

# HARWICK HOUSE

a Condominium Association

625 Antioch Ave. | Fort Lauderdale, FL 33304  
Email: [board@harwickhouse.com](mailto:board@harwickhouse.com) | Phone: (754) 225-2627

## TO OWNER(s):

1. Please forward it to the buyer(s) so they may complete and forward to Harwick House, Inc.'s Board of Directors as soon as possible. Be sure to sign your name in all indicated areas.
2. Please give a copy of these directions to your realtor, lawyer, Title Company, etc.
3. It is the responsibility of the **OWNER** to furnish the prospective buyer(s) with a copy of all the legal documents of Harwick House, Inc., including but not limited to a complete set of the governing documents and rules and regulations.

## TO BUYER(s):

1. **Please complete the application package in its entirety.** Any blank items may be cause for delay and/or disapproval. Be sure to sign your name in all the indicated places.
2. **A \$250.00 non-refundable fee must accompany this application.** The fee includes a \$150 transfer fee, along with a \$100 application fee per applicant 18 years or older who will reside in the unit and who is not a spouse or child. Please make check(s) payable to Harwick House, Inc.
3. If the lender/mortgage/finance company and/or the title/closing agent/company require an estoppel, insurance or basic information, an additional fee may be required from the buyer(s).
4. **Two forms of government issued Photo IDs must accompany this application.** For all U.S. applicants, a valid Driver's License, ID card, Permanent Resident card and/or Passport are acceptable. For all international applications, a valid Passport is required along with a Driver's License or ID Card.

## TO ALL:

1. The Board of Directors has **thirty (30) days** from the time the application and fee is received to accept and/or reject applicants.
2. All applicants must be interviewed by Harwick House, Inc.'s Board of Directors prior to approval. If the complete application package is received the 1<sup>st</sup> through the 15<sup>th</sup> of the month, the Board will contact you no later than the **30<sup>th</sup> of the month** to schedule an interview. If the complete application package is received the 16<sup>th</sup> through the 30<sup>th</sup>/31<sup>st</sup> of the month, the Board will contact you no later than the **15<sup>th</sup> of the month** to schedule an interview.

3. Please note approval may take longer than **thirty (30) days** for international buyer(s) as background checks are often delayed and/or take longer to complete.
4. Occupancy prior to approval is prohibited.
5. For Seller(s)/Buyer(s): a copy of the sales contract must be furnished to the Board of Directors prior to Board approval and upon execution by all parties.
5. For Seller(s)/Buyer(s): a copy of the warranty deed must be furnished to the Board of Directors after Board approval and upon execution by all parties.

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**APPLICATION FOR NEW PURCHASE**

The following information is confidential and will not be used for any other purpose.

**Applicant Information:** (including anyone 18 years or older who will be residing in unit)

Applicant #1 Name: \_\_\_\_\_

Current Phone No: \_\_\_\_\_

Current Email Address: \_\_\_\_\_

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

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

Social Security No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License No: \_\_\_\_\_

Applicant #2 Name: \_\_\_\_\_

Current Phone No: \_\_\_\_\_

Current Email Address: \_\_\_\_\_

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

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

Social Security No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License No: \_\_\_\_\_

Applicant #3 Name: \_\_\_\_\_

Current Phone No: \_\_\_\_\_

Current Email Address: \_\_\_\_\_

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

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

Social Security No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License No: \_\_\_\_\_

Applicant #4 Name: \_\_\_\_\_  
Current Phone No: \_\_\_\_\_  
Current Email Address: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Social Security No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Driver's License No: \_\_\_\_\_

**Vehicle Information:**

**One vehicle per unit is allowed in designated parking spot. Illegal parking may result in towing at owner's expense.**

No commercial vehicles, trucks, vans, pick-ups, motorcycles, boats, go-carts, recreational vehicles, trailers or campers.

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Plate No: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Plate No: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Plate No: \_\_\_\_\_  
Make: \_\_\_\_\_ Model: \_\_\_\_\_ Plate No: \_\_\_\_\_

**Employment Information:**

Applicant #1 Current Employer: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Prior Employment (if less than 2 years)

Employer: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Applicant #2 Current Employer: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Prior Employment (if less than 2 years)

Employer: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Applicant #3 Current Employer: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Prior Employment (if less than 2 years)

Employer: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Applicant #4 Current Employer: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Prior Employer (if less than 2 years)

Employer: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

Dates of Employment: \_\_\_\_\_ Position: \_\_\_\_\_ Salary: \_\_\_\_\_

### **Pets/Service Animals**

Harwick House has a **NO** pet policy.

- |                                  |           |
|----------------------------------|-----------|
| 1. Do you have any pets?         | Yes or No |
| 2. Do you have a Service Animal? | Yes or No |

If you have answered YES to any of the above, please explain:

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**Emergency Contact:**

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

Relationship: \_\_\_\_\_ Phone No.: \_\_\_\_\_

\*\*\*A non-refundable fee must accompany this application. All applicants will be interviewed by Harwick House, Inc.'s Board of Directors prior to approval.

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### **CONSENT FORM**

In connection with my application for lease, I understand Harwick House, Inc. will conduct a complete background check including, but not limited to, credit, criminal, driving, various federal, state, and other agencies maintaining records.

I authorize without reservation any party or agency contacted to furnish the above-mentioned information and release all parties involved from liability and responsibility for doing so. This authorization and consent shall be valid in original, fax, or copy form.

I understand that the attached information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose.

