\_\_\_\_ Owners Phone # \_\_\_\_\_

Name of Agent Handling Purchase or Rental: \_\_\_\_\_

IN CASE OF EMERGENCY NOTIFY:

RELATIONSHIP:

ADDRESS: \_\_\_\_\_ Phone #: \_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_ Phone #: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_ Email: \_\_\_\_\_

No. and Ages of Children \_\_\_\_\_

SPOUSE'S EMPLOYER: \_\_\_\_\_ Phone #: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

WILL ANYONE OTHER THAN YOUR SPOUSE AND CHILDREN LISTED ABOVE RESIDE WITH YOU? **(MANDATORY)**

NO \_\_\_\_\_ IF YES \_\_\_\_\_ NAMES \_\_\_\_\_

DO YOU HAVE PETS WHO WILL BE RESIDING IN THE UNIT? **NOTE: Not more than 3 household pets are permitted in each home and a picture of the pet must be submitted with this application. "Aggressive" dog breeds are not allowed.**

IF SO, PLEASE LIST: NAME OF PET: BREED OF PET: WEIGHT OF PET:

\_\_\_\_\_

PERSONAL REFERENCE: ADDRESS: PHONE #:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

VEHICLES: STATE: VEHICLE YEAR: MAKE: MODEL:

\_\_\_\_\_

**DO YOU HAVE ANY COMMERCIAL OR RECREATIONAL VEHICLES, BOATS, CAMPERS, MOTORCYCLES, TRUCKS, TRAILERS, OR PANELLED VANS? YES: \_\_\_\_\_ NO: \_\_\_\_\_**

**THESE VEHICLES ARE NOT ALLOWED TO BE PARKED ON ANY COMMON ELEMENTS AND MUST BE PARKED INSIDE THE GARAGE OVERNIGHT.**

# WORTHINGTON OF PALM BEACH HOMEOWNERS ASSOCIATION, INC.

## ACKNOWLEDGEMENT

I agree to abide by the rules and regulations of the WORTHINGTON OF PALM BEACH HOMEOWNER'S ASSOCIATION, INC and am subject to the Declaration of Covenants of WORTHINGTON OF PALM BEACH HOMEOWNERS ASSOCIATION, INC. Failure to comply with terms and conditions thereof shall be a material default and breach of the lease / purchase agreement.

(I / We) further agree and understand that:

- (1) The Association has the right to terminate the lease and evict tenant for failure to follow the Declaration of Covenants adopted by the Association.
- (2) The Association has the right to collect all rental payments due to the owner and apply same against unpaid assessments if the Owner is in arrears in assessments and/or other charges.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Lessee/Purchaser

Date: \_\_\_\_\_

### APPLICATION INSTRUCTIONS:

1. Fill out notification completely, and submit to Harbor Management, 641 University Blvd., Ste. 205, Jupiter, FL 33458. Please allow 30 days for review and action to be taken by WORTHINGTON OF PALM BEACH HOA, INC.
2. Above signed acceptance of the Rules and Regulations must be submitted along with the application, as well as, a copy of the lease agreement or the purchase contract and the signed Background Check Form.
3. Please apply a minimum of 30 days prior to execution. Every effort will be made to expedite the notification process.
4. Application fee of \$150.00 payable to WORTHINGTON OF PALM BEACH HOA, INC.
5. Lease terms must not be for less than six (6) months and no more than twelve (12) months. No home may be leased more than one (1) time in any calendar
6. An in-person interview is required for approval.
7. Owners renting their home are required to place in Escrow with the Association the sum of two (2) month's rent. Any balance shall be returned within ninety (90) days after the tenants permanently move out. See revised Leasing rules for details.
8. ALL ADULTS (OVER AGE 18) LIVING IN THE HOME FOR MORE THAN 30 DAYS ANNUALLY MUST HAVE A BACKGROUND CHECK PERFORMED.

**DISCLOSURE REGARDING  
BACKGROUND INVESTIGATION ON YOU**

**Harbor Management of the South Florida, Inc.** (“the Company”) may obtain a “consumer report” about you from a consumer reporting agency for tenant purposes. A “consumer” report is a background screening report that may contain information regarding your criminal history, sex offender registry status, credit history, employment history, education history, driving history, professional licenses, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living.

The consumer reporting agency that may prepare an “consumer report” on you for the Company is Scott-Roberts and Associates, LLC, 2290 10 Ave. N., Suite 500, Lake Worth, Florida 33461, (888) 605-4265, [www.scottrobertsassociates.com](http://www.scottrobertsassociates.com), [info@scottrobertsassociates.com](mailto:info@scottrobertsassociates.com).

**ADDITIONAL NOTICE REGARDING  
INVESTIGATIVE CONSUMER REPORTS ON YOU**

**Harbor Management of the South Florida, Inc.** (“the Company”) may also request an “investigative consumer report” on you from a consumer reporting agency.

An “investigative consumer report” is a background screening report generated through personal interviews with sources such as your neighbors, friends or associates.

The consumer reporting agency that may prepare an “investigative consumer report” on you for the Company is Scott-Roberts and Associates, LLC, 2290 10 Ave. N., Suite 500, Lake Worth, Florida 33461, (888) 605-4265, [www.scottrobertsassociates.com](http://www.scottrobertsassociates.com), [info@scottrobertsassociates.com](mailto:info@scottrobertsassociates.com). The information contained in an “investigative consumer report” may bear upon your character, general reputation, personal characteristics, and/or mode of living.

Please be advised that the nature and scope of the most common form of “investigative consumer report” that may be ordered by the Company is an investigation into your employment history. During such an investigation, Scott-Roberts and Associates may ask questions about your employment history to certain knowledgeable individuals and provide response information to the Company.

**Note: You have the right to request disclosure of the exact nature and scope of any “investigative consumer report” ordered by the Company on you. You may do so by contacting the Company.**

**AUTHORIZATION REGARDING BACKGROUND INVESTIGATION**

By signing below, I acknowledge receipt of the following separate documents (and certify that I have read and understood them):

- DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU;
- A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT;
- ADDITIONAL NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS ON YOU;
- ADDITIONAL STATE LAW NOTICES.

By signing below, I also authorize **Harbor Management of the South Florida, Inc.** to obtain “consumer reports” and “investigative consumer reports,” about me for tenant purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name (First, Middle, Last Name)

**PERSONAL INFORMATION NEEDED FOR BACKGROUND CHECK**

**Please supply the following information to facilitate a background check on you.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Other Names Used (alias, maiden, nickname): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver License No.: \_\_\_\_\_ State Issued: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

Street/P.O. Box      City      State      Zip Code      County      Dates

Former Address: \_\_\_\_\_

Street/P.O. Box      City      State      Zip Code      Country      Dates

\_\_\_\_\_  
Current Employer      Address      City/State      Start Date      Salary

\_\_\_\_\_  
Supervisors name      Employer Telephone Number

\_\_\_\_\_