

Burgundy N Association, Inc
Managed By: Wilson Landscaping & Management Corp.
1300 NW 17th Ave. Suite 270
Delray Beach, FL 33445
(561)637-3402 Office (561)637-3407 Fax

Instructions for Permanent Resident Application – BURGUNDY N ASSOCIATION, INC.

- 1) APPLICATION MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS PRIOR TO MOVE-IN DATE.
- 2) **TWO (2) COMPLETE, SEPARATE SETS OF EVERYTHING LISTED BELOW MUST BE SUBMITTED. ONE SET OF THESE MUST BE THE ORIGINAL PAPERWORK. APPLICATIONS MUST BE TYPED OR LEGIBLY PRINTED. APPLICATIONS SUBMITTED WITH ILLEGIBLE INFORMATION WILL NOT BE ACCEPTED.**
- 3) EACH PAGE MUST BE PROPERLY COMPLETED.
- 4) EACH APPLICATION MUST INCLUDE A PHOTO ID (ON 8 ½ X 11 PAPER) SHOWING DATE OF BIRTH OF **EACH** OCCUPANT OR OWNER.
- 5) A \$150.00 NON-REFUNDABLE APPLICATION FEE **PER PERSON OR MARRIED COUPLE** IS REQUIRED ON ALL APPLICATIONS. THE \$150.00 APPLICATION FEE MUST BE MADE PAYABLE TO THE: **BURGUNDY N ASSOCIATION, INC.**
- 6) THE VESTA PROPERTY SERVICES INFORMATION PAGE AT THE END OF THIS APPLICATION MUST BE SIGNED.
- 7) ALL THREE PERSONAL REFERENCE SHEETS **MUST BE COMPLETE, SIGNED** AND PART OF THIS APPLICATION.
- 8) NO NEW OWNER MAY LEASE HIS/HER UNIT DURING THE INTIAL TWELVE (12) MONTHS OF OWNERSHIP.
- 9) ALL APPLICANTS MUST COMPLETE A PERSONAL INTERVIEW EITHER IN PERSON OR VIDEO CHAT PRIOR TO APPROVAL.
- 9) PAGE 10 OF THIS APPLICATION MUST BE NOTARIZED.

ALL MATERIALS MUST BE PROPERLY COMPLETED AND SUBMITTED TOGETHER OR THIS APPLICATION PACKET MAY NOT BE PROCESSED. OUR OFFICE WILL DO ITS BEST TO EXPEDITE ALL PAPERWORK IN A TIMELY FASHION. WE WOULD LIKE TO CONVEY TO YOU THAT MOST DELAYS ARE CAUSED BY INCOMPLETE PAPERWORK. PLEASE LOOK OVER THESE INSTRUCTIONS CAREFULLY. PLEASE CALL OUR OFFICE (561) 637-3402 WITH ANY QUESTIONS BEFORE SENDING COMPLETED PACKETS INTO OUR OFFICE.

Are you a service member as defined by s.250.01 Florida Statutes: Yes _____ No _____

The term “service member” is defined by s.250.01, Florida Statute to include any person serving as a member of the United States Armed Forces on active duty and all members of the Florida National Guard and the United States Reserve Forces.

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Permanent Resident Information Sheet

ASSOCIATION: BURGUNDY N ASSOCIATION, INC. **UNIT #:** _____

Name of current Owner's: _____

Current Owner's Address: _____

City/ State/ Zip: _____

Current Owner's Phone Number: _____ Current Owner's Cell Number: _____

Name of Applicant: _____ SS#: _____ Age: _____

Co-Applciant: _____ SS#: _____ Age: _____

Applicant's Address: _____

City/ State / Zip: _____

Applicant's Phone: _____ Applicant's cell phone: _____

E-Mail Address: _____

Vehicle Information:

Make: _____ Model: _____ Year: _____ Plate # _____

Make: _____ Model: _____ Year: _____ Plate # _____

PLEASE LIST ALL OCCUPANT(S) WHO WILL RESIDE AT UNIT IF APPROVED

<i>Name</i>	<i>Relationship to Purchaser</i>	<i>Date of Birth</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE PROVIDE NAME AND ADDRESS OF WHERE TO SEND APPROVED CERTIFICATE OF APPROVAL:

Wilson Landscaping & Management Corp.
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Permanent Resident(s) Agreement

In making this application to reside in the unit noted on page one of this application, I/ we understand that acceptance of the application is conditioned on the approval of the Board of Directors.

