

AKAM Management Services, Inc.
Screening Application Checklist
Courtyards of Broward Condominium

Purchase: _____ Lease: _____

Property Address: _____ Unit #: _____

THIS APPLICATION WILL NOT BE PROCESSED IF WE DO NOT RECEIVE ALL THE ITEMS BELOW

1. Application Fee (\$100) and Processing Fee (\$50) due in the total amount of \$150.00 (Cashier Check or Money Order) payable to Courtyards of Broward per EACH APPLICANT over 18 years old. Married couples may pay \$150.00 (Provide Marriage Certificate).
2. Required copy of DRIVERS' LICENSE, VEHICLE REGISTRATIONS AND CURRENT VEHICLE INSURANCE.
3. INTERNATIONAL APPLICANTS must provide US Government Identification (Passport & Visa).
4. Copy of Sale Contract or Lease Agreement must be attached to this application.
5. City of North Fort Lauderdale Rental Approval must be attached to this application.
6. Minimum Credit Score: 650
7. PROOF OF INCOME THREE TIMES THE AMOUNT OF RENT or 2 PAYSTUBS, or 2 MONTHS BANK STATEMENT or LAST 2 YEAR INCOME TAX STATEMENT).
8. Owner of the unit must not have any outstanding balance for Maintenance Fee due.
9. Move-In Deposit from tenant in the amount of \$250.00 (Check). Move-In Deposit is Returned after move in and inspected. Payable to: (COURTYARDS OF BROWARD).
10. Condominium Security Deposit payable by the Owner in the amount of \$500.00 (check) returned at the end of the lease and at the owner's request and if no violation or legal fees were incurred during the tenancy. This deposit is non-transferable.
11. One pet allowed per unit; less than 25 LBS. Documentation must be provided. Pets must be always kept on a leash. Only Service dogs can be over 25 LBS. (vet paperwork needed.) Application packages must be filled out.
12. **Proof of rental Insurance purchased (For Rental Application)**

Please do not leave any information blank; if any pertinent information is missing or not filled in, AKAM Management reserves the right not to accept this application.

Please be advised that the Association has thirty (30) days to review the application.

The screening interviews will be scheduled by the Board of Directors once the completed application package has been reviewed.

Applicant signature : _____ Date : _____

Co-Applicant signature: _____ Date : _____

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BROWN'S BACKGROUND CHECKS
CONSENT TO OBTAIN CONSUMER REPORT ON SUBSCRIBER
Courtyards of Broward Condominium Association Inc.

I understand that you may obtain consumer reports that relate to my credit and/or criminal history.

This information will, in whole or in part, be obtained from AISS, a Sterling Infosystems Company, 6111 oak Tree Blvd, 4th floor, Independence, OH 44131, telephone 800.853.3228. I understand that you may be requesting information from various federal, state and other agencies or institutions, which maintain public and non-public records concerning my past activities relating to my credit and/or criminal history. This information will be reviewed by the Association and may be reviewed by a unit owner if it's a rental.

I authorize, without reservation, any party, institution, or agency contacted by AISS to furnish the above-mentioned information:

Applicant Name _____ Date of Birth _____ Social Security# _____

•Date Of Birth is requested in order to obtain accurate retrieval of records. If International, please provide
Passport Number

Co-Applicants Name _____ Date of Birth _____ Social Security # _____

If International, please provide
Passport Number

Alias/PreviousName(s): _____ / _____

Current Physical Address: _____ City, State, Zip code _____

Current Physical Address: _____ City, State, Zip code _____

California, Minnesota & Oklahoma Applicants Only: Please check here to have a copy of your consumer report sent directly to you. []

Notice to CALIFORNIA Applicants: Under Section 1786.22 of the California Civil Code, you have the right to request from AISS, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which AISS has previously furnished within the two-year period preceding your request. You may view the file maintained on you by AISS during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. upon making a written request, you may receive a summary of your report via telephone.

