

# ROYAL PARK CONDOMINIUM APARTMENTS, INC.

119 Royal Park Drive #1A, Oakland Park, FL 33309  
Office: 954-739-6300 FAX: 954-731-4341

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## APPLICATION FOR CONDOMINIUM PURCHASE

Prior to any condominium purchase at Royal Park, the prospective owners must submit documentation to the association and provide permission for a credit & background check.

The condominium association's documents allow for thirty (30) days to process a purchase application. The application must be FULLY COMPLETE in order to commence processing. If any portion is blank or an item is missing, it will be returned.

### WHO MUST APPLY:

- Each prospective applicant over the age of 18 must submit a separate screening application.
- Married couples may complete a single application and pay a single application fee.
- Each resident over the age of 18 must attend & complete a 45-60-minute condo rules orientation. Orientations are held in the Royal Park Clubhouse at 7pm on the 2<sup>nd</sup> & 4<sup>th</sup> Wednesday of each month. Remote or phone orientations are not permitted for rental applications.

A Rush Process is available for an additional \$75 to process the application within ten (10) business days.

Any misrepresentation or falsification of information will result in disqualification.

### REQUIRED DOCUMENTS & FEES:

- Royal Park Documents, which includes:
  - o Purchase Application
  - o Authorization to Perform Background Checks Form
  - o Pet Registration Form and Documents
  - o Certification of Future Residents Form
  - o Rules & Regulations Acknowledgment Form
  - o Notice of Quarterly Payment Acknowledgment
  - o Voting Certificate (if more than one owner or a corporation)
- Complete copy of signed Contract to Purchase
- A clear copy of each applicant's driver's license
- A clear copy of each applicant's car registration
- Certified check or money order in the amount of \$100 per application (or \$175 for Rush Fee) payable to Royal Park Condominiums Apts., Inc.

**ALL APPLICATIONS MUST BE ORIGINALS - NO COPIES OR FAXES. Please mail to or hand deliver to our Office Manager at the above address.**

**DO NOT PRINT DOUBLE SIDED**

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## NEW RESIDENT ORIENTATION

New residents must attend an in-person orientation to review the official Rules & Regulations of Royal Park Condominium Apartments. If you were not provided with a copy of the Royal Park Condominium documents, including the Rules & Regulations, you may download them here:  
<https://royalparkcondos.com/documents>.

Orientation is held the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at 7:00pm in the Clubhouse.

- Register here: <https://royalparkcondos.com/rules/orientation>.
- All residents over the age of 18 must attend the orientation.
- Each person attending must register separately.
- You may not schedule same day orientation.
- Bring copy of Rules & Regulations with you.

You will be required to enter your name, phone number (in case of cancellations) and the Building and Unit number you will be occupying.

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## SCHEDULE OF FEES

Following is a schedule of fees required by the Association for processing of form requests and other items. **All fees are payable to Royal Park Condominium Apartments, Inc.**

1. Application Fee: \$100.00 per individual/married couple. \$175.00 for rush delivery.
  2. Estoppel:
    - \$299.00 Standard Request with a ten (10) business day turnaround time
    - \$418.00 Expedited/Rush Request with a three (3) business day turnaround time
- Units in Collection**
- \$478.00 Standard Request with a ten (10) business day turnaround time
  - \$597.00 Expedited/Rush Request with a three (3) business day turnaround time
3. Parking Decals: \$20.00 one-time fee per vehicle.
  4. Clubhouse Key: \$15.00 deposit may be refunded when selling.
  5. Storage Room Key: \$5.00
  6. Bike Room Key: \$5.00

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## PURCHASE APPLICATION

Date of Application: \_\_\_\_\_  
Building & Unit No. \_\_\_\_\_

Estimated Closing Date: \_\_\_\_\_

Realtor Name: \_\_\_\_\_  
Realtor Phone: \_\_\_\_\_

Applicant Name: \_\_\_\_\_  
*(Name should match Contract to Purchase)*

Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Social Security/SIN #: \_\_\_\_\_

Marital Status:  Single  Married  
Driver's License/State: \_\_\_\_\_

If Married, Spouse's Name: \_\_\_\_\_  
*(Name should match Contract to Purchase)*

Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Social Security #: \_\_\_\_\_

Driver's License/State: \_\_\_\_\_  
UNDER 18 (non-married adults must complete separate application)

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Relationship \_\_\_\_\_  
Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Relationship \_\_\_\_\_