- Agree that if the application is approved, to abide by all the Rules and Regulations, By-Laws and any and all restrictions of the association and any changes that may be imposed in future.
- Agree that the unit may not be occupied in my absence without the prior knowledge of the Board.
- Permanent Resident(s), acknowledge receipt of a copy of the Condominium Documents and understand that the unit may not be sold or leased with out the approval of the Board. It is the permanent resident's responsibility to obtain Condominium Documents from current owner. They may be purchased from Wilson Management for \$100.00 if necessary.
- Have enclosed a check in the amount of \$150.00 **PER PERSON OR MARRIED COUPLE** payable to **Burgundy N Association** as provided for by Florida Statutes and by the Condominium Documents.
- Understand that if any check paid by the Owner(s), and/or Permanent Resident(s), is returned unpaid, any approval granted will be voided.

Applicant's Signature

Date

Applicant's Signature

Date

Wilson Landscaping & Management Corp.
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Age Verification Questionnaire

Association: BURGUNDY N ASSOCIATION, INC. **Unit:** _____

Please list every person who will be residing at this address. Please supply independent photographic evidence indicating date of birth (such as Driver's License or Passport) of each occupant.

OWNER(S) NAME	AGE	TYPE OF ID	DOB	RELATIONSHIP

Signature(s) of Owner(s)

Date: _____

Signature

Signature

Printed Name

Printed Name

Signature

Signature

Printed Name

Printed Name

Wilson Landscaping & Management Corp.
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Request for Personal Reference

Association: BURGUNDY N ASSOCIATION, INC. **Unit:** _____

Dear Sir/Madam:

_____ has listed you as a character reference in an application to reside in a unit in the above referenced Condominium Association.

As part of the application process, we respectfully request any information you can give use regarding their character and integrity. Please respond by providing brief comments in the space provided below, as quickly as possible.

Failure to return immediately could result in unnecessary delays to the Applicant's closing and/or move in date. The Association requires a minimum of thirty (30) days to properly review, approve and submit approval prior to the actual move in and/or closing date.

Thank you in advance for your valuable assistance, and we assure you that your reply will be kept confidential.

CHARACTER:

INTEGRITY:

OTHER COMMENTS:

Signature

Date

Printed Name

Phone/Cell Number

Address

City, State, Zip Code

Email address: _____

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Request for Personal Reference

Association: BURGUNDY N ASSOCIATION, INC. **Unit:** _____

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As part of the application process, we respectfully request any information you can give use regarding their character and integrity. Please respond by providing brief comments in the space provided below, as quickly as possible.

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Thank you in advance for your valuable assistance, and we assure you that your reply will be kept confidential.

CHARACTER:

INTEGRITY:

OTHER COMMENTS:

Signature

Date

Printed Name

Phone/Cell Number

Address

City, State, Zip Code

Email address: _____

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Request for Personal Reference

Association: BURGUNDY N ASSOCIATION, INC. **Unit:** _____

Dear Sir/Madam:

_____ has listed you as a character reference in an application to reside in an apartment in the above referenced Condominium Association.

As part of the application process, we respectfully request any information you can give use regarding their character and integrity. Please respond by providing brief comments in the space provided below, as quickly as possible.

Failure to return immediately could result in unnecessary delays to the Applicant's closing and/or move in date. The Association requires a minimum of thirty (30) days to properly review, approve and submit approval prior to the actual move in and/or closing date.

Thank you in advance for your valuable assistance, and we assure you that your reply will be kept confidential.

CHARACTER:

INTEGRITY:

OTHER COMMENTS:

Signature

Date

Printed Name

Phone/Cell Number

Address

City, State, Zip Code

Email address: _____

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Applicant(s) Information Sheet

Applicant's Name: _____

Association: BURGUNDY N ASSOCIATION, INC. Unit # _____

Email Address: _____

If you are a seasonal applicant, please provide our office with your seasonal address and phone number:

Seasonal Address: _____

Local Phone: _____ Seasonal Phone: _____

PLEASE SPECIFY YOUR MAILING PREFERENCE:
--

_____ Please send all my mail to my local address at all times.

_____ Please send all my mail to my seasonal address at all times.

Please Note: **It is the Unit Owners responsibility to let Wilson Management know of any changes as they occur in regards to the mailing address.**

EMERGENCY CONTACT INFORMATION:

Name	Relationship	Phone	Keys: Yes or No

Please use the last column to indicate which of your emergency contact has your key to your home.

Burgundy N Association, Inc.

DECLARATION OF LIFT USE RESTRICTIONS

The lift is designed transport individuals, and their groceries.

It is in no way designed or intended to transport any kind of freight, appliances, plumbing fixtures, etc.

Use of the lift shall be limited to the Owners/Renters, and the family members, tenants, and guests of such Owners/Renters.

Damage caused by users will be the sole responsibility of the Unit Owner/Renter permitting its use.

