

TIMBER RUN OWNERS ASSOCIATION, 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

Lease Application (updated July 2019)

Information is required on all applicants. COMPLETE ITEMS 1 TO 10 & SUBMIT AT LEAST 15 DAYS PRIOR TO LEASING DATE. **Old application packages will not be accepted our most current application package is available online at the Sea Breeze website.**

Please do not staple application together.

**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. Fill in the section of the application package. (pg. 2-4)
- _____ 2. Fill in the sections of the certificate of approval. The approval is not authorized until the bottom section of the page is completed by an authorized Board Member or Authorized Personnel, which will be issued after the orientation meeting. (Pg. 5)
- _____ 3. Residential Screening Request & Disclosure & Authorization Agreement to be completed by all adults 18 and over leasing or residing in unit. Please state your salary on the Form. Each adult must individually complete the pages. Extra copies may be needed. (Pg. 6-7)
- _____ 4. All adult occupants (18 and over) review the Rules and Regulations. Sign and print your name that you will abide by these Rules. If you would like to receive Association related emails complete the Authorization to Receive Association Bulk Emails. (Pg. 8-13)
- _____ 5. Complete the pet registration form. (Pg. 14)
- _____ 6. Provide a copy of the lease contract.
- _____ 7. Provide a picture ID for each adult (18 and over) resident (legible copy of driver's license or passport).
- _____ 8. \$100.00 **MONEY ORDER OR CASHIERS CHECK ONLY** for a non-refundable processing fee made **payable to Sea Breeze CMS, Inc.**
- _____ 9. \$100.00 **MONEY ORDER OR CASHIER'S CHECK ONLY** for the first adult or married couple. For each additional applicant the fee is \$50.00 representing a non-refundable application fee made **payable to Timber Run Owners' Association, Inc.**
- _____ 10. Application completely filled out, if not, application will be returned unapproved Interview is required prior to approval. **It is critical for the interview that occupant(s) speak and read English, or you must bring an interpreter with you.**

No persons other than those listed on this Application will reside in the Unit and Applicant(s) and Owner(s) agree that anyone moving into the Unit at a later date will be required to submit an application to the Association.

Application Criteria

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

1. Application not completed in full.
2. False information provided in application Background reports.
3. No trailers, campers, motor homes, boats, commercial trucks, commercial vans, trucks or vans in excess of three-quarter ton may be kept or stored on a lot except within enclosed garage or within the rear set back lines of any lot.
4. Occupants: Two (2) or more persons related by blood, marriage or adoption occupying a dwelling, living together or maintaining common household, or not more than four (4) unrelated persons occupying a dwelling.
5. Property may not be leased more than two (2) times in a calendar year.
6. Lease term shall not exceed one (1) year term.

CURRENT INFORMATION

(All information must be printed and readable)

The Unit Address: _____

Name of Current Owner: _____

Current Owner Phone Number: _____ Email: _____

Lease Date From: _____ To: _____

Realtor Phone Number & Name: _____

#1 APPLICANT NAME: _____

CELL: _____ EMAIL: _____

EMPLOYER'S NAME: _____

PHONE: _____ POSITION/TITLE: _____ MONTHLY SALARY: _____

DATES OF EMPLOYMENT: _____ OTHER INCOME: _____

VEHICLE: _____
Year Make Model Plate

CURRENT ADDRESS: _____

LANDLORDS NAME: _____ PHONE: _____

LENGTH OF RESIDENCE: _____

PREVIOUS ADDRESS: _____

LENGTH OF RESIDENCE: _____ FROM: _____ TO: _____

CHARACTER REFERENCE (not including Family)

NAME: _____ RELATIONSHIP: _____ PHONE: _____

ADDRESS: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR PLED GUILTY TO A CRIME? _____

IF YES, PLEASE STATE THE DATE(S), CHARGE(S) AND DISPOSITION(S): _____

#2 APPLICANT NAME: _____

CELL: _____ EMAIL: _____

EMPLOYER'S NAME: _____

PHONE: _____ POSITION/TITLE: _____ MONTHLY SALARY: _____

DATES OF EMPLOYMENT: _____ OTHER INCOME: _____

CURRENT ADDRESS: _____

LANDLORDS NAME: _____ PHONE: _____

LENGTH OF RESIDENCE: _____

PREVIOUS ADDRESS: _____

LENGTH OF RESIDENCE: _____ FROM: _____ TO: _____

CHARACTER REFERENCE (not including Family)

