

APPLICATION PACKAGE
for APPROVAL of
PURCHASER(S) and OCCUPANT(S)
(September 2023)

ENVIRON TOWERS I CONDOMINIUM ASSOCIATION, INC.
7200 Radice Court, Lauderhill, FL 33319
Phone (954) 640-8754

Table of Contents

| | |
|---|-----------|
| <u>APPLICATION FOR APPROVAL OF PURCHASER(S) AND OCCUPANT(S)</u> | <u>3</u> |
| <u>UNIT RESALE INFORMATION & BUYER REQUIREMENTS</u> | <u>8</u> |
| <u>PROSPECTIVE HOMEOWNER WORKSHEET</u> | <u>10</u> |
| <u>RULES AND REGULATIONS</u> | <u>11</u> |
| <u>FREQUENTLY ASKED QUESTIONS & ANSWERS SHEET</u> | <u>12</u> |
| <u>PARKING SPACE AND GATEHOUSE INFO</u> | <u>13</u> |
| <u>CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE</u> | <u>14</u> |
| <u>AUTHORIZATION FOR EMAIL NOTIFICATIONS</u> | <u>16</u> |
| <u>NEW RESIDENT INPUT FORM</u> | <u>17</u> |
| <u>SCREENING COMMITTEE CHECK LIST</u> | <u>19</u> |
| <u>INTERVIEWER'S CHECKLIST</u> | <u>20</u> |
| <u>VERISTAT INFORMATION SERVICES</u> | <u>22</u> |

APPLICATION FOR APPROVAL OF PURCHASER(S) and OCCUPANT(S)

Instructions:

- ✓ A Married couple can fill out one Application together
- ✓ Each single person must fill in a separate Application
- ✓ Both Purchasers and Occupants must fill Applications

Application may be returned to purchaser or realtor if not fully completed.

Realtor name: _____ **Phone #:** _____

Desired date of occupancy: _____ **Unit #** _____ **BLDG #** 7100 or 7200

Marital Status of applicant(s): Married Single Divorced Widowed **Phone #:** _____

Name(s) of the record title OWNER(S) to be reflected on the deed:

1. Last name: _____ **First Name:** _____ **M.I.:** _____

Date of Birth: _____ **SSN:** _____ **Driver's License #:** _____ **State:** _____

2. Last name: _____ **First Name:** _____ **M.I.:** _____

Date of Birth: _____ **SSN:** _____ **Driver's License #:** _____ **State:** _____

3. Last name: _____ **First Name:** _____ **M.I.:** _____

Date of Birth: _____ **SSN:** _____ **Driver's License #:** _____ **State:** _____

APPLICATION FOR APPROVAL OF PURCHASER(S) and OCCUPANT(S)...

Name(s) of Occupants (other than owners):

1. Last name: _____ First Name: _____ M.I: _____

Date of Birth: _____ SSN: _____ Driver's License #: _____ State: _____

Relationship to Purchaser(s): _____

2. Last name: _____ First Name: _____ M.I: _____

Date of Birth: _____ SSN: _____ Driver's License #: _____ State: _____

Relationship to Purchaser(s): _____

3. Last name: _____ First Name: _____ M.I: _____

Date of Birth: _____ SSN: _____ Driver's License #: _____ State: _____

Relationship to Purchaser(s): _____

RESIDENT HISTORY (PAST 7 YEARS)

Present address: _____ City: _____ State: _____

Zip: _____ How long: _____

Landlord Name: _____ Phone #: _____

Previous address: _____ City: _____ State: _____

Zip: _____ From: _____ To: _____

Landlord Name: _____ Phone #: _____

APPLICATION FOR APPROVAL OF PURCHASER(S) and OCCUPANT(S)...
RESIDENT HISTORY (PAST 7 YEARS)...