The lift **SHALL NOT** be used by any Licensee, Contractor or hired delivery.

The lift should not exceed the **750-pound weight limit**. For example: One (1) wheelchair and two (2) persons or three (3) persons at any one time. **No more than three (3) persons permitted.**

Garbage bags should be tightly sealed to deter spillage on the cab floor. This is for everyone's safety as well as to maintain cleanliness.

If a wheelchair is used in the lift, please apply brakes to the wheelchair to avoid movement when on the lift.

I/We have read the above Lift Use Restrictions and agree to abide by said restrictions.

Signature Date: _____

Signature Date: _____

Signature Date: _____

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The Burgundy N Declaration of Condominium states:

14.5 **Pets.** No animals or pets of any kind shall be kept in any unit or on any property of the Condominium. This subsection 14.5 shall not be amended unless approved by the board of directors of a majority of all the condominium associations located at the Kings Point Project.

I/we _____ understand that there are no pets of any kind allowed in the Burgundy N Association, Inc.

As purchaser(s)/lessee(s) of unit _____, I/we agree that we will not have any pets of any kind.

Applicant Signature

Date

State of _____

County of _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____ by _____. They are personally known to me or have produced _____ as identification.

State of _____

Notary Public Signature

County of _____

Printed Name

(seal)

Certificate Number

My commission expires:

Burgundy N Association Rules and Regulations 7-13-2022

Acknowledgement

The Association operates a qualified housing community for older persons pursuant to “The Housing for Older Persons Act of 1995.” For the community to maintain its “housing for older persons” status and achieve exemption from otherwise relevant provisions of the Act, at least eighty percent (80%) of the occupied units must be occupied by at least one (1) person fifty-five (55) years of age or older, and without allowing children under the age of eighteen (18) to occupy the unit.

While this requirement contemplates the possibility of allowing up to twenty percent (20%) of the units could potentially be occupied without at least one person under the age of fifty-five (55) and/or children under the age of eighteen (18) (the “20% Cushion”), the Board must exercise its discretion in how the twenty percent (20%) Cushion is utilized in order to minimize the risk of losing its Exemption.

As such, the Board adopts the following policy to ensure that Burgundy N Association abides by the eighty percent (80%) regulation without losing its Exemption:

The Burgundy N Association Board shall not approve or otherwise intentionally allow any children to reside in a unit under any circumstances, nor any persons under the age of fifty-five (55) to occupy a unit without a permanent co-resident age fifty-five (55) or older. The only permissible exceptions to this policy will be for circumstances that are unavoidable (such as, for example, when a resident under the age of fifty-five (55) is divorced or widowed by the death of his/her co-occupant qualifying senior spouse). No other exceptions will be permitted. The following is provided for purposes of example:

If an over fifty-five (55) year-old married resident resides with an under fifty-five (55) year-old spouse (below the fifty-five plus (55+) minimum age requirement), and the fifty-five (55) year-old resident passes away, the under fifty-five (55) year-old spouse would be permitted to remain in the unit. No other under fifty-five (55) year-old person would be permitted to reside in the unit.

A. Residents are responsible for the actions of their guests, invitees, contractors, etc.

B. Violating any of the Rules will result in violation letters, fines and/or legal action, as well as denial of lease renewals.

1. Sales and Rentals:

A. All sales/rentals of units must be approved by the Board of Directors. In addition, all prospective purchasers and/or renters must complete a personal interview with 2 members of the Board of Directors and sign an acknowledgement of said Rules and Regulations.

B. All unit owners are required to transfer all condominium documents (including amendments) to the new owner(s) or we can email current copy at their request.

Initials of Applicant(s) _____

**Burgundy N Association
Rules and Regulations 7-13-2022**

- C. Owners should turn in their rental renewal application for processing no later than thirty (30) days before the lease expires.
- D. If your renter receives three (3) violations within the term of the lease, the lease will not be approved for renewal.
- E. No new owner may lease his/her unit during the initial (1) year of ownership unless the unit is currently rented out with a valid lease in good-standing.
- 2. **Occupancy:**
 - A. One person living in the unit must be fifty-five (55) years old or older. **THIS IS MANDATORY.**
 - B. Sub-leasing is never permitted under any circumstances. Renting out rooms is not permitted.
- 3. **Children:**
 - A. Children under the age of eighteen (18) are permitted to visit for periods not to exceed thirty (30) days in total in any calendar year without the prior written consent of the Board of Directors.
 - B. No sporting games or picnicking are permitted in the common areas. This includes baseball, kickball, football, soccer, Frisbee, tag, jump rope, skateboarding, etc.
- 4. **Pets:**

