



Condominium Association Inc.

1000 South Ocean Boulevard, Pompano Beach, Florida 33062

Office: 954.946.3673 · Fax: 954.946.8511

Email: pompanoatlantis@kwpmc.com

PURCHASE APPLICATION GIFT, DEVISE OR INHERITANCE APPROVAL

This application and the attached application for occupancy and authorization must be completed in detail by the proposed purchaser(s). If any questions are not answered or left blank, this application will be returned and neither processed nor approved.

1. **Attach a copy of the Sales Contract (Executed Contract).**
2. A Non-refundable processing fee of **\$100.00 per person** (unless married then only \$100 is due per couple, however if married & couple has two different last names; must provide a copy of marriage license as proof of marriage) is required and must be made payable to the **Pompano Atlantis Condominium Association** and is required when the application is turned in. **Acceptance of the processing fee does not in any way constitute approval of this transaction.**
3. **Copies of Driver's License or Passport/Visa or government identification required.**
4. Completed application must be submitted to the Association Office at least 21 working days prior to the expected closing date.
5. APPLICANTS MUST BE INTERVIEWED **IN PERSON** PRIOR TO FINAL BOARD OF DIRECTORS APPROVAL.
6. NO PETS ALLOWED AT ANY TIME.
7. No commercial vehicles, trucks, boats, trailers, mobile homes, campers, recreational vehicles, motorcycles, mopeds, etc are permitted to park on the premises.
8. Use of this unit is for single family residence only. No owner(s) of an apartment shall be permitted to rent/lease their apartment during the first 12 months of ownership.
9. The Seller (current owner) must provide the Purchaser with a copy of all Condominium Documents and Rules and Regulations.
10. Purchaser must notify the Association Office with the exact date of their closing.
11. Occupancy regulations - maximum of 6 occupants.
12. Moving of furniture in/out of apartment is permitted Monday thru Friday from 8:00AM - 4:00 PM. Moves are NOT permitted on Saturday, Sunday or Holidays.



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PURCHASE APPLICATION CHECK LIST Received: _____

- **1.** Purchase Application
- **2.** Authorization Form/Background check
- **3.** Supplemental- Affidavit - Purchase
- **4.** Parking Information
- **5.** Elevator Reservation, Move-In/Move-Out Information
- **6.** Question and Answer Sheet
- **7.** Certificate of Appointment of Voting Representative
- **8.** Owner Information Update
- **9.** Copies of Identifications (Drivers License, Passport etc)
- **10.** Application Fee(s) submitted
- **11.** Copy of Executed Sales Contract
- **12.** Checklist

Finalizing For Purchase Packet

- Interview
- Certificate of Approval
- **Warranty Deed & Settlement Statement - must be received after closing**
- Postal Roster Updated
- Owner Voting Certificate - Updated

NOTES: _____



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YOU MUST PRINT OR TYPE ALL INFORMATION ON THESE FORMS

Date: _____ Condo # _____ Approximate Closing Date: _____

Owners Name: _____

Owners Present Address: _____

Realtor Handling Sale: _____

Telephone # _____ Email: _____

Name of Prospective Purchaser(s) as they will appear on the title:

A. _____

B. _____

Purchaser(s) Telephone(s) # _____

Purchaser(s) Telephone(s) # _____

Purchaser(s) Email: _____

Other persons who will occupy the condo with owner:

<u>Name</u>	<u>Age</u>	<u>Relationship/Occupation</u>
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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In submitting the foregoing purchase application, I am informing the Board of Directors that my intentions for the Purchase of a Condo at the Pompano Atlantis Condominium is as follows:

Permanent Resident: _____ **Seasonal Resident:** _____ **Other (explain):** _____