SIGNATURE _____ DATE _____

Co-Applicant

SIGNATURE _____ DATE _____

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THE COURTYARDS OF BROWARD IN AFFILIATION WITH THE HOUSING AND URBAN DEVELOPMENT (HUD) REMINDS ALL OCCUPANTS THE FOLLOWING:

Visitors may not reside in any Unit longer than 30 days. If your visitor wishes to remain over 30 days, they need to be approved by the Board. Please ask for an Application Packet at the office.

Register your vehicle with getmyparkingpermit.com. The office is not responsible to do the registration.

Your vehicle will be towed if you are parked on the grass, in driveways, block the dumpster area. Found inside NO PARKING area or another resident's space.

For everyone's safety, DO NOT Tailgate at the entrance. There will be a fine of \$100. We are not responsible for damage to your vehicle. Should you damage the gates, you will be billed for the repairs. You can enter the property on foot using the pedestrian gate. Keys are \$6.00 and can be obtained in the office.

Clickers for the gate are \$50.00 and can be obtained in the office.

Trash pick-up: Monday, Wednesday, Friday, & Saturday * Recyclable pick-up MONDAYS.

Bulk pick-up FRIDAYS: Place bulk items in the trash area on THURSDAY afternoon. A \$100 fine will be imposed if caught on cameras any other day.

Laundry. Hours: 8:00 a.m. to 9:00 p.m. LAST WASH MUST BE DONE BY 7:30PM AND LAST DRY MUST BE DONE BY 8:00PM. Purchase and load laundry cards at the entrance to the Clubhouse.

Use \$5, \$10 or \$20 bills only. The office does not keep change. Use liquid detergent only. Problems with washers or dryers. Call the number on the back of your laundry card.

Mail will only be delivered if your unit number is included in the address. Mailbox keys are the unit Owner's responsibility. The office does not keep copies of mailbox keys.

Storage Rooms are located on every floor and assigned the same # as your unit. Check each floor to find yours, since it may not be on the same floor as your unit. Use plastic bins for storage. STORAGE ROOM IS LOCKED AT ALL TIMES CALL OFFICE TO OPEN WHEN IT IS NEEDED.

Pest Control: Exterminators come once a month

Alterations require prior written approval by the Board of Directors.

Rugs & mats of any kind are not permitted in the catwalk.

Repairs may be performed by Florida certified and insured contractors ONLY and they must remove all debris at the end of each day. Do not leave debris in the trash room. Consider purchasing a service contract from the company of your choice.

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Moving, repairs and/or alterations are permitted Monday through Saturday from 9am to 5pm (ONLY). Sundays are strictly prohibited for move-ins and violators Will be fined \$100.00.

Comcast, never update the new address so you will need to give them depend on your building number please provided both street names North Lauderdale Ave & SW 81st Ave. You will get one free box for one TV if you would like to add another IV is going to be at your own cost.

Smoke Detectors & Fire Alarms are inside each unit. Check and change Smoke detector batteries every 3 Months. Do not tamper with the fire alarm. As it is connected directly to the Fire Department. Disconnecting the unit is a 3rd degree felony and can result in monetary fines as well.

Pool Hours: Dawn to Dusk.

Emergencies such as water leaks from pipes refrigerators, water heaters air conditioners toilets showers Bathtubs are to be reported immediately to your landlord/service company and/or insurance company as well as the office. If the leak source is from you unit your homeowner's insurance should cover the repair. If there is no homeowner's insurance, it will still be the owner's expense. If the source is common area the Association is responsible for the repairs.

This Community is now your home. Please do your part to keep it safe. It is your responsibility to call the Police if you notice any irregular activity at 954-321-4211

Applicant signature: _____ Date : _____

Co-Applicant signature: _____ Date : _____

Board of Directors Signature

Date

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The purposes of the screening interview are:

- 1) To assure that the application (s) is /are aware of the rules and regulations in Courtyard of Broward Condominium Association.
- 2) To review and verify the information submitted in the Purchase/Lease Screening Application Package.
- 3) To ask and answer any additional questions in a timely manner will give our office the necessary amount of time to properly process your application.