Current Address: \_\_\_\_\_  
Previous Address: \_\_\_\_\_

Have you and/or the co-applicant ever been evicted from any property?  Yes  No  
If yes, when & why: \_\_\_\_\_

Have you and/or the co-applicant filed bankruptcy in the past 7 years?  Yes  No  
If yes, when: \_\_\_\_\_ Date of Final Decree \_\_\_\_\_

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## References (Please no family members)

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

## Employment History

Present Employer: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Position: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Gross Weekly Salary: \_\_\_\_\_  
Spouse's Employer: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Position: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_  
Gross Weekly Salary: \_\_\_\_\_

## Vehicles

Make Model: \_\_\_\_\_  
Year/Color: \_\_\_\_\_  
Tag Number/State: \_\_\_\_\_  
Make Model: \_\_\_\_\_  
Year/Color: \_\_\_\_\_  
Tag Number/State: \_\_\_\_\_

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Applicants have submitted the sum of \$100.00 per adult/married couple, which is non-refundable payment for credit/background check processing charge of the application. Such sum is NOT a security deposit. This amount is a NON-REFUNDABLE FEE by the Association to cover the cost of processing the application. It is further understood and agreed by the parties that in the event that said application is approved and accepted by Royal Park Condominium Apartments, Inc. and applicants fail to close on the purchase of the condo unit in applicant's application, then the sum so received herein shall be retained by Royal Park Condominium Apartments, Inc. The acceptance or rejection of applicants shall remain within the sole discretion of Royal Park Condominium Apartments, Inc. and it allows the right to verify by reasonable means the application including but not limited to credit check, criminal history, eviction civil records, landlord verification, and verification of employment; and to exercise at its sole discretion as to whether to reject the application if the applicants have made any false statements or misrepresentations whatsoever in the application. Furthermore, applicants certify that they have not knowingly omitted any information from this application, any additional documents in the application packet, exhibits and or attachments.

Applicant Signature \_\_\_\_\_

Date\_\_\_\_\_

Spouse Signature \_\_\_\_\_

Date\_\_\_\_\_

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## **AUTHORIZATION TO PERFORM BACKGROUND CHECKS**

ROYAL PARK CONDOMINIUM APARTMENTS, INC reserves the right to perform background checks on all prospective occupants of the units in the community. These checks may include employment history, credit reports, former landlord and personal references, criminal background and other reports the Board of Directors deem appropriate. All information gathered will be held in strict privacy and is only for the use of the Board for approval of unit occupants.

Most banks, financial institutions, mortgage companies and employers require your consent to verify this information. Please complete the form below. Thank you.

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You are hereby authorized to release information to ROYAL PARK CONDOMINIUM APARTMENTS, INC or their authorized representative with regards to verification of my bank account (s), credit history, residential history, and employment verification. This information is to be used for my/our client credit report for my/our application for occupancy.

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.

Applicant's Signature \_\_\_\_\_  
Applicant's Printed Name \_\_\_\_\_  
Date Signed \_\_\_\_\_

Spouse's Signature \_\_\_\_\_  
Spouse's Printed Name \_\_\_\_\_  
Date Signed \_\_\_\_\_

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## Pet Registration Form

No livestock, reptiles or fowl shall be maintained in any unit or elsewhere on the Condominium property. Each unit shall be allowed to house up to 2(two) dogs or 2(two) cats OR 1(one) dog and 1(one) cat at any time. There are no weight, height, or breed restrictions. The term "pet" shall be limited to dogs, cats, fish or small domestic birds.

### ATTACH COLOR PICTURE, REGISTRATION & VACCINATION

The dog must be registered to the applicant.

Owner Name: \_\_\_\_\_

Building/Unit: \_\_\_\_\_

Breed of Pet: \_\_\_\_\_

Pet's Name/Age: \_\_\_\_\_ Approximate Weight of Pet: \_\_\_\_\_

#### RULES

- Do not walk pets within 25 feet of buildings or near/around pool areas.
- Do not permit your dog to bark uncontrollably in your unit or on the patio/balcony.
- Pet owner must pick up all excrement. Pet stations and bags are located throughout the community.
- Pets must be on a leash at all times while outside and under supervision of a responsible adult.
- Pets are not permitted in the pool areas.

