



1300 NW 17th Ave. Suite 270
Delray Beach, FL 33445
(561)637-3402 Office (561)637-3407 Fax

Instructions for Permanent Resident Application – All Kings Point Associations

- 1) APPLICATION MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS PRIOR TO MOVE IN DATE.
- 2) **TWO (2) COMPLETE, SEPARATE SETS OF EVERYTHING LISTED BELOW MUST BE SUBMITTED. (APPLICATION AND PAPERWORK CONSTITUTES ONE SET.) ONE SET OF THESE MUST BE THE ORIGINAL PAPERWORK.**
- 3) EACH PAGE MUST BE PROPERLY COMPLETED.
- 4) EACH APPLICATION MUST INCLUDE A PHOTO ID (ON 8 ½ X 11 PAPER) SHOWING DATE OF BIRTH OF EACH OCCUPANT.
- 5) A \$100.00 NON-REFUNDABLE APPLICATION FEE IS REQUIRED ON ALL APPLICATIONS. THE \$100.00 APPLICATION FEE MUST BE MADE PAYABLE TO: THE ASSOCIATION IN WHICH YOU WILL BE A PERMANENT RESIDENT.
- 6) THE VESTA PROPERTY SERVICES INFORMATION PAGE AT THE END OF THIS APPLICATION MUST BE SIGNED.
- 7) ALL THREE PERSONAL REFERENCES **MUST BE COMPLETE, SIGNED, AND PART OF THIS APPLICATION.**

ALL MATERIALS MUST BE PROPERLY COMPLETED AND SUBMITTED TOGETHER OR THIS APPLICATION PACKET MAY NOT BE PROCESSED. OUR OFFICE WILL DO ITS BEST TO EXPEDITE ALL PAPERWORK IN A TIMELY FASHION. WE WOULD LIKE TO CONVEY TO YOU THAT MOST DELAYS ARE CAUSED BY INCOMPLETE PAPERWORK. PLEASE LOOK OVER THESE INSTRUCTIONS CAREFULLY. PLEASE CALL OUR OFFICE (561) 637-3402 WITH ANY QUESTIONS BEFORE SENDING COMPLETED PACKETS IN.

Wilson Landscaping & Management Corp.

1300 NW 17th Ave. Suite 270

Delray Beach, FL. 33445

Telephone (561)637-3402 Fax (561)637-3407

Permanent Resident Information Sheet

ASSOCIATION: NORMANDY J ASSOCIATION, INC. UNIT #: _____

Name of current Owner's: _____

Current Owner's Address: _____

City/ State/ Zip: _____

Current Owner's Phone Number: _____ Current Owner's Cell Number: _____

Name of Applicant: _____ SS#: _____ Age: _____

Co-Applicant: _____ SS#: _____ Age: _____

Applicant's Address: _____

City/ State / Zip: _____

Applicant's Phone: _____ Applicant's cell phone: _____

E-Mail Address: _____

Vehicle Information:

Make: _____ Model: _____ Year: _____ Plate # _____

Make: _____ Model: _____ Year: _____ Plate # _____

PLEASE LIST ALL OCCUPANT(S) WHO WILL RESIDE AT UNIT IF APPROVED

<i>Name</i>	<i>Relationship to Purchaser</i>	<i>Date of Birth</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE PROVIDE NAME AND ADDRESS OF WHERE TO SEND APPROVED CERTIFICATE OF APPROVAL:

Wilson Landscaping & Management Corp.

1300 NW 17th Ave. Suite 270

Delray Beach, FL 33445

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Permanent Resident(s) Agreement

In making this application to become a permanent resident noted on page one of this application, I/ we understand that acceptance of the application is conditioned on the approval of the Board of Directors.

- Agree that if the application is approved, to abide by all the Rules and Regulations, By-Laws and any and all restrictions of the association and any changes that may be imposed in future.
- Agree that the unit may not be occupied in my absence without the prior knowledge of the Board.
- Permanent Resident(s), acknowledge receipt of a copy of the Condominium Documents. It is the permanent resident's responsibility to obtain Condominium Documents from current owner. They may be purchased from Wilson Management for \$100.00 if necessary.
- Have enclosed a check in the amount of \$100.00 payable to **Association** as provided for by Florida Statutes and by the Condominium Documents.
- Understand that if any check paid by the Owner(s), and/or Permanent Resident(s), is returned unpaid, any approval granted will be voided.

