

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 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
- Royal Park Condominiums Collection of Rent Agreement
- 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 Acknowledgment 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 Apartments, Inc.

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

DO NOT PRINT DOUBLE SIDED

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 2nd and 4th 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

LEASE APPLICATION

Date of Application: _____
Building & Unit No. _____

Estimated Move-In Date: _____

Realtor Name: _____ Realtor Phone: _____

Applicant Name: _____

Phone Number: _____ Email: _____

Date of Birth: _____ Social Security #: _____

Marital Status: Single Married Driver's License/State: _____

If married: Spouse Name: _____

Phone Number: _____ Email: _____

Date of Birth: _____ Social Security #: _____

Driver's License/State: _____

Other Occupants UNDER 18 (non-married adults must complete separate application)

Name: _____ Date of Birth: _____ Relationship: _____
Name: _____ Date of Birth: _____ Relationship: _____

Current Address: _____
Previous Address: _____

Have you and/or the co-applicant ever been evicted from any property? Yes No
If yes, when & why: _____

Have you and/or the co-applicant filed bankruptcy in the past 7 years? Yes No
If yes, when: _____ Date of Final Decree _____

References (Please no family members)

Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____

Employment

Present Employer: _____

Supervisor: _____ Phone Number: _____

Position: _____ Dates of Employment: _____

ROYAL PARK CONDOMINIUM APARTMENTS, INC.
119 Royal Park Drive #1A, Oakland Park, FL 33309
Office: 954-739-6300

Spouse's Employer: _____
Supervisor: _____ Phone Number: _____
Position: _____ Dates of Employment: _____

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 _____
Applicant Signature _____ Date _____

Royal Park Condominiums Collection of Rent Agreement

This Collection of Rent Agreement (“Agreement”) is made and entered into as of _____ (date) by and between Royal Park Condominium Apartments, Inc. (“Association”), the landlord listed on the lease agreement _____ (“Unit Owner”) and tenant(s) listed on the lease agreement _____ (Tenants).

WHEREAS Tenant and Unit Owner intend on entering into a lease (the “Lease”) with respect to the property located at Building# _____ Royal Park Drive, Unit # _____, Oakland Park, FL 33309; and

WHEREAS, Association has the right to condition its approval of the Lease on the execution of this Agreement by all parties hereto.

NOW THEREFORE, in consideration of the mutual agreements and covenants contained herein and for other good and valuable consideration, it is mutually agreed and covenanted by and among the parties to this Agreement as follows:

- Tenant and Unit Owner acknowledge and agree that Tenant is required to comply with the Association’s Declaration of Condominium, By-laws, Articles of Incorporation, and Rules and Regulations as amended from time to time (collectively, the “Governing Documents”). The Governing Documents shall be deemed expressly incorporated into the Lease.
- Tenant and Unit Owner acknowledge and agree that the Unit Owner is required to pay to Association any and all maintenance fees and assessments (the “Assessments”) levied by Association in accordance with the Governing Documents.
- In the event the Unit Owner fails to pay Association any Assessments when the same comes due, Association shall be entitled to collect the Tenant’s rent payments (“Rent”) owed to Unit Owner under the Lease for the purpose of offsetting the delinquent Assessments, as follows:

If the association notifies Tenant that Unit Owner is delinquent in its obligation to pay any Assessments, Tenant shall discontinue the payment of the Rent to Unit Owner and instead shall direct said Rent payments in the same amount and frequency as set forth in the Lease to Association until such time as Association directs Tenant to redirect Rent payments to Unit Owner. Any Rent collected by Association in excess of Unit Owner’s delinquent Assessments will be promptly disbursed to Unit Owner. In the event Tenant fails to redirect the payment of Rent to the Association and instead continues to pay Rent to Unit Owner, Tenant shall become obligated along with the Unit Owner to pay the delinquent Assessments to Association, irrespective of any Rent payments that Tenant may already have made to Unit Owner.

- In the event Unit Owner or Tenant fails to honor this Agreement or violate any of the other terms and provisions of the Governing Documents, Unit Owner and Tenant shall be subject to all remedies available to Association, including without limitation, injunctive relief and money damages in addition to any other remedies provided by law. Additionally, Association shall also have the power to evict Tenant for failure to honor this Agreement or violation of any of the terms and provisions of the Governing Documents. All eviction costs will be owed by the Unit Owner and considered a “Special Assessment” which will be levied in accordance with the Governing Documents.

ROYAL PARK CONDOMINIUM APARTMENTS, INC.
119 Royal Park Drive #1A, Oakland Park, FL 33309
Office: 954-739-6300

- Unit Owner and Tenant acknowledge that Association would not have approved Tenant and the Lease but for the parties entering into this Agreement. Therefore, Tenant and Unit Owner hereby waive each of their rights to contest the validity of this Agreement or the validity of any of the remedies available to the Association.
- The laws of the State of Florida shall govern the validity, performance and enforcement of this agreement. Venue shall be in Broward County, Florida.
- This Agreement shall not be construed more strictly against one party than against the other merely because it may have been prepared by counsel for one of the parties, it being recognized that the parties have contributed substantially and materially to its preparation.
- All notices, demands and communications hereunder to the parties shall be served or given in accordance with the Governing Documents.
- This Agreement may be executed in any number of counterparts, each of which shall be an original but all of which together shall constitute one and the same instrument.
- This Agreement and the exhibits attached hereto and forming a part hereof, represent the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other negotiations, understandings and representations (if any) made by and between the parties. No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon Tenant, Association or Unit Owner unless reduced to writing and signed by all three parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above.

ASSOCIATION: Royal Park Condominium Apartments, Inc.

UNIT OWNER:

Owner Signature: _____
Board Member Signature: _____
Printed Owner Name: _____
Printed Name: _____

UNIT OWNER:

Owner Signature: _____
Printed Owner Name: _____

TENANT:

Tenant Signature: _____
Printed Tenant Name: _____
Tenant Signature: _____

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 Signature Applicant Printed Name Date Signed

Applicant Signature Applicant Printed Name Date Signed

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: _____

Breed of Pet: _____ Age: _____ Color: _____

Pet's Name: _____ Approximate Weight of Pet: _____

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: _____

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

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 leased for a period of time that is less than twelve (12) months in duration. Transferring a lease to third party (sub-letting) is **NOT** allowed.
- 3) Any unit owner in violation of these rules is subject to a fine of up to \$100.00 per day for each day the unit is rented/leased.
- 4) Any owner that is delinquent in maintenance fees or any Condominium assessments will be denied approval for rental of their unit.
- 5) Failure of an owner to correct a violation by their tenant shall preclude renewal of the lease.
- 6) Royal Park permits only 2 pets per unit. Picture & proof of vaccinations need to be submitted with application.
- 7) An Additional occupant is permitted to have a pet. Picture and proof of vaccinations need to be submitted with application.
- 8) Renters/lessees must obtain and display valid parking decals on their vehicles from the management office.
- 9) 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.
- 10) 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

Rules & Regulations Acknowledgment

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>.

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.

Applicant Signature

Date Signed

Applicant Signature

Date Signed