

Maybury Mansions Association, Inc.

**APPLICATION PACKET
NEW PURCHASE**

MAYBURY MANSIONS OFFICE

2451 NE 51st STREET, Fort Lauderdale, FL 33308

Phone: 954-771-9100

Fax: 954-771-9270

Email: Mayburyoffice@gmail.com

Applications accepted Monday through Friday 10am to 4pm

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND
FURTHER DELAY PROCESSING**



MAYBURY MANSIONS CONDOMINIUM ASSOCIATION

APPLICATION/CHECKLIST INSTRUCTIONS

One application per person (18 years or older) must be fully completed. Married couples and/or Domestic Partnerships may fill out one application for both parties listed.

INTERNATIONAL APPLICANTS MUST CONTACT THE OFFICE FOR ADDITIONAL FORMS

Application/Screening fees must be paid in full and in the form of a Cashier's Check made payable to Maybury Mansions Condominium Association, with the application(s). Applications received without payments or with incorrect payment amounts will not be accepted. Application/Screening Fees are NON-REFUNDABLE.

Fee Schedule US Citizens :	Single	\$150.00
	Married/Domestic Partnerships	\$300.00
	RUSH Additional	\$ 50.00
For Non-US Citizens:	Please inquire with office	

MINIMUM FICO SCORE OF 650 REQUIRED

NO PETS - ESA (Emotional Support Animal) Packets available upon request

NO COMMERCIAL VEHICLES

Processing Application may take up to 3 to 4 Weeks (up to 30 days), plan accordingly.

ALL CORRESPONDENCE IN REGARDS TO ANY APPLICATION WILL BE WITH THE RESPECTIVE APPLICANT ONLY. IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE INFORMATION TO OTHERS WHO MAY BE IN THE NEED TO KNOW.

Once all reports and/or all supplemental information requested, if any, are received and it is deemed for an IN PERSON interview and orientation, prospective applicant will be contacted to arrange a date and time for such.

ALL OCCUPANTS REQUIRE AN INPERSON INTERVIEW

Prospective Purchasers/Lesseees are NOT considered Guests prior to screening, therefore, are not to be in residence and PROHIBITED until the Application/Screening has been approved by the Maybury Mansions Board Of Directors.

The Maybury Mansions Board Of Directors has the final and full authority to either accept, decline or request further investigation of the application(s).

The Maybury Mansions Board Of Directors reserves the right to demand rent from any Lessee in a unit not current on regular maintenance and/or assessment charges.

Maybury Mansions Condominium Association has the RIGHT OF FIRST REFUSAL for Leasing and/or Purchasing of any units governed by Maybury Mansions Condominium Association. Please refer to: ARTICLE XXV in the Declaration of Condominium.

Maybury Mansions Condominium Association has unit "use" restrictions in place - No subleasing of unit, No unit shall be used for other than residential purposes (NO UNIT MAY BE USED FOR TRANSIENT/HOTEL/ OR COMMERCIAL PURPOSES).



MAYBURY MANSIONS CONDOMINIUM ASSOCIATION

ADVISORY NOTICE

Bldg/Unit: _____

Acceptance of the application(s) by the Maybury Mansions Board Of Directors does not constitute the guarantee of an interview nor approval of occupancy for the respective unit or any unit thereof.

I/We understand there are Application/Screening fees associated with the application(s) process and said fees are NON-REFUNDABLE.

The Maybury Mansions Board Of Directors reserves the right of denial based on items found in Background Checks, including but not limited to Credit History, Police/Criminal Records, Personal References, Present and Previous Residency and Employment History

Application(s) that are not LEGIBLE or filled out incorrectly will not be processed for approval.

ANY MISREPRESENTATION, FALSIFICATION OR OMISSION OF INFORMATION WILL RESULT IN DISQUALIFICATION.

Prospective Purchaser/Lessee (A) _____
Signature Date

Prospective Purchaser/Lessee (B) _____
Signature Date



MAYBURY MANSIONS CONDOMINIUM ASSOCIATION
INTRODUCTION

BLDG./UNIT NO: _____

Dear Applicant:

Thank you for your interest in becoming a resident of Maybury Mansions Condominiums. Maybury Mansions Condominium Association consists of 312 residential condominium homes located approximately on 8.5 acres in the northern city of Fort Lauderdale.

Although a large portion of Maybury Condominiums are owner occupied, all residents who live at Maybury desire and work to maintain a community that is safe and properly maintained. This means that prospective residents have to demonstrate not only to be both financially responsible and can demonstrate that they will be a responsible citizen of our community, but also show a willingness to follow Maybury Mansions Condominiums Rules and Restrictions. Therefore, Maybury Mansions Condominiums requires all prospective residents including prospective residents moving in with a previous "association approved resident" (current owner or tenant), to go through an application and screening process as well as a formal, in-person, interview with the members of the Board of Directors of Maybury Mansions Condominiums.

