

**SAN DEV ANCE GOLF & TENNIS CLUB
CONDOMINIUM ASSOCIATION**

N0.1, INC.

APPLICATION PACKAGE

BUILDING# _____

UNIT# _____

(CHOOSE ONE)

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

(UPDATED SEPTEMBER 2026)

LIST OF DOCUMENTS TO BE INCLUDED WITH PURCHASE APPLICATION OR TRANSFER OF UNIT'S OWNERSHIP APPLICATION OR OUIT 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 San Dev Ance Golf & Tennis Clun Condominium, per each adult over 18 yrs old. Married couples pay just \$150 (including marriage certificate)
- ▶ Executed sales 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 reports from country of origin
- ▶ Last year's 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 additional information and/or arrange interview
- ▶ The CERTIFICATE OF APPROVAL for Buyers will be obtained ONLY after interview
- ▶ Questionnaires may be asked to the RealManage 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 San De Vance Golf & Tennis Club Condominium, 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 reports from countries 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 additional 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 units 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, units may be leased only twice in a 12-month 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 1Syr 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

San De Vance Golf & Tennis Club Condominium

APPLICATION OF RESIDENCY

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

APPROXIMATE CLOSING / MOVING DATE: _____

ADDRESS OF THE HOME BEING PURCHASED OR LEASED: _____

CURRENT OWNED'S NAME: _____ TELEPHONE: _____

NAME OF REALTOR HANDLING SALE OR LEASE _____

TELEPHONE: _____ EMAIL ADDRESS: _____

APPLICANT INFORMATION

NAME, _____ DOB: _____ SS#: _____

SPOUSE _____ DOB: _____ SS#: _____

CONTACT PHONE NUMBER FOR INTERVIEW: _____

PHONE NUMBER _____ EMAIL, _____

IN CASE OF AN EMERGENCY PLEASE NOTIFY: PHONE: _____

NUMBER OCCUPANTS _____ PETS: _____ YES _____ OR NO _____ IF YES
COMPLETE THE ATTACHED REGISTRATION FORM.

Only one (1) dog is allowed under 25 lbs. is allowed or one (1) dog and one (1) cat or two (2) cats

NAME: _____ 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 EMPLOYMEN _____ Salary; _____

PRESENT EMPLOYER: (APPLICANT): _____ PHONE: _____

ADDRESS: _____ CITY/ST/ZIP: _____

LENGTH OF EMPLOYMEN _____ Salary; _____

PREVIOUS EMPLOYER (APPLICANT) : _____ PHONE: _____

ADDRESS: _____ CITY/ST/ZIP: _____

LENGTH OF EMPLOYMEN _____ Salary; _____

BANK INFORMATION: _____ CONTACT: _____ PHONE: _____

ADDRESS: _____ CITY/ST/ZIP: _____

OPENING DATE: _____

CHARACTER REFERENCE:

NAME: _____ HOME & CELL: _____

ADDRESS: _____ CITY/ST/ZIP: _____

NAME: _____ HOME & CELL: _____

ADDRESS: _____ CITY/ST/ZIP: _____

NAME: _____ HOME & CELL: _____

ADDRESS: _____ CITY/ST/ZIP: _____

**AUTOMOBILE INFORMATION: PLEASE FILL OUT ALL INFORMATION REQUIRED AND
SUBMIT A COPY OF A PHOTO I.D OR DRIVERS LICENSE PHOTO ID FOR BACK
APPLICANT**

NO OF CARS: _____

DRIVERS LICENSE #: _____ **STATE/EXP. DATE:** _____

DRIVERS LICENSE #: _____ **STATE/EXP. DATE:** _____

Have you ever been arrested? _____

Have you ever been convicted of a crime? _____

Have you ever been evicted? _____

If so, please provide an explanation on a separate page.

Attached is my non-refundable application fee \$_____

The purpose for the purchase of this purchase is (check one below)

Perennate Residence_____Seasonal Residence ____Investment _____

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

SIGNED _____ DATE: _____
APPLICANT

SIGNED _____ DATE: _____
APPLICANT

SAN DE VANCE GOLF & TENNIS CLUB No 1 A CONDOMINIUM

OWNER PARKING DECAL FORM

HOMEOWNER INFORMATION:

NAME: _____ Unit#: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____ ALT# : _____

VEHICLE # 1:

Vehicle Registered to: _____ Decal # Issued: _____

Make: _____ Model: _____ Year: _____

Color: _____ Tag#: _____ State: _____

VEHICLE # 2:

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:

Homeowner Signature Date

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

NO BACKING IN OF ANY VEHICLES

OBTAIN COPY BEFORE ISSUING:

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

SAN DE VANCE GOLF & TENNIS CLUB No 1 A CONDOMINIUM

RENTER PARKING DECAL FORM

RENTER INFORMATION:

NAME: _____ Unit#: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____ ALT# : _____

VEHICLE # 1:

Vehicle Registered to: _____ Decal # Issued: _____

Make: _____ Model: _____ Year: _____

Color: _____ Tag#: _____ State: _____

VEHICLE # 2:

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:

Renter Signature Date

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

NO BACKING IN OF ANY VEHICLES

OBTAIN COPY BEFORE ISSUING:

