

Date Received: _____ Closing or Occupancy Date: _____

Name of Buyer(s) or Tenant(s): _____

Community: _____ Property: _____

Address: _____

**ALL ITEMS MUST BE SUBMITTED ALONG WITH THIS CHECKLIST
OR YOUR APPLICATION WILL NOT BE PROCESSED**

Application Checklist

General Submission Requirements

- _____ APPLICATION FULLY EXECUTED WITH REQUIRED SIGNATURES
- _____ COMMUNITY SPECIFIC REQUIREMENTS (if applicable, see application)
- _____ FULLY EXECUTED SALES CONTRACT or LEASE
- _____ APPLICATION FEES and/or DEPOSITS

IS THE APPLICANT CURRENTLY SERVING IN THE UNITED STATES ARMED FORCES ON ACTIVE DUTY OR STATE ACTIVE DUTY AND/OR A MEMBER OF THE FLORIDA NATIONAL GUARD AND UNITED STATES RESERVE FORCES? YES /NO (circle one)
IF YES PLEASE PROVIDE A COLOR COPY OF THE MILITARY ID CARD WITH THIS APPLICATION.

Buyer(s)/Tenant(s) Realtor Info:

- Company Name: _____
- Company Phone: _____
- Company email: _____

Seller(s)/Owners(s) Realtor Info:

- Company Name: _____
- Company Phone: _____
- Company email: _____

Title Company Info (Optional):

- Company Name: _____
- Company Phone: _____
- Company email: _____
- Delivery of Certificate of Approval: Email _____ Pickup _____

Comments: _____

APPLICATION PROCESSING TIME IS 10-14 BUSINESS DAYS

OPTIONAL EXPEDITED PROCESSING IS AVAILABLE AT AN ADDITIONAL COST OF \$175.00 PAYABLE TO

HARBOR MANAGEMENT OF SOUTH FLORIDA

CHARLESTON COURT AT ABACOA, HOA, INC.

c/o Harbor Management of South Florida, Inc.
641 University Blvd., Suite 205 | Jupiter, FL 33458 | 561-935-9366

PURCHASE / RENTAL APPLICATION (please circle one)

Leases must be for minimum of one year

Name: _____

Present Phone #: _____

Email Address: _____

Occupancy Date: _____

Property Address: _____

Present Address: _____

How Long: _____ Rent / Own: _____

Email Address: _____

Name of Owner, if renting: _____

Owners Phone #: _____

Name of Agent Handling Purchase or Rental: _____

IN CASE OF EMERGENCY NOTIFY:

Name: _____

Relationship: _____

Address: _____

Telephone: _____

PRESENT EMPLOYER:

Name: _____

From: _____ To: _____

Address: _____

Telephone: _____

SPOUSE/CHILDREN INFO IF APPLICABLE:

Name of Spouse: _____

of Children & Ages: _____

Spouses Employer: _____

From: _____ To: _____

Address: _____

Telephone: _____

WILL ANYONE OTHER THAN SPOUSE AND CHILDREN LISTED ABOVE RESIDE WITH YOU? YES / NO (please circle)

If yes, names: _____

DO YOU HAVE ANY PETS? YES / NO (please circle)

If yes, please list _____

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PERSONAL REFERENCES:

- 1. Name: _____ Phone #: _____
Address: _____ Email: _____
- 2. Name: _____ Phone #: _____
Address: _____ Email: _____

OWNER/VEHICLE INFORMATION:

- 1. Driver Name: _____ License State: _____
Vehicle Make/Model: _____ License#: _____
- 2. Driver Name: _____ License State: _____
Vehicle Make/Model: _____ License#: _____

DO YOU HAVE ANY COMMERCIAL OR RECREATIONAL VEHICLES, BOATS, CAMPERS, MOTORCYCLES, TRUCKS, TRAILERS OR PANELED VANS? YES _____ NO _____

IF YES, PLEASE NOTE THAT THESE VEHICLES ARE NOT ALLOWED TO BE PARKED ON ANY COMMON ELEMENTS AND MUST BE PARKED INSIDE THE GARAGE OVERNIGHT.

Is any applicant currently serving as a member of the United States Armed Forces on active duty or state active duty and/or a member of the Florida National Guard and United States Reserve Forces?

