

**APPLICATION CHECK LIST**  
**PACKAGE MUST BE COMPLETE**

BUYER/RENTER'S NAME: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

REALTOR: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

THE FOLLOWING IS A LIST OF ALL OF THE DOCUMENTS THAT MUST BE TURNED IN WITH YOUR PURCHASE/ LEASE APPLICATION. **THE APPLICATION WILL NOT BE PROCESSED UNTIL WE HAVE ALL OF THE REQUIRED DOCUMENTS.**

- OWNER'S **SIGNED** NOTICE OF INTENT TO LEASE OR SELL
- APPLICATION TO LEASE OR PURCHASE – **NOTARIZED**
- APPLICATION FOR OCCUPANCY
- BACKGROUND CHECK AUTHORIZATION FORM – 1 PER APPLICANT
- COPIES OF DRIVER'S LICENSE AND SOCIAL SECURITY CARD
- FOR FOREIGN NATIONALS – COPY OF PASSPORT AND OFFICIAL IDENTIFICATION FROM THEIR COUNTRY OF RESIDENCE**
- PROOF OF INCOME – 1 MONTH OF PAY STUBS AND 2 MONTHS OF BANK STATEMENTS
- APPLICATION FEE – \$150 PER PERSON OR MARRIED COUPLE MADE PAYABLE TO PACC 11
- FOR LEASES – COMMON AREA DAMAGE DEPOSIT
- COPY OF THE PURCHASE CONTRACT OR LEASE AGREEMENT**
- FOR SALES – **PLEASE SEE THE ATTACHED FORM FOR ESCROW AND FINANCING REQUIREMENTS**
- FOR SALES – **IF CASH DEAL, PROOF OF FUNDS AS WELL AS LETTER FROM TITLE COMPANY CONFIRMING CASH TRANSACTION AND NO MORTGAGE WILL BE OBTAINED**

**PALM AIRE COUNTRY CLUB CONDOMINIUM ASSOCIATION NO. 11, INC.**  
**c/o Campbell Property Management**  
**3500 Gateway Drive #202**  
**Pompano Beach, FL 33069**  
**Phone: (954) 968-4481**

**APPLICATION FOR LEASE**

**THIS APPLICATION REQUIRES NOTARIZATION OF RENTER'S SIGNATURE(S)**

**INSTRUCTIONS:**

1. This application, the attached application for occupancy, and background authorization forms must be completed in detail by each proposed lessee.
2. This application must be accompanied by a COPY OF THE LEASE AGREEMENT.
3. The Association has 30 days to complete its processing from the date of receipt of the fully completed application, all fees and any supplemental information required. If a question is not answered adequately or left blank, this application may be returned, not processed, and not approved.
4. The owner must provide the lessee with a copy of all Rules & Regulations.
5. All applicants must make themselves available for a personal interview prior to final Board of Directors approval. Occupancy prior to Board approval is prohibited.
6. All maintenance fees and assessments must be paid up to date prior to receipt and processing of lease application.
7. All applicants must provide Proof of Income: 1 month of pay stubs PLUS 2 months of bank statements.

**FEES REQUIRED:**

1. \$150 non-refundable processing fee must be attached to this application, made payable to PACC#11.
2. \$1,000.00 common area security deposit made payable to PACC#11.

\*Acceptance of either fee does not in any way constitute approval of the application.

**OCCUPANCY RESTRICTIONS:**

1. No pets allowed at any time.
2. No commercial vehicles, trucks, boats, trailers, motor homes, mobile homes, campers, recreational vehicles permitted on Condominium premises.
3. Occupancy Regulations:

One-bedroom apartment:	No more than 2 persons
Two-bedroom apartment:	No more than 4 persons
Three-bedroom apartment:	No more than 6 persons

# LEASE APPLICATION

All questions must be answered in full by the Lessee for this application to be processed.

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Date: \_\_\_\_\_ Bldg # \_\_\_\_\_ Apt # \_\_\_\_\_ Terms of the Lease: From \_\_\_\_\_ To \_\_\_\_\_

Owner's Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Owner's Present Address \_\_\_\_\_

Name of Realtor (Agent): \_\_\_\_\_ Telephone # \_\_\_\_\_

Name of Prospective Lessee (AS IT WILL APPEAR ON THE LEASE AGREEMENT):

(A) \_\_\_\_\_ (B) \_\_\_\_\_

Minor children who will occupy the apartment with you:

_____	_____	_____	_____
Name	Birth Date	Name	Birth Date

_____	_____	_____	_____
Name	Birth Date	Name	Birth Date

Other persons who will occupy the apartment with you:

_____	_____	_____
Name	Age	Relationship

_____	_____	_____
Name	Age	Relationship

Have you ever seasonally resided in Palm Aire before: \_\_\_\_\_ If yes, please state the name, address and dates of residency. \_\_\_\_\_

## AGREEMENT:

1. I hereby agree for myself and on behalf of all persons who may use the apartment which I seek to lease that I will abide by all the restrictions contained in the by-laws, rules and regulations, condominium documents, and restrictions which are or may in the future be imposed by Palm Aire Country Club Condominium Association #11, Inc.
2. I have received a copy of the Condominium Rules & Regulations: Yes \_\_\_\_ No \_\_\_\_
3. I understand that I will be advised by the Board of Directors of either acceptance or denial of this application. I understand that the Association has 30 days from the date this application and any supplemental information required by the Association is received in which to approve or deny this application.

4. I understand that there is a restriction on pets and that I may not bring a pet, nor may any guest, visitor or tenant bring a pet into Palm Aire Country Club Association #11, Inc. nor acquire one, either temporarily or permanently after occupancy.
5. I understand that I may not have guests or visitors for more than 30 days in a calendar year when I am not present.
6. I understand that the acceptance for leasing of an apartment at Palm Aire Country Club Condominium Association #11, Inc. is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any misrepresentation or falsification of the information on these forms will result in the automatic rejection of this application. Occupancy prior to Board of Directors approval is prohibited.
7. I understand that the Board or Directors of Palm Aire Country Club Condominium Association #11, Inc. may cause to be instituted an investigation of my background as the Board may deem necessary. Accordingly I authorize the Board of Directors, Management and their agents to make such investigation and agree that the information contained in this and attached application may be used in such investigation, and that the Board of Directors and officers of Palm Aire Country Club Condominium Association #11, Inc. itself shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors. In making the foregoing application, I am aware that the decision of Palm Aire Country Club Condominium Association #11, Inc. will be final. I agree to be governed by the determination of the Board of Directors.

Lessee's Signature \_\_\_\_\_ Lessee's Signature \_\_\_\_\_

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

Present Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**THIS DOCUMENT MUST BE NOTARIZED**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by  
\_\_\_\_\_ who is personally known to me  or produced identification .

\_\_\_\_\_  
Notary Public

My Commission Expires:

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For Board of Directors' Use

Date Approved \_\_\_\_\_

Date Disapproved \_\_\_\_\_

Board Member's Signature \_\_\_\_\_

NOTE: Complete all questions and fill in all blanks. If any question is not answered or left blank, this application may be returned, not processed, and/or not approved. Print legibly or type all information. Missing information will cause delays. All information on this application will be verified.

**THIS APPLICATION IS FOR A SINGLE PERSON, MARRIED COUPLE, OR DOMESTIC PARTNERSHIP ONLY.  
ADULTS (18 YEARS OR OLDER) MUST SUBMIT AN APPLICATION ALONG WITH APPLICATION FEE.**

### **APPLICATION FOR OCCUPANCY**

Client: **PALM AIRE COUNTRY CLUB CONDOMINIUM ASSOCIATION #11, INC.**

#### **PROPERTY INFORMATION**

PURCHASE  LEASE

PROPERTY ADDRESS: \_\_\_\_\_ BLDG: \_\_\_\_\_ UNIT: \_\_\_\_\_

#### **APPLICANT'S INFORMATION**

SINGLE  MARRIED  DIVORCED

NAME: \_\_\_\_\_ MAIDEN NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOC. SEC. #: \_\_\_\_\_ (REQUIRED)

CELL #: \_\_\_\_\_ WORK PH: \_\_\_\_\_ HOME PH#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

APPLICANT'S EMPLOYER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOW LONG: \_\_\_\_\_ POSITION: \_\_\_\_\_ MONTHLY INCOME: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES  NO

IF YES, DATE(S): \_\_\_\_\_ COUNTY/STATE CONVICTED IN: \_\_\_\_\_

CHARGES: \_\_\_\_\_

#### **CO-APPLICANT'S INFORMATION**

NAME: \_\_\_\_\_ MAIDEN NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOC. SEC. #: \_\_\_\_\_ (REQUIRED)

CELL #: \_\_\_\_\_ WORK PH: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CO-APPLICANT'S EMPLOYER: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOW LONG: \_\_\_\_\_ POSITION: \_\_\_\_\_ MONTHLY INCOME: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES  NO

IF YES, DATE(S): \_\_\_\_\_ COUNTY/STATE CONVICTED IN: \_\_\_\_\_

CHARGES: \_\_\_\_\_

#### **RESIDENCE HISTORY \*PLEASE PRINT FULL ADDRESS INCLUDING UNIT/APT NUMBER, CITY, STATE, & ZIP CODE\***

PRESENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

OWN  RENT  PARENT/FAMILY MEMBER  OTHER  RENT/MORTGAGE: \$ \_\_\_\_\_

NAME OF LANDLORD: \_\_\_\_\_ PHONE: \_\_\_\_\_

MORTGAGE HOLDER: \_\_\_\_\_ MORTGAGE NO.: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

OWN  RENT  PARENT/FAMILY MEMBER  OTHER  RENT/MORTGAGE: \$ \_\_\_\_\_

NAME OF LANDLORD: \_\_\_\_\_ PHONE: \_\_\_\_\_

MORTGAGE HOLDER: \_\_\_\_\_ MORTGAGE NO.: \_\_\_\_\_

**BANK INFORMATION**

BANK NAME: \_\_\_\_\_ ACCT. #: \_\_\_\_\_ HOW LONG? \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**CHARACTER REFERENCES**

NAME: \_\_\_\_\_ RESIDENCE PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ RESIDENCE PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ RESIDENCE PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**VEHICLE INFORMATION**

NUMBER OF CARS (INCLUDING COMPANY CARS): \_\_\_\_\_

DRIVER'S LICENSE NUMBER (PRIMARY APPLICANT): \_\_\_\_\_ STATE: \_\_\_\_\_

DRIVER'S LICENSE NUMBER (CO-APPLICANT): \_\_\_\_\_ STATE: \_\_\_\_\_

VEHICLE #1 MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

TYPE: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE PLATE NO.: \_\_\_\_\_

VEHICLE #2 MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

TYPE: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE PLATE NO.: \_\_\_\_\_

IF THIS APPLICATION IS NOT LEGIBLE OR IS NOT COMPLETELY AND ACCURATELY FILLED OUT, SCOTT ROBERTS & ASSOC. AND THE ASSOCIATION WILL NOT BE LIABLE OR RESPONSIBLE FOR ANY INACCURATE INFORMATION IN THE INVESTIGATION AND RELATED REPORT (TO THE ASSOCIATION) CAUSED BY SUCH OMISSIONS OR ILLEGIBILITY.

BY SIGNING, THE APPLICANT RECOGNIZES THAT THE ASSOCIATION AND SCOTT ROBERTS & ASSOC. WILL INVESTIGATE THE INFORMATION SUPPLIED BY THE APPLICANT AND A FULL DISCLOSURE OF PERTINENT FACTS WILL BE MADE TO THE ASSOCIATION. THE INVESTIGATION MAY BE MADE OF THE APPLICANT'S CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, CREDIT STANDING, AND POLICE ARREST RECORD. THIS FORM IS FOR THE EXCLUSIVE USE OF SCOTT ROBERTS & ASSOCIATES, LLC.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CO-APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# SCOTT-ROBERTS AND ASSOCIATES, LLC

## DISCLOSURE REGARDING BACKGROUND INVESTIGATION

**Campbell Property Management** (“the Company”) may obtain information about you from a consumer reporting agency for **tenant screening** purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your criminal history, credit history, motor vehicle records (“driving records”), verification of your education or employment history or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for residency is an investigation into your education and/or employment history conducted by **Scott-Roberts and Associates, LLC, 2290 10 Ave. N., Lake Worth, Florida 33461, (888) 605-4265, [www.scottrobertsassociates.com](http://www.scottrobertsassociates.com)** (“Agency”), or another outside organization. **One form per applicant.** You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report. By signing this document you agree you have read and understand this disclosure.

\_\_\_\_\_  
Consumer’s Signature

\_\_\_\_\_  
Print Consumer’s Name

Sign  
Here

## ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the Company at any time after receipt of this authorization and throughout my tenancy, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, insurance company, or other party to furnish any and all background information requested by **Scott-Roberts and Associates, LLC, 2290 10 Ave. N., Lake Worth, Campbell Property Management, and/or Campbell Property Management itself.** I agree that a facsimile (“fax”) or electronic or photographic copy of this Authorization shall be as valid as the original.

State of Washington applicants and/or residents only: You have the right to receive a complete and accurate disclosure of the nature and scope of any investigative consumer report as well as a written summary of your rights and remedies under Washington law.

