



Phoenix
Management Services, Inc.

We Manage to Make Your Life Easier

**SAN DE VANCE GOLF & TENNIS
CLUB CONDOMINIUM
ASSOCIATION NO.1, INC.**

APPLICATION PACKAGE

BUILDING# _____ UNIT # _____

(CHOOSE ONE)

- I. LEASE** _____
- II. PURCHASE** _____
- III. ADDN'L OCCUPANT** _____
- IV. QCD (Quit Claim Deed)** _____

(UPDATED MAY 2023)



LIST OF DOCUMENTS TO BE INCLUDED WITH PURCHASE APPLICATION OR TRANSFER OF UNIT'S OWNERSHIP APPLICATION OR QUIT CLAIM DEED APPLICATION

(BEFORE YOU APPLY, CHECK PURCHASE & OCCUPANCY RESTRICTIONS AND RULES BELOW)

- Complete all pages of application package and enclose all that is required
- Application cannot be e-mailed or sent via regular mail. To be presented in person or sent via courier.
- Make sure the E-MAIL ADDRESS of Owner, Buyer & Realtors are always provided
- \$150 non-refundable application fee (money order only) made out to Phoenix Management Services, per each adult over 18 yrs old. Married couples pay just \$150 (include marriage certificate)
- Executed sale and purchase contract
- Color copy of driver license for each applicant over 18 yrs
- Background screening form authorization for each applicant over 18 yrs (to be notarized)
- Foreign Nationals must provide notarized criminal background report from country of origin
- Last year tax return, last 2 months paystubs and/or pension, 401K, any investment income statements
- From date of submittal of a completed application, the Association has up to 30 days to reply
- There is no "rush" or "priority" service for purchase applications
- The Association will contact all parties via e-mail for addn'l information and/or arrange interview
- The CERTIFICATE OF APPROVAL for Buyers will be obtained ONLY after interview
- Questionnaires may be asked to the Phoenix Estoppel Dept in advance of interview (\$250 fee)
- Estoppels are issued only after Association's approval (\$250 fee - 10 days / \$350 fee - 3 days)

PURCHASE & OCCUPANCY RESTRICTIONS & RULES (SDV Declaration Art.12 & its amendments)

- a) Each proposed Purchaser must have a minimum FICO score of 700 (US & Canada citizen)
- b) Foreign Nationals without a US social security may be requested to place funds in escrow
- c) Minimum Household income of all proposed Purchasers must be \$60,000 GROSS annual
- d) Minimum down payment required is 20%
- e) All rules apply to cash purchases as well
- f) Criminal records: The Association has the right to deny Purchasers/Occupants with a felony conviction of less than 15yrs or a misdemeanor conviction of less than 8 years
- g) Purchasers with Bankruptcy records filed less than 7 years from date of application must provide the equivalent of 12 months of maintenance fee to be held in Escrow by Association
- h) A Unit Owner may not lease a unit during the first 24 months of ownership from deed's date or let any individuals not on deed reside in the unit without unit owner's presence as permanent resident also for 24 months from deed's date.
- i) The Association must approve in advance, any individual who may wish to be transferred ownership of a unit by a unit owner even without financial transactions or in case of quit claim deed
- j) Occupancy: Per Art.9 "*each unit is hereby restricted to residential use as a single family residence*" consequently no roommates, or individuals with no immediate family or spousal relationship are allowed
- k) Pets: Only one dog under 25lbs at maturity is allowed and 1 indoor cat
- l) All occupants of the unit must be screened in advance of moving into unit
- m) Any change of occupancy must be immediately communicated to the Association

LIST OF DOCUMENTS TO BE INCLUDED FOR LEASE OR OCCUPANCY APPLICATION

(BEFORE YOU APPLY, CHECK RENTAL & OCCUPANCY RESTRICTIONS AND REQUIREMENTS)

