



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

8768 Chevy Chase Drive • Boca Raton, Florida 33433

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

### **Boca Lakes Lease Renewal 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 and must reside in the unit when anyone under 55 is residing in the unit.
3. No Trucks, Motorcycles or Children under 18 years of age.
4. Include a copy of Drivers License for each person on the lease.
5. Include a copy of your vehicle registration.
6. The application fee is \$50.00, and the check made payable to Boca Lakes Condominium Association.
7. Owner is required to have insurance company fax an insurance certificate  
Application will not be processed unless insurance certificate is faxed
8. Maintenance payments must be current including any unpaid late fees or assessments before the lease application will be processed.
9. Minimum of 10 days for the entire application process to be completed.
10. 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. Fax copies cannot be accepted and will delay processing of your application.



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**APPLICATION FOR LEASE RENEWAL**

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 shall be a \$100.00 PROCESSING FEE paid to the ASSOCIATION on all NEW LEASES and RENTALS, except that a Lease Renewal between the same parties, which runs concurrently shall have a \$50.00 PROCESSING FEE charge. A separate fee of \$25.00 per person for Background Reimbursement is paid to the Association. Also, the Lease by a Former Owner, or a Spouse thereof, within a two (2) year period, shall carry a \$50.00 & \$25.00 charge.

THIS ASSESSMENT IS BY RESOLUTION OF THE BOARD OF DIRECTORS OF BOCA LAKES CONDOMINIUM ASSOCIATION, INC. TO COVER COST OF INVESTIGATION AND PROCESSING.

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

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

**Sales & Rentals Committee Approval:**

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





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### **RULES & REGULATIONS – SALES & RENTALS**

Rules and Regulations include but are not limited to the following.

1. It is understood that the Condominium Documents provide that the Unit Owner or Renter shall occupy and use the unit as a single-family private dwelling for himself and the Adult Members of his family, and for no other purpose. The term, "Single Family" is defined as Owner/Renter, the Owner/Renter's spouse, his or her parents, siblings, children and grandchildren over the age of eighteen (18) and no more than one unrelated person who resides with the owner and maintains the same housekeeping 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.
2. Any transaction relative to occupancy is subject to the approval of the Board of Directors. The Board of Directors must approve sales & rentals. At NO time will Board of Directors allow occupancy prior to approval.
3. Regarding the lease (rent) of an apartment, 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*
4. Maintenance payment must be current, including any unpaid late fees or assessments, before a rental application will be processed
5. Maximum lease term is one year – lease must be renewed via a rental application renewal package one month prior to end of lease
6. Security must be called @ 561-482-3030 when expecting guests or deliveries. *Deliveries may not be left in guardhouse. Condo will not be responsible for item(s) delivered.*
7. The speed limit throughout the condominium complex is 15 miles per hour.
8. Nothing can be attached to or detached from the outside of the building without written permission from the Board of Directors.
9. No one may go swimming, wading or boating in the lakes or canals. Children are not allowed to wander alone near the lakes or canals. An adult must always supervise them.
10. Violation of any Boca Lakes Condominium Rules, Regulations and By-Laws may subject the violator to fines
11. Signing below acknowledges receipt of the additional package of rules and regulations documents that are included with this lease package and acknowledges compliance with all the Boca Lakes Condominium Rules, Regulations and By-Laws

**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

Revised 10/14/14



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### **APPROVAL OF LEASE RENEWAL AGREEMENT**

This agreement has been entered, 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.

\_\_\_\_\_  
Sales and Rental Director Name

\_\_\_\_\_  
Signature

Revised 10/14/14





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### **Resident / Renter Information Sheet for Boca Lakes Condominium**

**The following information is needed for the computer in the Boca Lakes Condominium Gatehouse. This information will be kept confidential and used only for security entry.**

#### **Resident / Renter Name:**

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

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

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

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

Lease Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Please Circle One: New Renewal

#### **Vehicles: - List All Vehicles**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag: \_\_\_\_\_ Exp Date: \_\_\_\_\_

#### **Permanent Guests – The people listed below will be allowed to enter at the Boca Lakes Condominium Gatehouse without a call to you.**

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

#### **Owner Information – Please do not delete owner information from the Files**

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



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**RESIDENT / RENTER IS REQUIRED TO FILL OUT THIS FORM SO WE CAN UPDATE OUR RECORDS.**