By my signature below, I verify that I understand the above and will abide by the Rules and Regulations of the Royal Park Condominium Apartments, Inc.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NO PET AFFIDAVIT

**\*\*PLEASE SIGN HERE IF YOU ARE STATING THAT YOU DO NOT OWN  
A PET\*\***

APPLICANT SIGNATURE: \_\_\_\_\_



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## Certification of Future Residents

**By my signature below, I hereby certify:**

- 1) That all of the information contained in this application is true and complete to my knowledge.
- 2) That I understand and agree that false or misleading information given in this application constitutes ground for rejection of this application and revocation of my right to reside on this property.
- 3) That no other person than those shown on this application will reside in the unit. This includes, but is not limited to, family members. I/We will not permit any long-term (more than 30 days) residency without requesting permission in advance from the Condominium.
- 4) A guest occupying the unit for more than thirty (30) consecutive days in absence of the owner is considered a tenant and a lease is then required, and appropriate fees and applications are then required along with the lease documentation. Unit owners are subject to fines if a unit is found to be leased without proper authorization and documentation.
- 5) I understand that time sharing or vacation rentals are not allowed at Royal Park Condominium Apartments, Inc. To do so is to be in violation of our Documents. It is further understood that legal action will be taken against anyone violating this rule.
- 6) Condominium unit occupancy is limited to a maximum of two (2) persons to a bedroom.
- 7) That the Condominium has thirty (30) days from the submission date of a COMPLETED application and all applicable fees to process an application.
- 8) Upon approval Moving is permitted Monday through Saturday. **NO MOVING** on Sunday or on Holidays. The hours are from 8:00am to 7:00pm **only**.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

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## Rules & Regulations Acknowledgment

If you were not provided with a copy of the Royal Park Condominium documents, including the Rules & Regulations, you may download them here: <https://royalparkcondos.com/documents>.

\_\_\_\_\_  
Full Address of Unit

I/we have read, acknowledged and understand the rules and regulations of the Royal Park Condominium Apartments, Inc. I/we agree to abide by the Rules and Regulations with the understanding that it is for the health, safety and welfare of all residents in Royal Park Condominium Apartments, Inc.

I/we also understand and acknowledge that the Rules and Regulations extend to all of my/our family, guests and invitees of whom I/we accept responsibility.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Date

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## NOTICE OF QUARTERLY HOA PAYMENTS

Date: \_\_\_\_\_

Building/Apt#: \_\_\_\_\_

To Prospective Buyers:

### **We do not mail you a bill.**

Maintenance assessments to the Royal Park Condominium Apartments, Inc. are paid on a quarterly basis. Payments are due on the 1<sup>st</sup> of January, April, July, and October of each calendar year. We do not accept cash or credit cards as forms of payment.

Please make your check or money order payable to:

**Royal Park Condominium Apartments, Inc.**

You may ask the Association office to provide payment coupons after closing, or obtain them from our website at [RoyalParkCondos.com](http://RoyalParkCondos.com).

I/we, the undersigned, do hereby acknowledge receipt of this quarterly payment notice.

I/we have read and understand the same and with this, agree to abide by our quarterly payment policy.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Print Name

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**TO: The Secretary of the Association  
Royal Park Condominium Apartments, Inc.  
119 Royal Park Drive #1A  
Oakland Park, FL 33309**

KNOWN ALL PERSONS BY THESE PRESENTS, that the undersigned is the record owner of that certain condominium unit in Royal Park Condominium Apartments (the "Association"), a condominium shown below, and hereby constitutes, appoints and designates

\_\_\_\_\_ as the Voting Representative for the condominium unit owned by said undersigned, pursuant to the By-Laws of the Association.

The following examples illustrate the proper use of this Certificate:

- I. Unit owned by John Jones. NO VOTING CERTIFICATE REQUIRED.
- II. Unit owned by Bill and Mary Rose, husband and wife. VOTING CERTIFICATE REQUIRED, designating either Bill or Mary as the Voting Representative. NOT A THIRD PERSON.
- III. Unit owned by John Doe and his brother, Jim Doe. VOTING CERTIFICATE REQUIRED, designating either John or Jim as the Voting Representative. NOT A THIRD PERSON.
- IV. Unit owned by "Overseas, Inc.", a Corporation. VOTING CERTIFICATE REQUIRED, designating a person entitled to vote, signed by the President or Vice-President of the Corporation and attested by the Secretary or Assistant Secretary of the Corporation

The aforementioned Voting Representative is hereby authorized and empowered to act in the capacity herein set forth until such time as the undersigned otherwise modifies or revokes the authority set forth in this voting certificate.

DATED: \_\_\_\_\_

UNIT OWNER(S) SIGNATURE(S):

\_\_\_\_\_  
\_\_\_\_\_

Building/Apartment #: \_\_\_\_\_

**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.