



## Incomplete applications will not be accepted.

All applications must have the following in order to be accepted and processed.  
**PLEASE ALLOW THIRTY (30) DAYS TO PROCESS.**  
(We will not accept applications by email, please submit by hand delivery or mail.)

### SALES Application Checklist

- \_\_\_\_\_ Request for Approval (signed by all parties)
- \_\_\_\_\_ Owner Info Sheet (filled out completely)
- \_\_\_\_\_ Rules and Regulations (must be initialed)
- \_\_\_\_\_ Trash Compactor Rules (must be initialed)
- \_\_\_\_\_ Hours of Operation (must be initialed)
- \_\_\_\_\_ **Photo ID & Copy of car registration for all listed vehicles**
- \_\_\_\_\_ **Sales Contract** (signed by all parties)
- \_\_\_\_\_ **Application Fee Received** (PAYABLE TO: **REALTIME PROPERTY MANGEMENT**  
\$100.00 Non-Refundable Fee for Married Couples and/or \$100.00 Fee for each Occupant 18 years and Older)
- \_\_\_\_\_ Background Consent Form (for each occupant over 18 years)
- \_\_\_\_\_ Proof of Homeowners Insurance (must receive prior to closing)

Real Estate Agent Contact:

Listing Agent: \_\_\_\_\_

Buyers Agent: \_\_\_\_\_

*\*Interview must be completed before closing date.*

### RETURN COMPLETED APPLICATION PACKET TO:

LIGHTHOUSE COVE AT TEQUESTA  
230 Village Blvd.  
Tequesta, FL 33469  
(561) 741-0119



*Lighthouse Cove*  
AT TEQUESTA

230 VILLAGE BOULEVARD, TEQUESTA, FLORIDA 33469  
Phone (561) 741-0119 • Fax (561) 741-0130

## SALES APPLICATION Request for Approval

AN APPLICATION FEE IN THE AMOUNT OF \$100.00 MUST ACCOMPANY THIS FORM. MAKE CHECK PAYABLE TO: **REALTIME PROPERTY MANAGEMENT**

Date: \_\_\_\_\_

I / We, \_\_\_\_\_, Owner(s) of

Unit # \_\_\_\_\_, at \_\_\_\_\_ Village Boulevard, Tequesta, Florida, wish to sell my/our unit to purchaser(s), \_\_\_\_\_.

Estimated Closing Date: \_\_\_\_\_

Purchaser(s) represent that the following information is true and correct and consent to your further inquiry and investigation concerning this information or any information which comes from that inquiry which is necessary for approval of this request.

A. Is Unit to be leased? Yes \_\_\_\_\_ No \_\_\_\_\_ If unit is to be leased, purchaser is required to submit a Rental Application for lease approval to the Board of Directors and must receive prior approval before rental occupancy of any unit(s).

If unit will not be leased, owner will live in the unit? \_\_\_\_\_ Part Time \_\_\_\_\_ Full Time

B. Person(s) who will occupy the above condominium are as follows:

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Age \_\_\_\_\_

C. Number of Pets (under 45 lbs are allowed): \_\_\_\_\_ Type \_\_\_\_\_

(1) Pet per One-Bedroom, (2) Pets per Two-Bedroom or Three-Bedroom

D. Real Estate Agent:(if applicable) \_\_\_\_\_ Phone #: \_\_\_\_\_

E. Title Company Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

\_\_\_\_\_  
Seller (signature)

\_\_\_\_\_  
Prospective Purchaser (signature)

\_\_\_\_\_  
Seller (signature)

\_\_\_\_\_  
Prospective Purchaser (signature)



# Lighthouse Cove

AT TEQUESTA

## OWNER INFORMATION SHEET (PLEASE PRINT)

**\*\*PLEASE COMPLETE THIS INFORMATION SHEET AS SOON AS POSSIBLE, EVEN IF YOU THINK THE INFORMATION WE HAVE ON FILE IS CORRECT.**

Building Number \_\_\_\_\_ Unit Number \_\_\_\_\_ # of Bedrooms \_\_\_\_\_

Unit Owner Name (Mr.) \_\_\_\_\_

and /or (Mrs. / Ms.) \_\_\_\_\_

Unit Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

Away Address (if any) \_\_\_\_\_

Away Phone # \_\_\_\_\_

Pets \_\_\_\_\_(1) \_\_\_\_\_(2) Breed (s) \_\_\_\_\_ Weight \_\_\_\_\_ Lbs.

