

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

Buyers: \_\_\_\_\_

## ***Royal Estates at Madison Green Association, Inc.***

*c/o Tallfield Associates*

*12765 West Forest Hill Blvd, Suite 1320; Wellington, FL 33414*

*Tel. (561) 983-6000 Email: wellington@tallfield.com*

### **Lease Application Checklist**

**Below is a list of items needed to process association approval to lease a home. All payments must be certified/cashier's check or money order ONLY (no personal checks or credit/debit cards accepted.) Please indicate with a check mark that the needed items are enclosed. Applications can be mailed or dropped off to our office address above. Failure to provide all information and payment will result in application being returned. Incomplete applications will not be accepted.**

#### **NEEDED ITEMS:**

- ☐ Executed Lease Application
- ☐ Copy of the lease contract
- ☐ Legible copy of driver license(s) for all adults that will be living in the home
- ☐ \$250 Non-refundable fee made payable to "Tallfield Associates"\*
- ☐ A \$1000 refundable lease deposit (paid by owner) made payable to "Royal Estates at Madison Green Association Inc."
- ☐ Two-page screening and authorization forms per adult (required to run national criminal check)
- ☐ Pet registration form for each pet
- ☐ Acknowledgement page

**\*NOTE: The \$250 fee covers background screening for up to two adult applicants. Any additional residents 18+ years of age are subject to background screening, and an additional \$50 fee per adult is required.**

**Application must be submitted a MINIMUM of 30 days prior to intended occupancy.**

**Occupancy prior to approval is strictly prohibited. Processing can take up to 30 days from when a complete application is received.**

# Royal Estates at Madison Green Association, Inc.

## Lease Application

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

Current Homeowner Name: \_\_\_\_\_

Homeowners Mailing Address: \_\_\_\_\_

Lease Start Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

Are you a service member? \_\_\_\_\_ (Service member is defined to include any person serving as a member of the United States Armed Forces on active duty or state active duty and all members of the Florida National Guard & United States Reserve Forces).

**A copy of the approved/signed application approval will be forwarded to buyer, realtor, and/or agent where applicable. Please include realtor/agent information below as applicable.**

Agent for Homeowner: Name \_\_\_\_\_ E-mail \_\_\_\_\_

Agent for Tenant: Name \_\_\_\_\_ E-mail \_\_\_\_\_

### Tenant / Adult Occupant Information

Occupants Name	Home Phone #	Cell Phone #	E-mail address
Employer Name	Employer Phone #		

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Employer Name	Employer Phone #		

How many children 17 years and younger will be living in the home? \_\_\_\_\_

Please list their names and ages:

Personal Reference (Name & Phone Number): \_\_\_\_\_

Personal Reference (Name & Phone Number): \_\_\_\_\_

Personal Reference (Name & Phone Number): \_\_\_\_\_

**Automobiles**

Year	Make	Model	Tag #	State

**Proposed Tenant(s) hereby understand and agree to the following terms.**

- 1) That all information in this application is true and correct.
- 2) A non-refundable processing fee of \$250 for up to two adult applicants (each adult \$50 thereafter) made payable to "Tallfield Associates" must accompany the application.
- 3) A copy of a valid driver's license for all adults who will reside in the residence.
- 4) A \$1000 refundable lease deposit (paid by owner) made payable to Royal Estates at Madison Green Association Inc.
- 5) Each adult applicant will have a national background check run by Tallfield Associates. Each adult must fill out the two-page screening/authorization forms.
- 6) Applicant(s) agrees to comply with all By-Laws and Rules & Regulations of Royal Estates at Madison Green Association Inc.
- 7) All pets must be in compliance with the pet rules and regulations.

Proposed Tenant(s) understand, agree, and authorize Tallfield Associates, Royal Estates at Madison Green Association Inc., the Board of Directors and/or their committee, and their agents to investigate and verify all information submitted on the application for all occupants.

