

TEQUESTA HILLS COA, 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

Tenant Application

(updated 6/2017)

COMPLETE ITEMS 1 TO 15 & SUBMIT 30 DAYS PRIOR TO MOVE-IN DATE. Old application packages will not be accepted our most current application package is available online at the Sea Breeze website.

**MAIL OR DROP OFF APPLICATION PACKAGE AT OUR OFFICE.
FAX COPIES WILL NOT BE ACCEPTED AS APPLICATION IS INCOMPLETE.**

If copies needed a charge of 25 cents per page required.

- _____ 1. Application for occupancy form (all information must be completed). (pg. 2-4)
- _____ 2. Addendum to lease to be completed by owner(s) and tenant(s). (pg. 5)
- _____ 3. Pet Registration Form (pg.6)
- _____ 4. Each adult (18 and over) renting or residing in unit to complete occupant certification. (pg. 7)
- _____ 5. Owner(s) complete owner certification. (pg. 8)
- _____ 6. Residential screening request & disclosure & authorization agreement to be completed by all adults 18 and over renting or residing in unit. (pg. 9-10)
- _____ 7. Certificate of approval to be completed by all adults 18 and over. Insert address, owner's name, tenant's name, tenant's signatures and date. (pg 11)
- _____ 8. All adult occupants (18 and over) review the rules and regulations. Sign and print your name at the bottom. The rules will be reviewed at the welcome meeting. If you are interested in setting up for Association bulk email you will need to sign, date and print email address. Request for emergency contact to be completed.(pg 12)
- _____ 9. Provide a copy of the signed lease contract naming the owners, tenants and start & end date of term.
- _____ 10. Provide a copy of registration and proof of insurance and a photo for each vehicle.
- _____ 11. Provide a copy of picture ID (driver's license or passport) for each adult (18 and over) renting or residing in unit.
- _____ 12. \$50.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** representing a non-refundable processing fee made payable to Sea Breeze CMS, Inc.
- _____ 13. \$35.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** per adult (18 and older) representing a non-refundable application fee made payable to Tequesta Hills COA, Inc.
- _____ 14. Out of the country applicants are subject to completing additional paperwork and fees as determined by our screening company. Please contact our office prior to submitting the application to obtain additional paperwork and fee amount. If additional fees are needed this is non-refundable and made payable to Tequesta Hills COA, Inc. **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY will be accepted.**
- _____ 15. If the application is not completed in its entirety, the application will be RETURNED and WILL NOT be approved. Welcome meeting is required prior to approval.

Current Information

(All information must be printed and legible throughout the documents).

Tequesta Hills Address: _____

Name of Current Owner: _____

Current Owner Phone Number: _____ Email Address: _____

Name of Tenant # 1: _____

Tenant # 1 Phone Number: _____ Email Address: _____

Name of Tenant # 2: _____

Tenant # 2 Phone Number: _____ Email Address: _____

Name of Tenant # 3: _____

Tenant # 3 Phone Number: _____ Email Address: _____

Name of Tenant # 4: _____

Tenant # 4 Phone Number: _____ Email Address: _____

Lease Term: Start _____ End _____

Anticipated Move In Date: _____

Realtor Name & Phone Number: _____

APPLICATION FOR OCCUPANCY

OCCUPANT(S) INFORMATION:

Information regarding each person to reside in the unit (including children). (Use a separate sheet of paper for information regarding all additional residents, as needed.)

Name [Print-must be legible.]	Age	Relationship to Tenant
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

LICENSED DRIVERS: To be residing in the community

Name: _____ License # _____ State: _____

Name: _____ License # _____ State: _____

Name: _____ License # _____ State: _____

Name: _____ License # _____ State: _____

Others: _____

VEHICLES: Provide a copy of registration, proof of insurance and picture for each vehicle.

Make & Model of Vehicle	License Number	Color	State Registered

CRIMINAL BACKGROUND:

I understand a Nationwide Law Enforcement Investigation is required and will be done.

1) Have you (or any other occupants) ever been convicted of a State or Federal offense:

_____ Yes _____No If yes provide detail: _____

2) Are you (or any other occupants) presently awaiting trial on any criminal offense?

