

Village Brooke Condominium Association, Inc.
3247 Beneva Road
Sarasota, Florida 34232
(941) 922-0141

Application for Sale, Lease, Gift, Devise, or Inheritance Approval

1. The attached application for occupancy and authorization forms must be completed in detail and delivered **ten (10)** business days prior to your desired possession.
2. If any question is not answered or is left blank, this application may be returned, not processed, and/or not approved.
3. Please attach a copy of the Lease or Sales Agreement to this application.

Please note: No leases for less than two (2) months and no more than three (3) leases in a 12 month period are permitted.

Reminder regarding sale: Village Brooke Condominium Association, Inc. reserves the First Right of Refusal.

4. Attach a non-refundable application processing fee made payable to **Village Brooke**.
Application for sale: \$150
Application for lease (3 months or more): \$100
Application fee for seasonal lease (3 months or less): \$50.

(Please see Village Brooke's Schedule of Fees for additional fees, if applicable.)

5. It is the responsibility of the applicant to review the Village Brooke Rules and Regulations.

6. Occupancy Regulations:

One Bedroom No more than two (2) occupants

Two Bedroom No more than four (4) occupants

Three Bedroom No more than six (6) occupants

7. Moving of Furniture:

Not permitted on Sundays or Holidays

Not permitted after 6PM or before 8AM, Monday through Saturday

No Pets, Pickup Trucks or Motorcycles

Application for Approval

CHECK ONE: Purchase: _____ Lease: _____ of Unit #: 32- _____, # _____ Building #: _____

Date of application: _____ CIRCLE ONE: Date of Occupancy/Closing: _____

Applicant #1: _____ Date of Birth: _____ SSN: _____

CHECK ONE: Citizen of U.S. _____ Permanent Resident Alien: _____ Alien #: _____ Passport #: _____

Applicant #2: _____ Date of Birth: _____ SSN: _____

CHECK ONE: Citizen of U.S. _____ Permanent Resident Alien: _____ Alien #: _____ Passport #: _____

Relationship between applicants: () married () roommates () siblings () other: _____

Number of people who will occupy unit: _____

List names and ages of people who will occupy unit: _____

Residence History

Present Address:	Contact Phone:
Name of Apt./Condo/Landlord/Mortgage Holder:	Dates of Residency:
Previous Address:	Contact Phone:
Name of Apt./Condo/Landlord/Mortgage Holder:	Dates of Residency:
Prior Address:	Contact Phone:
Name of Apt./Condo/Landlord/Mortgage Holder:	Dates of Residency:

Employment and Bank References

Applicant #1: Employed by:	Company Address/Phone:
How long: _____ Dept or Position: _____ Monthly income: _____	
Applicant #2: Employed by:	Company Address/Phone:
How long: _____ Dept or Position: _____ Monthly income: _____	
Bank Reference: _____ Acct #: _____ Phone: _____	

Character References

Name & Address:	Contact Phone:
Name & Address:	Contact Phone:
Name & Address:	Contact Phone:

Vehicle Information

Driver's License Number for Applicant #1:	Make: _____ Model: _____ Color: _____ License Plate #: _____
Driver's License Number for Applicant #2:	Make: _____ Model: _____ Color: _____ License Plate #: _____

Signature Applicant #1: _____ Signature Applicant #2: _____

Have you ever resided seasonally in Village Brooke? _____ If so, when? _____

Have you ever been convicted or plead guilty to a crime? _____ If so, please explain the circumstance.

I will abide by the restrictions contained in the Village Brooke documents and rules and regulations, and restrictions which are or may in the future be imposed by Village Brooke Condominium Association, Inc.

I understand that there is a restriction on pets and that I may not bring a pet, nor may any guest or visitor bring a pet into Village Brooke Condominium Association, Inc.

I understand that I must be present when any guests, relatives, visitors, or children who are not permanent residents occupy the unit or use the recreational facilities.

I understand that sub-leasing or occupancy of this unit in my absence is prohibited.

I understand that any violation of the terms, provisions, conditions, and covenants, of the Village Brooke Condominium Association, Inc. documents provides cause for immediate action as therein provided of termination of the leasehold.

I have received a copy of the Rules and Regulations: _____ (initial)

I understand that the acceptance for re-sale/lease at Village Brooke Condominium is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors and will be advised of acceptance or denial. Any misrepresentation or falsification of information of these forms will result in the automatic rejection of this application.

In the event the owner permits their applicant to occupy or take possession of the premise prior to approval by the association, the unit owner shall pay the sum of \$10.00 per day of such occupancy unless waived by the association.

I understand that the Board of Directors of Village Brooke may cause to institute an investigation of my background as the board may deem necessary. Accordingly, I specifically authorize the Board of Directors, Management, and APS. to make such investigation and agree that the information contained in this and the attached application may be used in such investigation and that the Board of Directors, officers, and the management of Village Brooke itself shall be held harmless from any action or claim by me in connection with the use of information contained by the Board of Directors.

In making the foregoing application, I am aware that the decision of the Village Brooke Condominium Association, Inc. will be final and no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board of Directors.

Applicant #1: Signature: _____ Print Name: _____

Applicant #2: Signature: _____ Print Name: _____

Village Brooke Authorization Sheet
For Reference Approval

Authorization to release all information including banking, credit, residence, employment and police record information.

Please note: photocopies may be made of this authorization to facilitate multiple inquiries.

Applicant#1 Signature: _____

Applicant #1 Print Name: _____

Applicant #2 Signature: _____

Applicant #2 Print Name: _____

EMERGENCY CONTACT INFORMATION

Please fill out the form below. The information is needed for our records, even if you will not be a permanent resident of Village Brooke.

Name
Address:
Contact Phone Numbers: (Home:) _____ (Work): _____ (Cell): _____
In Case of Emergency, please notify:
Name:
Relationship:
Address:
Contact Phone Numbers: (Home): _____ (Work): _____ (Cell): _____

Additional Information: Per Village Brooke Condominium Association document by-laws #10.1.14, the current key or keys must be on file with the management office. If you intend to change your lock/locks or add a new lock or deadbolt, include making a copy of the new key/keys to be on file in the management office.