



In Pembroke Pines

NEW OWNER PACKET

To obtain approval, all owners listed on the sales contract must complete the attached forms and include:

- Copies of government-issued photo ID
- Copies of last two paycheck stubs
- Copies of the last month's bank statements (just the first page indicating account number and balance)
- A fully executed copy of the sales contract with addends and exhibits
- \$100.00 non-refundable application fee per single owner or per legally married couple. Only checks or money orders are accepted.
- Pet pictures - dog or cat

Please note that any additional occupants age 18 or older must complete the 'Occupant Authorization Form' and submit a \$100.00 application fee. Please contact the office to obtain this form.

Screenings may take up to 2-4 weeks.

If you have any questions, contact the East Lakes office:

Hours: Monday – Friday, 9 A.M. – 2 P.M.

(954) 432-6888

EastLakesHOA@comcast.net

www.eastlakeshoa.com

Homeowners Association

9732 N.W. 16th Court • Pembroke Pines, Florida 33024 • Phone (954) 432-6888

• Fax (954) 432-9037 • EastLakesHOA@comcast.net • www.eastlakeshoa.com



In Pembroke Pines

PROSPECTIVE SALE NOTICE

A homeowner and/or a realtor wishing to sell or buy a unit in East Lakes in Pembroke Pines must be aware that the Covenants and Restrictions place several requirements that must be met before the Board will approve a sale and issue a "CONSENT TO CONVEYANCE OF DWELLING UNIT".

The purchase/sale of a Unit in East Lakes in Pembroke Pines will be denied by the Board of Directors if any combination of the following financial conditions exist as defined in ARTICLE II-A, Section 24(C)(3)(f) of East Lakes in Pembroke Pines Declaration of Covenants and Restrictions, excerpts of which follow:

(f) Financial Problems. The person seeking approval (including all proposed occupants or applicants legally responsible, or who will be legally responsible to the Association, for payment of assessments or charges) has a history of not paying monetary obligations, has a poor credit history, has a bad credit rating of 650 or less, has owned real property that was foreclosed in the last seven (7) years, has owned real property sold by short-sale in the last seven (7) years, has owned real property conveyed by a deed in lieu of foreclosure in the last seven (7) years, or has declared bankruptcy (voluntarily or involuntarily) in the last seven (7) years.

The Board of Directors has no options available to them that will allow an override of the above requirements in the Covenants and Restrictions.

The above has not been the only reasons for denial of a sale, but they have been the reason for the majority of denials.

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Highlights for Purchase/Sale of a Unit

- Unit must be owned by a single family and used as a single-family residence.
 - A unit cannot be leased until the owner has personally and permanently lived in the unit for three (3) years. Owner must obtain written approval of the Board of Directors to sell or transfer a Lot or any interest in a Lot. To obtain this approval the owner must:
 1. Give the Association notice.
 2. Provide name and address of all proposed permanent occupants.
 3. Submit a fully executed copy of proposed sales contract with addends or exhibits.
 4. Submit an application for sale and purchase.
 5. Include a screening fee for each owner or permanent occupant.
 6. Attend an interview by the screening committee of the purchaser and all permanent occupants.
 7. Require, purchaser and permanent occupants, consent to a complete background investigation that will include, but not be limited to:
 - a. Criminal History
 - b. Credit History
 - c. Prior Residential History
 - d. Public Records History
 - e. Civil Litigation
- The Board of Directors of EAST LAKES HOMEOWNERS ASSOCIATION shall be held harmless for any action or claim in connection with the use of the information contained in the attached application that may be used in the investigations to be conducted by the Board of Directors.
8. A permanent occupant who is not a grantee will not be required to submit to a credit history unless they are guaranteeing the financial obligations.

9. Within 30 days after receipt of the notice and all documentation, information, background investigations & reports, personal interviews, and fees required, the Board of Directors must approve or disapprove the proposed transaction.

10. If approved, and upon receipt from the new purchaser, a certified check or cashier's check in the amount equal to twelve (12) payments of the monthly maintenance (currently equaling \$1560.00), to be placed in a non-interest bearing escrow with the association, a Certificate of Conveyance will be issued to the purchaser. Upon a future transfer of the unit to a third party, the escrow shall be returned, less any monies due the Association.

A purchaser may be denied approval for any of the following reasons, and the Association will not be required to provide a purchaser for the unit:

- Criminal Activities
- Sexual Offender or Predator
- Violation of Governing Documents
- A residential history of being a Nuisance
- Non-cooperation in approval process
- Delinquency History
- Financial difficulties

In making the foregoing application, the decision of the EAST LAKES HOMEOWNERS ASSOCIATION will be final and the applicant agrees to be governed by the determination of the Board of Directors.

The above highlights are just a guide. The Declaration of Covenants and Restrictions for East Lakes in Pembroke Pines contains complete details on all the above.

**EAST LAKES HOMEOWNERS ASSOCIATION
OCCUPANCY FORM**

The purpose of this form is to provide the Association with the names and emergency information of all occupants residing in a residence as required by Article II-A, Paragraphs 1 and 21, of the Covenants and Restrictions.