Previous address: _____ City: _____ State: _____

Zip: _____ From: _____ To: _____

Landlord Name: _____ Phone #: _____

Previous address: _____ City: _____ State: _____

Zip: _____ From: _____ To: _____

Landlord Name: _____ Phone #: _____

EMPLOYMENT HISTORY

Retired

Self Employed: Company's name: _____

Employed: Company's name: _____ City: _____ State: _____

Phone #: _____ Position: _____ Approx, monthly income (\$): _____

Since (MM/YYYY): ____/____,

Previous Employer: _____ From City: _____ State: _____

Phone #: _____ From (MM/YYYY): ____/____ To

(MM/YYYY): ____/____

Spouse Employer:

Retired

Self Employed: Company's name: _____

Employed: Company's name: _____ City: _____ State: _____

Phone #: _____ Position: _____ Approx, monthly income (\$): _____

Since (MM/YYYY): ____/____,

APPLICATION FOR APPROVAL OF PURCHASER(S) and OCCUPANT(S)...

Spouse Employer:

Previous Employer: _____ From City: _____ State: _____

Phone #: _____ From (MM/YYYY): ____/____ To

(MM/YYYY): ____/____

Other Income (\$): _____

REFERENCES

Name: _____ Personal Phone #: _____ Work Phone #: _____

Name: _____ Personal Phone #: _____ Work Phone #: _____

BANK REFERENCES

Bank name: _____ Phone #: _____ Account #:

_____ How long: _____

CRIMINAL HISTORY

HAVE YOU EVER BEEN ARRESTED? Yes No

If yes, please explain:

-

-

-

-

-

-

APPLICATION FOR APPROVAL OF PURCHASER(S) and OCCUPANT(S)...

Applicant(s) represent that all information given is true and correct. Applicant(s) understand that as a part of our procedure for processing Application, an outside agency, VERISTAT INFORMATION SERVICES, INC, will do research from the information given and present their Findings to us for review. This research may include, but is not limited to character, general reputation, credit, banking, driver's license, Residence, employment, and criminal search. Applicant(s) agree not to hold the Association or its agent liable for the discovery or non-discovery of information or any actions taken as a result of the research. The hiring company and the agent will comply within the Parameters of the (FCRA) Fair Credit Reporting Act and other laws as they pertain. Authorization is hereby given to release residence, credit, banking, employment, driver's license history or any other information pertinent to this application.

Dated: _____

Purchaser signature: _____ Purchaser signature: _____

Occupant signature: _____ Occupant signature: _____

UNIT RESALE INFORMATION & BUYER REQUIREMENTS

In order to be approved for ownership and/or for occupancy, all applicants must be qualified by our rules, and the buyer requirements below in accordance with our bylaws and the condominium laws of the State of Florida, financial records are not kept.

1. One permanent occupant must be documented as being a minimum of 55 years or older. This form and an application for approval is to be completely filled out and signed by prospective buyer(s) and promptly sent in. See Rules & Regulations governing an invitee, guest, visitor or immediate family member. Please note that because this is a housing community for older persons (HOP), children under 18 can only be visitors for up to 30 days in any given year. RENTALS ARE PROHIBITED.
2. Applicants must meet the eligibility requirements set forth in rule #46 (attached). Please complete "Environ Towers 1, Prospective Homeowner Worksheet" and submit a copy of the Sales Contract showing a minimum of 20% down along with (a) copies of the last 2 years income tax returns (b) copies of the last 12 months checking and savings bank statements. Also submit a list of any other assets acquired. Everything required in paragraph 1 and 2 must be submitted together to avoid a lengthy delay.
3. Prior to closing, all applicants must be available for a personal interview before a Certificate of Approval can be issued. For out-of-town applicants, the interview may be done on SKYPE, ZOOM, etc.
4. A non-refundable fee is required for application: \$150 for married couples, and/or \$150 for each single person. An Estoppel Letter can be obtained from our accounting service company, charged directly to the purchaser.
5. All persons whose income is being used to qualify for ownership or loan approval must be a recorded owner on the Deed. The name(s) of the record title owner(s) is to be reflected on the deed.
6. The buyer(s) must deposit with the Association a sum equal to six (6) months of the monthly maintenance fee. This maintenance assessment escrow will be returned to the owner upon request, not less than eighteen months after the closing date. This must be done before the Certificate of Approval is issued.
7. A moving deposit of \$250 must be paid by both the seller and buyer. This is to defray the cost to repair any damage during the move which may occur. If the damage exceeds \$500 then the excess fee will be paid by the party causing the additional damage. If no damage occurs your deposit will be refunded.
8. In the event you are installing new flooring of any type except carpeting, you must first obtain the approval of the Board. Please complete the Renovation Project Application & submit it to our Maintenance Manager.
9. Special Assessments may be required from time to time for special projects.
10. We received a set of the Condo documents from the Seller. We have ALSO been advised that a current copy of the Condo Governing Documents can be viewed on the ETI website, AFTER OUR CLOSING DATE.
- 11. We received and read a copy of the current Rules & Regulations.**
- 12. We received all keys and an entry gate opener from the Seller.**

