



**Las Casitas Sales Application**  
**900 E. Indiantown Rd., #210, Jupiter, FL 33477**  
**T: 561-250-6565 | F: 561-277-2535**

### **Sales Application Instructions/Checklist**

***Please return the completed package to the Triton Office for processing. A complete package includes:***

- A Sales Application - the remainder of this package
- Fully executed Sales/Purchase Contract
- Copy of driver license(s)
- \$100.00 Background Screening Fee (non-refundable) per applicant (unless married or child under 18 years of age) made payable to Triton Property Management
- A \$150.00 non-refundable application fee made payable to **Las Casitas Homeowners Assoc. Inc**
- **A \$5,500.00 Transfer Fee payable to Palm Beach Polo POA will be collected at closing.**
- All applicants are interviewed, either a phone interview or a personal meeting will be scheduled upon receipt of all items required. Be sure to list phone contact numbers where tenants are accessible during business hours.
- Association Documents must be forwarded to the buyer from the seller. If Documents are not available, a copy can be ordered by the buyer or realtor charges apply.
- A notarized Certificate of Approval is issued after the interview. You will be contacted when available for pick up from our office. Be sure to list the phone contact number(s) where the buyer(s) can be reached.

**Applications will not be accepted via fax or email. If an application is submitted incomplete, it will not be accepted or processed until all the required information is received. Please return this completed application, along with payment to the address below:**

**Triton Property Management**  
**900 E. Indiantown Rd., Suite 210**  
**Jupiter, FL 33477**  
**561-250-6565**

A sale is not effective without prior written approval by the Board. Please allow for 30 days for processing

Updated 5.7.24



## **Sales Application**

Property Address: \_\_\_\_\_

Closing Date: \_\_\_\_\_

### **General Submission requirements:**

- **Title Company Information:**
  - Name & Address: \_\_\_\_\_
  - Phone # & Email: \_\_\_\_\_
- **Buyer's Realtor Information:**
  - Name & Address: \_\_\_\_\_
  - Phone # & Email: \_\_\_\_\_
- **Owner/Seller's Realtor Information:**
  - Name & Address: \_\_\_\_\_
  - Phone # & Email: \_\_\_\_\_
- **Certificate of approval for delivery options (Mark "X" by delivery option):**
  - \_\_\_\_\_ Email Copy to Title Company: Email address \_\_\_\_\_
  - \_\_\_\_\_ Mail original to Title Company: Address: \_\_\_\_\_
  - \_\_\_\_\_ Email Copy to Current Owner/Seller: Email address: \_\_\_\_\_
  - \_\_\_\_\_ Email Copy to Buyer: Email address: \_\_\_\_\_

*I/We certify that the information requested above and contained in this application are attached, true and correct. I understand that any falsification, misrepresentation, or omission is grounds for refusal to approve this sale application.*

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Co-Applicant Signature**



**Current Property Owner Information:**

Owner Name: \_\_\_\_\_

Owner phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

New Mailing Address: \_\_\_\_\_

Owner email: \_\_\_\_\_

**Applicant(s) Information:**

**Applicant Name:** \_\_\_\_\_

Applicant phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Applicant email: \_\_\_\_\_

Present Address: \_\_\_\_\_

How long at this address: \_\_\_\_\_ If less than one (1) year, include previous addresses?

\_\_\_\_\_

**Employed by:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**How long:** \_\_\_\_\_ **Dept or Position:** \_\_\_\_\_

**Monthly Income:** \_\_\_\_\_

**Bank reference:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**How Long:** \_\_\_\_\_

**Check Account #** \_\_\_\_\_ **Savings Account #** \_\_\_\_\_

# TRITON

PROPERTY MANAGEMENT

**Co-Applicant Name:** \_\_\_\_\_

Applicant phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Applicant email: \_\_\_\_\_

