Villages of San Mateo
2645 Executive Park Drive
Weston, FL 33331
(P) 954-640-0291
(F) 954-713-9967

- ✓ Telephone numbers and e-mail address where we may contact you during business hours in case we encounter any problems with regard to your application.

- ✓ You must furnish a non-refundable money order, or cashier's check payable to TPMG in the amount of $225.00 for application. An additional money order of $75.00 is required for each person 18 years of age or over who will be residing in the unit for background check. This is a mandatory processing charge. The processing time is approximately (15) fifteen business days. **We will not accept an application if it is violation of the 15 business day approval process window!** If you cannot provide a social security number an additional fee of $300.00 ($375.00 total) for an International background check will be required and the screening process will take can take up to 30 days. Copy of passport is a must!

- ✓ If married a marriage certificate is required. If not married a notarized letter of relationship status is required.

- ✓ A separate Residential Screening Authorization Form must be filled out for each individual over 18 years of age.

- ✓ A copy of the lease (no less than 1 year term) contract or purchase contract must accompany your application, or your application will not be processed.

- ✓ Please note that the (3) three-character reference's that you provide must be friends only, not family members. **At least one recommendation letter from previous landlord, Property Manager, HOA or Condo Association**

- ✓ Please be advised that only (2) two adults per bedroom are allowed to occupy a home.

- ✓ If leasing the homeowner must provide a personal or cashier's check in the amount of **$1,000.00** made payable to The Villages of San Mateo. The check must accompany this application and is a security deposit for the common area of the community to be used for any damages caused by the renters, or their guests.

- ✓ San Mateo Maintenance Association Scan Tag Request and Use Agreement

- ✓ Photos of pets, cars, license plate (s), registration (s) proof of insurance for vehicles and driver's licenses are mandatory.

All information requested is by the authorization of The Villages of San Mateo and applicable association governing documents, rules and regulation

NOTE: Maintenance dues must be current to process tenant application.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED!!!!!
The Villages of San Mateo

Villages of San Mateo
C/O TPMG 2645 Executive Park Drive, Weston, FL 33331
(954) 640-0291 / Fax (954) 713-9967

Instructions for a Lease/Purchase Application

Applications and supporting documents must be hand delivered. Faxed or emailed applications and supporting document will not be accepted. The following documents must be included in all application packages. Please **initial** indicating you have enclosed the required copies.

Applicant(s) Initials

_____ Attach a $225.00 non- refundable money order or cashier's check for the application fee made payable to TPMG. An additional $75.00 money order or cashier's check is required for background check for each person 18 years or over who will be residing in the unit. Each person over the age of 18 must fill out and sign the residential screening authorization form. The processing time is approximately 15 business days of receipt of a **completed** application. **Incomplete applications will NOT be accepted**. International background checks require an additional charge of $300.00 per applicant and a passport. **A 30-day approval applies.** I (We) understand that the application process can take up to 15/30 days, and agree that I (we) will not occupy the premises prior to the approval by the Association.

_____ A fully executed lease agreement with a term of no less than one (1) year and or a purchase contract (buyer). The owner must also furnish the Association with a **$1,000.00** security deposit if leasing (which will be placed in escrow for the duration of the lease). The security deposit may be used to repair any damage to the Common Areas caused by the renters, or their guests.

_____ Copy of a valid driver's license, proof of motor vehicle insurance and vehicle registration (s) or state issued photo ID for each person 18 years or older who will be residing in the unit. A married couple **must** submit a marriage license. If not married a notarized letter stating relationship status. Each person under 18 years of age without a valid driver's license, must supply a state issued photo I.D., birth certificate and passport. Birth certificates for all residing in the home **must** be provided.

_____ Application for Rental Form

_____ Pet Acknowledgement Form

_____ Lease Addendum (leases only)

_____ Acknowledgement Page

_____ Basic Rules and Regulations Form - must purchase for $25.00, if not supplied by owner

_____ Vehicle transponders will expire at the end of the one-year lease term. Must provide a copy of new lease for reactivation.

Tenants are required to update their information in the lease agreement in order for the tag to be reactivated. Once renewal is approved the expiration date will be extended for another one-year period.