1. I hereby agree for myself and on behalf of all persons who may use the condo which I seek to purchase, that I will abide by all the restrictions contained in the By-Laws, Rules & Regulations which are or may in the future be imposed by the Pompano Atlantis Condominium Association.
2. I have received a copy of all Condominium Documents: Yes _____ No _____
I have received a copy of all Condominium Rules & Regulations: Yes _____ No _____
3. I understand that I will be advised by the Board of Directors of either acceptance or denial of this application.
4. I understand that there is a restriction on pets and I may not bring a pet. Nor may any guest, visitor or tenant bring a pet into the building nor acquire one, either temporarily or permanently after occupancy.
5. I understand that I may not rent or lease my apartment during the first 12 months of ownership.
6. I understand that the acceptance for purchase of a condo at the Pompano Atlantis is conditional upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any misrepresentation or falsification of the information on these forms will result in the automatic rejection of this application. **Occupancy prior to the Board of Directors is prohibited.**
7. I understand that the Board of Directors of the Pompano Atlantis Condominium Association may require an investigation of my background as the Board deems necessary. Accordingly,
8. I specifically authorize the Board of Directors or their designated investigative company to make such investigation and agree that the information contained in this and the attached application may be used in such investigations, and that the Board of Directors and Officers of the Pompano Atlantis Condominium Association, Inc. itself shall be held harmless from any action or claim by myself in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____



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SUPPLIMENTAL AFFIDAVIT – PURCHASE

UNIT: _____

I/WE hereby affirm that I/WE have read the Pompano Atlantis Phase I Declaration of Condominium and The Rules & Regulations as established by The Condominium Association and agree to abide by said conditions.

I/WE further affirm that this unit will not be occupied overnight by more than six persons.

I/WE waive all rights to have a bird or animal of any kind in within this unit.

I/WE agree not to lease or rent this apartment unit, as noted above, more than once during any twelve month period. Further, that said Lease and/or Rental(s) shall not be for less than a sixty (60) day period and that all Lease(s) /or Rental(s) are subject to the Approval of the Board of the Condominium Association.

I/WE agree to Dispose/Remove and Washer and/or Dryer should one be present in the unit prior to Move-In.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____



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PARKING INFORMATION:

ALL UNITS AT THE POMPAÑO ATLANTIS CONDOMINIUM ARE SOLD WITH ONLY **ONE** PARKING SPACE. ADDITIONAL SPACES ARE AVAILABLE FOR RENT.

The Rules & Regulations of Pompano Atlantis under section **AUTOMOBILE/GARAGE AREA** states as follows:

- 1.** Only authorized vehicles exhibiting the proper decal or guest pass will be permitted in the garage. The **DECAL MUST BE AFFIXED PERMANENTLY** to the inside of the windshield, on the lower left hand side in front on the driver's side of the vehicle.
- 2. OWNERS AND RENTERS MAY NOT PARK IN GUEST PARKING AREAS.** These spaces are for guests only.
- 3.** All owners are assigned a specific parking space for one (1) car. If the unit is rented, the renter is assigned that space. If the owner or renter wishes a second assigned space for his/her second vehicle, he or she must pay a fee for a period of not less than 1 year for that parking space **IF AVAILABLE**. All yearly rentals commence on August 31st of a given year for a fee of \$500.00. There will be no prorated rentals.

I HAVE READ AND UNDERSTOOD THE PRECEDING POLICY.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____



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ELEVATOR RESERVATION, MOVE-IN/MOVE-OUT INFORMATION:

The procedure for the reservation of the Elevator for Moving-In or Moving-Out is as follows:

- 1.** A **\$200.00 check** is required for Deposit in the Management Office at least 24 hours prior to the scheduled Move.
- 2.** Moving hours will be enforced - **8:00AM to 4:00 PM**
- 3.** There will be **NO MOVE-IN** or **MOVE-OUT's** on **Saturdays, Sundays or Holidays.**
- 4.** The reservation of the Elevator does not imply that you have exclusive use of it. If there is enough room, other residents will be allowed to ride the elevator to their respective floors.
- 5.** Loading must be done through the 2nd floor and unloading will be done in the hallway of the floor you are moving to.

I HAVE READ THE ABOVE PROCEDURE.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____



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QUESTIONS AND ANSWERS SHEET

Q: WHAT ARE MY VOTING RIGHTS IN THE CONDOMINIUM ASSOCIATION?

A: The Condominium Documents state "There shall be one person with respect to each unit ownership who shall be entitled to vote at any meeting of the unit owners. Such person shall be known as a "Voting Member". If a unit is owned by more than one person, the owners of said unit shall designate one of them as the Voting Member, or in case of a corporate unit owner, an officer or employee thereof shall be the Voting Member. Each Condominium Unit shall be entitled to one vote. The vote of a Condominium Unit is not divisible. There shall not be cumulative voting.

