

Stamford at the Villages of Palm Beach Lakes HOA, Inc.

c/o Sea Breeze Community Management Services, Inc.

4227 Northlake Boulevard

Palm Beach Gardens, FL. 33410

Phone: (561) 626-0917 Fax: (561) 626-7143

www.seabreezecms.com

Tenant Application - Interview Required

COMPLETE ITEMS 1 TO 16 & SUBMIT NO LATER THAN 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 made payable to Sea Breeze CMS, Inc.

- ___ 1) Application for Occupancy Form (all information must be completed). (pg. 3-7)
- ___ 2) Addendum to lease to be completed by owner(s) and tenant(s). (pg.8)
- ___ 3) Pet registration form. (pg. 9)
- ___ 4) Each adult (18 and over) renting or residing in unit to complete Occupant Certification. (pg. 10)
- ___ 5) Owner(s) complete Owner Certification. (pg. 11)
- ___ 6) Residential Screening Request & Disclosure & Authorization Agreement to be completed by **all ADULTS (18 and over) renting or residing in unit.** Print extra pages as needed. (pg. 12-13)
- ___ 7) Certificate of Approval to be completed by each adult (18 and over). Fill in the blanks where the form request for the property address, owner's name, tenant's name, tenant's signature and date. This paperwork is required for approval. (pg. 14)
- ___ 8) All adult occupants (18 and over) review the Rules and Regulations. Sign and print your name. The rules will be reviewed at the welcome meeting. (pg. 15-16)
- ___ 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 for each vehicle.
- ___ 11) Provide a color photo of the front and back of each vehicle.
- ___ 12) Provide a copy of picture ID (driver's license or passport) for each adult (18 and over) renting or residing in unit.
- ___ 13) 100.00 **MONEY ORDER OR CASHIER'S CHECK ONLY** per adult (18 and older) representing a non-refundable application processing fee made payable to **STAMFORD AT THE VILLAGES HOA, 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 **STAMFORD AT THE VILLAGES HOA, INC. MONEY ORDER OR CASHIER'S CHECK ONLY will be accepted.**
- ___ 15) \$100.00 **CASH, MONEY ORDER OR CASHIERS CHECK ONLY: PER ADULT OR MARRIED COUPLE for a non-refundable one-time processing fee made payable to Sea Breeze CMS, Inc.**
- ___ 16) If the application is not completed in its entirety, the application will be RETURNED and WILL NOT be approved. **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.**

Application Criteria

1. An applicant may not be approved based on one or more of the following:
2. Application not completed in full.
3. Background reports
4. False information provided in application.
5. A person occupying a townhouse unit for fourteen (14) or more consecutive days or thirty (30) in the aggregate in any twelve (12) month period with or without the owner shall be subject to approval
6. **2** Vehicles permitted per unit.
7. Townhouse units shall not keep more than **1** pet. If you have a pet, you are responsible for cleaning up after it. Dogs must be leashed at all times.

Current Information

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

Community Address: _____

Name of Current Owner: _____

Current Owner Phone Number: _____

Current Owner Email: _____

Name of Tenant(s): _____

Tenant(s) Phone Number: _____

Tenant(s) Email Address: _____

Lease Term: Start _____ **End** _____

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. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

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 and proof of insurance for each vehicle.

Make & Model of Vehicle	License Number	Color	State Registered

EMERGENCY CONTACTS:

1) In case of Emergency notify: _____ Relationship: _____

Address: _____ Phone: _____

2) In case of Emergency notify: _____ Relationship: _____

Address: _____ Phone: _____

PERSONAL REFERENCES: (DO NOT LIST RELATIVES. Each adult (18 and over) occupant must have 3 references.

1) Tenant Name: _____ Relationship: _____

Name of Personal Reference: _____ Phone: _____

Address: _____

2) Tenant Name: _____ Relationship: _____

Name of Personal Reference: _____ Phone: _____

Address: _____

3) Tenant Name: _____ Relationship: _____

Name of Personal Reference: _____ Phone: _____

Address: _____

1) Tenant Name: _____ Relationship: _____

Name of Personal Reference: _____ Phone: _____

Address: _____

2) Tenant Name: _____ Relationship: _____

Name of Personal Reference: _____ Phone: _____

Address: _____

3) Tenant Name: _____ Relationship: _____

Name of Personal Reference: _____ Phone: _____

Address: _____

CURRENT RESIDENCE: Provide current residence for each adult (18 and over) occupying the unit. Use separate sheet of paper, if necessary.