Tenant(s) are required to purchase a transponder(s) within 30 days of move in. Tenant's Florida license must read the San Mateo Home address in order to get a transponder. Two callbox number (s) will be provided. **If an international renter with more than 6 months residing in Florida, you MUST have a Florida's driving license or your application will be denied! New owners will buy transponder as soon as they move in and 1 callbox number will be provided.**

Villages of San Mateo
APPLICATION FOR
PURCHASE/RENTAL

Please Print

Date: _____ San Mateo Address: _____

Owner Information:

Name of Owner: _____ Phone #: _____

Current Address: _____

Applicant(s) Information:

Applicant #1

Name: _____ Phone #: _____

Date of Birth: _____ Social Security #_____

Place of Work: _____

Annual Salary: _____

Email: _____

Applicant #2

Name: _____ Phone #: _____

Date of Birth: _____ Social Security # _____

Place of Work: _____

Annual Salary: _____

Email: _____

Please name all occupants and relationship to Lessee (provide age of children): Please provide the social security # and date of birth for all applicants over 18.

Name: _____DOB _____ Social Security # _____ Relationship _____

Name: _____DOB _____ Social Security # _____ Relationship _____

Name: _____DOB _____ Social Security # _____ Relationship _____

Name: _____DOB _____ Social Security # _____ Relationship _____

Name: _____DOB _____ Social Security # _____ Relationship _____

Choose One: ____ 2 bedrooms ____ 3 bedrooms ____ 4 bedrooms

Residence History:

Previous Address: City: State: Zip: _____

If rented, Name of Landlord _____Phone #: _____

Have you ever had an eviction filed against you? YES ( ) NO ( )

Have you ever left owning money to any owner or landlord? YES ( ) NO ( )

Criminal Background:

Have you [or other applicant] ever been convicted of a state or federal offense? YES ( ) NO ( )

Have you [or other applicant] ever been convicted of a misdemeanor? YES ( ) NO ( )

Have you [or other applicant] ever been convicted of a felony? YES ( ) NO ( )

Have you [or other applicant] ever been evicted? YES ( ) NO ( )

Are you [or other applicant] presently awaiting trial on any criminal offense? YES ( ) NO ( )

Note: If the answer is YES to any of the above, give applicant's name, dates, name of court and details of conviction on a separate sheet of paper.

Villages of San Mateo

Work History: Applicants #1 and #2

Employer: 1. _____ 2. _____
Phone: 1. _____ 2. _____
Address: 1. _____ 2. _____
Position: 1. _____ 2. _____

Emergency Contact Information:

Name _____ Phone # _____

Applicant(s) Acknowledgement

By my/our signature(s) below, I/we hereby certify:

1. That I/we have received, read, understand and agree to abide by all the Rules & Regulations and the Governing Documents of Villages of San Mateo.

2. That all of the information contained in this application is true and complete and that I/we understand and agree that False or Misleading information given in this application constitutes grounds for rejection of this application and revocation of my right to reside on this property.

3. I/we give my/our permission for a nationwide or international Law Enforcement Background investigation and credit history verification and understand that the HOA may deny the lease based on reasonable evidence that any occupant may pose a risk to the community.

4. That I/we understand and agree the unit cannot be sub-leased by either the owner or the leaseholder. That no persons other than those shown on this application will reside in the unit. Only one family to reside in a Unit at one time. I/we agree that anyone moving into the unit at a later date will be registered with the Association.

5. That pursuant to Florida Statutes I/we understand and agree upon receipt of notice from the Association that the owner/landlord has become delinquent in their association maintenance fees, that my monthly rent payments will be sent directly to the Association, made payable to the Association until any assessments, charges, late fees and attorney fees due and owing to the Association by the owner/landlord are paid in full. I also understand that failure to do so will result in my eviction from the unit as prescribed by the State of Florida.

6. That I/we understand that repeated violations (in excess of three (3) could result in a lease not being renewed.

7. That I/we understand that no pets (including domesticated birds) can be left outside any area of the unit.

8. That I/we understand that no unit shall be used except for residential purposes.

9. That I/we understand that under no circumstances can streets be blocked with cones, basketball hoops, or signage of any kind.

