



Turnberry On The Green Condo Association

PURCHASE PACKAGE

UNIT # _____

NAME: _____

PARKING SPACE # _____

19501 WEST COUNTRY CLUB DRIVE, AVENTURA FLORIDA 33180
PHONE 305 466 7767 * FAX 305 466 7741



Turnberry On The Green Condo Association

CHECK LIST
PURCHASE

FOLLOW UP CHECK LIST

TO BECOME A RESIDENT, YOU MUST HAVE A CREDIT SCORE OF 700 OR HIGHER.
THE PROCESSING TIME FOR AN APPLICATION MAY TAKE UP TO 20 DAYS.
THE ASSOCIATION WILL NOT ACCEPT INCOMPLETE APPLICATIONS.

In order for the Association to release the Certificate of Approval, the closing agency must send the Preliminary closing statement (HUD-1) and get it approved by the Association; the orientation must be completed.

- COPY OF SALES CONTRACT (NO CONTRACTS WITH ASSIGNEES WILL BE ACCEPTED)
\$100.00 BACKGROUND CHECK FEE (CASHIER'S CHECK PAYABLE TO YUKA SECURITY) - NON-REFUNDABLE
\$250.00 TRANSFER FEE, (CASHIER'S CHECK PAYABLE TO TURNBERRY ON THE GREEN CONDOMINIUM ASSOC.)
\$1000.00 Cashier check ELEVATOR SECURITY DEPOSIT (REFUNDABLE)
COMPLETED APPLICATION & FINANCIAL STATEMENT.
(U.S. DOLLARS ONLY. NO FOREIGN CURRENCY INFORMATION WILL BE ACCEPTED).
PLEASE INCLUDE SIGNED COPIES OF THE LAST TWO YEARS OF INCOME TAX RETURN, SSI, (IF RETIRED), AND THE LAST TWO MONTHS OF BANK/BROKERAGE FIRMS STATEMENTS. (ACCOUNTANTS LETTERS WILL NOT BE ACCEPTED AS PROOF OF INCOME.)
COMPLETED UNIT OWNER'S INFORMATION SHEET
COPY OF PHOTO ID (Driver's License or Passport).
PROOF OF STATUS (PLEASE PROVIDE ONLY ONE OF THE FOLLOWING): American passport, Voters Registration Card, Birth Certificate, Legal Alien Card, Visa, other
RULES & REGULATIONS ACCEPTANCE (TWO FORMS).
DIRECT PAYMENT PROGRAM (Form provided). Please include a cancelled check drawn from the account you will use for the payments.
MORTGAGE COMMITMENT
MOVE-IN / MOVE-OUT AUTHORIZATION FORM.
IN THE EVENT OF NON-ENGLISH-SPEAKING APPLICANTS, IT IS THE ONUS OF THE APPLICANT TO ARRANGE FOR AN INTERPRETER
THE TURNBERRY ON THE GREEN ADMINISTRATION RESERVES THE RIGHT TO REQUEST ADDITIONAL DOCUMENTATION.
HOME ONWER'S INSURANCE (Binder)

Buyer's signature

Buyer's signature

Print name

Print name

MM/DD/YY

MM/DD/YY



Turnberry On The Green Condo Association

IF THE APARTMENT IS BEING PUCHASED BY A CORPORATION, PLEASE INCLUDE THE FOLLOWING:

- () Articles of Incorporation
- () List of Officers of Corporation
- () Resolution of Corporation providing the names of the primary users of the apartment
- () Financial Statement (form provided)
- () Personal Guarantee by Corporate Officer (form provided)

Unit# _____

Date: _____

Name: _____



Turnberry On The Green Condo Association

UNIT# _____

**PERSONAL GUARANTEE
(when purchased by corporation)**

I, _____, owner and/or officer of
_____ a
_____ (State) Corporation, personally guarantee and assume all liability and/or
responsibility to the Turnberry On The Green Condominium Association for any amounts due, and
all affairs of _____, Owners of Unit # _____.

Signature: _____

Print Name: _____

COUNTY: _____ STATE: _____

The foregoing instrument was acknowledged before me by means of physical presence or
online notarization, this ___ day of _____, 2020, by _____ (name of officer
or agent, title of officer or agent) of _____ (name of corporation
acknowledging) , a _____ (state or place of incorporation) corporation, on behalf of
the corporation.