NAME: _____ RELATIONSHIP: _____ PHONE: _____

ADDRESS: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR PLED GUILTY TO A CRIME? _____

IF YES, PLEASE STATE THE DATE(S), CHARGE(S) AND DISPOSITION(S): _____

#3 APPLICANT NAME: _____

CELL: _____ EMAIL: _____

EMPLOYER'S NAME: _____

PHONE: _____ POSITION/TITLE: _____ MONTHLY SALARY: _____

DATES OF EMPLOYMENT: _____ OTHER INCOME: _____

CURRENT ADDRESS: _____

LANDLORDS NAME: _____ PHONE: _____

LENGTH OF RESIDENCE: _____

PREVIOUS ADDRESS: _____

LENGTH OF RESIDENCE: _____ FROM: _____ TO: _____

CHARACTER REFERENCE (not including Family)

NAME: _____ RELATIONSHIP: _____ PHONE: _____

ADDRESS: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR PLED GUILTY TO A CRIME? _____

IF YES, PLEASE STATE THE DATE(S), CHARGE(S) AND DISPOSITION(S): _____

PLEASE LIST ALL INDIVIDUALS WHO WILL RESIDE IN THE UNIT

NAME

AGE

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

Make & Model of Vehicle

License Number

Color

State Registered

Make & Model of Vehicle	License Number	Color	State Registered

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CERTIFICATE OF APPROVAL FOR LEASE

The undersigned authorized representative of **Timber Run Owners' Association** hereby certifies that the proposed conveyance of the following unit has been approved as written below:

Unit Address: _____

Owner(s): _____

Tenant(s): _____

Lease Term: From: _____ **TO:** _____

This is to certify that the above-named Tenant(s) have obtained the approval of **Timber Run Owners' Association.**

By: _____ As: _____ Date: _____

Signed on behalf of the Board of Directors

Sea Breeze - Timber Run / Ref# _____

RESIDENTIAL SCREENING REQUEST

First: _____ Middle: _____ Last: _____

Address: _____

City: _____ ST: _____ Zip: _____

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

Tel#: _____ Cel#: _____

Current Employer

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

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

Employed From: N/A To: N/A 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.

Timber Run Owners Association, Inc.
(Wooded Acres Subdivision of Palm Beach County)
RULES AND REGULATIONS

Each applicant to initial next to each number:

_____ **1. RESIDENCE USE:**

Residences shall not be used for commercial or professional purposes and shall only be used as single family residence as defined by Section 3.2 of the Palm Beach County, Florida, Land Development code which states: “Family means either a single person occupying a dwelling unit and maintaining a household including not more than one (1) boarder, roomer or lodger as herein described or two (2) or more persons related by blood, marriage or adoption occupying a dwelling, living together or maintaining common household, including not more than two (2) or not more than four (4) unrelated persons occupying a dwelling, living together or maintaining a nonprofit housekeeping unit as distinguished from group occupying a boarding or lodging house, hotel, club or similar dwelling for group use. A common household shall be deemed to exist if all members thereof have access to all parts of the dwelling.”

_____ **2. CONDITION OF PROPERTY:**

Homes must be free of mold, mildew and rust stains. This includes sidewalks, driveways and fences.

No lot shall be allowed to grow in an unsightly condition. Lawn must be regularly cut and edged. Grass should cover lawn area and be kept weed free. Water as needed during the night or early morning hours and fertilize regularly. Bushes and hedges must be trimmed and flower beds kept weed free. If using toxic materials to rid lawns/flower bed weeds or to kill bugs or other vermin, notify your neighbors in advance to afford them the opportunity to protect the health of children and pets that may come in contact with said materials.

Toys and bicycles must be removed from lawns and driveways each day. Driveways and sides of homes are not to be used for unsightly storage.

Garage doors must be operable and be in good repair. Paint or clean as needed. The same is required of entrance doors as well.

_____ **3. VEHICLES:**

No trailers, campers, motor homes, boats, commercial trucks, commercial vans, trucks or vans in excess of three quarter ton may be kept or stored on a lot except within enclosed garage or within the rear set back lines of any lot. A van or truck shall be deemed commercial if it has any racks, tools or equipment visible from outside. All vehicles must bear current license tags.

