

**STEP-
BY
STEP**



Tropical Breeze Estates, Inc.

4280 Mockingbird Drive
Boynton Beach, Florida 33436
(561) 732-4878 Voice
(561) 732-6577 Fax
E-Mail: tbeinboynton@comcast.net



PROCEDURE FOR BUYING A HOME IN TBE

APPLICATION, RESIDENTIAL SCREENING REQUEST, CHECK, AND COPIES OF DRIVERS' LICENSES MUST BE SUBMITTED TO TBE OFFICE TOGETHER. PARTIAL APPLICATIONS NOT ACCEPTED. CLOSINGS SHOULD BE SCHEDULED NO SOONER THAN 30 DAYS AFTER ALL PAPERWORK HAS BEEN SUBMITTED

When your offer for purchase is accepted, you, as the buyer, should:

1. Fill out and submit the APPLICATION FOR RESIDENCY (*without signing page 4– must be signed in the presence of a notary or at time of interview*) *(see note below for out-of-state/country buyers)
- 2.
3. **Submit the signed copy of the Purchase and Sale Agreement.**
4. Fill out and submit the Authorization for File Disclosure- screening form (one for each applicant)
5. Submit a check for \$150 for administrative fees
6. Provide copies of driver's licenses (for each buyer)
7. Above items must be provided to the office together, in one package with check and drivers licenses.
8. Obtain a copy of RULES/REGULATIONS/BY-LAWS (**Must read and understand prior to interview**)
9. At this point estoppel can be completed (office provides property information to title company). Necessary adjustments will be made to close out seller's account.
10. When background investigation has been completed (5-7 business days for out-of-country residents, 3 - 5 business days for US residents), interview can be scheduled.
11. At interview, the interviewer goes over our Rules/Regulation/By-Laws and answers any questions the buyers may have.
12. The Application is copied to all Board members for approval of the Board of Directors. Board approval must be obtained before sale/closing takes place
13. When approval of the Board of Directors has been obtained, a "Release to Sell" form will be completed and forwarded to the title company or the attorney in order to allow the sale/closing to take place

PLEASE NOTE: Out-of-state/out-of-country buyers may fill out and sign their forms, **have them notarized and then **mail the originals** to TBE. To speed things up, we can work with faxed or e-mailed forms until we receive the originals. **Do not send us any mail "Return Receipt Requested" or "Registered Mail"** as this actually slows down delivery (the office is closed when the mail arrives and we must make a special trip to pick it up at the post office. If this happens, there will be an extra fee of \$15 for time and travel expenses.*

**Please allow at least 15 business days from the time of interview
for Board approval**

Any change to the above schedule MUST be approved by the Board of Directors



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APPLICATION FOR RESIDENCY

| | |
|---|-------------------------------|
| ADDRESS OF RESIDENCE IN TBE | |
| SALE PRICE | \$ |
| SELLER'S NAME | |
| BUYER(1) - NAME | |
| Date of birth | __ / __ / __ (month/day/year) |
| BUYER (2) - NAME | |
| Date of birth | __ / __ / __ (month/day/year) |
| PRESENT ADDRESS (or out-of-town address) | |
| How long at this address? | |
| FORMER ADDRESS (if less than 5 years) | |
| TELEPHONE NUMBER 1 (HOME) | () |
| TELEPHONE NUMBER 2 (CELL.) | () |
| E-MAIL ADDRESS | |
| BUYER (1) - CURRENT EMPLOYER (with address & phone number) | |
| Job/profession held | |
| BUYER (2) - CURRENT EMPLOYER (with address & phone number) | |
| Job/profession held | |

Buyers' initials: _____

| | | |
|-----------------------------------|------------------------------|-----------------------------|
| WILL THIS BE YOUR PERMANENT HOME? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|-----------------------------------|------------------------------|-----------------------------|

| | |
|---|-------------|
| IF NO, WHEN (OR HOW LONG) WILL YOU OCCUPY HOME EACH YEAR? | From: _____ |
| | To: _____ |

| | |
|--|--|
| NUMBER OF PEOPLE TO OCCUPY HOME AND AGE FOR EACH APPLICANT | |
|--|--|

| | |
|--|------------------------------|
| DO YOU OWN A PET? (indicate if cat or dog, and also weight & breed) (MUST BE UNDER 30 LBS) Aggressive breeds not allowed: pit bulls, Dobermans, Rottweillers and Chows, etc. | Cat <input type="checkbox"/> |
| | Dog <input type="checkbox"/> |
| | Weight: _____ |
| | Breed: _____ |

