

North Bay Village Application

Effective January 15, 2022

An application WILL NOT be considered unless it is completely filled out and submitted with all requested materials and proper fees (which are non-refundable) to North Bay Village Condominium Association, know as NBV, in person, by Fax or by registered mail, Ten (10) days prior to closing or taking up residence at NBV. All parties 18 years of age and older whom are to reside at NBV must apply and sign the application or it will be returned without permission given. A person is not a legal resident or owner until this procedure is completed and approval granted. If a proposed tenant or owner moves into a unit at NBV prior to approval, a \$100.00 fee will be assessed per month up to \$1000.00 per calendar year and the application may be rejected and the tenant or owner may not be approved in the future. Spouses and their children may all be included on one application. Up to two (2) non related residents are allowed on one application and no more than two (2) persons per bedroom.

NBV has restrictions that may affect your lifestyle. It is the responsibility of any resident or owner to acquaint themselves with NBV documents and rules. All residents shall go through an orientation interview prior to moving into NBV. This orientation can be especially informative for people planning to purchase as it brings to light many items the purchaser/s should be aware of to make their purchase and future ownership at NBV more pleasant. Please go to NBVINFO.com to review the rules and regulations and our governing condominium documents.

Pleas ensure that the application is legible. Any application that can not be read or understood will not be considered complete.

The following must be included with your application.

- 1) Legible copy of your drivers license or other official government issued photo ID.
- 2) Copy of Social Security card or pay stub with your name and Social Security number on it
- 3) Proof of legal residence or visa if you are not a United States Citizen
- 4) Copy of your proposed lease or purchase and sales agreement.
- 5) Bank certified check, money order made payable to North Bay Village in the proper amount or cash. Application Fees are non-refundable and payable in US dollars.
 - a) \$100.00 per application for purchase or lease
 - b) \$50.00 for transfer of title to another previously registered tenant or owner
 - c) \$50.00 per person for any immediate relative to be added as a resident whom was not on original application.
 - d) Non-US citizen applicants will be charged an additional fee to cover the extra cost of foreign background checks if needed.

The Qualification process requires a Background check. Approval may be affected by the following factors:

- 1) A criminal history which may include events, arrests, a history of incidents that would preclude you from possibly being a good neighbor and living closely to others.
- 2) Incidents of non-payment of rents, foreclosures, evictions.
- 3) False and / or misleading information or statements on your application

NBV Condominium Lease/ Sale Application
Please print all information legibly

Building Street Number _____ Unit Number _____

- ☐ Purchase Date _____
☐ Lease Date _____

If purchase:

Title Co _____

Contact Name _____ Phone # _____

Realtor Name _____ Phone # _____

If Lease:

Landlord Name _____ Phone # _____

If any applicant's present address is of a term of less than one year please supply past five years addresses on separate sheet

Applicant 1: [own or rent]

Name _____
Last first middle

Present Address _____
Number Street apt #

City _____ State _____ Zip _____

DOB _____ SS# _____

Home Phone _____ Cell Number _____

Email Address _____

Applicant 2: [own or rent]

Name _____
Last first middle

Present Address _____
Number Street apt #

City _____ State _____ Zip _____

DOB _____ SS# _____

Home Phone _____ Cell Number _____

Email Address _____

Applicant #3: [own or rent]

Name _____
Last first middle
Present Address _____
Number Street apt #
City _____ State _____ Zip _____
DOB _____ SS# _____
Home Phone _____ Cell Number _____
Email Address _____

Applicant #4: [own or rent]

Name _____
Last first middle
Present Address _____
Number Street apt #
City _____ State _____ Zip _____
DOB _____ SS# _____
Home Phone _____ Cell Number _____
Email Address _____

Employment History

Applicant 1:

Current Employer _____ How long _____
Address _____
Phone # _____ Contact Name _____
If above less than three years:
Previous employer name _____ How Long _____
Contact name _____ Phone # _____

Applicant 2:

Current Employer _____ How long _____
Address _____
Phone # _____ Contact Name _____
If above less than three years:
Previous employer name _____ How Long _____
Contact name _____ Phone # _____

Applicant 3:

Current Employer _____ How long _____
Address _____
Phone # _____ Contact Name _____
If above less than three years:
Previous employer name _____ How Long _____
Contact name _____ Phone # _____

Applicant 4:

Current Employer _____ How long _____
Address _____
Phone # _____ Contact Name _____
If above less than three years:
Previous employer name _____ How Long _____
Contact name _____ Phone # _____

Pet Information

All cats and dogs must have proper shots and licenses with copies on file with office along with a picture of the pet and no more than two per unit. Dogs cannot be over 18" at shoulder or 30lbs in weight at maturity.

#1: Type: Dog / Cat (circle one) List Breed _____
Pets name _____ if dog: Height _____ Weight _____ Age _____
License # _____ (with copy)
Inoculation Date _____ (with copy)

#2: Type: Dog / Cat (circle one) List Breed _____
Pets name _____ if dog: Height _____ Weight _____ Age _____
License # _____ (with copy)
Inoculation Date _____ (with copy)

- 1) Have any applicants or children that are to reside in this community been arrested or convicted of any crime in the last ten (10) years or on parole or probation? If yes, provide details, city, state, county and arresting authority on separate sheet. Yes / No (circle answer)
- 2) Have any of the applicants been charged on a civil or criminal basis of acts of violence such as spousal abuse, assault and battery or of any other physical crime such as vandalism that did not result in arrest? If yes, provide details, city, state, county and arresting authority on separate sheet. Yes / No (circle answer)
- 3) Have any of the applicants been evicted from their home in the last 5 years? If yes provide details, city, state, landlord on separate sheet. Yes / No (circle answer)
- 4) Are any of the applicants required to be or are registered as sexual predators? If yes, give details, city, state count and arresting authority on separate sheet. Yes / No (circle answer)

By signing and dating this application all applicants are attesting to and swearing that all information given is true and binding to the best of their knowledge and agree to abide by all the rules and regulations as dictated by the condominium documents, bylaws and board of directors. By signing this agreement you are giving North Bay Village Condominium Association and their agents permission to verify the information you have given and to conduct a background check.

Applicant#1 _____
Signature _____ date _____

Applicant#2 _____
Signature _____ date _____

Applicant#3 _____
Signature _____ date _____

Applicant#4 _____
Signature _____ date _____

Below is for office use only

Application Received _____ By _____
Date name

For Unit Number _____ Applicant Name _____

Check all that apply

- ☐ Properly and fully completed application
- ☐ Proper application fee of \$ _____
- ☐ Legible copy or copies of proper photo ID
- ☐ Legible copy or copies of Social Security card or suitable pay stub copy
- ☐ Copy of Sales and Purchase agreement
- ☐ Copy of proposed lease agreement
- ☐ Background check submitted on _____
- ☐ Background check completed on _____
- ☐ Applicant notified of orientation date [_____] on _____
- ☐ Applicant notified of Approval/Disapproval on _____
- ☐ Walk through completed on _____ By _____
- ☐ Other _____

Applicant Approved _____ Signed _____
Date Committee member

Applicant Rejected _____ Signed _____
Date Committee Member

_____ Signed _____
Date Committee Member