Personally Known OR Produced Identification

Type of Identification Produced:

(Signature of Notary Public)

(Print, Type, or Stamp Commissioned Name of Notary Public)

My Commission expires:

Affix Notary SEAL

Online Notary: (Check Box if acknowledgment done by Online Notarization)



Turnberry On The Green Condo Association

UNIT # _____

APPROVAL CRITERIA

1. Approval of the Association shall be withheld only by the vote of a majority of the Board. Notwithstanding anything contained herein to the contrary, approval shall not be withheld so as to violate the requirements or restrictions of any applicable federal, state or local law. In deciding whether to approve or disapprove a transfer, the Board may consider the following factors and may confer freely with counsel in reaching its decision. Good cause for disapproval may include, but not be limited to, the following:
 - a. The person seeking approval, or any proposed occupant, has been convicted of a felony involving violence to persons or property, the sale, distribution or use of a controlled substance, a felony demonstrating dishonesty or moral turpitude, or a charge of such felonies where the person was not acquitted and the charges were not dropped.
 - b. The person seeking approval has a record of financial irresponsibility, including bankruptcies, foreclosures, bad debt and/or insufficient income.
 - c. The application for approval indicates on its face that the person seeking approval, or any proposed occupant, is unable to comply with the covenants and restrictions applicable to the condominium. For example, without limitation, the application of a prospective purchaser or lessee who intends to move in a dog, demonstrates that the application is inconsistent with the pet restriction contained elsewhere in the Rules and Regulations would violate such restriction.
 - d. The person seeking approval, or any proposed occupant, has a history of disruptive behavior or disregard for the rights and property of others as evidenced by his conduct in other social organizations or associations, or by his conduct in this Condominium as tenant, Owner or occupant of a Unit in other situations.
 - e. The person seeking approval, or any proposed occupant, failed to provide the information, fees or appearance required to process the application in a timely manner.
 - f. All assessments and other charges against the Unit have not been paid in full.

2. If the Association disapproves the proposed transaction, notice of disapproval shall promptly be sent in writing to the owner or interest holder, and the transaction shall not be made. The Association need not approve any sale, transfer, or lease until such time as all unpaid assessments and all court costs and attorneys' fees (if any) incurred by the Association and due and owed for the unit have been paid, all transfer fees have been paid, and the prospective purchaser or lessee, together with all prospective residents who have reached the age of maturity, have appeared for a screening.

Seller Signature

Buyer Signature

Print Name

Print Name



Turnberry On The Green Condo Association

BUYER’S INSTRUCTIONS FOR COMPLETING APPLICATION FOR PURCHASE, GIFT OR INHERITANCE APPROVAL

LEGIBLE AND EXECUTED copy of sale contract with both parties’ signatures to be presented for review to the Management Office before any further processing.

1. The Screening Committee and the Board of Directors prohibit occupancy prior to approval. Use of the unit is for single-family residence only.
2. Unit Owners may not have pets.
3. We reserve the right to request any information, which may be necessary to process the application.
4. Every potential owner of a unit, age 18 and older, must complete an application form. A non-refundable background check fee of \$100.00 money order made payable to Turnberry on The Green shall accompany each application form with the following exceptions: a husband and wife or a parent and dependent children are considered one applicant for purposes of payment of this fee. The above-mentioned rule applies to primary users of a unit purchased by a corporation. Corporate purchases require additional forms and documents.
5. All forms must be filled out in total with no blank spaces and with original signatures, or the application will be returned for completion. Leave application package in the office when it is ready. Missing documents and/or information will cause delays and the application will not be processed. Character references provided by the Realtor handling the application, by applicant’s relatives or by the Unit Owner will not be accepted
6. Please include a copy of the last two years of income tax return, SSI (if retired), and/or the last two months of bank statements. (Accountant’s letters will not be accepted as proof of income).
7. Proof of citizenship, permanent residency or visa of all prospective occupants must accompany application.
8. An interview with all prospective occupants, age 16 and older, is required and should be requested at least **30 DAYS in advance** of the closing (sale). An appointment for an interview will be made through the office. You will be notified of the date and time. All prospective occupants are required to be present. All applicants must present original picture ID to the office on the date of the interview. Applicants must read Rules and Regulations before the interview. **The closing on a Unit should not be scheduled the same day or the day following the interview; as it may take from 3 to 20 days for Board review and approval.**
9. Move-in / move-out hours are from 8:30 AM to 5:00 PM weekdays. Moving is prohibited on Saturday, Sunday and Holidays. The purchaser, if approved, must give the Association \$1,000.00 money order as a refundable security deposit. If no damage is done to the Common Areas during the move, the deposit will be returned to the purchaser after the move is complete.
10. **A Warranty Deed and Closing Statement must be given to the Association’s Management Office before the final authorization to “Move into Unit” form is issued.**
11. It is the Realtor’s responsibility to show the prospective occupant all common areas of Turnberry on The Green (pool and barbecue area, parking garage, storage bin area, mail room, etc.)
12. **It is the unit owner’s responsibility to provide the new owner with access fobs and keys to the apartment, storage bin, and mail box.**

Buyer’s signature

Unit # _____

Print name

Date (mm/dd/yy)



Turnberry On The Green Condo Association

ACKNOWLEDGEMENT OF PET POLICY

NAME OF APPLICANT: _____

UNIT # _____

Resident to sign below:

I am aware of the Turnberry on the Green Condominium Association's Rules & Regulations and restrictions that pets are not permitted on the property and agree to abide by them.