| | | |
|--|------------------------------|-----------------------------|
| HAVE YOU READ ALL ASSOCIATION DOCUMENTS? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|--|------------------------------|-----------------------------|

| | | |
|--|------------------------------|-----------------------------|
| EVER BEEN CONVICTED OF FELONY CRIME? (If so, please explain) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|--|------------------------------|-----------------------------|

| | | |
|---|------------------------------|-----------------------------|
| HAVE YOU EVER RESIDED IN TBE? (If so, when and with whom?) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|---|------------------------------|-----------------------------|

| | |
|---|--|
| DO YOU KNOW ANY OWNERS IN TBE? (Name of owners you know) | |
|---|--|

| | |
|--|--|
| IF NEVER RESIDED, AND DON'T KNOW ANY OWNERS, PLEASE PROVIDE TWO REFERENCES (Name, address, phone number) | |
|--|--|

| | |
|---|--|
| BUYER 1 - PLEASE LIST: HOBBIES / SPORTS / SKILLS (i.e. handyman, accountant, etc.) | |
|---|--|

| | |
|---|--|
| BUYER 2 - PLEASE LIST: HOBBIES / SPORTS / SKILLS (i.e. handyman, accountant, etc.) | |
|---|--|

| |
|-------------------------|
| Buyers' initials: _____ |
|-------------------------|

PHONE BOOK RELEASE

I/we hereby allow TBE Inc. to list my/our personal contact information in the TBE telephone directory. This listing will be permanent unless revoked by me/us in writing. If the listing is revoked, please be aware that your name will remain in the current directory until the next one is published (once every 2 years). I/we absolve TBE from any and all liability related to our listing. The telephone book will be distributed only to owners in TBE.

- Do not share owner's phone number and email address
- Do not share owner's email address
- Exclude owner from public directory

EMERGENCY CONTACT (1)

EMERGENCY CONTACT (2)

DISCLOSURE SUMMARY

1. As a purchaser of property in Tropical Breeze Estates, I will be obligated to be a member of a homeowner's association.
2. There have been or will be recorded restrictive covenants governing the use and occupancy of properties in this community.
3. I will be obligated to pay assessments to the association. Assessments may be subject to periodic change. If applicable, I will also be obligated to pay any special assessments imposed by the association. Such assessments may be subject to change.
4. My failure to pay special assessment or assessments levied by this homeowner's association could result in a lien on my property.
5. The statements contained in this disclosure are only summary in nature, and as a prospective purchaser, I should refer to the Covenants and the association's governing documents before purchasing property.
6. These documents are a matter of public record and can be obtained from the record office in the county where the property is located or from the office at Tropical Breeze Estates.

Buyers' initials: _____

AGREEMENT & MEMBERSHIP SHARE PLEDGE

I/we the purchaser(s) of Lot _____, Block _____, Plat _____ in Tropical Breeze Estates Inc. in Boynton Beach, Florida, hereby acknowledge that I/we have read and agree to be bound by the By-Laws, Regulations and Rules of said Corporation as recorded in the Public Records of Palm Beach County, Florida, and as governed by Federal and State statutes.

I/we further agree to purchase one share in Tropical Breeze Estates, Inc. at the price of seven hundred and fifty dollars (\$750) to be paid in full at or before closing.

I/we certify that all the above statements and information provided are true.

**DO NOT SIGN BELOW UNTIL IN THE PRESENCE OF A NOTARY
(OR COMMISSIONER OF OATHS) AND AT LEAST ONE WITNESS**

Date: _____

Date: _____

X _____
Buyer 1

X _____
Buyer 2

X _____
Witness to Buyer 1

X _____
Witness to Buyer 2

| | |
|---|---|
| Signed before me, Notary, Attorney, Commissioner of Oaths (please print name & function, as well as date at which Commission expires) | _____ Print name Exp. Date: _____ |
|---|---|

X _____
Notary, Attorney or Comm. Of Oaths

Seal

Date: _____

| | |
|-------------------------------|------------------|
| Operations Committee Approval | X _____ Date: |
| Board of Directors' Approval | X _____ Date: |



