

BENCHMARK PROPERTY MANAGEMENT, INC.

7932 Wiles Road · Coral Springs, Florida 33067 · Tel. (954) 344-5353 · Fax (954) 344-5399 · www.benchmarkpm.com

URGENT

If your application is incomplete, it will be returned to you by mail along with any fee you may have submitted, and a list of the missing items.

You may then complete the application and re-submit it together with the required fee.

Please provide the name and address which you would like us to use if the application is incomplete and must be returned to you.

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone # _____

E-Mail Address _____

If you do not fill in the information above, we will use the best address available on the application which you submitted.

Boca Glades D

Revised: September 1, 2024

APPLICATION ESSENTIALS

Benchmark Property Management, Inc. coordinates the application process for the transfer of units by sale or lease on behalf of our client associations. In performing this service we have too often noted that unit owners, prospective buyers or tenants, and real estate agents, title companies, mortgage brokers, etc. lack an understanding of the association's obligations and rights and the role that Benchmark plays in the process. This notice is intended to provide you with an overview of the application and approval/denial process. If you adhere to the following guidelines the process will be completed in the most timely and efficient manner possible.

1. Please remember that the association's rights and obligations are set forth in their governing documents. Both the Board of Directors and Benchmark are required to abide by those requirements.
2. Benchmark is an agent of the association and acts only under the instructions of the Board of Directors. Benchmark has no decision making power.
3. The amount of time in which the association is required to act upon an application is set forth in their governing documents. Please expect the association to use the full amount of time allowed to render its decision on any application.
4. The clock does not begin to run when we receive the application, but rather, the time allowed for the process begins to run only when we have received a completed application and all of the other supplemental information that may be required including all applicable fees.
6. When we have received all of the required materials we will forward the entire application package to the Board of Directors for their review and decision.
7. The closing date of a sale or the effective date of a lease has no bearing whatsoever on the time allotted for the board to render its decision. In planning your transaction schedule you should expect the association to use the full amount of time allowed.
8. **PLEASE DO NOT CONTACT OUR OFFICE FOR AN UPDATE OR A REPORT ON THE STATUS OF YOUR APPLICATION.** Doing so will only slow the process. If we need to contact you we will do so without delay. Rest assured that when the Board of Directors has made its decision it will be provided to you within the required time.

We do not provide priority processing, however your full cooperation with the foregoing will expedite the process.

Benchmark Property Management, Inc.

Boca Glades “D” Condominium Association, Inc.

c/o Benchmark Property Management, Inc.
7932 Wiles Road
Coral Springs, Florida 33067
(954) 344-5353

Dear Applicant,

Please complete and submit the enclosed application together with a **Non-refundable** fee of \$ 150.00 per married couple or per person 18 years of age, and older, made payable to Benchmark Property Management, Inc. cashier’s check or money order **ONLY (cash & personal checks will NOT be accepted).** In addition to the application, the Association **requires** the following information to be provided by the applicant(s):

1. A legible copy of driver licenses for all applicants and vehicle registration(s).
2. A legible copy of the fully executed lease or contract.
3. A refundable deposit in the amount of \$1500 payable to Boca Glades.
4. If applicants have different last names, please provide proof of marriage.

Owner must be current on maintenance.

Interviews required.

The application process takes approximately 3 to 4 weeks. However, failure to submit the necessary documents will result in a delay in your application process. No application will be given priority or rushed consideration.

The application may be mailed or hand-delivered to:

Benchmark Property Management, Inc.
7932 Wiles Road
Coral Springs, Florida 33067

We thank you for your cooperation and look forward to meeting with you.

Board of Directors

Boca Glades "D" Condominium Association, Inc.
Benchmark Property Management, Inc.