Q: WHAT RESTRICTIONS EXIST IN THE CONDOMINIUM DOCUMENTS ON MY RIGHT TO USE MY UNIT?

A: The owner of an apartment unit shall occupy and use his apartment unit as a single family, private dwelling for himself and the adult members of his family and his social guest, and for no other purpose. The apartment unit owner shall not permit or suffer anything to be done or kept in his unit which will increase the rate of insurance in the condominium property, or which will obstruct or interfere with the right of other unit owners or annoy them by unreasonable noises, or otherwise, nor shall the unit owners commit or permit any nuisance, immoral or illegal acts in or about the condominium property. No bird or animal shall be kept or harbored in the Condominium unless the same in each instance to be expressly permitted in writing by the Association, which permission may be conditioned on such terms as the Association in its sole discretion deems to be in the best interests of the Condominium as a whole.

An apartment unit owner shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, balconies or windows of the building(s); nor shall the unit owner place any furniture or equipment outside his unit except with the prior written consent of the Board of Directors of the Association and further, when approved, subject to the Rules and Regulations adopted by the Board of Directors. No clothes line or similar device shall be allowed on any portion of the Condominium property, nor shall clothes be hung anywhere except where designated by the Board of Directors of the Association. No laundry, facilities or equipment shall be permitted in any unit, or elsewhere. No person shall use the common elements, or any part thereof, or a Condominium unit, or the Condominium property, or any part thereof, in any manner contrary to or not in accordance with such Rules and Regulations pertaining thereto, as



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from time to time promulgated by the Association.

The responsibility of the apartment owner shall include: maintain in good condition and repair his unit and all interior surfaces within his unit, and the entire interior of his unit and to maintain and repair the fixtures and equipment; not to make or cause to be made any structural addition or alteration to his unit or to the limited common elements. Alterations within a unit may be made with the prior written consent of the Association, and to allow the Board of Directors , or their agents to enter into any unit for the purpose of maintenance, inspection, repair, replacement of the improvements within the unit or to determine in case of emergency, circumstances threatening units.

Q: WHAT RESTRICTIONS EXIST IN THE CONDOMINIUM DOCUMENTS ON THE LEASING OF MY UNIT?

A: In the event any apartment unit owner wishes to rent or lease his apartment unit, the Association shall have the option to rent, or lease said unit, upon the same conditions as are offered by the unit owner to a third person. Any attempt to rent or lease said apartment unit without prior offer to the Association shall be deemed a breach of this Declaration and shall be wholly null and void, and shall confer no title or interest whatsoever upon the intended tenant or lessee. Should an apartment unit owner wish to lease or rent his apartment unit, he shall, before accepting any offer to lease or rent his unit, deliver to the Board of Directors of the Association a written notice containing the terms of the offer he has received or which he wishes to accept, the name and address of the person(s) to whom the proposed lease or transfer is to be made, two bank references and three individual references (local, if possible) and such other information (to be requested within five (5) days from receipt of such notice) as may be required by the Board of Directors of the Association. The Board of Directors of the Association is authorized to waive any or all the references aforementioned.

The Board of Directors of the Association within ten (10) days after receiving such notice and such supplemental information as is required by the Board of Directors, shall either consent to the transaction specific in said notice or by written notice to be delivered to the unit owner's unit (or mailed to the place designated by the unit owner in his notice), designate the Association, or the Association may designate one or more persons then unit owners, or any other person(s) satisfactory to the Board of Directors of the Association, who are willing to lease or rent upon the same terms as those specified in the unit owner's notice. The sub-leasing or sub-renting of an apartment unit owner's



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interest shall be subject to the same limitations as are applicable to the leasing or renting thereof. The Association, shall have the right to require that a substantially uniform form of lease or sub-lease be used or, in the alternative, the Board of Directors' approval of the lease or sub-lease form to be used, shall be required. After approval, as herein set forth, entire apartment units may be rented, provided the occupancy is only by the Lessee, his family and guests. No individual rooms may be rented and no transient tenants may be accommodated.