1) Tenant Name: _____

Current Address: _____

I/We have _____ owned (give length of time) _____

I/We have _____ rented Start (mm/dd/yyyy): _____/_____/_____ End (mm/dd/yyyy): _____/_____/_____

Name of Landlord or Mortgage holder: _____

Address of Landlord or Mortgage holder: _____

Phone Number of Landlord or Mortgage holder: _____

CURRENT RESIDENCE CONTINUED:

2) Tenant Name: _____

Current Address: _____

I/We have _____ owned (give length of time) _____

I/We have _____ rented Start (mm/dd/yyyy): _____/_____/_____ End (mm/dd/yyyy): _____/_____/_____

Name of Landlord or Mortgage holder: _____

Address of Landlord or Mortgage holder: _____

Phone Number of Landlord or Mortgage holder: _____

RESIDENCE HISTORY: Provide previous residence history for each adult (18 and over) occupying the unit. If less than 5 years, provide residence history on a separate sheet, if necessary.

1) Tenant Name: _____

Previous Address: _____

I/We have _____ owned (give length of time) _____

I/We have _____ rented Start (mm/dd/yyyy): _____/_____/_____ End (mm/dd/yyyy): _____/_____/_____

Name of Landlord or Mortgage holder: _____

Address of Landlord or Mortgage holder: _____

Phone Number of Landlord or Mortgage holder: _____

2) Tenant Name: _____

Previous Address: _____

I/We have _____ owned (give length of time) _____

I/We have _____ rented Start (mm/dd/yyyy): _____/_____/_____ End (mm/dd/yyyy): _____/_____/_____

Name of Landlord or Mortgage holder: _____

Address of Landlord or Mortgage holder: _____

Phone Number of Landlord or Mortgage holder: _____

WORK HISTORY: Provide work history on all adult (18 and over) occupants, use separate page if necessary. If less than 5 years, provide previous employer info on separate page.

1) Tenant Name: _____

2) Tenant Name: _____

Employer _____

Employer _____

Phone _____

Phone _____

Address _____

Address _____

Position _____

Position _____

Supervisors Name _____

Supervisors Name _____

Employed From _____ To _____

Employed From _____ To _____

Reason for Leaving _____

Reason for Leaving _____

I give authorization to STAMFORD AT THE VILLAGES HOA, INC. or its agents to contact any and all references listed.

Signature

Signature

Printed Name

Printed Name

Date

Date

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 occupant's 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, Restrictions, Rules and Regulations set forth in the Declaration of Covenants, Conditions and Restrictions for **STAMFORD AT THE VILLAGES HOA, 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 along with verification from your veterinarian of your pet's rabies shots. 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

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 _____

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
- 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 **STAMFORD AT THE VILLAGES HOA, 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 **STAMFORD AT THE VILLAGES HOA, INC.**

I/We understand and agree to pay the fines issued by the Association Fining committee for violations of the Association’s Documents and **STAMFORD AT THE VILLAGES HOA, 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:

Lease () Unit Address: _____

APPROVED () DENIED () DATE: _____

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

REASON DENIED: _____

LEASE DATES: Start _____ End _____ By _____

COMMUNITY NAME HERE / Ref# _____

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: _____

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 us 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

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c/o Sea Breeze Community Management Services, Inc.

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CERTIFICATE OF APPROVAL FOR LEASE

The undersigned authorized representative of **STAMFORD AT THE VILLAGES HOA, 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 **STAMFORD AT THE VILLAGES HOA, INC.**

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

COPY OF YOUR RULES AND REGULATIONS HERE

Interviewer: _____ Interview Date: _____

Assigned Parking Space Numbers: _____

Signature of Buyer/Renter/Resident acknowledge, understand and agree to comply with the above rules

Renter/Resident Signature	Renter/Resident Signature	Date

Renter/Resident Signature	Renter/Resident Signature	Date

RULES AND REGULATIONS FOR STAMFORD AT THE VILLAGES OF PALM BEACH LAKES HOMEOWNERS ASSOCIATION, INC.

The definition contained in the Declaration of Covenants and Restrictions for Stamford at the Villages of Palm Beach

Lakes are Incorporated herein as part of these Rules and Regulations.