In addition, each applicant is required to pay a NON-REFUNDABLE processing fee (also known as an Application Fee). Said fee is for administrative purposes including but not limited to the running or credit, background and reference reports. Processing time is 3 to 4 weeks, however, be advised the process may take longer for out-of-state inquiries. Interviews will NOT be scheduled and/or conducted until all reports and a complete application have been received by Maybury Mansions Condominium Association Office. Be advised incomplete application packets will be automatically rejected. *It is up to you to ensure all forms and/or requested information are filled out entirely, turned in accordingly along with any request for supplemental information.*

Maybury Mansions Condominiums Association, like all condominium associations in the state of Florida, have reasonable Rules and Restrictions that are in place to best serve the interests of our residents/community. A book of Rules and Restrictions are give to successful applicants and any abuse of such will result arbitration and/or lease termination.

For Example:

No Tolerance policy regarding illegal drug use and/or related activities. Maybury Mansions Condominium Association does and will continue to work with law enforcement regarding such.

No Dogs allowed; other pet restrictions may apply.

Thoughtfulness and consideration for your neighbors; unreasonable disturbances (noise or otherwise) affecting other residents will not be tolerated.



**MAYBURY MANSIONS CONDOMINIUM ASSOCIATION
INTRODUCTION**

Parking is limited and assigned. One space is allocated per each unit. NO COMMERCIAL vehicles or RV's. All vehicles must be parked facing IN. Owners/Tenants with more than 2 (two) vehicles may park on a first come first serve basis, utilizing the guest spots behind A & B buildings; should there be no space available, one must find other alternatives. Each vehicle must have a parking decal or risk being towed at the vehicle owner's expense. Parking decals will be issued at the conclusion of the approved interview. A copy of your driver's license, insurance, registration and vehicle photo will be required. Guest Parking is for guests and one must obtain a Guest Parking Pass from the office (a vehicle photo will be required).

Patio furniture is allowed on the outside balcony as well as up to 3 plants. However, there are size and neatness restrictions, inquire with the office for further information.

Smoke Detectors MUST be installed and maintained within each dwelling unit.

Due to Insurance purposes the following MUST be adhered to:

No bike riding, rollerblading, skateboarding or children playing in the stairwells or along the railings.

No running, diving, rough-housing, food or GLASS are permitted in the pool/Jacuzzi area.

Individuals under the age of 18 MUST be accompanied by an adult when using the pool and clubhouse - No one under the age of 18 is permitted in the exercise room.

Maybury Mansions Condominiums Association hopes this gives you some insight into the process and what is expected of prospective and current residents

If you have any questions please feel free to contact the office; office hours are from 9AM to 3PM, Monday through Friday.

Thank you,
Maybury Mansions Condominium Association

ACKNOWLEDGEMENT -

I/We have read and understood the information provided in this instrument and have had the opportunity to clarify all questions. We are submitting our application, required application fee(s), as well as all any supplemental information requested with the return of this instrument.

Prospective Owner/Prospective Lessee(A) _____
Signature Date

Prospective Owner/Prospective Lessee(B) _____
Signature Date

AUTHORIZATION FOR FILE DISCLOSURE

PLEASE ATTACH DRIVER'S LICENSE OR PHOTO ID TO THIS FORM

APPLICANT/TENANT CONSENT

I hereby consent to allow Verify Screening Solutions, Inc., through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow Verify Screening Solution, Inc. and its designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent or misleading information on an application may be grounds for denial of residency or subsequent eviction. Results will be provided to

X _____
Signature Date

Full Name - First, Middle, and Last Name (Please Print)

Home Address (Unit # if applicable) APPLICANTS CONTACT #(REQUIRED)

CITY STATE ZIP

Social Security Number Date of Birth Driver's License Number and State Issued

Phone Number: _____

Email: _____

INSTRUCTIONS:

- 1 -All applicants are processed as separate investigations.
- 2 -Print legibly or type all information. Account and telephone numbers and complete addresses are required.
- 3 -If any question is not answered or left blank, this application may be returned, not processed or not approved.
- 4 -Missing information will cause delays in processing your application.
- 5 -Any misrepresentation, falsification or omission of information may result in your disqualification.
- 6 - Only the applicants are authorized to sign all forms on page 2.

APPLICATION FOR OCCUPANCY/APPROVAL

PRINT OR TYPE (Use Black Ink)

Purchase _____ or Lease _____ (How long)

Apt No. _____ Bldg No. _____ Special Address or Unit _____

Date _____ 20____ Desired date of occupancy _____

Name (Mr./Mrs. /Ms.) _____ Date of Birth _____ Soc. Sec No _____
(mm/dd/yy) (Passport, Alien, Green Card, Social Insurance No)

Spouse (Mr /Mrs /Ms) _____ Date of Birth _____ Soc. Sec No. _____
(mm/dd/yy) (Passport, Alien, Green Card, Social Insurance No.)

