

Village Royale Evergreen Association, Inc.

2615 NE 1st Court, Bldg 1
Boynton Beach, FL 33435

PROCEDURE FOR PURCHASE

For your review, please find attached the following forms:

1) Application to Purchase - Please complete. Attach driver license(s) and cashier's check for \$150 per person or couple.

2) Background Check. - Please complete and include a cashier's check for \$100 per person

Please mail package containing #1 and #2 to:

Village Royale Evergreen Association, Inc.
2615 NE 1st Court, Bldg 1, 4/FL Admin Office
Boynton Beach, FL 33435

Next steps:

4) If a mortgage is being taken, the Bank/potential buyers need to send us a check for \$150.- and email us their Condo Questionnaire. If the mortgage is approved, go to the next step. If there is no mortgage, skip this step.

5) Once the master association's administration office has returned the Background Check results, an Association interview will be conducted by the Treasurer, KarenKotash.

6) Once #5 and #6 are completed, a Certificate Approval will then be generated and e-mailed to you, the prospective buyer (and possibly a bank).

7) The Title company must furnish us with their standard estoppel form no more than 10 days before closing. We then fill it out and return ahead of the closing. Our Estoppel fees of \$299.- needs to be collected at closing (\$299) and the seller's broker must notify us such has happened, and the check is in the mail from the title company.

Other important information:

1) Lawyer: Chris Sajdera
Contact details for his Paralegal can be found below.

DeeDee Ellul, Paralegal
Broward Office:
Sajdera, P.A.
2005 W. Cypress Creek Rd., Suite 203
Ft. Lauderdale, FL 33309
Direct Phone: 561-910-5833
Email: dee@sai-law.com

Village Royale Evergreen Association, Inc.

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**APPLICATION FOR PURCHASE, TRANSFER, GIFT, OR INHERITANCE APPROVAL
UNIT _____**

1. This application, an application or approval, and authorization forms must be completed in detail by each proposed owner, as title will appear, other than husband/wife or parent/dependent child (which is considered one applicant).
2. If any question is not answered or left blank, this application may be returned, not processed and not approved.
3. Please attach a copy of the sales contract to this application.
4. **Please attach two non-refundable checks (\$150.00 per person or married couple for the administrative fee and \$100.00 per person for the background screening fee) to this application, payable to VILLAGE ROYALE EVERGREEN ASSOCIATION, INC. THIS FEE MUST BE IN THE FORM OF CASHIER'S CHECKS OR MONEY ORDERS. Acceptance of these fees does not in any way constitute approval of this transaction.**

If, later, the owner plans to move in another person (roommate, relative, etc.) each person must also be screened for approval prior to moving in.
5. Please attach a copy of a photo ID for each applicant.
6. The completed application must be submitted to Village Royale Evergreen Association's office at least thirty (30) days prior to the expected closing date.
7. All applicants must be interviewed prior to final Board of Directors approval. Occupancy prior to Board of Directors approval is prohibited.
8. No pets are allowed at any time except when the Association has received a reasonably accommodation request from the prospective new owner who has a service or emotional support animal. A letter is required from a psychiatrist in the case of a service animal and a licensed therapist in the case of an emotional support animal. Also required are veterinarian records containing up to date rabies shot information as well as registered tag details from Palm Beach County. **THE SHOTS AND TAGS MUST BE KEPT CURRENT WHILE IN RESIDENCE.**
9. Use of this unit is for single family residence only.
10. Village Royale Evergreen is a community designed and intended to provide housing for residents who are age 55 or over. No permanent occupant of any unit is permitted by a person under age 18. In addition, units must be occupied by at least one-person age 55 or over.
11. No commercial vehicles as defined by Florida statutes including but not limited to commercial trucks, boats, trailers, motor homes, campers, recreational vehicles, motorcycles, mopeds, etc. are permitted to park on the premises overnight.
- Only one assigned parking space is available per unit and not more than two (2) cars per unit. The second vehicle is to park in an assigned visitor space by the Board of Directors. No repairs of vehicles are allowed on the property.
12. The seller (current owner) must provide the purchaser with a copy of all the Association Documents. Otherwise, you must purchase them from the master association, The League at Village Royale for \$50.00. The check must be payable to them and delivered to the East Clubhouse Administration office.
13. Purchaser(s) must notify the Association with the exact date of their closing.
14. Occupancy regulations:
- One bedroom apartment – No more than two occupants.
- Two-bedroom apartments – No more than three occupants.
15. Moving in or out of the apartment is not permitted on Sundays or Holidays. Hours for moving are from 8:30 A.M. to 5 P.M. Monday through Saturday. Pads to protect elevator walls must be requested by the Association prior to move in and for duration of move-in. They must be returned right after move in.
16. **No rentals of unit are allowed for the first two (2) years of ownership.**

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2) Condo Association Contact for Buy/Sell Process:

Karen Kotash, Treasurer
cell: (914) 263-0057
email: probmom@gmail.com

3) Current Year Budget: Email attachment.

4) Condo fees cover maintenance of common elements including amenities, internet+ cable, extermination and water.

5) Pet restrictions: No pets except those with documented service or emotional support animals. Requires Association approval.

6) Lease restrictions: New owner cannot lease for 2 years

7) Rules and Regulations: Email attachment.