Kings point is a “no pet” community except as medically approved by a physician and an approved application for an emotional/service support animal has been received.
- 5. **Doors, Locks and Floors:**
 - A. The Board of Directors shall maintain keys to all units. The keys will be used for emergency purposes only or for maintenance inspections. In the event of maintenance inspections, prior notice will be provided to all residents.
 - B. Hard and/or heavy surface floor coverings including without limitation, tile, marble or wood may not be installed in any part of a Unit without the prior written consent of the Association. The Association shall approve the installation of hard and/or heavy floor coverings provided the sound isolation and acoustical treatment material meets the specifications established by the Board.
 - C. The installation of indoor/outdoor carpeting in an open patio, balcony or any other area with exposure to open air is strictly prohibited. The rain causes damage to the concrete underneath.
- 6. **Consent to Alter:**
 - A. NO UNIT SHALL BE MATERIALLY ALTERED, ADDED TO OR MODIFIED WITHOUT THE PRIOR WRITTEN CONSENT OF THE ASSOCIATION. Specifications for desired work must be submitted to Wilson Landscaping & Management Corp. through an Architectural Request Form (“ARC” Form). These forms can be obtained by calling Wilson Landscaping & Management Corp. at (561) 637-3402. A REFUNDABLE DEPOSIT OF \$250 PAYABLE TO BURGUNDY N ASSOCIATION TO COVER ANY DAMAGE TO THE COMMON AREAS DURING THE RENOVATION IS DUE WHEN AUTHORIZATION TO REMODEL IS GRANTED. Should there be any damage to the common elements, the cost of repair will be deducted from the deposit.

Initials of Applicants(s): _____

**Burgundy N Association
Rules and Regulations 7-13-2022**

If there is no damage after inspection, it will be refunded. Work is permitted Monday through Friday, between the hours of 8 am and 5 pm. **NO WORK IS PERMITTED ON SATURDAY AND SUNDAY UNLESS IT'S AN EMERGENCY.**

- B. Unit owners are responsible for any damages to the common elements caused by their contractors/workers. Catwalks must be protected and/or cleaned at the close of every business day while work is being done.
- C. Contractor waste cannot be placed in dumpsters. Each contractor is responsible to remove their own waste.

7. Trash and Recycling:

- A. Place all garbage in plastic bags and tie the bags before dumping them into the dumpster. **NO LOOSE TRASH!** Do not drop large bulk items into the dumpster. All cardboard boxes must be broken down before placing in dumpster or recycling bins.
- B. Put recyclables in their proper bins. **DO NOT PUT PLASTIC BAGS** into the recycle bins. If the recycle bins are full, place recyclables into the dumpster. **DO NOT PLACE ANYTHING ON THE GROUND.** Cartons and pizza boxes should not be placed in the recyclable bins.
- C. Bulk items such as furniture, appliances and other large items are picked up every Tuesday. Bulk items may be placed **NEATLY** next to the dumpster on Mondays after 5 pm **ONLY.** If bulk items are placed at the dumpster any other day, you will be billed for the cost to remove the items.

8. NOT PERMITTED:

- A. Excessive noise from televisions, stereos, visitors, etc. between the hours of 10:00 pm and 7:00 am. For disturbances, please contact the non-emergency phone number for the Palm Beach County Sheriff's office at (561) 995-2800.
- B. For units on the second floor, place felt tips under moveable furniture.
- C. No feeding of wildlife (squirrels, ducks, birds, feral cats, etc.). This attracts rodents and racoons which defecate on catwalks, which is unsightly, unsanitary and could cause a slip and fall.
- D. Smoking is not permitted in unenclosed patios, lifts, catwalks, walkways, stairways, and any other common area. Please be considerate of your neighbors when smoking and dispose of the remnants of your smoking in the trash.
- E. A business, licensed or unlicensed, may **NOT** be operated out of any unit.
- F. No labels may be placed on front doors, windows, or mailboxes.
- G. No cooking on patios, balconies, or common areas of Burgundy N Association per the order of the Palm Beach County Fire Department. There are areas by the Burgundy pool for grilling and picnicking and are available on a "first come, first served" basis.
- H. Generators are **NOT** permitted at Burgundy N Association per the order of the Palm Beach County Fire Department.
- I. Nothing is permitted to be hung on doors, windows, balconies or over catwalk railings.