Signature _____ Date _____



Turnberry On The Green Condo Association

LETTER OF INTENTION TO SELL, LEASE OR LEASE RENEWAL

Application to: (check one) _____ sell _____ lease _____ lease renewal

TO: BOARD OF DIRECTORS

In accordance with the provisions of the articles of the Declaration of Condominium of Turnberry on The Green, Condominium Association, Inc., I/We hereby serve notice that I/We desire to accept a bona fide offer made to me /us by _____, to purchase/lease/lease renewal Unit # _____. If a lease/lease renewal, the term is for a period starting _____ and ending _____. All leases/lease renewals I/We acknowledge that must be for a minimum of six (6) months. There will be only one occupancy during the term of the lease. For lease/lease renewals, a one month's rent amount refundable security deposit will be required from the Tenant. If a sale, I/We acknowledge that Turnberry on The Green reserves the right of first refusal.

I/We, agree to provide to the purchaser a copy of the Turnberry on The Green Declaration By-Laws, Articles of Incorporation and Rules and Regulations, or to the lessee a copy of the Rules & Regulations, prior to the first occupancy of the Turnberry On The Green Unit by the purchaser or lessee.

I/We will be bound by the Declaration of Condominium, By-Laws, Articles of Incorporation and Regulations of the Condominium Association.

THE ASSOCIATION AND ITS AGENT, IN THE EVENT IT CONSENTS TO A LEASE/LEASE RENEWAL, IS HEREBY AUTHORIZED TO ACT AS OUR AGENT WITH FULL POWER AND AUTHORITY, TO TAKE SUCH ACTION, AS MAY BE REQUIRED, IF NECESSARY, TO COMPEL COMPLIANCE BY OUR LESSEE (S) AND/OR THEIR GUESTS, WITH PROVISIONS OF THE DECLARATION OF CONDOMINIUM OF TURNBERRY ON THE GREEN CONDOMINIUM ASSOCIATION, INC., ITS SUPPORTIVE EXHIBITS, THE CONDOMINIUM ACT AND RULES & REGULATIONS OF THE ASSOCIATION, OR IN THE INSTANCE OF VIOLATION OF THE ABOVE BY THE LESSEE(S) AND/OR THEIR GUESTS, UNDER APPROPRIATE CIRCUMSTANCES, TO TERMINATE THE LEASEHOLD. IF THIS APPLICATION IS FOR A LEASE/LEASE RENEWAL, THE LESSOR AGREES TO REIMBURSE THE ASSOCIATION FOR ANY ATTORNEY'S FEES AND COSTS INCURRED AS LESSOR'S AGENT IN SUCH ENFORCEMENT OR LEASE TERMINATION.

In order for you to facilitate consideration of my/our application for the sale/lease or lease renewal of the above-designated Unit, I/We have caused the proposed purchaser/lessee to complete Application for approval to purchase/lease or lease renewal. I/We are aware that any falsification or misrepresentation of the facts in the application for approval will result in the automatic rejection of this application to sell or lease. Also a check to Turnberry On The Green in the amount of \$100.00 will be provided to cover investigation and other costs for the proposed purchaser or lessee, with a completed "sales/rental or renewal package" by proposed Purchaser or Lessee.

Unless you notify me to the contrary within twenty (20) days from the date of your receipt of this Application to sell/lease/renewal and Application by proposed Purchaser or Lessee, I will advise purchaser/lessee that The Board of Directors has twenty (20) days from the date of the interview to request additional information.

SIGNED: _____ Seller

Unit# _____

SIGNED: _____ Seller

DATE: _____



Turnberry On The Green Condo Association

Dear prospective buyer/ tenant:

At closing, you will receive from the seller / landlord one or more access cards. Please be aware that Turnberry On The Green has a very sophisticated security system. In order to preserve integrity of the system, that/those access card(s) must match the records of the association.

The cards/fobs assigned to unit #_____ are as follows:

No other cards will be accepted or programmed.

I/We am/are aware and agree to the above terms and conditions.

Buyer / Tenant's Signature

Buyer / Tenant's Signature

Print Name

Print Name

Unit #_____



AUTHORIZATION FORM

MOVE-IN / MOVE-OUT / DELIVERIES & PICK-UPS

Date _____

UNIT # _____ **RESIDENT NAME:** _____

I hereby authorize the following moving company access to Turnberry on The Green for the purpose of completing my move.

MOVING COMPANY NAME: _____

DATE OF MOVE: _____

I understand and agree to the following: (please initial each item)

_____ I will submit this form to the management office to authorize access to the movers.

_____ I will provide the management office with a refundable \$1000.00 elevator security deposit prior to the move date.

_____ The movers will provide a copy of their Certificate of Liability and Workers Compensation Insurance naming Turnberry On The Green as second insured.

_____ The move will take place only between the hours of 8:30 a.m. and be concluded no later than 5:00 p.m. – Monday through Friday.

_____ I will call the Management Office at 305-466-7767 at least 5 days in advance to reserve the elevator.

I understand that without the above steps being taken the move will not be permitted.

