

# WELCOME TO HARBOUR OAKS!

## LEASE APPLICATION CHECKLIST

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

Date of Application: \_\_\_\_\_

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

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

Telephone Number(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Lessee(s): \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Email Address: \_\_\_\_\_

Lease Term From: \_\_\_\_\_ To: \_\_\_\_\_

### DEAR LANDLORD AND LESSEE,

To ensure a smooth and easy application process, please provide the following items with this completed application and return to the above address no later than ten (10) days prior to the commencement of the lease term. Failure to do so will result in unnecessary delays. The association requires at least ten (10) days to process a complete packet - no exceptions. No application will be accepted for processing without the filing fee and HOA security deposit checks.

### PLEASE INITIAL EACH ITEM BELOW AS YOUR ACKNOWLEDGEMENT OF COMPLETION.

1.	Completed application and Rules and Regulations Acknowledgement.	
2.	Copy of Fully Executed Lease Contract	
3.	Credit & Criminal Background Check 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 & cc for each adult.	
7.	A full photo of your vehicles with the license plate number visible.	
8.	A photo of your pet and vet certificate. (No dogs allowed)	
9.	Signed copy of Rules and Regulations by owner and lessee.	

**I/we understand that a mandatory interview/orientation is required prior to approval and occupancy. I would like to request my/our interview be held on (Monday – Friday 9am to 5pm):**

**Day:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **At :** \_\_\_\_\_ **(am/pm)**

**HARBOUR OAKS HOA – LEASE APPLICATION**

**Capital Realty Advisors, Inc., 600 Sandtree Drive, Suite 109, Palm Beach Gardens, FL 33403  
561-624-5888 / 561-624-5827~fax**

**ALL INFORMATION MUST BE TRUE, COMPLETE, PRINTED AND LEGIBLE**

Harbour Oaks Property Address : \_\_\_\_\_

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

Lease Term From: \_\_\_\_\_ To: \_\_\_\_\_

**OWNER INFORMATION:**

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

Owner's Current Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

E-mail Address(s): \_\_\_\_\_

**APPLICANT(S) INFORMATION:**

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

\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number(s): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name of Employer(s): \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail addresses: \_\_\_\_\_

**PLEASE NAME ALL OCCUPANTS**

**RELATIONSHIP TO LESSEE**

**AGE**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

**LICENSED DRIVERS: Residing in the community:**

Name:1. \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_  
Name:2. \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_  
Name:3. \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_  
Name:4. \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

**VEHICLES: Attach full photo of vehicles with license plate visible.**

Year/Make of Vehicle	Model	License Number	Color	State
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

**IMPORTANT NOTE:** No commercial vehicles, work/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 designated parking spots and must have bed covers. 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 as no commercial vehicles are permitted.

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

**PLEASE NOTE:** **TENANTS ARE NOT PERMITTED TO HAVE DOGS.** Tenants are allowed no more than two pets. 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.**

TYPE: \_\_\_\_\_ AGE \_\_\_\_\_ COLOR \_\_\_\_\_ WEIGHT \_\_\_\_\_

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**EMERGENCY CONTACT INFO:**

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

Relationship: \_\_\_\_\_

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

Home Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**PREVIOUS RESIDENCE HISTORY:** *If less than 5 years, provide previous residence 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: \_\_\_\_\_

**WORK HISTORY:**

*Applicant*

*Co-Applicant*

Employer: _____	_____
Phone: _____	_____
Address: _____	_____
Position: _____	_____
Supervisor: _____	_____
Employment Dates: _____	_____
Reason Left: _____	_____

**BANK/CREDIT REFERENCES:** *Applicant*

*Co-Applicant*

Bank: _____	_____
Phone: _____	_____
Address: _____	_____
Acct.#: _____	_____

**CRIMINAL BACKGROUND:**

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

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

Are you [or co-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.

**I, the Proposed Lessee, applying for Lease at the above mentioned property, hereby state 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.**

**Further, I have read and understand the Restrictions and Rules & Regulations of the Harbour Oaks HOA, have signed and initialed representing my acceptance of such and agree to make them a part of the lease between myself and the Landlord for the above mentioned property.**

**Signed and agreed to by:**

Landlord(s): X \_\_\_\_\_ Date: \_\_\_\_\_

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

Landlord(s): X \_\_\_\_\_ Date: \_\_\_\_\_

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

Lessee(s): X \_\_\_\_\_ Date: \_\_\_\_\_

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

Lessee(s): X \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_



# Harbour Oaks Homeowners Association

## Tenant 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 Harbour Oaks Restrictions and 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.  \_\_\_\_\_ /Pets: **a)** Dogs are not permitted in leased units. **b)** Owners are limited to two pets per unit. **c)** 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.
3.  \_\_\_\_\_ /Garage: Garages must be used to park at least one vehicle. For safety and security purposes please keep your garage door closed.
4.  \_\_\_\_\_ /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. No parking in front of garage doors unless you have the extended driveway on Gardens Parkway or Capri driveway. No overnight parking at the mail kiosk or club house.
5.  \_\_\_\_\_ /Use of Common Areas: Any social invitee who is not related to an owner or lessee, must be accompanied by the owner or lessee 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.
6.  \_\_\_\_\_ /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.

7.         /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.
8.         /Garage/Yard Sales: Garage and Yard sales are prohibited.
9.         /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.
10.         /Nuisance: Any noise or other condition that will disturb the peace, quite, safety, comfort or serenity of any other resident is prohibited.
11.         /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 subject to a fine. The owner is solely responsible to the Association for their violations as well as the violations of their lessee(s) 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. Any fees owed the HOA for any reason by Landlord or Lessee, may be deducted from the \$1000 security deposit being held by the HOA.

**APPLICANT & OWNER ACKNOWLEDGEMENT:**

*By my/our signature below, I/we hereby certify:*

1. The owner of the above named property understands that all HOA Dues and Assessments and/or fines must be paid in full in order to be approved. The association has the right to deny any application until all matters of delinquencies/violations have been resolved. 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. The HOA may notify the landlord if during processing it is determined that applicant may pose a risk to the community. 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 and/or occupancy. A certificate of approval must be issued by the HOA.
6. Any common area damage and/or association attorney fees relating to damage caused by lessee and/or guests, will be the responsibility of the unit owner.

7. 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.
8. At the end of each lease term, it is the Owner/Landlords responsibility to notify the HOA if a lessee is moving out or renewing their lease for another term. A lease renewal form and copy of new lease or lease extension is required to be submitted to the HOA.
9. Additionally, the HOA has the right to terminate a lease or renewal for lessees that have a record of violations or complaints to the HOA or the dues are not current at said time.

**Signed and Agreed to By:**

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

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

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