_____ Yes _____No If yes provide detail: _____

If yes to any of the above, give occupants name, dates, name of court, and details of conviction (use separate sheet of paper, if necessary).

ADDENDUM TO LEASE

Fill in the blanks. Both landlord(s) and tenant(s) must print name and sign. A witness to both the landlord(s) and tenant(s) signature is required, witness must print name and sign.

THIS ADDENDUM is made between _____ (“Landlord”) and _____ (“Tenant(s)”) effective this _____ day _____ 20____ and is intended to and shall supplement, amend and modify that certain Lease dated _____ regarding Unit _____, in the following respects:

1. Tenant(s) are subject to and shall abide by all covenants and restrictions and rules and regulations set forth in the Declaration of Covenants, Conditions and Restrictions for Tequesta Hills COA, Inc. If the tenant(s) fails to comply with the rules and regulations the association has the right to evict the tenant(s).

2. In the event the landlord/owner becomes delinquent in payment of assessments (regular or special) or other charges to the Association, the Association may notify the tenant. Upon such notification the tenant shall be obligated to pay the rent required under the lease to the Association, until all delinquent assessments and other charges have been paid in full. During the period of time the tenant is paying the rent to the Association, the Landlord shall not seek to evict the tenant for non-payment of rent.

Witness:	LANDLORD(S)
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name

Witness:	TENANTS(S)
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name

Pet Registration Form

Fill in the blanks. Submit a recent picture of each pet. Sign and date acknowledgement.

Unit Owner or Resident _____

Unit # _____ Address _____ Phone # _____

Type of pets; (Please circle) Dog Cat Bird Other (specify) _____

Veterinarian's Name _____ Veterinarian's Phone # _____

1) Pet Name _____ Pet Age _____ Pet Current Weight _____

Pet license/ Tag Number _____ Pets Estimated Maximum Weight at Maturity _____

Breed: _____

Please attach recent photo of pet here



Please list pet's rabies shot record below

I am aware of the association's rules, regulations and restrictions regarding pets on property and agree to abide by them.

Unit/ Pet owner's Signature _____ Date _____

PLEASE RETURN COMPLETED FORM WITH PHOTO(S) TO THE OFFICE

OCCUPANT CERTIFICATION

Each adult (18 and over) renting or residing in unit to print name, sign and date.

By my signature below, I *hereby* certify

- 1) That all of the information contained in this application is true and complete and I/we give my/our permission for a nationwide law enforcement background investigation and credit history verification.
- 2) That I/We understand and agree that *False* or Misleading information given in this application constitutes grounds for rejection of this application and revocation of my right to reside on this property.
- 3) That the unit I/We occupy may not be leased or sub-leased without the express written approval of the Tequesta Hills COA, Inc.
- 4) That no persons other than those shown on this application will reside in the unit and I/We agree that anyone moving into the unit at a later date will be registered with the Association and a background investigation done at the occupant's expense prior to occupancy.

Print Name of Occupant 1

Signature of Occupant 1

Print Name of Occupant 2

Signature of Occupant 2

Print Name of Occupant 3

Signature of Occupant 3

Print Name of Occupant 4

Signature of Occupant 4

Date Signed _____

OWNER CERTIFICATION

Owner to sign and date. A witness to the owners(s) signature is required, witness must sign and date.

By my signature below I/We hereby certify:

- 1) That the information contained in this application is true and accurate to the best of my knowledge.
- 2) That a copy of the lease agreement or sales contract is attached, and that there are no other agreements concerning this lease, rental, or potential purchase.
- 3) That the unit owner is responsible for any and all costs related to damages to community property and/or violation of the Documents of Tequesta Hills COA, Inc. and that these costs include actual damage and all costs and fees paid for the associations attorney as may relate to the owners, tenants and/or the guests of such tenants.

I/we hereby authorize the Association to evict a tenant at my (unit owner) expense in any case where my tenant fails to abide by the Documents of Tequesta Hills COA, Inc.

I/We understand and agree to pay the fines issued by the Association Fining committee for violations of the Association's Documents and Tequesta Hills COA, Inc. any and all remedies available by law to correct a violation of governing documents.