Signature **Printed Name** **Date signed**

Signature **Printed Name** **Date signed**



**REQUIREMENTS FOR PICK-UPS, DELIVERIES, MOVE-IN AND
MOVE-OUTS, REMODELING, AND RENOVATIONS IN
APARTMENTS**

TO: ALL RESIDENTS

FROM: MANAGEMENT

- 1. The owner/tenant must make a reservation for the service elevator no less than 5 working days prior to the day of the delivery/job starts (in some cases it may require more time, based on the availability of the elevators).**
- 2. The owner/tenant has to provide Turnberry on the Green with a security deposit in the amount of \$1000.00. The security deposit will be refunded after the job is completed and the premises is left in good (original) condition. It is the responsibility of the unit owner/tenant to make sure that all common areas of the building are left in good, clean condition, as received.**
- 3. The moving/delivery/construction company has to provide the Management Office with the proper proof of insurance:**
 - a. General Liability: no less than \$300,000.00**
 - b. Worker's Compensation**
 - c. Turnberry on the Green has to be listed as a Certificate Holder (additionally insured).**

Note: See attached copy of the proper Certificate of Insurance form.

- 4. All renovations and/or remodeling, except for painting and carpeting, require City permits as per the City of Aventura Building Department.**

It is the responsibility of the unit owner/tenant to notify their contractors/movers of the Rules and Regulations of the Association and to make sure that they will abide by its contents.



Turnberry On The Green Condo Association

Application for Occupancy – Unit# _____

UNIT# _____ LEASE _____ LEASE RENEWAL _____ DATE _____

DATE OF OCCUPANCY DESIRED: _____

LAST NAME: _____ FIRST NAME: _____ MIDDLE NAME: _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER _____

DRIVER’S LICENSE Number and State: _____

SPOUSE’S LAST NAME _____ FIRST NAME: _____

DATE OF BIRTH _____ SOCIAL SECURITY NUMBER _____

DRIVER’S LICENSE Number and State: _____

NAMES & AGES OF CHILDREN (AGE 18 AND OVER) WHO WILL OCCUPY UNIT:

Table with 2 columns and 2 rows for children aged 18 and over.

NAMES & AGES OF CHILDREN (UNDER 18) WHO WILL OCCUPY THE UNIT:

Table with 2 columns and 2 rows for children under 18.

WERE YOU EVER CONVICTED OF ANY FELONY OR MISDEMEANOR? YES _____ NO _____

IF YES, EXPLAIN:

Form with 5 horizontal lines for explanation.



Turnberry On The Green Condo Association

CERTIFICATE OF APPROVAL

A Certificate of Approval with **right of residency** is issued to the buyers/tenants after they have been screened by the Screening Committee. Should the buyers not be able to attend a screening, they may be issued a Certificate of Approval ***without right of residency***. Without right of residency implies that the buyers may not use the unit for their own personal use or for guests; they are only allowed to rent the unit.

Should the buyers decide that they intend to use the unit for their personal use, they will have to schedule a screening with the Board of Directors and be issued a new Certificate of Approval with right of residency.

I, _____, understand this policy and agree to abide by it.

Buyer's Name

Buyer's Signature

Date: _____

Unit#: _____



Turnberry On The Green Condo Association

Residence History – Past 5 years

(Please print full address, including unit # & zip code)

Present address _____ City _____ State _____ Zip _____

Phone number () _____ Dates of residency: from _____ to _____

Name of Landlord or Mortgage Co. _____

Landlord or Mortgage Co. phone number () _____ Mtg. No. _____

Address _____

Monthly payment \$ _____ Own or Rent _____

Previous address _____ City _____ State _____ Zip _____

Residing from _____ to _____ Monthly payment \$ _____ Own or Rent _____

Reason for leaving _____

Name of Landlord or Mortgage Co. _____

Address _____ phone number () _____

Previous address _____ City _____ State _____ Zip _____

Residing from _____ to _____ Monthly payment \$ _____ Own or Rent _____

Reason for leaving _____

Name of Landlord or Mortgage Co. _____

Address _____ phone number () _____

(Please enclose a separate page for additional information with residence history going back 5 years.)

Unit# _____

Date: _____



Turnberry On The Green Condo Association

Employment History –Past 5 years.

Type of business / profession: _____

Name of Company: _____

Address _____ City _____ State _____ Zip _____

Phone Number () _____ Position _____

Dates working: from _____ to _____ Salary _____ per year.

Previous Employer / Name of Company _____

Address _____ City _____ State _____ Zip _____

Phone Number () _____ Position _____

Dates working: from _____ to _____ Salary _____ per year.

Spouse’s Employer / Name of Company _____

Address _____ City _____ State _____ Zip _____

Phone Number () _____ Position _____

Dates working: from _____ to _____ Salary _____ per year.

Spouse’s Previous Employer / Name of Company _____

Address _____ City _____ State _____ Zip _____

Phone Number () _____ Position _____

Dates working: from _____ to _____ Salary _____ per year.

(Please enclose a separate page for additional information with employment history going back 5 years.)