There shall be no assembling or disassembling of motor vehicles within TIMBER RUN, except for ordinary maintenance such as changing a tire or battery. "Ordinary maintenance" does not include the changing of oil or other vehicle lubricants or fluids.

No inoperable or unregistered vehicles may be stored in driveways. The Association shall have the right to have vehicles in violation of these rules towed away at the owner's expense.

The above restrictions do not apply to vehicles of guests, which are parked for less than twenty-four hours, or vehicles performing maintenance or other services on behalf of an owner or the Association.

No vehicles may be parked on lawns. If circumstances require you to park on swales, do so with care so that the grass is not damaged.

_____4. **ALTERATIONS AND/OR STRUCTURAL MODIFICATIONS:**

No resident/owner shall make or allow to be made any alteration and/or structural modification or addition to his/her lot or residence without prior written consent of the Board of Directors. This includes painting, tree removal, fences, driveway resurfacing, garage door replacement or any lot or building modification. A Modification Form must be obtained from the property manager and submitted to the Board of Directors for prior approval.

If permits are required by the city or county for any approved alterations or modifications, a copy of said permit(s) is to be sent to the property manager.

_____5. **PAINT:**

As stated above, no resident/owner shall paint the exterior of his/her home without prior approval from the Board of Directors. This includes all exterior walls, trim, front and side doors, and garage doors. Paint must be earth-tone in color. Submit paint chips with a Modification Form for approval indicating which color is to be used for exterior, trim, doors, etc.

_____6. **TREES:**

No trees, other than nuisance trees as defined by Palm Beach County, may be removed from lots without prior consent from the Board of Directors. If approved for removal, two (2) trees must be planted for each tree removed. Again, an ARB Form is required.

_____7. **POOLS:**

Swimming pools must be kept clean and sanitary, and in good working condition lest they become a public health hazard, i.e., a breeding ground for mosquitos and other vermin.

_____8. **GARBAGE:**

All garbage receptacles must be stored out of sight except on regular pick-up days, Wednesday and Saturday. Receptacles may not be placed outside for pick-up longer than twenty-four hours before pick-up days and must be removed from the driveway by evening of pick-up. Areas of trash, lawn debris, and garbage must be swept and cleaned to remove any debris left by Solid Waste Authority (SWA).

Make arrangements in advance with SWA to arrange pick-up of large items, such as T.V.'s, hot water heaters and other appliances, furniture, etc., as these items are not permitted to remain at the end of driveway after pick-up days.

No garbage or lawn debris is to be placed directly on any street so as to impede the regular flow of traffic. This not only creates a highly dangerous driving situation but also is unsightly. Use the end of the driveway or swale for the placement of such material. Furthermore, no garbage or lawn debris is to be placed in any location which will impede the delivery of mail.

Except in the case of huge amounts of lawn debris, i.e., tree limbs, palm fronds, and trimmings that may have been pruned over the weekend, no small amount of lawn debris is to be placed outside for pick-up longer than twenty-four hours in advance of Wednesday's lawn debris pick-up day.

Under no circumstances is the burning of debris or garbage permitted.

_____9. **NOISE AND NUISANCE:**

No noise or other nuisance shall be permitted on or near any lot which may disturb the peace, quiet, safety, comfort, or serenity of the occupants of the surrounding property. This includes car radios and exhausts.

_____10. **PETS:**

Pets, as defined in the By-Laws and Articles of Incorporation, are permitted in TIMBER RUN. The Association shall enforce the Palm Beach County Code which requires pets to be on a leash at all times when not on the property of the pet owner. Neither dogs nor cats shall be permitted to run loose or unattended in the streets or on the property of others. No pets shall cause a nuisance to others.

All pets are required to have current county tags indicating that they have had County and State mandated rabies inoculations.

Pet owners are also required to clean up after their pets in all areas, including streets, sidewalks, and common areas.

The number for Animal Control is (561) 233-1200.

_____ 11. **ANTENNAS AND AERIALS:**

No external antennas may be located on any property, except for satellite dishes smaller than twenty (20) inches in diameter. Such satellite dish shall not be visible from the street. All satellite dishes erected on any lot shall not be erected on the sides of any lot and must fall within that portion of the rear yard which is located behind the respective dwelling unit of any individual lot. Any satellite dish erected on the roof of any dwelling shall not extend above the peak roofline of such unit.

