



Application for RENT

Enclave at Victoria Park HOA

Management Office Only:

Date Received: _____

Check List:

- The Application for LEASE must be completed by all prospective applicants 18 years of age and older.
- LEASE AGREEMENT must be attached. (No portion of the unit may be SUBLEASED)
- A non-refundable processing fee of \$175.00 per married couple (marriage certificate must be attached) or \$175.00 per non-married person. All persons over the age of 18 **MUST** complete the application Certified funds only: Cashier's Check, Certified Check, or Money Order will be accepted. No personal checks. The check can be made payable to: **Mayorga Management Services, LLC** and mailed to 6511 Nova Drive #313, Davie, FL 33317-7401.
- NOTE: Association Deposit may be required at the time of the interview. The Deposit will not exceed \$1,000 USD
- **RUSH ORDERS:** There is a \$75.00 Fee for Rush Orders.
- Copies of the following **MUST** be included: Driver's License, Vehicle Registration, Vehicle Insurance, Last two (2) Bank Account ****Master front Sheet**** for all applicants 18 years of age and older. If an individual does not have a US social Security number, the following will be required: Valid Passport and Visa plus international fee of \$100.00.

The Completed package must be submitted to the Association's management Firm, whose name and contact information is listed above, at least fifteen (15) days prior to an interview meeting is scheduled with the Board of Directors. NOTE: The Board of Directors have up to 30 days to review the application and conduct an orientation meeting.

Important Note: Incomplete applications with missing documents, blank fields, missing initials or signatures, or illegible items, will not be accepted or processed. Please print legibly.

If you choose to email your application, please be sure it is sent in One (1) PDF file including all attachments required as indicated in the above list. The application will not be processed until the Association, or its authorized agent receives the required fees listed above. If emailing the application please only include the last four digits of social and someone will contact you to obtain the remaining numbers for an extra layer of security protections.

PLEASE ENTER THE COMPLETE LEGAL ADDRESS OF THE RESIDENCE YOU ARE APPLYING FOR:

ADDRESS: _____ BLDG#: _____ UNIT#: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PLEASE NOTE NO PART OF THE UNIT MAY BE SUBLEASED

Acknowledgement and Agreed: _____ Date: _____

Acknowledgement and Agreed: _____ Date: _____

Expected MOVE IN Date: _____



THIS PAGE IS FOR OFFICE USE ONLY

Unit No.: _____

Parking Space: _____

Purchase beginning on: _____ / _____ / _____

Applicant(S): _____

	Yes	No	Date	Initials
Completed Application Received				
Lease Contract Received				
Proof of Income				
\$1750.00 – Married couple				
\$175.00 – For every adult 18 and over				
Copy of Driver's License				
Copy of Passport (only NON-US citizens)				
Copy of Green Card and or Visa Status (only NON-US citizens)				
Copy of Vehicle Insurance				
Complete Vehicle Registration				
Association Rules Signed				
Resident Orientation				

File Review and Approved by General Manager:

Date completed application was received:

Date Approved by BOD:

Date Approval was given:

Date Meeting took place:



**DISCLOSURE AND AUTHORIZATION AGREEMENT
REGARDING CONSUMER REPORTS**

DISCLOSURE

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for and/or continued residence. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your residence. Upon a timely written request of the management, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed to you. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided an opportunity to request a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your rights under the Fair Credit Reporting Act.

AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish Mayorga Management Services, LLC. their directors' employees, agents and assigns with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the origin directors

ACKNOWLEDGED AND AUTHORIZED

Print Name – (Applicant #1) Signature – (Applicant #1) Date

Print Name – (Applicant #2) Signature – (Applicant #2) Date

☐ For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the report, if one is obtained, please check the box.

SIGNATURE _____ DATE _____

Co-Applicant

SIGNATURE _____ DATE _____



BROWN'S BACKGROUND CHECKS
CONSENT TO OBTAIN CONSUMER REPORT ON SUBSCRIBER
Mayorga Management Services, LLC.

I understand that you may obtain consumer reports that relate to my credit and/or criminal history. This information will, in whole or in part, be obtained from AISS, a Sterling Infosystems Company, 6111 Oak Tree Blvd, 4th floor, Independence, OH 44131, telephone 800.853.3228. I understand that you may be requesting information from various federal, state and other agencies or institutions, which maintain public and non-public records concerning my past activities relating to my credit and/or criminal history. This information will be reviewed by the Association and may be reviewed by the unit owner if it's a rental.

I authorize, without reservation, any party, institution, or agency contacted by AISS to furnish the above-mentioned information:

	/ /	
Applicant Name	Date of Birth*	Social Security Number
*Date of Birth is requested in order to obtain accurate retrieval of records.		If International, please provide Passport Number and Visa

	/ /	
Co-Applicants Name	Date of Birth	Social Security Number
		If International, please provide. Passport Number and Visa

Alias/Previous Name(s) _____

Current Physical Address	City & State	Zip code

☐

California, Minnesota & Oklahoma Applicants Only: Please check here to have a copy of your consumer report sent directly to you.