1. The owners, lessees, and guests of each townhouse unit in general plan of development shall abide by each and every term and provision of the Declaration of Covenants and Restrictions, and each and every term and provision of the Articles of Incorporation and By-Laws of the Association.
2. No bicycles, tricycles, scooters, baby carriages, or other similar vehicles or toys shall be allowed to remain in the common areas. The sidewalks, walkways, streets, and parking area shall not be obstructed or used for any purpose other than for ingress to and egress from the townhouse units and other areas of Stamford at the Villages of Palm Beach Lakes.
3. Any damage to the common elements, property, or equipment of the Association caused by any townhouse unit owner, his family member, guest, invitee, or lessee shall be repaired or replaced at the expense of such townhouse unit owner.
4. Each townhouse unit owner will use only the parking spaces assigned to him, and will not park or position his vehicle so as to prevent access to another townhouse unit owner’s parking space. The townhouse unit owners, their families, guests, invitees, licensees, and lessees will obey the posted parking and traffic regulations installed by the Association for the safety, convenience, and welfare of all townhouse unit owners.
5. No townhouse unit owner or lessee shall do or permit any assembling or disassembling of motor vehicles except for ordinary maintenance such as changing a tire or a battery. Each townhouse unit owner shall be required to clean his parking spaces of any oil or other fluid discharged by his motor vehicle.
6. No transmitting or receiving aerial or antenna shall be attached to or hung from the exterior of the roof of any townhouse unit or any part of the common areas.
7. No clothesline or other similar devices shall be allowed on any portion of the common areas. No clothes or other similar articles shall be hung on balconies or outdoors for any purpose except within the townhouse unit courtyard, below the top of the fence, and not visible from the exterior of the townhouse unit.
8. All garbage and refuse from the townhouse units shall be deposited with care in the garbage containers, if any, intended for such purposes. All garbage and refuse shall be in plastic bags and be securely tied before depositing in the garbage containers. No littering shall be done or permitted on association property.
9. Two-axle vans, jeeps (including similar four-wheel drive vehicles), and trucks (excluding campers), not in excess of 6,000 lbs. gross vehicle weight, used solely for family of personal transportation may be permitted within the general plan or development by the Board, if the following permitted procedure is observed.

- a) An applicant for a permit will provide the Board with a written statement warranting the use of such a van or truck solely as family or personal transportation and not as a commercial vehicle.
- b) The applicant must agree that the van, jeep, or truck for which a permit is sought is well maintained, and will display no body rust or other deterioration. Said vehicle will exhibit a well painted exterior free of offensive marketing.
- c) If the Board finds in their sole discretion that an applicant has met the above requirements, the Board will issue a revocable permit to the applicant allowing the van or truck to be parked overnight within the boundaries of Stamford at the Villages of Palm Beach Lakes.
- d) The Board shall have the authority to revoke any permit issued in accordance herewith if the Board finds that the representations and warranties of the permit holder were not accurate at the time of permitting or are no longer accurate at a later date.

10. Complains regarding the management of the Association property, or regarding the actions of other townhouse unit owners, their families, guests, or lessees shall be made in writing to the Association and shall be signed by the complaining townhouse unit owner.

11. Any consent or approval given under these Rules and Regulations by the Association may be revocable at any time by the Board.

12. These Rules and Regulations may be modified, added to, or repealed in accordance with the By-Laws of the Association. By Resolution of the Board of Directors of Stamford at the Villages of Palm Beach Lakes Homeowners Association, Inc.

Rules for Homeowners and Tenants of Stamford

This document serves as a reminder for all owners and tenants that there are rules in place to help keep our properties a safe and clean environment.

TENANTS:

Before an owner/tenant can move into any unit, all necessary paperwork must be completed and submitted to Sea Breeze Community Management, followed by an interview by a board member (to protect you and the association). No tenant may be allowed to move in prior to interview completion. There is a \$100.00 application fee for each applicant 18 years of age or older and a \$1,000 common area security deposit. If you fail to follow the proper process and move someone in, the Association will assess the unit owner and additional \$500. **NO EXCEPTIONS.**

GARBAGE:

Garbage men will pick up ONLY what is in the dumpster itself. Anything left outside will not be picked up. If the item is too large, it is up to the owner to dispose of otherwise, or dismantle to fit inside. Please use the recycling bins. Break down and fold cardboard boxes and leave along the side of the bins. Recycling totes are available; please call for one to be provided.

PET CARE:

If you have a pet, you are responsible for cleaning up after it. Dogs must be leashed at all times.

VEHICLE/PARKING:

There are parking stickers for all tenants or owners living here. If you have someone staying with you for more than a couple of days you can use your temporary pass for this. Vehicles not adhering to this procedure will be towed at owner expense.

MEETINGS:

Stamford HOA meeting minutes will be posted on all bulletin boards located on dumpster enclosures.