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UNIT _____

MUST PRINT OR TYPE ALL INFORMATION ON THESE FORMS

Date: _____ Approximate Closing Date _____

Owner's Name(s): _____

Owner's Present Address _____

Tel No: _____ Email: _____

Name of Prospective Purchaser(s) (as Title will appear):

a. _____ b. _____

MORTGAGE INFORMATION (If unit will be mortgaged)

Amount of mortgage applied for (\$) _____

Name of Lender _____ Telephone # _____

Address _____

FIRST AUTOMOBILE INFORMATION

Make _____ Model _____ Year _____

Plate No. _____ State _____ Color _____

NOTE: Only one vehicle per unit. Parking is in an assigned space. An additional vehicle is allowed and will be assigned a visitor space by the Board of Directors.

SECOND AUTOMOBILE INFORMATION

Make _____ Model _____ Year _____

Plate No. _____ State _____ Color _____

OTHER PERSONS

OTHER PERSONS who will not own but occupy the unit with the purchaser(s). Separate application and background check and associated fee are required:

Name	Age	Relationship
_____	_____	_____
_____	_____	_____

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UNIT _____

OTHER QUESTIONS

Have you ever resided in Florida before? _____ Seasonal/ Full time? _____ If yes, please state the name and address where you resided along with dates:

If retired, please state the entity or company's name and address and when you retired:

Have you ever been convicted or pled guilty to a crime? _____ If yes, please state the dates(s), charges (s) and disposition(s):

FINAL APPLICATION TERMS

1. In making the foregoing application, I represent to the Board of Directors that the purpose for the Purchase of this unit at VILLAGE ROYALE EVERGREEN ASSOCIATION, INC. is as follows:

Permanent Residence _____ Seasonal Residence _____ Other (Explain) _____
2. I hereby agree for myself and on behalf of all people who may use the unit which I seek to purchase that I will abide by all the restrictions contained in the Bylaws, Rules and Regulations, Association Documents and restrictions which are or may in the future be imposed by the VILLAGE ROYALE EVERGREEN ASSOCIATION, INC.
3. Corporations, partnerships and/or trusts that will be purchasing a unit must be listed on the Purchase Application along with their official address. Also, to be included is the name of an owner will be representing the entity in this application and filling it out.
4. I have received a copy of all the Association Documents: Yes _____ No _____
5. I understand that I will be advised by the Board of Directors of either acceptance or denial of this application. Occupancy prior to Board approval and closing of the sale is prohibited.
6. If this application is accepted, I will provide the Association with a copy of the Closing Statement and a copy of the recorded Deed within 30 days of closing.
7. I understand that there is a restriction on pets and that I may not acquire a pet or bring a pet except if it is a service or emotional support pet. See Association for approval in this case. Same holds true for tenants. Also, your guests and visitors cannot bring a pet into VILLAGE ROYALE EVERGREEN ASSOCIATION, INC.
8. I understand the acceptance for purchase of a unit at VILLAGE ROYALE EVERGREEN ASSOCIATION, INC.
9. I understand that the Board of Directors of VILLAGE ROYALE EVERGREEN ASSOCIATION, INC. may cause to be instituted an investigation on my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors, Management, and governing bodies to make such an investigation and agree

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that the information contained in this document and the attached Background Check application may be used in such investigation, and that the Board of Directors, Officers and Management be held harmless from any action of claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

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

(Applicant's Signature)

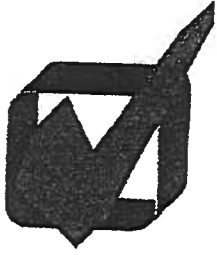
(Applicant's Signature)

(Applicant's Printed Name)

(Applicant's Printed Name)

DATE

DATE



WTC Backgrounds & Drug Testing, Inc.

"We're The Choice!"

Authorization & Release

☒ Rental Package [Credit, Criminal & Evictions]	☐ Employment Verification
☐ Criminal History FL Out Of State [Include state address] Nationwide	☐ SSN Verification
☐ F.D.L.E. [Florida Department Of Law Enforcement]	☐ Sexual Offender Search FL Nationwide
☐ DL Records/History Include DL #: 3 Year 7 Year	☐ Credit Report [Stand Alone]
☐ FACIS	☐ Education Verification

Last Name, First Name, MI.

Address

City, State & Zip Code

DOB

Sex

Ethnicity

SSN

Driver's License Number & State

Name of Company/Property Applying To:

Company/Property Fax.

Applicant Release

For employment and/or residency, I understand that investigative background inquiries are to be made on me including consumer credit, criminal conviction, motor vehicles, and other reports. I further understand that WTC Backgrounds & Drug Testing, Inc. will be requesting information from various state and other agencies which maintain records about my history. These records include, but are not limited to, driving, credit, criminal, and civil history.

I authorize any party or agency contacted by WTC Backgrounds & Drug Testing, Inc. to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. This authorization and consent shall be valid in original, fax, or copy form

APPLICANT SIGNATURE

DATE

1897 PALM BEACH LAKES BLVD SUITE 222, WEST PALM BEACH, FLORIDA 33409
OFFICE: 561-688 - 9998 FAX: 561-370-6850 WWW.WTCBACKGROUNDS.COM
PLEASE SUBMIT EMAILED REQUESTS TO: REPORTS@WTCBACKGROUNDS.COM

** Please include copy of valid Drivers License!*