Unit# _____

Date: _____

Unit# _____

Date: _____



Turnberry On The Green Condo Association

Bank References

Bank name _____ Phone () _____

Checking Acct. # _____ since _____ Savings Acct. # _____ since _____

Address _____ City _____ State _____ Zip _____

Bank name _____ Phone () _____

Checking Acct. # _____ since _____ Savings Acct. # _____ since _____

Address _____ City _____ State _____ Zip _____

Credit / Loan References

Auto # 1-Type/Model _____ License # _____ State _____

Financed Thru _____ Account # _____ Monthly payment _____

Auto # 2-Type/Model _____ License # _____ State _____

Financed Thru _____ Account # _____ Monthly payment _____

Auto # 2-Type/Model _____ License # _____ State _____

Financed Thru _____ Account # _____ Monthly payment _____

Loans and Charge Accounts (credit cards, department stores, etc.)

Owed to _____ Acct. # _____ Total Debt.\$ _____ Payments \$ _____ per _____

Owed to _____ Acct. # _____ Total Debt.\$ _____ Payments \$ _____ per _____

Owed to _____ Acct. # _____ Total Debt.\$ _____ Payments \$ _____ per _____

Owed to _____ Acct. # _____ Total Debt.\$ _____ Payments \$ _____ per _____

Owed to _____ Acct. # _____ Total Debt.\$ _____ Payments \$ _____ per _____

Owed to _____ Acct. # _____ Total Debt.\$ _____ Payments \$ _____ per _____



Turnberry On The Green Condo Association

Character References

(Relatives or realtors references will not be accepted)

Name _____ Phone No.() _____

EMAIL ADDRESS: _____

Address _____ City _____ State _____ Zip _____

Name _____ Phone No.() _____

EMAIL ADDRESS: _____

Address _____ City _____ State _____ Zip _____

Name _____ Phone No.() _____

EMAIL ADDRESS: _____

Address _____ City _____ State _____ Zip _____

Please check one of the following:

Unit # _____ will be: my primary residency _____ my vacation home _____

Applicant represents that all of the above statements are true and hereby authorizes verification of the above information, references and credit records. Applicant acknowledges that false information herein may constitute grounds for rejection of this application, termination of right of occupancy.

Applicant's signature _____ date _____

Applicant's signature _____ date _____

Unit# _____

Date: _____

AUTHORIZATION FOR BACKGROUND CHECK

I hereby authorize Verify Screening Solutions Inc to obtain a consumer credit report and/or investigation report on myself consisting of, but not limited to, employment verification, motor vehicle records, criminal scan, credit report, bad check and driver's license verification, academic verification, worker's compensation information and drug testing for the purpose of employment with the above mentioned company. I understand that such information may be derived in whole or in part from TransUnion, V.S.S and other providers and the report may contain information on my character, general reputation, personal characteristics and mode of living. Verify Screening Solutions Inc. is the background screening company used and their privacy policy can be found on their website (www.verifyssi.com).

First Name Middle Name Last Name

Home Address

City State Zip

Social Security Number Drivers License Number and State Date of Birth

Position Applying For

Signature Date

AUTHORIZATION FOR FILE DISCLOSURE

PLEASE ATTACH DRIVER'S LICENSE OR PHOTO ID TO THIS FORM

APPLICANT/TENANT CONSENT

I hereby consent to allow Verify Screening Solutions, Inc., through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow Verify Screening Solution, Inc. and its designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent or misleading information on an application may be grounds for denial of residency or subsequent eviction.

X _____ Signature
Date

Full Name - First, Middle, and Last Name (Please Print)

Home Address (Unit # if applicable)

CITY STATE ZIP

Social Security Number Date of Birth Driver's License Number and State Issued



Turnberry On The Green Condo Association

I, _____, acknowledge that I need to fill out an Architectural Modification form and receive written approval from the Association before beginning any work in my unit, and that I must provide them with permits for any modifications done to my unit. I am aware that soundproofing needs to be installed for any hard floor surfaces as well. The Management Office has gone over these facts with me and I completely understand.

Purchaser's signature

Date

Purchaser's signature

Date

Unit# _____



Turnberry On The Green Condo Association

ACKNOWLEDGEMENT OF RULES & REGULATIONS AND CONDITIONS FOR USE OF THE FACILITIES OF TURNBERRY ON THE GREEN

I am/We are in receipt of the Turnberry on The Green Condominium Information Procedures and Rules & Regulations.

I/We fully acknowledge the contents of the Information Procedures and Rules & Regulations and will abide by its contents, as well as the Declaration of Condominium for Turnberry on The Green Condominium Association, its By-Laws, Articles of Incorporation and Rules and Regulations, all as may be from time to time adopted or amended.

I/We will be able to exercise my rights to use the Spa and facilities of the gym upon proving my residency by providing the Management Office with the copy of my driver's license showing my new Turnberry on the Green address.

Signature _____ **Signature** _____

Name _____ **Name** _____
(Please print) (Please print)

Apt. # _____

Date _____
(mm/dd/yy)



Turnberry On The Green Condo Association

Purchaser's consent to conform with rules and Regulations of Turnberry On The Green Condominium Association.