Pet Name (s) \_\_\_\_\_ Age(s) \_\_\_\_\_ Color (s) \_\_\_\_\_

**\*\* Please bring pet by the community office to register and obtain tag \*\***

## RENTAL INFORMATION

Is your Unit used for Rental \_\_\_\_\_ Yes \_\_\_\_\_ No

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_

Renter's Name(s) \_\_\_\_\_

Renter's Phone # \_\_\_\_\_

## AUTOMOBILE INFORMATION

License Tag # 1 \_\_\_\_\_ Color \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

License Tag # 2 \_\_\_\_\_ Color \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Additional Information \_\_\_\_\_

RETURN THIS FORM TO:

**LIGHTHOUSE COVE AT TEQUEST**  
230 Village Blvd.  
Tequesta, FL 33469  
(561) 741-0119



**RESIDENT RULES AND REGULATIONS**

All residents must abide by the Rules of the Lighthouse Cove Condominium Association. They include, but are not limited to the following:

1. Residents agree to follow the rules as posted, regarding use of all facilities, including the Pool and Deck Area, Fitness Center, Racquetball Court, Billiard Room and Computer Room. That includes not entering those areas except during the hours permitted.
2. Children must be supervised at all times by an adult, and are not permitted in any indoor or outdoor facilities without a parent or guardian.
3. Renters are not permitted to have pets. Unit owners are permitted (1) household pet in a one-bedroom unit, (2) household pets in a two-bedroom or three-bedroom unit. Only dogs, cats, and birds in cages are allowed. Exotic pets, of any kind, are not allowed.
  - Such pets are limited to dogs(s), which may not exceed (45) pounds in weight when fully grown or cats(s), provided that such dog(s) or cat(s) have been registered with the Condominium Association.
  - The following breeds, full or mixed, shall not be permitted: German Shepherd, Rottweiler, Doberman Pinscher, or any breed of bull terrier or similar dog commonly referred to as a “pit bull”.
  - All residents are required to keep their dogs on a leash, no more than (6) feet long, and must pick up after their dog.
4. Any loud noise after 10:00 P.M. or any other annoyance to residents that interferes with peaceful and proper use of the property by its residents will not be permitted.
5. The entrances, and like portions of the Common Elements shall not be obstructed, nor used for any purpose other than the ingress and egress to and from the condominium property; nor shall any carts, bicycles, carriages, or any other similar objects be stored therein.
6. Residents are not allowed to display signs, decorations or attach anything to balconies, doors, or windows of the building, except for (1) portable removable U. S. flag, without prior written consent from the Board of Directors. No clothes lines are allowed.
7. All Unit owners must provide a key to their unit door to be kept in the Management Office at all times for emergencies. No owner shall alter any lock, nor install a new lock without consent of the Board of Directors.
8. Residents must park their vehicles in their assigned parking spaces and/or garages and are not allowed to park additional vehicles in guest spaces. Residents may temporarily park their vehicle in guest parking spaces while utilizing the pool area or recreational facilities.
  - One-bedroom units shall have (1) parking entity, unless additional parking entities are appurtenant to an individual condominium unit.
  - Two-bedroom or three-bedroom units shall have (2) parking entities, unless additional parking entities are appurtenant to an individual condominium unit.
  - Guest parking spaces are for visitors only.

Unit # \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_



9. **No commercial vehicles of any kind are permitted to be parked at Lighthouse Cove, except for repair work being performed during business hours by contractors.**
10. **No Pick-up Trucks (including guests) are permitted between the hours of 9:00 pm and 7:00 am. Vehicles must not exceed 19' in length and 7' in width.**
11. **Motorcycles are not permitted to be parked at Lighthouse Cove overnight.**
12. **No boats or water craft of any kind are permitted to be parked at Lighthouse Cove.**
13. **No gasoline operated or electric vehicles (motorcycles, scooters, etc) are permitted to be stored on patios, balconies, landings, breezeways, or under stairwells.**
14. **The Trash Compactor is to be used as directed on posted instructions, and is for the purpose of discarding household waste only. Fines will be imposed to violators.**
  - **Forcing any items larger than will fit into opening of the trash compactor chute is not permitted.**
  - **Discarding of any large refuse around the trash compactor is not permitted.**
  - **Dumping construction materials or any form of refuse caused by a resident's employment is not permitted.**
15. **No trash is allowed to be left outside of condominium units, landings or breezeways. All trash must remain inside of the unit until residents are ready to dump trash in the trash compactor.**
16. **Gas or charcoal grills are not allowed on balconies. BBQ Grills are only allowed to be stored on first floor patios and must be taken out 10-15 feet from the building to barbeque.**
17. **Discarding of cigarette or cigar butts on the grass, sidewalks, stairwells, landings or pool areas is not permitted and must be discarded in proper outside receptacles.**
18. **The Cabana area cannot be reserved for private parties.**
19. **Smoking is not allowed in the entire pool area**
20. **Guests of residents may not use facilities unless accompanied by the unit resident, unless guests are residing in unit.**
21. **Only patio furniture and non hanging plants are allowed on the balconies or patios**
22. **All bicycles parked on the grounds must have a parking permit issued by the office.**
23. **Whenever an outdoor air conditioning unit is installed under a window, the height of the air conditioner shall be no higher than the outside edge of the windowsill.**
24. **Whenever an air conditioner in a condo unit is replaced or repaired with other than routine maintenance, the building fire sprinkler system is to be shut off by a service company of the Association's choosing at unit owner's expense.**