Initials of Applicant(s) _____

**Burgundy N Association
Rules and Regulations 7-13-2022**

- J. No shaking of rugs, mops, rags, etc. on or over the catwalks or on grassy areas.
 - K. No throwing buckets of water, cooking oil or any other liquid or dry material, food, etc. onto the catwalks, plants, or grass.
 - L. No sweeping or throwing anything out the front door onto the catwalk or over the balcony onto plants or grass.
 - M. Walking or driving on the grass or through the plants is NOT permitted.
 - N. No signs, advertisements or stickers may be placed on unit doors, windows, or exterior walls.
 - O. "For sale" signs or advertisements, etc. may NOT be posted on vehicles.
 - P. For safety reasons, doormats are NOT permitted (trip and fall).
 - Q. Chairs, flowerpots, statues, or ornaments are NOT permitted on catwalks in front of units.
 - R. Holiday wreaths/decorations are permitted on outside of door or inside of windows from December 1st through January 15th ONLY. Wreaths and decorations must be hung using removable "over the door" hooks. No nails or screws allowed in the door.
 - S. No unit owner/renter shall make or permit any disturbing noises in their unit including but not limited to hobbies, arts, and crafts and/or do-it-yourself projects involving hammering, sawing, drilling, creating any noise nuisance, etc. on a consistent, frequent basis that interferes with the peaceful possession and use of the property by any resident.
9. Leaks:
- A. Check for dripping faucets, running toilets, and leaking shower heads. Call your service contractor immediately when a leak has been noted.
 - B. The Association highly recommends installing water leak detection devices under sinks, near toilets and by hot water heaters. This will help prevent major flooding in the event of a water leak or pipe burst. These leak detection items are relatively inexpensive and can be purchased at home improvement stores.
10. Lift:
- A. Report lift issues to the Board of Directors.
 - B. The lift is not to be used to transport freight items, appliances, furniture, etc. It is for PASSENGER USE ONLY. A \$100 fine will be imposed to those non-compliant.
 - C. The lift is equipped with an emergency call button in the event you are trapped. This button should only be used in the event of an emergency. If there is an issue with the lift itself, please notify a Board Member and it will be reported to the lift company.
11. Cable:
- A. Comcast is the cable provider for all of Kings Point. There is a bulk cable contract for the community which covers basic cable only. Please contact Comcast at (561) 266-2278 for questions regarding boxes, internet, home phone, etc.
12. Hurricane Season: (June 1 – November 30):
- A. Bicycles must be brought inside when a Hurricane Warning is issued.
 - B. Unsecured items from your patio or elsewhere must be brought in upon a Hurricane warning being issued. This is so they do not become projectiles during the storm.

Initials of Applicants(s) _____

**Burgundy N Association
Rules and Regulations 7-13-2022**

13. Bulletin Boards:

- A. Glass covered Bulletin Board is for the Board of Directors use only.
- B. Board member phone numbers and email addresses may be found on the bulletin board.

14. Vehicles and Parking: (Violators will be towed)

- A. You must obey all roadway signs, including speed limits. The speed limit is 25 mph. The Palm Beach County Sheriff patrols the community 24/7 and will ticket violators and/or speeders.
- B. One (1) parking space is assigned to each unit. Guest spaces may be used for units with more than one (1) vehicle. They are available on a "first come, first served" basis and are not reserved for any one unit.
- C. Vehicle tags must be current. Unregistered or expired vehicles are NOT permitted.
- D. Parking spaces cannot be changed or exchanged without Board approval.
- E. Vehicles must be parked head in, not backed in and pulled close to the concrete bumper.
- F. Vehicles in disrepair (i.e., broken windows, flat tires, missing parts, inoperable, etc.) are NOT permitted.
- G. No maintenance or mechanical repairs are permitted except in an emergency.
- H. Disabled/crashed vehicles may not be parked in either assigned or guest space for more than seven (7) days.
- I. Car washing is not permitted.
- J. No commercial vehicles, recreational vehicles, boats, or trailers may be parked on the property overnight.
- K. No more than one (1) vehicle per licensed driver, with a maximum of two (2) vehicles per unit.
- L. No loud vehicles, or motorcycles will be permitted, nor is loud music blaring from the vehicle permitted.
- M. Any car leaking oil on the parking area must be reported to the Board. Pictures and notice of violation will be delivered to the owner who must contact a company to remove stain properly at their own cost.
- N. No vehicle may park in the yellow-lined areas which are reserved solely for the use of emergency personnel and their vehicles.

15. Bicycles:

- A. Bicycles must be parked in front of your parking bumper in a bike rack or kept in your unit. Bicycles that become rusted or have unsightly coverings will be removed.

16. Moving Guidelines:

- A. No eighteen (18) wheeler moving trucks will be granted access into Kings Point.
- B. Trucks cannot block entire main entrance. Please leave half of the walkway open for pedestrians and emergency vehicles.
- C. The lift is not to be used to move boxes, appliances, furniture, etc. Passenger use only.
- D. Do not damage building, doors, handrails, exit signs, light fixtures, etc. Owners/renters will be charged for damages to common areas.

