

TOWN VILLAS AT MOON LAKE, HOA
APPLICATION FOR LEASE APPROVAL
c/o CAMPBELL PROPERTY MANAGEMENT
9251 FONTAINE PLACE
BOCA RATON, FL 33496
561-482-2149

*****Please be advised that applications require up to 30 days for approval*****

APPLICANT'S INFO:

UNIT OWNER NAME(S) _____

UNIT ADDRESS _____

LESSEE'S NAME(S) _____

LESSEE'S ADDRESS _____

HOME # _____ CELL# _____

LESSEE'S EMAIL ADDRESS _____

TODAY'S DATE _____ CLOSING DATE _____

REALTOR'S INFO:

REALTOR'S NAME _____

COMPANY _____

OFFICE PHONE _____ | CELL PHONE _____

EMAIL ADDRESS _____ FAX _____

FOR BOARD USE ONLY:

DATE RECEIVED AT TOWN VILLAS OFFICE _____

APPROVED _____ | DISAPPROVED _____ | MORE INFO REQUIRED _____

APPROVAL SIGNATURE _____ DATE _____

INTERVIEW COMPLETED BY _____ DATE _____

**APPLICATION FOR SALE | GIFT | DEMISE | INHERITANCE APPROVAL
PLEASE PRINT OR TYPE**

CURRENT OWNER INFO:

PRESENT OWNER'S NAME(S) _____

ADDRESS OF UNIT FOR SALE OR RENTAL _____

HOME # _____ CELL# _____

UNIT OWNER'S EMAIL ADDRESS _____

UNIT OWNER CURRENT ADDRESS _____

APPLICANT(S) NAME

MARITAL STATUS _____ MAIDEN NAME _____

HOME PHONE _____ CELL PHONE _____

EMAIL ADDRESS _____

DATE OF BIRTH ____/____/____ SS# ____-____-____

SPOUSE / CO-APPLICANT _____

HOME PHONE _____ CELL PHONE _____

EMAIL ADDRESS _____

MARITAL STATUS _____ MAIDEN NAME _____

DATE OF BIRTH ____/____/____ SS# ____-____-____

OTHER PERSONS WHO WILL OCCUPY UNIT WITH YOU:

<u>NAME</u>	<u>AGE</u>	<u>RELATIONSHIP</u>
_____	_____	_____
_____	_____	_____

EMPLOYMENT (SECTION 2)

PRESENT EMPLOYER _____

PRESENT ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK PHONE _____

SPOUSE'S/COAPPLICANT'S EMPLOYER: _____

PRESENT ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK PHONE _____

CHARACTER REFERENCES (SECTION 4)
(DO NOT GIVE RELATIVE'S NAMES)

NAME _____

HOME PHONE _____ CELL PHONE _____

EMAIL ADDRESS _____

NAME _____

HOME PHONE _____ CELL PHONE _____

EMAIL ADDRESS _____

IN AN EMERGENCY NOTIFY _____

ADDRESS _____

HOME PHONE _____ CELL PHONE _____

EMAIL ADDRESS _____

AUTOMOBILE INFORMATION (SECTION 5)

NUMBER OF CARS _____

APPLICANT

DRIVER'S LICENSE # _____ EXPIRES: _____

LICENSING STATE _____

MAKE: _____ MODEL: _____ YEAR: _____

TAG #: _____ STATE: _____

CO-APPLICANT

DRIVER'S LICENSE # _____ EXPIRES: _____

LICENSING STATE _____

MAKE: _____ MODEL: _____ YEAR: _____

TAG #: _____ STATE: _____

Please attach copy of current driver's licenses for all applicants.

TOWN VILLAS AT MOON LAKE HOA
Addendum to Lease Agreement

Current Unit Owner _____

Unit _____

Renter (s) _____

This addendum is to a lease agreement between the above referenced lot owner and renter/tenant(s). It is acknowledged by the parties that a portion of the monthly or other periodic rent agreed upon by the parties and indicated in the lease agreement includes a sum which is owed to the referenced Association for periodic maintenance or special assessments. Lot Owner hereby agrees to pay the amounts owed the Association directly to the Association in a timely manner.

In the event that the sums claimed due by the Association are not paid within thirty days of the date due, the Association may send a notice to Tenant demanding payment of a portion of the rent owed to Lot Owner, and Tenant shall deduct the sum demanded from the next rent payment due, and pay the Association the amount claimed in its notice. No dispute that Lot Owner/Renter may have with the Association concerning the amount demanded in the Association's notice shall affect the Tenant's obligation to comply with the Association's notice. Tenant's compliance with the Association's demand shall not under any circumstances be deemed a breach of the Tenant's obligations under the lease.

