

LAUREL OAK HOMEOWNERS (HOA) ASSN VILLA RENTAL PROCEDURES

1. Return the completed application package no less than **30 days prior** to the anticipated rental start date.
Mail or drop off to:
Laurel Oak HOA
c/o LVPOA
5121 Las Verdes Circle
Delray Beach, FL 33484
2. The Association Sales Committee will review the application and schedule a personal interview with the prospective renter(s), in person, not less than **5 days** prior to the rental start date. The rental application package consists of: Villa Unit Rental Application Form, Reference Forms (**3 required**), 55+ Age Certification, Pet Restriction Certification, Receipt of HOA Rules Certification, Unit Owner Responsibility Certification. Use the Application Checklist to make sure all required documents are submitted.
3. The application package must be accompanied by a copy of the proposed lease, a legible copy of the tenants driver's license and a check made payable to the Laurel Oak Homeowners Association in the amount of \$250.00 for application processing fee. Be advised that by submitting your completed rental application package that you consent to a criminal background check.
4. **** NOTE - A SEPARATE APPLICATION PACKAGE MUST BE SUBMITTED FOR MULTIPLE OCCUPANTS (UNMARRIED) OF THE UNIT TO BE RENTED. WHEN THERE WILL BE MULTIPLE UNMARRIED OCCUPANTS SEPARATE PROCESSING FEES ARE REQUIRED. AT LEAST 1 OF THE PROSPECTIVE OCCUPANTS MUST BE 55 YEARS OF AGE OR OLDER ON LEASE START DATE.**

CONTACT INFO FOR HOA EXECUTIVE BOARD AS OF JANUARY 2023

President Laurel Oak HOA

Email: laureloakhoa@gmail.com

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)

VILLA RENTAL APPLICATION CHECKLIST

Please ensure all documents listed below are included with your application package before submitting to either the President or Vice President of the Laurel Oak HOA.

Your application package must be received **no less than 30 days prior** to the anticipated rental start date.

- _____ Villa Rental Application
- _____ 55+ Age Certification
- _____ Pet Restriction Certification
- _____ Receipt of HOA Rules Certification
- _____ 3 Personal References
- _____ Legible copy of completed lease
- _____ Legible copy of driver's license
- _____ Unit Owner Responsibility Certification
- _____ Check for \$250.00 payable to Laurel Oak Homeowners Association

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)

VILLA UNIT RENTAL APPLICATION

Villa Unit Address:

Current owner(s) name:

Current owner(s) address if different from above:

Name of occupant(s) who will reside here:

(Note – no person less than 15 years old may reside here permanently.)

Name: _____ SSN: _____

Name: _____ SSN: _____

Current address of prospective occupants:

Your contact phone number:

Email address:

Anticipated lease start date:

Realtor's name and phone number (if applicable):

(Check One)

Are you currently Employed _____ Unemployed _____ Retired _____

If employed, list:

Employer name: _____

Employer address: _____

Employer phone number: _____

Name, address, telephone number of person to contact in case of emergency:

Automobiles

Year, make, model, color and license plate number of all vehicles that will be parked in Laurel Oak:

Best time of day for your in-person interview: _____

FOR HOA USE

Interview Notes _____

HOA ACTION Approved _____ Disapproved _____

Date of interview _____

Interviewed By _____

Approval Certificate given to _____ on (date) _____

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)

55+ AGE CERTIFICATION

I hereby certify as the principal occupant of the villa unit located at:

that at least One (1) person that will occupy the above villa unit is fifty-five (55) years of age or older.

Print name _____

Date of birth _____

Signature _____

ATTACH A COPY OF QUALIFYING PROSPECTIVE UNIT OCCUPANTS DRIVERS LICENSE

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)

APPLICANT REFERENCE

This reference must be completed by a person unrelated to you. All references are kept confidential.

Applicant name: _____

Please print legibly - Reference name, address, phone number:

Reference relationship to applicant: _____

I have known the applicant for _____ years in a (check one) social _____ or business _____ way.

To your knowledge, has the applicant previously been a homeowner? _____

Describe the applicants' personality and character as it would reflect on him/her as a resident and neighbor in a homeowners association:

(Use back of form if more space is needed)

Signature of Reference

Date

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)

APPLICANT REFERENCE

This reference must be completed by a person unrelated to you. All references are kept confidential.

Applicant name: _____

Please print legibly - Reference name, address, phone number:

Reference relationship to applicant: _____

I have known the applicant for _____ years in a (check one) social _____ or business _____ way.

To your knowledge, has the applicant previously been a homeowner? _____

Describe the applicants' personality and character as it would reflect on him/her as a resident and neighbor in a homeowners association:

(Use back of form if more space is needed)

Signature of Reference

Date

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)

APPLICANT REFERENCE

This reference must be completed by a person unrelated to you. All references are kept confidential.

Applicant name: _____

Please print legibly - Reference name, address, phone number:

Reference relationship to applicant: _____

I have known the applicant for _____ years in a (check one) social _____ or business _____ way.

To your knowledge, has the applicant previously been a homeowner? _____

Describe the applicants' personality and character as it would reflect on him/her as a resident and neighbor in a homeowners association:

(Use back of form if more space is needed)

Signature of Reference

Date

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)

PET RESTRICTION AND PROHIBITION CERTIFICATION

In accordance with the governing documents of the Laurel Oak Homeowners Association, you as a prospective villa lessee are advised of the following pet restrictions and prohibitions:

Pets of any type are **NOT** permitted at any time, permanently or temporarily within the Laurel Oak Homeowners Community. Guests and Visitors are also **NOT** permitted to bring pets of any type during short or overnight visits.

Your signature(s) below certifies that you agree to comply with the HOA No Pets Policy.

AGREEMENT

I/We have been informed of and understand the above restrictions and prohibitions regarding the keeping of pets of any type at any time. Should my/our application to lease a villa unit be approved then I/We accept these restrictions and prohibitions and agree to comply with them.

Villa Unit Address: _____ Date: _____

Print applicant name

Signature

Print applicant name

Signature

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)
CERTIFICATION OF RECEIPT OF HOA RULES & REGULATIONS

I hereby certify that as a prospective occupant of the villa unit located at:

that I have received a copy of the Laurel Oak HOA Rules and Regulations.

Print name(s) of prospective occupant

Signature(s) of prospective occupant

LAUREL OAK HOMEOWNERS ASSOCIATION (HOA)

CERTIFICATION OF UNIT OWNER RESPONSIBILITY

As a Laurel Oak Villa Unit owner you are responsible for all actions of your lessee(s).

Any violation of the Laurel Oak Rules & Regulations or HOA Documents by your lessee will be brought to your attention by written notice and you are responsible and required to correct the violation in an expeditious manner.

Failure on your part to correct a violation may result in a fine against your property as permitted by Florida Statute 720.305

Your signature below certifies that you understand and accept responsibility for the actions of your lessee while an occupant in the Laurel Oak HOA community.

Villa Unit Address_____

Print Villa Unit Owner Name_____

Signature of Villa Unit Owner_____

Date_____