

CENTURY VILLAGE EAST

RENTAL APPLICATION PROCEDURES

Please include the following, along with your application:

- Two (2) forms of Identification (one **must** be a photo ID) (Driver's License – Passport)
 - Copy of Lease Contract
 - Social Security Number (U.S. applicants) OR Social Insurance Number (Canadian applicants) and Date of Birth
 - \$100.00 application fee - per person or married couple
(Check or money order in **U.S. Funds only** - payable to Seacrest Services, Inc.)
-

Procedures:

- Seacrest will conduct a criminal and financial background check.
- Upon completion of the application process, the application package will be submitted to the Board for interview and approval.
- The Board will contact the buyer and schedule an interview, if required.
- Board President signs and seals Certificate of Approval and returns to Seacrest.
- Please allow up to 30 days for completion.

***** INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED*****

Seacrest Services, Inc.
Coconut Creek Office Hours:
Monday – Friday
8:30 am – 4:00 pm
Closed for Lunch from 12:00 pm – 1:00 pm

Return Application to:
6601 Lyons Road Suite A7
Coconut Creek, FL 33073

1(888) 928-6465 Ext. 200

Century Village Deerfield Beach Application
“A COMMUNITY FOR FAIR HOUSING FOR AGE 55 AND OLDER”

Check Box that applies: ☐ **RENTAL** ☐ **RENEWAL**

Building: _____ Unit #: _____

Name (s) of Current Owner (s): _____

Present Address: _____

City: _____ State: _____ Country: _____ Phone: _____

LESSEE INFORMATION

APPLICANTS PHONE NUMBER: _____

Name (s) of Lessee(s): _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Social Security (#1): _____ Social Security (#2): _____

Lease Date From: _____ to: _____ Realtor: _____

Number of Months Renter Will Occupy Unit: _____

Names & Ages of ALL Occupants as residents: _____

Ages of Children: _____

Have you ever been convicted of a felony? ☐ YES ☐ NO If yes, give details on conviction

Have you ever served time in prison? ☐ YES ☐ NO If yes, give details of offense

Are you on parole? ☐ YES ☐ NO

Are you on probation? ☐ YES ☐ NO

Social References: Provide complete addresses with zip codes, apartment #'s and phone #'s. (No Relatives)

1. _____

2. _____

3. _____

LESSEE (S) MAY NOT MOVE INTO THE CONDOMINIUM UNIT UNTIL CONDOMINIUM ASSOCIATION APPROVAL HAS BEEN OBTAINED.

SUBMISSION OF THIS FORM IS NOT TO BE CONSIDERED APPROVAL BY THE BOARD OF DIRECTORS.

ALSO INCLUDE A NON-REFUNDABLE \$100.00 (PER APPLICANT OR PER MARRIED COUPLE) U.S. FUNDS CHECK MADE PAYABLE TO: SEACREST SERVICES, INC FOR AN INVESTIGATION FEE.

Owner Signature(s)

Lessee Signature(s)

SEACREST SERVICES, INC.

6601 Lyons Road, Suite A7
Coconut Creek, Fl. 33073
1 (888) 928-6465 Ext. 200

APPLICATION FOR CONSUMER CREDIT REPORT APPLICATION FOR BACKGROUND INVESTIGATION

APPLICANT: _____
(Last Name) (First Name) (Middle Name)

APPLICANT SS # OR CANADIAN SIN #: _____ DATE OF BIRTH: _____

JOINT APPLICANT: _____
(Last Name) (First Name) (Middle Name)

JOINT APPLICANT SS # OR CANADIAN SIN #: _____ DATE OF BIRTH: _____

CURRENT ADDRESS: _____
(Street # and Name) (City, State, Zip Code)

ADDRESS IF LESS THAN 2 YEARS: _____
(Street # and Name) (City, State, Zip Code)

TELEPHONE NUMBER: _____
(Home) (Cell) (Work)

AUTHORIZATION TO RELEASE CREDIT/BACKGROUND INFORMATION

The following authorization gives your consent to Seacrest Services, Inc. to process your credit report and to conduct a background investigation report.

