

**ST. ANDREWS AT BOYNTON BEACH CONDO ASSOCIATION
C/O GRS MANAGEMENT ASSOCIATES, INC.
3900 WOODLAKE BLVD. – SUITE 309
LAKE WORTH, FL. 33463
(561) 641-8554 / FAX – (561) 641-9448**

APPLICATION FOR LEASE OR SALE

APPLICATION REQUIRED

**APPLICATION FEE \$130 FOR HUSBAND & WIFE
APPLICATION FEE OF \$130 FOR INDIVIDUAL APPLICANTS
OVER 18. APPLICATION FEE MUST BE PAYABLE TO ST.
ANDREWS AT BOYNTON BEACH. CHECKS OR MONEY
ORDERS ARE ACCEPTED. NO CASH.**

COPY OF DRIVERS LICENSE/PHOTO I.D. REQUIRED

COPY OF SIGNED LEASE OR SALES CONTRACT REQUIRED

**FOR LEASE – LEASE ADDENDUM MUST BE SIGNED
BY OWNER AND TENANT.**

**FOR SALES –IF PURCHASING MULTIPLE UNITS,
APPLICATION, SALES CONTRACT AND APPLICATION FEE
MUST BE SUBMITTED FOR EACH UNIT. LEASE ADDENDUM
MUST BE SIGNED.**

**IF A BUSINESS IS PURCHASING YOU MUST INCLUDE THE
PRINCIPLE/OWNER'S NAME AND INFORMATION**

**PLEASE BRING YOUR CHECK, PHOTO I.D., APPLICATION AND
SIGNED CONTRACT TO GRS AT THE LAKE WORTH OFFICE.
PARTIAL/INCOMPLETE APPLICATIONS NOT ACCEPTED.
CHECK MUST BE TURNED IN WITH APPLICATION AND NOT
SENT SEPARATELY.**

ST. ANDREWS AT BOYNTON BEACH CONDO ASSOCIATION

CERTIFICATE OF APPROVAL FOR LEASE OR SALE

The undersigned representative of **St. Andrews at Boynton Beach Condominium Association** hereby certifies that the Association hereby approves the conveyance of the unit located at:

FROM: _____

TO:

And further certifies that the Association authorizes the undersigned to execute this Certificate of Approval on behalf of the Association.

BY:

Manager or Officer

DATE:

**ATTENTION ALL UNIT OWNERS, PROSPECTIVE BUYERS, AND
PROSPECTIVE TENANTS**

If you plan to lease or sell your unit, you must notify GRS Management of your proposed transaction at least thirty (30) days before the planned date of occupancy. A proposed buyer or tenant **must** be approved prior to moving in.

Applications should be submitted to the GRS Management office and must be submitted either by mail or in person. ***Faxed or emailed applications will not be accepted. Incomplete applications will not be accepted or processed.***

Please read the cover sheet for complete instructions. The following items must be included with your completed application form:

1. Application fee of \$130 per husband & wife. Any other applicants over 18 years old must pay an additional \$130 per applicant. Checks must be payable to ***ST. ANDREWS AT BOYNTON BEACH. No application will be accepted without the check. CHECK OR MONEY ORDER ONLY. NO CASH.***
2. Signed copy of the sales or lease contract.
3. **Photo I.D. (MUST BE LEGIBLE)**

When a complete application package is received it is sent for a background check. When the background check is received, the application is sent to the Board of Directors for approval. The Board of Directors then returns the approval to GRS Management. ***The approval process could take two to four weeks.*** You may contact GRS to check the status of the approval and arrange to pick up the ***Certificate of Approval.***

**ST. ANDREWS AT BOYNTON BEACH CONDO ASSOCIATION
APPLICATION FOR LEASE OR SALE**

Note: This application is for one individual or husband and wife only. If there are additional applicants please copy this form and have each individual fill out a separate form. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. PLEASE FILL IN ALL AREAS!

This application is for a **Lease** _____ or **Sale** _____ for property located at:

Date: _____ If sale, date of closing: _____

Lease dates – From: _____ To: _____

Realtor's Name _____ **Phone:** _____

Applicant's Name(s) _____

Phone (Home) _____ **(Cell)** _____

Email _____

Date of Birth _____ **SSN #** _____

Driver's License # _____ **State** _____

MARITAL STATUS: Married () Separated () Divorced () Single ()

Spouses Name _____

Phone (cell or other) _____

Email _____

Date of Birth _____ **SSN #** _____

Driver's License # _____ **State** _____

No. of people who will occupy unit _____

LIST ALL OCCUPANTS:

Name: _____ Age _____
Name: _____ Age _____
Name: _____ Age _____
Name: _____ Age _____

VEHICLES

Make: _____ Model: _____
Tag # _____ State: _____

Make: _____ Model: _____
Tag # _____ State: _____

AFTER APPROVAL, PLEASE GO TO ST. ANDREWS OFFICE AND FILL OUT REGISTRATION FORM AND OBTAIN YOUR PARKING STICKERS. PARKING STICKERS ARE \$25 EACH PAYABLE TO ST. ANDREWS AT BOYNTON BEACH. CHECK OR MONEY ORDER ONLY – NO CASH ACCEPTED.

FOR LEASING OF GARAGES OR CARPORTS YOU MUST CONTACT THE ST. ANDREWS OFFICE DIRECTLY AT 561-968-3143.