Name of owner: _____	Phone: _____
Address: _____	Unit #: _____

Applicant Information

Name: _____ DOB: _____ SS: _____

Address: _____ Phone: _____

Spouse: _____ DOB: _____ SS: _____

Address: _____ Phone: _____

Employment History

Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Position: _____ Length of employment: _____ Monthly Salary: _____

Previous Employer: _____ Phone: _____

Spouse Employer: _____ Phone: _____

Address: _____ Supervisor: _____

Position: _____ Length of employment: _____ Monthly Salary: _____

Previous Employer: _____ Phone: _____

Name(s) of permanent residents

Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

Bank References

Name of Bank: _____ Account Number: _____

Address: _____ Phone: _____

Name of Bank: _____ Account Number: _____

Address: _____ Phone: _____

Personal References

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Vehicles

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

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

Emergency Contact

In case of an emergency notify: _____ Phone: _____

Address: _____

In case of an emergency notify: _____ Phone: _____

Address: _____

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Authorization to Perform Background Check

I hereby authorize Benchmark Property Management, Inc., as agent for _____
_____ (herein the "Association"), to obtain a consumer report, and any other information deemed necessary by the Association, for the purpose of the Association evaluating my application. I understand that such information may include, but is not limited to, my credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, banking information and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect to or in connection with the rental, lease or purchase of a residence for which this application was made. I hereby expressly release Benchmark Property Management, Inc. and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information, including Social Security Number, shall remain confidential except through court order or subpoena as provided under relevant law.

Applicant Signature _____

Date _____

Applicant Signature _____

Date _____

Pet Registration Form

1 pet maximum under 20 lbs.

Pet sitting is not permitted if you already have a pet.

Section A:

Name: _____ Phone: _____

Address: _____

Sign if you DO NOT own a pet _____

Section B:

Pets Name: _____ Breed: _____

Age: _____ Weight: _____ Color: _____

Pets Name: _____ Breed: _____

Age: _____ Weight: _____ Color: _____

Sign

Sign

Boca Glades "D" Condominium Association, Inc.

APPLICATION FOR SALE/LEASE, GIFT, DEVISE OR INHERITANCE APPROVAL

1. In making the foregoing application, I represent to the Board of Directors that the purpose for the purchase/leasing of a home in Boca Glades D Condominium Association is as follows:

Annual Residence _____ Seasonal Residence _____ Other (Explain) _____

2. I hereby agree for myself and on behalf of all persons who may use the unit which I seek to Purchase/Lease:

a. I will abide by all of the restrictions contained in the By-Laws and Rules and Regulations, and restrictions which are or may in the future be imposed by BOCA GLADES CONDO D ASSOCIATION.

Initial _____

b. I understand that any violation of the terms, provisions, conditions, and covenants of BOCA GLADES CONDO D ASSOCIATION documents provides cause for immediate action as therein provided or termination of the leasehold under appropriate circumstances. Initial _____

c. I have received a copy of the Rules & Regulations of BOCA GLADES CONDO D ASSOCIATION

Initial _____

3. I understand that acceptance for occupancy of a home in BOCA GLADES CONDO D ASSOCIATION is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Occupancy prior to approval is prohibited. Any misrepresentation or falsification of information of this application will result in automatic rejection of this application.

Initial _____

4. IN THE EVENT THIS IS A PURCHASE TRANSACTION, I understand that I will not be eligible to lease the unit to any potential tenant, for a period of 18 months from the date of the purchase.

Initial _____

5. I understand that I will be advised by BOCA GLADES D CONDO ASSOCIATION within 30 days (longer if any applicant is a non-US Citizen/Resident) from the date of receipt of completed application and copy of sale/ lease for acceptance or denial of this application.

6. I understand that the Board of Directors of BOCA GLADES D CONDO ASSOCIATION cause to be instituted an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors or their agents to make such investigation and agree that the information contained in this and the attached application may be used in such investigation, and that the Board of Directors of BOCA GLADES D CONDO ASSOCIATION and their agents shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

In making the foregoing application, I am aware that the decision of BOCA GLADES D CONDO ASSOCIATION will be final. I agree to be governed by the determination of the Board of Directors.

APPLICANT _____ APPLICANT _____