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

PET REGISTRATION FORM

(Photographed and Resent Veterinarian Reports Required)

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 always be on a leash 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 \$60.00 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

REALMANAGE

FAMILY OF BRANDS

Dear Homeowner,

Please find attached a copy of the ACH sign up form. You can use this form to establish your ACH, or you can establish it on-line at our website, www.realmanage.com in the "Resident Portal." Once you are signed up, your regular homeowners association payments will be automatically deducted from your bank account each billing cycle. The ACH service provides you with several significant benefits:

- No need to purchase postage stamps ever again!
- Never worry again about getting your payments in on time
- Get instant access to payment history via our Resident Portal (www.realmanage.com/residentportal)
- The ACH system automatically adjusts for credits and assessment increases

*****Please Note***** You must set up payments for each individual assessment that you pay, whether they are separate assessments for the same property (as in the case of a master association and sub-association), or separate properties (as in the case of a property owner who owns more than one home within a community).

If using this form to establish your ACH, please return the **completed form** and a **voided check** to the following address:

RealManage
Attn: Processing Department
P.O. Box 803555
Dallas, TX 75380

Please refer to the next page, "**ACH Frequency Asked Questions**," to learn more about the ACH process.

If you have any further questions, please feel free to contact us.

Regards,

Resident Services

RealManage

P.O. Box 803555
Dallas, TX 75380

Phone: 1-866-4-RealService (1-866-473-2573)

Fax: 1-866-919-5696

Service@CiraMail.com
www.realmanage.com

The premier manager of community associations

Owner/Lot Specific Information:

Title1:		First Name1:		Last Name1:	
Title2:		First Name2:		Last Name2:	
Property Address:					
Community Association:					
Property Account Number (16 characters):	R				
Assessments Only (auto-adjusts annually):	☐	Open Balance (deducts entire open balance):	☐	Other Amount (other fixed amount - does not auto-adjust annually):	☐

Banking Institution Specific Information:

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

I (we) hereby authorize RealManage L.L.C., hereinafter called COMPANY, to initiate debit entries to my (our) ☒ Checking Account / ☐ Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account for the purpose of collecting assessments for my community association. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository

Name: _____ Branch: _____

City: _____ State: Zip: _____

Routing Account
Number: _____ (9 digits) Number: _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Name1: _____

Name2: _____

(Please Print)

Individual ID Number _____

(To Be Completed by Company)

Signature1 _____

Date/Time Field: _____

Signature2 _____

Note: Please attach a VOIDED CHECK for the account that will be debited.

Print Form

ACH Frequency Asked Questions:

Q: When will my ACH payments take effect?

A: ACH will take effect the next business day after enrollment in CiraNet. When mailing in the form, please allow additional time for mailing and processing.

Q: When will the money be taken from my account?

A: ACH payments are drafted from your bank account within 5 days of the withdrawal date selected at the time of enrollment. For example, if ACH is configured to withdraw on the 2nd of the month, the payment will be drafted between the 2nd and the 6th of the month in which the payment is due.

Q: What amount will be taken?

A: The amount the ACH system will draft depends on the option selected at the time of enrollment. If you select Assessments only, ACH will draft the amount due up to the current assessment amount. For example, if your assessment is \$113 and your account has a \$10 credit, your ACH payment will be \$103. If you select Open Balance, ACH will draft the total amount due on your account, including any late fees, fines, special assessments, etc. If you select Other Amount and indicate a fixed amount, ACH will only draft the fixed amount indicated; however, if the amount indicated is higher than the amount due, ACH will only draft the amount due up to the current assessment amount. ACH will not draft more than what is owed.

Q: I currently have a balance due. Will ACH take out the full amount due?

A: This depends on the option selected at the time of enrollment. If you select Assessments only, ACH can only draft assessments due from the date of enrollment going forward, it would not draft any prior amount due. If you select Open Balance, ACH will draft the total amount due on your account.

Q: If my assessment amount changes, do I need to change my ACH information?

A: No. ACH payments for regular assessments will automatically be adjusted for the annual assessment amounts approved by your Board of Directors should they increase or decrease. The only time you might need to adjust your ACH settings is if the board levies another assessment in addition to the regular assessment, depending on your payment preferences.

Q: How can I change my ACH information?

A: You can change your ACH information at any time through the Resident Portal at www.realmanage.com.

Q: Can I set up ACH on my credit card?

A: No. Under the ACH program, the funds must be debited from a bank account.

Q: How can I stop my ACH payments?

A: You can cancel your ACH enrollment at any time by logging into your account through the Resident Portal at www.realmanage.com and clicking on the Turn off Recurring Payments button on the Setup Recurring Payments page.

Q: How can I see the information that I previously entered into ACH?

A: You can view your bank name and the last few numbers of your bank account and routing number by logging into your account through the Resident Portal at www.realmanage.com and going to the Setup Recurring Payments page.

NAME: _____

NAME: _____

ADDRBSS: _____

SOCIAL SECURITY NUMBER:

SOCIAL SECURITY NUMBER:

CANADIAN SOCIAL INSURNACE NUMBER:

DATE OF BIRTH: _____/ _____

APPLICANTAITBSTATION:

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, STSTE OF FLORIDA

MY COMMISSION EXPIRES:

SAN DEV ANCE 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: _____