

VALENCIA AT ABACOA HOMEOWNERS ASSOCIATION, INC.  
C/O HARBOR MANAGEMENT OF SOUTH FLORIDA, INC.  
641 UNIVERSITY BLVD., SUITE 205, JUPITER, FL 33458  
PHONE – 561-935-9366 FAX – 561-624-7465  
EMAIL – admin@harborfla.com

Application  
Checklist

Date Received: \_\_\_\_\_

Closing or Move-in Date: \_\_\_\_\_

Name of Buyer(s) or Lessee(s): \_\_\_\_\_

Association: \_\_\_\_\_

Property Address: \_\_\_\_\_

ALL ITEMS INCLUDING THE APPLICATION FEES MUST BE SUBMITTED ALONG WITH THIS CHECKLIST FOR THE APPLICATION TO BE PROCESSED

General Submission Requirements:

- D Fully Executed Application
- D Fully Executed Purchase Contract or Lease Agreement
- D Copies of Photo IDs for All Residents Age 18 and over
- D All Application Fees and/or Deposits

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

- D Company Name: \_\_\_\_\_
- D Company Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

- D Company Name: \_\_\_\_\_
- D Company Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Title Company Info:

- D Company Name: \_\_\_\_\_
- D Company Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Delivery of Certificate of Approval to:

- D Email: \_\_\_\_\_ or Pick-up: \_\_\_\_\_

Management Comments:

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Management Notifications (After Certificate of Approval is Issued):

- D Email Board of Directors
- D Resale & New Owner Update in Tops

Valencia at Abacoa Homeowners' Association, Inc.  
*Notification of Purchase / Request for Lease Approval*

The application process will begin only when a COMPLETE package is filled out and returned to Harbor Management located at the address provided above with all the applicable application fees. Harbor Management will not accept an incomplete package. A complete package consists of the following:

- A non-refundable application fee in the amount of **\$500.00 per application**, which includes 2 background checks, **payable to Valencia at Abacoa Homeowner's Association** in the form of a check, cashier's check, or money order. Additional occupants over the age of 18 need to submit an additional payment of \$100 per applicant for a background check.
- A clear copy of the **Purchase Contract or Lease Agreement**
- **Copy of driver's license or photo ID** of everyone on the application over the age of 18.
- **PURCHASES ONLY:** There will be a Capital Contribution Fee collected at the time of closing.  
The fee is equal to four (4) quarterly assessment fees for that current budget year. Estoppels may be ordered by contacting the Accounting Department, Inc. at 561-747-5503.
- A lease is not effective nor may the home/unit be occupied by the prospective lessee without the prior written approval of the Association.
- All applications will be processed in the order in which they are received. Please allow 10 business days for processing.

Valencia at Abacoa Homeowners' Association, Inc.  
c/o Harbor Management of South Florida, Inc.  
641 University Blvd., Suite 205 Jupiter, FL 33458

*Notification of Sale / Lease – (Please circle one)*

Property Address: \_\_\_\_\_

Closing Date: \_\_\_\_\_ or Lease Term: \_\_\_\_\_

HOMEOWNER(S) INFORMATION: *(all information must be printed and legible)*

Name of Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

APPLICANT(S) INFORMATION:

Applicant(s) Name: \_\_\_\_\_

Present Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Primary Email: \_\_\_\_\_ Email: \_\_\_\_\_

List all regular occupant(s) other than the applicant(s):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Vehicle(s) to be parked on Association Property (Make / Model / Year / State Tag):

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate # \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate # \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate # \_\_\_\_\_

Pets: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, number of pets: \_\_\_\_\_

Breed / Color / Age / Sex: \_\_\_\_\_

DO YOU HAVE ANY COMMERCIAL OR RECREATIONAL VEHICLES, BOATS, CAMPERS,  
MOTORCYCLES, TRUCKS, TRAILERS, OR PANELLED VANS? YES \_\_\_\_\_ NO \_\_\_\_\_

THESE VEHICLES ARE NOT ALLOWED TO BE PARKED ON ANY COMMON ELEMENT OR  
DRIVEWAY AND MUST BE PARKED INSIDE THE GARAGE.