Resident / Renter Name (1<sup>st</sup>) \_\_\_\_\_ Unit #: \_\_\_\_\_ Date: \_\_\_\_\_

Resident / Renter Name Owner (2<sup>nd</sup>) \_\_\_\_\_

Address: \_\_\_\_\_ Phone # in unit: \_\_\_\_\_

Cell Phone \_\_\_\_\_ Whose phone is it? \_\_\_\_\_

Cell Phone \_\_\_\_\_ Whose phone is it? \_\_\_\_\_

Work Phone: \_\_\_\_\_ Whose phone is it? \_\_\_\_\_

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

If you are a seasonal resident or your mailing address is other than Boca Lakes please provide the following information:

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

City, State Zip \_\_\_\_\_ Circle one: alt address of 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> owner?

Home Phone at Alternate Address \_\_\_\_\_ Fax #: \_\_\_\_\_

**In an emergency, please notify:**

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

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City, State Zip \_\_\_\_\_ Cell Phone # \_\_\_\_\_

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

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City, State Zip \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Please remember to secure your unit if you leave. Do not leave any belongings outside or they will be removed and stored at your expense. If you have an awning, make certain it is lowered and attached securely to the building or it will be lowered and secured at your expense.

**\*Water is required to be turned off and padlocked\***

**\*\* Even if you are only leaving for a short period of time \*\***

The office must have a key to your unit and water padlock in case of emergency.

If you have someone taking care of your unit in your absence, please fill in the information below:

Caretaker Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Please check here if at least one occupant is over 55 years of age \_\_\_\_\_





# Boca Lakes

CONDOMINIUM ASSOCIATION, INC.  
BOCA RATON, FLORIDA 33433  
RENTAL LEASE

561-482-7880

THIS LEASE, made this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_ between \_\_\_\_\_

And: \_\_\_\_\_ hereinafter called the LESSOR.  
WITNESSETH, that in consideration of the faithful performance of all covenants, agreements and conditions herein contained, on the part of the Lessee to be kept, done and performed, the said Lessor does hereby lease to the Lessee the following described property:

Unit #: \_\_\_\_\_ Address: \_\_\_\_\_, Boca Raton, Florida.

TO HAVE AND TO HOLD the same with the right to the peaceful enjoyment thereof, from the \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_, to the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the said Lessee herein agreeing and promising to pay to the Lessor \_\_\_\_\_ per \_\_\_\_\_ therefore the total rent of \_\_\_\_\_ DOLLARS.

The Lessee covenants with the Lessor to pay said rent as follows:

\$ \_\_\_\_\_ on signing this lease, representing the \_\_\_\_\_

\$ \_\_\_\_\_ on signing this lease to be held by the Lessor, as a security deposit of Lessee for the faithful performance of all of the provisions of this lease. The balance of the rent shall be payable:

AND THE SAID LESSEE FURTHER COVENANTS AND AGREES to the faithful performance of all terms, conditions and promises herein contained to-wit:

1. Not to use or permit to be used the premises leased for any illegal, immoral or improper purposes.
2. Not to make, nor permit any disturbance, noise or annoyance whatsoever detrimental to the premises or to the comfort and peace of any of the inhabitants of said buildings or its neighbors.
3. TO BE BOUND TO THE SAME EXTENT THAT THE LESSOR IS BOUND BY THE PROVISIONS, TERMS AND CONDITIONS OF THE DECLARATION OF CONDOMINIUM, THE LONG-TERM LEASE OF THE RECREATIONAL FACILITIES (CLUBHOUSE), AND ANY RULE OR REGULATION PROMULGATED BY THE BOARD OF THE CONDOMINIUM ASSOCIATION. THE BUILDING RULES AND REGULATIONS PRESENTLY IN FORCE AS ESTABLISHED BY THE DECLARATION OF CONDOMINIUM ARE SET FORTH HERETO AS PART OF THIS LEASE. THE RULES AND REGULATIONS PRESENTLY IN FORCE GOVERNING THE RECREATIONAL FACILITIES ARE SCHEDULED HERETO, BY EXECUTION OF THIS LEASE. LESSEE ACKNOWLEDGES RECEIPT OF A COPY OF SUCH RULES AND REGULATIONS.
4. That if default is made in the payment of rent as above set forth or any part thereof, or if said Lessee or any other person occupying the premises during the term of this Lease shall violate any of the covenants, agreements and conditions of this Lease, then the Lessee shall immediately become a tenant at sufferance, hereby waiving all right of notice to vacate said premises, and the Lessor shall be entitled to reenter and retake possession immediately of the demised premises without liability, and the entire rent for the rental period next ensuing shall at once be due and payable and may forthwith be collected by distress or otherwise as provided by law.
5. The Lessee will at the end of the term, without demand, quietly and peaceably deliver up the possession of the premises in as good condition as they now are, ordinary wear and tear excepted.
6. The Lessee hereby covenants and agrees that the Lessor or any agent of the Lessor shall have the right upon reasonable oral or written notice to inspect the leased premises. The Lessor or Lessor's Agent may show the leased premises to prospective purchasers or Lessees upon reasonable notice.
7. The Lessee further covenants and agrees with the Lessor to pay all court costs and reasonable attorneys' fees which may be paid or incurred by the Lessor or Lessor's Agent enforcing the covenants, conditions, agreements and obligations of this Lease in the event of a default by the Lessee.
8. Lessee covenants and agrees to pay the cost of repairing any and all damage to the apartment or common elements occasioned by the Lessee or any other party during the term of this Lease.
9. This Lease may not be assigned nor the premises underlet or sublet and this Lease shall be binding upon and shall inure to the benefit of the respective parties, their heirs, executors, administrators, successors and assigns.
10. No consent of the Lessor given hereunder, in any instance, nor consent given by any agent or representative of the Lessor, shall operate as a waiver of any provision of this agreement.
11. The lessee hereby acknowledges receipt of the apartment and all furnishings contained therein if any, in excellent order and condition and Lessee shall be responsible to maintain same and shall be responsible for all damage thereto. Should Lessee discover any damage or defects to the apartment or furnishings, the Lessee shall, within twenty-four hours of occupancy of the apartment, deliver to Lessor a written notice thereof and shall obtain such written acknowledgement of the delivery of such written notice.
12. The Lessee agrees to pay all charges for electric service during the term of this lease and any renewal or extension thereof.
13. Lessee agrees and understands that he may be charged and or hereafter assessed for the violation of the Rules and Regulations set forth on the reverse side herein or hereafter adopted by the Board of Directors; and said assessment shall be a lien against any security deposited.
14. The Lessee understands that this agreement can only be effected upon the written consent of the Board of Directors to this lease, which will not be reasonably withheld. However, where a Tenant is a repeated violator of the Rules and Regulations or refuses to obey same, and after written notice to both Landlord and Tenant to comply therewith, the Board of Directors reserves the right to cancel and withdrew its consent to the lease. The Board of Directors may thereupon treat the Lessee as trespassers and refuse them admittance to the Condominium and or its facilities and recall the entry permit.
15. Where an owner defaults in the payments of his monthly assessment, and is in default for 20 days, during the term of the lease, the Association may on 5 days notice to the owner and Tenant of such default demand future payments and the arrears be paid by the Tenant. That in consideration of the consent given by the Association, the Tenant will be authorized and permitted to make payment as herein provided by deducting said sum from the monthly rent due to the owner. Upon the failure of the owner and or the Tenant to comply with this provision, the Association may thereupon treat the Tenants as trespassers and refuse them admission to the Condominium and or its facilities, and may recall the entry permit.

NO LEASE MAY BE EXTENDED BEYOND ITS TERMINATION, WITHOUT THE APPROVAL OF THE BOARD OF DIRECTORS.

This form, Rental Lease, is printed in original and copies 1 and 2.

NO SUBSTITUTIONS ARE PERMITTED, ALL FORMS, ORIGINAL AND COPIES, ARE TO BE SIGNED AS ORIGINALS.



16. Lessee further covenants that Lessee shall not permit or suffer anything to be done or kept in the leased premises which will increase the rate of insurance on the Condominium property, or which will obstruct or interfere with the rights of unit owners, or annoy them by unreasonable noises or otherwise. Lessee shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, including awnings and/or storm shutters, doors or windows of the buildings, nor shall Lessee grow any type of plant, shrubbery, flower, vine or grass outside the leased premises; nor shall Lessee place any furniture or equipment outside the unit, whereas permitted by the Board's regulations.

