



11200 SW 71st Street
Miami, Florida 33173

**Snapper Creek Townhouse
Homeowners Association, Inc.**

Phone: 305.279.5383
Fax: 305.279.7964

RENTAL SCREENING APPLICATION

Attached you will find a Rental Screening Application that must be **COMPLETELY** filled in, **signed**, and **dated**. To save time, please hand-deliver the application back to this office with a money order for **\$200.00**, made out to **Snapper Creek Townhouse H.O.A., Inc.** The completed application must be **submitted 10 days prior to the next scheduled meeting (excluding weekends and holidays)** for our process to be completed. No exception will be taken into consideration if an application is submitted late.

The Rental Committee meets on the **first** and **third** Monday of the month, to review the Rental Screening Application and conduct a personal interview with the prospective tenant(s) and homeowner or homeowner's representative.

A complete application consists of the following:

- A. Request to rent form (page 2)
- B. Rental policy (page 3)
- C. Board of Director's authorization (page 4)
- D. Rental screening application (page 5&6)
- E. Addendum to Process Application, Addendums to Lease (pages 7-9)
- F. Applicant Consent Form to Release Information (page 10)
- G. Resident registration form to be completed (page 11)
- H. Rules and Regulations Acceptance Form (page 12)
- I. Police Report from all occupants eighteen years of age or older
- J. Copy of following documents: Driver's License, vehicle insurance, vehicle registration & social security card
- K. **\$200** money order/cashier's check for Rental Application Screening Fee **(no cash or check accepted) (see refund policy for application fee page 3)**
- L. **\$20** money order/cashier's check for vehicle registration decal(s) **(no cash or check accepted)**
- M. Signed & initialed Lease Agreement with terms and conditions by both parties
- N. Proof of registered & vaccination records for pets

Should you have any questions, please call the office at (305)279-5383.
Written references on letterhead stationery are also welcome.

Respectfully,

The Board of Directors

Board Approved October 26, 2024
The board approved Revised October 23, 2024

Application is also available in Spanish as a courtesy.

Snapper Creek Townhouse HOA, Inc.

Homeowner (or legal representative):

1. Complete the following information and submit it to your Tenant for their information. After Tenant has completed their part (Section II) of this form, submit the contract to the Rental Committee.

2. Homeowner

Name: _____

Owners Primary Mailing Address: _____

3. Home Phone: _____ **Business phone:** _____

Address of the unit to be rented: _____

Snapper Creek Townhouse HOA Account No. _____

I understand that I am responsible for periodically seeing that the below named tenant in Section II will obey and adhere to all the rules and regulations of Snapper Creek Townhouse Homeowners Association.

4. The cars belonging to the Tenant will use only the two parking spaces assigned to this unit. Visitor parking spaces are to be used by VISITORS ONLY. No unit owner or Tenant shall store or leave boats, trailers, mobile homes, commercial vehicles, and/or the like on the property.

5. Tenants at Snapper Creek Townhouses will use the unit as a private residence only and with the full knowledge and understanding concerning the “quiet and peaceful enjoyment of the premises”.

6. No sub-leasing is allowed; otherwise, a fine of \$500.00 will be levied upon the homeowner.

RENTAL UNITS

TENANTS ARE UNDER THE SAME OBLIGATION AS HOMEOWNERS TO COMPLY WITH

ALL THE RULES AND REGULATIONS GOVERNING THE SNAPPER CREEK TOWNHOUSE

HOMEOWNERS ASSOCIATION.

The following regulations have been adopted to clarify leasing requirements, to improve relationships between tenants and owners, and to establish practices that are in the best interest of both absentee owners and tenants in maintaining the quality of Snapper Creek and its property values.

RENTAL POLICY

All homeowners engaging in the rental of their unit must comply with the following procedures:

1. Notify the office of intention to rent.
2. No owner may lease or rent his/her/their townhouse if delinquent in the payment of any regular or special assessment.
3. The office will provide the prospective tenants, the Snapper Creek Residential Lease Request to Rent Form, and Lease Application.
4. Deliver completed application, to the Snapper Creek Office, attached with a copy of the written lease or memorandum to lease.
5. If the Rental Screening Committee approves the new tenant, a letter stating such approval will be sent to the Homeowner. An **Access Control Sticker** must be obtained at the office for \$20.00 for each vehicle (max 2 vehicles); **the Access Control Sticker must be purchased at the time of applying.** The Homeowner Association will provide you with a copy of the Rules & Regulations at the time of applying. All this information may be obtained at the office or Online at www.snappercreekhoa.com.
6. If the Rental Screening Committee denies the new tenant, a letter stating such denial will be furnished to the Homeowner, explaining the reason for denial. The Rental Screening Committee will set –up an interview with the prospective tenants and homeowner to discuss the denial if requested.
7. At no time is a tenant to take possession or “MOVE IN” until the Rental Committee has given final approval. **To MOVE IN, a tenant should have a copy of the approval letter to present at the main gate.** The tenant must follow the MOVE IN rules and regulations (times and days) of the Snapper Creek HOA; **(Monday to Sunday from 8:00 AM to 6:30 PM)** only.
8. Failure to comply with the Rental Policy will result in a \$500.00 fine, levied against every homeowner on the first of the month. Another \$500.00 on the first of every month thereafter, until the premises are vacated by unauthorized tenants. Under Snapper Creek Townhouse Homeowner Association Rules and Regulations, said fine may be made as a Lien and may be subsequently foreclosed.
9. All leases entered by any homeowner must provide that the tenant is required to comply with all Rules and Regulations of the Snapper Creek Townhouse Homeowners Association Inc. As well as any covenants, bylaws, and restrictions. Furthermore, the Association shall have the right to bring eviction proceedings or take such legal action, as it may deem necessary, concerning the said tenant, it is expressly intended and understood that the Association is an intended third-party beneficiary under the term of said Lease Agreement. If any other Leases are used, this clause must be included.
10. The Rental Committee will meet on the First and Third Monday of every month. The Committee will interview prospective tenants and homeowners.
11. A refund of the application fee is applicable only; If the application is canceled within 24 hours from the time it was submitted to the Association office and the request is submitted in writing signed by both parties the Landlord(s) and Tenant(s).