Signature of Tenant\_\_\_\_\_

Date\_\_\_\_\_

Signature of Tenant\_\_\_\_\_

Date\_\_\_\_\_

**ROYAL ESTATES AT MADISON GREEN ASSOCIATION, INC.  
PET REGISTRATION**

*(If no pets, write "N/A" and include buyer signature(s))*

**\*You must provide a recent photograph when submitting this form to management.**

**\*NO PIT BULL TERRIERS ARE PERMITTED.**

Buyer(s) Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Type of Pet: (i.e.; dog, cat, etc.) \_\_\_\_\_ Breed: \_\_\_\_\_

Color: \_\_\_\_\_ Current Weight: \_\_\_\_\_

Age of Pet: \_\_\_\_\_ Name of Pet: \_\_\_\_\_

Vaccine Lic#: \_\_\_\_\_

Veterinarian Name: \_\_\_\_\_ Contact# \_\_\_\_\_

Type of Pet: (i.e.; dog, cat, etc.) \_\_\_\_\_ Breed: \_\_\_\_\_

Color: \_\_\_\_\_ Current Weight: \_\_\_\_\_

Age of Pet: \_\_\_\_\_ Name of Pet: \_\_\_\_\_

Vaccine Lic#: \_\_\_\_\_

Veterinarian Name: \_\_\_\_\_ Contact# \_\_\_\_\_

Buyer(s) Signature: \_\_\_\_\_

***All pets must be on a leash and under the control of a responsible person anytime the pet is outside of the dwelling.***

# **RESIDENTIAL SCREENING REQUEST**

*\*NOTE: EACH ADULT MUST FILL OUT THE FOLLOWING TWO-PAGE FORM FOR SCREENING*

## **FOR MANAGEMENT USE ONLY**

Tallfield Associates Ref #/Unit #:

\_\_\_\_\_

## **PERSONAL DETAILS**

**Please check one:**

- ☐ Individual *(Individual or one of multiple roommates that appear on the sale contract and are responsible for the property.)*
- ☐ Spouse *(Couples that jointly occupy the unit and assume joint responsibility for the property.)*
- ☐ Occupant *(Occupants are adults who will live in the unit, but are not financially responsible for the property.)*

**Name:** First: \_\_\_\_\_

MI: \_\_\_\_\_ Last: \_\_\_\_\_

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

**DOB** (MM/DD/YYYY): \_\_\_\_\_

## **CURRENT ADDRESS**

**Street Address:**

Number: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# **RESIDENTIAL SCREENING REQUEST**

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## **DISCLOSURE AND AUTHORIZATION AGREEMENT REGARDING CONSUMER REPORTS**

### **DISCLOSURE**

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for residence.

### **AUTHORIZATION**

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish any third party company used by Tallfield Associates, LLC on behalf of the Association for which you are applying with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

### **READ, ACKNOWLEDGED AND AUTHORIZED:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

PLEASE REFER TO MADISON GREEN MASTER ASSOCIATION GOVERNING DOCUMENTS AS WELL AS THE RESTRICTIONS AND CODES AS MANDATED BY ALL APPLICABLE GOVERNING AGENCIES; CITY, COUNTY OR STATE ORDINANCES.

THESE RULES AND REGULATIONS APPLY TO THE ROYAL ESTATES HOMEOWNERS ASSOCIATION AS SUBORDINATE AND IN ACCORDANCE TO THE AFOREMENTIONED.