[] Sngl. [] Married [] Widow(er) [] Sep. _____ [] Div. _____ Maiden Name _____
(How long) (How long)

Number of people who will occupy Adults (over age 18) _____ Children (over 18) _____ Children (under 18) _____

Names & ages of children who will occupy: _____

Description of Pets (Breed, Size, Color, Weight, Etc.) _____

In case of emergency notify: _____

Name Address Telephone

PRINT OR TYPE (Use Black Ink)

RESIDENCE HISTORY

A. Present Address _____ Phone (____) _____
(Street Address, Apt No., City, State, Zip)

Name of Apt. /Condo _____ Phone (____) _____ Dates of Residency _____

Name of Landlord or Mortgage Co _____ Phone (____) _____

Address _____ Mtg. No. _____

B. Previous Address _____ Your Apt No. _____
(Street Address, Apt No., City, State, Zip)

Name of Apt. /Condo _____ Phone (____) _____ Dates of Residency _____

Name of Landlord or Mortgage Co. _____ Phone (____) _____

Address _____ Mtg. No. _____

C. Prior Address _____ Your Apt No. _____
(Street Address, Apt No., City, State, Zip)

Name of Apt. /Condo _____ Phone (____) _____ Dates of Residency _____

Name of Landlord or Mortgage Co. _____ Phone (____) _____

Address _____ Mtg. No. _____

PRINT OR TYPE (Use Black Ink)

EMPLOYMENT & BANK REFERENCES

A. Employed By (Business Name) _____ Phone (____) _____
(or retired from)

How long _____ Dept. or Position _____ Mo. Income _____

Address _____ Zip _____

B. Spouse's Employment (Business Name) _____ Phone (____) _____
(or retired from)

How long _____ Dept. or Position _____ Mo. Income _____

Address _____ Zip _____

C. Bank Reference _____ Phone (____) _____

How long _____ Ch. Acct. No. _____ Sav. Acct. No _____

Address _____ Zip _____

D. Bank Reference _____ Phone (____) _____

How long _____ Ch. Acct. No. _____ Sav. Acct. No _____

Address _____ Zip _____

(Continued on Back)

PRINT OR TYPE (Use Black Ink)

CHARACTER REFERENCES

1. Name _____ Address _____ Phone (Residential & Office) _____

2. Name _____ Address _____ Phone (Residential & Office) _____

3. Name _____ Address _____ Phone (Residential & Office) _____

Driver's Lic. No. #1 _____ #2 _____ State _____

Make _____ Model _____ Year _____ Plate No. _____ Color _____ State _____

Make _____ Model _____ Year _____ Plate No. _____ Color _____ State _____

If this application is NOT legible or is not completely and accurately filled out, Applicant Information (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility. By signing, the applicant recognizes that the Association or their agent, Applicant Information may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, criminal background and mode of living as applicable. I may request, in writing, within a reasonable time, a complete and accurate disclosure of the nature and scope of any investigation

Signature _____ Applicant Signature _____ Applicant's Spouse

APPLICANT(S): Most banks, financial institutions, mortgage companies and employers require your signature and name printed. Make sure Authorization Form is completed as indicated.

AUTHORIZATION TO RELEASE BANKING, CREDIT, RESIDENCE, EMPLOYMENT, AND CRIMINAL BACKGROUND

I have named you as a reference on my application for residency.

You are hereby authorized to release and give to the below mentioned party(s) or their Attorney or Representative, any and all information they request concerning my banking, credit, residence, employment, and background in reference with my /our application made for residency.

DESIGNATED PARTY: APPLICANT INFORMATION

I hereby waive any privileges I may have with respect to the said information in reference to its release to the aforesaid party(s).

Photocopies of this Authorization may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this Authorization, it should be treated as an original and the requested information should be released to facilitate my/our application for residency.

(Applicant's Signature)

(Applicant's Name Printed)

(Spouse's Signature)

(Spouse's Name Printed)

DATE _____



MAYBURY MANSIONS CONDOMINIUMS

FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET MAYBURY MANSIONS CONDOMINIUMS ASSOCIATION

Unit # _____

Q: What are my voting rights in the condominium association?

A: *One - VOTE - per Member/Unit Owner*

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

A: *RESIDENTIAL PURPOSES ONLY*

Q: What restrictions exist in the condominium document on the leasing of my unit?

A: *Association has a RIGHT TO FIRST REFUSAL. No unit may be leased for 1 year after acquiring title.*

Q: How much are my assessments to the condominium association for my unit type and when are they due? \$_____ per month, for the year _____

A: *Assessments vary depending on size and location. Assessments are due on the 1st of each Month. Payments received after the 10th of the month in which they are due will incur a \$25.00 late fee and 18% per annum interest charge.*

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A: *No*

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A: *No*

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A: *Yes, a resident alleges a fall on a storm drain. See attached Attorney letter.*

Note: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.