



The Grand Isles Condominium Association

4145 N Haverhill Road, West Palm Beach, FL 33417

Phone: 561-855-2507

Fax: 561-687-1135

OWNER PACKET

Attached are the documents that need to be completed, signed, and submitted to the management office 10 days prior to occupancy and or closing.

1. An Incomplete application will **NOT** be accepted.
2. If applicant has a pet, we will need a picture of the pet and proof of the Vet papers for size of pet and breed.
3. Must include a copy of the vehicle registration, insurance, and ID.
4. **ONLY TWO VEHICLES PER UNIT.** Each vehicle must have a parking decal
5. There is a:
 - **\$30 each for Car Entry Decal**
 - **\$50 each for Keyfob**

***We only accept Money Orders and Check made payable to
"Grand Isles Condominium"***

I have read and understand all on the above.

Applicant Signature _____ ***Date*** _____



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RESIDENT INFORMATION FORM

UNIT ADDRESS: _____ DATE: _____

DESIRED DATE OF OCCUPANCY/PURCHASE: _____

OWNER NAME: _____ DATE OF BIRTH: _____

CELL PHONE: _____ OFFICE PHONE: _____

HOME PHONE: _____ EMAIL: _____

OWNER NAME: _____ DATE OF BIRTH: _____

CELL PHONE: _____ OFFICE PHONE: _____

HOME PHONE: _____ EMAIL: _____

Alternative Mailing Address: _____

EMERGENCY CONTACT:

Name: _____ Relationship: _____ Phone#: _____

Name: _____ Relationship: _____ Phone#: _____

*Does emergency contacts have a key to your unit? _____

***OTHER OCCUPANTS IN UNIT:**

Name: _____ Relationship: _____

Name: _____ Relationship: _____

***OTHER OCCUPANT IN UNIT UNDER THE AGE OF 12:**

Name: _____ Relationship: _____

Name: _____ Relationship: _____

**THIS DOCUMENT MUST BE COMPLETED, SIGNED AND RETURNED TO MANAGEMENT BEFORE
OCCUPANCY AND OR CLOSING**

Owner Signature: _____ Date: _____

Management Signature: _____ Date: _____



The Grand Isles Condominium Association

PET PERMISSION AGREEMENT

Unit Address:	Date:
Legal Owner Name (Owner):	Do you have any pets? _____ If so, how many? _____
Owner's Name:	

Pet Information

Name of Pet: _____ Type of Pet: Dog, Cat, Bird (Circle one) Other _____

Age: _____ Gender: Female or Male (circle one) Weight: _____ License: (Attached a copy)

Breed: _____ Color: _____

Description:

WE MUST HAVE A PHOTO OF PET

WE MUST HAVE PET RECORDS AND UP TO DATE SHOTS RECORDS

Pet Rules:

12.3 Pets: The owner of each unit may keep no more two (2) commonly accepted household pets, such as a dog or cat, no more than two (2) caged birds and reasonable numbers of tropical fish in a unit, subject to reasonable regulation by the association. The follow breeds are strictly prohibited from being kept anywhere on association property: Pit bull, Rottweiler, Doberman Pinched, and German Shepard's. All pets must be carried or always leashed while outside of the unit. The owner is responsible for cleaning up after his pet. The ability to keep such pet is a privilege, not a right, and The Board of Directors is empowered to order and enforce the removal of any pet which becomes a source of unreasonable annoyance to other residents in the condominium. No reptiles, amphibians, poultry, or livestock may be kept at the Condominiums. Pets shall not be left unattended on lanais, balconies, or concrete walkouts. Tenants and guest of the unit owners shall not be permitted to keep pets on the common elements of the Association Property.



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I/We am/ are aware of the Association rules, regulations and restrictions regard pets on the property and agree to abide by them.

Owner Name (print): _____ Owner Signature _____ Date: _____

Owner Name (print): _____ Owner Signature _____ Date: _____

MANAGEMENT SIGNATURE: _____ **Date:** _____



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Vehicle Registration Form

Unit Address: _____

Vehicle 1: Make: _____ Model: _____ Color: _____
Tag: _____ State: _____

Vehicle 2: Make: _____ Model: _____ Color: _____
Tag: _____ State: _____

Notice to Driver: Resident must notify management if the vehicle is sold. All unauthorized vehicles which are parked on the subject property in unauthorized places shall be towed at the sole discretion of the Manager, and at the vehicle owner’s or operator’s expense. Resident agrees to hold Manager harmless, defend, and indemnify the manager for any expenses or damage cause by the towing of unauthorized and or illegally parked vehicles from the Condominium Community property. Any vehicles parked on sidewalks, in fire zones, or in other unauthorized spaces, or inoperable vehicles or those without current license tag shall be towed at Residents expense.