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After sale has been closed, please come in to visit the office so we can welcome you, and you should then:

- 1) Provide us with a copy of the Deed to activate your membership in the community.
- 2) Pick up a key for the clubhouse/pool (\$28.00 fee)
- 3) Send or bring a copy of the Title when it becomes available.
- 4) Provide your local phone number when available or give your cell phone number and e-mail address for contact information.
- 5) Notify as to whether you are a full-time or part-time resident, and every time in the future when you come in or leave Tropical Breeze (so that we know where to send your mail).
- 6) Provide the name of a caretaker (someone who will keep your outside property neat and groomed) if you are not a full-time resident.
- 7) Pick up your Membership Share when ready, with recorded number, signed and sealed.
- 8) Fill out the ACH (Automated Clearing House) form (easiest and most convenient way to pay your quarterly dues!) Direct withdrawal from your bank account – no worries, no hassle!

Thank you for helping us help you!



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AUTOMATED CLEARING HOUSE FORM

I/we hereby authorize Tropical Breeze Estates and its bank, PNC Bank, to initiate debit entries to my/our account at the financial institution indicated below on behalf of my/our Association named below on the fifth (5th) day of each quarter (per the Association's documents) in the amount of \$ _____ or any association maintenance fees/dues. I understand the amount may change according to the Association's adopted annual budget.

This authorization is to remain in full force and effect until the association has received written notification from me of its termination. This authorization form or the notice of termination must be provided 14 days prior to the effective date. I understand returned or rejected payments are subject to late fees and bank fees charged to the Association for returned checks.

| | |
|-----------------------------------|---|
| NAME OF HOMEOWNER | |
| BANK'S NAME | |
| TRANSIT/ABA # (9-digit routing #) | __ _ __ _ __ _ __ _ __ |
| ACCOUNT NUMBER | |
| TYPE OF ACCOUNT: | CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> |
| AUTOMATIC DEBIT START DATE | |

Please attach copy of voided check

Signed: _____ Date: _____

0

AUTHORIZATION FOR FILE DISCLOSURE

PLEASE ATTACH DRIVER'S LICENSE OR PHOTO ID TO THIS FORM

APPLICANT/TENANT CONSENT

I hereby consent to allow Verify Screening Solutions, Inc. through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow Verify Screening Solution, Inc. and its designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent or misleading information on an application may be grounds for denial of residency or subsequent eviction.

^x _____
Signature Date

Full Name - First, Middle, and Last Name (Please Print)

Home Address (Unit # if applicable)

CITY STATE ZIP

Social Security Number Date of Birth Driver's License Number and State Issued

AUTHORIZATION FOR FILE DISCLOSURE

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Signature _____ Date _____

Full Name - First, Middle, and Last Name (Please Print)

Home Address (Unit # if applicable)

CITY STATE ZIP

Social Security Number Date of Birth Driver's License Number and State Issued

TROPICAL BREEZE ESTATES, INC
INTERVIEW CHECKLIST PROSPECTIVE BUYERS

1. Application for residency
2. Confirmation of all administration fees received
3. Legible copies of driver's licenses for each buyer
4. Confirmation that prospective buyer(s) has received a copy of the Covenants, By-Laws, Rules and Regulations

No lot shall be owned by more than two (2) persons. Each lot shall be occupied by one (1) person fifty-five (55) years of age or greater and no occupant shall be under eighteen (18) years of age.