- Complete all pages of application package and enclose all that is required
- Application cannot be e-mailed or sent via regular mail. To be presented in person or sent via courier.
- Make sure E-MAIL ADDRESS of Owner, Renters, Occupants and/or & Realtors are provided
- \$150 non-refundable application fee (money order only) made out to Phoenix Management Services, per each adult over 18 yrs old. Married couples pay just \$150 (include marriage certificate)
- Executed Lease Agreement (date of start must be at least 4 weeks after date of application submittal)
- Color copy of driver license for each applicant over 18 yrs - All occupants must be named on the lease
- Background screening form authorization for each applicant over 18 yrs (to be notarized)
- Foreign Nationals must provide notarized criminal background report from country of origin
- Last year tax return, last 2 months paystubs and/or pension, 401K, any investment income statements
- From date of submittal of a completed application, the Association has up to 30 days to reply
- There is no “rush” or “priority” service for rental applications
- The Association will contact all parties via e-mail for addn'l information and/or arrange interview
- The CERTIFICATE OF APPROVAL for Tenants or Occupants will be obtained ONLY after interview
- Car decals may be obtained shortly in advance of move-in – Common area FOB is provided by Owner
- While unit is being leased, Owner relinquishes all privileges (i.e. parking, common area use)

LEASE & OCCUPANCY RESTRICTIONS & RULES (SDV Declaration Art.12 & its amendments)

- a. A 15% rental cap is in force (26 units max. total) check with Unit Owner on the status of their unit as it might not be rentable until total number of leased unit is below 26
- b. A Unit Owner may not lease a unit during the first 24 months of ownership from deed's date
- c. After the first 24 months of ownership, unit may be leased only twice in a 12 months period
- d. No lease can be made for less than 6 consecutive months. No room rentals and/or vacation rentals either.
- e. Occupancy: Per Art.9 *"each unit is hereby restricted to residential use as a single family residence"* consequently no roommates, individuals with no immediate family or spousal relationship are allowed
- f. Each proposed Lessee must have a minimum FICO score of 650 (US & Canada citizen)
- g. Minimum Household income of all proposed lessees must be a minimum of \$45,000 GROSS annual
- h. Criminal records: The Association has the right to deny any Tenant with a felony conviction of less than 15yrs or a misdemeanor conviction of less than 8 years
- i. Pets: Tenants and/or Occupants are NOT allowed to have ANY pets in their SDV units
- j. A current lease must be on file with the Association at all times. Failure to provide a lease renewal or extension and/or communicate change of occupancy or requested information to the Association may compromise a Unit Owner's eligibility to rent the unit and/or maintain a spot on the waiting list.
- k. Unit Owners who voted “NO” to amendments #1 & #2 in April 2019 ballots are exempt from such amendments until they own the unit, however they are subject to all other amendments passed in April 2019 and any other rule and regulation. Once unit is sold, new owners are subject to all existing rules.

FAQs

1) Q: What are my voting rights in the Condominium Association?

A: Each condominium unit is entitled to one vote in the affairs of the Condominium.

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

A: Domestic pets are permitted on the premises with the following limitations:

1) Only one dog may reside in the unit (Owners ONLY – Renters are not allowed to have pets)

2) No pet may exceed twenty-five (25) pounds when fully grown; and,

3) The dog must not be a nuisance as determined by the Board of Directors of the Association

3) Q: What restrictions exist in the condominium documents on my leasing of my unit?

A: Leasing of all units is subject to review and approval by the Association before occupancy by any renter and/or individual. No rooms may be rented within the unit or vacation rentals are allowed. Units can only be leased to one single family nucleus per unit, no roommates. In addition to requiring the Association's prior approval of all lessees, the new Amendments to Declaration Chapter 12 passed April 2019 (#1,4,9) regulate all rentals as follows: 1) A unit owner may not lease a unit during the first twenty four (24) month of ownership; 2) No lease shall be made for less than six consecutive months; 3) An owner may lease the same unit only twice during a twelve (12) month period. 4) Check application for individual Fico scores, household income and other criteria. 5) Most units are bound by a rental cap of 15% (26 unit cap by #2 amendment) check with property manager for status.

PS = Unit Owners who voted "NO" to amendments #1 & #2 in April 2019 ballots are exempt from such amendments until they own the unit, however they are subject to all other 2019 amendments rules and any other rule and regulation existing or established afterwards. Once a unit is sold, the new owner is subject to all April 2019 amendments.

