

HARBOUR OAKS - LEASE RENEWAL 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 Renewal: _____

Property Address: _____

Name Of Owner: _____

Owner Mail Address: _____

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 renewal process, please provide the following items with this completed package and return to the above address no later than prior lease end date. Failure to do so will result in unnecessary violations.

PLEASE INITIAL EACH ITEM BELOW AS YOUR ACKNOWLEDGEMENT OF COMPLETION.

1.	Lease Renewal Contract or Extension Document	
2.	Signed copy of Rules & Regulations by owner & tenant	
3.	Tenant Update / Emergency Form	
4.	A photo of your vehicle with license plate number visible (if new vehicle)	
5.	A photo of a new pet and vet certificate (no dogs)	

I/we understand that no interview/orientation is required prior to renewal, unless the HOA deems it necessary, at their sole discretion.

TENANT & 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 lease renewal 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. No persons other than those on the original lease will reside in the unit. Anyone moving into the unit at a later date will be required to complete a lease application and mandatory interview/orientation subject to association approval.
4. Any common area damage and/or association attorney fees relating to damage caused by tenant and/or guests, will be the responsibility of the unit owner and paid to the HOA from the common area security deposit.
5. During the term of the lease/renewal, 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.
6. At the end of each lease/renewal 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.
7. I/we understand that the HOA has the right to deny any lease renewal that has a record of violations or complaints to the HOA or the dues are not current at said time.

Landlord(s): X _____ Date: _____

Print Name: _____

Landlord(s): X _____ Date: _____

Print Name: _____

Tenant(s): X _____ Date: _____

Print Name: _____

Tenant(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 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 15th, 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.

TENANT CONTACT / EMERGENCY FORM

The purpose of having this information is solely to protect you - none of this information would be shared or sold to any other party.

Please print:

Tenant(s) Name: _____

HO Address: _____

Home Phone: _____ Cell: _____

Email Address: _____

Emergency Contact: Someone who can be contacted in the event of an emergency.

Name: _____ Phone #'s: _____