Snapper Creek Townhouse Homeowner Association, Inc

Board of Directors Authorization

THE HOMEOWNER AS LEGAL REPRESENTATIVE AUTHORIZES THE BOARD OF DIRECTORS TO TAKE ANY AND/OR ALL NECESSARY STEPS TO REMOVE OR EVICT THE TENANT IN THE EVENT OF ANY VIOLATION (S) OF THE SNAPPER CREEK TOWNHOUSE RULES AND REGULATIONS, WITH THE COSTS AND EXPENSES THEREOF TO BE CHARGED TO AND PAID BY HOMEOWNER.

____/____/____
Date

Signed Homeowner

TENANT:

Name (in full) of Tenant & Spouse\Partner

Social Security number: _____

Birth Date: _____

Social Security of Spouse\Partner: _____

Birth Date of Spouse\Partner: _____

1. The townhouse will be occupied by _____, persons.

Children Names & Ages: _____

2. The name of any other family member living with you:

3. Term of Lease: _____

4. First Auto: Make, Type, Year, and Tag number.

5. Second Auto: Make, Type, Year, and Tag number.

6. NO COMMERCIAL VEHICLES AND/OR VEHICLES WITH LETTERING WILL BE ALLOWED ON SNAPPER CREEK TOWNHOUSE PROPERTY

7. Complete the attached rental application and submit it to Snapper Creek HOA for investigation. If not found to be favorable, the request will be denied. You may request a hearing with the board of directors for future consideration.

Thank you for your request to lease in SNAPPER CREEK and for your cooperation.

Received by: _____ Date: _____

SNAPPER CREEK TOWNHOUSE HOMEOWNER ASSOCIATION, INC.
RENTAL SCREENING APPLICATION

Note: **If any question is not answered or left blank, this application may be returned, not processed and not approved. Complete all questions and fill in all blanks**

Date: _____ Townhouse No. _____

Owner's name: _____ Owner's Phone No. _____

Address of rental: _____

Desired date of occupancy: _____

Tenant's name: _____ Birth Date: _____

Social Security Number: _____ Telephone: _____

Spouse\Partner: _____ Birth Date: _____

Social Security Number: _____ Telephone: _____

Names and ages of children who will occupy unit under 18 yrs. Of age: _____

Names and number of adults over 18 yrs. Of age who will occupy unit: _____

In case of emergency, notify (name, address, and phone): _____

Part 1-Residence History (please print)

A. Present address (include apartment number): _____ Phone: _____

Property owner or Mortgage holder: _____ Phone: _____

PART 2 –Job History (please print)

A. Employer's name: _____ Phone: _____

Address: _____ how long: _____

Dept/Position: _____ Supervisor _____

A. Employer's name: _____ Phone: _____

Address: _____ how long: _____

Dept/Position: _____ Supervisor: _____

PART 3 –Bank References (please print)

A. Bank: _____ Address: _____

Phone: _____ How Long: _____ Acct. () CK. () SV.

B. Bank: _____ Address: _____

Phone: _____ How Long: _____ Acct. () CK. () SV.

PART 4 – Characters References (NO RELATIVES)

1. _____ Ref.Phone: _____ Office: _____

Address: _____

2. _____ Ref.Phone: _____ Office: _____

Address: _____

3. _____ Ref. Phone: _____ Office: _____

Address: _____

No. of cars (**only 2 vehicles**) _____

Driver's Lic. No. _____

Make: _____ Model: _____ Year: _____

Plate No. _____ State: _____

Driver's Lic. No. _____

Make: _____ Model: _____ Year: _____

Plate No. _____ State: _____

IF THIS APPLICATION IS NOT ELIGIBLE OR NOT COMPLETELY AND ACCURATELY FILLED OUT, Snapper Creek Townhouse H.O.A. Inc., will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omission or illegibility.