I have requested a copy of my credit report and background investigation from Seacrest Services, Inc.

I authorize Seacrest Services, Inc. to process a copy of my credit report and background investigation check in connection with my request.

(Applicant Signature) (Date)

(Joint Applicant Signature) (Date)

(Each individual MUST provide two (2) forms of identification (one must be a picture I.D.)

This credit report is for information only.

This is for tenant screening purposes or real estate purchase only.

**CENTURY VILLAGE EAST
DEERFIELD BEACH, FLORIDA 33442
A COMMUNITY OF HOUSING FOR OLDER PERSONS**

_____ **Condominium Association, Inc.**

CENSUS FORM

(To be executed by each occupant(s) and owner(s) named in the Recorded Deed)

Full Name: _____
 Print (Last Name) **(First Name)** **(Middle Name)**

DESIGNATION: () Owner () Occupant () Renter/ Lessee

Unit Number: _____ **Age:** _____ **Date of Birth:** _____

Date of Occupancy: _____.

REFERENCE PROOF OF AGE: Attach photocopy of a Birth Certificate, Voter Registration, or Drivers/Operators License in this space.

Attach ID Here

**INTERROGATORIES TO BE ANSWERED BY PROSPECTIVE
PURCHASER(S) / LESSEE(S) / OCCUPANT(S)**

NOTE: The following questions must be answered truthfully and completely. No information should be withheld. Approval of the purchase/rental/occupancy will be determined in part on the basis of your replies to the questions. Any falsification, deception, or withholding of pertinent information or misleading answers will justify disapproval. If question does not apply, mark N/A.

1. What is/are your full names(s) and present address (es)?

2. Are the foregoing the same person(s) named in the original purchase/rental application?

3. Will you be a permanent and full-time resident and occupant of the apartment you seek to purchase/rent/occupy? If “no” please explain.

4. Do you own any other real property (i.e. house, condominium etc.) in Florida or elsewhere? If so, please list the locations and state and if you presently reside in any of these locations.

5. Do you lease or rent any of these properties? Yes _____ No _____

6. Are you aware that under our amended documents, the rental of units as a business or for investment is prohibited except in cases of undue hardship or difficulty, and that the units are supposed to be used as places of residence? Yes _____ No _____

7. Are you aware that Article 9.1 Residential Use reads as follows: “Each unit is hereby restricted to residential use as a single family residence by the owner(s) thereof, their immediate families, guests and invitees” Yes _____ No _____

8. Are you aware of the restrictions contained in the Amendments, etc., requiring occupancy by at least one (1) person, fifty-five (55) years or older is required under the Fair Housing Amendments Act of 1988, and of Association’s rule that should the occupant(s) under the age of fifty-five (55) years residing in the unit will not be permitted to remain? Yes _____ No _____

9. Are you aware that Article 12.1 (b) Lease reads as follows: “No unit owner may dispose of a Unit or any interest in a unit by lease or allow the occupancy thereof without approval of the Lessee or occupant by the Association. No lease may be made for less than a three month consecutive period, but only one (1) such lease may be made within any 12 month consecutive period, nor shall any transient accommodations be provided. Leasing of units as a regular practice for business, investments, speculative or such purpose is prohibited” Yes _____ No _____
10. Do you agree that, if approved, you will abide by and comply with our Condominium documents, including the Declaration of Condominium, the By Laws, and the Articles of Incorporation, as amended, which require, regulate and control the use of and conduct in the condominium property? Yes _____ No _____
11. Are you aware that, in view of the foregoing amendments, many, if not most, of our Associations have been prohibiting leasing or renting of units, and have refused approval of any purchaser who intends to use the unit for such purposes, except in special situations to avoid undue hardship or difficulty? Yes _____ No _____
12. If you plan to have anyone occupy your apartment in your absence, are you aware of resolutions adopted by most Board of Directors, which requires the consent of the Board, except in cases of specified immediate family members? Yes _____ No _____
13. Do you have any children? If so, set forth their names, ages and addresses.
14. Are you aware that our documents prohibit the permanent residence of any children under the age of eighteen (18) years in a unit, though they may visit for no more than two (2) consecutive weeks, with a total of not more than thirty (30) days in the year? Yes _____ No _____
15. How many persons will reside in the unit permanently? Only three (3) adults may reside in a one-bedroom unit and three (3) ID's in a two bedroom.
16. Are you aware of the fact that the approval, if given, is based upon reliance of the truth of the statements made herein, especially with respect to the occupancy and purposed use of this unit? Yes _____ No _____
17. Are you aware of the fact that if the unit you intend to purchase is to be occupied by a parent(s) or other relative(s), you must sign an affidavit that you waive the right to obtain an ID card or auto decal for as long as the unit is still occupied? Yes _____ No _____
18. Are you aware Florida Law requires that the purchase of any articles of furniture or other personal property be handled separately and apart from the purchase of the unit; that the purchase price set forth in the contract must not include any consideration for such items and that the documentary stamps to be placed on the deed submitted for recording will be based only on the value of the unit, excluding furniture or other personal property?
Yes _____ No _____
19. Please supply the following breakdown information:
Sale Price of Unit: \$ _____ Price of Furniture/Person Property \$ _____
20. Have you ever been convicted of a felony? Yes _____ No _____ If yes, give details of conviction: _____