Notice to CALIFORNIA Applicants

Under Section 1786.22 of the California Civil Code, you have the right to request from AISS, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which AISS has previously furnished within the two-year period preceding your request. You may view the file maintained on you by AISS during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.

SIGNATURE _____ DATE _____

Co-Applicant



SIGNATURE _____ DATE _____

APPLICANT # 1 INFORMATION:

Printed Name: _____

SS (Last four ONLY if emailing) #: _____ Date of Birth: _____

DL#: _____ State: _____

Home #: _____ Cell #: _____ Office #: _____

Email: _____

RESIDENTIAL HISTORY:

Present Address: _____

How long have you resided at this Address: _____ ☐ Rent or ☐ Own Payment Amt: _____

If Rent, Landlord Name & Phone: _____

EMPLOYMENT INFORMATION: ☐ Employed ☐ Student ☐ Retired ☐ Unemployed

Employed by: _____ Work#: _____

Address: _____

How Long: _____ Monthly Income: _____

Position Held: _____ Supervisor: _____

CREDIT HISTORY:

Have you ever been cited, arrested, or convicted of any crime? ☐ NO ☐ YES (explain)

Have you ever filed for Bankruptcy? ☐ NO ☐ YES (explain)

Are you involved in a lawsuit or have any pending judgments? ☐ NO ☐ YES (explain)

<u>REFERENCE:</u>	<u>VEHICLE INFORMATION:</u>
Bank Name: _____ Account Type: _____	Make: _____ Model: _____ Year: _____
Account No.: _____	Color: _____ License Tag: _____ State: _____
Credit Reference: _____	Insurance Name: _____
Phone: _____	Policy No.: _____
Character Reference: _____	Insurance Phone: _____
Phone: _____	

Are there any additional resident/applicants? **YES** **NO** _____ (if yes, please list below:)

***** Any additional occupants 18 years or older MUST submit a separate Application*****

<u>First and Last Name</u>	<u>Age</u>	<u>Relationship</u>

Applicant #1 Signature: _____ **Date:** _____



APPLICANT # 2 INFORMATION:

Printed Name: _____

SS# (Last four Only if emailing): _____ Date of Birth: _____

DL#: _____ State: _____

Home #: _____ Cell #: _____ Office #: _____

Email: _____

RESIDENTIAL HISTORY:

Present Address: _____

How long have you resided at this Address: _____ ☐ Rent or ☐ Own Payment Amt: _____

If Rent, Landlord Name & Phone: _____

EMPLOYMENT INFORMATION: ☐ Employed ☐ Student ☐ Retired ☐ Unemployed

Employed by: _____ Work#: _____

Address: _____

How Long: _____ Monthly Income: _____

Position Held: _____ Supervisor: _____

CREDIT HISTORY:

Have you ever been cited, arrested, or convicted of any crime? ☐ NO ☐ YES (explain)

Have you ever filed for Bankruptcy? ☐ NO ☐ YES (explain)

Have you ever been evicted or been late in a rental payment? ☐ NO ☐ YES (explain)

Are you involved in a lawsuit or have any pending judgments? ☐ NO ☐ YES (explain)

<u>REFERENCE:</u>	<u>VEHICLE INFORMATION:</u>
Bank Name: _____ Account Type: _____	Make: _____ Model: _____ Year: _____
Account No: _____	Color: _____ License Tag: _____ State: _____
Credit Reference: _____	Insurance Name: _____
Phone: _____	Policy No.: _____
Character Reference: _____	Insurance Phone: _____
Phone: _____	

Are there any additional resident/applicants? **YES** **NO** (if yes, please list below:)

***** Any additional occupants 18 years or older MUST submit a separate Application*****

<u>First and Last Name</u>	<u>Age</u>	<u>Relationship</u>

Applicant #2 Signature: _____ Date: _____



Pet Registration

Pet 1 Name:	Pet 2 Name:
Pet age	Pet Age
Breed	Breed
Weight	Weight
Color	Color
Is your Pet a Dog or a Cat?	Is your Pet a Dog or a Cat?
Has your pet received all shots?	Has your pet received all shots?
Please include a copy of the shots:	Please include a copy of the shots:
Please include photo of Pet:	Please include photo of Pet:
Is this pet registered as an ESA/ Service Animal:	Is this pet registered as an ESA/ Service Animal:

The association allows for NO MORE THAN Two (2) pet(s) per unit.