The parties hereto acknowledge that the Tenant's failure to comply with the Association's notice as described above within thirty days of date of the notice shall entitle the Association to consider the Tenant in breach of the lease for non-payment of rent and the Association may begin eviction proceedings against the tenant. The Association shall be entitled to recover its reasonable attorney fees and costs in such a proceeding. The Association's exercise of its rights hereunder shall not affect its ability to otherwise exercise its collection rights as described in the governing documents.

Signatures:

Current Owner _____ Date _____

Renter _____ Date _____

STATE OF FLORIDA (Owner) PALM BEACH COUNTY BEFORE ME personally appeared _____ and _____ to me well known to be individuals described in and who executed the foregoing Application to Purchase/Lease and who severally acknowledge to me that they executed said instrument above. WITNESS my hand and seal in the State and County aforesaid, this _____ day of _____, 20_____. My commission expires: _____. _____ Notary Public Signature (stamp directly below)	STATE OF FLORIDA (Renter) PALM BEACH COUNTY BEFORE ME personally appeared _____ and _____ to me well known to be individuals described in and who executed the foregoing Application to Purchase/Lease and who severally acknowledge to me that they executed said instrument above. WITNESS my hand and seal in the State and County aforesaid, this _____ day of _____, 20_____. My commission expires: _____. _____ Notary Public Signature (stamp directly below)
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Applicant Authorization
Lexis Nexis Resident Data, Inc.

In connection with my/our application for residence at _____
I hereby authorize any consumer credit agency, current and previous employer, current and any former landlord, law enforcement agency, any check authorization agency, and state employment security agency to release all information any of them may have about me to Lexis Nexis Resident Data, Inc. I hereby release all of these parties from any liability in connection with release of such information.

A facsimile or other copy of this authorization shall be shall be sufficient for release by the aforesaid parties.

I have submitted a non-refundable fee to process my application for residence. I understand that this sum is not a rental payment or deposit and will not be refunded even if my application is denied or cancelled by me after submission.

This authorization is for this transaction only and continues in effect for one (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed one (1) year, allowed by law.

Signature

Signature

Printed Name

Printed Name

Date

Date

CHECKLIST

1. If any question is left blank, this application may not be approved. This application is subject to approval.
2. Attached is non-refundable application fee of \$150.00 made payable to **TOWN VILLAS AT MOON LAKE HOA.**
3. Attached is a security deposit of \$500
4. Please enclose a copy of the Sales Contract with this application.
5. Proof of possession of Documents on sales.
6. Photo Copy of all occupant's drivers licenses.

I/We declare the above information to be true and correct. I/We authorize the landlord or agent(s) to verify and obtain a consumer credit report. I/We understand an investigation of my background will be conducted to determine my character, general reputation, personal characteristics, and mode of living and specifically authorize Campbell Property Management / Resident Data/LexisNexis to make such an investigation. I/We agree to abide by the Rules and Regulations of the Association.

SIGNED _____ DATE _____
Applicant

SIGNED _____ DATE _____
Co-Applicant

OFFICE USE ONLY:

Application Fee:	Received _____	Check # _____	Initial _____
Rental Security Deposit:	Received _____	Check # _____	Initial _____

TOWN VILLAS AT MOON LAKE
RULES AND REGULATIONS

The following rules, regulations and restrictions represent current requirements of all Town Villas residents. The Board of Directors requires the full cooperation in the observance of these Rules and Regulations by owner(s), lessee(s), renter(s) their families, guests, employees of owners, and other persons responsible for the unit owner(s). The committee shall review this document periodically as deemed necessary, and all homeowners shall be advised in writing of any revisions.

Each resident of Town Villas is subject to these Rules and Regulations. They are intended to provide a pleasant quality of life for all. They pertain to our safety, comfort, and health. Perhaps it requires a certain amount of compromise, but these are our homes and we should all respect and enforce these rules for the benefit of all of us.

1. MAINTENANCE ASSESSMENT

All assessments are due and payable as established and due according to current instructions. Late fees will be assessed for failure to pay within 15 days of the due date as per written notification. **Failure to pay assessment and/or interest penalty may result in suspension of voting rights, use of the association's recreational facilities and the suspension of all special services the HOA provides.** A continued delinquency will be cause for a lien to be placed against your property which shall include all legal expenses incurred by the Association. Such liens shall be filed in the Palm Beach County Records Office and will become an encumbrance on your property.