### **ARCHITECTURAL CONTROL FOR EXTERIOR CHANGES, MODIFICATIONS & ALTERATIONS:**

The Association, or its designees, has the right to exercise architectural control over all improvements including size, height, plans, set-back, exterior design, materials, colors, landscaping, waterscapes, etc. The Association may, from time to time, modify minimum guidelines, criteria, and/or standards used for architectural control as it deems necessary to preserve the integrity of the Association. The Association shall not be liable for any defect in plans or specifications

- Homeowners shall receive written approval of the Association before making any improvement or obtaining permits, etc. Requests for approval shall be made in writing, on the approved Madison Green Architectural Application, and shall include copy of survey, any plans and contractor's specifications etc. Any exterior painting, regardless if color is the same as the original, requires approval prior to commencement of the project. If required Association approvals are not obtained, the Association shall require the homeowner to cease & desist, remove or alter any improvements.
- Homeowners seeking architectural approval from the Royal Estates Association are also subject to the review and approval by the Madison Green Master Association Architectural Review Committee prior to commencing said modifications or additions.
- The Association shall notify the homeowner of approval or disapproval within 30 days after the complete application and its contents are submitted. If no response is given to the homeowner within the 30 days, the request is deemed approved.
- Homeowner shall give the Association written notice of completion and in turn, the Association shall have the right to inspect within 90 days.
- Homeowner shall be in compliance with the requirements of all governmental authorities and is required to obtain an appropriate building permit, as applicable. An approved Architectural Review Committee (ARC) form is required to obtain a building permit from the Village of Royal Palm Beach.
- If a building permit is required for the proposed modification/addition, such improvement shall be installed by a licensed contractor unless otherwise approved by the Association.

### **USE RESTRICTIONS:**

#### **Air Conditioning Units:**

- Only central air conditioning units are permitted.
- No window, wall, or portable units are permitted without prior consent of the Association.

#### **Automobiles, Vehicles and Boats:**

- Only passenger vehicles may be parked overnight outside the garage.  
This includes:
  - Automobiles
  - Vans with permanent rear seats and side windows.
  - Pick-up trucks ½ ton or less used as passenger vehiclesThis excludes:
  - Trucks with more than 2 axles
  - Vehicles with commercial lettering or signs
  - Vehicles with commercial equipment outside of vehicle
  - Recreational vehicles
  - Campers
  - Trailers
  - Boats

- Owners/residents may not keep anymore vehicles within the Association on a permanent basis than the garage and driveway can accommodate simultaneously without extending over the sidewalk.
- No more than *three* (3) approved vehicles may be parked or stored outside overnight. Vehicle covers or tarps are not permitted on vehicles parked outside.
- No overnight (12:01 AM to 6:00 AM) parking is permitted on any streets, lawns, or areas other than driveways and garages. (An exception to the overnight parking rule is allowed to provide for drying time for driveway sealer applications). Vehicles violating the overnight parking rules are subject to towing at the owner's expense. Owners/residents will be given two written warning notices prior to towing, with the exception of emergent circumstances.
- NO vehicle, that does not display a current license plate or cannot operate on its own power, shall be parked upon the driveway for more than twenty-four (24) hours.
- All vehicles shall be painted with colors and in a manner that is customary for private passenger vehicles, and which is not offensive or distasteful in the reasonable opinion of the Association.
- No motorcycle, motorbike, moped, all-terrain vehicle, or other such vehicle is permitted to be operated on the homeowner's property unless such vehicle is licensed for street use and equipped with appropriate noise-muffling equipment so that its operation does not create an annoyance. If the Association determines the operation of any such vehicle creates an annoyance, after written notice from the Association, the vehicle shall not be operated within the homeowner's property.
- Approved vehicles parking in driveways overnight shall be parked perpendicular to the garage (exception made for circle drives) and shall not extend over the sidewalk.
- Operation of any vehicle is subject to the laws and ordinances of the State of Florida, Palm Beach County and the Village of Royal Palm Beach. Violation of such laws should be reported to police.
- Toy electric/battery cars or other electric vehicles shall be operated on the roadway and children shall be supervised by adults.
- Operation of a motorized scooter is subject to the Ordinances of the Village of Royal Palm Beach. (e.g. shall have valid driving license, operated during daylight hours, shall wear helmet, shall be operated in the street, etc) Violation of motorized scooter rules should be reported to police.
- To ensure safe traffic flow, residents should always park in their garages or driveways whenever possible and should avoid street parking.

