

Royal Village Townhouses Condo Association, Inc.
139 Sparrow Drive
Royal Palm Beach, FL 33411
1127 Royal Palm Beach Blvd. #437 Royal Palm Beach, FL 33411.

<https://www.royalvillagetownhouses.com>

To ensure that your application is complete and ready to be reviewed, please verify and initial that you have included and read all information. The Board of Directors does not accept incomplete applications due to the excessive administrative burden it creates. The applicant and homeowner are responsible for having the application and ALL supporting materials submitted on time and in one email or mailing. Occupancy is not permitted prior to the orientation. NO EXCEPTIONS WILL BE MADE.

***** Each adult occupant must submit separate application fees and criminal background checks. *****

- ☐ Application filled out completely.
- ☐ Copy of Driver's license. Per adult over the age of 18.
- ☐ Copy of the lease/contract.
- ☐ Disclosure and authorization agreement regarding consumer reports.
- ☐ The association requires a \$500.00 deposit from the owner if leasing out the unit. This will be used for any outside damage that may be caused by the tenants. After the lease ends, the association will assess the condition on the outside and deduct any necessary expenses for repairs or cleaning from the deposit. If there are no damages or outstanding charges, the remaining amount will be refunded to the owner within a specified timeframe, typically within 30 days.
- ☐ Application processing fee in the amount of \$175.00 (non-refundable) for anyone over the age of 18yrs. old: Make payable to: Royal Village Townhouse/Condominium Association, Inc. 1127 Royal Palm Beach Blvd #437 Royal Palm Beach , Fl 33411 or Zelle to president.rvtca@gmail.com make sure to add all needed information in the memo section. (First name, last name and units complete address)
- ☐ The board has 30 days from the time all completed paperwork is obtained to set up orientation.
- ☐ The approval of residences who occupy the property for more than 30 consecutive days must be obtained, regardless of whether they occupy the property consecutively or not. Examples of situations where approval may be required for additional occupants include when a family

member or friend wants to temporarily stay at the property for an extended period, when a tenant wants to sublet a portion of the property to another individual, or when a tenant wants to move in with a significant other who was not initially approved on the lease agreement.

- ☐ Vehicles MUST be parked in your assigned parking spaces: 2 bedrooms- one assigned parking spot and 3 bedrooms two assigned parking spots.
Guest spots first come first serve. There will be times when no guest parking spots will be available, and you will have to make other arrangements for parking.

The Royal Village Townhouses Condominium Association Board of Directors reserves the right to change these policies/criteria without prior notice. All Board decisions are final.

Date Received: _____

- Was all necessary paperwork included in the packet? Yes or No: if no, what date was it returned to the homeowner: _____ Explain what needs to be completed:

“I, the undersigned, acknowledge that I have read and understood the above conditions and requirements and affirm by my signature that I complied with said requirements and have agreed to said conditions.”

Print Name Signature Date _____

Signature of RVTCA board member and date: _____

Date set up for interview: _____

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Application For Approval

Information:

Name of Applicant: _____

Property Address: _____

Mailing Address: _____

Email Address: _____ Phone # _____

Social Security # _____ DOB (MM/DD/YYYY) _____

Lease Term Begins: _____ End: _____ NA if Purchasing: _____

Occupants to be living in the home under 18 years of age:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Vehicles:

Make-Model-Color _____ Tag# _____

Make-Model-Color _____ Tag# _____

Employer:

Employed by: _____ Date of Employment: _____

Name Of Supervisor: _____ Monthly Gross Income\$ _____

Position/Job Title: _____ Phone # _____

Pets:

Description, breed, weight & Number of

Pet(s): _____

(Photo of each pet must be included) Letter from homeowner with approval of animal(s) if leasing.

Residence History:

Present Full Address: _____

Name and Phone Number of Landlord: _____

Community Name (if any) _____ Date Residency: From _____ To: _____

Check One: Own Home or Rent _____ Amount of Mortgage/Rent \$ _____

Presious Full Address: _____

Name and Phone Number of Landlord: _____

Community Name (if any) _____ Date Residency: From _____ To: _____

Check One: Own Home or Rent _____ Amount of Mortgage/Rent \$ _____

DISCLOSURE AND AUTHORIZATION AGREEMENT

REGARDING CONSUMER REPORTS

DISCLOSURE

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for residence.

AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish AmeriCheckUSA with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

READ, ACKNOWLEDGED AND AUTHORIZED

Print Name

Signature

Date

☐

For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the report, if one is obtained, please check box.