Please be aware that the completed application for residency must be received by our office not less than thirty (30) days prior to the anticipated move in date. The submission of your application in a timely manner will give our office the necessary amount of time to properly process your application.

Please be advised that your application for residency will be processed in the same way every application is processed through our office; a process which cannot and will not be rushed to treat each applicant equally and fairly.

Once your completed application has been duly processed, you will be contacted by a member of the Board of Directors or a representative of the association's screening committee, on behalf of the Board of Directors, to schedule a screening interview prior to the issuance of the necessary "Certificate of Approval" and prior to the moving in to your prospective residence.

We sincerely appreciate your understanding and cooperation in this regard and look forward to the opportunity to issue your Certificate of Approval.

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**Application for Occupancy of Courtyards of Broward
Condominium**

Owner of the Unit: _____

Phone: _____

Address: _____

Unit#: _____

Applicant Information

Name: _____

Social Security: _____ Date of Birth: _____

Applicant Driver License # _____

Present Address: _____

Phone _____ Email: _____

Employment History

Present Employer Name: _____ Phone#: _____

Address: _____

Supervisor Name: _____

Position: _____

Length of Employment: _____ Salary Per Month: _____

Previous Employer: _____ Phone: _____

Names of any other Permanent Residents

Name: _____ Social Security: _____ Date of Birth: _____

Name: _____ Social Security: _____ Date of Birth: _____

Name: _____ Social Security: _____ Date of Birth: _____

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Personal References

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Name: _____ Phone: _____

Address: _____

Vehicles

Make: _____ Model: _____ State: _____ Tag: _____

Make: _____ Model: _____ State: _____ Tag: _____

Bank References

Name of the Bank: _____

Address: _____

Name of the Bank: _____

Address: _____

Emergency Contact

In case of an Emergency Notify: _____ Phone: _____

Address: _____

Nearest Relative not Living with You: _____ Phone: _____

Address: _____

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Co-Applicant Information

Name: _____
Social Security: _____ Date of Birth: _____
Applicant Driver License # _____
Present Address: _____
Phone _____ Email: _____

Employment History

Present Employer Name: _____	Phone#: _____
Address: _____	
Supervisor Name: _____	
Position: _____	

Length of Employment: _____ Salary Per Month: _____

Previous Employer: _____ Phone: _____

Vehicles

Make: _____ Model: _____ State: _____ Tag: _____

Make: _____ Model: _____ State: _____ Tag: _____

Bank References

Name of the Bank: _____

Address: _____

Name of the Bank: _____

Address: _____

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Owner Name: _____ Phone: _____

Address: _____

Lease Applicant(S) Only

The association and its agent, in the event of a consent to a lease, is hereby authorized to act as our agent with full power and authority to take such action as may be required to compel compliance by our lessee(s) and/or guests with the provisions of the declaration of the association, its supportive exhibits, the laws of the state of Florida as they apply to the association and the rules and regulations of the association. In the instance of any violation of any of the above by the lessee(s) and/or their guests, under appropriate circumstances, the association and its agent may terminate this leasehold. The lessor agrees to reimburse the association for any attorney's fees and costs incurred as lessor agent is such enforcement of lease termination.

Sign here if this is an application for a Lease: _____

Owner Date

Lessee Date

Lessee Date

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MOVE-IN DEPOSIT

Owners: _____

We accept full responsibility for all damage caused by our movers/ family/ friends to the common areas including but not to gates, parking areas, catwalks, light fixtures, elevators, landscaping, railings, trash rooms, etc.; assisting with the move

Initials: _____

All debris, boxes, containers, etc. will be broken down and left in the designated dumpster for this building.

Initials: _____

We understand moving hours are between 9a.m. and 6 p.m. Monday through Saturday ONLY and the parking or driveways will not be blocked.

Initials: _____

A \$250.00 deposit is required at screening to cover any damage to the common areas described above. The office will return the deposit once moving is complete and upon verification there has been no damage to the common areas and all debris have been removed from the property.

