



**CYPRESS CREEK
PROPERTY OWNERS' ASSOCIATION**

*c/o Tallfield Management
12765 Forest Hill Blvd, Suite 1320; Wellington, FL 33414
Tel. (561) 983-6000 Email: ccpoa@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
- Copy of each vehicle registration
- \$250 Non-refundable fee made payable to "Tallfield Management" *
- Two-page screening and authorization form per adult (required to run national criminal check)
- Transponder Responsibility Form
- Rules and Regulations Form

***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.



CYPRESS CREEK PROPERTY OWNERS' ASSOCIATION

LEASING REQUIREMENTS

These leasing requirements have been prepared for the owners of the homes in the Cypress Creek Property Owners' Association so they may enter into approved long-term leases of their homes. Prospective tenants should be advised that these "Conditions of Lease" strictly apply to all applicants for lease. Up to 30 days may be required for processing of lease applications. No lease will become effective unless the tenant is approved by the Association. The Association shall act reasonably and may disapprove a lease only for good cause. Good cause for disapproval shall include but is not limited to:

1. Owner must be current on Cypress Creek Property Owners' Association fees and have no current violations.
2. The Association's representative (outside reference company) will perform a criminal background check on all tenants and proposed occupants 18 years or older.
3. No tenant shall occupy the premises/home prior to CCPOA approval.
4. No lease will be allowed for less than 6 months or more than 1 year.
5. Single Family use only.
6. Renewals or extensions of leases are subject to re-approval by the Association. Lease renewals must be accompanied by a new lease application.

Having read the proceeding Leasing Requirements, I hereby consent to and request that Cypress Creek Property Owners' Association, Inc. and Tallfield Management proceed with a criminal background check. I understand that satisfying the requirements set forth above is a condition of being offered a lease. Should I not meet the standards set forth above, I understand that my application will be denied and my application fee is non-refundable. I agree to hold Cypress Creek Property Owners' Association, Inc. and Tallfield Management harmless from all claims of action including attorney's fees, etc., with respect to any rejection of any offer of lease based upon the Leasing Requirements set forth above.

We do not discriminate against age, race, color, national origin, religion, sex, family status or handicap (disability).

_____	_____	_____
Applicant Signature	Printed Name	Date
_____	_____	_____
Co-applicant Signature	Printed Name	Date
_____	_____	_____
Landlord/Owner Signature	Printed Name	Date
_____	_____	_____
Landlord/Owner Signature	Printed Name	Date

Package returned to CCPOA must include: 1) this completed Leasing Requirements Form, and 2) Transponder Responsibility Form.



CYPRESS CREEK PROPERTY OWNERS' ASSOCIATION

LEASE APPLICATION

Welcome to the Cypress Creek Community. In order to maintain records for the Association, the Board of Directors requires the following information. Please complete the following 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 _____

Applicant / Adult Occupant Information

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

Applicant / Adult Occupant Information

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

CYPRESS CREEK PROPERTY OWNERS' ASSOCIATION

Applicant/ Adult Occupant Information

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

How many children 17 years and younger will be living in the home? _____
 Please list
 their names and ages:

Automobiles – *A COPY OF EACH VEHICLE REGISTRATION MUST BE INCLUDED*

Year	Make	Model	Tag #	State

Tenant(s) are subject to and shall abide by all the covenants and restrictions and rules and regulations of the Association. It is the landlord/owner's responsibility to make sure tenants follow these restrictions. If tenant fails to abide by these restrictions and landlord/owner does not correct in 30 days after notification, the lease approval by CCPOA will be cancelled.

In the event the landlord/owner becomes delinquent in payment of assessments (regular or special) or other charges to the Association, the Association has the right to notify the tenant. Upon such notification, the tenant shall be obligated to pay the rent required under the lease to the Association, until all delinquent assessments and other charges have been paid in full. During the period of time the tenant is paying the rent to the Association, the landlord/owner shall not seek to evict the tenant for non-payment of rent.

I understand the requirements and obligations, as set forth above and agree to comply with the same.