Initials of Applicant(s) _____

**Burgundy N Association
Rules and Regulations 7-13-2022**

PLEASE ADVISE YOUR FAMILY, GUESTS, VISITORS, CONTRACTORS, TENANTS AND ALL OTHER INVITEES ABOUT BURGUNDY N ASSOCIATION'S RULES AND REGULATIONS AND THAT THEY MUST ABIDE BY THEM. YOU, THE UNIT OWNER/RESIDENT, WILL BE HELD RESPONSIBLE AND LIABLE FOR ANY AND ALL DAMAGES, DESTRUCTION, INJURIES, NUISANCES, FINES, LEGAL FEES AND ALL OTHER ISSUES CREATED PURPOSELY OR ACCIDENTALLY BY THE ABOVE-MENTIONED PERSON(S), THEIR PETS AND/OR SERVICE ANIMALS.

A COPY OF BURGUNDY N'S RULES AND REGULATIONS CAN BE EMAILED TO YOU AT NO COST. THE CONDO DOCUMENTS MAY BE PURCHASED FROM OUR MANAGEMENT COMPANY, WILSON LANDSCAPING & MANAGEMENT CORP. (561) 637-3402 FOR \$100.00 OR YOU MAY RECEIVE AN UNCERTIFIED COPY VIA EMAIL AT NO COST.

I/we understand, accept and agree to abide by the Burgundy N Association Rules and Regulations.

Unit Address

Printed Name

Date

Signature

Date

Printed Name

Date

Signature

Date

BURGUNDY N ASSOCIATION
Emergency Contact Form

Dear Owner:

Please be advised that we are requesting the following information for the benefit of the unit occupants in times of any emergency (fire, leak, health issue, etc.) or dangerous weather conditions. We would appreciate if you would provide the requested information so it may be documented or mail the form to our management company.

Wilson Landscaping & Management Corp.
1300 NW 17th Ave.
Suite 270
Delray Beach, FL 33445

1. Your name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____ Email Address: _____

2. Emergency contact (local if possible):

Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____ Email Address: _____

You authorize that 2 Board Members may enter your unit so the emergency or dangerous condition may be dealt with.

3. Please inform us if there are any "special needs" in the unit. Yes _____ No _____
If yes, please list the name and any assistance they may require in the event of any emergency or dangerous weather condition.

Unit #: _____

Name of Special Needs Occupant: _____

Assistance Required: _____

4. Please ensure that the President has the current Key(s) to your unit. The Board Member(s) will contact you to set up a time to check the key(s) we have in our possession to make sure they physically open your door.

Owner's Signature: _____

Print Name: _____

Date: _____

Thank you in advance for your cooperation.
Burgundy N Association

READ FIRST: Complete all questions and fill in all blanks. All information supplied is subject to verification. If any question is not answered/left blank, or answered falsely, this application may be returned, not processed, and/or not approved. Missing information will cause delays. Once submitted, order can be cancelled but your fee will not be refunded. Rev. 06/2014

**** THIS APPLICATION IS FOR A SINGLE PERSON OR A MARRIED COUPLE ONLY! ****

APPLICATION FOR OCCUPANCY

Association Name: BURGUNDY N ASSOCIATION, INC.

Circle one: Purchase - Lease - Occupant - Unit.# _____ Bldg.# _____ Address applied for: _____

Full Name _____ **Date of Birth** _____ **Social Security #** _____

Circle One: Single - Married - Separated - Divorced - How Long? _____ Other legal or maiden name _____

Have you ever been convicted of a crime? _____ Date (s) _____ County/State Convicted in _____

Charge (s) _____

Applicant's Cell Number(s) _____ Applicant's Email Address _____

Spouse _____ **Date of Birth** _____ **Social Security #** _____

Other legal or maiden name _____ Have you ever been convicted of a crime? _____ Date (s) _____

County/State Convicted in _____ Charge (s) _____

Spouse's Cell Number(s) _____ Spouse's Email Address _____

No. of people who will occupy unit – Adults (over age 18) _____ Description of Pets _____

Names and ages of others who will occupy unit _____

In case of emergency notify _____ Address _____ Phone _____

PART I – RESIDENCE HISTORY

A. Present address _____ Phone _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Are you on the Lease? _____ If not, who is the leaseholder? _____ Are you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

B. Previous address _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Were you on the Lease? _____ If not, who is the leaseholder? _____ Were you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

C. Previous address _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Were you on the Lease? _____ If not, who is the leaseholder? _____ Were you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

