

## HARBOUR OAKS HOA - LEASE APPLICATION

c/o Capital Realty Advisors, Inc., 600 Sandtree Drive, Suite 109, Palm Beach Gardens, FL 33403  
 Phone: 561-624-5888 Fax: 561-624-5827

**PLEASE FULLY COMPLETE THIS PACKET AND RETURN TO THE ABOVE ADDRESS. FAILURE TO DO SO WILL RESULT IN UNNECESSARY DELAYS. THE ASSOCIATION REQUIRES AT LEAST TEN DAYS TO PROCESS A COMPLETE PACKET – NO EXCEPTIONS.**

***INITIAL EACH ITEM BELOW AS YOUR ACKNOWLEDGEMENT OF COMPLETION.***

1.	Completed application and acknowledgement.	
2.	Lease Contract	
3.	Credit & Criminal Background Check if obtained by Landlord or Realtor	
4.	A \$200 Non-Refundable Application fee payable to Harbour Oaks HOA	
5.	A \$1000 damage deposit for common areas payable to Harbour Oaks HOA (To be held in a non-interest bearing account, returned upon inspection and approval at time of lease expiration.)	
6.	A clear copy of current passport or driver's license & card for each adult.	
7.	A photo of your vehicle showing the license plate number.	
8.	A photo of your pet and vet certificate.	
9.	Signed copy of Rules and Regulations by owner and tenant	

**APPLICANT & OWNER ACKNOWLEDGEMENT: By my/our signature below, I/we hereby certify:**

1. I/we have read, understand and agree to abide by all Harbour Oaks HOA Rules & Regulations.
2. That all information in this application is true and I/we understand that false or misleading information constitutes grounds for rejection and revocation of my right to reside on this property.
3. I/we give permission for a nationwide law enforcement background investigation and credit check; that the HOA may deny the lease based on evidence that any occupant may pose a risk to the community or be unlikely to comply with the financial requirements of the lease. A lease approval will be based on a 650 or higher credit score. The board reserves the right to waive this restriction on a case by case basis.
4. No persons other than those on this application will reside in the unit. Anyone moving into the unit at a later date will be subject to association approval. No visitors can stay longer than 30 days.
5. I/we understand that a mandatory interview/orientation is required prior to approval. Date & Time (Monday – Friday 9am to 5pm) I would like to schedule my/our interview \_\_\_\_\_ Tenant Contact Number \_\_\_\_\_
6. Any common area damage and/or association attorney fees relating to damage caused by tenant and guests, will be the responsibility of the unit owner and paid to the association from the common area security deposit.
7. I/we understand that the Association has the right to deny any application until any delinquent assessment is paid and/or until any violation of the home owner's documents is corrected.
8. During the term of the lease, if the owner becomes delinquent in the payment of any regular or special assessments due, the association shall notify the lessee and the lessee shall make the rental payment payable to the Association to cover unpaid maintenance fees. Said payments shall be delivered to the management company at above address.

**OWNERS SIGNATURE:** \_\_\_\_\_ / \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**HARBOUR OAKS HOA**

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561-624-5888 / 561-624-5827~fax**

**LEASE APPLICATION**

Harbour Oaks' Association documents require written approval prior to any person residing in any unit. All prospective tenants must receive a Certificate of Approval by the Board of Directors prior to the lease taking effect. The HOA has ten (10) business days to issue the Certificate of Approval. Please carefully read the following before completing this application.

As a potential resident, you agree to abide by the HOA documents. The Landlord is responsible for providing the Rules & Regulations to tenants. If you have not received a copy of the documents from the Landlord, they are available at Capital Realty Advisors for a fee of \$25.00.

It is imperative that you notify Capital Realty Advisors at least TEN days prior to your moving date. It is also important to have your moving company do an on-site inspection to determine the proper size moving truck, as 30-40 ft trailers are not able to maneuver through the alley ways and small turn areas, and will cause damage, delays in moving and added expense. Also, remember to obtain all keys and remotes from the Landlord.