Applicant Signature #1: _____ Print Name: _____
Date: _____

Applicant Signature #2: _____ Print Name: _____
Date: _____

SAN MATEO MAINTENANCE ASSOCIATION- SCAN TAG REQUEST AND USE AGREEMENT

PLEASE BRING THESE FORMS FILLED OUT WITH A VALID DRIVERS LICENSE (NO PASSPORTS), AUTO INSURANCE CARD, AND VEHICLE REGISTRATION AT THE DESIGNATED DATE AND TIME.

SAN MATEO ADDRESS:	
HOMEOWNER NAME (S):	

HOMEOWNER or TENANT INFORMATION:

NAME:	
PHONE NUMBER:	
DESIGNATED CALL BOX NUMBER: ***(ONLY ONE PHONE NUMBER CAN BE ENTERED)***	
EMAIL ADDRESS:	
EMERGENCY CONTACT NUMBER:	

VEHICLE INFORMATION – RESIDENTS

Homeowner (Tenant) must provide driver's license, vehicle registration, and insurance card with this completed form **FOR EACH VEHICLE LISTED**. The address on each card must match the San Mateo address. ***SCAN TAGS ARE NOT TRANSFERABLE AND WILL DEACTIVATE UPON REMOVAL***. COMPANY VEHICLES USED BY HOMEOWNERS OR TENANTS SHALL PROVIDE A LETTER OF AUTHORIZATION BY THEIR EMPLOYER. *ALL COMMERCIAL VEHICLES **MUST** BE PARKED IN THE UNITS GARAGE.*

	VEHICLE/MOTORCYCLE INFORMATION							
REGISTERED OWNER OF VEHICLE	YEAR	MAKE	MODEL	COLOR	TAG #	DRIVERS LICENSE NUMBER	INSURANCE CO. & POLICY NUMBER	**MANAGEMENT ONLY: SCAN TAG #**

Any damage or vandalism to the access gates caused by the homeowner, homeowner's guest, tenant, or tenant guests will result in the homeowner being billed for the repair(s).

Signed: _____

Print Name: _____

Date: _____

Information Verified by: _____

Date: _____

RELATIONSHIP STATUS LETTER (if not married)

Name: **San Mateo Address:**

Please choose the below that apply to you:

- I am currently in a relationship with _____, we will be the only

Adults residing at the above address.

- I will be the only adult residing at the above address
- The only adults residing at the above address with me will be (list adults below & list relationship= mother, father, brother, and/or sister)

  _____
  _____
  _____
  _____

- The only children who will be residing in the unit with me/us are listed below:

  _____
  _____
  _____
  _____

- No Children will be residing in the unit with me/us
- We are aware that we are not permitted to sublease, rent rooms or Air B&B this unit. We are also aware that if we do have any relatives living with us they must be screened and approved by the association

Signature: _____ Date: _____

Printed Name: _____

STATE OF FLORIDA
COUNTY OF BROWARD
Before me, the undersigned authority, personally appeared _____ of Villages of San Mateo, who has executed the foregoing Consent of Approval for sale herein expressed.
Witness by my hand and official seal at Weston, in Broward County, in the Great State of Florida this _____ day _____ of, 2021_____.
Notary Public: _____Seal:

Villages of San Mateo

Lease Addendum

Unit Address: _____

In the event Lessor (Owner) is delinquent in the payment of any monthly assessments due to the above named association, and if such delinquency continues for a period of more than thirty (30) days, the lessee, upon receiving written notice of such delinquency from the Association shall pay the full amount of such delinquency as set forth in said notice to the Association. Lessee may deduct from the rental payment due Lessor the amount paid to cure the delinquency. It is understood and agreed that lessee shall continue to pay the monthly maintenance payment to the Association until such time as Lessee is notified in writing by the Association that Lessor's delinquency and default has been cured.

The Lessor and Lessee specifically acknowledge and agree that the Association is hereby empowered to act as agent for the lessee with full power and authority to take such action as may be required to compel compliance of the Association, its supportive Exhibits in the Florida Statute 720 as it applies and the Rules and Regulations of the association. The approval of the proposed lease Agreement by the Association is expressly conditioned upon the observation of provisions contained in this addendum. Any breach of the terms hereof shall give the Association the authority to take immediate steps to terminate the Lease Agreement. The Lessor acknowledges that he/she remains responsible for the acts of Lessee and Lessees family and guests. Lessor agreed that he/she remains responsible for any costs incurred by the Association, including attorney's fees and costs of pre-litigation, at trial and for any appeals.