Initials: _____

Should I (we) decide to do alterations or modifications, I (we) will notify the Board of Directors in compliance with the Declaration of Condominiums of the Courtyards of Broward by obtaining board approval confirmation on the duly signed CONSENT TO ALTERATIONS OR ADDITIONS form attached.

Initials: _____

Resident _____ Resident: _____

Check No. _____ Date Returned: _____

If not returned the deposit, document the reason:

Board Member: _____

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**THE COURTYARDS OF BROWARD
CONDOMINIUM ASSOCIATION, INC.**

1840 SW 81ST AVENUE
NORTH LAUDERDALE, FLA 33068
(954)722-7808 Fax (954)722-2042

RULES AND REGULATIONS

THESE REVISED RULES & REGULATIONS ADOPTED BY
THE BOARD OF DIRECTORS AND EFFECTIVE AS OF MAY 26, 2017
SUPERSEDE ANY AND ALL PRVIOUS RULES & REGULATIONS

SECURITY NOTICE:

**NEW GATES HAVE BEEN INSTALLED
THE OLD CLICKERS WILL NOT WORK**

TO ENTER RESIDENT GATE:

Drive up by the call box — press your clicker — door will open, and the bar will go up
Immediately drive through, the gate will automatically close.

If you try to sneak in, the arm will come down on your vehicle.

DO NOT TAILGATE The Condo Association is not responsible for damage to any vehicle.

TO LEAVE PROPERTY:

Drive up to the gate — wait until gate is fully open and the cross bar goes up.

Proceed immediately, because the cross bar will come down after each vehicle passes. The
Condo Association is not responsible for damage to any vehicle.

FOR GUEST ENTRY:

1. Press where it says Phone Call
2. I have a Directory Code
3. Enter the 4 digits

Owner will press 9 to open the gate - the cross bar will go up for you to enter.

Immediately go through gate — the cross bar will come down AFTER you go through.

The Condo Association is not responsible for damage to any vehicle.

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SECURITY NOTICE:

NEW GATES HAVE BEEN INSTALLED!
THE OLD CLICKERS STILL WORK BY NORTH GATE

ENTERING THE RESIDENT GATE

1. Drive up by the call box
2. Press your clicker
3. Door(s) will open and then the aluminum bar will go up.
4. Immediately drive through. The aluminum gate will automatically close.
5. If you try to sneak in the arm will come down on your vehicle.
6. The Condo Association is NOT RESPONSIBLE for damage to any vehicle.

TO LEAVE THE PROPERTY:

1. Drive up to gate
2. Wait until the gate fully opens and aluminum cross bar goes up.
3. Proceed out immediately because the crossbar will come down after each vehicle passes.
4. The condo association is NOT RESPONSIBLE for damage to any vehicle

FOR GUEST ENTRY

1. Press "Phone Call"
2. Press "I have a directory code."
3. Enter your 4 digits and it will call the owner
4. The owner will press 9 to open the gate.
5. The aluminum cross bar will open.
6. Immediately go through the gates — the cross bar will come down AFTER you go through
7. The Condo Association is NOT RESPONSIBLE for damage to any vehicle.

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AVISO DE SEGURIDAD:

¡SE HAN INSTALADO NUEVAS PUERTAS!
LOS VIEJOS CLICKERS AÚN FUNCIONAN EN
LA PUERTA NORTE

ENTRAR POR LA PUERTA DE RESIDENTES

1. Conduzca hasta la cabina de llamadas.
2. Presiona tu Clinker
3. Las puertas se abrirán y luego la barra de aluminio subirá.
4. Pase inmediatamente. La puerta de aluminio se cerrará automáticamente.
5. Si intenta colarse, el brazo caerá sobre su vehículo.
6. La Asociación de Condominios NO ES RESPONSABLE por daños a ningún vehículo.

PARA SALIR DE LA PROPIEDAD:

1. Conduzca hasta la Puerta
2. Espere hasta que la puerta se abra por completo y la barra transversal de aluminio suba.
3. Salga inmediatamente porque la barra transversal bajará después de que pase cada vehículo.
4. La asociación de condominios NO ES RESPONSABLE por daños a ningún vehículo.