21. Have you ever served time in prison? Yes _____ No _____

If yes, give details of offense: _____

22. Are you on parole? Yes _____ No _____ Are you on probation? Yes _____ No _____

INTERROGATORIES TO BE SIGNED BY PROSPECTIVE PURCHASER(S)/LESSEE(S)/OCCUPANTS(S)

Date: _____ Applicants Signature: _____

Applicants Signature: _____

Witnesses:

State of _____

County of _____

On this _____ day of _____, 20_____, before me personally appeared

_____ to me known and known to me to be the individual(s) described herein and who executed the foregoing Questionnaire and duly acknowledged to me that the answers given were true and they forth acknowledged that they executed same.

My Commission Expires:

Notary Public Signature

(SEAL)

Reference Apt. # _____

CONDOMINIUM OWNERS ORGANIZATION OF CENTURY VILLAGE EAST, INC.

Your Building Association President: _____ Apt. # _____
Phone #: _____

PARTIAL LIST OF CVE RULES & REGULATIONS

- A non-refundable statute-authorized investigation fee of \$100 must be paid by any applicant wishing to purchase or rent an apartment.
- All applicants for purchase and rental must complete either a Purchase or Rental Application. The Unit Owner must obtain such form from the Building Association President or other Association officer/director. In the event of a sale, a set of sworn interrogatories must also be completed.
- A personal appearance/interview by such applicant(s) before the Building Association Board of Directors is required but may be waived by the Association Board of Directors.
- The Association is required to keep copies of all relevant documents, which will be supplied to the Seller/Owner of the unit upon payment of the cost of obtaining or reproducing such documents.
- The Seller MUST turn over to the Buyer a copy of the recorded Condominium Documents and all Amendments enacted by the Building Association attached thereto; also, copies of all rules and regulations of the Association must be given to the Buyer; in addition, ID Card(s) and auto decal(s) must be returned to the ID Department.
- Each of the 253 Building Associations is a separate corporate entity: most of these Building Associations have amended their documents and no longer permit rentals. The amendments themselves will reflect other changes.
- No walking pets, other animals or pets creating a nuisance are permitted. Residents also may not cause unreasonable disturbances.
- No boarders are permitted, No sub-leasing, or time-sharing is permitted.
- Nothing is to be draped over the catwalk railings or thrown down from any catwalks for the obvious aesthetic and safety reasons.
- All empty boxes/cartons must be collapsed and folded flat before being placed in dumpsters. Nothing is to be placed outside the dumpsters unless arrangements have been made for the pick-up or removal thereof.
- No children under the age of (18) years of age are allowed as permanent residents.
- If the Association has adopted the amendments under the Fair Housing Act, at least one of the permanent residents must be 55 years of age or older unless exempted by the Association directors.
- **OCCUPANCY LIMITS:**
One Bedroom Apartments = maximum of three (3) adults, but only Three (3) I.D. Cards.
Two Bedroom Apartments = maximum of four (4) adults, but only Four (4) I.D. Cards.