Date: _____

Applicant #1: _____ **Print Name:** _____

Applicant #2: _____ **Print Name:** _____

Landlord signature _____

Landlord signature _____

Villages of San Mateo

RULES AND REGULATIONS FOR ALL RESIDENTS, GUESTS AND INVITEES

Parking Rules and Regulations:

1. The Common Areas shall not be obstructed or used for any purpose other than the purpose intended therefor.
2. No portion of the Common Areas may be used for parking purposes, except for those portions designed and intended therefore. For example: sidewalks or walkways/roadways/ grass/dead ends, etc. (including part of the vehicle or tire). Vehicles left on any of the above will be subject to immediate towing (Strictly Enforced). Commercial vehicles performing services / repairs (AC/Plumber / Electrician or Moving's and /or Furniture/ appliances' deliveries) will be allow to park on the street during regular business hours 8am to 7pm Monday to Saturday in order to complete their work as long as they are not blocking the sidewalk or are parked on the grass.
3. No motor vehicle which cannot operate on its own power, flat tire, expired tags or proper registration, shall remain on The Property for: more than 24 hours, or it will be towed, after proper Warning Notice, at owner's expense.
4. NO STORING (vehicles not in use on a daily basis) of any vehicle in GUEST parking areas, for more than 24 hours. Only one (1) warning will be provided before towing. Rotation within is still considered storing.
5. Car covers are NOT allowed within the Association.
6. No mechanical repairs can be made on The Property, except for emergencies. (Oil changes are not emergencies)
7. No commercial Vehicles, Trucks, Pickups, Vans (extended cabins or without windows) Motorcycles, Scooters, Trailers, Campers or Boats of ANY KIND shall be permitted to be parked at any place on The Property, except for enclosed garages. (Motorcycles owned by a Guest, can be parked in owner's driveway ONLY). No vehicles with commercial logos/magnets, lettering or ladder racks are permitted.
8. Unauthorized vehicles will not be provided access through the resident's gate.
9. Motorized Scooter, ATV or Dirt Bikes CANNOT be operated in The Community.
10. No Commercial Vehicles or Contractors on SUNDAY, except for City Officials, food deliveries, and Emergencies. Any service vehicles are permitted ONLY Monday-Saturday from 8:00AM to 7:00 PM. Violators will be fined.
11. MOVE IN/OUT are Monday-Saturday ONLY, from 8:00AM to 7:00PM. Trucks cannot remain on The Property after hours. Authorization from Management REQUIRED for New Owners and Tenants Moving In after proper screening and approval of residents.
12. PODS are allowed for 48 hours ONLY and must be place in the residence driveway so as not to block the street or sidewalk.
13. No trucks longer than 26 feet are permitted to enter the Association. Be aware that bigger trucks will incur in damages to gate, equipment and common areas but most importantly it is a safety code violation to Florida Statue 319.1945.
14. There is no Speeding in the Community, Speed Limit is 15 mph.
15. No Tailgating at the gate will be tolerated. This is considered TRESPASSING
16. Violation of Parking in the DISABLED PARKING or POST OFFICE-designated spaces will be towed immediately.

Tenant Initials ____ ____

17. If a vehicle is on private property and/or partially on the sidewalk the homeowner will receive a violation. Fines will be applied to that unit, after proper warning. Any vehicle on sidewalks, dead ends and any other areas not identified as parking WILL BE TOWED IMMEDIATELY. All residents are responsible for their own Guests or Visitors.
18. Nonresidents or Unidentified vehicles that are not registered with Association will incur a violation and then will be towed within 24 hours from the time of which the notice was given. Only one (1) warning will be provided before towing.
19. Tenants are permitted a maximum of two (2) vehicles
20. Any vehicle parked in violation of these or other restrictions contained herein, or in the Rules and Regulations now or hereafter adopted, may be towed by The Association at the sole expense of the owner of such vehicle, if such vehicle remains in violation after 24 hours from the time of notice of violation placed on the vehicle.
21. VEHICLES PARKED BACK IN FIRST WILL BE SUBJECT TO TOWING FROM GUEST PARKING AREAS. License plate must be visible at all times.

