

# ROYAL PARK CONDOMINIUM APARTMENTS, INC.

119 Royal Park Drive #1A, Oakland Park, FL 33309

Office: 954-739-6300 FAX: 954-731-4341

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## LEASE APPLICATION

Prior to any condominium rental at Royal Park, the prospective tenants must submit documentation to the association and provide permission for a credit & background check.

The condominium association's documents allow for thirty (30) days to process a rental application. The application must be FULLY COMPLETE in order to commence processing. If any portion is blank or an item is missing, it will be returned.

### WHO MUST APPLY:

- Each prospective applicant over the age of 18 must submit a separate screening application.
- Married couples may complete a single application and pay a single application fee.
- Each resident over the age of 18 must PHYSICALLY attend & complete a 45–60-minute condo rules orientation. Orientations are held in the Royal Park Clubhouse. Remote or phone orientations are not permitted for rental applications.

A Rush Process is available for an additional \$75 to process the application within ten (10) business days.

Any misrepresentation or falsification of information will result in disqualification.

### REQUIRED DOCUMENTS & FEES:

- Royal Park Lease Application
- Copy of Executed Lease between Landlord and Prospective Tenants
- Authorization to Perform Background Checks Form
- Pet Registration Form and Documents
- Certification of Future Residents Form
- Guidelines on Lease of Any Unit Form
- Rules & Regulations Acknowledgement Form
- Royal Park Collection of Rent Lease Addendum
- A clear copy of each applicant's driver's license
- A clear copy of each applicant's car registration
- Certified check or money order in the amount of \$100 per application (or \$175 for Rush Fee) payable to Royal Park Condominiums Apts., Inc.

**ALL APPLICATIONS MUST BE ORIGINALS – NO COPIES OR FAXES. Please mail to or hand deliver to our Office Manager at the above address.**

**DO NOT PRINT DOUBLE SIDED**

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## **NEW RESIDENT ORIENTATION**

New residents must attend an in-person orientation to review the official Rules & Regulations of Royal Park Condominium Apartments. If you were not provided with a copy, you may download them here: <https://royalparkcondos.com/documents>.

Orientation is held the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month at 7:00pm in the Clubhouse.

- Register here: <https://royalparkcondos.com/rules/orientation>.
- All residents over the age of 18 must attend the orientation.
- Each person attending must register separately.
- You may not schedule same day orientation.
- Bring copy of Rules & Regulations with you

You will be required to enter your name, phone number (in case of cancellations) and the Building and Unit number you will be occupying.

## **SCHEDULE OF FEES**

Following is a schedule of fees required by the Association for processing of form requests and other items. **All fees are payable to Royal Park Condominium Apartments, Inc.**

1. Application Fee: \$100.00 per individual/married couple. \$175.00 for rush delivery.
2. Parking Decals: \$20.00 one-time fee per vehicle.
3. Clubhouse Key: \$15.00 deposit may be refunded when selling.
4. Laundry Cards: \$5.00
5. Storage Room Key: \$5.00
6. Bike Room Key: \$5.00

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## LEASE APPLICATION

Date of Application: \_\_\_\_\_

Building & Unit No. \_\_\_\_\_

Estimated Move-In Date: \_\_\_\_\_

Realtor Name: \_\_\_\_\_ Realtor Phone: \_\_\_\_\_

Realtor Email: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

Social Security/SIN #: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Driver's License/State: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Marital Status: \_\_\_\_\_

Driver's License/State: \_\_\_\_\_

### OTHER OCCUPANTS

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Relationship \_\_\_\_\_

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Relationship \_\_\_\_\_

Current Street Address: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Have you and/or the co-applicant ever been evicted from any property? \_\_\_\_\_

If yes, please provide detailed explanation attached to application.

Have you, the co-applicant(s), and/or any other occupant(s) ever been arrested, charged, and/or convicted of a crime? \_\_\_\_\_. If yes, please provide detailed explanation attached to application.

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## Employment History

Present Employer: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Gross Weekly Salary: \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Position: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
Gross Weekly Salary: \_\_\_\_\_

## Vehicles

Make Model: \_\_\_\_\_  
Year/Color: \_\_\_\_\_ Tag Number/State: \_\_\_\_\_

Make Model: \_\_\_\_\_  
Year/Color: \_\_\_\_\_ Tag Number/State: \_\_\_\_\_

Applicants have submitted the sum of \$100.00 per adult/married couple, which is non-refundable payment for credit/background check processing charge of the application. Such sum is NOT a security deposit. This amount is a NON-REFUNDABLE FEE by the association to cover the cost of processing the application. It is further understood and agreed by the parties that in the event that said application is approved and accepted by Royal Park Condominium Apartments, Inc. and applicants refuse to enter into a lease agreement for the period of time called for in applicant's application, then the sum so received herein shall be retained by Royal Park Condominium Apartments, Inc. The acceptance or rejection of applicants shall remain within the sole discretion of Royal Park Condominium Apartments, Inc. and it allows the right to verify by reasonable means the application including but not limited to credit check, criminal history, eviction civil records, landlord verification, and verification of employment; and to exercise at its sole discretion as to whether to reject the application and/or to terminate any lease which may be entered into between the parties pursuant to this application, whether during the term of the said lease or any extension or renewal thereof, if the applicants have made any false statements or misrepresentations whatsoever in the application. Furthermore, applicants certify that they have not knowingly omitted any information from this application, any additional documents in the application packet, exhibits and or attachments.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Spouse Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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## AUTHORIZATION TO PERFORM BACKGROUND CHECKS

ROYAL PARK CONDOMINIUM APARTMENTS, INC reserves the right to perform background checks on all prospective occupants of the units in the community. These checks may include employment history, credit reports, former landlord and personal references, criminal background and other reports the Board of Directors deem appropriate. All information gathered will be held in strict privacy and is only for the use of the Board for approval of unit occupants.

