



## 2025 PURCHASE APPLICATION

For Association:

- ☐ Palm Isles Condominium I
- ☐ Palm Isles Condominium II
- ☐ Palm Isles Condominium III
- ☐ Southwind Estates

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Upon submitting your application for approval by the Board of Directors, please include the following items:

- A copy of the sales contract
- A copy of all applicant's driver's licenses
- Your application fee made out to Palm Isles Master

AND

- The Title Company's information to include Name, address, and telephone number.
- Your email address for orientation purposes.
- Your realtor's business card.
- Your Current Address and Phone Number

### TITLE COMPANY INFORMATION

Title Company: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

### BUYER INFORMATION

Buyer's E-mail Address: \_\_\_\_\_

Buyer's Phone Number: \_\_\_\_\_

Buyer's Current Address: \_\_\_\_\_

**We appreciate your cooperation and  
we look forward to welcoming you to Palm Isles**  
9545 Palm Isles Drive, Boynton Beach, FL 33437  
(561) 369-2995

Check # \_\_\_\_\_



- This application for occupancy must be completed in detail by the proposed purchaser.
- The purchaser may only own up to two (2) Dwellings/Units at any given time within Palm Isles.
- Please attach a copy of the fully executed sales contract or document of transfer to this application.
- Please attach a non-refundable processing fee to this application, *made payable to the Palm Isles Master Association*. A check must be made out for each applicant other than husband/wife or parent/dependent child (which are considered one applicant). Acceptance of the processing fee does not in any way constitute approval of this transaction.

Application Fees are as follows:

- Condominium I: \$100.00
  - Condominium II: \$100.00
  - Condominium III: \$150.00
  - Southwind Estates: \$100.00
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- Use of this unit is for single-family residences only.
  - No commercial vehicles, trucks, trailers, motor homes, boats, mobile homes, campers, recreational vehicles, motorcycles, mopeds, vans, etc. are permitted to park on the premises overnight without board approval.
  - Occupancy prior to final approval is prohibited.
  - Animal registration form is required if applicable and based on approval by the Board of Directors.
  - At closing all outstanding maintenance and assessment dues must be paid in full. A new assessment is planned for the near future and should be made aware to any new potential buyers.
  - The completed application must be submitted to the association office at least thirty (30) days prior to the expected closing date.
  - The seller (current owner) must provide the purchaser with a copy of all condominium documents at time of contract signing. **This includes the Mailbox key, location of the mailbox, and all prior all-access Palm Isles Cards at the time of closing.**
  - **Southwind Only:** You must meet Tenet Criteria to be approved.
  - All applicants must make themselves available for an orientation after closing.

## **INSTRUCTIONS:**

- If applicants are not legally married, a separate application for each occupant must be submitted with an application fee for each.
- If any question is not answered or left blank, this application may be returned, not processed and not approved.
- Please print legibly. Telephone numbers and complete addresses are required.
- Missing information will cause delays in processing your application.
- Only the applicants are authorized to sign all forms.

## **APPLICATION FOR OCCUPANCY/PURCHASE**

Application Date \_\_\_\_\_ Date Received (Office Only): \_\_\_\_\_

Name(s) of prospective purchaser(s) as it will appear on title:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Other persons who will occupy the unit with you (If not on title, a separate occupancy application must be submitted):

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

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

Address of unit: \_\_\_\_\_

Closing date: \_\_\_\_\_

Total number of people who will occupy this unit (over 18): \_\_\_\_\_

Current owner(s) name: \_\_\_\_\_

In case of emergency notify (name): \_\_\_\_\_

Address of emergency contact: \_\_\_\_\_

Phone number of emergency contact: \_\_\_\_\_

## PART 1 – RESIDENCE HISTORY

- A. Present Address: \_\_\_\_\_  
Name of Association: \_\_\_\_\_ Date lived here: \_\_\_\_\_
- B. Previous Address: \_\_\_\_\_  
Name of Association: \_\_\_\_\_ Date lived here: \_\_\_\_\_

## PART 2 – EMPLOYMENT & OCCUPANCY INFORMATION

- A. Employed by (or retired from): \_\_\_\_\_ Phone: \_\_\_\_\_  
Duration of Employment: \_\_\_\_\_ Title of Position: \_\_\_\_\_  
Monthly Income: \_\_\_\_\_  
Address: \_\_\_\_\_
- B. Spouse's Employment (or retired from): \_\_\_\_\_ Phone: \_\_\_\_\_  
Duration of Employment: \_\_\_\_\_ Title of Position: \_\_\_\_\_  
Monthly Income: \_\_\_\_\_  
Address: \_\_\_\_\_

