

Windy Creek Homeowners Association, Inc.

c/o Brock Property Management, Inc.
P.O. Box 770850, Coral Springs, FL 33077
Office: 954-753-2675 Fax: 954-340-8541
brock@brockpm.com
www.brockpm.com

Welcome New Resident!

Please take some time to read the following pages and make sure all documents are returned, completed in full. ***We cannot begin to process your application until all documents listed below are received:***

- **Payment** – A \$150 application fee + a \$50 administrative fee per applicant (\$200 total per applicant) (fees must be made payable to Brock Property Management in the form of a cashier's check or money order)
******PLEASE BE ADVISED THAT APPLICATION/ADMIN FEES ARE NON-REFUNDABLE******
- **Application Form**
- **Fully Executed Purchase Contract or Lease Agreement** (please circle one)
Note: Leases are for a twelve (12) month period only
- **Residential Screening Request**
(must be completed individually by any applicant age 18 years or older)
- **Disclosure Authorization**
(must be completed individually by any applicant age 18 years or older)
- **Color Copy of State Issued Photo ID**
(for each applicant)
- **Color Copy of Social Security Card**
(for each applicant)
- **Acknowledgment of Rules & Regulations Form**

Note for all applications:

- Lot must not have any pending violations
- Owner(s) must be current on their HOA dues

Rentals Only: In addition to the above documents, please be sure to include:

- Current landlord permit with the City of Delray Beach

This process may take up to 30 days once all required documents are received. The only way to guarantee a quicker turnaround time is to pay a \$50.00 per applicant rush fee in addition to the application and administrative fee(s) to expedite your application(s) which will then be processed in 14 days. We cannot guarantee a timeframe for international applicants as those background check time frames vary. Please do not contact the office to inquire about the status of your application until at least 10 days after submission. Status requests are only accepted via email – phone calls will not be accepted.

Should you have any questions, please contact our office.

Thank you!

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Desired Occupancy/Closing Date: _____

Owner:

Purchaser/Tenant:

Phone: _____

Phone: _____

Real Estate Agent's Name:

Real Estate Agent's Name:

Phone: _____

Phone: _____

Email: _____

Email: _____

Windy Creek Homeowners Association, Inc.

Application for Occupancy - Please Print

Purchase ___ Lease ___ Desired date of occupancy: _____ Number of adult occupants over the age of 18: _____

Property Address: _____ Have you lived here before? _____

Applicant #1 Name: _____ Phone #: _____

Driver's License #: _____ Social Security #: _____

Current Address: _____

E-mail Address: _____

Current Employer: _____ Phone #: _____

Address: _____

Position: _____ Income: \$ _____ # of Years: _____

Applicant #2 Name: _____ Phone #: _____

Driver's License #: _____ Social Security #: _____

Current Address: _____

E-mail Address: _____

Current Employer: _____ Phone #: _____

Address: _____

Position: _____ Income: \$ _____ # of Years: _____

	Applicant # 1	Applicant #2
* Have you ever been arrested or convicted of a Felony?	___ Yes ___ No	___ Yes ___ No
* Do you intend to operate a business from this unit?	___ Yes ___ No	___ Yes ___ No
* Do you own a commercial vehicle, boat or RV?	___ Yes ___ No	___ Yes ___ No

Character Reference: _____ Phone #: _____

I (we) hereby affirm that this information is true and correct.

Date: _____

Signature of Applicant # 1: _____

Date: _____

Signature of Applicant # 2: _____

Brock Property Mgmt – Windy Creek / Ref# _____

RESIDENTIAL SCREENING REQUEST

First: _____ Middle: _____ Last: _____

Address: _____

City: _____ ST: _____ Zip: _____

SSN: _____ DOB (MM/DD/YYYY): _____

Tel#: _____ Cell#: _____

Current Employer

Company: _____ N/A _____ Tel#: _____ N/A _____

Supervisor: _____ N/A _____ Salary: _____ N/A _____

Employed From: _____ N/A _____ To: _____ N/A _____ Title: _____ N/A _____

Current Landlord

Company: _____ N/A _____ Tel#: _____ N/A _____

Landlord: _____ N/A _____ Rent: _____ N/A _____

Rented From: _____ N/A _____ To: _____ N/A _____

I have read and signed the Disclosure and Authorization Agreement.

SIGNATURE: _____ **DATE:** _____

DISCLOSURE AND AUTHORIZATION AGREEMENT
REGARDING CONSUMER REPORTS

DISCLOSURE

The undersigned acknowledges that a consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for residence.

AUTHORIZATION

The undersigned acknowledges that they are authorizing and requesting, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish AmeriCheckUSA with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

If you dispute any information found in your consumer report and would like to request a copy of the report, please send a request letter via certified mail to;

AmeriCheckUSA
7777 Davie Rd Extension #101B
Hollywood, FL 33027

Print Name

Signature

Date

- ☐ For California, Minnesota, or Oklahoma applicants only, if you would like to receive a copy of the report, if one is obtained, please check the box.

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Acknowledgement of Rules & Regulations

- I certify that I have received and will read a copy of the documents for Windy Creek. I agree that I will abide by these Rules and Regulations.
- I have included a copy of the sales contract or lease contract along with my application.
- I will also supply a copy of the warranty deed to the Association not later than **forty-five (45)** days after the closing. This will become part of the documentation for this property (purchases only).
- I will inform the Association of any additions or deletions made to the lease and/or warranty deed, as this affects who is or is not an owner of said property (purchases only).

Property Address

Signature

Print Name

Date

Signature

Print Name

Date