

## THE HAMLET HOA POTENTIAL OWNER CHECKLIST – Signed by Potential Owner

The following rules have been adopted by the Board of Directors of The Hamlet Association. The rules shall apply to all Potential Unit Owners who wish to lease and /or sell their Units.

1. The Association has the right to approve all applicants and lease renewals.
2. Any owner who rents their unit without the Associations approval will be subject to a fine of up to \$1000. As well as legal proceedings to evict the tenant.
  - a. Prior to moving into a unit, an Owner or its representative or potential renter shall contact the Board to obtain an application packet.
3. All lease contracts must be for a minimum of 6 months, up to a maximum of 1 year, and Units can be rented only twice per year. No short-term leases or seasonal rentals permitted.
4. The application fee is \$120 per applicant over 18 years old. Fee for married couples are \$120 each person.
5. The application approval process can take up to 14 business days to complete. The fully completed packet must be completed with appropriate payment for application process to begin.
6. Providing false information or failure to disclose vital information for background check, on the lease application is grounds for denying approval of said lease by the Association,
7. No portion of a Unit may be leased (other than the entire Unit). No subletting is allowed. AirB&B type of renting or leasing is **not allowed**. Any unit owner who leases their unit must provide a copy of the written lease to the Association. The lease must include a provision to the effect of:  
  

**“Tenant shall comply with all the covenants, terms, conditions and restrictions of the Declaration of the Townhouse bylaws, rules and requirements for The Hamlet, a copy if which has been provided to the Tenant.”**
8. Copy of Section 8 Housing contract MUST be provided along with lease if rental is a Section 8.
9. A Unit Owner will be jointly liable with their tenant for any damage to the Townhouse and or Community resulting from acts or omissions of the tenant (as determined in the sole discretion of the Association) and will responsible to pay any claim or injury or damage to property caused by negligent or malicious acts of the tenant.
10. A unit being occupied by anyone other than the legal owner must have a rental agreement on file with Management and if applicable, lease must show zero-dollar amount for rent.
  - \$120, application fee provided per applicant over the age of 18 to The Hamlet HOA for each renter(s) criminal background screen on any potential occupant over the age of 18.
11. Credit Score: The prospective tenant(s) must have a credit score of at least 650 or higher or one spouse of a legally married couple must have a credit score if at least 650 or higher. Only the Credit Report obtained by the Association shall be used in the Association screening process. The

Association will not accept or consider any credit reports submitted by prospective tenants and or on their behalf.

12. No parking which blocks street, double parking, on / in grass or common areas.

There are three guest parking spaces and one handicap spot. The medical plaza adjacent does allow The Hamlet's guests to park there. Please do use the medical plaza parking lot to hangout, leave garbage or fix cars: this is a privilege allowed to the Owners and the guests of The Hamlet.

13. Personal property of Unit owners and tenants must be stored in their respective units. This includes drying clothes, mops, and storage of items. Patio furniture is allowed.

14. No unit owner/ occupant / tenant shall permit anything to fall from window, doors or patios into common areas. Each unit owner shall be responsible for cleaning up after themselves, and their guests, tenants, pets and invitees within the Community, including, without limitation, placing all trash and or garbage in the proper receptacles. No garbage, boxes or bags shall be left in common areas, parking lot, or in front of properties. Garbage cans are not to be left in view.

15. Should a unit owner or tenant be absent during the hurricane season must prepare his or her Unit prior to his or her departure by designating a responsible firm or individual to care for unit. No plywood or coverings should be screwed into the building: each unit was initially provided with metal shutters. Any damage done to the building due to this will be billed back to the unit owners account. Secure Outdoor Areas: It is imperative that owners who are on site or have tenants to secure all items (chairs, grills, planters, hanging plants, barbeque grills, trash cans etc.- these items, should be able to be stored in your unit's garage or in the residence. This way they do not become projectiles to your home or others property, once there are high winds). Failure to do so, will cause a charge by contractors and owner will have to pay the rate contractors set forth. It is highly suggested that all owners, ensure that they secure all items and have their shutters up prior to the storm approach. A plan of action must be provided to the HOA advising the name, email and phone number of the Person(s) / Company that will install the shutters. A unit that is being rented is required to provide \$500 held in Escrow during each lease to ensure unit is secured. Note that all units that have Impact windows are still required to use the metal shutters.

16. Unit owners may display one portable removable United States, Armed Forces, or Holiday flag in a respectful way. Flags should not be larger than 4 ½ feet. Flags must not be faded or torn when being displayed.

17. No window air-conditioning units may be installed by Unit owners, occupants or tenants. No unit shall have foil placed on any window or glass door to be visible through the window and or door. Screens, blinds and window treatments must be free of defects.

18. All individuals under the age of 18 must be accompanied and actively supervised by a parent, legal guardian, or a responsible adult over the age of 18 while at the pool. No Animals or glass bottles allowed at pool.

19. All pets, dogs, cats, birds, reptiles and other wildlife shall not be kept or maintained in or around The Hamlet community areas, except in accordance with The Hamlet Declaration:

- a. No more than two commonly accepted household pets, such as dogs and cats may be kept. Swine, goats, horses, cattle, sheep, chickens, pigeons, reptiles and like animals, are prohibited. Pit bull dogs, Rottweiler dogs and other canines which are generally accepted and recognized to be vicious are prohibited. The determination of what is or what may be

an obnoxious or vicious pet shall be in the sole discretion of the Association. Each pet owner agrees to indemnify the Association and the Declarant and to hold the Association and the Declarant harmless of and from any loss or liability arising from the maintenance of a pet within the Community.

b. Dogs or shall not be permitted outside of their owner's Unit unless attended by an adult and on a leash.

**20. Unit owners, occupants, tenants and their guests shall pick up solid waste from their pets and dispose of same appropriately. This is a City of Coral Springs ordinance.**

**Potential Owner 1 Name Printed:** \_\_\_\_\_

**Potential Owner 1 Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Potential Owner 2 Name Printed:** \_\_\_\_\_

**Potential Owner 2 Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_