

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

Closing or Occupancy Date: \_\_\_\_\_

Name of Buyer(s) or Tenant (s): \_\_\_\_\_

Community: \_\_\_\_\_

Property Address: \_\_\_\_\_

# ALL ITEMS MUST BE SUBMITTED ALONG WITH THIS CHECKLIST OR YOUR APPLICATION WILL NOT BE PROCESSED

## Application Checklist

### General Submission Requirements

APPLICATION FULLY EXECUTED WITH REQUIRED SIGNATURE'S \_\_\_\_\_

COMMUNITY SPECIFIC REQUIREMENTS (if applicable, see application) \_\_\_\_\_

FULLY EXECUTED SALES CONTRACT or LEASE \_\_\_\_\_

APPLICATION FEES and/or DEPOSITS \_\_\_\_\_

IS THE APPLICANT CURRENTLY SERVING IN THE UNITED STATES ARMED FORCES ON ACTIVE DUTY OR STATE ACTIVE DUTY AND/OR A MEMBER OF THE FLORIDA NATIONAL GUARD AND UNITED STATES RESERVE FORCES? YES /NO (circle one)  
IF YES PLEASE PROVIDE A COLOR COPY OF THE MILITARY ID CARD WITH THIS APPLICATION.

#### Buyer(s)/Tenant(s) Realtor Info:

- Company Name: \_\_\_\_\_
- Company Phone: \_\_\_\_\_
- Company email: \_\_\_\_\_

#### Seller(s)/Owners(s) Realtor Info:

- Company Name: \_\_\_\_\_
- Company Phone: \_\_\_\_\_
- Company email: \_\_\_\_\_

#### Title Company Info (Optional):

- Company Name: \_\_\_\_\_
- Company Phone: \_\_\_\_\_
- Company email: \_\_\_\_\_

#### Delivery of Certificate of Approval (COA) to:

- |                        |       |    |      |    |
|------------------------|-------|----|------|----|
| ● Title Company        | Email | or | Pick | Up |
| ● Buyer/Tenant Realtor | Email | or | Pick | Up |
| ● Seller/Owner Realtor | Email | or | Pick | Up |

Comments: \_\_\_\_\_

APPLICATION PROCESSING TIME IS 10-14 BUSINESS DAYS.

OPTIONAL EXPEDITED PROCESSING IS AVAILABLE AT AN ADDITION COST OF \$150.00 PAYABLE TO  
HARBOR MANAGEMENT OF SOUTH FLORIDA

**Ocean Cove Homeowners Association, Inc.**

c/o Harbor Management of South Florida, Inc.

641 University Blvd., Ste. 205

Jupiter, FL 33458

Phone #: (561)935-9366 Fax #: (561)624-7465

**Purchase / Rental Application – (Please circle one) \*Lease terms must not be less than 30 days.**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Property Address: \_\_\_\_\_ Occupancy Date: \_\_\_\_\_

Present Address: \_\_\_\_\_ How Long: \_\_\_\_\_ Rent: \_\_\_\_\_ Own: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Owner, if Renting: \_\_\_\_\_ Owners Phone #: \_\_\_\_\_

Name of Agent Handling Purchase or Rental: \_\_\_\_\_

IN CASE OF EMERGENCY NOTIFY: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Phone #: \_\_\_\_\_

PRESENT EMPLOYER: \_\_\_\_\_ Phone #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Name of Spouse: \_\_\_\_\_ # of Children: \_\_\_\_\_

Ages of Children: \_\_\_\_\_

SPOUSE'S EMPLOYER: \_\_\_\_\_ Phone #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

WILL ANYONE OTHER THAN YOUR SPOUSE AND CHILDREN LISTED ABOVE RESIDE WITH YOU?

NO: \_\_\_\_\_ YES: \_\_\_\_\_ NAMES: \_\_\_\_\_

**PETS: Owners may have a pet weighing up to 25 lbs. and must register the pet by submitting the attached Pet Registration Form. Tenants may not have pets.**

PERSONAL REFERENCE:

ADDRESS:

PHONE #:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Vehicle Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

**OCEAN COVE HOMEOWNERS ASSOCIATION**

**ACKNOWLEDGEMENT**

I agree to abide by the rules and regulations of the OCEAN COVE ASSOCIATION and am subject to the Declaration of Covenants of OCEAN COVE HOMEOWNERS ASSOCIATION. Failure to comply with terms and conditions thereof shall be a material default and breach of the lease / purchase agreement.