PARA ENTRADA DE INVITADOS

1. Presione "Llamada telefónica"
2. Presione "Tengo un código de directorio".
3. Ingrese sus 4 dígitos y llamará al propietario.
4. El propietario presionará 9 para abrir la puerta.
5. Se abrirá la barra transversal de aluminio.
6. Pase inmediatamente por las puertas; la barra transversal bajará DESPUÉS de pasa
7. La Asociación de Condominios NO ES RESPONSABLE por daños a ningún vehículo.

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RULES AND REGULATIONS

1. The sidewalks, entrances, elevators, corridors, and stairways of the Condominium buildings shall not be obstructed or used for any other purpose than ingress and egress from Condominium Units.
2. No article shall be placed in any of the corridors, halls, or stairways, nor shall the same be obstructed in any manner. Nothing shall be hung or shaken from the doors, windows, walks, patios, or corridors of the Condominium buildings.
3. Children shall not be permitted to play in the corridors and stairways of the buildings.
4. None of the common elements shall be decorated or furnished by any resident without Association approval.
5. No condominium residents shall play upon or permit to be played any musical instrument or operate or permit to be operated a radio, television, or other loudspeaker in a condominium unit between the hours of 11:00 PM and the following 8:00 AM. If the same shall disturb or annoy other residents of the building.
6. All garbage and refuse are to be deposited only in the facilities provided for that purpose. No furniture and household appliances are to be put in the dumpster. Pick up schedule is Monday-Wednesday-Friday-Saturday. Thursday night put out bulk trash for Friday BULK PICK UP DAY. DO NOT put out bulk trash any other day, subject to a fine.
7. All doors leading from the Condominium Unit to the common elements shall be always closed except when in actual use for ingress and egress.
8. Condominium residents, their families, guests, employees, agents, or visitors shall not at any time or for any reason, whatsoever, enter upon or attempt to enter the roof, into elevator shafts, power rooms or service rooms or areas.
9. There shall not be kept in any Condominium unit any inflammable combustible or explosive fluid, material, chemical or substance, except for normal household use.
10. All applicants for leasing or selling of apartments must pay the Association \$150.00 fee (per person) to cover administrative costs and background check fees. This fee must accompany all applications payable to THE COURTYARDS OF BROWARD
11. In the event of the owner's demise — gift-resale or transfer of any kind, a Transfer of Deed is required by the Board of Directors and our Documents.
12. Pets under 25 lbs. are allowed with the permission of the Unit owners. All sizes of service dogs and emotional dogs are allowed with the proper paperwork.
13. A unit owner may be fined up to \$100.00 or for repeated violation a maximum of \$1000.00 or as per Florida's Statute 718, by the Board of Directors, if found guilty by the grievance committee, of any infraction of the Rules and Regulations.
14. A permanent resident considers any person living in the Condominium for thirty (30) consecutive days, the owner must submit an application, and have that guest screened and approved by the Board of Directors.
15. A renter signing a lease for twelve (12) consecutive months or lease renewal is considered a resident from the date of the lease and must be approved by the Board of Directors.
16. Any unit owner requesting to see minutes or records of the Association must notify the Board of Directors in writing or e-mail. The Board must respond within ten (10) business days.

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17. In the event the Board must resort to the services of an attorney for collection from any unit owner, for infraction of the Rules & Regulations, then the unit owner will be responsible to pay attorney's fees incurred as a result thereof, together with all costs and any other relief as provided by law.