RESIDENCE HISTORY

Present address: _____

Own () or Rent () Years: _____

Name of Landlord _____ Phone: _____

Previous address (if less than 5 years at present address) _____

Own () or Rent () Years: _____

Name of Landlord _____ Phone: _____

Previous address _____

Own () or Rent () Years: _____

Name of Landlord _____ Phone: _____

EMPLOYMENT HISTORY

ARE YOU SELF EMPLOYED? Yes () No () **RETIRED?** Yes () No ()

MILITARY HISTORY: BRANCH: _____ **DATES:** _____

EMPLOYER: _____

Address: _____

Phone # _____ Employment Dates _____

Dept. or Position _____

Supervisor: _____ Monthly income: _____

PREVIOUS EMPLOYER: _____

Address: _____

Phone # _____ Employment Dates _____

Supervisor: _____ Monthly income: _____

SPOUSE: ARE YOU SELF EMPLOYED? Yes () No () **RETIRED?** Yes () No ()

MILITARY HISTORY: BRANCH: _____ **DATES:** _____

SPOUSE'S EMPLOYER: _____

Address: _____

Phone # _____ Employment Dates _____

Dept. or Position _____

Supervisor: _____ Monthly income: _____

SPOUSE'S PREVIOUS EMPLOYER: _____

Address: _____

Phone # _____ Employment Dates _____

Supervisor: _____ Monthly income: _____

PERSONAL REFERENCES (NO RELATIVES)

1. Name: _____ Years known: _____

Address: _____ Years known: _____

2. Name: _____ Years known: _____

Address: _____ Years known: _____

PETS

Pets: You are allowed a maximum of two (2) pets up to a total of 50 pounds.

Yes () How many? _____ No pets () _____

Type _____ Weight _____

PERSONAL BACKGROUND

HAVE ANY OF THE LISTED APPLICANTS EVER BEEN ARRESTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC OFFENSE? Yes () No ()

If yes, please explain: _____

Applicant represents that all information given is true and correct, and understands that as part of our procedure for processing your application, an outside agency may be used to make an investigation from the information given and present their findings to us for review. This investigation may include, but is not limited to, character, general reputation, credit, residence and criminal search. Applicants agree not to hold the Association or it's agent liable for the

discovery or non-discovery of information or any actions taken as a result of this investigation. Authorization is hereby given to release banking, credit, residency, employment and other information pertinent to this application.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

ST. ANDREWS AT BOYNTON BEACH CONDO ASSOCIATION

ADDENDUM TO LEASE

In the event Lessor is delinquent in his/her obligation to pay to Association any general or special maintenance assessments, or any installment, Association shall have the right, but not the obligation, to require Lessee to pay said rental installments, or the portion thereof sufficient to pay said delinquent maintenance assessments, directly to Association, upon Association giving written notice of exercise of such right to Lessee and Lessor. This right of Association is cumulative and in addition to any and all other rights or remedies Association may have against Lessee or Lessor.

Unit No. _____ **Date:** _____

Lessor (Owner)

Lessee (Tenant)

ST. ANDREWS AT BOYNTON BEACH CONDO ASSOCIATION

NOTICE TO FUTURE RESIDENTS (OWNERS AND RENTERS)

Please note that the Board of Directors is strongly committed to maintaining not only the property value of the community but a healthy lifestyle for its' residents and therefore wants to make sure that you are aware of the following:

DELINQUENT ASSESSMENTS – A new unit owner is jointly and severally liable with the previous owner for all unpaid assessments that came up due to the time of transfer of title and shall pay any amount owed to the Association within thirty (30) days.

NOTICE OF SALE– After becoming a new owner, each new owner shall notify the Association by promptly providing a copy of the Warranty Deed to the management company.

LEASE/RENT – No unit owner may lease or rent his unit if delinquent in the payment of any assessments. The Association requires that all unit owners that wish to lease/rent their unit use the attached application. The owner and tenant must sign the lease addendum.

PARKING - AFTER APPROVAL, PLEASE GO TO ST. ANDREWS OFFICE AND FILL OUT REGISTRATION FORM AND OBTAIN YOUR PARKING STICKERS. PARKING STICKERS ARE \$25 EACH PAYABLE TO ST. ANDREWS AT BOYNTON BEACH. CHECK OR MONEY ORDER ONLY – NO CASH ACCEPTED.

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POOL/GYM CARDS: After your lease has been approved, or after you have closed on your property and submitted your Warranty Deed, please go to the St.

Andrews office to obtain a pool/gym card. The card is \$25, payable to St. Andrews at Boynton Beach. **Check or money order only – no cash accepted.**

Acknowledged and accepted: _____
Buyer or Tenant

Date: _____

ST. ANDREWS AT BOYNTON BEACH CONDO ASSOCIATION

RESIDENT CONTACT SHEET

NAME: _____

PROPERTY ADDRESS: _____

IF LEASING, LEASE DATES: _____

FOR SALES, CLOSING DATE: _____

HOME PHONE: _____ CELL _____ WORK _____

EMAIL ADDRESS: _____

FOR BUYERS, MAILING ADDRESS WHERE ALL CORRESPONDENCE SHOULD BE MAILED AFTER CLOSING:

PLEASE BE SURE TO NOTIFY GRS MANAGEMENT OF ANY CHANGE IN MAILING ADDRESS. ALL ADDRESS CHANGES MUST BE PROVIDED IN WRITING VIA EMAIL, FAX OR US MAIL.

IN CASE OF EMERGENCY

Contact name: _____ Phone # _____