4) Q: Do I have to be a member in any other Association?

A: No

6) Q: Am I required to pay rent or a land use fee for recreational or other commonly used facilities?

A: No

**PLEASE FILL OUT ALL INFORMATION REQUESTED
San De Vance Golf & Tennis Club
APPLICATION FOR RESIDENCY**

TODAY'S DATE: _____ PURCHASE _____ LEASE _____ (CHECK ONE)

APPROXIMATE-CLOSING / MOVING DATE: _____

ADDRESS OF THE HOME BEING PURCHASED OR LEASED: _____

CURRENT OWNER'S NAME: _____ TELEPHONE#: _____

NAME OF REALTOR HANDLING SALE OR LEASE: _____

TELEPHONE #: _____ EMAIL ADDRESS: _____

.....
APPLICANT INFORMATION
.....

NAME: _____ DOB: _____ SS#: _____

SPOUSE: _____ DOB: _____ SS#: _____

CONTACT TELEPHONE FOR INTERVIEW#: _____ EMAIL: _____

IN CASE OF EMERGENCY, NOTIFY: _____ PHONE: _____

NUMBER OF OCCUPANTS: _____ PETS: _____ (YES) _____ (NO) IF YES, FILL OUT PET REGISTRATION ATTACHED. Only one dog under 25lbs is allowed; or, one dog and one cat; or two cats.

NAMES	DOB	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

RESIDENCY:

PRESENT ADDRESS: FROM: _____ TO: _____
Street: _____ CITY/ST/ZIP: _____

Landlord/Mortgage Co.: _____ PHONE#: _____

PREVIOUS ADDRESS: FROM _____ TO: _____
Street: _____ CITY/ST/ZIP: _____

Landlord/Mortgage Co.: _____ PHONE#: _____

EMPLOYMENT:

PRESENT EMPLOYER: (APPLICANT) _____ PHONE#: _____

Address: _____ CITY/ST/ZIP: _____

Length of Employment:: _____ Position: _____ Salary: _____

PRESENT EMPLOYER: (SPOUSE): _____ PHONE#: _____

Address: _____ CITY/ST/ZIP: _____

Length of Employment:: _____ Position: _____ Salary: _____

PREVIOUS EMPLOYER:(APPLICANT) _____ PHONE#: _____

Address: _____ CITY/ST/ZIP: _____

Length of Employment:: _____ Position: _____ Salary: _____

BANK INFORMATION:

Bank Name: _____ Contact: _____ Phone #: _____

Address: _____ CITY/ST/ZIP: _____

Opening Date: _____

CHARACTER REFERENCES:

Name: _____ Home and Cell# _____

Address: _____ City/St/Zip: _____

Name: _____ Home and Cell# _____

Address: _____ City/St/Zip: _____

Name: _____ Home and Cell# _____

Address: _____ City/St/Zip: _____

AUTOMOBILE INFORMATION: PLEASE FILL OUT ALL INFORMATION REQUESTED AND SUBMIT A COPY OF A PHOTO I.D. or DRIVERS LICENSE PHOTO I.D COPY FOR EACH APPLICANT

Number of cars: _____

Drivers License #: _____ State/Exp. Date: _____

Drivers License #: _____ State/Exp. Date: _____

Make	Model	Year	Tag #	State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever been arrested? _____
Have you ever been convicted of a crime? _____
Have you ever been evicted? _____
If so, please give specifics on a separate page.

Attached is my non-refundable application fee: \$ _____

The purpose for the purchase is (check one)

Permanent Residence _____ Seasonal Residence _____ Investment _____

I/WE HEREBY AUTHORIZE THE ASSOCIATION OR ITS AGENT TO OBTAIN AND VERIFY A CONSUMER CREDIT REPORT, ALONG WITH AN INVESTIGATION OF MY BACKGROUND WHICH MAY INCLUDE INFORMATION REGARDING MY CHARACTER, BANKING HISTORY, PRESENT AND PRIOR RESIDENTIAL HISTORY AND PAST AND PRESENT EMPLOYMENT HISTORY, AND CRIMINAL BACKGROUND CHECK.