By signing this form, the undersigned agrees to waive any claim(s), action(s), or demand(s) for damages which may arise from the investigation, processing, and any other action taken concerning the within questionnaire against Snapper Creek Townhouse Homeowner Association Inc., its agents, officers, attorneys, employees, managers, directors of the HOA, from any claims, action or demands arising from or as a result of the investigation, processing, handling, or other action taken with respect to the information provided in this questionnaire, including but not limited to actual damages, consequential damages, punitive damages, cost, interest, and attorney's fees. Including attorney's fees incurred by Snapper Creek, its agent, officers, attorneys, employees, managers, directors, and homeowner in defending such claim(demand or action).

Signature of Applicant.

Signature of Spouse\Partner.

APPLICATION PROCESSING FEE (REFUNDABLE see rental policy page 3)

Addendum to Lease

Homeowners Association Rules, Declaration, and ByLaws

Upon execution of this lease by Tenant, Tenant agrees to abide by all rules, covenants, and bylaws made by the Homeowners Association. Tenant acknowledges receipt of Homeowners Association package outlining said Rules and Regulations and agrees to abide and come under the same responsibilities and obligations expected of a unit owner. Further, the tenant agrees to abide by any changes in said rules, covenants, bylaws made by the Board of Directors upon notification of said changes.

The tenant understands and agrees that failure to comply with said Homeowners Association rules, covenants, and bylaws could result in a fine, in accordance with the bylaws, levied against the homeowner, and shall demand immediate payment of said fine. The Association shall have the right to bring eviction proceedings or take such action, as it may deem necessary with respect to said Tenant, it is expressly intended and understood that the Association is an intended third-party beneficiary under the terms of said Lease Agreement.

Homeowner Signature

Tenant Signature

Print Homeowner Name

Print Tenant Name

Date

Date

**LEASE ADDENDUM FOR DRUG-FREE AND
ILLEGAL FREE ACTIVITY HOUSING**

In consideration of the execution or renewal of a lease of the Townhouse
unidentified in the lease, Owner and Tenant agree as follows:

1. Tenant, any member of the tenant's household, or a guest or other person under the tenant's control, shall not engage in or facilitate criminal activity, including drug-related criminal activity, within the dwelling or, on or near any SCTHOA premises." Drug related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in section 102 of the Controlled Substances Act(21 U.S.C. 802)
2. Tenant will not engage in the manufacture, sale, or distribution of illegal drugs at any location, whether on or near property premises or otherwise.
3. The tenant shall not engage in acts of violence or threats of violence, including, but not limited to the unlawful discharge of firearms, on or near property premises.
4. **A SINGLE VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY.** Unless otherwise provided by law, proof of violation shall not require a criminal conviction, but shall be preponderance of the evidence.
5. In the event of conflict between the provisions of this Addendum and other provisions of the lease, the provisions of the Addendum shall govern.

Date:

Tenant:

Homeowner:

Tenant:

Homeowner:

Tenant

Witness:

Witness:



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APPLICANT CONSENT FORM TO RELEASE INFORMATION

I (We) _____ understand that in consideration of my application with Snapper Creek Townhouse Homeowners Association Inc., a background investigation may be conducted of my past employment and activities. I have authorized past and present employer and personal references with whom I am acquainted to answer all questions concerning my previous background history. I release all persons from any liability or damages for having furnished such information.

In consideration of my application to rent at _____, I (We) hereby authorize Snapper Creek Townhouse Homeowners Association Inc., to conduct such an investigation by requesting a background check. I further release the companies named in my application and the companies Snapper Creek Townhouse Homeowners Association Inc., choose to use in the investigation, which may include, but not limited to the gathering of personal and professional information which may be on file with State and local agencies.

A telephone, facsimile (fax) or a photographic copy of this authorization shall be as valid as the original.

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

Applicant Signature _____ Date _____

RESIDENT DATA FORM

Last Name(s): _____

First Name(s): _____

Address: _____

Phone: _____ ALT Phone #: _____ Email: _____

Homeowner: YES ___ NO ___ Renter: YES ___ NO ___

List of visitors pre-authorized

- 1: _____
- 2: _____
- 3: _____
- 4: _____
- 5: _____
- 6: _____
- 7: _____
- 8: _____
- 9: _____
- 10: _____

By signing this form, you authorize the above list of visitors to be included in SCHOA Pre-approved list.

Signature

Date

List of Registered vehicles: **(only 2 vehicles are permitted and will be registered per residence)**

Make / Model

Color

Tag #

1: _____

2: _____



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Dear Homeowner and/or Resident (tenant):

Ref. By-Laws and/or Rules and Regulations

I (We) _____

Homeowner/Resident(tenants) of _____
hereby certify that I (We) have received a copy of the By-Laws, Declaration of
Covenants, Articles of Incorporation and/or Rules and Regulations for Snapper Creek
Townhouse Homeowners Association and agree that we will abide by all the Rules and
Regulations now in effect or hereafter promulgated by the Board of Directors, the
provisions of the Article of Incorporation, Snapper Creek Townhouse **Rental Policy**,
applicable laws, ordinances, or regulations of governmental bodies having jurisdiction.

Homeowner/Resident (tenants) Signature: _____

CC: File