



## **Boca Lakes Condominium Association, Inc.**

8768 Chevy Chase Drive • Boca Raton, Florida 33433

Office: 561-482-7880 Fax: 561-372-9819

### Boca Lakes Lease Packet

**Please complete all information and return completed paperwork to the Boca Lakes Condominium office.**

1. All occupants must be listed on the lease.
2. One occupant **must be 55 or older**. Any person under 55 will not be allowed to reside in the unit unless the 55 or older legal occupant is in residence.
3. **No pets** allowed with the exception of service dog or emotional support animal, which requires additional application with supporting documents.
4. **No pick-up trucks** are allowed to park on property overnight (motorcycles, mopeds, electric scooters, electric bikes, RVs, campers and trailers are not allowed on property).
5. No one under 18 years of age.
6. **The 55+ applicant must have a credit score of 700 or higher.**
7. Include a copy of the Drivers License for each person on the lease.
8. Include a copy of your vehicle registration.
9. **The application fee is \$150.00 which includes background check.** The fees are nonrefundable. The payments must be included with the packet. We accept personal checks, money orders, or cashier checks payable to Boca Lakes Condominium.
10. Unit owners are required to have a copy of their up-to-date homeowner's insurance on file at Boca Lakes Condominium Office. Applications will not be processed unless the insurance certificate is received by the office.
11. Maintenance payments must be current, including any unpaid late fees or assessments, before the lease application will be processed.
12. **Allow up to 10 days for the entire application process to be completed.**
13. **Boca Lakes Lease Packet, Boca Lakes Lease, background and credit check paperwork must be submitted as a complete package** to the Boca Lakes Condominium Office.
14. Original documents must be signed in blue/black ink at appropriate places by both parties and all originals must be submitted to the Boca Lakes Condominium office as a complete packet.

A personal interview between the applicant and the Boca Lakes Condominium Director of Sales and Rental is a mandatory part of the rental process. Please be sure to provide a phone number for the applicant. The Boca Lakes Office will contact the applicant to set up a time for the interview. **All required paperwork must be completely filled out and the originals must be submitted to the Boca Lakes Condominium office as a complete packet before a lease application will be processed or an interview will be scheduled.**



## **Boca Lakes Condominium Association, Inc.**

8768 Chevy Chase Drive • Boca Raton, Florida 33433  
Office: 561-482-7880 Fax: 561-372-9819

### **APPLICATION FOR APPROVAL OF NEW LEASE AGREEMENT**

OWNER NAME(S): \_\_\_\_\_ UNIT#: \_\_\_\_\_  
\_\_\_\_\_

PRESENTLY RESIDING AT: \_\_\_\_\_

EMAIL ADDRESS:  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

It is understood that the date of this application does not become effective until a copy of the executed Lease is on file.

There is a **\$150.00 APPLICATION FEE WHICH INCLUDES BACKGROUND/CREDIT CHECK**. Checks are to be made **payable to Boca Lakes Condominium Association**.

\_\_\_\_\_  
Owner Signature Date

\_\_\_\_\_  
Owner Signature Date

#### **Sales & Rentals Committee Approval:**

\_\_\_\_\_  
Printed Name Signature Date



## **Boca Lakes Condominium Association, Inc.**

**8768 Chevy Chase Drive • Boca Raton, Florida 33433**

**Office: 561-482-7880 Fax: 561-372-9819**

### **PERSONAL INFORMATION SHEET**

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

NAME OF SPOUSE: \_\_\_\_\_

WILL APARTMENT BE OCCUPIED SOLELY BY APPLICANT AND/OR SPOUSE (Y/N): \_\_\_\_\_

IF 'NO', EXPLAIN: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

STREET ADDRESS

CITY

STATE

ZIP

HOW LONG?

PHONE

PREVIOUS ADDRESS: \_\_\_\_\_

STREET ADDRESS

CITY

STATE

ZIP

HOW LONG?