SIGNED: _____ DATE: _____
Applicant

SIGNED: _____ DATE: _____
Applicant



Phoenix Management Services, Inc.

We Manage to Make Your Life Easier

**AUTHORIZATION FOR RELEASE OF CREDIT REPORT
APPLICANT IDENTIFYING INFORMATION**

NAME: _____

NAME: _____

ADDRESS: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____

CANADIAN SOCIAL INSURANCE NUMBER: _____ - _____ - _____

DATE OF BIRTH: _____ / _____

APPLICANT AUTHORIZATION: In accordance with PL 91-508, I hereby authorize any credit reporting agency to release a written copy of my credit report to the Phoenix Management Services, Inc.

HANDWRITTEN SIGNATURE: _____ / _____

PRINTED NAME: _____ / _____

DATE: _____

APPLICANT ATTESTATION:

STATE OF FLORIDA }

COUNTY OF BROWARD }

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____, who (____) is personally known to me or who (____) produced _____ as identification.

NOTARY PUBLIC, STATE OF FLORIDA

My commission expires:





Home Contact

Contact

Phoenix Management Services Office

4800 N. State Rd. 7, Suite 105
Lauderdale Lakes, FL 33319

Monday to Friday 8:00 am to 5:00 pm
(a drop off mail slot is available 24/7 in suite 106 for applications or payments)

SDV Representative for Customer Service, Maintenance requests, Purchase-Rental Applications

Keisha Williams
keisha@phoenixfla.com
(e-mail is preferred)
(954) 640-7070 ext.525

SDV Representative for Owner Payments and Billing Inquiries

Ms.Danielle Cover
danielle@phoenixfla.com
(e-mail is preferred)
(954) 640-7070 ext.502

San De Vance Golf and Tennis Club Condominium Association N.1 – Onsite Office (see instructions below)

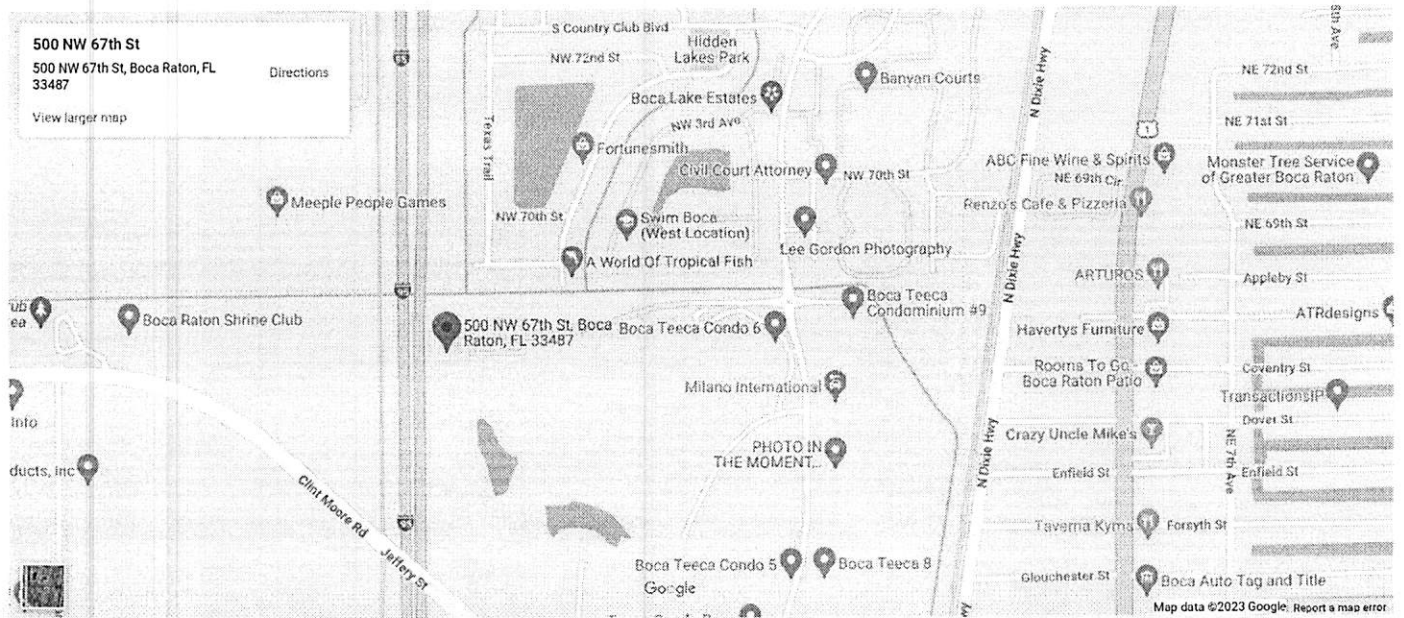
500 N.W. 67th Street
Boca Raton, FL 33487