The parking Rules and Regulations are located in the Association Documents under, Article VII, section 12, or Schedule "A" to Declaration of Covenants, Rules and Regulations or newest modified version

Architectural CONTROL usage and restrictions:
22. No modification or alterations to outside unit, walls or roof except as approved by the Architectural Control Board/Committee.
23. No awning, canopy shall be placed on the outside walls or roof of the unit, except for those approved by the Architectural Control Board like hurricane shutters and screen in patios.
24. No owner may alter, in any way, a portion of the Common Areas, including, but not limited to, landscaping without obtaining prior written consent of the Architectural Control Board/ Committee.
25. Comcast/AT&T wire installation requires written consent of the Architectural Control Board/ Committee and immediate burial of such. The Owner is responsible for ensuring that Comcast /AT&T comply with the Rules and Regulations.
26. An owner shall not cause anything to be affixed or attached to, hung displayed or placed on the exterior walls, doors, balconies or windows of his/her unit without the prior written approval of the Architectural Board/Committee. ONLY SEASONAL/HOLIDAY DECORATIONS WILL BE ALLOWED, but prompt removal after such season is over is required.
27. Be aware that nothing can be attached to the building, unless approved by the architectural committee including, but not limited to hoses, satellite dishes, and any/all miscellaneous items.

Tenant Initials ____ ____

Villages of San Mateo

RULES AND REGULATIONS FOR ALL RESIDENTS, GUESTS AND INVITEES

Other Rules and Regulations:

28. Garage Doors must be kept closed at all times except when in actual use and during reasonably limited periods.

29. Only the Garbage carts supplied by the city may be used for garbage collection and may be placed out 24 hrs. Prior to collection day (Wednesday and Saturday) and must be stored back in the appropriate garage 12 hours after collection day (Tuesdays & Fridays). Bagged garbage is to be placed into carts. Only garbage placed inside the cart will be collected; garbage left outside the cart will not be picked up. For Bulk Trash collection please contact the City's website for more information. Bulk Trash must be placed at curbside only the evening before pick up. For our Community Bulk Collection will be Fridays.

30. Garbage carts/ Recycle Bins must be stored ONLY inside Unit's garage. It is unsanitary to keep them outdoors.

31. All personal Property must be stored inside respective Units, not in common areas (including carts, bicycles, carriages, chairs, tables and any other similar object). Patios and front courtyards shall not be used for storage.

32. No flammable, combustible or explosive fluids, chemicals or substances shall be kept in any unit, on a lot or on the Common Areas, except as to the gas cylinders permitted under the declaration. BBQ grills must be used and stored on the patio only.

33. No Commercial use shall be permitted in the development even if such use will be permitted under applicable zoning ordinances, if same would be noticeable from the exterior of the unit.

34. No solicitation.

35. No resident or guest shall make or permit any disturbing noises in the unit or in such manner as to disturb or annoy other residents (applying reasonable standards).

36. ALL PETS SHALL BE KEPT ON A LEASH WHEN NOT IN THE APPLICABLE UNIT. (Florida statue 767.12). Pets cannot be in front porch, driveway or entrance walkway without owner. RESIDENT MUST PICK UP AFTER PET. Signs are properly placed and you will be fined starting with $100 and up to $1,000 in accordance with our BY-LAWS. Many residents are complaining for those that are not in compliance.

37. In no event shall said pets ever be allowed to be walked or taken on or about any recreational facilities contained within the common areas such as Pool, Tot lot and Preserved Natural Areas.

38. Two pet maximum per household

39. Playground and Pool Area are open daily until Dusk. Any use of Common Areas is "at your own risk". Children will be the direct responsibility of their parents or legal guardians, including full supervision of them while within The Property and including full compliance by them with Rules and Regulations. Children under 12 years of age must be accompanied by a responsible adult when entering/using any recreation facility or Common Areas.

40. No outside or private instructors allowed in the pool.

41. No pool / Common Areas parties allowed.

42. Pool is exclusively for residents with valid ID reflecting San Mateo address.

43. Guests must be accompanied by a resident with a valid ID.

44. There is a limit of four guests including children per residence/unit allowed in the pool.

45. For the safety of our Residents security is authorized to close the pool area due to threatening weather conditions.

46. Persons under the age of 18 may not be present upon any Association Common Area between the hours of FRIDAY to SUNDAY from 11:00 PM to 8:00 AM and SUNDAY to THURSDAY from 10:00 PM to 6:00AM without a Parent or Legal Guardian present.

