



MANAGEMENT, INC.

902 CLINT MOORE ROAD, SUITE 110

BOCA RATON, FL 33487

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Phone: 561-982-8633

For Office Use Only

Rcvd: _____

Acct #: _____

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***Boca Golf & Tennis Townhomes
Homeowner's Association, Inc.
Subdivision Name: "The Greens"***

LEASING PACKAGE

This package contains the following information and instructions:

- Section 1. Application Fees
- Section 2. Unit Owner & Tenant Information
- Section 3. Disclosures
- Section 4. Unit Owner Information Sheet
- Section 5. Authorization Form
- Section 6. Checklist

Submit Completed Package to A&N Management, Inc. at the above address.

APPROVAL:

The applicants herein are approved by the Boca Golf & Tennis Townhomes Homeowner's Association, Inc. by:

For the Board of Directors:

Signature

Date

Title

Section 1. Application Fees

- There is a Two Hundred Dollar (\$200.00) **non-refundable** application fee.
 - Make a certified check or money order payable to Boca Golf & Tennis Townhomes Homeowner's Association, Inc.
- There is a One Hundred Dollar (\$100.00), **per person, non-refundable** background check fee for each person over the age of eighteen (18) residing in the unit.
 - Make a certified check or money order payable A&N Management.
- There is a One Hundred Dollar (\$100.00) **non-refundable** pet deposit for the first pet and an additional \$100.00 **non-refundable** pet deposit for the second pet if the second pet is approved.
 - Make a certified check or money order payable to Boca Golf & Tennis Townhomes Homeowner's Association, Inc.
- All payments must be by Certified check or Money order.
- Send payments along with the following to A&N Management:
 - a copy of the fully executed lease agreement; and
 - a copy of the driver's license (enlarged and readable) for each resident in the unit

THE ASSOCIATION HAS 30 DAYS FROM THE DATE A FULLY COMPLETED LEASING PACKAGE IS RECEIVED TO PROCESS THE APPLICATION.

Section 2. Unit Owner & Tenant Information

OWNER INFORMATION

Owner Name(s): _____

Owner Name(s): _____

Unit Address: _____

City: _____ State: _____ Zip: _____

Tel.: _____ (H) _____ (W)

Mobile: _____

e-mail : _____

If your unit is leased or pending approval of lease application, please advise where you can be reached:

Home Address: _____

City: _____ State: _____ Zip: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Tel.: _____ (H) _____ (W)

Mobile: _____

e-mail : _____

LEASE INFORMATION

Address of Leased Unit: _____

Lease Dates: From: _____ To: _____

Lessees:

(1) _____
Name (Print)

(2) _____

Contact Information:

(1)
Tel: _____(H) _____(W)

Tel: _____(MOBILE)

(2)
Tel: _____(H) _____(W)

Tel: _____(MOBILE)

Emergency Contact:

Print Name: _____

Relationship: _____

Tel: _____(H) _____(W)

Tel: _____(MOBILE)

Please list all occupants:

Name	Relationship	Age
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Vehicles:

Make	Model	Year	Tag#	State/Province
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____

Pets:

Type	Breed	Color
1. _____	_____	_____
2. _____	_____	_____

I certify, to the best of my knowledge that the information contained herein is true and correct. I understand that any misrepresentation or omission can be basis for denying the application for residency.

Signed: Lessees:

(1) _____
(2) _____

Date: _____
Date: _____

Section 3. Disclosures

I. SECTION 8.04 OF THE DECLARATION OF COVENANTS AND RESTRICTIONS provides that all leases of a unit must be in writing and specifically shall be subject to the Declaration, Bylaws, and Articles of Incorporation of the Homeowners' Association (HOA).

- To comply with this requirement, **all leases must contain this clause:**

This lease is subject to the Declaration, the Articles of Incorporation, and the Bylaws of the Boca Golf and Tennis Townhomes HOA.

- **The Declaration** also provides that no lease shall be for a period of less than three (3) months.

II. THE RULES AND REGULATIONS provide the following:

Regarding Leases & Bar Codes for Tenants:

- Unit owner(s) anticipating renting their unit shall obtain a Leasing Package from the HOA's Management Company.
 - Prospective renters may not move into the unit prior to receiving written authorization from the HOA.
- A Leasing Package must be submitted to A&N Management *prior to* the beginning of every tenancy period for HOA approval, including for each subsequent lease renewal; however, no additional fees for lease renewals are required unless:
 - a tenant of record turns 18, in which case a \$100 background check fee is required, payable to A&N Management; and
 - if a pet is acquired which does not replace an existing pet, then a \$100 pet deposit fee is required, payable to Boca Golf & Tennis Townhomes Homeowner's Association, Inc.
- Unit owner(s) shall provide copies of all subsequent lease extensions or renewals to A&N Management in order for the Master Association to activate access bar codes for their tenants.