2. MAINTENANCE OF LOTS AND UNITS

Maintenance will be in accordance with Town Villas Home Owners Association By-Laws and Documents.

Accepted by owner(s): _____ Accepted by tenant(s): _____

3. MAINTENANCE OF WINDOW, DOORS, AND ROOFS

All Windows and all doors are the homeowner's responsibility. This shall include but not necessarily be limited to the following: caulking, painting between periodic community sponsored paintings.

4. LIGHTING

For security purposes it is recommended that exterior front and rear lighting be used after dark. Replacement of light bulbs on the exterior of each unit is the responsibility of the homeowner.

All Exterior Lighting, front, rear or side, must be approved by the Architectural Review Board/Committee. Any change request to this style must be presented, reviewed and filed with the Architectural Review Board/Committee. Installation of fixtures may not be done without written ACC approval.

5. GUTTERS

Cleaning, maintenance, repair or replacement of gutters are the responsibility of the homeowner and must be as originally installed.

6. GARAGE DOORS

Garage doors are to be kept closed at all times except when working in the garage or yard.

7. MAINTENANCE SERVICES AND REPAIRS

All maintenance requests shall be directed, in writing, to the office for a work order.

Accepted by owner(s): _____ Accepted by tenant(s): _____

8. ADDITIONS AND ALTERATIONS

No owner shall change, erect, place or alter any building, wall and lot without written consent of the ARCHITECTURAL COMMITTEE. The application must be approved prior to commencement of any work or preparation. Any damage to the exterior of the structure shall be repaired and painted to community standards.

9. REPLACEMENT OF SHRUBS, TREES, AND PLANTS

Standards for replacement of shrubs, trees and plants are outlined below. If community standards are not maintained, the homeowner shall be given written notice to comply. The ACC in conjunction with the Board shall set all Landscaping standards. Any landscaping directives made

to the landscapers and their employees shall come directly from the Management Company. All other requests from individual homeowners are to be made, in writing, to the ACC, through the office

b. COMMON AREA

Should the homeowner desire to make changes or additions to the landscaping of the Common Areas, homeowners must receive written approval from the ACC Committee. Any additions made to the Common Area, with the approval, of the ACC shall become the property of the community and maintained by the Homeowner's Association. This area is maintained by the Landscapers, this includes shrubs, trees and plants. Any plantings or trees between the units the responsibility of the homeowner.

c. MISCELLANEOUS LANDSCAPING NOTES

All requests from individual homeowners pertaining to landscaping are to be made in writing directly to the ACC-office for consideration.

Accepted by owner(s): _____ Accepted by tenant(s): _____

10. PATIO AWNINGS

The repair, maintenance and replacement of awnings is the responsibility of the homeowner and shall conform as originally approved. The ACC Committee must approve all new awning installations so as to insure conformance with community standards of style, color and size. Any consideration for a change in design must be applied for and receive written approval from the ACC. prior to installation.

11. PARKING

Overnight street parking is prohibited from 1AM through 7AM. Any vehicle in violation may be towed after 2 prior notices at owners' expense. No parking on the grass areas at any time is allowed. When entertaining, owners are encouraged to request guests to park in the guest spaces provided. Vehicles parked on the street during the day must park in the direction of the normal flow of traffic on your side of the street and shall not impede or block traffic. Vehicles parking on the grass are subject to towing. Should another vehicle be parked on the street in close proximity to a vehicle on the other side of the street, you are asked to leave enough room for a third vehicle to serpentine between the parked vehicles without jeopardizing or otherwise damaging community property.

12. VEHICLES

Commercial vehicles, boats or recreational vehicles are not permitted to be visibly parked/stored at any unit or any common area. All vehicles must be properly registered and in full operating condition. No vehicle maintenance or repair shall be performed on HOA or owners' property.

13. SPEED LIMITS AND STOP SIGNS

The Speed limit of 15 miles per hour and stop signs should be obeyed at all times.

14. LAUNDRY

No clothing, laundry or wash shall be aired or dried on any portion of the Properties visible from the public right of way..

15. STORAGE

Personal property of unit owners must be stored in their respective units. No flammable, combustible or explosive fluids shall be kept in any unit or garage, its adjacent area or common areas. Excluding collection times, trash receptacles must be stored out of sight. It is prohibited to litter the common areas. Propane tanks may only be stored on patios.

