

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

## Tequesta Oaks Homeowner Association

c/o Harbor Management

641 University Blvd.

Suite #205

Jupiter, FL 33458

Office: (561) 935-9366 Fax: (561) 624-7465

### Lease Application Check List

All items must be submitted or your application.

This form **must be** submitted with all other necessary paperwork.

#### General submission requirements

- Fully executed application
- Fully executed Lease Agreement
- \$200 Application fee (non-refundable)-Please make ALL checks payable to **TEQUESTA OAKS HOA**
- \$50 for Background Check (required) for each applicant/occupant 18 years of age and older.

#### Tenant Realtor Info

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

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

Company Phone: \_\_\_\_\_

Company Email: \_\_\_\_\_

#### Owner Realtor Info

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

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

Company Phone: \_\_\_\_\_

Company Email: \_\_\_\_\_

**ALL CHECKS SHOULD BE MADE PAYABLE TO**

**Tequesta Oaks HOA**

# Tequesta Oaks Homeowner Association

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The Association shall review the application within thirty (30) days of receipt of required information, documents, and fees. Please ensure all required items are submitted as a complete package – incomplete packages will not be processed. A Certificate of Approval will be issued to the designated recipient.

## APPLICATION INSTRUCTIONS

### APPLICANT must submit:

- Completed Application (Application will not be processed without all signatures)
- Signed copy of Lease Agreement
- **\$200.00 Application Fee** (non-refundable) made payable to: Tequesta Oaks HOA
- **\$50.00** for each applicant/occupant over 18 years of age for **required** background check.

### \*\*\*IMPORTANT INFORMATION!\*\*\*

\*No Trucks Parked in Driveway\*

\*All leases and lease renewals must be a minimum of 4 months and no more than 12 months!!\*

\*Month to Month lease or month to month lease renewals are not permitted!!\*

\* If these provisions conflict with any provision in the lease, these statements will prevail. \*

\*Max 2 Pets-No violent temperament dog\*

\*Minimum Credit Score 500\*

*\*For renewal of an existing lease, only the tenants identified in the original lease will occupy the home under the provisions of the lease. Both parties are required to initial an acknowledgement of the renewal. \**

Tenant Initials \_\_\_\_\_

Owner Initials \_\_\_\_\_

### All items must be submitted as an entire packet to:

Harbor Management  
641 University Blvd.  
Suite #205  
Jupiter, FL 33458

Thank you in advance for your cooperation in following this process. If you have any questions, please call:  
Harbor Management – (561) 935-9366

# LEASE APPLICATION

Date of Application \_\_\_\_\_ Property Address: \_\_\_\_\_

Date Lease Starts: \_\_\_\_\_ Date Lease Ends: \_\_\_\_\_

NAME(s) OF APPLICANT: \_\_\_\_\_ Email: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell phone: ( ) \_\_\_\_\_ Home phone ( ) \_\_\_\_\_

Email: \_\_\_\_\_

CO-APPLICANT: \_\_\_\_\_ Email: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell phone: ( ) \_\_\_\_\_ Home phone ( ) \_\_\_\_\_

Email: \_\_\_\_\_

## VEHICLE(S) RESIDING AT RESIDENCE

MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ MODEL \_\_\_\_\_ TAG# \_\_\_\_\_

MAKE \_\_\_\_\_ YEAR \_\_\_\_\_ MODEL \_\_\_\_\_ TAG# \_\_\_\_\_

NUMBER PEOPLE WHO WILL BE RESIDING AT THE HOME \_\_\_\_\_

## ADDITIONAL OCCUPANTS

NAME: \_\_\_\_\_ AGE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME: \_\_\_\_\_ AGE \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

**Are you currently Active or Reserve Military? Please circle one Yes No**

## EMERGENCY CONTACT INFORMATION

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE # \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ PHONE # \_\_\_\_\_

**PET INFORMATION**

NAME (printed)

ADDRESS

UNIT

Yes, I have a pet(s) as listed below.

No, I do not have a pet(s)

I acknowledge that the Association does not permit Pit bulls or other breeds considered to be dangerous by the Board of Directors. Association Documents permit two (2) pets per unit.

Type

Breed

Age

Color

_____	_____	_____	_____
_____	_____	_____	_____

- Must attach a photo of each pet separately
- Must attach a veterinarian certificate showing up to date vaccinations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# PROSPECTIVE TENANT ACKNOWLEDGEMENT

The undersigned being a new renter applicant(s) of the following address:

\_\_\_\_\_

I/We hereby authorize The Tequesta Oaks Homeowner Association, via Harbor Management and its agents to conduct a background investigation of myself, as a prospective Tenant in The Tequesta Oaks Homeowner Association and therefore authorize both credit information and criminal histories of myself to be searched for the purpose of determining my suitability for residency in the community. I understand that the results of such investigation will be shared by the property manager with the Board of Directors of The Tequesta Oaks Homeowner Association

**Applicant**

(Signature) \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_ Social Security No. \_\_\_\_\_  
(Print name)

Driver's License No. \_\_\_\_\_ State of Issuance \_\_\_\_\_

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

**Applicant**

(Signature) \_\_\_\_\_ Date of Birth \_\_\_\_\_

\_\_\_\_\_ Social Security No. \_\_\_\_\_  
(Print name)

Driver's License No. \_\_\_\_\_ State of Issuance \_\_\_\_\_

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

**MUST BE SIGNED BY ALL APPLICANTS/OCCUPANTS 18 YEARS OF AGE OR OVER**

**Please copy if needed for more applicants**

**Please attach a clear copy of current photo ID**

**The undersigned hereby agrees to abide by the Articles of Incorporation, Restated and Refiled Declaration of Covenants and Restriction and By-Laws, all covenants, conditions, rules and regulations as set forth, as now or hereafter amended, and any additional covenants, conditions, rules and regulations as may be imposed from time to time by the Board of Directors or the members. Should we have a guest, we will ensure that they too are familiar with the Rules and Regulations.**

*The undersigned hereby agrees to abide with the above stated.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Co-Applicant Signature

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

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

Date Submitted: \_\_\_\_\_

# LEASE **ADDENDUM** NO. 1

Only the tenant identified in the original lease will occupy the home under the provisions of this lease renewal.

\_\_\_\_\_ TENANT

\_\_\_\_\_  
DATE

\_\_\_\_\_ TENANT

\_\_\_\_\_  
DATE

\_\_\_\_\_ OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_ OWNER

\_\_\_\_\_  
DATE

## LEASE ADDENDUM NO.2

The Tequesta Oaks Homeowners' Association shall have the right to terminate the lease upon default by tenant in observing any of the provisions of the Declaration, Documents or Rules & Regulations, and any applicable rules duly adopted in the future by the Board of Directors of Tequesta Oaks.

In the event that the homeowner (landlord) defaults with the associations assessments, the Homeowners Association shall have the right to collect all rental payments due to the homeowner (landlord) from the Tenant and apply the same against unpaid assessments and any other fees due. Eviction of the Tenant is allowed by Law for failure to pay Rent to the Association as required above and for failure to follow the Rules & Regulations. Eviction will be applied to tenant Pursuant to Florida Statutes.

\_\_\_\_\_ TENANT

\_\_\_\_\_ DATE

\_\_\_\_\_ TENANT

\_\_\_\_\_ DATE

\_\_\_\_\_ OWNER

\_\_\_\_\_ DATE

\_\_\_\_\_ OWNER

\_\_\_\_\_ DATE