Applicant's Signature

Date

Applicant's Signature

Date

Wilson Landscaping & Management Corp.

1300 NW 17th Ave. Suite 270

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Age Verification Questionnaire

Association: NORMANDY J ASSOCIATION, INC. **Unit:** _____

Please list every person who will be residing at this address. Please supply independent photographic evidence indicating date of birth (such as Driver's License or Passport) of each occupant.

OWNER(S) NAME	AGE	TYPE OF ID	DOB	RELATIONSHIP

Signature(s) of Permanent Resident(s)

Date: _____

Signature _____

Signature _____

Printed Name _____

Printed Name _____

Signature _____

Signature _____

Printed Name _____

Printed Name _____

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Request for Personal Reference

Association: NORMANDY J ASSOCIATION, INC. Unit: _____

Dear Sir/Madam:

_____ has listed you as a character reference in an application to become a Permanent Resident in an apartment in the above referenced Condominium Association.

As part of the application process, we respectfully request any information you can give use regarding their character and integrity. Please respond by providing brief comments in the space provided below, as quickly as possible.

Failure to return immediately could result in unnecessary delays to the Applicant's closing and/or move in date. The Association requires a minimum of thirty (30) days to properly review, approve and submit approval prior to the actual move in and/or closing date.

Thank you in advance for your valuable assistance, and we assure you that your reply will be kept confidential.

CHARACTER:

INTEGRITY:

OTHER COMMENTS:

Signature

Date

Printed Name

Phone/Cell Number

Address

City, State, Zip Code

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INTEGRITY:

OTHER COMMENTS:

Signature

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Printed Name

Phone/Cell Number

Address

City, State, Zip Code

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1300 NW 17th Ave. Suite 270

Delray Beach, FL. 33445

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Applicant(s) Information Sheet

Applicant's Name: _____

Association: NORMANDY J ASSOCIATION, INC. Unit # _____

If you are a seasonal applicant, please provide our office with your seasonal address and phone number:

Seasonal Address: _____

Local Phone: _____ Seasonal Phone: _____

PLEASE SPECIFY YOUR MAILING PREFERENCE:

_____ Please send all my mail to my local address at all times.

_____ Please send all my mail to my seasonal address at all times.

Please Note: It is the Unit Owners responsibility to let Wilson Management know of any changes as they occur in regards to the mailing address.

EMERGENCY CONTACT INFORMATION:

Name	Relationship	Phone	Keys: Yes or No

Please use the last column to indicate which of your emergency contact has your key to your home.

READ FIRST: Complete all questions and fill in all blanks. All information supplied is subject to verification. If any question is not answered/left blank, or answered falsely, this application may be returned, not processed, and/or not approved. Missing information will cause delays. Once submitted, order can be cancelled but your fee will not be refunded. Rev. 06/2014

**** THIS APPLICATION IS FOR A SINGLE PERSON OR A MARRIED COUPLE ONLY! ****

APPLICATION FOR OCCUPANCY

Association Name: Normandy J

Circle one: Purchase - Lease - Occupant - Unit.# _____ Bldg.# _____ Address applied for: _____

Full Name _____ **Date of Birth** _____ **Social Security #** _____

Circle One: Single - Married - Separated - Divorced - How Long? _____ Other legal or maiden name _____

Have you ever been convicted of a crime? _____ Date (s) _____ County/State Convicted in _____

Charge (s) _____

Applicant's Cell Number(s) _____ Applicant's Email Address _____

Spouse _____ **Date of Birth** _____ **Social Security #** _____

Other legal or maiden name _____ Have you ever been convicted of a crime? _____ Date (s) _____

County/State Convicted in _____ Charge (s) _____

Spouse's Cell Number(s) _____ Spouse's Email Address _____

No. of people who will occupy unit – Adults (over age 18) _____ Description of Pets _____