Unit # \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

25. In accordance with our condo documents, once a year on or before July 1 every condo owner is to submit to the Association Office a copy of their current certificate of insurance.

26. Under No circumstances may carpeting/rugs be installed or maintained on any Balconies.

**TENANT - RULES AND REGULATIONS (ADDENDUM)**

1. Installation of a new lock, without prior written consent or notification of the Unit Owner or the Condominium Association is not permitted.
2. Tenant is not permitted to sub-lease his/her condominium unit during their lease term under any circumstances.
3. During the lease term, tenant is not permitted to have anyone, not specified on their Tenant Information Sheet, to move into the condominium unit for more than 30 days. Guests are permitted to visit for a reasonable period of time.
4. Tenant is not permitted to have any pets.

Unit # \_\_\_\_\_ Initials \_\_\_\_\_ Date \_\_\_\_\_

I have read and understand all of the above Rules and Regulations for the Lighthouse Cove Condominium Association and agree to abide by them. I understand that any violation of these rules can result in fines and / or eviction.

I further understand that falsifying any information required by the Lighthouse Cove Condominium Association will result in immediate eviction or renewal rejection by the Board of Directors.

Unit# \_\_\_\_\_ Signature \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **TRASH COMPACTOR**

The trash compactor is located at the southwest corner of the property. We have been noticing that some residents are not following instructions for dumping their garbage. There are signs posted on the wall by the Dumpster. Please take the time to read the signs!

### **TRASH COMPACTOR INSTRUCTIONS**

1. ALL TRASH MUST BE SECURELY BAGGED PRIOR TO DISPOSAL
2. ALL BOXES MUST BE BROKEN DOWN BEFORE PLACING INTO COMPACTOR
3. OPEN THE TRASH COMPACTOR DOOR AT THE TOP OF STAIRS
4. DROP TRASH INSIDE OF CHUTE
5. MAKE SURE THE TRASH CHUTE DOOR CLOSES, OTHERWISE THE COMPACTOR WILL NOT OPERATE (**DOOR MUST STAY CLOSED WHILE IN OPERATION**)
6. DO NOT THROW TRASH DOWN ON THE GROUND, ON THE STEPS OR IN FRONT OF THE TRASH COMPACTOR DOOR
7. LARGE ITEMS – PLEASE CONTACT WASTE MANAGEMENT FOR DISPOSAL AT: (772) 546-7700

### ***DO NOT DUMP ...***

- FURNITURE
- LARGE APPLIANCES
- CONSTRUCTION MATERIALS
- TOXIC OR FLAMMABLE MATERIALS
- AUTO BATTERIES, OILS OR PETROLEUM

***\*\*BE CONSIDERATE OF OTHERS AND PLEASE KEEP THIS AREA CLEAN AND LITTER FREE***

*Unit #* \_\_\_\_\_ *Initials* \_\_\_\_\_ *Date* \_\_\_\_\_



**RULES AND HOURS OF OPERATION**

As residents of the community, you should be aware of the Rules and Hours of Operation posted in the Clubhouse Facilities and Pool hours. *It is the responsibility of each resident to abide by these posted Rules and Hours of Operation. As an owner, it is also your responsibility to ensure that your tenant(s) and/or guest(s) also abide by these rules and hours of operation.*

**THE CLUBHOUSE, INCLUDING THE POOL AND CABANA AREA,  
IS A NON-SMOKING FACILITY.**

- Clubhouse**                    **OPEN 9:00 AM – CLOSED 10:00 PM**
  
- Management Office** **MONDAY thru FRIDAY- 8:00AM to 4:30PM**  
**CLOSED – SATURDAY, SUNDAY and HOLIDAYS**
  
- Billiard Room**            **OPEN 9:00 AM - CLOSED 10:00 PM    DAILY**
  - ❖ *NO CHILDREN UNDER AGE 16 ALLOWED WITHOUT AN ADULT*
  - ❖ *ABSOLUTELY NO SMOKING OR VAPING. NO FOOD OR BEVERAGES*
  