The Bylaws state that no unit owner shall lease any condominium unit for a period of time of less than (60) days. The Board of Directors shall approve all lessees.

On May 22, 1991 a motion was passed by the Board of Directors, that any new owners cannot lease his or her apartment during the first year of ownership.

Q: HOW MUCH ARE MY ASSESSMENTS TO THE CONDOMINIUM ASSOCIATION FOR MY UNIT TYPE AND WHEN ARE THEY DUE?

A: The current monthly assessment for each unit is **\$668.00**. Assessments are due the first of the month. Payments not received by the tenth (10th) of the month will result in a late charge of \$25.00

Q: DO I HAVE TO BE 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, a unit owner is not required to be a member in any organization.

Q: AM I REQUIRED TO PAY RENT OF LAND USE FEES FOR RECREATIONAL OR OTHER COMMONLY USED FACILITIES: IF SO, HOW MUCH AM I OBLIGATED TO PAY ANNUALLY?

A: No. There are no rent or land use fees for recreational or other commonly used facilities.



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**CERTIFICATE OF APPOINTMENT
OF VOTING REPRESENTATIVE**

TO THE SECRETARY OF POMPAÑO ATLANTIS CONDOMINIUM ASSOCIATION, INC. (THE "ASSOCIATION")

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Unit (Apartment) No. _____ in Pompano Atlantis Condominium, have designated

(Name of Voting Representative)

as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration of Condominium of the Condominium and the Articles and By-laws of the Association.

The following examples illustrate the proper use of this Certificate.

- (1) Unit is owned by Bill and Mary Rose, husband and wife. The voting Certificate must designate either Bill or Mary as the Voting Representative **(NOT A THIRD PERSON)**.
- (2) Unit is owned by John Jones. No Voting Certificate is required.
- (3) Unit is owned by John Doe and his brother, Harry Doe. The Voting Certificate must be filed designating either John or Harry as the Voting Representative **(NOT A THIRD PERSON)**.
- (4) Unit is owned by Overseas Inc., a corporation. The Voting Certificate must be filed designating the person entitled to vote; signed by the President or Vice-President of the Corporation and attested to by the Secretary or Assistant Secretary of the Corporation.

This certificate is made pursuant to the Declaration of Condominium and the By-laws and shall revoke all other prior Certificates and be valid until revoked by a subsequent Certificate.

Dated this _____ day of _____, 20_____.

CONDOMINIUM OWNER

CONDOMINIUM OWNER

CONDOMINIUM OWNER

CONDOMINIUM OWNER

Note: This form is **NOT A PROXY** and should not be used as such. Please be sure to designate **one of the joint owners** of the unit as the Voting Representative, **not a third person**.



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INTERVIEW - UNIT #

1. Please tell us something about yourself.
2. No pets of any kind are allowed.
3. Are you familiar with our Condo documents and the Rules and Regulations?
4. Are you familiar with our Parking Rules? Your assigned parking spot is **#** . To obtain a decal, submit copy of car registration to the office. You then may have the decal applied at the Entrance Security. Second parking spots are leased for \$500 per year.
5. Any guest/visitor who might stay overnight or longer must first be registered in the office. This may be done via FAX, e-mail or in person. Please provide a local phone number, as Security is instructed to call your unit when your guest has arrived. If you will not be home, your guest must have keys for access to your unit as we cannot provide this access. Also, Security is not permitted to hold or pass on keys to your apartment.
6. Pool rules are strictly enforced. Have you read them?
7. If unit has a beach locker, provided by owner, what is the number?
(Beach Lockers are not deeded to unit and are considered personal property, held or purchased by an owner & may be available at owner's discretion)
8. Be aware of rules governing disposal of trash and other materials. Nothing larger than a kitchen trash bag may be placed through the trash chutes. All items must be sealed in a plastic trash bag. Bulk items (i.e. appliances, furniture, large boxes) must be taken to Broward County Waste and Recycling at 2780 N. Power line Rd.
9. Move-ins/outs must be scheduled with the office at least 72 hours in advance. Permitted times are Monday - Friday from 8:30AM to 4:00PM. No Saturdays or Sundays. You must leave a check in the amount of \$200 with the office in case of damage by the movers. Deposit will be refunded subject to inspection.
10. New owners may not be admitted to the property until the office has possession of closing documents. After closing, the new owner must present such documents to the office at which time a temporary parking pass will be issued.
11. Seller must provide all keys to the new owners. One multi-lock master key must be provided. Additional multi-lock keys are available at the office for \$100. Also the key to the mailbox must be provided by the seller, as well as apartment door keys, keys to the hallway storage closet and beach locker keys (if applicable).
12. New owners are not permitted to rent their unit during the first year of purchase. Units may only be rented once per 12 month period. Leases must be for at least 60 days, not