RECREATION HALL / CLUBHOUSE

1. The Recreation Area is for the use of Unit Owners, Renters, and their guests.
2. Only properly attired persons shall be permitted in the Recreation Building. ■ Swimsuit or bathing suit is NOT proper attire
 - Some form of footwear must be worn in Recreation Area ■
 - A shirt, robe, or garment must be worn.
3. Owners, residents, and renters will be held financially responsible for any damage caused by themselves or their guests in all the Common Elements.
4. NO CHILDREN UNDER 18 ARE PERMITTED AT ANY TIME IN THE EXERCISE ROOM OR BILLIARD ROOM.
5. Persons in wet bathing attire or persons coated with lotions or oils are not permitted to use any of the exercise equipment.
6. The use of all recreation facilities is at the user's own risk.
7. Consumption of food and beverages in the clubhouse and pool is prohibited.
8. The recreation area is not to be used for private functions, except as approved by the Board of Directors.
9. No person, other than authorized personnel, shall operate the air conditioning, heating, sound system or other apparatus in the Recreation Area.
10. No furniture, chairs or tables shall be removed from the clubhouse.
11. It is the responsibility of every person using the Recreation Area, to see that everything is kept clean, always.
12. CLUBHOUSE HOURS ARE: 8:00 AM - 9:00 PM
13. NO SMOKING ALLOWED ANYWHERE IN THE CLUBHOUSE

POOL AREA

1. No food or beverages of any kind allowed in the pool area. No bottles or cans.
2. No floating objects such as rafts, floats or beach balls are permitted in the pool. NO TIRE TUBES
3. Chairs and lounges are not reserved for anyone.
4. Persons using lotions or oils must put a towel down on the chair or lounge before using.
5. All persons must shower before entering the pool.
6. No running, diving, jumping into the pool or dangerous activity is permitted around the pool. No skates or bicycles permitted in the pool area.
7. Cigars and Cigarette butts must be put into proper receptacle.
8. Anyone in diapers is not allowed in the pool. Only swimming diapers are allowed.
9. Everyone must wear foot covering when entering the pool area.
10. All residents and owners are held completely responsible for their guests and their actions.
11. All signs in the POOL AREA designating Rules & Regulations not listed here are valid.
12. The Board has the right to refuse use of the pool to anyone for violation of any of the Rules & Regulations.

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13. Children under twelve (12) years of age must be accompanied by an adult.
14. POOL HOURS: Dawn till Dusk

PARKING AREA

1. Automobile improperly parked in a space reserved for any unit resident will be towed away at owner's expense.
2. It is the responsibility of the residents and owners to notify guests to park in a yellow parking space only.
3. NO vans, commercial trucks, boats, or u-hauls may be parked overnight. During daytime hours allowed. Vehicles will be towed away at the owner's expense.
4. No auto repairs are allowed unless emergency. (changing flat tire, boost)
5. Car washing is prohibited. NO OUTSIDE VENDORS PERMITTED. Any resident can use a bucket to wash their car.
6. NO BACK -IN PARKING ALLOWED
7. Littering of any kind, emptying ashtrays etc. from the vehicle to any part of the Condo elements will not be permitted.
8. Skating or playing of any kind in the parking area is not permitted.
9. All vehicles must be operational and duly registered.
10. It is the resident's responsibility to set up an account to register their vehicle with MY GUEST SPOT and keep it updated.
11. All guests staying overnight must be registered in MY GUEST SPOT
12. All residents must have a parking decal on their car matching their parking space.

BUILDING AND HOUSE RULES

1. A guest may not stay any longer than thirty days (30) at a given time without the approval of the Board of Directors.
2. To ensure your own comfort and that of your neighbors, radios televisions should be turned down to a minimum volume between the hours of 11:00 PM and 9:00 AM No shouting in the common areas.
3. Carpentry, carpet laying, hammering renovations should be done between the hours of 9am to 6pm only
4. Condo units may not be used for any commercial business whatsoever.
5. Common elements shall not be obstructed, littered, or defaced in any way, such as catwalks, elevators etc. Children are not to play on the catwalks or stairways or elevators.
6. Nothing may be draped over the railings.
7. Cleaning or brushing rugs on the catwalks is prohibited. No washing or drying screens.
8. Patios should not be used for storage or hanging of laundry, bath towels or for any other purpose that shall demean the appearance of the Condo.
9. Catwalks must be protected from dirt and stains when repairs are being made to any unit.
10. No painting or structural changes are to be made on the patio except by written consent of the Board of Directors. This includes roll ups, thresholds, windowsills and jalousie doors.