(I / We) further agree and understand that:

- (1) The Association has the right to terminate the lease and evict tenant for failure to follow the Declaration of Covenants adopted by the Association.
- (2) The Association has the right to collect all rental payments due to the owner and apply same against unpaid assessments if the Owner is in arrears in assessments and/or other charges.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Lessee/Purchaser

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

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**APPLICATION INSTRUCTIONS:**

- 1. Fill out notification completely, and submit to Harbor Management, 641 University Blvd., Ste. 205, Jupiter, FL 33458. Please allow 10 business days for review and action to be taken by OCEAN COVE HOA.
- 2. Above signed acceptance of the Rules and Regulations must be submitted along with the application, as well as, a copy of the lease agreement or the purchase contract.
- 3. Please apply a minimum of 10 days prior to execution. Every effort will be made to expedite the notification process.
- 4. Application fee of \$150.00 payable to OCEAN COVE HOA.

**OCEAN COVE HOMEOWNERS ASSOCIATION**

**PET RULE ACKNOWLEDGEMENT FORM**

I (We) \_\_\_\_\_, resident(s) of

\_\_\_\_\_, Jupiter, FL 33477, have read the Rules

and Regulations, and understand that Owners are permitted to have one (1) household

Pet. I also understand that Tenants are not allowed to have any pets.

**IF AN OWNER OR TENANT HAS A SERVICE OR EMOTIONAL SUPPORT ANIMAL, THEY WILL NEED TO PROVIDE CERTIFICATION FROM A PROFESSIONAL STATING THE NEED.**

Yes, I have a pet and have filled out the Pet Registration Form and submitted all requirements with this application.

No, I do not have a pet.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Applicant: \_\_\_\_\_

Applicant: \_\_\_\_\_

**OCEAN COVE HOMEOWNERS ASSOCIATION**

**PET REGISTRATION FORM**

The following resident(s) \_\_\_\_\_ of OCEAN COVE HOA do hereby provide the Homeowner's Association with the following information in compliance with the RULES AND REGULATIONS OF OCEAN COVE HOA.

TYPE OF PET \_\_\_\_\_

NAME OF PET \_\_\_\_\_

AGE OF PET \_\_\_\_\_

WEIGHT OF PET \_\_\_\_\_

COLOR OF PET \_\_\_\_\_

**VACCINATION PROOF – PLEASE PROVIDE DOCUMENTATION**

**PICTURE OF PET REQUIRED – PLEASE PROVIDE PHOTO**

**IF ANIMAL IS A SERVICE OR EMOTIONAL SUPPORT ANIMAL – PROVIDE CERTIFICATION FROM PROFESSIONAL STATING THE NEED.**

**Name of person to be contacted in case pet is found on premises lost or injured:**

\_\_\_\_\_ Phone: \_\_\_\_\_

RESIDENT SIGNATURE: \_\_\_\_\_

RESIDENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# **OCEAN COVE HOA**

## **RULES AND REGULATIONS**

The definitions contained in the Declaration of Covenants and Restrictions, as well as any Amendments to the Declaration for Ocean Cove, are incorporated herein as part of the Rules and Regulations.

1. The owners and lessees of each townhouse unit in Ocean Cove shall abide by each and every term and provision of the Declaration of Covenants and Restrictions for Ocean Cove; and each and every term and provision of the Articles of Incorporation, By-Laws and Amendments of the Ocean Cove Homeowner's Association, Inc.

2. No townhouse unit owner or lessee shall make or permit any noise that will disturb or annoy the occupants of any other townhouse unit or do or permit anything to be done which will interfere with the rights, comfort or convenience of other townhouse unit occupants.

3. No townhouse unit owner or lessee shall do or permit any act or failure to act which shall cause any insurance policy on the townhouse units to become void or suspended, nor which would cause any increase in premiums payable by the Homeowner's Association.

4. All draperies, curtains, shades, or other window coverings installed in a townhouse unit, and which are visible from the exterior of a townhouse unit, shall have a white backing unless otherwise approved in writing by the Board. No sign, notice, or advertisement shall be inscribed or exposed on or at any window or other part of a townhouse unit or common areas without the prior written approval of the Board.