PHONE

OCCUPATION: \_\_\_\_\_ POSITION OCCUPIED: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ RETIRED: Yes / No

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

#### **BUSINESS REFERENCES:**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

#### **PERSONAL REFERENCES (NOT RELATIVES):**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

#### **EMERGENCY CONTACT:**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_



## **Boca Lakes Condominium Association, Inc.**

8768 Chevy Chase Drive • Boca Raton, Florida 33433  
Office: 561-482-7880 Fax: 561-372-9819

### **PROPOSED RENTER'S AGE 55 OR OVER AFFIDAVIT**

STATE OF FLORIDA  
COUNTY OF PALM BEACH

BEFORE ME, the undersigned authority, personally appeared.

\_\_\_\_\_  
Print Applicant Name(s)

who, being duly sworn, on oath deposes and says:

1. I am the proposed renter of a Unit within Boca Lakes, a Condominium; located in Palm Beach County, Florida which is subject to the Declaration of Condominium thereof recorded in Official Records Book 2114 Page 737, et. seq., of the Public Records of Palm Beach County, Florida, as the same has been amended from time to time including but not limited to that certain amendment recorded May 13, 1989, at Official Records Book 5994, Page 1585.

2. I hereby certify that the statement checked below is correct:

A. \_\_\_\_\_ I am 55 years of age or older.

B. \_\_\_\_\_ I am under the age of 55 years.

3. I have personal knowledge that the Unit is subject to the "Documents" including the Declaration, Articles, Bylaws, and Rules and Regulations of Boca Lakes Condominium Association, Inc., hereinafter collectively, and that compliance with the Documents is required.

4. I hereby confirm and acknowledge that the condominium is "housing for older persons", and that, therefore, the unit, when occupied must be occupied by at least one person over the age of 55 years.

FURTHER, AFFIANT SAYETH NOT

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

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

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of, \_\_\_\_\_, \_\_\_\_\_  
Month Year

(NOTARY SEAL)





## **Boca Lakes Condominium Association, Inc.**

8768 Chevy Chase Drive • Boca Raton, Florida 33433

Office: 561-482-7880 Fax: 561-372-9819

### **Rules & Regulations / Guide for Visitors and Renters**

**Rules and Regulations include, but are not limited to the following:**

1. Maintenance payment must be current, including any unpaid late fees or assessments, before a rental application will be processed.
2. Lease must be renewed one month prior to end of lease.
3. Unit is to be occupied only by individual(s) listed on the lease. – NO CHILDREN UNDER 18 YEARS OF AGE.
4. There is a 2-vehicle limit per unit – no pick-up trucks
5. Vehicles must be pulled into parking space, so that the back of car faces street – no backing in.
6. A Speed limit of 15 mph – All stop signs must be observed.
7. Use of proper Entrance and Exit to and from the clubhouse parking lot.
8. Observe the proper attire regulations in the clubhouse.
9. No smoking in the Clubhouse or Pool Area
10. Pool area
  - a. No running or pushing; no jogging or walking around the pool area.
  - b. No eating, drinking or glass containers beyond the clubhouse patio deck.
  - c. No floats, rafts or balls in the pool
  - d. No suntan lotion when entering the pool.
  - e. Children under 12 years of age must be accompanied by an adult.
  - f. Babies under 3 years are not allowed in pool.
  - g. Use of the pool at your own risk. Management and owners not responsible for accidents or injuries
  - h. Management reserves the right to deny use of the pool to anyone at any time.
11. Clubhouse, Pool Table, Ping Pong Table, Recreation areas, Bocce, Tennis and Shuffleboard Courts:
  - a. Children under the age of 16, must be accompanied by an adult.
  - b. Guest(s) must relinquish to awaiting unit owners after the game.
  - c. Do not sit on pool table or ping pong table.
  - d. Put all equipment away after the game is finished upon leaving.
  - e. Food and beverages are NOT allowed on the clubhouse carpeted areas.
12. Laundry or other clothes may not be hung outside of the unit.
13. Garbage and trash are to be put in trash containers supplied by Waste Management and placed **curbside on Sunday & Wednesday evenings after 5 PM. Recycle pickup is on Thursday and may be placed out after 5 PM Wednesday only.** Trash is only permitted to be put out at these specified times.
14. Nothing is to be attached, hung or affixed to the exterior of the building.
15. Nothing is to be planted and/or no plants removed.
16. No modifications or alterations to the exterior of the building or the common areas.
17. No vehicle which cannot operate on its own power shall remain on the Condo premises for more than 24 hours and no repair of vehicles can be made on the Condo premises.