- The Master Association is responsible for the operation and administration of the entrance areas or gates and the other property under its ownership and control.
- A vehicular barcode may not be used by any person who has not been authorized by the Master Association.
- Misuse of a vehicular barcode may result in the deactivation of the barcode for all vehicles assigned to the unit.
- **Access bar codes given to tenants are automatically deactivated by the Master Association two days after the end of the lease term and can only be reactivated by the Master Association upon receipt of an updated Leasing Package.**
-

Regarding Delinquent Payments & Eviction (FL Statute 720.3085):

- If a unit owner is delinquent in paying any monetary obligation due to the Association, the Association may require the unit owner's tenant(s) to pay that portion of their rent consisting of the arrearage directly to the Association until the unit owner's account is current.
- If a owner is more than ninety (90) days delinquent in paying a monetary obligation to the Association, the Association may suspend the rights of an owner, or the owner's tenant, guest, or invitee, to use the common area and facilities until the monetary obligation is paid in full.
 - Such suspension may only be imposed at a duly noticed and convened meeting of the Board of Directors and subsequent to the imposition of the suspension the Association must notify the lot owner and, if applicable, the lot's/unit's occupant, licensee or invitee by mail or hand delivery.
 - Such suspension does not include the owner or tenant's right to use that portion of the common areas used to provide access or utility services to a lot or unit, nor impair the right of an owner or tenant to have vehicular and pedestrian ingress to and egress from the lot or unit, including, but not limited to, the right to park.
- The Association may issue notice and sue for eviction as if the Association were a landlord if the tenant fails to pay a monetary obligation.

- The Association's authorized agent, A&N Management, shall act with full power of authority to take such action as may be required to compel compliance by unit owner(s) and tenants(s) in accordance with the provisions in the *Florida Statutes, Declaration of Covenants and Restrictions, Bylaws, Articles of Incorporation, and Rules and Regulations*.
- Unit owner(s) shall reimburse the Association's authorized Agent, A&N Management, for all attorney's fees and costs incurred for enforcement, termination, and any other non-compliance issues related to the leased unit.

Regarding Guests:

- Owners shall be required to register guests staying in excess of fourteen (14) days with the Association's Management Company, A&N Management.
 - Access to The Greens may be prohibited for unregistered guests and for all other persons using or occupying a unit in violation of this rule.
 - A "guest" is defined as one who uses and occupies a Unit without making any payment in return or without conferring any benefit or other consideration on the Unit owner for such use and occupancy.

Regarding Pets:

- No animals, livestock or poultry of any kind shall be permitted except for common household domestic pets.
- Notwithstanding the foregoing, only one (1) cat and/or dog is permitted in any unit, except with the written consent of the Board which may be granted or withheld in the Board's discretion.
- Any pet must be carried or kept on a leash when outside of a unit or a fenced in area.
- No pet shall be kept outside of a unit unless someone is present in the unit and the time spent by the pet outside is limited to that reasonable amount of time necessary for the exercise and excretion of the pet
- Any pet must not be an unreasonable nuisance or annoyance to other residents of the community.

- Any resident shall pick up and remove any solid animal waste deposited by his pet on the property.
- No commercial breeding of pets is permitted within the property.
- The Association may require any pet to be immediately and permanently removed from the property due to a violation of these restriction and institute legal action accordingly.

Regarding the Pool:

- Children under 14 are not permitted in pool area unless accompanied by an adult.
- Non-toilet trained babies and toddlers and incontinent adults are not permitted in the pool unless they wear appropriate protective diapering or clothing.

Regarding Parking:

- **No vehicle may be parked on any of the roadways of The Greens between 2:00 A.M. to 6:00 A.M.** Vehicles parked on the street overnight will be noted and tagged by the Boca Golf & Tennis Country Club security officers, triggering enforcement actions.
- Only automobiles, vans constructed as private passenger vehicles with permanent rear seats and side windows, and other vehicles manufactured and used as private passenger vehicles, may be parked within The Greens overnight without the prior written consent of the Association, unless kept within an enclosed garage.
- In particular, and without limitation, no vehicle shall be parked outside of a unit overnight without the prior written consent of the Association if commercial lettering or signs are painted to or affixed to the vehicle, or if commercial equipment is placed upon the vehicle, or if the vehicle is a truck, recreational vehicle, camper, trailer, or other than a private passenger vehicle as specified above.