## PART 3 – CHARACTER REFERENCES

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

## PART 4 – VEHICLE AND DRIVER INFORMATION

- Number of cars to be parked here: \_\_\_\_\_
1. Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Plate #/State: \_\_\_\_\_
2. Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Plate #/State: \_\_\_\_\_
- Driver's License No. 1: \_\_\_\_\_
- Driver's License No. 2: \_\_\_\_\_



1. In making the forgoing application I/we represent to the Board of Directors that the purpose for the purchase of a unit at the selected association is:

- Circle One:

- ☐ Permanent Residence
- ☐ Seasonal
- ☐ Other

If Other explain here: \_\_\_\_\_

2. I/We hereby agree for myself/ourselves and on behalf of all persons who may use the unit which I/we seek to purchase that I/we will abide by all of the restrictions contained in the By-laws, Rules & Regulations documents and restrictions which are or may be in the future imposed by the applied association.

3. I/WE HAVE RECEIVED AND READ A COPY OF ALL DOCUMENTS AND RULES & REGULATIONS. YES: \_\_\_\_ NO: \_\_\_\_

4. I/We understand that I/we will be advised by the Board of Directors within thirty days (30) of either acceptance or denial of this application.

5. If this application is accepted, I/we will provide a copy of the closing statement and a copy of the recorded deed within thirty (30) days after closing. I understand that orientation will not be conducted until all of the paperwork is received in advance.

6. I/We understand a Animal Registration form is required and that I/we must have both Board and Master approval.

7. I/We understand the purchaser is responsible for any architectural (including, but not limited to, driveway resurfacing or sidewalk repairs), and landscape modifications made by the previous owner. The landscape responsibility entails the maintenance (fertilizing, weeding, pruning, mulching and disease control) of the entire modified bed.

8. I/We understand the acceptance for purchase of a unit at the selected Association is conditional upon the truth and accuracy of this application and upon the approval of the Board of Directors. Occupancy prior to approval is prohibited.

9. I/We understand that the Board of Directors of the selected Association may cause to be instituted such an investigation of my background as the Board may deem necessary. Accordingly, I/we specifically authorize the Board of Directors or their agent to make such an investigation and agree that the information contained in this and the attached application(s) may be used in such investigation and that the Board of Directors and the officers of itself shall be held harmless from any action or claim by me/us in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

10. I/We understand that a Second Assessment for the Palm Isles Master Clubhouse remodeling is being considered and may be included in the billing of the purchase if a motion passes in the time of the sale.

11. I/We understand that we may not own more than (2) dwellings/units within Palm Isles. Below are a list of dwellings/units presently owned by me/us in Palm Isles: (mark of N/A if none)

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**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



## **FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET**

**Q:** What restrictions exist on my right to use my unit?

**A:** There are various restrictions set forth in the condominium documents such as restrictions on animals, signs, clotheslines, window decor, litter, vehicles and garages to name a few. Please refer to the occupancy and use restrictions set forth in the Declaration and the Rules & Regulations of the Association and Palm Isle Master Association, Inc. ("Corporation").

**Q:** What restrictions exist on the leasing of my unit?

**A:** No dwelling unit may be rented for a term of less than six (6) months and one (1) day, and no dwelling unit may be rented more than once in any twenty-four (24) month period. You must own your unit for 2 years from the date of closing in order to rent it. Please refer to the Declaration.

**Q:** How much are my assessments to the condo association for my unit type and when are they due?

**A:** Each owner pays the below quarterly fee in advance on the first day of January, April, July and October. These payments may be made by check payable to the applied association OR by ACH (automatic payment) which you can sign up for in the Palm Isles Office. Please refer to Schedule of the Operating Budget for any changes. Homeowners are also responsible for the \$300 cafe fee due annually on July 1. Additionally, as a buyer, you will be responsible for a \$3,500 central recreation expense payment due to the Master Association at closing unless applying to Southwind Estates. If applying to Southwind Estates a \$4,000 central recreation expense must be made. \$3,500 is made out to Palm Isles Master Association and \$500.00 to Southwind Estates.

***Quarterly Fees per association:***

Condominium I: \$2,500.00

Condominium II: \$2,410.00

Condominium III: \$2,495.00

Southwind Estates: \$1,775.00

**Q:** What is included in my maintenance payment?

**A:** Garbage Collection, Water, Cable (includes HBO, Show Time, Limited Basic and Digital Starter channels, 1 DVR XI main box, 2 Companion XI boxes, 3 voice controlled remotes), & Internet (High Speed 200Mbps) through Comcast, ADT/Devcon alarm system monitoring, use of facilities (gym, pools, all fitness classes, etc.).