PLEASE RETURN WITH COMPLETED APPLICATION TO PURCHASE

UNIT # _____

In making the foregoing application, I represent to the Board of Directors of Turnberry on the Green Condominium as follows:

- 1) I hereby agree for myself and on behalf of all persons who may use the apartment which I seek to purchase that I will abide by all of the restrictions contained in the By-Laws, Rules and Regulations, Association documents, and restrictions which are or may in the future be adopted or amended by Turnberry on the Green Condominium Association.
- 2) I have received a copy of all Association documents: Yes _____ No _____
I have received, read, understand and agree to the Association's Rules and Regulations Yes _____ No _____
- 3) I understand that I will be advised by the Board of Directors of either acceptance or denial of the application. Occupancy prior to Board approval is prohibited.
- 4) **If this application is accepted, I will provide a copy of the Closing Statement and a copy of the Warranty Deed after closing.**
- 5) I understand that there are no pets allowed in Turnberry on the Green Condominium.
- 6) I understand that the acceptance for purchase of an apartment at Turnberry on the Green Condominium is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any misrepresentation or falsification of the information on these forms will result in an automatic rejection of this application.
- 7) I understand that the Board of Directors may initiate an investigation of my background, as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors and Management to make such investigation, and that the Board of Directors, Officers and Management shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

In making the foregoing application, I am aware that the decision of Turnberry on the Green Condominium Association will be final and no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board of Directors.

Signature _____ Signature _____

Print name _____ Print name _____



Turnberry On The Green Condo Association

OWNER INFORMATION SHEET

UNIT # _____

Name: _____

Phone: _____ Cell: _____ Work: _____

Email: _____

Name: _____

Phone: _____ Cell: _____ Work: _____

Email: _____

Lease Start Date: _____ Lease End Date: _____

U.S. Emergency Contact Person (s) :

Name: _____ Phone# _____

Name: _____ Phone# _____

Signature

Signature

Print Name

Print Name

TO BE FILLED OUT BY MANAGEMENT

**As per condo documents: A) Maximum Occupancy: Two persons per bedroom.
B) All Units must leave a copy of Unit Keys with Management Office personnel.**

LIST OF NAMES OF LEGAL (APPROVED) RESIDENTS OF THE UNIT

Husband, wife and dependent children up to occupancy limit of unit

Name	Date of Birth	Sex M/F	Relationship

Date:



AUTHORIZATION TO ENTER

UNIT # _____

Date: _____

I, _____, the undersigned hereby authorize the persons listed below, to enter my apartment # _____ from _____ to _____ for the purpose of _____.

_____	_____
_____	_____
_____	_____
_____	_____

I UNDERSTAND THAT THIS FORM IS FOR VISITORS ONLY, NOT FOR GUESTS STAYING IN THE UNIT FOR ANY LENGTH OF TIME.

This means when you have a visitor, you will not be called. The visitor will provide security with an I.D. and will be given a pass to go to your unit. I.D. will be returned when pass is given back to security.

Signature

Date



Turnberry On The Green Condo Association

PARCEL RECEIPT AUTHORIZATION

UNIT OWNER: _____

UNIT # _____

THE UNDERSIGNED, the owner(s) of Unit listed above (the "Unit") of **THE TURNBERRY ON THE GREEN CONDOMINIUM ASSOCIATION, INC.** hereby authorizes the personnel of **TURNBERRY ON THE GREEN CONDOMINIUM ASSOCIATION, INC.** (The "Association") to accept, receive and sign for any parcels, addressed to the Unit, without imposing any liability thereon for the condition or substance of any such parcels so received.

We hereby release the Association, its employees and agents, from any liability arising from this Authorization, including, without limitation, liability arising from the misplacement of parcels, and/or the negligence of the Association, its employees or agents in such regard.

