

3.1 Royal Palm Bay Condominium Association, Inc.

WHAT YOU NEED TO SUBMIT

Before submitting, please verify the information noted below. Once complete, please submit the application package with this cover sheet to the Royal Palm Bay Condominium Association for consideration. This is required for ALL OWNERS, MANAGERS, AND REAL ESTATE COMPANIES OPERATING AT ROYAL PALM BAY.

Our Rules and Regulations State:

Any managers, real estate agents, or any third party conducting business at Royal Palm Bay Condominium cannot violate the Association's Bylaws and our Rules and Regulations. They have a fiduciary duty and cannot be untrustworthy and/or unethical to their clients. Suppose they violate any of the Association requirements. In that case, they will not be allowed to conduct business in this community, including leasing and managing property at Royal Palm Bay Condominium.

Answer from Owners or Management that is renting the units Y for Yes and N for No

- ___ You gave the applicant, a copy of the community's Rules and Regulations. They have read it.
- ___ The applicant acknowledges and agrees to abide by the Rules and Regulations of the community and the Declarations and all the bylaws of this Association
- ___ Managers and Real Estate agents list the properties you manage at Royal Palm Bay.
- ___ **When renting long-term**, you must submit a copy of the reference sheet with past rental history, background, credit, criminal, and sex offender report from a credit company on all long-term tenants for over three (3) months or longer. Get a complete packet from our Association. All long-term tenants have to be approved by the Association.
- ___ Long-term tenants cannot have more than two (2) cars, no commercial vehicles, no more than two (2) pets less than 20 lb., and no dangerous animals. The lease must contain items listed under Leases # 11 Lines D, E, F, H,

Send in

Credit Report
Criminal Report
Eviction Report
1 Add to the lease Addendum
2 Reference Sheet
3 What you need to submit
4 Pet Registration only if they have a pet
5 Pet ESA Only if it is a service pet
6 Tenants' information sheet
7 Information Sheet0 on Owners and Managers

Send to the tenant

Rules & Regulations
Declarations

3.2 Royal Palm Bay Condominium Association, Inc.

INFORMATION SHEET FOR MANAGERS AND REAL ESTATE COMPANIES CLIENT INFORMATION

Property Manager's Name & Company _____

Property Manager's Address _____

Property Manager's Telephone _____ Email _____

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Print a form for each rental.

We do not need the Tenant's information on short-term rentals less than four (4) months, but we need the owner's information.

Rental Unit Address: _____

Owner's Names: _____

Owners' Telephone: _____ Email _____

Tenant's Names: _____

Children's Names & Ages: _____

Tenant's Telephone: _____ Email _____

Tenant's Vehicle Licence _____ Make _____ Model _____ Color _____

Tenant's Vehicle Licence _____ Make _____ Model _____ Color _____

Tenant's Pets Breed _____ Age _____ Color _____ Name _____

Tenant's Pets Breed _____ Age _____ Color _____ Name _____

Started Managing _____ Long term _____ Short term _____

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____ Total properties in this complex do you manage or provide any services?

____ What other services do you provide? _____.

I agree to keep the Association informed of any changes to the information provided. I will supply additional information to any new or existing accounts or clients that have changed. I understand that it is my responsibility to read all new communications regarding any revisions to the Rules and Regulations and to govern myself and/or my company accordingly. Any breach of community rules may result in a financial penalty and /or unable to conduct business at this location. I agree to all of the above by signing below.

Agent/ Authorized Signature

Print name

Company

Date