- All dogs and cats over 4 months old must have a rabies vaccine, must be vaccinated yearly, and must be registered with Broward County. **MUST PROVIDE A COPY OF ALL VACCINATIONS WITH APPLICATION**
- Must Provide a photo of your pet must be submitted to Management
- Max Weight is 80lbs
- All dogs must be kept on a leash in public, and always in your control. This is a city ordinance and enforceable by a fine. As a courtesy to your neighbors and in accordance with the city ordinance, residents must pick up all solid waste left by their pets. Please carry “poop bags” with you when walking your dog.
- Must not be an unreasonable nuisance or annoyance to other unit owners
- Please do not allow your cats to run stray within the community or be left out in the courtyard. They must be kept inside your unit.
- If any dog/s or other pets owned by including, but not limited to, a Unit Owner, Guest or Visitor is or are known to have attacked and injured a human being or another person’s pet shall, upon notification by the Association or its Agent, be required to permanently remove the animal/s from the community within 48 hours of said notification.
- No animals, livestock, or poultry of any kind shall be permitted in any unit or upon any portion of the property.

By signing here, you acknowledge that you will abide by the pet rules and understand that you may not have more than two (2) pets.

Print: _____

Signature: _____

Date: _____



APPLICANT RULES

A complete application must be submitted for approval before a new resident orientation.

No one is permitted to move into the property without the prior written approval. **(NO EXCEPTIONS).**

1. **Insurance:** No commercial activity, trade or business shall be conducted in or upon any unit
2. **Occupancy:** No More than five (5) persons shall be permitted to permanently reside in any unit, and no more than three (3) of the permitted five (5) residents may be children under the age of 18 years. No portion of the unit may be leased, rented, Short Term rentals are expressly forbidden.
3. **Structures/Temporary Structures:** No out building, portable building, temporary or accessory building or structure, or tent, shall be erected, constructed or located upon any unit for storage or otherwise, without the written consent of the Board. In no event may any garage be converted into living space.
4. **Architectural Control:** No Building, Fence, wall, screened-in enclosures, structure or other improvement shall be commenced, erected or maintained by any owner upon any unit, or shall any exterior addition to or change or alteration thereon be made until the plans and specifications showing the nature, kind, shape, height, materials, and location of the same shall have been submitted to and approved in writing by the Board of Directors and returned to the applicant within a reasonable time, not to exceed forty-five (45) days from the date of receipt of said plans and specifications by the Board. **IN NO EVENT MAY ANY GARAGE BE CONVERTED INTO LIVING SPACE**
5. **Trash Facilities:** no garbage, trash, refuse or rubble shall be deposited, dumped, or kept on any portion of any unit or surrounding area or within the property except enclosed containers, or other sanitary garbage collection facilities. All containers and the garbage facilities shall be screened from view and kept in a clean and sanitary condition. No noxious or offensive odors shall be permitted. No refuse shall be allowed to accumulate. Each unit owner is responsible for the maintenance and care of that unit's trash receptacle and bear all costs of rubbish removal. Units one through 4, 5 through 8 and 12 through 15 May use the rear pedestrian easement to transport trash receptacles to the corresponding St. in no event may receptacles stored in the pedestrian easement all receptacles must be stored within the perimeter walls of the rear yard.
6. **Vehicles and Parking:** Each owner shall be permitted to keep only two (2) permanent vehicles on the property. No vehicles shall be parked at any time upon property, unless parked within a garage with the garage door closed so as to be totally out of view. This restriction shall not prohibit the temporary parking of commercial vehicles making deliveries, or while used in connection with providing services to any unit or building site.
7. **Antennas:** No exterior antennas or aerial shall be eradicated or maintained on any unit without the prior written consent of the board. In no event may any satellite dish be installed on any unit or any other part of the project.
8. **Animals and Pets:** No animals, livestock, or poultry of any kind shall be permitted in any unit or upon any portion of the property. This provision shall not apply with respect to common household pets owners by any unit owner, except that no more than two pets will be allowed in any unit. Any such pet A) must not weigh in extent seed of 80 lbs, B) Must not be kept or maintained for commercial purposes C.) Must not be an unreasonable nuisance or annoyance to other unit owners and D) shall be kept subject to any rules and regulations which may from time to time be promulgated by the board.
9. **Nuisances:** No nuisances shall be allowed upon any property nor any use of practice which is a source of annoyance or to or interferes with the peaceful possession and enjoyment of the residents of the property.



10. **Signs:** No signs of any kind shall be permitted to be displayed on any portion of the property including but not limited to unit exteriors, windows, doors, fence, perimeter walls and common areas except signs placed by declarant or declarant's agent.
11. **Chain Link Fences:** No chain link fence shall be permitted on any area around a unit, unless installed by declarant during construction.
12. **Documents:** Each unit owner shall become familiar with the Declaration of Covenants, By-Laws, Rules and Regulations, as well as any Amendments that they received upon closing of the unit. Shall you have not received these documents they can be located within your resident portal once call closing documents have been received by both Management and the Accounting Firm.

Thank you for your interest in living with us at The Enclave at Victoria Park Homeowners Association. We are sure you will find this to be one of the finest communities on Florida's East Coast and by adhering to the rules and regulations we can all live harmoniously within the community. By signing below, you acknowledge the community's Rules and Regulations and are acknowledging to live by the community rules and regulations to keep the community beautiful and enjoyable.

We look forward to welcoming you and your loved ones.

Signature of Applicant: _____ Date: _____

Signature of Co-Applicant: _____ Date: _____