**Q:** If I am a seasonal resident, do I need to notify the office when I will be away?

**A: YES.** Please notify the Palm Isles office a week prior to your departure and a week prior to your return so that Palm Isles can update your address. This ensures that any time sensitive correspondence mailed from the association will be received by the resident promptly and at the correct address.

**Q:** What are the garbage pickup days?

**A:** Tuesdays and Fridays. Recycling and bulk pick up are on Fridays only. **Garbage receptacles, recycling bins, and bulk items to be picked up may only be placed curbside after 5:00 P.M. the day prior to pick up.**

**Q:** What are we required to do after we have closed on the property?

**A: *After closing*,** please contact the Palm Isles Office at 561-369-2995 to schedule an appointment for orientation. **All Occupants must participate in an orientation..**

**Q:** What forms of entry are available to me?

**A:** Headlight tags are installed on Monday through Friday between 9AM and 1PM unless scheduled with an admin prior. Headlight tags can only be installed AFTER orientation has been completed. The second option is the use of a Resident ID badge which you should receive at closing from the previous owners. Both forms of entry will grant you access to all gates throughout Palm Isles.



**2025 PALM ISLES MASTER ASSOCIATION, INC.**

**ANIMAL REGULATION FORM**

*All Unit Owners in Palm Isles having or desiring to obtain Pets or Animals in Palm Isles, must submit the below "Animal Registration Application Form". This registry shall **include forms of vaccination, and documentation of inoculations**; the breed, weight at maturity, and attestation of proper inoculations as follows:*

*No owner is permitted to obtain or keep a domestic pet, whether permanent or temporary, in his Dwelling Unit without the prior written permission of Palm Isles Master Association, Inc. Such permission in one instance shall not be deemed to institute a blanket permission in any other instance and any such permission may be revoked at any time in the sole discretion of the Master Association Board of Directors. Service animals or emotional support animals may require additional paperwork to be submitted or requested outside this form.*

*The following rules apply to all Palm Isles Associations:*

*Pets or animals weighing over thirty-five (35) pounds at maturity are forbidden. Any pet that cannot be insured in your homeowner's policy will not be allowed in Palm Isles. All pets and animals must be leashed when allowed out of the units. All owners must curb their dogs. All animal waste must be picked up by the Owner or his/her representative from any property outside his/her unit. No animal shall be kept on any enclosed porch or patio unless someone is present within the unit. All Owners must take whatever steps are necessary to assure their neighbors will be free from any nuisance caused by their animals, such as, but not limited to dog barking and other conduct which interferes with the peaceful and quiet enjoyment of Palm Isles residents. Each Owner who owns an animal agrees to indemnify Palm Isles Master Association, Inc. and all Palm Isles Associations, and hold them harmless against any loss or liability of any kind or character whatsoever arising from or growing out of his/her having any animal in Palm Isles. Visitors, accompanied by animals, must comply with all regulations including registration if visit is more than a week. All residents are responsible for their visitors' compliance with the above rules and regulations. Animals are not permitted in any part of the Palm Isles Master Association Clubhouse, pools, tennis courts, shuffleboard courts and cafe.*

*All animals residing in Palm Isles shall be registered, on the following form, with the Master Association Board of Directors.*

**APPENDIX A: PET REGISTRATION APPLICATION FORM**

NAME OF OWNER \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ASSOCIATION: \_\_\_\_\_

NUMBER OF PETS: \_\_\_\_\_ CLASS OF PET(S) DOG \_\_\_\_\_ CAT \_\_\_\_\_ OTHER \_\_\_\_\_

NAME OF PET(S) \_\_\_\_\_

BREED OF PET(S) \_\_\_\_\_

SIZE OF PET(S) SMALL \_\_\_\_\_ MEDIUM \_\_\_\_\_ OTHER \_\_\_\_\_

WEIGHT OF PET(S) AT MATURITY \_\_\_\_\_ AGE OF PET(S) \_\_\_\_\_ YRS

COLOR OF COAT \_\_\_\_\_

COPY OF CURRENT INOCULATION: YES \_\_\_\_\_ NO \_\_\_\_\_

COPY OF CURRENT LICENSE: YES \_\_\_\_\_ NO \_\_\_\_\_

WRITTEN DOCUMENTATION FOR SERVICE ANIMALS/EMOTIONAL SUPPORT ANIMALS:

YES \_\_\_\_\_ NO \_\_\_\_\_

RESIDENT SIGNATURE: \_\_\_\_\_ TEL #: \_\_\_\_\_

**PLEASE RETURN THIS COMPLETED FORM TO:**

**PALM ISLES MASTER BOARD OF DIRECTORS**

**9545 Palm Isles Drive**

**Boynton Beach FL 33437**

ASSOCIATION APPROVAL: \_\_\_\_\_ MASTER APPROVAL: \_\_\_\_\_