#### **Basketball Backboards:**

- No permanently installed basketball backboards are permitted.
- No portable backboards are allowed outside overnight or when not in use.

**Business or Commercial Use:** No business or commercial activity is allowed that encompasses customer foot traffic or such commercial activity is apparent from the exterior of the house.

**Clotheslines and Outside Clothes Drying:** No clotheslines or drying yards or any piece of equipment or thing upon which clothes or other articles can be hung or draped for drying purposes shall be erected, used, or permitted to remain anywhere visible from any adjacent street or property.

**Common Areas:** Nothing can be stored, constructed, placed within or removed from a Common Area

**Damage and Destruction:** If a house is damaged or destroyed it shall be repaired and restored to the original condition as soon as it is practical and such communication shall be forwarded to the Association. The Association reserves the right to dispute the validity of "practical" in some circumstances and will require supporting documentation to verify same.

#### **Driveways:**

- No asphalt or gravel driveways, walkways or sidewalks are permitted.
- Damaged front sidewalks shall be replaced with concrete as per the original design specifications.



**Easements:** "Drainage and Utility Easements" and "Water Management and Retention Easements" are designated on plats for the installation and maintenance of utility, drainage facilities and storm water storage. Within these easements, no improvement, change, or other material shall be placed which may:

- Interfere with utilities without written approval of the utility company. Or
- Change the direction or flow of water in drainage channels without approval of the Association and governmental agencies.
- These easements shall be maintained by the homeowner.

**Fences:**

- Fences are not permitted in front of any house and fence/gate shall be set back at least 10 feet from the front of the house.
- All fences shall be approved by the Association. The Association has the right to set a standard type, color, and height of fences.
- All approved fences will be aluminum rail Top Cap style, 5 feet in height and will be the color Bronze. These fences will be constructed of the same materials and be of the same style and type as those originally installed in Royal Estates by Shelby Homes.
- Fences shall be maintained in good condition at all times.

**Garages:**

- No garage shall be permanently enclosed and no portion of a garage shall be converted into living space or storage area.
- All garage doors shall remain closed when not in use.

**Garbage:** Garbage shall be regularly picked up and not permitted to accumulate. All garbage/trash, etc., shall be kept in garbage cans. Materials for recycling shall be kept in standard recycling bins.

- Garbage shall be placed at the curb for pick-up after 5:00 pm on the day prior to the scheduled day of collection.
- Yard waste may be placed at the curb for pick-up any time on the day prior to the scheduled day of collection.
- Garbage cans shall be removed from the curb and stored by the evening of the collection day.
- Garbage cans shall be kept in the garage or in an area intended for storage, screened from view and kept in a neat & sanitary condition.
- All garbage/trash shall be placed in appropriate facilities of bags, prior to placing within the required cans.
- No noxious odors are permitted.

**Garbage Containers, Oil and Gas Tanks, Air Conditioners:** All garbage containers, air conditioning units, oil tanks, bottled gas tanks, and swimming pool equipment shall be kept underground or placed in walled-in or landscaped areas so they are hidden from any eye-level view for any street or adjacent property.

**Hurricane Shutters / Panels:**

- Shutters may not be installed/closed until a named storm/hurricane is imminent to our area.
- Shutters that may inhibit the evacuation of a house due to fire or other life threatening situation, that may prevent emergency services from entering a house, or other unsafe condition shall be removed/ opened immediately after current storm/ hurricane risk has passed. This includes the removal or opening of shutters from all doors and bedroom windows.
- Shutter brackets and mounting hardware shall be removed no later than November 15<sup>th</sup> and cannot be reinstalled until such time another named storm or hurricane is imminent to our area.
- In the event that a hurricane watch is issued, all materials in exposed areas outside of a residence shall be removed from the exterior of the premises, unless such materials have been permanently affixed to the ground or the structure. Residents / occupants shall comply no later than 36 hours before the anticipated arrival of hurricane force winds

**Landscaping:**

- All landscaping changes shall be approved by the Association. Owners shall maintain their lot and the grass area between the sidewalk and the street (swale).