Portfolio Property Manager

Ms.Ivonne Zani, LCAM

SDV Onsite Office

The Property Manager is generally onsite on TUESDAYS between 10:00 am to 2:00 pm, although her schedule may vary depending on Association business requirements and/or official meetings. It is always best to contact her in advance of a visit for specific inquiries and requests at ivonne@phoenixfla.com.



PET REGISTRATION FORM
(Photographs and Recent Veterinarian Report Required)

PET INFORMATION

PET #1 (Attach & label photo)

PET #2 (Attach & label photo)

Type: DOG: CAT:

Type: DOG: CAT:

Name of Pet _____

Name of Pet _____

Breed: _____

Breed: _____

Color: _____

Color: _____

Weight: _____

Weight: _____

Age: _____

Age: _____

Date of last vaccination: _____

Date of last vaccination: _____

You MUST register with the Association if you add a pet after moving in.

OWNER INFORMATION

Names of Owner(s): _____

Address of Owner(s): _____

I/We have read the Rules & Regulations the Association and have been advised during my/our screening that my/our pet must be on a leash at all times and I/We must remove the solid waste immediately. I/We am/are also aware that I/We must comply with the Palm Beach County Ordinance 89-2 as it related to my/our pet.

There is an initial fee of \$85.00 for registration of your dog, and an annual fee of \$ ⁶⁰ each year thereafter. All dogs must be up to date on all vaccinations, and a copy of medical proof of this must be provided to the office each year.

In addition, you are permitted one (1) cat per unit. There is no fee for cats.

Signature

Date

Signature

Date

San De Vance Golf & Tennis Club No. 1, A Condominium

OWNER PARKING DECAL FORM

The Board of Directors requires parking decals for all vehicles of owners and residents of San De Vance. Please complete the following information:

HOMEOWNER INFORMATION:

Name: _____ Unit#: _____

Name: _____

Address: _____

Telephone #: _____ Alternate #: _____

VEHICLE I:

Vehicle Registered to: _____ Decal # Issued: _____

Make: _____ Model: _____ Year: _____

Color: _____ Tag #: _____ State: _____

VEHICLE II:

Vehicle Registered to: _____ Decal # Issued: _____

Make: _____ Model: _____ Year: _____

Color: _____ Tag #: _____ State: _____

I have obtained a copy of the Rules and Regulations for San De Vance Golf & Tennis Club No. 1 for my records.

Homeowner Signature

Date

Received Decal # _____, which has been placed on the above vehicle

FOR OFFICE USE ONLY:

NO BACKING IN OF VEHICLES

OBTAIN COPY BEFORE ISSUING-

- o VALID DRIVERS LICENSE
- o VALID VEHICLE REGISTRATION
- o VALID INSURANCE CARD/POLICY

San De Vance Golf & Tennis Club No. 1, A Condominium

RENTER PARKING DECAL ORDER FORM

The Board of Directors requires parking decals for all vehicles of owners and residents of San De Vance. Please complete the following information:

HOMEOWNER INFORMATION:

Name: _____ Unit#: _____

Name: _____

Address: _____

Telephone #: _____ Alternate #: _____

RENTER INFORMATION:

Name: _____ Contact Phone #: _____

Name: _____ Contact Phone #: _____

VEHICLE I:

Vehicle Registered to: _____ Decal # Issued: _____

Make: _____ Model: _____ Year: _____

Color: _____ Tag #: _____ State: _____

VEHICLE II:

Vehicle Registered to: _____ Decal # Issued: _____

Make: _____ Model: _____ Year: _____

Color: _____ Tag #: _____ State: _____

I have obtained a copy of the Rules and Regulations for San De Vance Golf & Tennis Club No. 1 for my records.