Signature of Owner: _____ Date _____

Signature of Co Owner: _____ Date _____

Signature of Witness: _____ Date _____

OFFICE USE ONLY:

Sale () Lease () Unit Address: _____

APPROVED () DENIED () DATE: _____

Board of Director's Signature or Authorized Board Representative: _____

REASON DENIED: _____

LEASE DATES: Start _____ End _____ By _____

Tequesta Hills / Ref# _____

Rental: Background Check Only

RESIDENTIAL SCREENING REQUEST

First: _____ Middle: _____ Last: _____

Address: _____

City: _____ ST: _____ Zip: _____

SSN: _____ DOB (MM/DD/YYYY): _____

Tel#: _____ Cell#: _____

Current Employer

Company: _____ N/A _____ Tel#: _____ N/A _____

Supervisor: _____ N/A _____ Salary: _____ N/A _____

Employed From: _____ To: _____ Title: _____ N/A _____

Current Landlord

Company: _____ N/A _____ Tel#: _____ N/A _____

Landlord: _____ N/A _____ Rent: _____ N/A _____

Rented From: _____ N/A _____ To: _____ N/A _____

I have read and signed the Disclosure and Authorization Agreement.

SIGNATURE: _____ **DATE:** _____

DISCLOSURE AND AUTHORIZATION AGREEMENT
REGARDING CONSUMER REPORTS

DISCLOSURE

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for residence.

AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish AmeriCheckUSA with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

READ, ACKNOWLEDGED AND AUTHORIZED

Print Name

Signature

Date

- For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the report, if one is obtained, please check the box.

Tequesta Hills COA, Inc.
4227 Northlake Boulevard
Palm Beach Gardens, Florida 33410
561-626-0917 Fax 561-626-7143
www.seabreezecms.com

CERTIFICATE OF APPROVAL FOR LEASE

The undersigned authorized representative **Tequesta Hills COA, Inc.** hereby certifies that the proposed conveyance of the following unit has been approved as written below:

Unit Number: _____ Unit Address: _____

Owner(s): _____

Tenant(s): _____

The above Tenant(s) as evidenced by Tenant(s) signature(s) below hereby acknowledge receipt of the Rules and Regulations for association and agree and understand that condition of approval is adherence to all the community rules. Failure to abide by the rules and regulations for the association will result in non-renewal of lease approval and possible eviction from the unit.

Tenant(s) Printed Name

Tenant(s) Printed Name

Tenant(s) Signature

Tenant(s) Signature

Date

Date

This is to certify that the above named Tenant(s) have complied with the above statements and hereby obtain the approval of **Tequesta Hills COA, Inc.**

By: _____ As: _____ Date: _____
On behalf of the Board of Directors

Acknowledgment of Association Document Set and Rules And Regulations

I/We agree abide by the Declaration of Covenants, Articles of Incorporation, By-laws, rules and regulations and any Amendments there to.

Buyer/Renter/Resident Signature

Buyer/Renter/Resident Signature

Buyer/Renter/Resident Printed Name

Buyer/Renter/Resident Printed Name

Date

Date

Authorization to Set With Association Bulk Email

Please provide your email address and sign and date if you would like to receive emails related to association business.

Yes, please provide your email address: _____

No

Signature

Date

Emergency Contact

In case of an emergency such as a water leak we would like to get emergency phone numbers. Please provide the person's name and phone number of who we can contact someone to get in touch with you.

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

Name: _____

Phone Number: _____

The following is Article XII, Rules and Regulations of the Tequesta Hills Condominium Association, Inc. and as such are to be enforced by the Board of Directors.

Better Living at Tequesta Hills

Tequesta Hills Condominium Assoc. Inc.

Article XII
Use Restrictions

The use of the condominium property shall be in accordance with the following provisions as long as the condominium exists and the apartment building or buildings in useful condition exist upon the land.