Accepted by owner(s): _____ Accepted by tenant(s): _____

16. SCREEN ENCLOSURES, PATIOS AND PATIO EDGINGS

The replacement of screen enclosures, patios (and/or patio surfaces) and awnings are the responsibility of the unit owner and are subject, prior to commencement of work, to written approval from the ACC

It is recommended that Unit owners employ protective measures around the perimeter of landscaped beds to reduce potential damage from landscaping crews, etc.

17. QUIET ENJOYMENT AND NUISANCES

Homeowners and their guests shall exercise due consideration at all hours when operating, but not limited to, sound generating equipment such as: radios, televisions, musical instruments, sound amplifiers. All exterior construction and/or repairs may proceed so long as there is due consideration and respect of neighbors' comfort, privacy, day and night time hours and holidays.

The Management Company shall be notified, in advance, of any moving vans, long term repair or construction.

18. GARBAGE AND TRASH DISPOSAL

Trash and trash containers are to be stored out of sight from all neighbors and the street. Trash should be contained, covered, secured in receptacles and placed outdoors as late as possible the evening before pick up and put away as soon as possible on the day of collection. Loose vegetation should be neatly contained and placed on the curbside on day of pickup.

19. HURRICANE PREPARATION

Hurricane shutters are to be closed, for storm purposes only, at first notice of a HURRICANE WATCH.

Shutters should be closed no more than 21 consecutive days.. Type and detailing of Installation must be approved by the ACC,

Accepted by owner(s): _____ Accepted by tenant(s): _____

Required Hurricane WATCH Procedures:

- (a) If you are absent designate an agent; a responsible firm or individual to care for the property during a storm.
- (b) Inform the office of these arrangements.
- (c) All outside furniture, on patios, planters and ornamental objects must be stored inside the unit or garage immediately upon a HURRICANE WARNING. Remove all furniture and plants from the patio(s) before leaving.
- (d) Installation of hurricane shutters shall commence upon notice of HURRICANE WATCH.
- (e) After the storm, homeowners and their agents shall use due diligence in removing shutters.

For the safety of everyone, all owners must comply. If for any reason an owner does not comply with the rule, all furniture and other items deemed to be a potential problem may will be removed by the Association and stored at the homeowner's expense. All expenses incurred by the Association related to this matter will be charged to the homeowner and if not paid, may result in a lien upon the property.

21. ABSENTEE OWNERS

Whenever a unit becomes vacant for an extended period of time homeowners are obligated to make arrangements to maintain the appearance of their property. Miscellaneous items shall be picked, newspaper and mail deliveries cancelled. Homeowners shall notify the Management Company of a mailing address, phone and email address so that they can be reached in the case of an emergency. This effort is in your best interest and important as to not draw attention to your home by vandals or thieves.

22. PEST CONTROL

All owners are responsible to make arrangements for pest control other than pest control for the Common Area.

Accepted by owner(s): _____ Accepted by tenant(s): _____

24. POOLS AND TENNIS COURTS

All Homeowners and guests shall obey all posted swimming pool and tennis court rules.

All persons using the pools and tennis courts shall do so at their own risk. There are no lifeguards posted at the pools, nor supervisors at the Tennis Courts. The homeowners association assumes no responsibility for any accident or injury in connection with such use or for any loss or damage to personal property.

POOL RULES - PLEASE READ ALL POSTED POOL AND TENNIS COURT RULES.

- *No lifeguard on duty.
- *Pool hours are dusk to dawn
- *Bathing suits must be worn at all times in the pool, pool area, and sauna.
- *Shower before entering the pool or spa
- *No animals in pool or on pool deck
- *No glass containers
- *All children must have adult supervision. No diapered children in the pool.
- *Do not swallow pool water.
- *Long hair must be tied back
- *No running, diving or rough play
- *Furniture should be returned to its original location, umbrellas closed when you leave.
- *The gates of the pools shall be closed at all times.
- *Children under the age of 16 must be supervised by an adult while in the pool area
- *Children under the age of 14 are NOT permitted in the hot tub

Accepted by owner(s): _____ Accepted by tenant(s): _____

NOTICE TO ALL HOMEOWNERS

Re: Leased Properties

Town Villas as a community enjoys the freedom to lease their properties after the unit is owned for 24months.

Our first step to remind and inform all owners of the community standards and rules required to lease property in Town Villas

LEASING REQUIREMENTS

1. Tenants are to consist of at least one occupant over the age of 55 years. All tenants must be approved and listed on the required forms and lease at time of application only.