## **Boca Lakes Condominium Association, Inc.**

**8768 Chevy Chase Drive • Boca Raton, Florida 33433**

**Office: 561-482-7880      Fax: 561-372-9819**

18. A seasonal resident or renter must lower, and secure awnings and all outdoor furniture must be removed before leaving for an extended period of time and especially during the hurricane season, which is from June 1st through November 30th. There will be a charge should the condo have to assume this responsibility. Included are such items as hose, garbage cans, recyclable bins, plants, pots, ornamental items, etc. **ANYTHING LEFT OUT AROUND YOUR UNIT WILL BE DISPOSED OF BY THE ASSOCIATION.**
19. The water must be turned off and locked if the unit is empty for an extended period of time. A copy of the key for this lock must be turned into the Boca Lakes Condominium office.
20. Children may not go swimming, wading or boating nor are allowed to wander alone near the lakes or canals. An adult must supervise them at all times.
21. Children must be accompanied by an adult at all times when using the pool and/or clubhouse facilities.
22. In accordance with Florida Statutes, all condo owners are required to provide the office with a copy of the key(s) to their unit. If the lock is changed for any reason a new key must be provided to the Boca Lakes Condominium office.
23. It is understood that Boca Lakes Governing DOCs provide that only the authorized/approved Unit Owner or Renter shall occupy and use the unit. No children under eighteen (18) years of age shall be permitted to reside in any of the units' rooms thereof in this Condominium, except that children and social guests may be permitted to visit and temporarily reside for reasonable periods in any calendar year. Reasonable periods are defined as no more than thirty (30) days in any calendar year. No one is allowed to occupy the unit without the owner/renter present. ..Any guest found staying past the 30-day period or occupying the unit without the owner/renter present will be considered trespassing and will be removed.
24. The Association must approve all sales & rentals. At NO time will the Association allow occupancy prior to approval.
25. Regarding the lease (rent) of a unit, under no circumstances, including breach of the lease by the Lessee, or authorization by the Lessee, will the owner, his family, or his designees, occupy the leased premises during the stated term of the Lease. **Owner gives up his right to the use of the condo facilities during the lease period.**

**I (we) agree to abide by all the Condominium Documents including the Declaration of Condominium, By-Laws, Rules & Regulations, and any amendments or addenda approved by the Board of Directors of Boca Lakes Condominium Association, Inc.**

_____ Applicant Name (print)	_____ Signature	_____ Date
---------------------------------	--------------------	---------------

_____ Applicant Name (print)	_____ Signature	_____ Date
---------------------------------	--------------------	---------------



## **Boca Lakes Condominium Association, Inc.**

**8768 Chevy Chase Drive • Boca Raton, Florida 33433**  
**Office: 561-482-7880      Fax: 561-372-9819**

### **APPLICATION FOR APPROVAL OF NEW LEASE AGREEMENT**

This agreement has been entered into, on the date below indicated, between Boca Lakes Condominium Association, Inc. and the owner(s) and Lessee(s) herein below described.

1. The Lessee agrees to observe all of the obligations of an owner set forth in the Articles of Condominium, By-Laws, and Rules and Regulations of the Association, as well as the administrative determinations of the Board of Directors of the Association.

2. Under no conditions, including breach of the Lease by the Lessee, or authorization by the Lessee, will the Unit Owner, his family, or his designees, occupy the leased premises during the stated term of the Lease.

IN WITNESS THEREFORE, we have hereunto set our hands and seals this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Lessee Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Lessee Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Owner Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Owner Name (print)

\_\_\_\_\_  
Signature

**BOCA LAKES CONDOMINIUM ASSOCIATION, INC.**

\_\_\_\_\_  
Director of Sales & Rental Name

\_\_\_\_\_  
Signature/Date





## Boca Lakes Condominium Association, Inc.

8768 Chevy Chase Drive • Boca Raton, Florida 33433  
Office: 561-482-7880 Fax: 561-372-9819

### Renter Gate Information Sheet For Boca Lakes Condominium

#### NEW Owner(s):

Unit # \_\_\_\_\_ Address: \_\_\_\_\_

#### Owner #1:

Last: \_\_\_\_\_ First: \_\_\_\_\_

Unit Phone#: \_\_\_\_\_ Alt Phone # : \_\_\_\_\_ Work Phone: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Plate #: \_\_\_\_\_