1. All recreational facilities are controlled by rules which are prominently posted at each facility.
2. Visitors' policy for shareholders/owners: Guests staying longer than forty-eight (48) hours must be registered at the office. For guests who are visiting longer: Immediate family members may visit up to ninety (90) days in a 12-month period) All other guests are limited to thirty (30) days in a 12-month period. Guest registration forms are available in the office as well as on the Tropical Breeze Estates web page.
3. Owners who are not in residence may register guests for their home by submitting the registration titled "Guests Registration – Owner Not Present." This registration must be submitted to the office at least three (3) days prior to the arrival of their guests. No one under the age of 18 years old may occupy a home without someone over the age of 21 years old with them.
4. ALL GUESTS MUST obtain an identification badge if they desire to use any of the facilities in Tropical Breeze Estates. i.e. (pool, shuffle/pétanque courts or the clubhouse.) Each guest over twelve (12) years of age must be issued an I.D. badge for a non-refundable fee of three (\$3.00) dollars. Guests under the age of 18 years of age must be accompanied by an adult when using the TBE facilities.
5. One (1) dog (weighing no more than 30 pounds) and two (2) indoor cats are permitted per lot. Prohibited Breeds are Doberman Pinschers, German Shepherds, Rottweilers, Chows, Pit Bulls and/or any other mixed breed of dog of a vicious or aggressive nature. Walking of pets in the common areas (around the pool, shuffle and pétanque courts is strictly prohibited. At NO TIME shall a pet be permitted to be inside the gated fenced area of the pool. Dogs cannot be caged, tied or otherwise be left unrestrained or unattended outside of the mobile home.
6. Cats are required to be kept inside at all times, except when being carried to/from a vehicle or other lot by the owner in a carrier designed for such purpose. Pets are required to be leashed at all times and prohibited from running loose in and about the community.
7. No auxiliary building, fence, wall or other structure shall be erected, maintained or altered on any lot, unless plans and specifications there-of, are submitted to and are approved by the Board of Directors of the CORPORATION and must in all cases, comply with Palm Beach County building code.
8. Clotheslines shall be either of rotary or retractable type and shall be located in the rear yard Of the lot. Clothesline rope strung between posts under the carport is prohibited.

- 9. Property (outside landscaping appearance) must be maintained in accordance with the standards of the community.
- 10.. Use of clubhouse kitchen facilities are restricted to scheduled activities and removal of any equipment from the clubhouse is prohibited. No private use of the clubhouse is permitted unless such use is approved in advance by the Board of Directors.
- 11.. Sound producing electronic equipment shall be always toned down, particularly between the hours of 11pm and 8am. Mowers, power saws, hammers or any other loud noise associated with contractors or repairs are only allowed between the hours of 8am and 9pm and prohibited on Sundays and all Federal Holidays, except in emergencies. TBE's worker(s) are exempt from time restrictions.
- 12.. Shareholders/Owners shall put out rubbish and garbage containers after sundown the night before pick-up and return the empty containers to proper storage area as soon as possible after pick up. The schedule for waste pick is available in the office.
- 13.. For the safety of all residents, traffic control signs and speed limits must be obeyed. Posted speed is thirty (30) mph. The community suggests speeds up to twenty- five (25) mph are sufficient for traveling in the park.
- 14. All vehicles must be parked on a permanently surfaced driveway. Vehicles are not permitted to be parked on the paved portion of any street or road overnight and shall not be parked on the front lawn of any lot. No vehicle shall be parked in or on a swale for more than seventy-two (72) hours.
- 15.. Vehicles must be in running order and currently registered.
- 16. Parking across sidewalks or on the swale area of a driveway shall be limited to no longer than five (5) hours. Overnight parking of vehicles in spaces around the clubhouse is prohibited unless a temporary permit is obtained from the office and signed by the Operations Director or Board President.
- 17. Boats, utility trailers, boat trailers, travel trailers, motor homes or industrial and commercial vehicles shall not be stored or maintained on any lot, common area, street, swale or right-of- way or easement area. RV's may be parked in swales for no longer than seventy-two (72) hours for the purpose loading or unloading, and minor repairs. Vehicles may not be occupied overnight.
- 18. No motor vehicles, bikes or other vehicles shall drive in and about the park to create any disturbance, noise or other inconvenience to any owner, resident or guest.
- 19. Complaints, suggestions, or recommendations must be submitted in writing, signed and presented to the office for the Board of Directors.

Rental Policy

- 1. Shareholder(s) shall not be allowed to rent their home during the first year from the date of purchase. Exception: Heirs that inherit a lot from a prior owner who has owned the lot for a minimum of one year, will be permitted to rent the lot upon approval from the board of directors.

- 2. Any rental agreement must for one time in a twelve month period and such lease shall be for not less than three (3) months.

- 3. Shareholder(s) desiring to rent their home must notify the corporation in advance and obtain the full rental guidelines, rules, and regulations as well as the required form packet.

I/We was/were personally informed, have read and do understand the provisions of the above list of regulations and TBE policy as well as the By-Laws, Rules, and Regulations of Tropical Breeze Estates.

OWNER #1 _____

OWNER #2 _____

Committee member's signature _____

Date : _____

Director of Operations _____

Date: _____