PART II – EMPLOYMENT REFERENCES

Include a recent copy of an earnings statement to expedite processing

- A. Employed by _____ Phone _____
Dates of Employment: From: _____ To: _____ Position _____ Fax _____
Monthly Gross Income _____ Address _____
- B. Spouse Employed by _____ Phone _____
Dates of Employment: From: _____ To: _____ Position _____ Fax _____
Monthly Gross Income _____ Address _____

PART III – BANK REFERENCES

Include a recent copy of a bank statement to expedite processing

- A. Bank Name _____ Checking Acct. # _____ Phone _____
Address _____ Fax _____
- B. Bank Name _____ Savings Acct. # _____ Phone _____
Address _____ Fax _____

PART IV – CHARACTER REFERENCES (No Family Members)

1. Name _____ Home Phone _____
Address _____ Business Phone _____
Email Address _____ Cellular Phone _____
2. Name _____ Home Phone _____
Address _____ Business Phone _____
Email Address _____ Cellular Phone _____
3. Name _____ Home Phone _____
Address _____ Business Phone _____
Email Address _____ Cellular Phone _____
4. Name _____ Home Phone _____
Address _____ Business Phone _____
Email Address _____ Cellular Phone _____

Are you using a realtor? Yes _____ No _____ If yes: Realtor's name _____
Email Address _____ Cellular Phone _____

Driver's License Number (Primary Applicant). _____ State Issued _____

Driver's License Number (Secondary Applicant) _____ State Issued _____

Make _____ Type _____ Year _____ License Plate No. _____

Make _____ Type _____ Year _____ License Plate No. _____

If this application is not legible or is not completely and accurately filled out, Associated Credit (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 and Associated Credit will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable. This form is for the exclusive use of Associated Credit Reporting, Inc.

Applicant's Signature _____ Date _____ Spouse's Signature _____ Date _____

4690 NW 103rd Avenue, Sunrise, Florida 33351

www.associatedcreditreporting.com

AUTHORIZATION FORM

I/We hereby authorize **Associated Credit Reporting, Inc.** to obtain data to verify any and all information they request with regards to my/our Application for Occupancy, specifically the verification of my bank account(s), credit history, residential history, criminal record history, employment verification and character references.

I/We hereby waive any privileges I/we may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is to be released to the authorized party designated on the Application for Occupancy, for their exclusive use only. PLEASE INCLUDE COPY OF DRIVER'S LICENSE TO CONFIRM IDENTITY. If you do not have a driver's license, please include a copy of your Passport or current government issued identification card.

I/We acknowledge our rights as stated in the Fair Credit Report Act that I/we are entitled to a copy of the report upon proper written request and can dispute any inaccurate information for re-verification. I/We understand that Associated Credit Reporting, Inc. is not directly involved in the approval or denial of any applicant. The information received by Associated Credit Reporting, Inc. shall be held in strict confidence, protected as governed under the Fair Credit Reporting Act, and will never be released to any third party other than the designated recipient. I/We further understand that this is a non-refundable process.

By signing below, I/We further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and that the signature(s) below are my/our own proper legal signature. I/We certify (or declare) under penalty of perjury that I/We agree to the foregoing and; that all answers and information contained on the Application for Occupancy are true and correct and will hold Associated Credit Reporting, Inc. harmless from the result of the investigation.

(Applicant's Signature)

(Spouse's Signature)

(Applicant's Name Printed)

(Spouse's Name Printed)

(Date Signed)

(Date Signed)



KINGS POINT
GOLF AND COUNTRY CLUB
Where Exceptional Lifestyle Begins

RENTAL and RESALE INFORMATION

ID OFFICE

561-499-3335 Ext. 136 & 135

Monday – Friday 9:00 AM – 4:00 PM

Closed Saturday and Sunday

Fees (All fees subject to change)

- Capital Contribution & Processing Fee-includes one (1) Resident ID Card & one (1) Barcode
\$2,000.00 (**Applicable to all resales and transfers of ownership as of January 1, 2025**)
- Resident ID \$60.00
- Single Resident ID \$60.00
- Lessee ID \$60.00
- Guest ID \$10.00 (See procedural guide for further details)
- Health Aide ID \$50.00 (Three months)
- Barcode \$10.00
- Saxony RFID Tag \$10.00

Requirements: Coincident with submission of an application for purchase of any unit, proof of payment of the Capital Contribution & Processing Fee **must be included.**

Before issuing **Resident ID cards**, we must receive the following:

- A copy of the Certificate of Approval from the association's management company approved by an association officer with the association seal and,
- The previous owner's ID card(s) must be turned in to Kings Point's ID office. If the ID card(s) cannot be located, a \$60 fee for each outstanding ID card must be paid before new ID cards will be issued. **Checks payable to: Kings Point Recreation Corp., Inc.**
- **Note:** Maximum of two (2) resident ID cards per unit. The first ID card purchased for a resident/lessee must be issued to an individual fifty-five (55) years of age or older.