Please answer the following questions: (Circle One)

- |   |           |
|---|-----------|
| 3. Have you ever declared Bankruptcy?       | Yes or No |
| 4. Have you ever been evicted?              | Yes or No |
| 5. Have you ever been convicted of a crime? | Yes or No |

If you have answer YES to any of the above, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Applicant #1 Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #2 Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #3 Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #4 Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION OF INTENT**

**THE BUYER (S) AND ALL OTHER OCCUPANTS HEREBY AGREE TO THE FOLLOWING:**

1. No pets allowed, including pets of their guests.
2. No subleases.
3. I/we have read and agree to abide by the Declaration of Condominium, the By-laws and the Rules and Regulations of Harwick House, Inc.

Applicant #1 Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #2 Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #3 Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant #4 Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

We, the buyer(s) of Apartment # \_\_\_\_\_ agree to abide by the Rules and Regulations, the By-Laws, and the Declaration of Condominium of Harwick House, Inc.

The buyer(s) are to have proper homeowner's insurance of which a copy is included with this application.

**[FOR HARWICK HOUSE ONLY]**

This application was Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ by the Harwick House,  
Inc. Board of Directors by: \_\_\_\_\_ and  
\_\_\_\_\_ Date: \_\_\_\_\_



### **SERVICE PET AGREEMENT**

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_ by and between \_\_\_\_\_, Owner/Tenant of condominium number \_\_\_\_ in HARWICK HOUSE, INC., hereinafter referred to as Owner, and the Board of Directors of HARWICK HOUSE, INC., by and through which has been vested with the jurisdiction to approve or reject service pet in the building, enter into this service pet agreement with Owners and to assume responsibility to enforce the Pet Rules, Regulations and Agreement, hereinafter referred to as Board,

WITNESSETH:

1. Owner owns and will have living in said condominium unit the following service pet:

Name: \_\_\_\_\_, Breed \_\_\_\_\_, Age \_\_\_\_\_, Weight \_\_\_\_\_.

2. In consideration of the Board consenting to allow my service pet to be kept or permitted within my condominium unit, and with respect for the comfort and peace of mind of my residential unit neighbors, I, Owner, hereby agree as follows:
  - a. Reasonable accommodation request pursuant to Fair Housing Amendments Act of 1988, 42 USC §360, Fla. Stat. §760.20, et. seq. will be considered. You must meet Fla. Stat. §413.08 and provide the Board with the proper paperwork reflecting same.
  - b. Pets are not permitted to create an unreasonable source of noise or annoyance to other residents and/or guests of the Condominium. The owner(s) are responsible for ensuring that their pet does not make excessive noise which may disturb other residents and/or guests.
  - c. No pet shall exceed 36 pounds.
  - d. All pets must be kept on a leash or in the owner(s) arms when outside of the unit.  
NO EXCEPTIONS.
  - e. All pets must be under control by the owner(s) outside of the unit at all times.  
NO EXCEPTIONS.
  - f. No pet may be kept outside any unit in the absence of the owner(s) of the unit. NO EXCEPTIONS.
  - g. No aggressive or vicious behavior at any time will be tolerated. NO EXCEPTIONS. Unprovoked attacks on another human being shall result in the pet's immediate removal from the property. Attempted attacks are more difficult to substantiate but should it be determined that any incidents have occurred, they are subject to the same treatment.
  - h. No dangerous and/or aggressive pets are allowed, including but not limited to, Pitbull's and Rottweiler's. NO EXCEPTIONS

- i. Owner(s) must pick up after their pet immediately. The northwest section located in the back of the property is designated for any excrement by the animal. It is suggested that owner(s) carry clean up supplies with them. Should it ever happen that an owner has to leave a mess to get clean up supplies, they are to do so immediately, clean up the mess, and contact the Board via harwickhouse@gmail.com informing them of the incident. It is important this step be taken so in the event the Board receives a complaint the Board can readily state the accident is being taken care of by the pet owner.
- j. Do not use the neighboring properties for excrement by the animal. Harwick House has designated an area for same.
- k. As not all people are comfortable with pets, especially in confined spaces, when an elevator is utilized, if there is anyone in the elevator, please ask (and understand) if they would prefer for you to wait.
- l. As a courtesy to others, please do not allow your pet in the recreation room and pool area.
- m. The pet must be carried through the parking lot to the lawn and/or street.
- n. It is the responsibility of the pet's owner(s) to repair any damage done to the common elements and to clean up any debris left by the animal.
- o. Owner(s) and/or Tenant(s) must carry an insurance policy, also naming Harwick House, Inc. as insured, which covers animal bites and/or all injuries sustained from an animal's aggressive behavior or attack. Owner(s) and/or Tenant(s) must provide Harwick House with a copy of said policy. The policy must remain current.
- p. The pet must be up-to-date and must remain up-to-date with all vaccinations and shots. The owner(s) must provide Harwick House proof of same. All pets must have and wear a Broward County Rabies Registration Tag, which must remain current.
- q. Owner(s) must follow the Rules and Regulations and By-Laws of Harwick House, Inc. All pet owner(s) shall pick up and acknowledge receipt in writing a copy of the current rules every year. You acknowledge that you understand the rules; you agree to obey the rules and ensure your pet obeys the rules, and that if you mistakenly do not obey any rule, that you expect, acknowledge, and appreciate other owners or the Board who point out such to you.
- r. Owner(s) must follow Broward County Code, Broward County Animal Care Ordinance and all Broward County Animal Laws.

I understand that only two sustained complaint notices of any violations to this service pet agreement will be given. Upon receipt of the third sustained complaint of any violation to this service pet agreement, I will remove any pet previously permitted within 72 hours. I also understand I will be responsible for all costs and attorney's fees if legal action is required to successfully enforce this agreement.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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PET OWNER  
(All owners of condominium unit must sign)

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PET OWNER  
(All owners of condominium unit must sign)

HARWICK HOUSE, INC. BY:

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Board of Directors or Property Manager