Address: _____ Unit # _____

Date: _____ Owner: Renter:

Name: _____

Signature: _____

Home Phone # _____ Work Phone # _____

Cell Phone # _____ E-Mail _____

Driver's License _____ Vehicle Tag # _____

Emergency Contact: Name _____

Phone # _____ Relationship: _____

Residents - Under 18 Years of Age:

Print Occupant Name: _____ Relationship: _____ :

Occupant Signature: _____ Telephone # _____

Driver's License: _____ Vehicle Tag # _____

Print Occupant Name: _____ Relationship: _____ :

Occupant Signature: _____ Telephone # _____

Driver's License: _____ Vehicle Tag # _____

Print Occupant Name: _____ Relationship: _____ :

Occupant Signature: _____ Telephone # _____

Driver's License: _____ Vehicle Tag # _____

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 not approved. Missing information will cause delays. Once submitted, order can be cancelled but your fee will not be refunded. Rev. 06/2014

**** THIS APPLICATION IS FOR A SINGLE PERSON OR A MARRIED COUPLE ONLY! ****

APPLICATION FOR OCCUPANCY

Association Name: _____

Circle one: Purchase - Lease - Occupant - Unit.# _____ Bldg.# _____ Address applied for: _____

Full Name _____ **Date of Birth** _____ **Social Security #** _____

Circle One: Single - Married - Separated - Divorced - How Long? _____ Other legal or maiden name _____

Have you ever been convicted of a crime? _____ Date (s) _____ County/State Convicted in _____

Charge (s) _____

Applicant's Cell Number(s) _____ Applicant's Email Address _____

Spouse _____ **Date of Birth** _____ **Social Security #** _____

Other legal or maiden name _____ Have you ever been convicted of a crime? _____ Date (s) _____

County/State Convicted in _____ Charge (s) _____

Spouse's Cell Number(s) _____ Spouse's Email Address _____

No. of people who will occupy unit – Adults (over age 18) _____ Description of Pets _____

Names and ages of others who will occupy unit _____

In case of emergency notify _____ Address _____ Phone _____

PART I – RESIDENCE HISTORY

A. Present address _____ Phone _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Are you on the Lease? _____ If not, who is the leaseholder? _____ Are you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

B. Previous address _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Were you on the Lease? _____ If not, who is the leaseholder? _____ Were you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

C. Previous address _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Were you on the Lease? _____ If not, who is the leaseholder? _____ Were you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

PART II – EMPLOYMENT REFERENCES

Include a recent copy of an earnings statement to expedite processing

- A. Employed by _____ Phone _____
 Dates of Employment: From: _____ To: _____ Position _____ Fax _____
 Monthly Gross Income _____ Address _____
- B. Spouse Employed by _____ Phone _____
 Dates of Employment: From: _____ To: _____ Position _____ Fax _____
 Monthly Gross Income _____ Address _____

PART III – BANK REFERENCES

Include a recent copy of a bank statement to expedite processing

- A. Bank Name _____ Checking Acct. # _____ Phone _____
 Address _____ Fax _____
- B. Bank Name _____ Savings Acct. # _____ Phone _____
 Address _____ Fax _____

PART IV – CHARACTER REFERENCES (No Family Members)

- 1. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____
- 2. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____
- 3. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____
- 4. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____

Are you using a realtor? Yes _____ No _____ If yes: Realtor's name _____
 Email Address _____ Cellular Phone _____

Driver's License Number (Primary Applicant) _____ State Issued _____
 Driver's License Number (Secondary Applicant) _____ State Issued _____
 Make _____ Type _____ Year _____ License Plate No. _____
 Make _____ Type _____ Year _____ License Plate No. _____

If this application is not legible or is not completely and accurately filled out, Associated Credit (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility.

By signing the applicant recognizes that the Association and Associated Credit 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 Associated Credit Reporting, Inc.

Applicant's Signature _____ Date _____ Spouse's Signature _____ Date _____

4690 NW 103rd Avenue, Sunrise, Florida 33351
www.associatedcreditreporting.com

AUTHORIZATION FORM

I/We hereby authorize **Associated Credit Reporting, Inc.** to obtain data to verify any and all information they request with regards to my/our Application for Occupancy, specifically the verification of my bank account(s), credit history, residential history, criminal record history, employment verification and character references.

I/We hereby waive any privileges I/we may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is to be released to the authorized party designated on the Application for Occupancy, for their exclusive use only. **PLEASE INCLUDE COPY OF DRIVER'S LICENSE TO CONFIRM IDENTITY. If you do not have a driver's license, please include a copy of your Passport or current government issued identification card.**

I/We acknowledge our rights as stated in the Fair Credit Report Act that I/we are entitled to a copy of the report upon proper written request and can dispute any inaccurate information for re-verification. I/We understand that Associated Credit Reporting, Inc. is not directly involved in the approval or denial of any applicant. The information received by Associated Credit Reporting, Inc. shall be held in strict confidence, protected as governed under the Fair Credit Reporting Act, and will never be released to any third party other than the designated recipient. I/We further understand that this is a non-refundable process.

By signing below, I/We further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and that the signature(s) below are my/our own proper legal signature. I/We certify (or declare) under penalty of perjury that I/We agree to the foregoing and; that all answers and information contained on the Application for Occupancy are true and correct and will hold Associated Credit Reporting, Inc. harmless from the result of the investigation.

(Applicant's Signature)

(Spouse's Signature)

(Applicant's Name Printed)

(Spouse's Name Printed)

(Date Signed)

(Date Signed)