Names and ages of others who will occupy unit _____

In case of emergency notify _____ Address _____ Phone _____

PART I – RESIDENCE HISTORY

A. Present address _____ Phone _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Are you on the Lease? _____ If not, who is the leaseholder? _____ Are you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

B. Previous address _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Were you on the Lease? _____ If not, who is the leaseholder? _____ Were you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

C. Previous address _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Were you on the Lease? _____ If not, who is the leaseholder? _____ Were you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

PART II – EMPLOYMENT REFERENCES

Include a recent copy of an earnings statement to expedite processing

- A. Employed by _____ Phone _____
Dates of Employment: From: _____ To: _____ Position _____ Fax _____
Monthly Gross Income _____ Address _____
- B. Spouse Employed by _____ Phone _____
Dates of Employment: From: _____ To: _____ Position _____ Fax _____
Monthly Gross Income _____ Address _____

PART III – BANK REFERENCES

Include a recent copy of a bank statement to expedite processing

- A. Bank Name _____ Checking Acct. # _____ Phone _____
Address _____ Fax _____
- B. Bank Name _____ Savings Acct. # _____ Phone _____
Address _____ Fax _____

PART IV – CHARACTER REFERENCES (No Family Members)

1. Name _____ Home Phone _____
Address _____ Business Phone _____
Email Address _____ Cellular Phone _____
2. Name _____ Home Phone _____
Address _____ Business Phone _____
Email Address _____ Cellular Phone _____
3. Name _____ Home Phone _____
Address _____ Business Phone _____
Email Address _____ Cellular Phone _____
4. Name _____ Home Phone _____
Address _____ Business Phone _____
Email Address _____ Cellular Phone _____

Are you using a realtor? Yes _____ No _____ If yes: Realtor's name _____
Email Address _____ Cellular Phone _____

Driver's License Number (Primary Applicant). _____ State Issued _____

Driver's License Number (Secondary Applicant) _____ State Issued _____

Make _____ Type _____ Year _____ License Plate No. _____

Make _____ Type _____ Year _____ License Plate No. _____

If this application is not legible or is not completely and accurately filled out, Associated Credit (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility.

By signing the applicant recognizes that the Association and Associated Credit will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable. This form is for the exclusive use of Associated Credit Reporting, Inc.

Applicant's Signature _____ Date _____ Spouse's Signature _____ Date _____

ASSOCIATED CREDIT REPORTING, INC.

Established 1985

4690 NW 103rd Avenue, Sunrise, Florida 33351

www.associatedcreditreporting.com

*****AUTHORIZATION FORM*****

I/We hereby authorize **Associated Credit Reporting, Inc.** to obtain data to verify any and all information they request with regards to my/our Application for Occupancy, specifically the verification of my bank account(s), credit history, residential history, criminal record history, employment verification and character references.

I/We hereby waive any privileges I/we may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is to be released to the authorized party designated on the Application for Occupancy, for their exclusive use only. PLEASE INCLUDE COPY OF DRIVER'S LICENSE TO CONFIRM IDENTITY. If you do not have a driver's license, please include a copy of your Passport or current government issued identification card.

I/We acknowledge our rights as stated in the Fair Credit Report Act that I/we are entitled to a copy of the report upon proper written request and can dispute any inaccurate information for re-verification. I/We understand that Associated Credit Reporting, Inc. is not directly involved in the approval or denial of any applicant. The information received by Associated Credit Reporting, Inc. shall be held in strict confidence, protected as governed under the Fair Credit Reporting Act, and will never be released to any third party other than the designated recipient. I/We further understand that this is a non-refundable process.

By signing below, I/We further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and that the signature(s) below are my/our own proper legal signature. I/We certify (or declare) under penalty of perjury that I/We agree to the foregoing and; that all answers and information contained on the Application for Occupancy are true and correct and will hold Associated Credit Reporting, Inc. harmless from the result of the investigation.