EXECUTED THIS _____ day of _____, _____

SIGNATURE: _____ PRINT NAME: _____

SIGNATURE: _____ PRINT NAME: _____

SIGNATURE: _____ PRINT NAME: _____

SIGNATURE: _____ PRINT NAME: _____

NO PARCEL CAN BE LEFT FOR OVER 10 BUSINESS DAYS





Turnberry On The Green Condo Association

Unit # _____

REALTOR'S INSTRUCTIONS FOR PURCHASING UNITS

1. Unit Owner must complete Letter of Intention to sell. Copy of Mortgage Commitment, proof of citizenship, permanent residency or visas of all prospective occupants must accompany application.
2. We reserve the right to request any information, which may be necessary to process the application.
3. **Please include a copy of the last two years of income tax return, SSI (if retired), and the last two months of bank statements. (Accountant's letters will not be accepted as proof of income).**
4. The ownership of the real state properties reflected on the financial statements must be backed up by closing statement and/or warranty deed, holdings in brokerage/bank firms by current statements.
5. Every potential owner of a unit, ages 18 and older, must complete an application form. A non-refundable background check fee of \$100.00 payable to Turnberry on the Green must accompany each application form with the following exceptions: a husband and wife or a parent and dependent children are considered one application for purposes of payment of this fee. The above-mentioned rule applies to primary users of a Unit purchased by a corporation. Corporate purchases require additional forms and documents.
6. **ALL FORMS MUST BE FILLED OUT IN TOTAL WITH NO BLANK SPACES AND WITH ORIGINAL SIGNATURES, OR THE APPLICATION WILL BE RETURNED FOR COMPLETION. AN APPOINTMENT IS NECESSARY TO SUBMIT THE APPLICATION. MISSING DOCUMENTS AND/OR INFORMATION WILL CAUSE DELAYS AND THE APPLICATION WILL NOT BE PROCESSED.**
7. Character references provided by the Realtor handling the application, by applicant's relatives or by the seller, will not be accepted. **An interview with all prospective occupants, ages 16 and older, in presence, is required and should be requested at least 30 DAYS in advance of the closing (sale) or occupancy (rental).** All applicants must present original picture ID to the office on the date of the interview. Our office will notify applicants as of the date and the time of the interview. **After the interview, it may take from 3 to 20 days for Board's review and approval.** We are requesting all realtors and agents to adhere to this policy without exception.
8. **A Warranty Deed and Closing Statement must be given to the Association's Management Office before the final authorization to "Move into Unit" form is issued.**
9. It is the Realtor's responsibility to show the prospective occupant all Common Areas of Turnberry on the Green (pool and barbecue area, parking garage, storage bin area, mail room, etc.)
10. It is the Realtor's responsibility to see that the seller provides the new owner or tenant with access cards, and keys to the apartment, storage bin, and mailbox.

LEGIBLE AND EXECUTED copy of sale contract with both parties' signatures to be presented for review to the Management Office before any further processing. **Please attach selling agent's business card.**

No contracts with assignees will be accepted

AN APPOINTMENT FOR AN INTERVIEW IS MANDATORY. NO ONE WILL BE PERMITTED ENTRY TO THE BUILDING- APARTMENT PRIOR TO APPROVAL

Thank you for your cooperation.

Agent: _____
Signature Phone number Date

Print name

UNIT # _____

PERSONAL FINANCIAL STATEMENT

Statement Date: _____

Individual - provide financial information only about yourself

Joint - provide financial information about yourself and other person

Name	Birth Date	
Name	Birth Date	Relationship
Address		
Home Phone #	No. of Dependents	
Business or Occupation	Bus. Phone#	

Assets	Mill	Thous	Hundred	Liabilities	Mill	Thous	Hundred
1 Cash in Banks				21 Notes Due to Banks			
2 Cash Value of Life Insurance				22 Notes Due to Others			
3 U.S. Gov. Securities				23 Accounts & Bills Payable			
4 Other Marketable Securities				24 Loans on Life Ins. Policies			
5 Notes & Accounts Receivable				25 Liens & Assessments Payable			
6 Other assets readily convertible to cash				26			
7				27			
8				28			
9				29			
10 TOTAL CURRENT ASSETS				30			
11 Real Estate Owned				31			
12 Mortgages & Contracts Owned				32 TOTAL CURRENT LIABILITIES			
13 Other Securities - not readily marketable				33 Real Estate Mortgages Payable			
14 Other Assets- Itemize				34			
15				35			
16				36			
17				37			
18				38 TOTAL LIABILITIES			
19				39			
20 TOTAL ASSETS				40 Net worth (Total Asset minus Liabilities)			

GENERAL INFORMATION

Please circle one

Are any assets pledged? YES NO
 Are you a defendant in any Suits or Legal Actions? YES NO
 Have you ever made a composition settlement with creditors? YES NO
 Have you ever been declared Bankrupt? YES NO

If yes, explain:

Date Signed:	Signature:	SS#:
Date Signed:	Signature:	SS#:

NOTE: CORRESPONDING BACK-UP DOCUMENTS MUST BE PROVIDED FOR THE ITEMS LISTED ABOVE.



Turnberry On The Green Condo Association

DIRECT DEBIT PAYMENT PLAN

Turnberry on the Green, through our City National Bank relationship, can now offer you direct debit payment of your maintenance fees at no cost to you.

Simply complete this application form, attach a VOID copy of your check, and mail or drop the form off at the Management Office.

Direct Debit authorizations received after the 5th of the month will be debited to your account the following month. You are responsible for making the payment for the current month's payment.

Owner's name _____

Unit number _____

Name of your bank _____

Name on bank account _____

Please check one Checking _____ Savings _____

ABA Number _____

The nine (9) digits preceding your account number.

Account number _____

Signature _____

Print name _____

Date _____

MAINTENANCE PAYMENT REQUIREMENTS

The maintenance payment for Unit # _____ is \$_____.*

All payments are to be made payable to Turnberry on the Green Condominium Association, Inc. and sent to the Management Office at 19501 West Country Club Drive, Aventura, FL 33180, by the 1st of every month.

A \$25.00 late fee will be applied if payment is not received by the 10th day of the month.

Please note that the Association does not provide coupons and/or monthly statements.

WE STRONGLY RECOMMEND THAT YOU USE OUR DIRECT DEBIT PROGRAM.

