



GENERAL INFORMATION for MASTER ASSOCIATION APPROVAL
PURCHASE/LEASE/DOMICILE/INHERITANCE/GUESTS

- **AGE OF OWNERS-** At least one person 55 years of age or older must be a permanent occupant of each home. Persons under the age of 55 and more than 18 years or older may occupy and reside in a home as long as at least one of the occupants is 55 or older. No persons under the age of 18 may be a permanent occupant of any home but may visit for periods not to exceed 30 days in total in any calendar year. Age verification forms and a copy of a picture government ID must accompany all approval packets.
- **ALL APPROVAL PACKETS-** Approval packets originate at the neighborhood Property Management Company and should include forms and information as noted in the designated categories. All approvals will require Condominium/Homeowners Association approval with a notarized signature. After the Condominium/Homeowners Association approve the future resident, the packet is to be delivered to the KPIT Clubhouse for the next phases of the process *specific to the Master Association*.
 - **PHASE I-** KPIT will send the packet to Juda, Eskew & Associates for verification that all KPIT maintenance fees are current. If the fees are current, the packet is sent back to KPIT for final approval.
 - **PHASE II** - Upon the return of the packet, KPIT will execute the approval in a timely manner if the maintenance is current, and **all outstanding ID cards issued to the unit have been returned to KPIT.**
 - **PHASE III** – Property Management companies will be notified by e-mail when the packet has been approved and is ready for pick up in their individual mailbox at the Clubhouse.
- **OWNERSHIP IS NOT THE ONLY CRITERIA FOR RECEIVING RESIDENT ID CARDS**, i.e., if a son or daughter owns an apartment, but a parent occupies it, then the parent will receive a resident ID Card and the children will be a guest of their parents when they come to visit. They can have a guest card for the length of stay up to 30 days at a time with unlimited renewals at no charge.
- **KPIT MAINTENANCE ACCOUNTS** must be current for a Clubhouse ID card to be issued – no exceptions.
- **OWNERS CLUBHOUSE ID CARDS** are the property of Kings Point in Tamarac, Inc. and must be surrendered *before* KPIT approval is given.



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<p align="center">PURCHASE & LEASES</p>	<p align="center"><u>PURCHASERS & LESSEES MUST GO THROUGH THE SAME PROCEDURE. REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1. Condominium Association approval form with notarized signature. 2. Executed Purchase or Lease Agreement. 3. Executed Age Verification form with a copy of a government agency picture ID (Driver's License/Passport). 4. Seller/Owner's Clubhouse ID card(s) must be surrendered to Box Office prior to final approval for new resident/lessee to receive an ID card.
<p align="center">LEASE RENEWALS</p>	<p align="center"><u>ALL LEASE RENEWALS START AT THE NEIGHBORHOOD PROPERTY MANAGEMENT. REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1. Condominium Association approval form with notarized signature. 2. Lease Renewal Agreement signed by both Owner and Lessee. 3. Executed Age Verification form with a copy of a government agency picture ID (Driver's License/Passport).
<p align="center">TRANSFER OF OWNERSHIP (Quit Claim-Inheritance-Trustee Deed)</p>	<p align="center"><u>ALL CHANGE OF OWNERSHIPS MUST GO THROUGH THE REGULAR PROCESS OF APPROVAL, WHICH STARTS AT THE NEIGHBORHOOD PROPERTY MANAGEMENT. REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1. Condominium Association approval form with notarized signature. 2. Recorded documentation showing transfer of ownership. 3. Executed Age Verification form with a copy of a government agency picture ID. 4. Owners Clubhouse ID card(s) must be surrendered to Box Office prior to final approval. <p>*NOTE: If the new owner does not reside in the unit and does not plan to lease it, we will issue a card (up to 2) on a per visit basis for the length of the stay at no charge. A call to the clubhouse advising us of a weekend arrival will enable the card(s) to be waiting for you. There will be a minimum charge for guest cards.</p>
<p align="center">DOMICILE RESIDENT</p>	<p align="center"><u>REQUEST FOR DOMICILE RESIDENT STARTS AT THE NEIGHBORHOOD PROPERTY MANAGEMENT. REQUIREMENTS</u></p> <ol style="list-style-type: none"> 1. Condominium Association approval form with notarized signature. 2. Executed Age Verification form with copy of a government agency picture ID. 3. Letter of Approval from Owner requesting the resident for Domicile status. 4. *Applicants for Domicile Resident status must show proof of residency in the form of a valid Driver's License or Florida picture ID reflecting their Kings Point address. If proper ID is not available, a temporary ID for a maximum term of 30 days will be issued. This temporary card is not renewable. A PERMANENT ID CARD WILL NOT BE ISSUED UNTIL THE PROPER IDENTIFICATION IS PRESENTED.



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<u>REQUIREMENTS</u>	
HOUSE GUESTS	<p>“House guest” status is a visitor who resides with the resident for a few weeks, up to 60 days. To be issued a guest pass, the house guest will be asked to show proof of their address, i.e. driver’s license, voter-registration card, etc. and must live outside a 25-mile radius from Kings Point. A House guests with proper identification can receive two consecutive 30-day cards, and a third card requires the Condominium building president’s approval. Guest cards require a fee according to the KPIT clubhouse Rules, and Regulations posted in the Clubhouse.</p>
MULTIPLE NON-RESIDENT OWNERS	<p>In cases where there are multiple owners (on the deed or inheritance), and neither owners will be permanent residents, nor plans to lease it; only two permanent cards will be issued. Additional owners will receive a pass for the dates of their planned stay at no cost. Guests of the owners will be required to pay a fee for a guest card.</p>

DISCLAIMER

A Domicile Resident is defined as a person residing at a property as their primary address, while not listed on that property’s deed or lease and is not financially responsible for that property.