WITNESS our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_\_.

Signed and Sealed in the Presence of:

\_\_\_\_\_  
LESSOR

\_\_\_\_\_  
LESSOR

APPROVED

\_\_\_\_\_  
(SEAL)

By:

\_\_\_\_\_  
LESSEE

\_\_\_\_\_  
(SEAL)

As to Lessee

\_\_\_\_\_  
Boca Lakes Condominium Association

## RULES AND REGULATIONS

(Included as part of the Lease)

Section 3. Building Rules and Regulations. The building Rules and Regulations hereinafter enumerated shall be deemed in effect until amended by the Board of Directors, and shall apply to and be binding upon all unit owners. The Lessee shall, at all times, obey said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, servants, and persons over whom they exercise control and supervision. Said building Rules and Regulations include, but are not limited to as follows:

1. The sidewalk, entrances, and all of the common elements must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the premises; nor shall any carriages, velocipedes, bicycles, wagons, shopping carts, chairs, benches, tables, or any other object of a similar type and nature be stored thereupon. Children shall not play or loiter in public areas.
2. The personal property of all unit owners shall be stored within their Condominium units, and outdoor furniture shall be kept within a 9 ft. perimeter of the rear of the unit; and shall be removed during lawn mowing periods and hurricane season.
3. To maintain in good condition and repair, his unit and all interior surfaces, cabinets, appliances, plumbing and electrical fixtures, glass door and windows, air conditioning and heating systems.
4. No tenant shall be permitted to allow any guests or other person to occupy or use the unit, leased herein, during his absence from said unit.
5. Refuse and bagged garbage shall be deposited only in the area provided therefor.
6. NO LESSEE SHALL STORE OR LEAVE BOATS, TRUCKS, RECREATION VEHICLES OR TRAILERS ON THE CONDOMINIUM PROPERTY.
7. No Lessee or resident shall direct, supervise, or in any manner attempt to assert any control over the employees of the Association.
8. Tenants and guests must apply at the office for a temporary pass, which must be renewed monthly. The cost is a non refundable one time charge of \$5.00.
9. The parking facilities shall be used in accordance with the regulations adopted by the Board of Directors. No vehicle, which cannot operate on its own power, shall remain on the Condominium premises for more than twenty-four hours, and no repair of vehicles shall be made on the Condominium premises.
10. No Lessee shall make or permit any disturbing noises in the building by himself, his family, servants, employees, agents, visitors and licensees, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of the unit owners. No Lessee shall play upon or suffer to be played upon, any musical instrument, or operate or suffer to be operated, a phonograph, television, radio or sound-amplifier, in his unit, in such manner as to disturb or annoy other occupants of the Condominium. No Lessee shall conduct or permit to be conducted, vocal or instrumental instruction at any time.
11. No radio or television installation, or other wiring, shall be made without the written consent of the Board of Directors. Any antenna or aerial erected or installed on the roof or exterior walls of the building, without the consent of the Board of Directors, in writing, is liable to removal without notice and at the cost of the unit owner for whose benefit the installation was made.
12. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed in, on, or upon any part of the Condominium unit or Condominium property, by any unit or occupant.
13. No awning, canopy, shutter or other projection shall be attached to or placed upon the outside walls or roof of the building without the written consent of the Board of Directors.
15. No decorative panels, windows or door covering shall be attached to or hung, or used in connection with any window or door in a unit, in such a manner as to be visible to the outside of the building, without the written consent of the Board of Directors of the Association.
14. The Association may retain a passkey to all units. No unit owner or occupant shall alter any lock or install a new lock without written consent of the Board of Directors of the Association. Where such consent is given, the unit owner shall provide the Board of Directors with an additional key for use of the Association, pursuant to its right of access to the unit.
16. Complaints regarding the service of the Condominium shall be made in writing to the Board of Directors of the Association.
17. No inflammable, combustible or explosive fluid, chemical or substance shall be kept in any unit, except such as are required for normal household use.
18. Food and beverage may not be cooked or consumed outside of a unit except for such areas as are designated by the Board of Directors of the Association.