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- to exceed 12 months. Lessees must complete the full application process and be approved and interviewed by the board.
13. Maintenance fees are due on the first of each month. There is a 10 day grace period. Payments received after the 10th of the month are subject to a \$25 late fee. Coupon books are issued once yearly, in December at the issuance of the yearly budget. Coupons are not required for payment of fees.
 14. Washers and Dryers are not permitted in condo units. If there is one present, it **MUST** be removed.
 15. Each unit is equipped with Fire Alarms. In case of alarm, exit building using stairwells. Do not attempt to use elevators.
 16. You must notify the office of any remodeling plans or repair work you are contemplating. All contractors/service men must provide copies of license and liability insurance to the office prior to doing work in your unit. Required permits must be copied by the office prior to commencement of work. A \$200 check must be deposited at the office in case of damage. Deposit will be refunded upon inspection of premises. Work may be performed weekdays from 8:30AM until 4:30PM. Workers may also work Saturday morning from 8:00AM- Noon with prior approval. Saturday work may only be work in progress. The loading dock is closed and the service elevator is not available to workers on Saturday.
 17. Laundry room hours are 7:00AM - 11:00PM. Laundry cards are purchased from the machine near the Security Guard House for \$5.00. Money is then loaded to the card in increments of \$5, \$10 and \$20 by inserting the card and inserting the bills.
 18. The building has Basic Cable TV through Comcast. **Channel 93** is our in-house channel. Building news and updates appear here, as well as notice of package delivery, etc.
 19. Lock-out service is only available from Board Members from 8:30 AM until 10:00 PM. Office must have a set of keys to your unit in the case of an emergency. Lock-outs at other times would require the unit owner to call a locksmith.
 20. It is recommended that you have a designated person in possession of your keys for access needs when you are not in town, such as emergency repair needs (plumber, electrician, etc.) This would also be of use in case of lock-outs.
 21. The building has 24-hour security for our owners. Guards are instructed to admit only authorized persons into the building. For non-overnight guests, unit owners may call security to give authorization for a one day admittance. Item #3 of this document outlines rules pertaining to overnight guests. Your patience and cooperation is requested. Security's job is to protect your person and property. They deserve to be treated with courtesy and respect at all times.



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22. Mail room and mail boxes are located in the main lobby on the first floor West. When setting up your mail delivery service, be sure to include your unit number in your address. Any time you will be absent from the property for an extended period of time, you must arrange mail forwarding with the post office. Unclaimed mail will be returned to sender (after 5 days) if the mail accumulates.
23. Explanation of Voting options.
24. Once you have settled in, think about participating on Condo affairs. Get involved and come to Board Meetings.

Where do you want your Association mail-outs to be sent. We will need to prepare a mailing label for general mail-outs.

List Address here: _____

Telephone: _____ Cell: _____

E-Mail Address: _____

Persons Interviewed:

Interviewed by:

Date:



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PLEASE PRINT

Owner Information Update

Unit: _____

Date: _____

Name: _____

Name: _____

Phone: (Condo) _____ Phone: (Cell) _____

Phone (Out of State): _____

Email Address: _____

Address (For Mailing Condo Business Correspondence):

Emergency Contact Information:

Name: _____

Phone: _____

Beach Locker: _____ Parking Space: _____

Do you have a Caretaker for your unit? YES: _____ NO: _____

If Yes, Please provide name & phone number of Caretaker:

Name: _____ Phone: _____

YES, I need assistance in case of an emergency: _____