UNIT RESALE INFORMATION & BUYER REQUIREMENTS...

- 13. A copy of each key to the condo unit must be left at the office for emergency purposes.
- 14. If approved, you will be issued a Letter or Certificate of Approval.

I/We the undersigned buyers understand and agree with the above 1 through 14

Print Name: _____ Print Name: _____ Unit #: _____

Signature: _____ Signature: _____

PROSPECTIVE HOMEOWNER WORKSHEET

1. List income from all sources and include supporting documentation:

- Wages: \$ _____
- Social security : \$ _____
- Pension: \$ _____
- Interest/Dividends: \$ _____
- Total annual income: \$ _____
- Other income: \$ _____

| | |
|--------------|----------|
| TOTAL | \$ _____ |
|--------------|----------|

(Income requirement \$60,000 one bedroom; \$72,000 two bedrooms; \$85,000 three bedrooms)

2. Provide Income Tax Returns for previous two years.
3. Provide Bank statements for previous twelve months highlighting income deposit(s).
4. Provide proof of 20% deposit if securing mortgage (include sales contract).
5. Minimum 700 FICO required.
6. No foreclosures or bankruptcies in the past seven years.
7. No criminal history within the past ten years or any felony convictions.

Print Name: _____ Date: _____ Signature:

Print Name: _____ Date: _____ Signature:

RULES AND REGULATIONS

(ref : Article #46)

SALES

- A. All unit sales are subject to approval by the Board of Directors. All applicants must be interviewed by a Screening Committee and may participate either in person or remotely, by means of Zoom, Skype, Facetime, etc....
- B. Application packages and a copy of our Rules & Regulations can be emailed to purchaser or realtors. Each application shall include the Application Fee(s) required (see page 8, #4) to cover the administration costs of processing the application, with annual increases tied to CPI. No application will be approved unless accompanied by the applicant's income tax returns for the past two calendar years and the past twelve months banking statements. Any document in a foreign language submitted with an application must be accompanied by an English translation.
- C. If an applicant is applying for a mortgage, no such mortgage may secure an obligation in excess of eighty (80%) of the purchase price of the unit. This requires that the applicant make a minimum cash down-payment of not less than 20% of the purchase price of the unit.
- D. A minimum maintenance deposit equal to six (6) months of the unit's monthly maintenance fee must be paid to the Association before a Certificate of Approval is issued with respect to any unit sale. This maintenance deposit will be held in escrow for a minimum period of eighteen (18) months from the date of receipt by the Association. If there is a delinquency, the maintenance deposit funds will be applied to the delinquency. The owner will be required to replenish the escrow account and "start the clock" again from the beginning (i.e.: for the minimum 18 month period, or more, as designated at the time of purchase, or as specified at a later date).
- E. All applicants shall disclose on their applications the identity of each occupant who will be permanently residing in the unit with the owner, so that such persons can be screened by the Association.
- F. Each applicant must have a good credit history with no foreclosures, collections, or bankruptcies in the past seven years, and a FICO credit score of not less than 700. The criminal history of an applicant will be evaluated on a case-by-case basis, and the nature, severity and recency of the criminal conduct will be reviewed. The applicant's income tax returns must show a net yearly income of \$60,000 for a one bedroom, \$72,000 for a two bedroom, and \$85,000 for a three bedroom. Any misrepresentations on an application shall be grounds for disapproval of that application.