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11. **THERE MUST BE NO LITTERING.** All refuse and trash must be placed in a tightly closed plastic bag before placing it in chute. Recycles in blue bins. No newspapers, air conditioning filters, cartons hangers or any obstructive materials shall be permitted in the chute.
12. It is the responsibility of each resident to use provided space for storage and the laundry room.
13. No combustible or flammable material may never be stored in storage areas.
14. Residents are not permitted to plant anything in the common areas.
15. No private solicitation of funds in buildings or recreational areas.
16. Any owner or resident who plans to be absent during hurricane season, should remove all articles off the patio. They should designate someone to check on their property.
17. All residents, unit owners and renters of the Courtyards of Broward **MAY NOT PERMIT ANY GUESTS TO OCCUPY THEIR UNIT IN THEIR ABSENCE EXCEPT BLOOD RELATIVES** (parents, children etc.) Stay of no more than 30 days still applies.
18. **BULLETIN BOARDS** The association shall control all publicity and notices to be placed on the bulletin boards. It is the residents' responsibility to check for updated notices (ex. water shut off) to find out about the happenings in the Courtyards of Broward.
19. Electric meter room No one other than authorized personnel shall be permitted to enter Electric Meter Rooms
20. NO bar -b -ques allowed on patios.
21. No advertising etc. shall be placed in Laundry Rooms or Elevators.
22. Owners may serve on limited committees at the discretion of the Board of Directors.
23. Fishing is never permitted in any pond. **MEETINGS**
 1. All meetings may be recorded by any unit owner either by sound or firm
 2. Recording equipment must be in place 30 minutes before the meeting begins.
 3. No flood lights of any kind.
 4. Recorded equipment must be stationary and cannot be moved during meetings.
 5. If the equipment causes any disturbance, it must be removed immediately.

SALES OF APARTMENTS

1. Owners of units must arrange the condo office for a prospective new owner.
2. Application process may take up to 30 days after receiving a complete application package.
3. All applications must be completed before being accepted to the office at Courtyards Of Broward
4. A copy of the sales agreement must be included with the application.
5. There is a non-refundable application fee of \$150.00 per person payable to the Courtyards of Broward. Money orders or cashier's checks only.
6. At least one applicant must have the required 650 credit score. Less credit score will result in a denial.

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PROOF OF INCOME IS REQUIRED

- a) Last 2 years of IRS report
 - b) Last 2 months of pay stubs or Social Security income
 - c) Copies of last 2 months of US bank statements
 - d) If foreign bank accounts an additional deposit must be required. 8. Buyers must appear at screening interviews
9. New owner moving in before Board approval is subject to a fine.
 10. Copy of properly recorded Deed must be presented to the Association after closing.
 11. When the screening committee approves the sale, the association will provide the seller with a Certificate of Approval so the seller may proceed with the sale.

Anyone who buys an apartment is considered a Resident from date of deed.

RENTING OR LEASE OF APARTMENT

1. Owners of units must arrange with the Condo office for a prospective tenant
2. Application process may take up to 30 days after receiving a complete package application.
3. An application package MUST be completed before submitting it to the condo office.
4. A copy of the lease agreement must be included with the application.
5. There is a non-refundable \$150.00 fee per person to process the application payable to Courtyards of Broward. Money order or cashier's check only.
6. At least one applicant must meet the credit score requirement of 650. Less credit score will result in a denial.
7. Proof of income is required.
8. Last 2 years IRS statement
9. Last 2 months of pay stubs or Social Security income.
10. Copies of the last 2 months of US bank statement. If foreign bank accounts, an additional deposit must be required.
11. All applicants must appear at screening
12. A security deposit check of \$250.00 is required prior to approval.
- This security deposit is paid by the tenant and will be returned within the next 30 days after moving in if there were no violations or damages while moving in.
13. A \$500.00 security deposit from the owner is required prior to approval. It gets deposited and will be refunded within 30 days after moving out. A check request must be made. This fee is not transferable.

THE BOARD OF DIRECTORS COURTYARDS OF BROWARD