(for office use) RFID# \_\_\_\_\_ BLC DECAL # \_\_\_\_\_

#### Owner #2

Last: \_\_\_\_\_ First: \_\_\_\_\_

Unit Phone#: \_\_\_\_\_ Alt Phone # : \_\_\_\_\_ Work Phone: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Plate #: \_\_\_\_\_

(for office use) RFID# \_\_\_\_\_ BLC DECAL # \_\_\_\_\_





## **Boca Lakes Condominium Association, Inc.**

8768 Chevy Chase Drive • Boca Raton, Florida 33433  
Office: 561-482-7880 Fax: 561-372-9819

### **RENTER TO COMPLETE**

Rental Unit # \_\_\_\_\_ Date: \_\_\_\_\_

Rental Street Address: \_\_\_\_\_

**Renter's Name #1** \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

**Renter's Name #2** \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address: \_\_\_\_\_

If Seasonal Permanent address:

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

In an emergency, please notify:

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

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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



## **Boca Lakes Condominium Association, Inc.**

8768 Chevy Chase Drive • Boca Raton, Florida 33433

Office: 561-482-7880 Fax: 561-372-9819

### **INSURANCE INFORMATION**

Boca Lakes Condominium Association, Inc. has an amendment to our documents that requires all unit owners to purchase hazard and liability insurance for the inside of the unit:

*"Each individual Unit Owner shall be responsible for purchasing, at his own expense, liability insurance to cover accidents occurring within his own Unit, and for purchasing insurance upon his own personal property. In addition, each Unit Owner shall obtain and maintain a policy of homeowner's insurance insuring floor, wall and ceiling coverings, as well as electrical fixtures, appliances, air-conditioning and heating equipment, water heaters, built in cabinets and any other item excluded from the Association insurance coverage pursuant to Section 718.11(11) Florida Statutes, as amended from time to time. A copy of the Certificate of said insurance shall be filed with the Association office."*

The legal address of our Association is:

**BOCA LAKES CONDOMINIUM ASSOCIATION, INC.**

8768 Chevy Chase Drive

Boca Raton, FL 33433

Certificates of insurance may be faxed to us at 561-372-9819 by your insurance company.

Please note – After January 1<sup>st</sup>, 2009 – Rental Applications will not be started, processed, nor will an interview be scheduled until an insurance certificate is faxed by your insurance company to the Boca Lakes Condominium office @ 561-372-9819. This insurance policy must be currently in effect. No future dated policies will be accepted.

**BROWN'S BACKGROUND CHECKS**  
**CONSENT TO OBTAIN CONSUMER REPORT ON SUBSCRIBER**  
**Boca Lakes Condominium Association Inc.**

I understand that you may obtain consumer reports that relate to my credit and/or criminal history. This information will, in whole or in part, be obtained from AISS, a Sterling Infosystems Company, 6111 Oak Tree Blvd, 4<sup>th</sup> floor, Independence, OH 44131, telephone 800.853.3228. I understand that you may be requesting information from various federal, state and other agencies or institutions, which maintain public and non-public records concerning my past activities relating to my credit and/or criminal history. This information will be reviewed by the Association and may be reviewed by a unit owner if it's a rental.

I authorize, without reservation, any party, institution, or agency contacted by AISS to furnish the above mentioned information:

Applicant Name \_\_\_\_\_ Date of Birth\* \_\_\_\_\_ Social Security Number \_\_\_\_\_  
\*Date of Birth is requested in order to obtain accurate retrieval of records. If International please provide Passport Number

Co-Applicants Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_  
If International please provide Passport Number

Alias/Previous Name(s) \_\_\_\_\_

Current Physical Address \_\_\_\_\_ City & State \_\_\_\_\_ Zip code \_\_\_\_\_

California, Minnesota & Oklahoma Applicants Only: Please check here to have a copy of your consumer report sent directly to you.

**Notice to CALIFORNIA Applicants**

Under Section 1786.22 of the California Civil Code, you have the right to request from AISS, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which AISS has previously furnished within the two-year period preceding your request. You may view the file maintained on you by AISS during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Co-Applicant  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_