

Lyndhurst H Condominium Association

Deerfield Beach FL 33443

[January 2024]

APPLICATION PROCEDURES

1. ***Submit a completed application, together with all required documentation, and a \$150 Cashier's Check or Money order (U.S, FUNDS ONLY), made payable to Seacrest Services Inc. for investigation fees. No personal or business checks.***
2. ***Financial and criminal background checks are always required - No Exceptions.***
3. ***Please include the following additional documentation with your application:***
 - ***Copy of two forms of picture Identification (e.g. driver's license & passport) of purchasers,***
 - ***Copy of sales or rental contract,***
 - ***Purchasers' Social Security/insurance numbers,***
 - ***Bank reference letters - two bank reference letters is preferred,***
 - ***Cashier Check or money order only, payable to Seacrest Services for Investigation fees.***
 - ***If this is a rental, a check payable to the Lyndhurst H Condominium Association Inc in the amount of \$1,000 USD as a damage deposit in the event that tenants damage any of common elements or should the Board of Directors find it necessary to evict the tenants.***
 - ***If you are Canadian: We will be doing a Premium CPIC criminal background check on you. You are required to complete the "Consent to Disclosure of Personal Information" form. If you have a criminal record in Canada, you are also required to complete the "Declaration of Criminal Record" form.***
4. ***The lease must conform with the terms and conditions outlined in the Declaration of Condominium (e.g., minimum 3 month lease and not more than 6 months, no assignment or sublet permitted, etc) and MUST contain the following clause: "Mr. and Mrs. (insert renters names) agree to abide by the rules of the Lyndhurst H Condominium Association, Inc as outlined in the "Welcome to Lyndhurst H" guide, an electronic copy of which was given to them prior to their Meet and Greet and occupancy."***

PROCESS:

- ***Seacrest will conduct a criminal / financial background check.***
- ***Upon completion of application process and when all documentation received properly completed --- the application package is sent to the Board for review and approval.***
- ***The Board will not schedule a Meet and Greet until all required documentation, properly completed, has been received (e.g. bank reference letters, personal references, criminal checks, credit checks, etc) and the Board has tentatively approved the application package.***
- ***The Board will contact the Applicant(s) and schedule a Meet and Greet, which may be done electronically.***

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- *Following the Meet and Greet, Board will decide whether to approve the Applicant's; if approved, President signs and seals the Lyndhurst H and CenClub Certificate of Approvals and sends the form to Seacrest to be notarized and distributed accordingly.*
- *The Lyndhurst H Condominium Association Inc's COA is mandatory for closing on all purchases and transfer.*
- *Please allow a minimum of 30 days from the date we received all properly completed forms for process completion.*

***** Seacrest Office Hours:**

Questions: **Tel : 1-888-928-6465 X200**

Monday to Friday: — 9:00 am to 4:00 pm (office closed from 12:00 pm to 1:00pm)

Return Application to :

SEACREST SERVICES, INC. Att'n: Sales and Leasing Co-ordinator
6601 Lyons Road, Suite A7
Coconut Creek, FL 33073