Tenant Initials ____ ____

Villages of San Mateo

RULES AND REGULATIONS FOR ALL RESIDENTS, GUESTS AND INVITEES

47. No hunting or use of firearms shall be permitted anywhere in The Properties.

48. Owners wishing to lease their homes shall be required to place in escrow with the Association a sum of $1,000 (rental deposit). No illegal tenants including unregistered family members or individuals who exceed the time permitted to stay will be tolerated. Applicable fines/legal actions will be imposed.

49. Lease application must be renewed on a yearly basis with the approval of the board.

50. For Sale / For Rent signs are limited in size to an 8"x12" sign, on a 4' support, 5' from property line. These signs must be removed within 48 hours of residents move in day.

Any violation of the Rules and Regulations that implies a fine will be enforced in compliance with Article IX, sections 1, 2, and 3.

For any questions or concerns please contact: TPMG – 954-640-0291

PLEASE SIGN THAT YOU HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS

Tenant Signature: _____

Print name: _____

Date: _____

Tenant Signature: _____

Print name: _____

Date: _____

Landlord Initials _____ _____

Revised June 2019

POOL AND TOT LOT RULES AND REGULATIONS

Villages of San Mateo

1- All persons using the pool area do so at their own risk. There is **NO** lifeguard on duty.

2- All people must be in proper swim attire.

3- Everyone using the pool must shower before entering. If children are coming back from the Tot Lot, make sure all sand is washed off before entering the pool.

4- Pool is exclusively for use by residents with a valid ID reflecting San Mateo address. All others will be considered trespassers and will be escorted out of the property.

5- Guests must be accompanied by a resident with a valid ID.

6- There is a limit of four (4) guests including children per residence/unit allowed in the pool.

7- No outside or private instructors allowed in the pool.

8- No parties allowed in the Recreational Facilities or any Common Areas.

9- No inflatable or flotation devices are allowed, except for infant safety devices, noodles and small kick boards.

10- Any children under the age of 12 must be accompanied by an adult at all times. **Unaccompanied children will be requested to leave the pool and come back with an adult.**

11- Swim diapers must be worn under bathing suit for all children under the age of four (**4**) regardless if they are toilet trained. Babies wearing regular diapers are not permitted in the pool.

12- **NO DIVING**.

13- No running or rough playing allowed in the recreational facilities. No skateboards roller blades or bikes are permitted in pool deck.

14 - Every hour on the hour parents should give children under the age of 12 a break outside of the water. Parents should be escorting children to the restroom during this time.

15- No loud music or noises that will disrupt everyone's enjoyment of the Facilities, please. Must use earbuds or headphones when listening to music.

16- No glass Containers of any kind are permitted.

17- No smoking in the pool or Tot Lot.

18- No alcoholic beverages are allowed on the premises.

19- No pets are allowed in the pool or Tot Lot.

20- Tot Lot equipment abuse will not be tolerated. Age appropriate users ONLY.

21 – **Users of the pool are responsible for cleaning up all garbage and maintenance of chairs and tables.**

NO TRESPASSING.

Tenant Signature: _____ Date: _____

Print name: _____

Tenant Signature: _____ Date: _____

Print name: _____

Landlord Initials ____ ____

The Villages of San Mateo

Tenant Acknowledgment Page

- I (WE) have read, understand and agree to comply with the Declaration of Restrictive Covenants, By-laws and the Rules and Regulations ("Governing Documents") of The Villages of San Mateo Pursuant to Florida law, I understand it is the landlord's responsibility to provide me with these items.

- I (WE) understand that commercial vehicles and pick-up trucks are not permitted in the Development after regular business hours Monday- Saturday 8 a.m. - 7 p.m., After 7 p.m. must be parked in a garage.

- Commercial vehicles include any vehicle containing any commercial logo, advertisement or any other marking which is deemed commercial at the Board's sole discretion. The Association recommends that you contact the Board prior to purchasing or utilizing a vehicle with commercial markings if you are unable to keep such vehicle in your garage after 7 p.m.

- I (WE) understand NO storing of any vehicle (vehicles not in use on a daily basis) in guest parking, only inside enclosed garages.

- No commercial vehicles on Sunday, except for City Official's, food deliveries and emergencies.