(Applicant's Signature)

(Spouse's Signature)

(Applicant's Name Printed)

(Spouse's Name Printed)

(Date Signed)

(Date Signed)

Normandy J Association, Inc.
Rules and Regulations 10-15-18

Acknowledgment

- A. Residents are responsible for the actions of their guests, invitees, contractors, etc.
- B. Violating any of the Rules could result in violation letters, fines and/or legal action, as well as denial of lease renewals.

1) **Sales and Rentals:**

- A. All sales/rentals of units must be approved by the Board of Directors. In addition, all prospective purchasers and/or renters must complete a personal interview with the Board of Directors and sign an acknowledgment of said rules and regulations. **A refundable security deposit of \$500 payable to Normandy J Association is required of all annual tenants in the eventuality of any damage to the common elements. NO EXCEPTIONS.**
- B. All unit owners are required to transfer all condominium documents (including amendments) to the new owner(s).
- C. Owners should turn in their rental renewal application for processing at least thirty (30) days before the lease expires.
- D. If you renter receives three (3) violations within the term of the lease, the lease will not be approved for renewal.
- E. **Per the Amendment approved and recorded on August 14, 2018 any owner that purchases their unit after August 14, 2018, will not be permitted to rent their unit at ANY time. No exceptions will be made to this Amendment.**

2) **Occupancy:**

- A. One person living in the unit must be fifty-five (55) years old or older. THIS IS MANDATORY.
- B. No one under the age of eighteen (18) years old can reside in any unit at any time for any reason.
- C. Sub-leasing is never permitted under any circumstances. Renting out rooms is not permitted.

3) **Children:**

- A. Children under the age of eighteen (18) may not live in Normandy J Association, Inc. at any time, for any reason.
- B. Children under the age of eighteen (18) are permitted to visit for periods not to exceed thirty (30) days in total in any calendar year without prior written consent of the Board of Directors.
- C. No sporting games or picnicking are permitted in the common areas. This includes baseball, kickball, football, soccer, Frisbee, tag, jump rope, skateboarding, etc.

4) **Pets:**

Kings Point is a "no pet" community.

5) **Doors, Locks and Floors:**

- A. The Board of Directors shall maintain keys to all units. The keys will be used for emergency purposes only or for maintenance inspections. In the event of maintenance inspections, prior notice will be provided to all residents.
- B. Hard and or heavy surface floor coverings, including, without limitation, tile, marble or wood, may not be installed in any part of a Unit, without the prior written consent of the Association. The Association shall approve the installation of hard and/or heavy floor coverings provided the sound isolation and acoustical treatment material meets the specifications established by the Board.

Initials of Applicant(s): _____

Normandy J Association, Inc.
Rules and Regulations 10-15-18

- C. The installation of indoor/outdoor carpeting in any open patios, balconies or any other area with exposure to open air is strictly prohibited. The rain causes damage to the concrete underneath.

6) Consent to Alter:

- A. **No unit shall be materially altered, added to or modified without the prior written consent of the Association.** Specifications for desired work must be submitted to Wilson Landscaping & Management Corp. through an Architectural Request Form ("ARC" Form). These forms can be obtained by calling Wilson Landscaping & Management Corp. at (561)637-3402. **A refundable deposit of \$750 payable to Normandy J Association to cover any damage to the common area during the renovation, is due when authorization to remodel is granted.** Should there be any damage to the common elements, the cost of repair will be deducted from the deposit. If there is no damage, it will be refunded, upon inspection by Wilson Management.
- B. Unit owners are responsible for any damages to the common elements caused by their own contractors/workers. Catwalks must be protected and/or cleaned at the close of every business day while work is being done.
- C. No contractor waste shall be placed in the dumpsters. Contractor is responsible to remove own waste.

7) Trash and Recycling:

- A. Place all garbage in plastic bags and tie the bags before dumping them into the dumpster. **NO LOOSE TRASH!** Do not drop large bulk items into the dumpster. All cardboard boxes must be broken down before placing in dumpster or recycling bins.
- B. Put recyclables in their proper bins. Do not put tied plastic bags into the recycle bins. If the recyclable bins are full, place recyclables into the dumpster. **DO NOT place anything on the ground.** Cartons and pizza boxes should not be placed in the recyclable bins.
- C. Bulk items such as furniture, appliances and other large items are picked up every Tuesday. Bulk items may be placed NEATLY next to the dumpster on Mondays after 5 pm, ONLY. If bulk items are placed at the dumpster any other day, you will be billed for the cost to remove the items.
- D. No contractor waste shall be placed in dumpster.