Applicant Print Name _____

Applicant Sign Name _____

Date _____

Applicant Email Address _____

Applicant Phone _____

Co-Applicant Print Name _____

Co-Applicant Sign Name _____

Date _____

Co-Applicant Email Address _____

Co-Applicant Phone _____



**CYPRESS CREEK
PROPERTY OWNERS' ASSOCIATION**

TRANSPONDER RESPONSIBILITY FORM

The landlord/owner will be responsible for any and all damage to Cypress Creek common areas, gates, or other facilities from anyone residing in their rented home in Cypress Creek.

The landlord/owner gives permission for tenants of their rented home to receive car transponders. Upon the issuance of an Approval of Lease Certificate by the CCPOA, the tenant is required to complete a First Time Gate Access Pass and a Transponder Information Form.

_____	_____	
Address	Lot #	
_____	_____	_____
Applicant Signature	Print Name	Date
_____	_____	_____
Co-Applicant Signature	Print Name	Date
_____	_____	_____
Landlord/Owner Signature	Printed Name	Date
_____	_____	_____
Landlord/Owner Signature	Printed Name	Date

Return to Tallfield Management at:
12765 Forest Hill Blvd, Suite 1320; Wellington, FL 33414



CYPRESS CREEK PROPERTY OWNERS' ASSOCIATION

RULES AND IMPORTANT INFORMATION

HOME IMPROVEMENT

1. All exterior projects such as paint, fencing, landscaping, windows, roof, doors, etc. must be approved by the Architectural Review Committee (ARC) before the project is to begin.
2. Maintain lawn, shrubbery and trees in a neat and trim condition.
3. Maintain roof and driveway in a clean and neat condition.
4. Fences, hedges, walls or shrubs cannot be higher than the current Palm Beach County Code which is 6 feet.
5. No signs of any kind are allowed, except for small name signs, which must be approved by the ARC.
6. There can be no removal or destruction of any trees or shrubbery with a diameter of 6" or more at the base, without approval from the ARC.

GARBAGE, RECYCLABLES, YARD WASTE, AND BULK ITEMS

1. Garbage cans and recyclable containers are picked up on Wednesday mornings. Garbage cans, bulk items, and yard waste are picked up on Saturday mornings. No waste is to be put out to the street more than 24 hours before pickup. Containers must be brought in from the road the same day as pick-up.
2. Yard waste CANNOT be placed on drainage grates.
3. Please do not place glass directly on road surface. Place in recyclable container or in a bag.

ANIMALS

1. All pets must be fenced, penned or leashed, as animals are not allowed to run free in the community.
2. Owners of pets are responsible to pick-up all pet waste immediately and dispose of it properly.
3. It is recommended that you walk your pet facing oncoming traffic. Lights or reflective gear during hours of darkness are highly recommended.

VEHICLES

1. Please obey all posted Stop and Speed Limit signage. The speed limit in Cypress Creek is 25 MPH.
2. No cars or trucks are allowed to park on the street overnight. All vehicles must be garaged or in a paved driveway.
3. Boats, watercraft, campers and motorhomes can be parked in the driveway for no more than 48 hours, then must be hidden from the view of the street.
4. All personal vehicles that have a permanent sign or lettering indicating a business must be hidden from view.
5. Vehicles, including trailers, used for commercial purposes with tools and equipment must be hidden from view.
6. Golf carts cannot be driven on the community roadways by anyone younger than 14 years of age.

BUYING, SELLING & RENTING

1. CCPOA approval is required for renters. No approval is required for home buyers.
2. Subleasing and rental of rooms is prohibited.

IMPORTANT CYPRESS CREEK CONTACT INFORMATION

Cypress Creek Website	CypressCreekPOA.ORG
Cypress Creek POA	CypressCreekPOA@gmail.com
ARC (Architectural Review)	John Quatrini jquatrini99@yahoo.com
Maintenance Committee	Megan Hoffman mhanney44@yahoo.com
Gate Transponders	Guard Supervisor
Guard Gate – East	(561)375-9176
Guard Gate – West	(561)375-9896
Resident Gate Auto System	(561)736-3948 (4-digit PIN number required)
Guard Gate Access Website	www.gateaccess.net the applicable community is code “CC”
PBSO Non-emergency	(561)688-3000
PBSO/Fire/EMS Emergency	911

Local Service Providers

Water/Sewer – City of Boynton Beach	(561)742-6000
FPL (Electrical Power)	(561)697-8000
Solid Waste Authority (SWA)	(561)697-2700
Pick up days: Wednesday – Garbage/Recycling	
Saturday – Garbage/Bulk/Yard Waste	
ATT Uverse	(800)288-2020
Comcast	(800)Xfinity
DirecTV	(800)DirecTV
DISH	(800)333-DISH