5. No bicycles, tricycles, scooters, baby carriages or other similar vehicles or toys shall be allowed to remain in the common areas. The sidewalks, walkways, streets and parking areas shall not be obstructed or used for any other purpose other than for ingress to and egress from the townhouse units and other areas of Ocean Cove.

6. Any damage to the common elements, property, or equipment of the Association caused by any townhouse unit owner, their family member, guest, invitee or lessee shall be repaired or replaced at the expense of such townhouse unit owner.

7. Each townhouse unit owner will use only the parking spaces assigned to them and will not park or position their vehicle so as to prevent access to another townhouse unit owner's parking space. The townhouse unit owner, their families, guests, invitees, licensees, and lessees will obey the posted parking and traffic regulations installed by the Association for the safety, convenience, and welfare of all townhouse unit owners in Ocean Cove.

8. No townhouse unit owner shall do or permit any assembling or disassembling of a motor vehicle except for ordinary maintenance such as the changing of a tire or a battery. Each townhouse unit owner shall be required to clean their parking spaces of any oil or other fluid discharged by their motor vehicle.

9. No transmitting or receiving aerial or antenna shall be attached to, or hung from, the exterior or the roof of any townhouse unit or any part of the common areas.

10. No clothesline or other similar device shall be allowed on any portion of the common areas. No clothes or other similar articles shall be hung on balconies or outdoors for any purpose except within the townhouse unit courtyard, below the top of the fence, and not visible from the exterior of the townhouse unit.

11. All garbage and refuse from the townhouse units shall be deposited with care in the garbage containers intended for such purposes. All garbage and refuse shall be in plastic bags and be securely tied before depositing in the garbage containers. No littering shall be done or permitted on the Association property.

12. Each townhouse unit owner who intends to be absent from their unit during Hurricane Season (June 1<sup>st</sup> to November 30<sup>th</sup> each year) shall prepare their unit prior to their departure by doing the following:

- a. Removing all furniture, potted plants, and other movable objects from the courtyard and balconies; and
- b. Designate a responsible person or firm, satisfactory to the Association, to care for their unit should it suffer hurricane damage. Such person or firm shall also contact the Association for permission to install temporary hurricane shutters, which must be removed when no longer necessary for storm protection. At no time shall hurricane shutters be permanently installed, without the prior written consent of the Board.

13. A townhouse unit owner shall not keep more than one (1) pet in his unit. A pet shall be defined as a domestic or household dog or cat, which will weigh no more than twenty-five (25) pounds at maturity. Dogs shall not be permitted in any of the common areas of Ocean Cove unless under leash. Dogs under leash shall only be walked directly to Carlin Park or US Highway 1 and shall not otherwise be allowed on the common areas of Ocean Cove. Each pet owner shall be required to clean up after their pet. Each pet owner shall indemnify the Association and hold it harmless against any loss or liability resulting from their ownership of a pet. If a pet becomes obnoxious to other unit owners by barking or otherwise, the unit owner shall remedy the problem or, upon written notice from the Association, shall be required to remove the pet from all of the Ocean Cove property. This pet provision shall not extend to lessees. Service or Emotional Support Animals must have a Professional Certification explaining the need.

14. Any and all lease agreements between an owner and a lessee of such owner's unit shall be in writing, shall provide for a term of not less than thirty (30) days and must provide that the lessee shall be subject in all respects to the terms and provisions of the Declaration and that any failure by the lessee under such lease agreement to comply with such terms and conditions shall be a material default and breach of the lease agreement. Unless provided to the contrary in a lease agreement, a townhouse unit owner, by leasing their townhouse unit, automatically delegates their right of use and enjoyment of the common

area and facilities to their lessee; and in so doing, said townhouse owner relinquishes said rights during the term of the lease agreement.

15. Complaints regarding the management of the Association property, or regarding the actions of other townhouse unit owners, their families, guests, or lessees shall be made in writing to the Association and shall be signed by the complaining townhouse unit owner.
16. Any consent or approval given under these Rules and Regulations by the Association may be revocable at any time by the Board.
17. These Rules and Regulations may be modified, added to, or repealed, in whole or in part at any time by the Board, provided that notice of the proposed modification, addition, or deletion is sent by U.S. Certified Mail, return receipt requested, to each member of the Association at least thirty (30) days before the proposed modification, addition, or deletion becomes effective.