



## **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 Trucks, Motorcycles or Children under 18 years of age.
4. The 55+ applicant must have a credit score of 700 or higher.
5. Include a copy of Drivers License for each person on the lease.
6. Include a copy of your vehicle registration.
7. The application fee is \$100.00 and background check fee are \$25.00 per person. The fees are nonrefundable. The payments must be included with the packet. We accept personal check, money order, or cashier check. Payable to Boca Lakes Condominium. Separate payments
8. Unit owner is 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 insurance certificate is received by the office.
9. Maintenance payments must be current, including any unpaid late fees or assessments, before the lease application will be processed.
10. Minimum of 10 days for the entire application process to be completed.
11. Boca Lakes Rental Package, Boca Lakes Lease, background and credit check paperwork must be submitted as a complete package to the Boca Lakes Condominium Office.
12. 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 paper work 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.



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### **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 shall be a \$100.00 APPLICATION FEE paid to the ASSOCIATION on all NEW LEASES/ RENTALS, except that a Lease Renewal between the same parties, which runs concurrently shall bear no charge. However, a LEASE TERM which is interrupted and which is of the SAME UNIT between the same PARTIES shall bear a \$50.00 charge. Also, the Lease by a Former Owner, or a Spouse thereof, within a two (2) year period, shall carry a \$50.00 application fee. A \$25.00 per person BACKGROUND/CREDIT FEE needs to be included with a separate check paid to Boca Lakes Condo Association.

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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### 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: \_\_\_\_\_

#### 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:



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### 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 apartment, when occupied must be occupied by at least one person over the age of 55 years, unless I apply for and receive special consent from the Association, which I understand will only be issued in compliance with the Rules, promulgated by the Association, and included in the Documents.

FURTHER, AFFIANT SAYETH NOT

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

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

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

(NOTARY SEAL)



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### **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. A lease may not be extended for a period beyond thirty days. Such request must be made in writing by the unit owner not less than 30 days in advance of the termination of the lease. The Board of Directors reserves the right to approve or disapprove such request. Such extension can be made only once while a unit is owned.
4. Unit is to be occupied only by individual(s) listed on the lease. – **NO CHILDREN UNDER 18 YEARS OF AGE.**
5. A Speed limit of 15 mph – All stop signs must be observed
6. Use of proper Entrance and Exit to and from the clubhouse parking lot
7. Observe the proper attire regulations in the clubhouse
8. No smoking in the Clubhouse or Pool Area
9. Place and dispose of garbage or trash in regulation trash bags or garbage containers.
10. Pool area:
  - a. Must shower prior to entering pool
  - b. Long hair must wear a bathing cap
  - c. No running or pushing; no jogging or walking around the pool area
  - d. No eating, drinking or glass containers
  - e. No floats, rafts or balls in the pool
  - f. No suntan lotion when entering the pool
  - g. Children under 12 years of age must be accompanied by an adult
  - h. Babies under 3 years not allowed in pool
  - i. Use of pool at your own risk. Management and owners not responsible for accidents or injuries
  - j. Management reserves the right to deny use of the pool to anyone at anytime
11. Pool 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
  - d. Replace all equipment when leaving
12. Security must be called when expecting guests or deliveries. Deliveries may not be left in guardhouse. Condo will not be responsible for item(s) delivered.
13. Laundry or other clothes may not be hung outside of unit
14. Food and beverage may be cooked and consumed in designated area only.
15. Garbage and trash are to be put out in a heavy-duty garbage bags or closed containers in designated area by the **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.
16. Nothing can be attached to or detached from the outside of the building without written permission from the Board of Directors. Trees cannot be planted or removed without written permission from the Board of Director.
17. Trees cannot be planted or removed without written permission from the Board of Directors.
18. Shrubs and flowers must be kept within three (3) feet of the building and only those that are





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acceptable to the Director of Grounds.

18. No owner shall leave or store trucks on the Condo property at any time or for any reason.
19. 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.
20. No inflammable, combustible or explosive fluid, chemical, or substance shall be kept in any unit, except such as are required for normal household use.
21. A seasonal resident or rentee must lower and secure awnings and all outdoor furniture should 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. This especially must be done before you leave. 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 CONDO.**
22. The water must be turned off and locked if the unit will be empty for an extended period of time. A copy of the key for this lock must be turned into the Boca Lakes Condominium office.
23. One parking space per unit is designated as Limited Common Area, reserved for the occupant of each unit. The other parking spaces are available to visitors and other Unit Owners.
24. 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.
25. Children must be accompanied by an adult at all times when using the pool and/or clubhouse facilities.
26. In accordance with Florida Condo Law, 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.
27. 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.
28. 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.
29. 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.*

**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



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### 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





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### **Resident/Renter Information Sheet for The 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 the purpose of security entry.

