



**Marine Terrace**  
P O M P A N O  B E A C H

401 N. Riverside Drive, Pompano Beach, FL 33062

## URGENT

If your application is incomplete, it will be returned to you by mail along with any fee you may have submitted, and a list of the missing items.

You may then complete the application and re-submit it together with the required fee.

Please provide the name and address which you would like us to use if the application is incomplete and must be returned to you.

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail address \_\_\_\_\_

If you do not fill in the information above, we will use the best address available on the application which you submitted.

MARINE TERRACE COOPERATIVE ASSOCIATION, INC.



# Marine Terrace

P O M P A N O B E A C H

401 N. Riverside Drive, Pompano Beach, FL 33062

Attention Applicant:

Please complete and submit the enclosed application together with a **Non-refundable** fee of \$100.00 **per person over 18 years of age**. The fee must be in the form of a money order or bank check made payable to Marine Terrace Association, Inc. (**cash and personal checks will not be accepted**). All paperwork **MUST be COMPLETED IN FULL**. Incomplete paperwork will result in delaying the application process or immediate denial.

Please submit the following: **PLEASE DO NOT REMOVE THIS PAGE**

1. **Completed application.**
2. **Application fee (certified bank check or money order ONLY).**
3. **A copy of your executed sales contract or lease.**
4. **Copy of all Adult Occupants Drivers licenses and Vehicle Registrations.**
5. **Most Recent Bank statement.**
6. **Employment verification letter**
7. **Signed Information Release form.**
8. **Signed Rules & Regulations Acknowledgement Form.**
9. **A MINIMUM CREDIT SCORE OF 600 IS REQUIRED**

**\*No lease shall be for a term of less than three months and no more than six months. Also, no unit shall be leased more than once in any consecutive 12 month period.**

Sincerely yours,

Marine Terrace Cooperative Association, Inc.

## MARINE TERRACE COOPERATIVE ASSOCIATION, INC.

### APPLICATION ESSENTIALS

This notice is intended to provide you with an overview of the application and approval/denial process. If you adhere to the following guidelines the process will be completed in the most timely and efficient manner possible.

1. Please remember that the association's rights and obligations are set forth in their governing documents. The Board of Directors is required to abide by those requirements
3. The amount of time in which the association is required to act upon an application is set forth in their governing documents. Please expect the association to use the full amount of time allowed to render its decision on any application.
4. The clock does not begin to run when we receive the application, but rather, the time allowed for the process begins to run only when we have received a completed application and all of the other supplemental information that may be required including all applicable fees.
5. If the application is not complete or additional information is needed our office will return the application to advise you of any deficiencies. At that point, the clock will stop and will only restart after you have returned the completed application.
6. When we have received all of the required materials we will forward the entire application package to the Board of Directors for their review and decision.
7. The closing date of a sale or the effective date of a lease has no bearing whatsoever on the time allotted for the board to render its decision. In planning your transaction schedule you should expect the association to use the full amount of time allowed.
8. **PLEASE DO NOT CONTACT US FOR A REPORT OR UPDATE ON THE STATUS OF YOUR APPLICATION.** Doing so will only slow the process. If we need to contact you we will do so without delay. Rest assured that when the Board of Directors has made its decision it will be provided to you within the required time.

We do not provide priority processing, however your full cooperation with the foregoing will expedite the process.