Most banks, financial institutions, mortgage companies and employers require your consent to verify this information. Please complete the form below. Thank you.

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You are hereby authorized to release information to ROYAL PARK CONDOMINIUM APARTMENTS, INC or their authorized representative with regards to verification of my bank account (s), credit history, residential history, and employment verification. This information is to be used for my/our client credit report for my/our application for occupancy.

I/we hereby waive any privileges I/we may have with respect to the said information in reference to its release to the aforesaid party.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Spouse's Signature

\_\_\_\_\_  
Spouse's Printed Name

\_\_\_\_\_  
Date Signed

### References (Please no family members)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

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## Pet Registration Form

No livestock, reptiles or fowl shall be maintained in any unit or elsewhere on the Condominium property. Each unit shall be allowed to house up to 2(two) dogs or 2(two) cats OR 1(one) dog and 1(one) cat at any time. There are no weight, height, or breed restrictions. The term "pet" shall be limited to dogs, cats, fish or small domestic birds.

### ATTACH COLOR PICTURE, REGISTRATION & VACCINATION

The dog must be registered to the applicant.

Owner Name: \_\_\_\_\_

Building/Unit: \_\_\_\_\_

Breed of Pet: \_\_\_\_\_

Pet's Name/Age: \_\_\_\_\_ Approximate Weight of Pet: \_\_\_\_\_

### RULES

- Do not walk pets within 25 feet of buildings or near/around pool areas.
- Do not permit your dog to bark uncontrollably in your unit or on the patio/balcony.
- Pet owner must pick up all excrement. Pet stations and bags are located throughout the community.
- Pets must be on a leash at all times while outside and under supervision of a responsible adult.
- Pets are not permitted in the pool areas.

By my signature below, I verify that I understand the above and will abide by the Rules and Regulations of the Royal Park Condominium Apartments, Inc.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NO PET AFFIDAVIT

**\*\*PLEASE SIGN HERE IF YOU ARE STATING THAT YOU DO NOT OWN A PET\*\***

APPLICANT SIGNATURE: \_\_\_\_\_

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## Certification of Future Residents

By my signature below, I hereby certify:

- 1) That all of the information contained in this application is true and complete to my knowledge.
- 2) That I understand and agree that false or misleading information given in this application constitutes ground for rejection of this application and revocation of my right to reside on this property.
- 3) That the unit that I occupy may not be leased without the express written approval of the Royal Park Condominium Apartments, Inc. As a tenant I cannot occupy the premises without written authorization from the Condominium.
- 4) That no other person than those shown on this application will reside in the unit. This includes, but is not limited to, family members. I/We will not permit any long-term (more than 30 days) residency without requesting permission in advance from the Condominium. I/we acknowledge that all residents must be on the lease and follow required screening procedures by Royal Park Condominium Apartments, Inc.
- 5) That the Condominium has thirty (30) days from the submission date of a COMPLETED application and all applicable fees to process an application.
- 6) Upon approval Moving is permitted Monday through Saturday. **NO MOVING** on Sunday or on Holidays. The hours are from 8:00am to 7:00pm **only**.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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## Guidelines on Lease/Rental of Condo

- 1) Any owner who intends to lease their unit must comply with the specified guidelines outlined by the Condominium. The Condominium must be notified in advance of any lease or rental. The proper procedures **MUST** be followed, including application, payment of all fees, and required deposit, screening, and written approval. Only official application forms, as prepared by the Condominium may be used.

Prospective lessees are subject to screening and interview before moving into any unit.

- 2) A unit may NOT be lease for a period of time that is less than twelve (12) months in duration.
- 3) Transferring a lease to third party (sub-letting) is NOT allowed.
- 4) Any unit owner in violation of these rules is subject to a fine of \$50.00 per day for each day the unit is rented/leased (i.e., any rental or lease of less than three months).
- 5) Any owner that is delinquent in maintenance fees or any Condominium assessments will be denied approval for rental of their unit.
- 6) Failure of an owner to correct a violation by their tenant shall preclude renewal of the lease.
- 7) Royal Park permits only 2 pets per unit. Picture & proof of vaccinations need to be submitted with application.
- 8) An Additional occupant is permitted to have a pet. Picture and proof of vaccinations need to be submitted with application.
- 9) Renters/lessees must obtain and display valid parking decals on their vehicles from the management office.
- 10) A guest occupying the unit for more than thirty (30) consecutive days in **absence** of the owner is considered a tenant and a lease is then required, and appropriate fees and applications are then required along with the lease documentation. Unit owners are subject to fines, if a unit is found to be leased without proper authorization and documentation.
- 11) Condominium unit occupancy is limited to a maximum of two (2) persons to a bedroom.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

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## Rules & Regulations Acknowledgement

If you were not provided with a copy of the Royal Park Condominium documents, including the Rules & Regulations, you may download them here:

<https://royalparkcondos.com/documents>.

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Full Address of Unit

I/we have read, acknowledged and understand the rules and regulations of the Royal Park Condominium Apartments, Inc. I/we agree to abide by the Rules and Regulations with the understanding that it is for the health, safety and welfare of all residents in Royal Park Condominium Apartments, Inc.

I/we also understand and acknowledge that the Rules and Regulations extend to all of my/our family, guests and invitees of whom I/we accept responsibility.

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Applicant Signature

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Date Signed

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Applicant Signature

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Date Signed