FREQUENTLY ASKED QUESTIONS & ANSWERS

Q: Are there any age restrictions?

A: We are a community for older persons. Each condominium unit is intended for occupancy by at least one person fifty-five (55) years of age or older. No one under 18 may reside here on a permanent basis.

Q: What are my voting rights in the condominium association?

A: One unit owner is to be designated as the voting member. They will vote on any major item regarding a vote of the unit owner.

Q: What restrictions exist in the condominium documents on my right to use my unit?

A: All units are for residential use only. Leasing of units is strictly prohibited. One unit owner must be present in the apartment if you have guests, other than immediate family members. Immediate family members are allowed to occupy the unit for up to 30 days a year in the unit owner's absence.

Q: How much are my assessments to the condominium association for my unit type and when are they due?

A: As of this date your assessment is \$ _____. The payment is due monthly on the first day of each month.

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association?

A: Yes. All unit owners are members of the Inverrary Association, Inc. You do not have personal voting rights, but a representative from Environ Towers 1 Condominium Association votes on your behalf. The dues for this membership are included in your monthly maintenance payments.

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities?

A: There is no rent or land fees for the Environ Cultural Center (ECC). The maintenance payments for this center is included in your monthly maintenance fee.

Q: Are pets allowed in my unit?

A: No animals or birds of any kind shall be allowed in any unit.

Q: Is the condominium association or other mandatory association involved in any court cases in which it may affect liability in excess of \$100,000?

A: NO

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.

Buyer Signature

Buyer Signature.

PARKING SPACE AND GATEHOUSE INFO
(MUST BE RETURNED TO GATEHOUSE)

Resident Last Name: _____ First Name : _____

Building: 7100 7200 Unit #: _____

Tele Box # : _____

☎ # (local): _____ @ Address : _____

Cell # (local): _____

VEHICLE (S)

| | VEHICLE #1 | VEHICLE #2 |
|---------------|------------|------------|
| Year | | |
| Make | | |
| Model | | |
| Tag | | |
| Parking Space | | |

PRE-AUTHORIZED VISITORS
(Please Print Clearly)

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE
(INSTRUCTIONS FOR COMPLETING VOTING CERTIFICATE)

A VOTING CERTIFICATE IS USED ONLY IF YOUR UNIT IS OWNED BY MORE THAN ONE PERSON. A VOTING CERTIFICATE DESIGNATES WHICH OF THE CO-OWNERS WILL BE YOUR UNIT'S VOTING REPRESENTATIVE. It is not a Proxy and may not be used as such. Please note the following:

1. If your unit is owned by more than one person according to the recorded deed evidencing record title ownership, then a Voting Representative who is one of the co-owners must be designated by all owners of the unit on the Voting Certificate.
2. However, if a unit is jointly owned by husband and wife, they may, but are not required to, submit a Voting Certificate.
3. It is highly recommended that the Voting Certificate enclosed be used to appoint the Voting Representative as required by the governing documents PRIOR TO the scheduled date and time of the Annual Meeting to ensure that any vote(s) cast by your unit will be counted. Please complete the Voting Certificate and return it to the Association at the address set forth above.
4. In the event the Association is not in possession of a Voting Certificate where **required**, the vote of the unit will not be permitted on any business brought before the membership.
5. The Voting Certificate completed for this Annual Meeting will remain effective until such time as it is revoked or superseded by the filing of a new Voting Certificate.
6. A Voting Certificate is enclosed with this Notice for your use, if needed.

If you have any questions about completing the Voting Certificate, please do not hesitate to contact the office (name and telephone number or email address)

CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE

To the Secretary of **Environ Towers I Condominium Association, Inc** (the "Association"):

THIS IS TO CERTIFY that the undersigned, constituting all the record owners of Unit (Apt) No. _____, Building # _____ in **Environ Towers I Condominium**, have designated

(Print : Name of Voting Representative)
(Voting Representative must also sign below)

as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, the By-Laws, and the Articles of the Association.

The **following examples** illustrate the proper use of this Certificate:

- i. Unit owned solely by John Smith. **No Voting Certificate required.**
- ii. Unit owned jointly by John Smith and his brother, James Smith, Voting Certificate must be filed designating either John Smith or James Smith (**BUT NOT A THIRD PERSON**) as the Voting Representative.
- iii. Unit owned jointly by Bill and Mary Rose, husband and wife. Or, Unit owned jointly by Russell and John Kinkaid, husband and husband. If a unit is owned jointly by a married couple, the following provisions are applicable thereto:
 - a. They may, but shall not be required to, designate a "voting member".
 - b. Where they do not designate a "voting member" and only one is present at a meeting, the person present may cast the unit's vote.
 - c. If they do not designate a "voting member" and if both are present at a meeting and unable to concur in their decision upon any subject requiring a vote, they shall lose the right to vote on that subject at that meeting.

This Voting Certificate is made pursuant to the Declaration and the By-Laws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

Dated: _____

Owner's signature

Owner's signature

Owner's signature

Note: This form is not a Proxy and should not be used as such. Please be sure to designate one of the co-owners of the unit as Voting Representative, not a third person.

AUTHORIZATION FOR EMAIL NOTIFICATIONS

DATE: _____

BUILDING: 7100 7200

UNIT #:

I hereby authorize the Environ Towers I Condominiums Association to send correspondence to me via email. This will apply to meeting notices and official correspondence from the Association.

I am providing my email address below, and understand that it is my responsibility to inform the Environ Towers 1 of any changes in my email address.

PRINT NAME: _____

SIGNATURE: _____

EMAIL ADDRESS: _____

PRINT NAME: _____

SIGNATURE: _____

EMAIL ADDRESS: _____

NEW RESIDENT INPUT FORM

BUILDING: 7100 or 7200

UNIT #: _____

Callbox: _____ ☎ associated: _____

Parking Space 1: _____

Registration State/Number: _____

Parking Space 2: _____

Registration State/Number: _____

RESIDENT: { Permanent

or Seasonal ▼

USA Canadian or Foreign

Name Occupant 55+: _____ Name Occupant 55+: _____

OWNER(S): Single Married or Co-Owner

Name of Designated Voter if Co-Owner: _____

Last Name Owner 1: _____ @mail: _____

First Name: _____ ☎: _____

Last Name Owner 2: _____ @mail: _____

First Name: _____ ☎: _____

Last Name Owner 3: _____ @mail: _____

First Name: _____ ☎: _____

NEW RESIDENT INPUT FORM ...

LEGAL ADDRESS

(This is the address to which all Association legal notices will be sent)