Homeowner/Renter Signature _____

Date _____

Received Decal # _____, which has been placed on the above vehicle

FOR OFFICE USE ONLY:

NO BACKING IN OF VEHICLES

OBTAIN COPY BEFORE ISSUING-

- o VALID DRIVERS LICENSE
- o VALID VEHICLE REGISTRATION
- o VALID INSURANCE CARD/POLICY
- o VALID LEASE



AUTOMATIC DEBIT SERVICE

**SIGN UP FOR THE AUTOMATIC DEBIT SERVICE FOR YOUR ASSOCIATION ASSESSMENT FEES
IT'S EASY AND CONVENIENT**

- Your U.S. bank checking or savings account will be debited for your assessment fees based on the day you select and the payment frequency determined by your association. If the debit day you select is on a weekend or federal holiday, your payment will be debited the following business day. Your bank statement will reflect "Assoc Pymt" when a debit has been processed to your account.
- Centennial Bank requires 5 days to setup your enrollment. If your enrollment form is received after the debit day and month you select, your account will be debited on the debit day of the next scheduled payment.
- If you have multiple assessments for your association, you must complete a separate enrollment form for each payment you wish to have automatically debited.
- Simply mail the completed Automatic Debit Enrollment form and a voided check to:
CENTENNIAL BANK
PO BOX 30061
TAMPA, FL 33630-3061
- Centennial Bank will notify you in writing of your first debit date. Please continue to make your payment until you are notified.
- If you wish to change your bank account information or cancel your automatic debit, you must notify Centennial Bank in writing at least 5 days prior to the next debit. You may submit your requests in writing to the PO box shown above.

IMPORTANT REMINDERS

If you are using an electronic means to make your association payment and sell your unit, please be sure you cancel your electronic payment to prevent future debits to your bank account.

All questions regarding your association or payments should be directed to your management company or association.

<<<<<<< CUT OR TEAR HERE >>>>>>>>

<<<<<<< CUT OR TEAR HERE >>>>>>>>

CENTENNIAL BANK AUTOMATIC DEBIT ENROLLMENT

Association Name:			
Unit ID:	Payment Type: <input type="checkbox"/> Maint <input type="checkbox"/> Spec Assmt <input type="checkbox"/> Other		
Name:	Phone:		
Address:			
City:	State:	Zip:	
Bank Name:	City:	State:	
<input type="checkbox"/> Checking <input type="checkbox"/> Savings	Bank RTG #:	Bank Account #:	
Start Month:	Debit Day (Check One): <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th		

I hereby authorize Centennial Bank to initiate debit entries to my checking or savings account from the U.S. bank listed above for my association payments. By signing this document, I acknowledge the following: The debit will occur based on the payment frequency provided by the association or management company and on the day indicated above. If the debit day falls on a weekend or federal holiday, my payment will be debited the following business day. If this occurs, my payment could be considered late and the association may assess a late fee. If I wish to cancel my automatic debit or change my bank account information, I must notify Centennial Bank in writing at least 5 days prior to the next debit. The management company or association is authorized to change amounts, change account information, or cancel this debit.

Signature:

Date:

For Bank Use Only:

Assoc UID:
DocPAN:



REMEMBER TO ATTACH A VOIDED CHECK

**SAN DE VANCE GOLF AND TENNIS CLUB
CONDOMINIUM ASSOCIATION NO.1, INC.**

To be signed by all Tenants, Buyers and Occupants

**HEREBY I DECLARE I RECEIVED AND I DO ACKNOWLEDGE
THE SAN DE VANCE CONDOMINIUM ASSOCIATION RULES &
REGULATIONS ENCLOSED WITH THIS APPLICATION.**

Print Name

Sign

Print Name

Sign

Print Name

Sign

Print Name

Sign

DATE: _____