- All landscaping shall be kept in first class condition and appearance including mowing, watering, trimming, fertilizing, weed and insect control.
- Underground sprinkler systems shall be maintained in good working condition.
- Underground sprinkler systems that utilize water supplied by a well or other water supply that will leave rust deposits are required to utilize a rust inhibitor system approved by the Association.
- Grass areas cannot be paved or covered with gravel or any artificial surface.
- All dead or diseased sod, plants, shrubs, trees, or flowers shall be promptly replaced and excessive weeds, underbrush or unsightly growth shall be promptly removed.
- No artificial grass or plants shall be allowed outside of a house.
- Trees located between sidewalks and the streets shall be kept maintained and trimmed by the homeowner. Trees planted in this area shall be replaced if the trees die or are damaged and will not recover to a normal shape. Dead trees in this area shall be replaced with the same type and be a similar size as the tree being replaced.
- The Association, in approving applications for landscaping materials, will consider the size and placement of such materials as it relates to the mature growth pattern of the tree or shrub.
- Prohibited vegetation rules defined by the Village of Royal Palm Beach will be enforced.
- Privacy hedges are allowed only in the rear of the house.
- Privacy hedges shall be maintained at a maximum height of six feet and shall be planted at a sufficient distance from property lines so branches will not extend over property lines.
- No hedges of any kind are permitted to border front sidewalks, or driveways.

#### **Leases:**

- All leases shall be in writing and copies delivered to the Association prior to occupancy by the tenant(s).
- No lease shall be for a period of less than 3 months, and no homeowner shall lease their house more than 2 times in any consecutive 12 month period.
- Each and every time a homeowner leases a unit, a refundable deposit in the amount of \$1,000 shall be posted with the Association as a common area security deposit to be held in a non-interest bearing account for the duration of the occupancy. Failure to submit and/or application prior to approval is a violation and is subject to fines. Occupancy prior to approval is prohibited. Thirty days notification of non-renewal is required to process refund of the deposit.
- The Association has the right of termination/eviction where the tenant or Owner has been found in breach of the governing documents of the Association or any rules promulgated by the Board of Directors.

**Mailboxes:** Replacement mailboxes and mailbox poles shall match the mailboxes and poles that are the current standard type/color in use in Royal Estates.

#### **Maintenance:**

- All houses shall be maintained in first class condition.
- Any homeowner intending to paint the exterior of their house shall first obtain approval by the Association as to the exterior paint palettes regardless if it will be the original color.
- Paint colors shall match colors originally allowed in Royal Estates by Shelby Homes

**Nuisances:** No nuisances are permitted which shall interfere with the peaceful possession and proper use of its members. All laws, zoning ordinances, and regulations of all controlling government authorities shall be complied with at all times by the Owners.

**Occupancy:** No house shall be permanently occupied by more than 2 persons for each bedroom.

#### **Outside Antennas and Flag Poles:**

- No antennas or dishes are permitted that are visible from the exterior of a house without approval of the ROYAL ESTATES Association and Master Association; with the exception of dishes that are located no more forward than one third from the rear of the house. In no instance shall a satellite dish exceed 39" in diameter. All such additions of satellite dishes or other shall be presented to the Association for architectural review.

- Parcel owners may display a flag on their property that is no larger than 4 ½ feet by 6 feet, and either an official flag of the United States, Florida, Army, POW-MIA, Marine Corps, Navy, Coast Guard or Air Force. Homeowners may also erect a flagpole of no higher than 20 feet on any portion of the property that does not interfere with sightlines or is in an easement. The Flag shall be displayed in a respectful manner and if flown after dark shall be illuminated.