_____ 12. **SIGNS:**

No signs or other advertising device of any kind shall be erected, posted, pasted, displayed, or permitted upon or about any part of said property, except one (1) sign of not more than five (5) square feet advertising the property for sale or rent.

Garage sale signs may be posted at the entrance to TIMBER RUN no longer than three (3) days in advance and must be removed immediately after said garage sale.

_____ 13. **SOLICITATIONS:**

There shall be no solicitations permitted by any person(s,) anywhere in or about TIMBER Run property, for any cause, charity, or for any purpose whatsoever, unless specifically authorized in advance by the Board of Directors. This specifically relates to children soliciting for their school programs. Once such authorization is granted, parents are urged to accompany their children through the development to ensure their children's safety.

_____ 14. **DAMAGE TO COMMON AREAS AND OTHER RULE VIOLATIONS:**

Parents and lessors shall be held responsible by the Association for all property damage and other violations of these rules to common areas caused by their children, lessees, invitees, and guests.

_____ 15. **MAILBOXES:**

No mailbox is permitted unless it conforms to the uniform standards and specifications as established by the Board of Directors. The Association reserves the right to repair or replace any nonconforming mailbox following a written notice of non-compliance to the lot owner as this

will be considered a violation of Covenants, Restrictions, Reservations, Servitude and Easements as provided in the Declaration, Article IV, Section 17.

_____16. **HURRICANE SHUTTERS AND HURRICANE SEASON:**

Removable shutters such a plywood or metal, channel shutters are limited to hurricane season only, i.e., it is unreasonable to place and to remove all shutters every few weeks during a busy hurricane season.

It is each owner’s responsibility to fully prepare his/her home when a storm watch is announced. Secure all lawn furniture, plants, and containers, and any other items which may become missiles during the high winds. Remove circular roof venting devices and satellite dishes. Trim over grown trees.

_____17. **ENTRANCEWAY:**

Keep entranceway to TIMBER RUN clean of debris and garbage. No trash is to be thrown from cars or tossed while walking along the sidewalks or the swales. Parents shall set an example to their children. Violators will be subject to littering fines.

_____18. **SPEED LIMIT AND TRAFFIC SIGNS:**

Posted speed limit and stop signs within TIMBER RUN must be observed. Excessive speeding, reckless driving and running stop signs will result in fines.

_____19. **USE OF LAKE:**

Use of the lake is exclusive to lot owners. However, in no event is any person(s) to swim, to wade, to enter the water or to disturb TIMBER RUN equipment, i.e., the fountain or the pumphouse.

_____20. **SCREENING OF NEW OWNERS/TENANTS:**

The Association requires that all new owners and tenants fill out an application and submit a nonrefundable fee of \$100.00 prior to purchase or occupation of a unit. The Association will issue certificate of approval.

All owners who plan to sell or rent their property must notify the Property Manager in advance of said action.

_____21. **HOMEOWNERS DOCUMENTS:**

All owners and lessees of dwellings shall abide by the Declaration of Covenants, Articles of Incorporation and By Laws of Timber Run Owners Association, Inc., and any amendments thereto as well as these Rules and Regulations.

_____22. **FINES:**

The Association may impose fines against any owner for any violation of the Declaration, the Articles of Incorporation, the By Laws and Rules and Regulations and/or violations of the law. Each violation shall be the responsibility of the owner.

_____23. **COMPLAINTS:**

All complaints shall be in writing to TIMBER RUN OWNERS ASSOCIATION. INC., c/o Sea Breeze CMS, Inc, 4227 Northlake Blvd., Palm Beach Gardens, FL 33410 or call: 561-626-0917.

By signing below I/we acknowledge receipt of the Rules and Regulations and agree to abide by same.

Sign: _____ Print: _____ Date: _____

Sign: _____ Print: _____ Date: _____

Sign: _____ Print: _____ Date: _____

Sign: _____ Print: _____ Date: _____

Sign: _____ Print: _____ Date: _____

Authorization to Receive Association Bulk Emails

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

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 _____

Please attach recent photo of pet here



Please list pet's rabies shot record below

2)
Pet Name _____ Pet Age _____ Pet Current Weight _____
Pet license/ Tag Number _____ Pets Estimated Maximum Weight at Maturity _____

Please attach recent photo of pet here



Please list pet's rabies shot record below

I am aware of the Associations Rules, Regulations and Restrictions regarding pets on property and agree to abide by them.

Unit/ Pet owner's Signature _____ Date _____