- I (WE) understand all leases in The Villages of San Mateo must be for one (1) year term. Your transponder and fob key will expire when your annual lease expires. It is important to renew your lease at least 30 days before the expiration date. If you wish to renew your lease, do not wait until the last day as we will need the new lease to update your information.

- I (WE) understand and agree that the unit cannot be sub-let nor can any lease be assigned by either the owner or the leaseholder. That no persons other than those shown on this application will reside in the unit and I /we agree that anyone moving into the unit at a later date will be registered with the association.

- I (WE) understand that repeated violations (in excess of three 3) could result in a lease not being renewed.

- I (WE) understand that no unit shall be used except for residential purposes.

- That pursuant to Florida Statues 720 ET. seq. I/we understand and agree upon receipt of notice from the Association that the owner/landlord has become delinquent in their association maintenance fees, that my monthly rent payments will be sent directly to the Association, made payable to the Association until any assessment, charges, late fees and attorney's fees due and owing to the Association by the owner/landlord are paid in full. The Association will provide me with notice when the amounts are paid in full. I/we also understand that failure to do so will result in my eviction from the unit as prescribed by the State of Florida.
- I (We) understand that each unit is allowed two vehicles to be parked on the property (garage & driveway). All vehicles must be operational and currently tagged and all drivers' licenses must be valid.

_____ Date: _____

Applicant #1 Signature

_____ Date: _____

Applicant #2 Signature

Villages of San Mateo

OWNER(S) ACKNOWLEDGEMENT PAGE

1. That I/We as Owner(s) are responsible for our guests, invitees, tenant and/or guests of such tenant, in regard to unpaid violation fines, any costs related to damages to community property and/or fees paid to the Association's attorney relating to our guests, invitees, tenant and/or guests of such tenant

2. I/We agree that if delinquent upon maintenance and/or assessments to the Association, upon receipt of Notice that all monthly rent payments will be sent directly to the Association by the tenant, occupant or resident until any assessments, charges, late fees and/or attorney fees, due and owing to the Association by the owner/landlord are paid in full, pursuant to Florida Statutes.

3. I/We agree that we may lease a unit one (1) time within a 12-month period. This means if your approved tenant(s) leaves in the middle of an active lease, you will not be permitted to re-lease your unit until the expiration of the existing lease or 1 year from the existing lease date.

4. I/We agree that we must be current on their dues before renting their unit.

5. I/We hereby authorize the association to evict a tenant at my/our expense in any case where the tenant fails to abide by the Florida statues and the associations governing legal documents and rules and regulations, which were provided to the applicant by the owner.

Signature of Owner: _____Date:_____

Print Name: _____

Signature of Tenant: _____Date:_____

Print Name:

Villages of San Mateo
PET ACKNOWLEDGMENT FORM

Complete and sign section "A" if you "DO NOT" own a pet

Section A:

Name: _____

Address: _____

Telephone Number: _____

I do not own a pet: _____

Signature required

Note: I/we agree that any new pets obtained after moving into the unit need to be registered with the Association.

Complete and sign section "B" if you "DO" own a pet

Section B:

Name: _____

Address: _____

Telephone Number: _____

Type of Pet(s): _____

Pet Name(s): _____

Pet(s) Color: _____

Rabies Tag Number(s) _____

_____

Signature required

_____

Print Name

PLEASE ATTACH PHOTOGAPH OF PET(S) HERE

Landlord Initials ____ ____ Tenant Initials ____ ____

ASAP GATE PLUS
QUALITY MATTERS

Villages of San Mateo
New Callbox Information Sheet

1. Please **Print** or **Type** the information below for each resident to be listed in the directory.

Please check mark which one applies to your: ____ HOMEOWNER ____ TENANT

Address: _____

First Name: _____ Last Name: _____

Phone #: _____ Email: _____

First Name: _____ Last Name: _____

Phone #: _____ Email: _____

First Name: _____ Last Name: _____

Phone #: _____ Email: _____

First Name: _____ Last Name: _____

Phone #: _____ Email: _____

2. List all your transponder #'s that are located on your vehicle and KEY FOB numbers that access the pool below. Enclosed are EXAMPLE photos of those numbers.