Any/Every vehicle parked on the Grand Isles property must have a decal. If you have a guest after hours, please call security to retrieve a guest parking card.

Security’s Number: 561-562-2023 **Email:** grandislessecurity@tacticalops.com

I AM AWARE OF THE GRAND ISLES RULES, REGULATIONS, AND RESTRICTIONS REGARDING VEHICLES ON THE PROPERTY AND AGREE TO ABIDE BY THEM.

Resident Signature for Vehicle (1): _____ Date: _____

Resident Signature for Vehicle (1): _____ Date: _____

MANGEMENT SIGNATURE: _____ **Date:** _____



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ACKNOWLEDGEMENT OF RULES AND REGULATIONS

I _____, hereby agree to be bounded by all the terms and conditions of the declaration of condominium, articles of incorporation, by laws and rules and regulation of Grand Isles Condominium Association Inc.

The tenant further agrees that in the event that they should violate any of the terms and conditions of the condominium documents or rules and regulation that they will be subject to eviction.

I have read and understand all the documents, Rules and Regulations and agree to be bound by them as a resident of Grand Isles Condominium Association Inc.

DATED THIS _____ DAY OF _____ 20_____

Owner Name (print): _____ Tenant Signature: _____

Owner Name (print): _____ Tenant Signature: _____

MANAGEMENT SIGNATURE: _____ Date: _____



The Grand Isles Condominium Association

Leasing Terms

- ❖ No lease may be for a period of more than one (1) year. No subleasing or assignment of lease rights by the lessee is allowed.
- ❖ Within ten (10) days after executing a lease agreement for the lease of a unit, the Owner shall provide the Board with a copy of the **FULLY EXECUTED LEASE AND TENANT PACKET**. The Owner must provide the lessee copies of the Declaration, Bylaws, and the rules and regulations.
- ❖ Occupancy During Leasing Term; No one but the lessee, his family members within the first degree of relationship by blood, adoption, legal custody or marriage, and their spouses and guest, may occupy the residential unit. A lessee in residence may not have overnight guests for more than 10 days in any calendar month, and such guests must be registered with the manager.
- ❖ If the lessee and all the family members mentioned in the foregoing sentence are absent, no other person may occupy the Residential Unit.
- ❖ Use of Common Elements. The owner transfers and assigns to the lessee, for the term of the lease, any and all rights and privileges that the owner has to use Common elements, including but not limited to, the use of any and all recreational facilities and other amenities.
- ❖ Liability for Assessments. When a Unit owner who is leasing his or her unit fails to pay any annual or special assessment or any charge for a period of more than thirty (30) days after it is due and payable, then the delinquent owner hereby consents to the assignment of any rent received from the lessee during the period of delinquency, and upon request by the Board, lessee shall pay to the association all unpaid annual and special assessments and other charges payable during and special assessments and other charges payable during and prior to the term of the lease and any other period of occupancy by lessee. However, lessee need not make such payments to the Association in excess of, or prior to the due dates for, monthly rental payment unpaid at the time of the board request. All such payments made by lessee shall reduce, by the same amount,



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lessee's obligation to make monthly rental payments to lessor. If lessee fails to comply with the board's request to pay assessments or other charges, lessee shall pay to the Association all amounts authorized under the Declaration as if lessee were an Owner. The above provision shall not be construed to release the Owner from any obligation, including the obligation for assessments, for which he or she would otherwise be responsible.

Owner Name: _____ Signature: _____ Date: _____

Owner Name: _____ Signature: _____ Date: _____

MANAGEMENT SIGNATURE: _____ **DATE:** _____



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GATE ACCESS REGISTRATION

Resident Information

Unit Address: _____
Name: _____ Phone Number: _____
This unit is (check one): [] owner occupied [] renter occupied [] unoccupied
If unit is renter occupied: Lease Term from: _____ to _____

Directory

Only one name (Last name & first initial) for each unit will be listed on the call directory. Your telephone number will not appear on the directory. Guest will look up last name or punch in the three-digit code. When your guest calls you will need to hit the number **9** or **1** to open the gate.