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

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

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

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

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

Lease Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

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

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

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

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#### **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: \_\_\_\_\_

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**

**PLEASE FILL OUT THIS FORM AND RETURN TO THE OFFICE SO WE CAN UPDATE OUR RECORDS.**

Resident / Renter Name \_\_\_\_\_ Unit #: \_\_\_\_\_ Date: \_\_\_\_\_

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

In an emergency, please notify:

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

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

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

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

If you are a seasonal resident, please provide the following information:

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

Home Phone # \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Please remember to secure your unit if you leave. Do not leave any belongings outside or they will be removed and discarded 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.

If you cannot be reached at your unit during the hours of 9am to 4pm, please list your employment telephone and/or cell phone numbers:

Work Phone \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

### **INSURANCE**



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

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### **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.





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### **Sales & Rentals**

- The Board must approve all prospective buyers/renters prior to the execution of a contract or lease. It is the responsibility of the owner/lessor to make the Rules and Regulations and Condominium documents available to the prospective buyer/renter. These Rules and Regulations are being amended for the Health, Welfare and Safety of this Association and its members. It is recognized that during this time of Covid-19, that it is important for the financial well-being of the Association and its members, that Rentals be kept to a minimum and that those who are renting, have the financial ability to meet the financial requirements of the Association, in the event the Owner no longer has the ability to do so, and the Association takes actions against the Renter pursuant to its rights under Chapter 718, as may be amended from time to time.
  - o Prior to any submission for Rental approval, Owner(s) must have their prospective Renter go through a background check for that includes any prior criminal acts and convictions, as well as a financial background check.
- The Association's Board of Directors, based on its business judgment, can decline any prospective renter based on a review of their criminal and financial history. As guidelines, the Board of Directors shall consider as a facial violation the following:
  - A conviction for rape;
  - A conviction for child abuse or pedophilia;
  - A Felony conviction in the last seven (7) years;
  - Failure to have ones civil rights restored;
  - Any conviction for a violent crime over the last seven (7) years;
  - Any conviction for felony drug possession, trafficking and distribution;
  - Any other conviction that in the opinion of the Board of Directors is not desirable.
  - Additionally, all applicants to rent or lease must have a minimum credit score of 700, as explained further herein.
- o A personal interview is required for all prospective buyers. All prospective lessees must also be interviewed unless said lessee has previously leased in Boca Lakes. All buyers/lessees occupying the premises are subject to a background check, with a fee of up to \$100.00, depending on the screening requirements being made and whether the person(s) has been previously screened. **\$25 payable to the Association.** The background check shall include a criminal background check as well as a credit score check. Any prospective Renter shall have a credit score of no less than 700 in order to be approved.
- o Board approval of a sale and/or lease is subject to prior payment of all charges and assessments.
- o A sale will not be approved until the purchaser acknowledges that they have received the Condominium Documents from the seller. Upon failure to do so, a \$50 fee shall be paid to the Association.
- o Board approval or refusal of application for sale/lease will be given within 10 days of receipt of the application and will not be unreasonably delayed
- o Subleasing is strictly prohibited; as is AirBnB or similar short- term rentals.





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- An owner may purchase a maximum of two (2) units. A unit cannot be leased out until owned for at least two (2) years. Any Ownership during those first two (2) years is limited to those people(s) listed on the deed who purchased said property and their immediate family. Any previous multi-owned units are grandfathered in. Additional purchases are prohibited.
  - o An owner MUST notify the Office by filling out the appropriate forms located in the office to sell or rent his/her unit.
  - o No unit may be sold or leased to more than one (1) family (defined as those actual occupants stated in the deed/lease)
  - o Only one (1) lease per calendar year is permitted. The term of the lease may range from a minimum of three (3) months to a maximum of twelve (12) months.
  - o A unit owner who violates the terms of a lease agreement and/or the Condominium rules shall forfeit the right to lease his/her unit for the ensuing twelve (12) months.
  - o The Board may approve the extension of a lease for no more than thirty (30) days upon written request of the unit owner, to a maximum of no more than one extension in the lease period.
  - o As a precondition to Board approval of a lease, the Lessee agrees (by signing here.....), to observe all of the obligations set forth in the Articles of Condominium, Bylaws, and Rules and Regulations of the Association; under no condition, including breach of the lease by the Lessee, or authorization by the Lessee, will the unit owner, family or designees, occupy the leased premises during the stated term of the lease.
  - o The lessee is entitled to a gate pass for \$25 each. Maximum two (2).
- A unit owner under the age of 55, but over 18, may occupy a unit that they have inherited.
- All sales, leases and/or transfers are subject to a \$100 processing fee payable to the Association; a lease renewal between the same parties, running consecutively, is subject to a \$50 fee; a lease term which is

interrupted and which is of the same unit between the same parties is also subject to a \$50 fee. A lessee who leased another unit the previous year or season is subject to a \$50 fee.