Transponder #: _____ FOB #: _____

Transponder #: _____ FOB #: _____

Transponder #: _____ FOB #: _____

Transponder #: _____ FOB #: _____

Please email the completed form to: sanmateo@asapgateplus.com

AUTHORIZATION FOR FILE DISCLOSURE

PLEASE ATTACH DRIVER'S LICENSE OR PHOTO ID TO THIS FORM

18 YEARS AND OVER APPLICANT/TENANT CONSENT

_____

Full Name - First, Middle, and Last Name (Please Print)

_____

Home Address (Unit # if applicable) Applicant Phone Number (REQUIRED)

_____

CITY STATE ZIP

_____

Social Security Number Date of Birth

_____

Email Address

I hereby consent to allow **Verify Screening Solutions, Inc.**, through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow **Verify Screening Solution, Inc.** and its designated agent/employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement, and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history, and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent or misleading information on an application may be grounds for denial of residency or subsequent eviction. Results will be provided to

X_____

Signature Date

_____ _____

Property Name Property Address

☐ Basic (Criminal only) ☐ Complete (Criminal & Credit) ☐ International

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X_____

Signature Date

_____ _____

Property Name Property Address

☐ Basic (Criminal only) ☐ Complete (Criminal & Credit) ☐ International

AUTORIZACIÓN PARA LA DIVULGACIÓN DE ARCHIVOS

POR FAVOR ADJUNTE LICENCIA DE CONDUCIR O INDENTIFICACION CON FOTO A ESTE FORMULARIO

18 AÑOS o MÁS CONSENTIMIENTO DEL SOLICITANTE/INQUILINO

_____

Nombre legal completo - Nombre, Apellido (Escrito)

_____

Direccion Residencial Primaria (# de Apartamento si es aplicable) Numero de Telefono Primario (REQUERIDO)

_____

CIUDAD ESTADO ZIP

_____

Numero de Seguro Social Fecha de Nacimiento

_____

Direccion de Correo Electronico

Por la presente doy miconsentimiento para permitir que Verify Screening Solutions, Inc., a traves de su agente/ empleado designado, obtenga y verifique mis informes de consumo, incluyendo pero no limitándose a, mi informe de crédito, información criminal e información de desalojo con el propósito de determinar mi elegibilidad para alquilar/comprar un apartamento. Además, entiendo que si alquilo/compro un apartamento, doy mi consentimiento para permitir que Verify Screening Solutions, Inc. y su agente/empleado designado, durante la duración de mi arrendamiento, revisen la siguiente lista de información para evaluar el riesgo, para análisis,para la mejora de procesos y otros usos: mis informes de consumo, incluyendo pero no limitándose a mi informe de crédito, información criminal, información de desalojo, mi historial de pagos de alquiler, y el historial de ocupación, y otra información. Los hechos expuestos en mi solicitud de residencia son verdaderos y completos. Información falsa, fraudulenta o engañosa en una solicitud puede ser motivo de denegación de residencia o posterior desalojo. Los resultados serán proporcionados a

X_____

Firma - Fecha

_____ _____

Nombre de la comunidad Direccion de la propiedad

☐ Basico (Criminal) ☐ Completo (Criminal & Credito) ☐ Internacional

(If applicable)

Please insert document behind this page!

MARRIAGE CERTIFICATE

Please insert document behind this page!

COPY OF VALID DRIVERS LICENSE

(For all applicants)

If applicable

Please insert document behind this page!

Student ID or Passport

(All children)

(If applicable)

Please insert document behind this page!

BIRTH CERTIFICATES

For all children

(EVEN IF THEY ARE OVER 18 YEARS OF AGE)

(if applicable)

Please insert document behind this page!

Photo of Vehicles and tag (s)

Please insert document behind this page!

Valid Registration & Insurance Card for Each Vehicle

(must be registered to applicant)

(if applicable)

Please insert document behind this page!

Photo of Pet (s)

(Insert documents behind this page)

CHARACTER REFERENCE LETTERS

Please insert document behind this page!

Purchase or Lease Contract

(start date of lease/purchase must be at least 15 business days from the date of a completed application or an addendum signed by landlord & tenant stating that the association has 15 business days to approve that applicant)

Please insert document behind this page!

$1,000.00 Security Deposit from Homeowner

(If renting)

Please insert document behind this page!

Copy of Venmo Payment

Application fee is $225.00 (one-time fee) plus screening fee of $75.00 per person over the age of 18 years of age)