8) Things not permitted:

- A. Excessive noise from televisions, stereos, visitors, etc. between the hours of 10:00 PM and 7:00 AM. For disturbances, please contact the non-emergency phone number for the Palm Beach County Sheriff's office at (561)995-2800.
- B. For units on the second floor, place felt tips under movable furniture.
- C. No feeding wildlife (squirrels, ducks, birds, feral cats, etc.). This attracts rodents and raccoons which defecate on catwalks, which is unsightly, unsanitary and could cause a slip and fall.
- D. Smoking is not permitted in the lift, on catwalks or walkways attached to the building. Please be considerate of your neighbors when smoking.
- E. No business, licensed or unlicensed, maybe operated out of any unit.
- F. No labels may be placed on front doors, windows or mailboxes.
- G. No cooking on patios, balconies, or common areas of Normandy J Association per the order of Palm Beach County Fire Department.

Initials of Applicant(s): _____

Normandy J Association, Inc.
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- H. No generators permitted at Normandy J Association per the order of the Palm Beach County Fire Department.
- I. Nothing is permitted to be hung on doors, windows, balconies, or over catwalk railings.
- J. No shaking of rugs, mops, rags, etc. on or over the catwalks or on grassy areas.
- K. No throwing buckets of water, cooking oil, or any liquid or dry material, food, etc. onto the catwalks, plants or grass.
- L. No sweeping or throwing anything out the front door onto the catwalk or over the balcony onto plants or grass.
- M. No walking or driving on the grass or through the plants in front.
- N. No signs, advertisements or stickers may be placed on unit doors, windows or exterior walls.
- O. No signs, for sale signs or otherwise, advertisements, etc. on vehicles.
- P. No doormats are permitted for safety reasons (trip and fall).
- Q. No chairs, flower pots, statues, ornaments can be placed on catwalks or in front of units.
- R. Holiday wreaths/decorations are permitted on outside of door or inside of windows from December 1st thru January 15th **ONLY**. Wreaths and decorations must be hung using removable “over the door” hooks, no nails or screws allowed in the door.

9) Leaks:

- A. Check for dripping faucets, running toilets and leaking shower heads. Call your service contactor immediately when a leak has been noted.
- B. The Association highly recommends installing water leak detection devices under sinks, near toilets and by hot water heaters. This will help prevent major flooding in the event of a water leak or pipe burst. These leak detection items are relatively inexpensive and can be purchased at home improvement stores.

10) Lift:

- A. Report lift issues to the Board of Directors.
- B. The lift is not to be used to transport freight items, appliances, furniture, etc. It is for **PASSENGER USE ONLY**.
- C. The lift is equipped with an emergency call button in the event you are trapped. This button should only be used in the event of an emergency. If there is an issue with the lift itself it will be reported to the lift company.

11) Cable:

- A. Comcast is the cable provider for all of Kings Point. There is a bulk cable contract for the community which covers **basic cable only**. Please contact Comcast at (561)266-2278 for questions regarding boxes, internet, home phone, etc.

12) Hurricane Season (June 1 – November 30):

- A. Hurricane shutters may be closed during Hurricane Warnings only. They may not be closed while you are away.
- B. Bicycles must be brought inside upon a Hurricane Warning being issued.
- C. Unsecured items from your patio or elsewhere must be brought in upon a Hurricane Warning being issued. This is so they do not become projectiles during the storm.

Initials of Applicant(s): _____

Normandy J Association, Inc.
Rules and Regulations 10-15-18

13) Bulletin Boards:

- A. Glass covered Bulletin Board is for Board of Directors use only.

14) Vehicles and Parking: (Violators will be towed)

- A. You must obey all roadway signs, including speed limits. The Palm Beach County Sheriff patrols the community and will ticket violators and/or speeders.
- B. One (1) parking space is assigned to each unit.