Before we can issue **Lessee ID cards**, the ID office must receive the following:

- A copy of the Certificate of Approval from the association's management company approved by an association officer with the association seal, along with a lease and,
- Any outstanding ID cards issued for that unit must be turned in.
- As of August 6, 2015, any unit that is SOLD, if there is an existing lease on the unit AND the lessee turns in their ID cards, ID Cards can be purchased by the new owner, even if the lease has not expired.
- Any Owner or Tenant that breaks the lease, the existing rule below still follows:

Resident ID card(s) will not be issued or another Lessee ID card(s) will not be issued until the expiration of the current lease. No Exceptions!

Kings Point Recreation Area Amenities

The Recreation facilities consist of three (3) clubhouses, swimming pools, Natatorium, golf courses, tennis, shuffleboard, pickleball, bocce ball, racquetball and basketball courts, canals, entry gates and roads of the community and other common facilities. Kings Point is a “**NO PET**” community. The Recreation Area does not include condominium property and its parking areas or common grounds. Our residents also have use of the Kings Point buses. The buses serve the community, the immediate surrounding areas and shopping centers. To ensure that residents and their guests have exclusive access to all recreation facilities, a Kings Point ID is necessary. The ID cards are issued in the **ID Office located in the Administration Building**.

PLEASE READ CAREFULLY BEFORE SIGNING!!!!

*Signature: _____ *Signature: _____
Seller/Owner Buyer/Tenant

******Effective January 1, 2025******

Note: **Capital Contribution & Processing Fee** of \$2,000.00 *payable to:*
Kings Point Recreation Corporation, Inc., the Not For Profit Corporation
organized under Florida Statute 617, authorized to manage the Recreation Facilities,
must be submitted with application for purchase.

7000 West Atlantic Avenue, Delray Beach, FL. 33446-1699, Telephone 561-499-3335

KINGS POINT USER ACCOUNT REGISTRATION

SIGN IN or CREATE AN ACCOUNT at the kingspointdelray.com website

The enhanced access control system is ready to launch and will be linked to the Kings Point ID system so that you can start developing your list of friends and family for your Permanent/ Temporary/ Vendor gate access.

1. Every resident that has a Community ID are already in the ID system. Those of you that have purchased theater tickets using the Internet have already activated their accounts.
2. For each resident, there will only be ONE account. It will allow you to maintain a Permanent/ Temporary/Vendor Guest list, purchase tickets to our theater and register for "T Times" at the golf course. It will also link purchased theater tickets into the data base so that security will know who is on our property. Remember – persons who do not have ID cards will not be able to activate an account.
3. Activate your account by going to the kingspointdelray.com website.
 - a. On the "Home Page" click on the "Gate Access/Visitor Management" link in order to sign in or create an account.
 - b. Click on "Create Account" and a new screen will appear. The badge number and name you fill in must match the name as it appears on your ID. When creating your account you select a user name and the password. Note the password restrictions listed at the bottom of the page. Make sure that you keep your user name and password in a safe place, as you will need it every time you access your account. When completed, click on "Create User" at the bottom of the page. You have now completed your part of the activation process.
 - c. You will be notified when your account has been activated (within 72 hours).
4. If two persons living in a unit have different last names, it is advisable for each to activate his/her own account. The two accounts will be linked by unit address so that when purchasing tickets during the restricted period, a unit can still only purchase two tickets.
5. Populate your account by going to the kingspointdelray.com website and click on the "Gate Access/Visitor Management" link.
 - a. Click on "Sign In" and enter your user name and password.
 - b. Click on "Sign Me In" and fill in the data requested. Permanent Visitors do not need a visit date. Temporary Visitors will need to fill in the dates for each visitor. Names on the "Temporary" list are automatically deleted at the end of their authorized access time.
 - c. The "Permanent" list will be updated on an annual basis.
 - d. Vendors that issue their employees identification cards, i.e. the Post Office and FedEx do not need to be added to your list.
6. **Do not have a computer?** Call the Staff Office at 561-499-3335/ 561-499-7751 Ext. 225 for an appointment. The Staff will help you activate your account and enter the data.
7. Target date to activate the system at the Normandy Gate is on Monday, May 4th. Once the system is running smoothly at the Normandy Gate, the other manned gates at Kings Point will be implemented.

Like any new major change, this will require your patience as it is a massive programming effort with links to several existing systems. However, you can help in the implementation if you are a resident by obtaining your Kings Point ID. All Residents and Lessees with a vehicle should purchase a barcode for easy access thru the gates.