Name

Signature

Date: _____

Unit#: _____



Turnberry On The Green Condo Association

RELEASE OF LIABILITY OF THE ASSOCIATION FOR PERSONAL ENVELOPES AND PACKAGES DROPPED-OFF AT THE FRONT DESK

OCCUPANT(S): _____

UNIT#: _____

THE UNDERSIGNED, the resident(s) of the Unit listed above (the "Unit") of TURNBERRY ON THE GREEN CONDOMINIUM ASSOCIATION, INC. hereby authorizes the personnel of TURNBERRY ON THE GREEN CONDOMINIUM ASSOCIATION, INC. (The "Association") to accept and receive envelopes and packages addressed to the Unit, without imposing any liability thereon for the condition or substance of any such envelope/package received.

We hereby release the Association, its employees and agents from the liability arising from this Authorization, including, without limitation, liability arising from the misplacement of the envelope/package or its contents, and/or the negligence of the Association, its employees or agents in such regard.

EXECUTED THIS _____ DAY OF _____, _____

SIGNATURE: _____ PRINT NAME: _____

SIGNATURE: _____ PRINT NAME: _____

SIGNATURE: _____ PRINT NAME: _____

SIGNATURE: _____ PRINT NAME: _____

NO PARCEL/ENVELOPE CAN BE LEFT FOR OVER 10 BUSINESS DAYS

PACKAGES LEFT AT THE FRONT DESK ARE NOT TO EXCEED 2 POUNDS



Turnberry On The Green Condo Association

FREQUENTLY ASKED QUESTIONS

Q: What are my voting rights in the Condominium?

A: The owner or owners of each Unit are collectively entitled to one vote as a member of the Condominium Association with respect to matters requiring or permitting the vote of Unit Owners, which vote shall be cast in accordance with the articles and By-Laws. All votes have equal weight in deciding issues.

Q: What restrictions exist in the condominium documents on my rights to use my unit?

A: There are restrictions on pets, nuisances, and related matters, parking and alterations and improvements. For these and other restrictions refer to Paragraph 17 of the Declaration of Condominium Property, the Section entitled "Occupancy and Use Restrictions" and Rules and Regulations.

Q: What restrictions exist in the condominium documents on the leasing of my unit?

A: There are restrictions on the leasing of your Unit. You may not rent your Unit more than twice during any twelve month period and no rental shall be for less than six months. The Condominium Association has the right to approve or disapprove all rentals. A written lease shall be required for each tenant.

Q: How much are my assessments to the Condominium Association for my unit type and when are they due?

A: Your assessments for Turnberry on the Green Condominium Association, Inc. are specified on the budget and are available in the Management Office.

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? IF so, how much am I obligated to pay annually?

A: No, however, it may change in the future.

Q: Is the Condominium Association involved in any court cases in which it may have a liability in excess of \$100,000? If so, identify each such case.

A: No.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.



Turnberry On The Green Condo Association

When you need to have work done inside your unit.....

ATTENTION RESIDENTS

Please be advised that any work in your unit, including but not limited to moving in/out, repairs, and maintenance or construction work, requires vendors, movers and/or contractors to be licensed and insured.

The work must be scheduled and the following must be on file with the office, before any work can be started:

1. A Certificate of Insurance for General Liability (minimum coverage of \$300,000), naming Turnberry on The Green, Condominium Association, Inc. as a Certificate Holder. The certificate must also show Worker's Compensation coverage or a copy of an Exemption Certificate issued by the State of Florida, must be supplied.
2. Copy of contractor's license.
3. Copy of City/County permits, **if required by the City of Aventura**. (i.e.: hard floor installation, etc.)
4. Company's letter head with the list of names of workers entering the building under the company's responsibility.
5. Unit Access Authorization form, signed by the unit owner/resident, for contractors to be authorized to enter the unit during their absence (office will not provide apt. keys).

Cuando necesite hacer algún tipo de trabajo en su apto.....

ATENCION RESIDENTES

Toda persona o compañía que vaya a realizar algún tipo de trabajo dentro de su apartamento, bien sea de mantenimiento, reparación, construcción, mudanza, etc., deberá suministrar a la oficina de administración los siguientes documentos:

1. El certificado de seguro de responsabilidad legal (Insurance for General Liability) (cobertura mínima de \$300,000), nombrando a Turnberry On The Green Condominium Association, Inc., titular del certificado (Certificate Holder). El certificado también debe mostrar el seguro de indemnización de trabajadores (Worker's Compensation) o en su defecto, se debe presentar la copia del certificado de exención (Exemption Certificate), expedido por el Estado de la Florida.
2. Copia de la licencia de contratista con fecha vigente.
3. Copia del permiso de la ciudad. **Solamente si es requerido por la ciudad de Aventura**. (Ej.: instalación de pisos de mármol, madera, etc.)
4. Carta en papel membrete de la compañía con los nombres de los trabajadores que van a entrar al edificio bajo su responsabilidad.
5. Formato de autorización de entrada al apto., firmado por el dueño/residente del apto., autorizando a la compañía y sus empleados a entrar a su apto. durante su ausencia (la oficina no proveerá llaves de entrada a los aptos.).