Vehicle tags must be current.

- C. Parking spaces cannot be changed, exchanged or rented.
- D. Vehicles must be parked head in, not backed in and must be pulled all the way up to the concrete bumper.
- E. Vehicles in disrepair (i.e. broken windows, flat tires, missing parts, inoperable, etc.) are not permitted.
- F. No maintenance or mechanical repairs are permitted except in an emergency.
- G. Disabled/crashed vehicles may not be parked in either an assigned or guest space for more than seven (7) days.
- H. Car washing is not permitted.
- I. No commercial vehicles, recreational vehicles, boats or trailers may be parked on the property overnight.
- J. Guest spaces may be used for units with more than one (1) vehicle. The guest spaces are “first come, first served” and are not reserved for any one unit.
- K. No more than one (1) vehicle per licensed driver, with a maximum of two (2) vehicles per unit.
- L. No loud vehicles, or motorcycles will be permitted, nor is loud music blaring from vehicle permitted.
- M. Any car leaking oil on the parking area has to be reported to the Board. Pictures and notice of violation will be sent to the owner who must contact a company to remove stain properly at his own cost.**

15) Bicycles:

- A. Bicycles must be parked in front of your parking bumper in a bike rack or kept in your unit. Bicycles that become rusted or have unsightly coverings will be removed.

16) Moving guidelines:

- A. No eighteen (18) wheeler moving trucks will be granted access into Kings Point.
- B. Trucks cannot block entire main entrance. Please leave half of the walkway open for pedestrians and emergency vehicles.
- C. The lift is not to be used to move boxes, appliances, furniture etc. Passenger use only.
- D. Do not damage building, doors, handrails, exit signs, light fixtures, etc. Owners/renters will be charged for damages to common elements.

Initials of Applicant(s): _____

Normandy J Association, Inc.
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PLEASE ADVISE YOUR FAMILY, GUESTS, VISITORS, CONTRACTORS, TENANTS AND OTHER INVITEES ABOUT THE RULES AND REGULATIONS ABOVE. YOU THE OWNER/RESIDENT WILL BE RESPONSIBLE FOR ANY AND ALL FINES AND LEGAL FEES.

I/We the undersigned understand and agree to abide by the Rules and Regulations of the Normandy J Association, Inc.

Signature

Date

Signature

Date

Initials of Applicant(s): _____



Kings Point Rental and Resale Information

ID OFFICE

561-499-3335 Ext. 136 & 135

Monday – Friday 9:00 AM – 4:00 PM

Saturday & Sunday 10:00 AM – 3:00 PM (November - May)

Closed Saturday & Sunday (June – October)

Fees (Subject to Change)

- ****Effective 09/01/2020*** - Processing Fee (New Owners Only) - \$1,500.00**

****Includes one (1) Resident ID Card and one (1) Barcode****

Prices remaining the same:

- Resident ID \$60.00
- Single Resident ID \$60.00
- Lessee ID \$60.00
- Guest ID \$10.00 (*See procedural guide for further details*)
- Health Aide ID \$50.00 (*Three months*)
- Barcode \$10.00
- Saxony RFID Tag \$10.00

Vesta Property Services Requirements:

Before issuing **Resident ID cards**, we must receive the following:

- A copy of the Certificate of Approval from the association's management company approved by an association officer with the association seal and,
- The previous owner's ID card(s) must be turned in to Kings Point's ID office. If the ID card(s) cannot be located, a \$60 fee for each outstanding ID card must be paid before new ID cards will be issued. **Checks payable to: Kings Point Recreation Corp., Inc.**
- **Note:** Maximum of two (2) resident ID cards per unit. The first ID card purchased for a resident/lessee must be issued to an individual fifty-five (55) years of age or older.

Before we can issue **Lessee ID cards**, the ID office must receive the following:

- A copy of the Certificate of Approval from the association's management company approved by an association officer with the association seal, along with a lease and,
- Any outstanding ID cards issued for that unit must be turned in.
- As of August 6, 2015, any unit that is SOLD, if there is an existing lease on the unit AND the lessee turns in their ID cards, ID Cards can be purchased by the new owner, even if the lease has not expired.
- Any Owner or Tenant that breaks the lease, the existing rule below still follows:

Resident ID card(s) will not be issued or another Lessee ID card(s) will not be issued until the expiration of the current lease. No Exceptions!