- A. Dwelling Units. Each of the dwelling units shall be occupied only by a family, its servants and guests, as a residence and for no other purpose. Occupancy shall be limited to two (2) persons per bedroom and not more than two (2) children under the age of twenty-one (21) per unit. No dwelling unit may be divided or subdivided into a smaller unit nor any portion sold or otherwise transferred without first amending this declaration to show the changes in the dwelling units being affected.
- B. Common Elements. The common elements shall be used only for the purposes for which they are intended in the furnishing of services and facilities for the enjoyment of the dwelling unit owners. Roadways or driveways within the community are to be used for ingress and egress only as provided in Article 111 of this declaration. The parking of vehicles on any such roadways or driveways is prohibited.
- C. Recreational and common use property. All recreational property and common use property shall be used only for the purposes for which such property is intended in the furnishing of services and facilities for the enjoyment of the dwelling unit owners. The swimming pool facilities are intended for the use and enjoyment of the dwelling unit owners and residents only. The use of the swimming pool by guests shall be regulated by the following provisions. Overnight house guests may use the pool in the absence of the unit owner or resident at any time during their visit only after prior written notification of their presence at the condominium to the board of directors. All other guests must be accompanied by the unit owner or resident at all times when using the pool facilities. Large groups of guests (six (6) or more persons) are not permitted. Any person not observing posted pool regulations and hours shall be required to leave the facilities. Children under the age of twelve years must be accompanied by an authorized adult (eighteen (18) years of age or older) at all times while using the pool facilities.
- D. Nuisances. No nuisance shall be allowed upon the condominium property. Nor any use or practice that is the source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by its residents. All parts of the condominium shall be kept in a clean and sanitary condition and no rubbish, refuse or garbage shall be allowed to accumulate nor any fire hazard allowed to exist. No dwelling unit owner shall permit any use of his dwelling or make any use of the common elements that will increase the cost of insurance upon the condominium property. The term nuisance as used herein shall be determined by the board of directors.
- E. Pets. Pets shall be restricted to small domestic birds or fish or one (1) cat or one (1) dog, the weight of which shall not exceed twenty (20) pounds. Pets shall be on a leash at all times and shall not be walked on grass other than immediately surrounding the owner's courtyard. The owner of each pet shall be required to clean up after the pet in order to properly maintain the common areas. If after receipt of written notice by the association that the owner's pet is violating the provisions of this paragraph, the owner does not correct such violation, the association shall have the right to impose a fine of \$50.00 on said owner. The \$50.00 shall be deposited to the general maintenance account of the association. In the event that the \$50.00 fine is not promptly paid, then the association shall also have the right to seek appropriate legal action against the said unit owner in order to obtain payment of the \$50.00 fine and in addition shall be entitled to a judgment for all fees and costs incurred in such action.
- F. Trash. Trash shall be placed in receptacles, for sanitary reasons all trash except newspapers shall be in plastic bags and tied securely before being placed in trash receptacles. In no event shall trash be placed outside of the trash receptacles. Large cartons must be broken down prior to being placed in trash receptacles. Clippings or trimmings for plants contained within courtyards must be placed in the condominium trash receptacles and not left on the common elements. It is the unit owner or resident's

responsibility to make arrangements for removal of such items which are too large for the trash receptacle, at unit owner or resident's expense

- G. Barbecue cookers shall be used in courtyard only.
- H. No clothes or similar articles shall be hung on balconies or outdoors for any purposes except within the unit owner's courtyard below the height of the fence.
- I. Bicycles, toys or clutter shall not be left outside courtyards at any time. Bicycles or clutter so left shall be impounded. It is permissible to store bicycles in the units owner's courtyard. In the event that such items are impounded by the association, the unit owner will be assessed a fee of \$5.00 for their release.
- J. There shall be no assembling or disassembling of motor vehicles except for ordinary maintenance such as changing of a tire, battery, etc. There shall be no draining of oil pans or changing of oil on the condominium property because of potential damage to the asphalt pavement.
- K. Vehicle Parking Restrictions for owners and lessees. Only passenger automobiles equipped with complete bona fide automobile factory design passenger bodies and station wagons may park on the property. Additional permissible vehicles shall include but not be limited to: Passenger vans provided that: (1) such vans are not used for any commercial purpose, do not transport cargo and do not display any commercial logos or lettering; (2) such vans have windows and seats for transporting persons; (3) such vans are not outfitted with living quarter facilities such as sink, toilette, electric power hookups, etc.; (4) such vans have no vertical extension on roof line or other custom body feature other than a standard factory van body. The board of directors shall have absolute discretion to determine that any van is not in conformance with the overall appearance of the community or with the provisions contained herein. The board of directors may grant exceptions to the above restrictions for medical reasons upon the prior written consent. Mopeds and other powered bicycles, provided that they are at all times parked within the courtyards or patio areas and provided that they do not emit excessive noise. Bicycles and tricycles, provided that they are at all times parked within the courtyard or patio areas. Jeeps, provided that they have a standard factory canvas enclosure.
- L. The following types of vehicles will not be permitted to park overnight on the condominium property during restricted hours as posted by the association: Trucks of any kind., Van-type vehicles which do not conform to the requirements stated above., Agriculture vehicles, dune buggies, any trailer or device transportable by vehicular towing, Truck Trailers, buses, travel trailers, boat trailers (with or without boats). Commercial vehicles, vehicles which are not mechanically operable or not currently licensed for use, motorcycle delivery wagons, collapsible campers, recreational vehicles, mobile homes or mobile houses, truck mounted campers, motor homes or motor houses, motor vehicles not having any bodies whatsoever or incomplete buggies, swamp buggies, passenger automobiles that have been converted to a different type of motor vehicle, Passenger automobiles that are unsightly or junkers, motorcycles of any kind.