Name: _____ Phone: _____
As it will appear in gate directory for gate directory access - #not shown

*******ONLY TWO VEHICLES PER UNIT*******

Devices

Decal Number (1): _____ **Key Fob Number:** _____
Name of person using Device: _____
Vehicle Make: _____ Model: _____ Color: _____
Plate: _____ State: _____ Expiration: _____

Decal Number (2): _____ **Key Fob Number:** _____
Name of person using Device: _____
Vehicle Make: _____ Model: _____ Color: _____
Plate: _____ State: _____ Expiration: _____

PLEASE SEE SECOND PAGE OF GATE FORM (IF SECOND PAGE IS NOT SIGNED, WE WILL NOT ACCEPT FORM)



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GATE ACCESS REGISTRATION (SECOND PAGE)

Decals - \$30.00 each

Key Fob - \$50.00 each

To receive a decal, you **MUST** provide the below:

- Vehicle Registration
 - Valid Driver’s License
 - Vehicle insurance
- ❖ If you encounter (lost, stolen, windshield replacement, new vehicle etc.) it will cost \$30.00
 - ❖ Vehicle Registration (If registration does not match name on lease, the resident must obtain a written notice from the owner of the vehicle.
 - ❖ Decals should be placed on the front windshield in the top corner (passenger side) and will be done by office staff.
 - ❖ Visitor passes are for overnight guest only. Guests are limited up to **30 Days** in a 12-month period.

I understand that I am being issued an entrance device that is to be used only by me. Any misuse of this entrance device, as evidence by personal observation, surveillance cameras and / or gate access activity reports is considered a violation of the provisions of the declaration of Covenants, Conditions and Regulations, By- Law and Rules and Regulation of Grand Isles Condominium Association. At the time of purchase or rental of this unit, I reviewed and agreed to abide by the provisions of these documents and I am aware that failure to do so may result in suspension of access to the property and additional penalties for non-compliance, including fines, as provided in the governing documents.

I have been made aware that all entrances devices to this unit will be deactivated upon the sale of the property, lease expiration and lease termination. I understand it is the tenant’s responsibility to provide a lease renewal to avoid deactivation of entrance device.

Owner Name: _____ Signature: _____ Date: _____

Owner Name: _____ Signature: _____ Date: _____

MANAGEMENT SIGNATURE _____ **DATE:** _____



KEY & WATER AUTHORIZATION

Key Authorization

As an owner of the condominium unit located at Grand Isles Condominium Association, I understand that a copy of the key must be kept at the Management office for the use of entrance into the unit in case of emergencies fire, and flood. The unit key will be always kept in a secure area and will only be used for such emergency situations in your absence.

I also understand that If a key is not turned over to the business office and management may need to gain access to my condominium unit during emergency situations this case any damages that may occur to the entry door, window etc. I am fully responsible for repairs and cost incurred for repairs.

WATER

Grand Isles is a sub metered association, The Water Company info is below:

Think Utility Service

Toll Free: 888-696-3837

If you should have any questions in regards to water, please call Think Utility Service

*****Your account number is your unit number*****

Example: 177 Haverhill Road #123, West Palm Beach, FL 33417

Account Number would be (123)

Unit Address: _____

Owner Name: _____

Owner Signature: _____

Date: _____



The Grand Isles Condominium Association

CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE

To the President of Grand Isles
GRS Community Management
(The “Association”)

This is to certify that the undersigned, constituting all the record owners of
Unit No: _____ in Grand Isles Condominium Association, Inc., have designated
_____(name of voting representative)

As their representative to cast all votes and to express all approvals that such owners may be
entitled to cast or express all meetings of the membership of the association and for all other
purposes provided by the declaration, the articles, and the bylaws of the Association.

The following examples illustrate the proper use of this certificate:

- ❖ Unit owned by John Doe and his brother, Jim Doe. Voting certificate required designating either John or Jim as a voting representative (not a third party)
- ❖ Unit owned by Overseas, Inc. a corporation. Voting certificate must be filed designation an officer or employee entitles to vote, signed by the President or Vice-President of the corporation, and attested by the Secretary or Assistant Secretary of the corporation.
- ❖ Unit owned by John Hones. No voting certificate required.
- ❖ Unit owned by Bill and Mary Rose, Husband, and Wife. Voting certificate not required designation either Bill or Mary as the voting representative (not a third person)
This Certificate is made pursuant to the declaration and the bylaws and shall revoke all prior certificated and be valid until revoked by a subsequent certificate.

DATED: _____

OWNER: _____

OWNER: _____

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, not a third person, as the voting representative.