ALL INFORMATION MUST BE PRINTED AND LEGIBLE

**DATE:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**PRESENT OWNER INFORMATION**

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

Owner Phone Number(s): \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

**APPLICANT(S) INFORMATION:**

Name(s): \_\_\_\_\_

Telephone #'s: \_\_\_\_\_ Social Security#: \_\_\_\_\_

Tenant Lease Term: \_\_\_\_\_ Email: \_\_\_\_\_

**Please name all Occupants**

**Relationship to Lessee**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

**PETS:** YES \_\_\_\_\_ NO \_\_\_\_\_

**NOTE: TENANTS: NO DOGS ARE PERMITTED IN UNIT.** Tenants are allowed up to two cats. No exotic pets are allowed. A picture of pet(s) must be included for identification purposes and an up to date rabies certification and expected mature weight from a veterinarian must be submitted. **DO NOT TURN IN THIS APPLICATION WITHOUT PICTURE & CERTIFICATE.**

\_\_\_\_\_ **AGE** \_\_\_\_\_ **COLOR** \_\_\_\_\_ **WEIGHT** \_\_\_\_\_

\_\_\_\_\_ **AGE** \_\_\_\_\_ **COLOR** \_\_\_\_\_ **WEIGHT** \_\_\_\_\_

**LICENSED DRIVERS: To be residing in the community:**

Name:1. \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Name:2. \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Name:3. \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Name:4. \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

**IMPORTANT NOTE:** No commercial vehicles, closed vans or open bed trucks may be parked at anytime within the community. Pickup trucks must be parked in the garage. If they cannot fit in your garage, they must be parked in the designated areas and must have bed covers. No such vehicles are allowed to park around the lake or on San Pietro Circle. Check with local Code Enforcement for parking your vehicle on Valencia Gardens Avenue. You may be subject to towing or parking summons by the PBG Police Department.

**VEHICLES:**

Year/Make of Vehicle	Model	License Number	Color	State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PERSONAL REFERENCES: [Do not list relatives]**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**RESIDENCE HISTORY: If less than 5 years, provide previous residence information on separate sheet**

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I/We have \_\_\_ owned or \_\_\_ rented this home for (give length of time) \_\_\_\_\_

Name of Landlord/Mortgage Holder: \_\_\_\_\_

Address of Landlord/Mortgage Holder: \_\_\_\_\_ Phone: \_\_\_\_\_

**BANK & CREDIT REFERENCES:** Applicants 1. and 2.

Bank: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Address: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Acct.#: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**WORK HISTORY:** Applicants 1. and 2. If less than 5 years, provide previous employer information.

Employer: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Phone: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Address: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Position: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Supervisor: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Employment Dates: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Reason Left: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**EMERGENCY CONTACT INFO:** \_\_\_\_\_

**CRIMINAL BACKGROUND:**

Have you [or other applicant] ever been convicted of a state or federal offense? \_\_\_\_ Yes \_\_\_\_ No

Have you [or other applicant] ever been convicted of a felony in the past 7 years? \_\_\_\_ Yes \_\_\_\_ No

Are you [or other applicant] presently awaiting trial on any criminal offense? \_\_\_\_ Yes \_\_\_\_ No

*If Yes* to any of the above, give Applicant's name, dates, name of court, and details of conviction on a separate sheet of paper.

**OFFICE USE ONLY:** APPROVED [ ] DENIED [ ] DATE: \_\_\_\_\_

Reason denied/comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Committee Review Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Directors Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Harbour Oaks Homeowners Association

## Rules & Regulations

All items must be checked & initialed. Please return one copy with the application and bring one copy with you to the interview meeting

**Please be advised that this is an abbreviated version of the Harbour Oaks Rules & Regulations. For further clarification, please refer to the governing documents, in their entirety, for Harbour Oaks HOA and MacArthur Foundation. Please initial each item after you have read it.**

1.  \_\_\_\_\_/Single Family Residence: Units shall be used solely as a single family residence. Non-related residents are limited to no more than 2 occupants per unit. Units cannot be sub-leased at any time.

2.  \_\_\_\_\_/Board of Directors Meetings: Harbour Oaks Homeowners Association is a private membership organization. Under the privacy rules, only Homeowners or Individuals invited by the Board to make presentations are permitted to attend.

