Cocoplum Property Owners Association of Palm Beach, Inc.
c/o Sea Breeze Community Management Services, Inc.
4227 Northlake Boulevard
Palm Beach Gardens, FL 33410
(561)626-0917 Fax (561)626-7143
www.seabreezecms.com

Application Cover Page

Welcome to Cocoplum Property Owners Association, a community managed by Sea Breeze Community Management Services. We look forward to you becoming part of the community and working with us to make living in your new home pleasant and enjoyable. This Application Cover Page is designed to provide useful information that can assist you in the application process.

- Cocoplum is a gated, single-family community home composed of 274 residences located in Lake Worth. A pool and a playground are amenities available for resident use.

- Sea Breeze is a growing family-owned company. You will have a Property Manager who performs bi-weekly property inspections of the community. Our office staff is available Monday – Friday 9 am – 5 pm to assist with all questions and paper work. We work with your Board of Directors, who are volunteers voted-in by the community, to manage and maintain the community.

- Your Monthly Dues Include: 24-7 manned gate and maintenance of common areas.

- Make electronic payments through your owner portal or set up ACH for automatic payments. Coupon books are mailed to the address on file December of each year. Coupon books are not needed to make payments. Make all payments out to your Association.

- Auto-Pay/ACH/Direct Debit - $2.00 per transaction
- One-time Bank Account - $2.00
- One-time Credit Card Payment – 3%
- Mailing checks to the Association Lock Box – No Fees
- Use your personal online banking to set up ACH payments to the Associations Lock Box.

The Application Process
To avoid added costs or delays be sure you are filling out the correct application.

Lease – Lease application (background) – Moving in with a tenant (owner must approve) – Moving in with an owner not on the deed or immediate family

Buy a property – Buyer and their family. (background)

No Application Needed (Update Form ONLY) – Form available on the website at engage.goenumerate.com/s/cocoplum/ - Immediate Family only of an owner

- If you submit the incorrect application, there is no reimbursement and the correct application will need to be completed and submitted to get approved by the Board of Directors.
- The Applicant will be our one point of contact for the application process. Limiting the number of calls and emails received will help eliminate confusion and expedite the application process.
- Applications MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO the Closing Date or Lease Start Date.
- A Certificate of Approval, which is required to close and prior to moving in, will be provided to the purchaser or renter after the interview.
- Moving in is not permitted until a signed Certificate of Approval has been issued.
- *If purchasing, provide a copy of your Warranty Deed to Sea Breeze CMS as soon as possible after your closing in order to update your address and contact information. Sea Breeze is not authorized to change an owner's name in our system until we have received a Warranty Deed or a copy of the change from the Palm Beach County Property Appraiser's website. If the purchaser does not provide this proof of ownership, bill will go to the previous owner and the purchaser may incur late fees, interest and attorney fees. You are responsible for providing the Association with the Warranty Deed.*
- For Rentals, owners must be current on dues and have no violations.
- If you are interested to receive all official notices from the Association by Electronic Transmission you will need to complete the "Written Consent to Receive Official Notice(s) by Electronic Transmission" form. Insert the applicant's name, address, email address, signature and date to provide consent. Form is available on the website at engage.goenumerate.com/s/cocoplum/

Application Criteria

An applicant may not be approved based on one or more of the following:

1. Application not completed in full.
2. Background Reports.
3. False information provided in the application.
4. Under no circumstances may more than (1) one family reside in a unit at one time. As used herein, "family" or words of similar import shall be deemed to include a spouse, children, parents, brothers, sisters, grandchildren and other persons permanently cohabiting the unit as or together with the owner or permitted occupant thereof.
5. In no event shall occupancy (except for temporary occupancy by guests) exceed two (2) persons per bedroom and one (1) person per den (as defined by the Association for the purpose of excluding from such definition living rooms, dining rooms, family rooms, country kitchens and the like).
6. Prohibited vehicles are only permitted if stored within the enclosed garage, which includes, but is not limited to: A) a vehicle without a current license plate tag displayed, B) a vehicle that cannot operate under its own power, C) commercial vehicles, D) recreational vehicles, E) boats, F) trailers, G) campers.
7. Notwithstanding the aforementioned, all operable vehicles shall be kept in proper working condition so as not to be a hazard or a nuisance by noise, exhaust emission, appearance or otherwise.
8. Pets: A) No aggressive dogs are permitted within the community. B) Unusual pets are prohibited including, but not limited to, animals not generally maintained as pets, such as poultry, livestock, horses, large reptiles, anthropoids, felines other than cats, canines other than dogs, rodents, birds and other creatures other than those listed as Ordinary house pets as defined in the Rules and Regulations.

Note: A person occupying a unit for more than one (1) month shall not be deemed a guest but, rather, shall be deemed a lessee for purposes of this Declaration (regardless of whether a lease exists or rent is paid) and shall be subject to the provisions of this Declaration, which apply to leases and lessees.

LEASE ONLY:

1. The rent amount may not exceed 30% of their annual gross income
2. $500 refundable security deposit money order made out to Cocoplum. Security deposit refunds must be requested in writing within 10 days of the lease expiration date.
3. The homeowner’s property must be in compliance with the Association Governing Documents and maintenance obligations.
4. The homeowner must be in good financial standing with the Association.

Documents to be Collected

1. Photo Identification (US Driver's License or Passport)
2. Marriage Certificate (If applicable)
3. Pet Photo (If Applicable)
4. Copy of Lease Agreement Signed
5. Vehicle Registration for each vehicle
6. Provide a clear color photo of each vehicle.
7. Each tenant must provide three (3) letters of references
8. Each tenant to provide bank statements collected through Tenant Evaluation (No Business Accounts) If self-employed submit last year's Tax Return or Pension

How to Apply

- To Apply, log-in to Tenant Evaluation at Tenantev.com

- Enter the code listed below on your Live Sheet.

- Select the type of application you are applying for – Lease, Purchase or Guest/Additional Resident.

- Select how many adults are applying. Only two adults per application, If you have more than two adults, you will need to submit more than one application.

- Once the first application is completed and submitted, you will need to complete and submit another application for the additional adults.

- Keep married couples together on applications.

TenantEvaluation™
We've made it easy

Property Application for
Cocoplum POA of Palm Beach

Property Name

How to Apply ?

1

You can go to Tenantev.com or scan this QR Code.

then

2

Create a new account and use the following application code to begin.

9320

Property Application Code

Please read before applying

You must create a Tenant Evaluation account to apply, or you can sign in to your existing account.

The community you are applying to could request information such as Credit report (Social Security number necessary), Criminal background check, Eviction report, Proof on income, Personal and work verifications.

Important!

Application Fee: There is a cost associated with the application. You won't be charged until your digital application form is submitted at the beginning of the process.
This application is linked to the email address you will use to create your new account. If you have questions regarding the application requirements, please contact the association directly.
Tenant Evaluation does not determine your approval. The community association screening committee makes the final decision after reviewing your application.

Application process my take up to 45 *minutes*
tenantev.com

Do you need help?

Email us at
support@tenantevaluation.com

Call us at
305.692.7900