**CYPRESS CREEK
PROPERTY OWNERS' ASSOCIATION**

APPROVAL OF LEASE CERTIFICATE

(Copy for Landlord/Owner)

This is to certify that _____ has been approved by the Cypress Creek Property Owners' Association, Inc. to lease the following:

Lot # _____ Address _____

Lease start date _____ Lease end date _____

Board President

Date

Board Secretary

Date



**CYPRESS CREEK
PROPERTY OWNERS' ASSOCIATION**

APPROVAL OF LEASE CERTIFICATE

(Copy for tenant to show guard upon first-time entry)

This is to certify that _____ has been approved by the Cypress Creek Property Owners' Association, Inc. to lease the following:

Lot # _____ Address _____

Lease start date _____ Lease end date _____

Board President

Date

Board Secretary

Date

Please provide a copy of this form with a State issued photo ID, the First Time Gate Access Pass, and the Transponder Information Form the first time you enter the Association property.



**CYPRESS CREEK
PROPERTY OWNERS' ASSOCIATION**

Dear New Tenant:

Welcome to Cypress Creek and congratulation on your new rental agreement!

Meeting and event notices are posted at the exit sign boards when leaving our community.

Please also complete the First Time Gate Access Pass Form and the Transponder Information Form and present these to the guard at the gate on your first visit. Please also have a copy of the Approval of Lease Certificate provided by your landlord and a State issued photo ID with you to show the guard. The guard will keep the completed First Time Gate Access Pass Form and log you in on a temporary basis. The guard will give you back the Transponder Information Form, which you will need to complete the transponder procurement and assignment process.

A CCPOA representative will contact you with information regarding Gate Access and your PIN # so that you can access online features of our gate access system at gateaccess.net.

Again, welcome to the neighborhood. Please feel free to contact us should you have any additional questions at:

CypressCreekPOA@gmail.com

John Quatrini, President – 561-369-3564

Mikel Kline, Secretary – 913-620-4898

Best regards,
Cypress Creek Property Owners' Association

John Quatrini
President



**CYPRESS CREEK
PROPERTY OWNERS' ASSOCIATION**

FIRST TIME GATE ACCESS PASS

(PLEASE GIVE TO GUARD)

NAME: _____

ADDRESS: _____

LOT#: _____

CELL PHONE: _____

PRIMARY EMAIL ADDRESS: _____

EMAIL ADDRESS: _____

NAMES OF OTHER RESIDENTS AUTHORIZED TO APPROVE GATE ENTRY:

Any questions, please contact the Association's property manager: Tallfield Management, 12765 Forest Hill Blvd., Ste. 1320, Wellington, FL 33414 or phone 561-983-6000.

Please remember to bring the following four (4) documents with you when you visit the community for the first time:

- **Approval of Lease Certificate**
- **A State issued Photo ID**
- **First Time Gate Access Pass (this form)**
- **Transponder Information Form**



**CYPRESS CREEK
PROPERTY OWNERS' ASSOCIATION
TRANSPONDER INFORMATION**

Please bring this completed form with your First Time Gate Access Pass to the guard supervisor, from whom you can purchase transponders.

NAME: _____

ADDRESS: _____

CELL PHONE: _____

1) VEHICLE YEAR: _____ VEHICLE MAKE: _____

VEHICLE MODEL: _____ PLATE #: _____

2) VEHICLE YEAR: _____ VEHICLE MAKE: _____

VEHICLE MODEL: _____ PLATE #: _____

3) VEHICLE YEAR: _____ VEHICLE MAKE: _____

VEHICLE MODEL: _____ PLATE #: _____

The cost of the transponder for each vehicle is \$25.00 each for vehicles registered at the residence address. \$50 for any other resident – CHECK or MONEY ORDER ONLY. Checks should be made payable to the CCPOA. You must have the vehicle with you for us to affix the transponder to the windshield of your vehicle.

Please remember to bring the following four (4) documents with you when you visit the community for the first time:

- Approval of Lease Certificate
- A State issued Photo ID
- First Time Gate Access Pass
- Transponder Information Form (this form)

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

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

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

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

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- 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

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

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