Kings Point Recreation Area Amenities

The Recreation facilities consists of three (3) clubhouses, swimming pools, Natatorium, golf courses, tennis, shuffleboard, pickleball, bocce ball, racquetball and basketball courts, canals, entry gates and roads of the community and other common facilities. Kings Point is a "NO PET" community. The Recreation Area does not include condominium property and its parking areas or common grounds. Our residents also have use of the Kings Point buses. The buses serve the community, the immediate surrounding areas and shopping centers. To assure that residents and their guests have exclusive access to all recreation facilities, a Kings Point ID is necessary. The ID cards are issued in the ID Office located in the Administration Building.

PLEASE READ CAREFULLY BEFORE SIGNING!!!!

*Signature: _____ *Signature: _____
Seller/Owner Buyer/Tenant

7000 West Atlantic Avenue, Delray Beach, FL. 33446-1699, Telephone 561-499-3335

*****Effective 09/01/2020*****

As a reminder, any new purchaser must pay the processing fee before any ID's are issued. That includes purchases for the purpose of renting the unit. Processing fee must be paid before a tenant can receive their ID's.

KINGS POINT USER ACCOUNT REGISTRATION

SIGN IN or CREATE AN ACCOUNT at the kingspointdelray.com website

The enhanced access control system is ready to launch and will be linked to the Kings Point ID system so that you can start developing your list of friends and family for your Permanent/ Temporary/ Vendor gate access.

1. Every resident that has a Community ID are already in the ID system. Those of you that have purchased theater tickets using the internet have already activated their accounts.
2. For each resident, there will only be ONE account. It will allow you to maintain a Permanent/ Temporary/Vendor Guest list, purchase tickets to our theater and register for "T Times" at the golf course. It will also link purchased theater tickets into the data base so that security will know who is on our property. Remember – persons who do not have ID cards will not be able to activate an account.
3. Activate your account by going to the kingspointdelray.com website.
 - a. On the "Home Page" click on the "Gate Access/Visitor Management" link in order to sign in or create an account.
 - b. Click on "Create Account" and a new screen will appear. The badge number and name you fill in must match the name as it appears on your ID. When creating your account you select a user name and the password. Note the password restrictions listed at the bottom of the page. Make sure that you keep your user name and password in a safe place, as you will need it every time you access your account. When completed, click on "Create User" at the bottom of the page. You have now completed your part of the activation process.
 - c. You will be notified when your account has been activated (within 72 hours).
4. If two persons living in a unit have different last names, it is advisable for each to activate his/her own account. The two accounts will be linked by unit address so that when purchasing tickets during the restricted period, a unit can still only purchase two tickets.
5. Populate your account by going to the kingspointdelray.com website and click on the "Gate Access/Visitor Management" link.
 - a. Click on "Sign In" and enter your user name and password.
 - b. Click on "Sign Me In" and fill in the data requested. Permanent Visitors do not need a visit date. Temporary Visitors will need to fill in the dates for each visitor. Names on the "Temporary" list are automatically deleted at the end of their authorized access time.
 - c. The "Permanent" list will be updated on an annual basis.
 - d. Vendors that issue their employees identification cards, i.e. the Post Office and FedEx do not need to be added to your list.
6. **Do not have a computer?** Call the Staff Office at 561-499-3335/ 561-499-7751 Ext. 225 for an appointment. The Staff will help you activate your account and enter the data.
7. Target date to activate the system at the Normandy Gate is on Monday, May 4th. Once the system is running smoothly at the Normandy Gate, the other manned gates at Kings Point will be implemented.

Like any new major change, this will require your patience as it is a massive programming effort with links to several existing systems. However, you can help in the implementation if you are a resident by obtaining your Kings Point ID. All Residents and Lessees with a vehicle should purchase a barcode for easy access thru the gates.