LEASING PERIOD

1. No unit can be leased for less than 6 months and 1 day
2. No unit shall be leased for more than 12 months at a time.
3. Renewals are not automatic and must be approved.
4. Owner shall supply a copy of the proposed lease **BEFORE** the interview

SECURITY DEPOSIT

1. Owner (Landlord) must post a \$500.00 deposit to be held by the Town Villas Homeowners' Association. No additional deposit will be required for an approved renewal.

RULES AND REGULATIONS

1. Tenants shall be subject to all rules and regulations as they apply to homeowners. Tenant must be supplied a copy of the rules and regulations before interview.

SUBLETTING

1. There shall be no subletting.

BACKGROUND CHECKS

1. All applicants must go through the background check process before occupancy.
2. A background and credit check is required for each adult applicant individually.
3. Applicant shall pay \$100.00 to cover all interview and background check.

COMPLIANCE

1. **Property and owner** must be in complete compliance with all Community rules and regulations before approval is given. This includes Community standards and all financial indebtedness. Prospective tenant shall not occupy residence without approval. Should property become noncompliant at any time, the Community will exercise its' rights to evict and collect as set out by the laws of the state of Florida.
2. Owner must at all times supply Town Villas Homeowners Association all applicable documentation including the most current lease.

RENEWALS

1. Renewals will be approved if the owner and tenant are in good standing and are compliant with the rules and regulations of the community.
2. All violation letters (if occurring) will be kept and accumulated in the property file. The number of violations and the owner's history of compliance will be considered during approval process.
3. Owner must request renewal of lease 60 days before expiration of existing lease and supply the management company with an updated lease agreement.
4. The Community may or may not request an additional interview at their discretion. Tenants and or owners that are not in good standing will not be renewed.
5. Town Villas Homeowners Association shall execute its rights as set out by the State of Florida in the case of delinquent maintenance payments. These rights include the ability to evict, collect and lien. **The homeowner and the tenant shall receive the legal notice outlining this authority during the application process. A copy of this document is available to any resident upon request.**

As stated, Town Villas will enforce its legal right to have any tenant removed that has not been properly processed or noncompliant.

If you currently have anyone in your residence that has not been processed, please contact us. We will facilitate your tenant and bring our records up to date.

Be assured that our objective is to maintain a good leasing program that is advantageous to every Town Villas resident.

Should you have any questions or need to supply us with leases etc. Please contact our Property Manager Patti Turner of Campbell Property Management

Thank you
Town Villas Homeowners Association

**ANNUAL PET REGISTRATION FORM
TOWN VILLAS AT MOON LAKE
BOCA RATON, FL 33496**

Owner/Tenant Name: _____ Date: _____

Signature

Print Name

Address: _____

Secondary Address: _____

Home Telephone: _____ Cell# _____

Breed of Animal(s) _____

Maximum

ONE

Weight _____ Maximum 20 pounds

I acknowledge by my signature that all inoculations are current and my pet is licensed in Palm Beach County as of registration date.

**OWNERS ARE REQUIRED TO RE-REGISTERED PET EACH 12 MONTH,
CAMPBELL PROPERTY MANAGEMENT MAY BE CONTACTED TO OBTAIN
REGISTRATION FORMS.**

REQUIRED ATTACHMENTS:

1. Copy of Rabies and all other inoculations
2. Palm Beach or other County Animal Control License and Number.

OPTIONAL

Name of Veterinarian: _____ Contact Number _____

** Return Completed form To Town Villas onsite office at 9251 Fontaine Place

*Owner shall mean any owner or tenant who owns or is a caregiver on a regular basis

WE ARE AWARE THAT ANY INJURY SUSTAINED BY REASON OF AN ATTACK BY
AN ANIMAL IS TO BE REPORTED TO PALM BEACH COUNTY SHERIFFS AND/OR
PALM BEACH ANIMAL CONTROL

PER OWNERSHIP AMENDMENT TO DECLARATION OF COVENANTS OF TOWN
VILLAS AT MOON LAKE HOMEOWNERS ASSOCIATION

This acknowledgement certifies that I have received a copy of the Town Villas “Pet Ownership amendment to the Declaration of Covenants of Town Villas at Moon Lake Homeowners Association” and that I have read or will read the requirements stipulated therein. My signature below confirms that I will abide by the requirements within this amendment.

I understand that if my property becomes a rental, I will ensure the tenants are made aware of these pet ownership regulations.

Resident /Tenant Signature

Date

Resident/Tenant (Printed)

Telephone/Cell

Address