## **RULES AND REGULATIONS FOR TENANTS**

1. The walkways and entrances shall not be constructed or used for any purpose other than ingress to and egress from the units.
2. No article shall be hung or shaken from the doors or windows or placed upon the outside window sills of the units.
3. No bicycles or similar articles or toys or other personal articles shall be allowed to stand in any of the common areas or driveways.
4. No owner shall make or permit any noises that will disturb or annoy the occupants of any of the units, or do or permit anything to be done which will interfere with the rights, comfort or convenience of other owners. Radios, televisions and instruments which may create noise should be turned down to a minimum volume between the hours of 11 p.m. and 8 a.m.
5. Each owner shall keep such unit in good state of preservation and cleanliness and shall not sweep or throw or permit to be swept or thrown therefrom, or from the doors or windows thereto, any dirt or other substance.
6. No awnings, window guards, light reflective materials, hurricane or storm shutters, ventilators, fans or air conditioning devices shall be used in or about the unit except if it shall have been approved in writing by the Cooperative Association, which approval may be withheld on purely aesthetic grounds within the sole discretion of the Cooperative Association.
7. No sign, notice or advertisement shall be inscribed or exposed on or at any window or other part of the units, except such as shall have been approved in writing by the Cooperative Association, nor shall anything be projected out of any window in the units without similar approval.
8. All garbage and refuse from the units shall be deposited with care in garbage containers intended for such purpose.
9. Waterclosets and other water apparatus in the building shall not be used for any purposes other than those for which they were constructed. Any damage resulting from a misuse of any waterclosets or other apparatus shall be paid for by the owner in whose unit it shall have been caused.
10. No owner shall request or cause any employee of the Cooperative Association to do any private business of the owner, except as shall have been approved in writing by the Cooperative Association.
11. Owners of units shall keep and maintain any storage closet, bin or area, which may be assigned to such owner, in a neat and sanitary condition at all times.
12. No radio or television aerial or antenna shall be attached to, or hung from the exterior of the units, or the roof thereon, and no transmitting equipment shall be operated from a unit.
13. No vehicle belonging to an owner or to a member of the family or guest, tenant employee of an owner shall be parked in such a manner as to impede or prevent ready access to another owner's parking space. The owners, their employees, servants, agents, visitors, licensees and the owner's family will obey the parking regulations posted in the private streets, parking areas and drives and another other traffic regulations promulgated in the future for the safety, comfort and convenience of the owners. No vehicle which cannot operate on its own power shall remain within the Cooperative Property for more than twenty-four (24) hours, and no repair of vehicles shall be made within the Cooperative Property. No truck or other commercial vehicle shall be parked in the parking area.

14. All damage caused by the moving or carrying of any articles herein or any other caused by an owner, their lessees or guests shall be the financial responsibility of the unit owner.
15. No owner shall use or permit to be brought into the units any inflammable oil or fluids such as gasoline, kerosene, naphtha or benzene, or other explosives or articles deemed extra hazardous to life, limb or property.
16. The owners shall not be allowed to put their names on any entry of the units or mail receptacles appurtenant thereto, except in the proper places and in the manner prescribed by the Cooperative Association for such purpose.
17. The Cooperative Association may retain a passkey to each unit. Except in case of emergency, entry will be made by pre-arrangement with the unit owner. Owners changing their locks are required to supply the Cooperative Association with an additional key for emergency use.
18. Owners shall be held responsible for the actions of their children and their guests.
19. Children shall be allowed to play only in those areas designated for play from time to time by the Cooperative Association. Reasonable supervision is required when children are playing in common areas.
20. Food and beverage may not be prepared or consumed on the common areas except in accordance with regulations which may be promulgated from time to time by the Cooperative association.
21. Facilities of the Cooperative are solely for the use of the cooperative residents and their invited guests, and the approved lessees of rental units. Swimming and the use of other recreational facilities, permitted hours, guests, rules, safety and sanitary provisions and all other pertinent matters shall be in accordance with regulations adopted from time to time by the Cooperative Association and posted in the swimming pool area and recreational areas.
22. These Rules and Regulations and any consent or approval given thereunder may be modified, added to or repealed at any time by the Cooperative Association.

**MARINE TERRACE COOPERATIVE ASSOCIATION, INC.**

**RULES AND REGULATIONS ACKNOWLEDGEMENT FORM**

I (We) the undersigned do hereby acknowledge receipt of the Marine Terrace Cooperative Association, Inc. Rules and Regulations.

**DATED:** \_\_\_\_\_

_____ Signature	_____ Signature
_____ Print Name	_____ Print Name

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**NOTE - THIS PORTION OF FORM TO BE SIGNED AT PERSONAL INTERVIEW**

I (We) have read and understand same and hereby agree to abide by said Rules and Regulations as well as all other, documents of this Cooperative Association.

**DATED:** \_\_\_\_\_

_____ Signature	_____ Signature
_____ Print Name	_____ Print Name