

**MAPLEWOOD PHASE 1**  
**HOMEOWNERS' ASSOCIATION, INC.**  
**CHECKLIST FOR SCREENING/REGISTRATION**

Please use this checklist:

- READ and complete the application form entirely including target close date.
- INCOMPLETE OR INCORRECT APPLICATIONS WILL BE RETURNED without action.
- Originals (not copies or FAX copies) of the application are required.
- We will not FAX approval documents.
- Processing time is ONE-WEEK MINIMUM/30 days Maximum.

Sales Approvals:

- Application may be executed by owner or owner's agent only. Include applicant or agent's name and a contact phone number and the address to which the approval document is to be mailed.  
We do not FAX application or approval documents. Application must be complete including all resident names, vehicles, pets and emergency contacts.  
Application must include the target closing date. It will be returned if not included. Check in amount of \$50 payable to "Maplewood HOA, Inc." Copy of Rules & Regulations signed by the proposed owner(s). Copy of Contract for Sale. After Closing: The approval documents will include a "Closing Confirmation Notice" with prepaid mailing envelope. This notice is in lieu of a copy of the deed and is to be completed at closing and forwarded to the association. This confirmation changes the records of the Association. Bills and other notices may be misdirected if "Closing Confirmation Notice" is not received by the HOA. Extra costs or fines may be assessed if confirmation of closing is not received. Allow 7 days for HOA processing after receipt at the HOA offices.

Lease Approvals:

- Application may be executed by owner or owner's agent only. Include applicant or agent's name and a contact phone number and the address to which the approval document is to be mailed.
- We do not FAX approval documents.
- Application is complete including all resident names, vehicles, pets and emergency contacts.
- Application must include the lease start and lease end dates. It will be returned if not included.
- Check in amount of \$50 payable to "Maplewood HOA, Inc."
- Copy of Rules & Regulations signed by the proposed resident(s).
- Copy of Lease or Rental Agreement
- Fines (\$50/day) may be assessed to the owner if lease approval application is not received and approved prior to occupancy by the new lessee.
- Allow 7 days for HOA processing after receipt at the HOA offices.

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**Maplewood HOA, Inc. Bristol Management Services, Inc.**  
**Managing Agent Maplewood Professional Center**  
**1930 Commerce Lane, Suite #1**  
**Jupiter, FL 33458**

**Tel: (561) 575-3551. Fax:(561) 575-5423**



FOLLOWING INFORMATION REQUIRED FOR ALL NEW RESIDENTS: \_\_\_\_\_  
date lot #

NEW RESIDENT NAME \_\_\_\_\_ SPOUSE NAME \_\_\_\_\_

CURRENT ADDRESS, CITY, STATE AND ZIP CODE \_\_\_\_\_

RESIDENT CHILDREN:

NAME/AGE \_\_\_\_\_ NAME/AGE \_\_\_\_\_ NAME/AGE \_\_\_\_\_

NAME/AGE \_\_\_\_\_ NAME/AGE \_\_\_\_\_ NAME/AGE \_\_\_\_\_

Others expected to reside here for 30 days or more during any calendar year:

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_

PETS: Certain dog breeds and other pets are restricted; See homeowner documents for details:

TYPE (DOG/CAT)/BREED/FLORIDA REG. # \_\_\_\_\_ TYPE (DOG/CAT)/BREED/FLORIDA REG. # \_\_\_\_\_

VEHICLES: Vehicle type and parking Is restricted. See homeowner documents for details:

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ STATE/TAG # \_\_\_\_\_

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ STATE/TAG # \_\_\_\_\_

EMERGENCY INFO: Person(s) the Association may contact in the event that there is an emergency and you are unavailable.

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ TELEPHONE (WITH AREA CODE) \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ TELEPHONE (WITH AREA CODE) \_\_\_\_\_

**FOR ASSOCIATION USE ONLY**

According to the bylaws of the Association and by the lawful authority vested in the undersigned, this application by the above named property owner for the proposed resident or buyer has been approved by:

- [ ] DISAPPROVED in accord with attached memorandum. Reapplication required when conditions are corrected.
- [ ] CONDITIONAL APPROVAL in accord with attached memorandum. Subject to revocation if conditions are not met.
- [ ] FULL APPROVAL

MAPLEWOOD HOMEOWNERS' ASSOCIATION, INC.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Agent for the Board of Directors

Date Received: \_\_\_\_\_  
Date Returned: \_\_\_\_\_

Signed copy of this document will be returned to requestor and/or the title closing agent as evidence that Owner(s) have complied with approval requirements of association documents. Copy of this document to accompany estoppel letters executed by the property manager as agent for the Association. Estoppel letters will not be executed without this approval form and payment of fee.