#### **Outside Storage of Personal Property:**

- Personal property shall be kept inside or in a fenced or walled-in yard except for tasteful patio furniture and accessories, Bar-B-Q grills, playground equipment approved by the Association, and other personal property commonly kept outside which shall be kept in the rear of the house and shall be in good condition.
- Personal property kept outdoors includes but is not limited to lawn ornaments, statues, plant pots, fountains, birdbaths, wall plaques, etc. All shall be approved by the Architectural Committee. These items are subject to removal and interior storage in the event of a named storm/hurricane imminent tour area.

#### **Pets:**

- No animals, livestock, or poultry are permitted within the Association at any time, except for common household pets.
- Only a total of 2 cats and/or dogs are allowed.
- No pit bull terriers are permitted.
- Dogs and/or cats are permitted outside of the air conditioned living space of a house, when in direct control by its owner.
- No dog shall be permitted to be left out of the house on a screened patio or fenced yard unless someone is present and attentive within the house.
- Any pet shall be carried or kept on a leash when outside of a house or fenced in area.
- No pet is allowed to go or stray on any other lot.
- Pets shall not be a nuisance to other residents.
- Solid animal waste left by their pet shall be picked up and disposed of immediately.
- No commercial breeding of pets is allowed.
- The Association reserves the right to require immediate and permanent removal of any pet due to violation of these rules.

#### **Playground Equipment:**

- Sports, recreational or toddler/children equipment may not be installed on a homeowner's lot or in the exterior of their house without approval of the Association.
- All approved playground equipment will be located in the rear of the lot.
- A building permit shall be obtained as required by the Village of Royal Palm Beach for all playground and recreational equipment.
- Installations of equipment shall be anchored and secured in compliance with the requirements of Village codes to avoid damage to neighboring properties during high wind conditions.
- If the equipment is not required to be anchored by code, unanchored equipment shall be disassembled and stored indoors should a named storm or hurricane warning be issued for our area.

**Portable Buildings:** No portable, storage, temporary or accessory buildings or structures, sheds, or tents will be permitted on any lot.

#### **Roofs for Porches, Patios or Additions:**

- Any roof or ceiling on any porch, patio, or addition shall be approved by the Association and shall be the same type and color as the existing roof or of screened material in the case of a screened porch.
- No metal or fiberglass patio roofs are permitted.

#### **Signs:**

- Signs are not permitted outside the house.
- Signs are not permitted in or upon a house which are viewable from the exterior.

- The Association has the right to remove any signs without notice to the homeowner and is not liable for loss or damage to the sign nor will such removal be deemed as a trespass.
- Only small signs supplied by alarm companies that indicate that the house is protected by an alarm system are permitted. Such signs shall be placed adjacent to landscaping, towards the front of the walkway. No other sign shall be placed upon any LOT.

**Solar Collectors:**

- Shall be approved by THE ROYAL ESTATES Association and Master Association
- Shall be installed on Roof

**Subdivision:** Lots cannot be subdivided

**Surface Water Management:**

- No Owner or person shall do anything to adversely affect the surface water management and drainage of their property, including changing the elevation of any portion of their lot.
- No one may install any landscaping or place any fill on their lot that would affect the drainage of any contiguous lot.

**Swimming Pools/Spas:** No above-ground swimming pools, spas, etc. are permitted within the property.

**Window Treatments**

- Shall be draperies, Blinds, shutters, decorative panels, or other tasteful window coverings.
- No Newspaper, aluminum foil, sheets or other temporary window treatments are allowed except for a period not exceeding 90 days after an owner or tenant first moves in or is having window treatments cleaned or repaired

**THIS DOCUMENT CONSTITUTES THE RULES AND REGULATIONS OF ROYAL ESTATES AT MADISON GREEN HOMEOWNERS' ASSOCIATION, INC. AND MAY BE AMENDED FROM TIME TO TIME AS THE BOARD OF DIRECTORS DEEMS NECESSARY.**

**THESE RULES AND REGULATIONS ARE IN ACCORDANCE WITH THE PROVISIONS AND AUTHORITY STATED IN THE DECLARATION OF COVENANTS AND RESTRICTIONS.**