- Any purchase or lease by a former or current unit owner, or the spouse thereof, within a 2-year period, is subject to a \$50 fee.
- Any transfer of ownership in full to one other than a spouse, parent or child, which is not a sale for consideration shall carry the same fee as a regular sale, \$100.
- A transfer to a spouse or into a spouse jointly or with children or parents of the unit owner or spouse, or into a Trust, shall be exempt from fees.
- An owner/lessor who is delinquent in the payment of assessments for three (3) consecutive months shall be denied the privilege of leasing that unit for one (1) year after the present lease in expired. A violation in the unit occupancy or leasing will not be permitted to lease the unit for one (1) year from the date the violation is resolved.
- A unit owner/lessor whose monthly maintenance fees are consistently late will not be permitted to lease that unit unless he/she agrees that the lessee pays the monthly fee directly to the Association. Alternatively, the Board has the right to ask for an advance payment of the maintenance fee equal to the term of the lease.
- No request for approval of sale or lease of any unit will be approved if the unit owner is delinquent in payments to the association for maintenance or special assessments.
- Notwithstanding the Regulation prohibiting more than one lease per calendar year, a leased unit in which the lessee passes away before the expiration of the lease may be released in the same calendar year.
- A unit owner must submit a letter of authorization to the Office to allow a sales agent or representative to show the unit.
- QUIT CLAIM DEEDS: Upon death of unit owner, survivor or designated person becomes sole owner: new owner must notify Office and submit to background check and orientation.





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- Each unit is assigned one (1) reserved parking space. Guests and others may park in any other unused space.
- For Sale or Lease signs are prohibited.
- Maintenance assessments are due the first day of each month. A \$20 late fee will be assessed if the payment is late more than 10 days.
- The Association insures all condominium property for (NOTE: insert here what our insurance covers). The premiums are included in the monthly maintenance fee. At the time of policy renewal any increase in premium will be prorated among all unit owners. It is incumbent upon each unit owner to provide their own contents and liability insurance.
- The Association shall have the right to authorize a UNIT OWNER to install upon the UNIT's assigned parking space, at his or her sole expense, a charging station for electric vehicles. The installation and use of charging station is prohibited unless the prior written approval of the Board has been obtained in the manner specified from time to time by Board rule. As a condition of approval, an OWNER must agree to pay costs and charges, including but NOT limited to, an estimated annual electricity usage fee (as established by the Board from time to time) associated with use of the charging station, and must further agree to pay any costs required to upgrade the electrical facilities and lines, if necessary for installation or continued use, as well as any future maintenance, repair or replacement of the charging station.
  - o The installation of a charging station for electric vehicles pursuant to this section shall not be deemed a material alteration.

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

### **RULES CONCERNING GARBAGE REMOVAL IN BOCA LAKES**

FCC removes our garbage on Mondays and Thursdays, anytime between the hours of 6 am and 6 pm. Residents should put out their garbage on Sunday and Wednesday evenings after 5 pm. It must be placed in a secure container or heavy-duty garbage bags to avoid attracting animals.

FCC may pick up large loads, but if the truck is full there is a possibility that they may leave it. If you are doing major remodeling, we strongly suggest that you ask your contractor to remove the debris as we do not allow it to be put out in front of your unit for any length of time before pick-up. If a dumpster is ordered, you are allowed 7 days to keep it on the blacktop in front of your unit. It must be placed on wooden boards to avoid any damage to the blacktop area. If you have any questions – please contact our office at – 561-482-7880.





# Boca Lakes

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

561-482-7880

THIS LEASE, made this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20\_\_\_\_ between \_\_\_\_\_ hereinafter called the LESSOR.

And: \_\_\_\_\_ hereinafter called the LESSEE  
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 unreasonably 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:

(SEAL)

As to Lessee

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 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.
14. 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.
15. 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.

**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 \_\_\_\_\_  
If International please provide  
Passport Number \_\_\_\_\_

\*Date of Birth is requested in order to obtain accurate retrieval of records.

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 \_\_\_\_\_