Owner Initials \_\_\_\_\_ Lessee/Buyer Initials \_\_\_\_\_

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Valencia at Abacoa Homeowners' Association, Inc.  
Acknowledgement

I/We have received, read, understood and agree to abide by the governing documents of the Valencia at Abacoa Homeowners' Association. Failure to comply with the terms and conditions thereof shall be a material default and breach of the PURCHASE or LEASE agreement.

I/We understand all exterior modification of the property require submission of an architectural change application and no work may commence on the premises until a written approval is granted by the Association.

Pursuant to Article XIX, Section 2, of the Declaration of Covenants, Conditions and Restrictions for Valencia at Abacoa, the Association shall have the right to require termination of the Lease upon default by the Tenant in observing any of the provisions of the Valencia governing documents.

In the event the Owner leases their property and becomes delinquent in the payment of the homeowners' association assessments during the term of the lease, the parties acknowledge the Association shall have the right to notify the tenant of such delinquency and demand all rent payments to be paid to the Valencia at Abacoa Homeowners' Association until the delinquency is paid in full per Florida Statute 720.3085(8).

I/We are aware any falsification or misrepresentation of the facts on this application will result in an automatic rejection of this application.

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Purchaser/Lessee Print

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Purchaser/Lessee Signature

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Purchaser/Lessee Print

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Purchaser/Lessee Signature

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Owner Print

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Owner Signature

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Owner Print

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Owner Signature

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Date

**DISCLOSURE REGARDING**  
**BACKGROUND INVESTIGATION ON YOU**

**Harbor Management of the South Florida, Inc.** (“the Company”) may obtain a “consumer report” about you from a consumer reporting agency for tenant purposes. A “consumer” report is a background screening report that may contain information regarding your criminal history, sex offender registry status, credit history, employment history, education history, driving history, professional licenses, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living.

The consumer reporting agency that may prepare an “consumer report” on you for the Company is Scott-Roberts and Associates, LLC, 2290 10 Ave. N., Suite 500, Lake Worth, Florida 33461, (888) 605-4265, [www.scottrobertsassociates.com](http://www.scottrobertsassociates.com), info@scottrobertsassociates.com.

**ADDITIONAL NOTICE REGARDING**  
**INVESTIGATIVE CONSUMER REPORTS ON YOU**

**Harbor Management of the South Florida, Inc.** (“the Company”) may also request an “investigative consumer report” on you from a consumer reporting agency.

An “investigative consumer report” is a background screening report generated through personal interviews with sources such as your neighbors, friends or associates.

The consumer reporting agency that may prepare an “investigative consumer report” on you for the Company is Scott-Roberts and Associates, LLC, 2290 10 Ave. N., Suite 500, Lake Worth, Florida 33461, (888) 605-4265, [www.scottrobertsassociates.com](http://www.scottrobertsassociates.com), info@scottrobertsassociates.com. The information contained in an “investigative consumer report” may bear upon your character, general reputation, personal characteristics, and/or mode of living.

Please be advised that the nature and scope of the most common form of “investigative consumer report” that may be ordered by the Company is an investigation into your employment history. During such an investigation, Scott-Roberts and Associates may ask questions about your employment history to certain knowledgeable individuals and provide response information to the Company.

**Note: You have the right to request disclosure of the exact nature and scope of any “investigative consumer report” ordered by the Company on you. You may do so by contacting the Company.**

**AUTHORIZATION REGARDING BACKGROUND INVESTIGATION**

By signing below, I acknowledge receipt of the following separate documents (and certify that I have read and understood them):

- DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU;
- A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT;
- ADDITIONAL NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS ON YOU;
- ADDITIONAL STATE LAW NOTICES.

By signing below, I also authorize **Harbor Management of the South Florida, Inc.** to obtain “consumer reports” and “investigative consumer reports,” about me for tenant purposes.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name (First, Middle, Last Name)

**PERSONAL INFORMATION NEEDED FOR BACKGROUND CHECK**

**Please supply the following information to facilitate a background check on you.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Other Names Used (alias, maiden, nickname): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver License No.: \_\_\_\_\_ State Issued: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

Street/P.O. Box      City      State      Zip Code      County      Dates

Former Address: \_\_\_\_\_

Street/P.O. Box      City      State      Zip Code      Country      Dates

\_\_\_\_\_  
Current Employer      Address      City/State      Start Date      Salary

\_\_\_\_\_  
Supervisors name      Employer Telephone Number

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