- Notwithstanding the above, automobiles owned by governmental law enforcement agencies are expressly permitted.
- The owner and residents of any unit may not keep more than two (2) vehicles within The Greens on a permanent basis without the prior written consent of the Association.
- The foregoing restrictions shall not be deemed to prohibit the temporary parking of commercial vehicles while making delivery to or from, or while used in connection with providing services to, The Greens, nor the temporary parking of vehicles owned by guests or any owner with the exception that the parking of guest vehicles on the subject property shall be limited to three (3) consecutive days upon the granting of Board approval for additional time which must be first had.
- All vehicles parked within The Greens must be in good condition, and no vehicle which is unlicensed or which cannot operate on its own power shall remain with The Greens for more than 24 hours, and no major repair of any vehicle shall be made on the premises of the The Greens.
- *Motorcycles are not permitted*, except with the prior written consent first of the Association and ultimately the Master Association, which may be withdrawn at any time, and any permitted motorcycle must be equipped with appropriate noise muffling equipment so that the operation of same does not create an unreasonable annoyance to the residents of The Greens.

Regarding Moves & Deliveries:

- Move-ins, move-outs, and deliveries by truck shall only occur:
 - Monday-Friday: 8:00 AM - 6:00 PM
 - Saturday: 9:30 AM to 5:30 PM
 - Sunday: Prohibited

Regarding the End of the Lease Term:

- The unit owner is responsible for returning to the Association's Management Company, A&N Management, all pool keys issued to their tenants.

Unit Owner(s)/Lessor(s) and Tenant(s)/Lessee(s) have read and agree to the Disclosures set forth in Section 3 above.

Unit Owner/Lessor Signature:

Lessor/Unit Owner (1)

Date

Lessor/Unit Owner (2)

Date

Tenant Signature:

Lessee/Tenant (1)

Date

Lessee/Tenant (2)

Date

Section 4. Unit Owner Information Sheet

In an effort to assist our office to properly identify all Residents, please complete the information requested below. This form will be kept in your individual file at A&N Management as part of the official records of the Association.

Unit Owner(s)

Unit Address _____

Owner (1) Name(s) _____

Owner (2) Name(s) _____

Owner (1):

Tel: _____ (H) _____ (W)

Tel: _____ (MOBILE)

Owner (2):

Tel: _____ (H) _____ (W)

Tel: _____ (MOBILE)

Owner(s) Mailing Address _____

Owner(s) email Address _____

In case of emergency contact _____

Name

Phone Number

Do you lease your unit? Yes _____ No _____

Lessee(s)

Name of Lessee(s) _____

Term of lease _____ to _____

Lessee(s) Tel: _____

Lessee(s) email: _____

Please sign here if you have provided your email address and consent to receive notices from the Association via email:

Number of cars in household: _____

Number of pets in household: _____

Breed(s): _____

I/We attest the the information provided herein is true and correct.

Signature of Owner(s) _____ Date: _____

Signature of Owner(s) _____ Date: _____

Section 5. Authorization Form

The Greens at Boca Golf & Tennis Townhome Homeowner's Association, Inc.

Authorization Form

You are hereby authorized to release any and all information requested with regards to verification of my bank account(s), credit history, residential history, criminal record history, employment verification and character references to Tenant Evaluation LLC. This information is to be used for my / our credit report for my/our Application for Occupancy.

I/We hereby waive any privileges I/We may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is to be released to Tenant Evaluation LLC, Property Manager, Board of Directors and The Landlord for their exclusive use only.

PLEASE INCLUDE COPY OF DRIVER'S LICENSE TO CONFIRM IDENTITY. If you do not have a Social Security Card, please include a copy of your Passport or current government issued picture identification card.

Please notify your Landlord(s), Employer(s), and Character References that we will be contacting them to obtain a reference pursuant to your application.

I/We further **state the Authorization Form were signed by me/us and was not originated** with fraudulent intent by me/us or any other person that the signature(s) below are my/ our own proper signature.

I/We certify under penalty of perjury that the foregoing is true and correct.

If you or the co-applicant have falsified, deliberately mislead or omitted to mention any information on your application, you may not be approved for a purchase, lease and or occupancy.

_____	_____	_____
(Applicant's Signature)	(Social Security Number)	Date

_____	_____	_____
(Co-Applicant's Signature)	(Social Security Number)	Date

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Section 6. Checklist

DONE?

1. All forms are filled out in full _____
2. The Lease contains this clause:

This lease is subject to the Declaration, the Articles of Incorporation, and the Bylaws of the Boca Golf and Tennis Townhomes, HOA. _____
- 2.1 The lease is NOT for a term of less than three (3) months. _____
3. A Government-issued picture ID for EACH occupant over the age of 18 is enclosed. _____
4. Copy of the three (3) most recent pay stubs for EACH Lessee is enclosed. _____
5. Legible copy of fully executed lease agreement is enclosed. _____
6. Certified check or Money Order for *application fee* in the amount of \$200.00 payable to **Boca Golf & Tennis Townhome Homeowner's Association, Inc.** is enclosed. _____
7. Certified check or Money Order for *background check* in the amount of \$100 for each applicant 18 years of age & up payable to *A&N Management* is enclosed. _____
8. Certified check or Money Order for *pet deposit* in the amount of \$100.00, per pet, payable to **Boca Golf & Tennis Townhome Homeowner's Association, Inc.** is enclosed. _____