Street: _____ Apt/Unit: _____

City: _____ State/Province: _____

Country: _____ Zip Code: _____

☎ Number: _____ @email: _____

PAYMENT PROCESS: Automatic debit or Coupon users

Prepared by: _____ Date: _____

Input by: _____ Date: _____

SCREENING COMMITTEE CHECK LIST

1. Obtain completed application and a check of \$150 for married couples and/or \$150 for each single person, purchaser and occupant, including all pertinent documentation: 12 months of bank statements, income tax returns for past 2 years.
2. Request credit and background checks via firm used by association.
3. Review Real Estate Contract to ensure a minimum down payment of 20%. No more than 80% financing is required.
4. Explain the maintenance security deposit: 6 months of maintenance fees will be held in escrow for a period of 18 months. This must be received prior to providing a certificate of approval.
5. A FICO credit score no less than 700 is required as long as no adverse indications on applicant's credit history such as delinquencies or collections.
6. Review criminal history for past 10 years. No any type of felony conviction is acceptable.
7. Yearly net income on income tax return must show at least \$60,000 for one 1 bedroom, \$72,000 for 2 bedrooms, and \$85,000 for 3 bedrooms.
8. Upon approval of financials, Real Estate Contract, credit and criminal verifications, schedule a meeting with the owner/owners in person or via ZOOM.
9. The name of the record title owner(s) to be reflected on the deed, as well as the names of all prospective occupants.

INTERVIEWER'S CHECKLIST

Review main items of rules and regulations:

- Ask if applicant has read the rules and regulations.
- Advise the Buyer(s) that the updated Condo Governing Documents are available for viewing on the ETI website, AFTER OUR CLOSING DATA.
 - If a printed copy is required, it is available at cost of \$85.00. Buyer would e-mail the request to the ETI email .
- Advise Applicant to obtain the MEDECO (front entrance door) keys, from the Seller.
 - Replacement or additional MEDECO Keys are available from our office at a cost of \$25 each. Advise of all other important keys to be obtained from Seller.
- Advise Applicant to obtain the Gate Remote clicker(s) from the Seller.
 - Replacement or additional clicker(s) are available from our office at a cost of \$65 each.
- Review no pet rule (See Rule #47 for all details).
- Review visitor rules, written request & deposit of \$250 (must use pass for gate entry not to use automatic gate opener).
 - Advise Applicant to read Rule # 33 for full details of our Visitor/Guest Rules.
- Review HOT WATER TANK rules.
- Discuss & advise of any current 1 anticipated pending Assessments.
- Advise buyers of their Parking Lot number(s).
- Review moving rules: (A) Monday to Friday 8:30am to 5:00pm. (B) must advise when moving and provide a refundable damage deposit of \$250.00.
- Review City Ordinance and HOA rule no feeding of wild animals.
- Request a copy of closing statement.

Ask applicants if they have any questions.

- After the buyers have been approved, the Certificate of Approval will be provided after the receipt of the required Escrow Deposit.

Welcome the new owner.

Reviewed by: _____

Homeowner's signature: _____

VERISTAT INFORMATION SERVICES, INC.

2787 E. OAKLAND PARK BLVD. #310
FORT LAUDERDALE, FLORIDA 33306
PHONE: (954)565-8140
FAX: (954)565-8160
EMAIL: VERISTAT@HOTMA1L.COM

INFORMATION RELEASE FORM

(PLEASE READ CAREFULLY)

BY MY SIGNATURE BELOW, I AUTHORIZE VERISTAT INFORMATION SERVICES, INC. To obtain the following information. This authorization is valid for purposes of verifying information given pursuant to employment, leasing, rental, business negotiations, or any other lawful purpose covered under the Fair Credit Reporting Act. (FCRA).

I agree not to hold the Association or its designated party (Veristat Information Services) liable for the discovery or non-discovery of information or any actions taken as a result of this investigation.

By my signature below you are hereby authorized to release information to the below mentioned party, or their attorney or representative, any and all information they request concerning my present and former employment, residency history, credit history, driving history, educational institutions, law enforcement agencies, city, state, county and federal courts and agencies, military services and persons.

Designated Party: VERISTAT INFORMATION SERVICES, INC. This authorization shall be valid in original or copy form.

Purchaser Name (Print): _____

Signature: _____ Date: _____

Purchaser Name (Print): _____

Signature: _____ Date: _____

Occupant Name (Print): _____

Signature: _____ Date:

Occupant Name (Print): _____

Signature: _____ Date:
