



***Palm Club Village 1
Condominium Association, Inc.
1000 Green Pine Blvd.
West Palm Beach, FL 33409
Office: 561-471-1094 Fax: 561-471-1842***

Application Checklist for Lease

Below is a list of items needed to process Association approval to lease a home. All payments must be cashier's check, personal check, or money order ONLY. (No credit/debit cards, or cash accepted.) Please indicate with a check mark that the needed items are enclosed. Applications can be mailed, emailed, 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:

- Copy of executed lease
- Application for lease page
- Vehicle Information page
- Acknowledgement page
- Authorization Release Form
- Emergency Contact page
- Landlord/Owner Consent Agreement page
- Assignment of Rents Page
- Legible copy of driver licenses(s) or ID for all adults that will be living in the home
- Copy of Vehicle registrations
- Non-refundable application fee of \$150.00 made payable to Palm Club Village 1**
- Check or money order made payable to Palm Club Village 1 of \$100.00 (\$50.00 for parking decal and \$50.00 for transponder). This will be returned if application is denied.
- Association Security Deposit of one month's rent. Made payable to Palm Club Village 1
- Copy of West Palm Beach Rental License

****NOTE: The \$150 fee covers background screening for one married couple. Any additional residents 18+ years of age are subject to background screening, and an additional \$150 fee per adult is required. There is an additional fee for any international screenings.**

Application must be submitted a MINIMUM of 14 days prior to intended occupancy.

In person interview is required. Occupancy prior to approval is strictly prohibited. If lease is renewed by owner an addendum to lease or new executed lease is to be given to the Palm Club Village 1 office. Transponders expire upon lease expiration.

Application for Lease

Property Address: _____

Current Homeowner Name: _____

Current Homeowner Mailing Address: _____

Lease Dates: _____

Signed approval will be given to the tenant upon completion of the interview.

Agent for Owner: Name _____ E-mail _____

Agent for Tenant: Name _____ E-mail _____

Tenant / Adult Occupant Information

Occupant's Name	Home Phone #	Cell Phone #	E-mail address
Employer Name	Employer Phone #		

Tenant / Adult Occupant Information

Occupant's Name	Home Phone #	Cell Phone #	E-mail address
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Tenant / Adult Occupant Information

Occupant's Name	Home Phone #	Cell Phone #	E-mail address
Employer Name	Employer Phone #		

Name/Ages of children (under 18 years) who will occupy:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Please note: Tenants are NOT permitted to have pets in their units
Owner / tenant will be subject to fines

Vehicle Information

**NOTE: NO MORE THAN TWO (2) VEHICLES ALLOWED PER UNIT
1 LICENSED DRIVER- ONE VEHICLE
2 LICENSED DRIVERS-2 VEHICLES
NO COMMERCIAL VEHICLES ALLOWED**

	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 application fee of \$150 for 1 married couple (each adult \$150 thereafter) made payable to Palm Club Village 1 must accompany the application. Additional fees for international screenings. Check or money order made payable to Palm Club Village 1 for \$100.00 to be submitted with application (\$50.00 for parking decal and \$50.00 for transponder). This will be returned if application is denied. Association Security Deposit of one month's rent made payable to Palm Club Village 1.
- 3) Copy of Vehicle Registrations
- 4) A copy of a valid driver's license or ID for all adults who will reside in the residence.
- 5) Each adult applicant will have a national background check run. Each adult must fill out the screening authorization form.
- 6) Applicant(s) agrees to comply with all Governing Documents, By-Laws, and Rules & Regulations of Palm Club Village 1.

Proposed Tenant(s) understands(s) and agree(s) that the Palm Club Village 1 Board of Directors and or their agents will be investigating to verify all information.

Signature of tenant: _____ Date _____

Signature of tenant: _____ Date _____

ACKNOWLEDGEMENT

1ST APPLICANT: Have you ever been convicted or pled guilty to a crime? (Circle one) Yes / No. If yes, please state date(s) charge(s) and disposition(s);

2nd APPLICANT: Have you ever been convicted or pled guilty to a crime? (Circle one) Yes / No. If yes, please state date(s) charge(s) and disposition(s).

1. I hereby agree for myself and on behalf of all persons who may use the unit which I seek to lease:
 - a. I will abide by all restrictions contained in the Governing Documents, By-Laws, and Rules & Regulations which are or may in the future be imposed by **Palm Club Village 1**.
 - b. I understand that no more than two (2) persons may reside in each bedroom, including dependent children.
 - c. I understand that I must be present when any guest, relatives, visitors, or children who are not permanent residents use the recreational facilities.
 - d. I understand that sub-leasing or occupancy of this unit in my absence is prohibited.
 - e. I understand that any violation of these terms, provisions, conditions, and covenants of the **Palm Club Village 1** documents provides cause for immediate action of violation(s)

2. I have received a copy of the Rules and Regulations: **(Circle one) Yes / No.**

3. **I understand that I will be advised by the Board of Directors of either acceptance or denial of this application. The Board of Directors is entitled to a MINIMUM of 14 days to provide an answer to this application and occupancy prior to Board approval is strictly prohibited.**

4. I understand that the acceptance for lease at **Palm Club Village 1** is conditioned upon the truth and accuracy of this application and approval of the Board of Directors. **Any misrepresentation or falsification of information on these forms will result in the automatic disqualification of your application.**

5. I understand that the Board of Directors of **Palm Club Village 1** may cause to be instituted any investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors, or its Management Company to conduct an investigation and that the information contained in this and the attached application may be used in such investigation and that the Board of Directors, Officers and Management of **Palm Club Village 1** itself shall be held harmless from any action or claim by me about the use of the information contained herein or any investigation conducted by the Board of Directors.

Applicant Signature

Date

Joint Applicant Signature (if applies)

Date

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize, Palm Club Village I Condo Assoc. herein referred to as **Association** and/or its assigns to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for occupancy. Said report may contain information about me from consumer reporting agencies including but not limited to indebtedness, mode of living, present and previous employers and/or employment contracts, driving record/license, validity of social security number, personal references, criminal records, and any information that I have disclosed on my applications and/or any attachments, exhibits.

I authorize the **Association** to contact others who may be able to provide information as to my background, character, and general reputation and authorize without reservation any party or agency contacted by the **Association** to furnish the above-mentioned information.

I hereby affirm that my answers to all questions on my application, this authorization form and/or any attachments, exhibits and/or resumes are true and correct and that I have not knowingly withheld any facts or circumstances that would, if disclosed affect my application.

This authorization and consent shall be valid in original, fax or photocopy form.

I authorize the ongoing procurement of the above-mentioned information/reports by the Association at any time during my occupancy with the **Association**.

The nature and scope of the consumer report and/or investigative consumer report along with the name, address and telephone number of the agency providing the report will be disclosed to you upon timely written request to the Association, and within 5 days of the request.

A copy of the consumer report and/or investigative consumer report, a copy of the Summary of Your Rights Under FCRA along with the name, address and telephone number of the agency furnishing the information will be provided before any adverse action is taken by the **Association** based on information contained in the report.

Upon proper identification and payment permissible by law, you have the right to request from the Association a copy of any information in its file on you at the time of your request.

By signing below, I acknowledge understanding of the purpose of this Authorization Form and its intended use.

Applicant Information

Print Name: _____ Social Security Number: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Date of Birth: _____ Driver's License # _____ State: _____

IMPORTANT: The following information will be used by Verify Screening Solutions, Inc. for identification purposes only to perform a background check. This information will not be used as part of the decision process of your prospective Association.

Maiden, Other and/or Former Name(s) _____

Signature: _____ Date: _____

EMERGENCY CONTACTS:

Name: _____ Relation: _____

Email: _____ Phone: _____

Name: _____ Relation: _____

Email: _____ Phone: _____

FRONT GATE FREQUENT GUEST LIST

1. Name: _____

2. Name: _____

3. Name: _____

4. Name: _____

5. Name: _____

6. Name: _____

Verbal confirmation code needed when calling in visitors to the security gate.

CODE: _____

LANDLORD/OWNER CONSENT AGREEMENT

PALM CLUB VILLAGE 1 CONDOMINIUM ASSOCIATION, INC.
1000 GREEN PINE BOULEVARD
WEST PALM BEACH, FL 33409
(561) 471- 1094
Email: palmclub1@gmail.com

We require your authorization before your tenant is given his or her authorization to reside in your unit and receive a parking decal and transponder. It is your responsibility to notify the office when you tenant vacates the property or send copy of lease renewal.

You, as the owner, are permitted to enter Palm Club through the visitor entrance by properly identifying yourself at the gate and receiving a guest pass. Please fill out the information listed below.

Owner's name: _____ Building: _____ Unit: _____

Email: _____ Phone: _____

Tenant name: _____

Tenant name: _____

Tenant name: _____

Lease start date: _____ End date: _____

Owner Signature: _____

Tenant signature: _____

Tenant signature: _____

Tenant signature; _____

ASSIGNMENT OF RENTS

As a condition of lease approval, the Owner and Lessee shall agree to the following: in the event the Unit Owner is delinquent in the payment of any assessment for more than ninety (90) days, the Association may notify the Lessee of the delinquency and in such event, the Lessee shall be obligated to commence paying all future rent payments to the Association, until the delinquent assessments and related charges are paid in full to the Association. At such time, the Lessee shall resume paying rent to the Unit Owner. During the period that the Lessee is paying the rent to the Association, the Unit Owner may evict the Lessee for non-payment of rent.

This resolution was passed on May 17, 2011, by the Board of Directors, of
PALM CLUB VILLAGE I CONDOMINIUM ASSOCIATION, INC.

Lease start date: _____

Lease end date: _____

Unit Address: _____

Landlord print name: _____ Date: _____

Landlord signature: _____

Tenant print name: _____ Date: _____

Tenant signature: _____

Tenant name: _____ Date: _____

Tenant signature: _____