**Employed by:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

How long: \_\_\_\_\_ Dept or Position: \_\_\_\_\_

Monthly Income: \_\_\_\_\_

**Bank reference:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

How Long: \_\_\_\_\_

Check Account # \_\_\_\_\_ Savings Account # \_\_\_\_\_

**Occupant Information:**

Will there be occupants other than the immediate family: [  ] Yes [  ] No

If yes, name(s), relationship, and age(s): \_\_\_\_\_

\_\_\_\_\_

# TRITON

PROPERTY MANAGEMENT

**Automobile Information:**

**Vehicle #1**

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

Year: \_\_\_\_\_

State: \_\_\_\_\_

Tag#: \_\_\_\_\_

Vehicle is registered to:

\_\_\_\_\_

**Vehicle #2**

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Color: \_\_\_\_\_

Year: \_\_\_\_\_

State: \_\_\_\_\_

Tag#: \_\_\_\_\_

Vehicle is registered to:

\_\_\_\_\_

*Commercial Vehicles, boats, trailers, RV's, motor homes, motorcycle's, etc are not permitted on premises.*

**Pets** (Please Review the Association's Rules and Regulations on pet ownership and limitations):

Do you have any Pets?                      [    ] Yes      [    ] No

If so, what breed are they and how many? \_\_\_\_\_

\_\_\_\_\_

*All pets must be approved by the Board of Directors prior to occupancy.*

# TRITON

PROPERTY MANAGEMENT

The information provided in this Application is true and complete. Any misstatements or omission of fact on this application may result in the rejection of my application. If you decide to engage an agency report on my credit and personal history or criminal history, I authorize you to do so. If a report is obtained, you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in this report. I will be responsible for the costs of all reports or histories

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

The Association will review the application within 30 days of receipt. Incomplete applications will be rejected.

Reviewed for Association by: \_\_\_\_\_ Approved. \_\_ Denied \_\_\_\_\_

If denied, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **FCRA NOTICE – BACKGROUND INVESTIGATION**

In connection with your rental application with \_\_\_\_\_ (the “Landlord/Property Manager”), this notice is intended to inform you that an investigative consumer report will be obtained on you from a consumer reporting agency for tenancy or rental purposes. These purposes may include for acceptance or retention. The report may contain information about your character, general reputation, personal characteristics and mode of living, which may be based on personal interviews with sources such as your neighbors, friends or associates. The report may also contain information about you relating to your criminal information or history, credit history, driving and/or motor vehicle records, verification of your education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to the Landlord/Property Manager and our background screening provider, National Crime Search, LLC, 3452 E. Joyce Blvd., Fayetteville, AR 72703 (888-527-3282). For information about National Crime Search, LLC’s privacy practices, see [www.nationalcrimesearch.com](http://www.nationalcrimesearch.com).

**[End of Document]**

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## **AUTHORIZATION FOR BACKGROUND INVESTIGATION**

By signing below you authorize the obtaining of investigative consumer reports by the Landlord/Property Manager at any time after receipt of this authorization. To this end, you authorize any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested about you by National Crime Search, LLC and/or the Landlord/Property Manager.

You understand that the scope of your authorization is not limited to the present and, if you are accepted, will continue throughout the course of your residency and allow the Landlord/Property Manager to conduct future screenings for retention, as permitted by law and unless revoked by you in writing.

Print Full Legal Name:	
Other or Former Names (please print):	
Date of Birth*:	
Social Security Number:	
Address:	
City:	
County:	
State:	
Zip Code:	
Driver's License number:	
State License issued:	
Name on License (if different than legal name):	
Email Address:	
Phone Number:	
Signature:	
Date:	

**\*This information will be used for background screening purposes only and no other purpose.**



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You understand that the scope of your authorization is not limited to the present and, if you are accepted, will continue throughout the course of your residency and allow the Landlord/Property Manager to conduct future screenings for retention, as permitted by law and unless revoked by you in writing.

Print Full Legal Name:	
Other or Former Names (please print):	
Date of Birth*:	
Social Security Number:	
Address:	
City:	
County:	
State:	
Zip Code:	
Driver's License number:	
State License issued:	
Name on License (if different than legal name):	
Email Address:	
Phone Number:	
Signature:	
Date:	

**\*This information will be used for background screening purposes only and no other purpose.**

## **STATE LAW NOTICES AND DISCLOSURES – BACKGROUND INVESTIGATION**

**The following disclosures are being provided pursuant to state law.**

**MINNESOTA and OKLAHOMA:** If you are a resident of Minnesota or Oklahoma, or applying for employment in one of these states, please check the box if you would like to receive a copy of your consumer report, free of charge, if one is obtained by the Landlord/Property Manager.

Check box to receive report

**MINNESOTA:** If you are a Minnesota resident or applying for employment at a location within Minnesota, you have the right to submit a written request to National Crime Search, LLC | 3452 E Joyce Blvd, Fayetteville, AR 72703 | (888-527-3282) for a complete and accurate disclosure of the nature and scope of any consumer report the Landlord/Property Manager ordered about you. The consumer reporting agency must provide you with this disclosure within five days after its receipt of your request or the report was requested by the Landlord/Property Manager, whichever date is later.

**NEW JERSEY:** If you are a New Jersey resident or applying for employment at a location within New Jersey, you acknowledge receipt of the New Jersey Fair Credit Reporting Act provisions.

**NEW YORK:** If you are a New York resident or applying for employment at a location within New York, you have the right to inspect and receive a copy of any investigative consumer report requested by the Landlord/Property Manager by contacting National Crime Search, LLC | 3452 E Joyce Blvd, Fayetteville, AR 72703 Phone: (888-527-3282).

**NEW YORK:** If you are a New York resident or applying for employment at a location within New York, you acknowledge receipt of a copy of [Article 23-A](#) of the New York Correction Law.

**RHODE ISLAND:** If you are a resident of Rhode Island or applying for employment at a location within Rhode Island, the Landlord/Property Manager may request a credit report from a consumer reporting agency in connection with your application for employment.

**VERMONT:** If you are a Vermont resident or applying for employment at a location within Vermont, you acknowledge receipt of the NOTICE – BACKGROUND INVESTIGATION AND USE OF CREDIT INFORMATION.<sup>1</sup>

**WASHINGTON STATE:** If you are a Washington resident or applying for employment at a location within Washington State, you have the right to request from National Crime Search, LLC | 3452 E Joyce Blvd, Fayetteville, AR 72703 | (888-527-3282) a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

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<sup>1</sup> Pursuant to Vermont law, employers requesting a credit report must provide job applicants/employees with a notice identifying the specific basis under 21 V.S.A. § 495i for use of the report.

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group P.O. Box 53570 Houston, TX 77052</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. Division of Depositor and Consumer Protection National Center for Consumer and Depositor Assistance Federal Deposit Insurance Corporation 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Assistant General Counsel for Office of Aviation Protection Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Public Assistance, Governmental Affairs, and Compliance Surface Transportation Board 395 E Street, SW Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Administrator, Office of Capital Access United States Small Business Administration 409 Third Street, SW, Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, NW Washington, DC 20580 (877) 382-4357</p>

**The Las Casitas Homeowners Association**

***CERTIFICATE OF APPROVAL FOR SALE***

This is to certify that the following named buyer has hereby obtained the approval for purchase by the Board of Directors of The Las Casitas Homeowners Association.

Address/Unit#: \_\_\_\_\_

Current Owner: \_\_\_\_\_

Buyer: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Comments: SUBJECT TO ALL DUE AND PAYABLE ASSESSMENTS BEING PAID CURRENT

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\*\*\*\*\*

State of Florida  
Palm Beach County

The foregoing instrument was acknowledged before me this day \_\_\_\_\_ (day) of \_\_\_\_\_ (month), \_\_\_\_\_ (year) by \_\_\_\_\_ (name) \_\_\_\_\_ (title), who is personally known or provided \_\_\_\_\_ as identification and who did/did not take an oath.

Signature of Notary: \_\_\_\_\_

(Seal)