- Business Center**        **OPEN 9:00 AM – CLOSED 10:00 PM    DAILY**
  - ❖ *NO CHILDREN UNDER 16 ARE ALLOWED WITHOUT AN ADULT*
  - ❖ *ABSOLUTING NO SMOKING OR VAPING. NO FOOD OR BEVERAGES*
  
- Racquetball Court**    **OPEN DAWN to 10:00 PM                    DAILY**
  - ❖ *NO CHILDREN UNDER 18 ARE ALLOWED WITHOUT AN ADULT*
  - ❖ *NO KICKBALL OR OTHER SPORTS ALLOWED*
  - ❖ *ABSOLUTELY NO SMOKING OR VAPING. NO FOOD OR BEVERAGES*
  
- Fitness Center**         **OPEN 5:00 AM – 10:00 PM                    DAILY**
  - ❖ *NO CHILDREN UNDER 18 ARE ALLOWED WITHOUT AN ADULT*
  - ❖ *ABSOLUTELY NO SMOKING OR VAPING. NO FOOD OR BEVERAGES*
  
- Pool**                        **OPEN DAWN to DUSK                            DAILY**
  - ❖ *SPECIFIC POOL ETIQUETTE RULES ARE POSTED AT THE POOL*
  - ❖ *NO LARGE FLOATATION DEVICES ARE ALLOWED*
  - ❖ *NO GLASS BOTTLES OR CONTAINERS ALLOWED IN THE POOL AREA (ONLY ALLOWED IN CABANA AREA)*
  - ❖ *NO FOOD OR BEVERAGES WITHIN (4) FEET OF POOL AREA*
  - ❖ *CHILDREN NOT TOILET TRAINED MUST WEAR SWIM DIAPERS*
  - ❖ *ABSOLUTELY NO DIVING, NO RUNNING OR JUMPING INTO THE POOL, NO HORSEPLAY, NO BALL PLAYING OR THROWING OF ANY OTHER OBJECTS*
  
- Cabana / Grills**         **OPEN 9:00 AM - CLOSED 10:00 PM    DAILY**
  - ❖ *INDIVIDUAL GROUPS LARGER THAN (6) PERSONS WHO ARE NON-RESIDENTS ARE NOT ALLOWED (THIS ALSO APPLIES TO THE POOL AREA)*
  - ❖ *BOTH GRILLS ARE ALWAYS OPEN AND MUST BE SHARED*
  - ❖ *RESIDENTS ARE NOT ALLOWED TO SCHEDULE ANY EVENTS AT ANY TIME*
  - ❖ *NO SMOKING OR VAPING ALLOWED WITHIN THE FENCED AREA*

Initials: \_\_\_\_\_



**BROWN'S BACKGROUND CHECKS**  
**CONSENT TO OBTAIN CONSUMER REPORT ON SUBSCRIBER**  
**Realtime Property Management of South Florida LLC.**

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, 4<sup>th</sup> 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 Number  
\*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 Number  
If International please provide  
Passport Number

\_\_\_\_\_  
Alias/Previous Name(s)

\_\_\_\_\_  
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.

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**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 \_\_\_\_\_



# Lighthouse Cove

AT TEQUESTA

Lighthouse Cove at Tequesta Condominium Association Inc.

**VOTING CERTIFICATE**

To: Lighthouse Cove at Tequesta  
c/o Realtime Property Management  
140 Intracoastal Pointe Drive, Suite 403  
Jupiter, FL 33477  
Fax: (561) 741-0130

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned is the record owner of that certain Condominium unit in LIGHTHOUSE COVE at TEQUESTA CONDOMINIUM, a Condominium, shown below, and hereby constitutes, appoints and designates

\_\_\_\_\_ as the voting representative for the condominium unit owned by said undersigned pursuant to the By-Laws of the Association.

The forenamed voting representative is hereby authorized and empowered to act in the capacity herein set forth until such time as the undersigned otherwise modifies or revokes the authority set forth in this voting certificate.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

Unit Owners

\_\_\_\_\_  
Owner Signature  
Print: \_\_\_\_\_

\_\_\_\_\_  
Owner Signature  
Print: \_\_\_\_\_

\_\_\_\_\_  
Owner Signature  
Print: \_\_\_\_\_

\_\_\_\_\_  
Owner Signature  
Print: \_\_\_\_\_

Corporation Name (if any): \_\_\_\_\_

UNIT NUMBER: \_\_\_\_\_