Yes _____ No _____

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APPLICATION INSTRUCTIONS

1. Fill out application completely, and submit to Harbor Management of South Florida, Inc, 641 University Blvd., Ste. 205, Jupiter, FL 33458. Please allow 10-14 business days for review and action to be taken by the Charleston Court at Abacoa Homeowners Association. This form must be resubmitted every year for Approval with the new or renewed lease, but the fee is waived provided that there are no changes in the application.
2. Signed acceptance of the Rules and Regulations must be submitted along with the application, as well as, a copy of the lease agreement or purchase contract. Signature also acknowledges receipt of the Associations Architectural Guidelines.
3. There is a \$200.00 non-refundable application fee for first-time applicants. Please make payable to: **Charleston Court HOA.**

Pursuant to the Charleston Court at Abacoa Homeowners Association. Inc. Declaration of Covenants Conditions and Restrictions:

The Charleston Court at Abacoa Board of Directors as set forth in Articles hereby makes resolution to continue to collect the capital contribution from each lot that is sold from this day forward. This is equal to two months of the Association's annual assessment.

CHARLESTON COURT AT ABACOA, HOA, INC.

c/o Harbor Management of South Florida, Inc.
641 University Blvd., Suite 205 | Jupiter, FL 33458 | 561-935-9366

Abbreviated Rules and Regulations

For

Charleston Court

Revised 05/06/09

The definitions contained in the Declaration of Covenants, Conditions and Restrictions for Charleston Court at Abacoa are incorporated herein as part of these Rules and Regulations.

1. The owners and lessees of each Lot shall abide by each and every term and provision of the Declaration of Covenants, Conditions and Restrictions, and each and every term and provision of the Articles of Incorporation, and By-Laws of the Association.
2. No bicycles, tricycles, scooters, baby strollers or other similar vehicles or toys shall be allowed to remain in the Common Areas. The walkways, bridges, sidewalks and streets shall not be obstructed.
3. Any damage to the Common Areas, property, or equipment of the Association caused by any Owner, his/her family member, guest, invitee or lessee shall be repaired or respaced at the expense of such Owner.
4. An Owner will not park or position his vehicle as to prevent access to another Lot. The Owners, their families, guests, invitees, licensees, and lessees will obey the poster parking and traffic regulations installed for the safety and welfare of all Owners.
5. No Owner shall do or permit any assembling or disassembling of motor vehicles except within his garage. Each Lot Owner shall be required to clean his driveway of any oil or other fluid discharged by his motor vehicle.
6. Except as may be permitted in accordance with the Declaration, no transmitting or receiving aerial or antenna shall be attached to or hung from any part of a Lot or the Common Areas.
7. All garbage and refuse from the Lots shall be deposited with care in each Owner's private garbage containers, which shall be placed so they are not visible from the Roads or from the adjoining Units. No garbage or refuse shall be deposited in any Common Area for any reason, except on the correct days of the week for pick up and removal. No littering shall be done or permitted on the Association Property.
8. All Owners shall comply with the Use Restrictions as set forth in the Declaration of Covenants, Conditions and Restrictions.
9. No garage doors shall be permitted to remain open except for temporary purposes, and the Board may adopt further rules for the regulation of the opening of garage doors.
10. Complaints regarding the management of the Association property, or regarding the actions of other Owners their families, guests, or lessees shall be made in writing to the Association and shall be signed by the complaining Lot Owner.

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- 11. Any consent or approval given under these Rules and Regulations by the Association may be revocable at any time by the Board.
- 12. These Rules and Regulations may be modified, added to, or repealed in accordance with the By-Laws of the Association.
- 13. Nothing may be left outside on the Unit Lot when not actually being utilized or during the night time hours without the specific written approval of the Association. This includes, but is not limited to bicycles, tricycles, scooters, baby strollers, play houses, or other similar vehicles or toys, barbeques, watering hoses, garbage cans, trash cans, recyclable bins. (Approved February 2009)
- 14. At all times, all dogs and cats must be on a leash when off the Unit's Property. Pet Owners or their custodians are required to pick up and dispose of their animal's waste immediately. (Approved February 2009)
- 15. SMOKING IS NOT PERMITTED IN THE FENCED-IN AREA OF THE CHARLESTON COURT POOL. (APPROVED May 2009)

By resolution of the Charleston Court Homeowners Association, Inc. Board of Directors.

**CHARLESTON COURT AT ABACOA
HOMEOWNERS ASSOCIATION ACKNOWLEDGEMENT**

I agree to abide by the rules and regulations of the CHARLESTON COURT AT ABACOA HOMEOWNERS ASSOCIATION and am subject to the Declaration of Covenants of CHARLESTON COURT AT ABACOA HOMEOWNERS ASSOCIATION. Failure to comply with terms and conditions thereof shall be a material default and breach of the lease agreement.

Owner Name

Lessee/Purchaser Name

Owner Signature

Lessee/Purchaser Signature

Date

Date