3.  \_\_\_\_\_/Pets: **a)** Dogs are not permitted in leased units. Owners are limited to Two Pets (Dogs and/or Cats) per Unit. **b)** Pets are not permitted in the Pool, Picnic, Playground, or Tot Park Areas, as well as the Club House or Gymnasium at any time. Pets in all other Common Areas must be on a leash, regardless of size. **c) Pet owners are required to clean up after their pets.** **d)** Pit Bull's, German Shepard's, Rottweiler's, Doberman Pincher, or any dogs demonstrating a mean or violent temperament are **not** permitted, as well as dogs that display obnoxious behavior (constantly barking). Pet owners shall remedy any of the above, or upon written notice from the Association, pet owner will be required to dispose of the pet.

4.  \_\_\_\_\_/Garage: Garages are to be used to park at least one vehicle. For safety and security purposes please keep your garage door closed.

5.  \_\_\_\_\_/Vehicles:

**a)** Motorcycles, Trailers, Boats, Recreational or Commercial Vehicles (i.e. trucks with logo's or equipment exposed) of any type are **not** permitted except within your garage.

**b)** Vehicles 17 feet in length, 80 inches in height, double axle, double wheeled, or raised suspension vehicles **must** be parked outside the property.

**c)** Open bed pickup trucks, **with** custom covers only, are permitted to be parked on community property, driveways and parking spaces. Uncovered pickup trucks **must** be parked in your garage or off the property. The Association has the right to authorize towing at the sole cost to the owner of the vehicle.

**d)** Vehicles parked over (1) one week in any community space, without approval, or vehicles parked blocking the access of Emergency and Sanitation vehicles in alley ways, will be towed.

6.           /Rental & Resale: All sales and rentals must have a Certificate of Approval by the Board of Directors and an orientation interview prior to moving in. The Association requires 10 days to process any application.
7.           /Use of Common Areas: Any social invitee who is not related to an owner or tenant, must be accompanied by the owner or tenant in the use of all common areas to include the Clubhouse, Pool and Gym. Family members and guests in residence have full use of the facilities.
8.           /Refuse: All garbage and refuse must be placed in closed garbage containers and lids must be firmly attached. Do not overfill. Place cans for pick up, only after 6 pm Tuesday and Friday nights. Sturdy plastic bags securely closed may be placed for pick up only on Wednesday and Saturday morning. All garbage containers and recycle bins must be placed back in your garage no later than 6 pm on the day of pick up.
9.           /Signs: No sign of any kind, For Sale, For Rent and/or Open House is permitted on any window inside or outside, or any other part of the Unit or Common Area without prior written approval of the Board.
10.           /Garage/Yard Sales: Garage and Yard sales are prohibited.
11.           /Architectural Review: Any modifications or structural changes to the exterior including antennas, satellite dishes or Accordion Hurricane Shutters, must have an application submitted to the ARC Review Committee.
12.           /Nuisance: Any noise or other condition that will disturb the peace, quite, safety, comfort or serenity of any other resident is prohibited.
13.           /Open Houses: Open Houses are permitted 12-5 pm on Saturday and Sunday only. All other showings must be by appointment.
14.           /Hurricane Season: Each Unit Owner who is absent May thru December must prepare their unit by removing all wind movable objects from the patio and decks. All other Owners must prepare their Unit 24 hours in advance.
15.           /Holiday Lighting: All holiday lighting and decorations must be removed from public view no later than January 15<sup>th</sup>, following the Christmas holiday.

**Fines and Appeals:** Violations of any of the above and all other Rules and Regulations listed in the Harbour Oaks Documents are subjected to a fine. The owner is solely responsible to the Association for their violations as well as the violations of their renters and guests. The owner also has the right to a hearing in front of the Grievance Committee, who can set the fines up to \$100 per day up to \$1,000 per violation.

\_\_\_\_\_  
Signature of Owners \_\_\_\_\_ Date

\_\_\_\_\_  
Signature of Tenants \_\_\_\_\_ Date

\_\_\_\_\_  
Witness \_\_\_\_\_ Title