All permitted vehicles parked on the condominium property must be adequately maintained to prevent an eyesore or nuisance to the community. The board of directors shall have the authority to determine, in its sole discretion, whether a vehicle has become an eyesore or nuisance to the condominium.

No vehicles may be stored in guest parking spaces. Each resident or owner must park in their assigned parking space only. Parking is not permitted along roadways or driveways of the community nor at the entrance to the parking areas.

Repair of vehicles on the condominium property is prohibited except in the event of an emergency and except in accordance with paragraph J of this article XII, above.

Vehicles may not be parked on the grassy area of the condominium at any time. In addition to the other remedies stated herein, any owner, resident or their guest who parks on the grass shall be responsible for

the cost of replacement of broken sprinkler parts and any damaged sod or landscaping. Such costs shall become an assessment against the unit and collectible in the same manner as any other delinquent assessment if not paid, as elsewhere provided.

All vehicles parked on the property contrary to the provisions contained herein shall be subject to being towed in accordance with section 715.07 Florida Statutes, as amended from time to time, at the expense of the owner of the vehicle. Towing shall not be the exclusive remedy of the association. Illegal parking hours are posted on towing signs within the condominium property. Non-complying vehicles shall first receive a warning ticket which shall be recorded with the association. Continued non-compliance shall result in towing of the vehicle or the exercise of other association remedies as stated above.

- M. There shall be no radio, television or other outside antenna of any kind.
- N. No signs of any kind may be displayed on any exterior portion of the dwelling, the courtyard or in the windows of the dwelling unit or in any of the common areas.
- O. Unit owners may install hurricane shutters. No hurricane shutters may be installed without the prior written approval of the board of directors and must conform to the architectural specifications of the association.
- P. Lawful use: No immoral, improper, offensive or unlawful use shall be made of the condominium property nor any part of it, and all valid laws, zoning ordinances and regulations of all government bodies having jurisdiction shall be observed. The responsibility of meeting the requirements of governmental bodies for maintenance, modification or repair of the condominium property shall be the same as the responsibility for maintenance and repair of the property concerned.
- Q. Leasing: After approval by the association elsewhere required, entire dwelling units may be rented, provided the occupancy is only by the lessee and his family, servants and guests. No transient tenants may be accommodated. Rooms may be rented if screening procedures and occupancy limitations are adhered to and with prior written approval of the association as required for all leases of a unit.
- R. Regulations: Reasonable regulations concerning the use of the condominium property may be made and amended from time to time by the association. Copies of such regulations and amendments shall be furnished by the association to all dwelling unit owners and residents of the condominium upon request.
- S. Guests:

Family members: Guests who are immediate family members, may occupy dwelling units of the owner of the dwelling unit upon presentation to the board of directors of the association written permission of the owner.

Non-family members: Guests who are not immediate family members, may occupy a dwelling unit only when accompanied by the dwelling unit owner or shall have been approved by the board of directors, or the president of the board of directors of the association, one week prior to occupancy. No more than six (6) such groups of guests per year shall be allowed.