Normally, one or two persons occupy CVE apartments. Should any additional persons want to live in the apartment, and then written request must be made to the Building Association Board of Directors. The Board of Directors in turn is to write an approval letter affixing their corporate seal thereto. Both to receive valid I.D. Cards/auto decals.

Occupancy by others while Owners are away is limited to the immediate family (i.e. spouse, parents, children and grandchildren) for a short time only. No other persons are permitted to occupy the Unit in the absence of the Owner except upon written application to, and the approval of, the Association's Board of Directors.

Permission for occupancy must be obtained from the Building Association's Board of Directors, in writing, with the Building Association's corporate seal affixed thereto, before admittance to the Village via the Main Gate on West Hillsboro will be permitted.

In the event title to the apartment has been placed in the name of a son, daughter, niece, etc. either alone or in conjunction with the parent/relative, such title shall not entitle the son/daughter, etc. (who is not a bona fide resident of the apartment) to any I.D. Card(s) or auto decal(s). Such joint owners must sign the required affidavits to that effect.

Those residing within (50) miles of Century Village East, Deerfield Beach, may obtain a three-month gate pass upon payment of the required minimal fee. Others coming from greater distances must obtain a gate pass within the time limits set forth in the Condominium Documents for the length of their stay.

- One (1) set of apartment keys must be left with the Board of Directors, pursuant to the Association Documents.
- The required three (3) monthly fees are payable to:

1. CVE Master Management Company, Inc.
2. Seacrest Services, Inc. (see attached excerpt)
3. CEN Club.

Payments must be made before the 10th of each month, after which date late charges will be assessed. Annual Service Contracts are offered by various independent companies on appliances within each unit (i.e. refrigerator, stove, garbage disposal, dishwasher, electrical, plumbing, etc.) providing replacement if appliance is not repairable. It is suggested that you check with other residents in your building or your Board of Directors for recommendations of companies who provide such services with Century Village East.

Replacement is not applicable to window air conditioners.

- An annual assessment is made by the Building Association to take care of the cost of administration and other required building maintenance. Also, the Association maintains reserve funds for capital expenditures and deferred maintenance, etc.
- Each apartment has a numbered vehicle space. Owners must use the space assigned to his/her apartment and not any Guest spaces.
- Children are NOT permitted to ride unattended on the Village "Lolly Trolley", buses, or the Broward County buses; they must also be accompanied by an adult when using building elevators.
- Purchaser must obtain mailbox key from the Seller.
- I.D. Card/Guest Pass is required for visitors in order to gain entrance into the CVE Clubhouse and a minimal fee must be paid for such Guest Passes. Children under eighteen (18) years of age are not permitted in the Clubhouse under any condition.

For guests who will be visiting a resident for only several hours on a given day, the Unit Owner must call the CVE Main Gate Security Guardhouse giving the name(s) of the visitor(s), the Unit Owner(s) name(s), Apartment Number, and the Unit Owner(s) I.D. Card number(s).

If your last name begins with the letters **A** through **L** call the Main Gate Guardhouse at:

954-421-2556

If your last name begins with the letters **M** through **Z** call the Main Gate Guardhouse at:

954- 481-9739

The Main Clubhouse I.D. Office is to obtain proper documentation in order for Unit Owner(s) to receive valid I.D. Cards/Auto Decals. This is subject to the surrender of all ID's by the former Owner(s) or Occupant(s).

- Should new owners have ANY questions or require additional information, they are requested to call the COOCVE Office (421-5566) and not allow themselves to be misled by CVE Master Management Company, Inc. which supplies all community agreement services and shares the office jointly with COOCVE.
- Please be sure to Read # 4, which concerns your three (3) mandatory monthly payments.

NOTE: The forgoing constitutes only a portion of the rules and regulations set forth in the Condominium Documents, Building Association's Bylaws, and other pertinent documents.

Floor Captain Name: _____

Apartment Number: _____

Phone Number: _____