New York applicants and/or residents only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly.

California applicants and/or residents only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Sign  
Here

Signature: \_\_\_\_\_

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

**Note: ONE PERSON PER SIGNED AUTHORIZATION FORM. Please include copy of driver’s license and Social Security Card to confirm identity. If you do not have a social security card, please include a copy of your passport and current identification card.**

# NOTICE OF INTENTION TO LEASE APARTMENT

DATE: \_\_\_\_\_

TO: **PALM-AIRE COUNTRY CLUB CONDOMINIUM ASSOCIATION #11, INC.**

3500 Gateway Drive, Suite 202 Pompano Beach, Fl. 33069

In compliance with the Condominium Declaration, I/We hereby serve notice that as owner(s) of Apartment # \_\_\_\_\_ in Building # \_\_\_\_\_, the undersigned intend(s) to offer said apartment for lease. This notification conforms with your right of first refusal.

Said apartment is to be leased for the period starting \_\_\_\_\_ and ending \_\_\_\_\_ at a rental rate of \$ \_\_\_\_\_ per \_\_\_\_\_.

- I/We acknowledge that leases for less than NINETY (90) days are prohibited.
- I/We acknowledge that this Notice must be accompanied by a copy of the proposed lease. Any changes to the lease must be submitted to the Association in advance of the tenant taking possession.
- I/We hereby acknowledge our obligation and responsibility to ensure my/our tenants compliance with the Condominium Declaration and the Association Rules and Regulations, and the authority of the Association and the Management Firm, in the event the Association consents to a lease, to take such action as may be required to obtain compliance to the Lessee(s), and/or their guests, with the Condominium Declaration and the Association Rules and Regulations.
- I/We understand that the tenant may not take possession of the above unit until written approval is received from the Association.
- A completed Application by Proposed Lessee accompanies this Notice, together with a check in the amount of One Hundred Fifty Dollars (\$150.00) per person to cover the fee of processing this transaction.
- **I/We understand that acceptance of the processing fee does not constitute approval of this transaction.**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Printed Name

# **ADDENDUM TO LEASE AGREEMENT**

## **PALM AIRE COUNTRY CLUB CONDOMINIUM ASSOCIATION #11, INC.**

1. The Association and/or its authorized agent shall have the irrevocable right to have access to each unit from time to time during reasonable hours as may be necessary for inspection, maintenance, repair or replacement of any Common Elements therein or accessible therefrom, or for making emergency repairs therein necessary to prevent damage to the Common Elements to another unit or units.
2. The Lessee agrees not to use the demised premises, or keep anything in the unit which will increase the insurance rates of the unit or interfere with the rights of other residents of the Condominium Association or any other residents by unreasonable noises or otherwise; nor shall Lessee commit or permit any nuisance, immoral or illegal act in his unit, or the Common Elements, or the Limited Common Elements.
3. The Lessee covenants to abide by the Rules and Regulations of the Condominium, and the terms and provisions of the Declaration of Condominium, Charter and By-Laws of the Condominium Association, and agrees to be bound by the rules and guidelines of the Association and any other rules which may become operative from time to time during said leasehold.
4. The Owner/Lessor warrants that all payments of maintenance, assessment and other charges or obligations currently due will be or have been paid to this date.
5. The approval of the proposed Lease Agreement issued by the Association is to be expressly conditioned upon the Owner's/Lessor's and Lessee's observance of the provisions contained in this Addendum. Any breach of the terms hereof shall give the Association the authority to take immediate steps to terminate the Lease Agreement. The Owner/Lessor acknowledges that he remains ultimately responsible for the acts of Lessee and Lessee's family and guests and for any costs incurred by Association, including attorneys' fees, in remedying violations of this Addendum and/or violations of the condominium documents.
6. In the event the Owner becomes delinquent in the payment of any sums and assessments due to the Association during the terms of the Lease Agreement, upon written demand by the Association, Lessee shall pay directly to the Association rental payments due to the Owner. The Association shall be granted the full right and authority to demand and receive the entire rent due from the Lessee and deduct from the rent all assessments, interest, late charges and attorney's fees and costs, if any, due to the Association. The balance, if any, shall be forwarded to the Owner at such address as the Owner may designate in writing. At such time as the delinquency no longer exists, the Association shall cease the demand and payments shall again be made by the Lessee directly to the Owner. This right may be exercised by the Association at any time the Owner shall become delinquent.

Signed and agreed to on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by:

**Owner/Lessors:**

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

**Lessees:**

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

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature