THE RIDGES

WESTON FLORIDA

LEASING PROPERTY IN THE RIDGES

Below are the guidelines and requirements for Owners, Tenants and Real Estate Agents. Please review them carefully to prevent any delays in the application process.

The Ridges Association Documents must be strictly followed.

FOR OWNERS

- The entire home must be rented; subleasing or renting individual rooms is not allowed. **Airbnb is strictly prohibited.**
- A one-time deposit of $1,000.00 (payable to Ridges Maintenance Association) for common areas will be held in an interest bearing account. If any damages occur due to tenant irresponsibility, the $1,000 will be used and the homeowner must repay the common area deposit again to $1,000. Payments are accepted via personal check or cashier's check only.
- Leases must have a one-year term – no exceptions.
- Lease approval will not be granted if the owner has outstanding assessment dues or unresolved violations. A property inspection will be conducted, and any violations must be addressed before the tenant's application can proceed.
- All leases must state that the homeowner is responsible for exterior maintenance. If this is not specified, affidavits will not be accepted, and an Amendment or Addendum to the lease will be required.
- Tenants are required to reapply annually (new lease). Failure to do so will result in decal deactivation upon lease expiration, requiring tenants to use the guest lane for entry.
- There is a one-time $500 (non-refundable) fee per lease application that will be required. This fee will be for all new applications submitted.
- Incomplete applications will not be processed.
- It takes approximately 8 business days, excluding weekends or holidays, for applications to be approved.

FOR TENANTS

- The application fee of $500 is non-refundable and covers credit check, criminal/eviction searches and other required screening. This is a one-time fee (example: renewal of current lease / same address 2nd year will not incur an additional charge).
- All occupants 18 years or older must submit a separate application unless listed as co-applicants. If you do not list your spouse as a co-applicant on the original application, your spouse will need to complete and submit a separate application.
- Tenants must demonstrate income of at least three (3) times the rental amount, verified through bank statements, pay stubs, or tax returns.
- Documents from foreign applicants must be translated into English. International bank statements, tax returns, or pay stubs must include a signed letter specifying the currency conversion to USD.
- All prospective tenants and any person over the age of 18 will have a background check. Any arrest, criminal or sexual records will be considered as factors to reject the application.

FOR TENANTS (continued)

- Tenants cannot purchase decals for relatives, guests, or vendors.
- No vehicle decals or barcodes will be issued to tenants until the lease is approved by the Leasing Committee. Barcodes will be activated for the lease term and automatically deactivated upon expiration.
- Lease approval will be denied if the owner has outstanding assessment dues or unresolved violations. A property inspection will be conducted, and the owner must address any violations before approval of this application.
- Applications will be reviewed when all documentation is received. The office will reach out if any documentation is missing or required before forwarding the application to the Committee for final approval. Please note that no lease will be approved until the process is finalized/completed.
- Please be advised that we have no control over when the Committee will issue an approval. This process can take up to seven (8) business days from the date the application is confirmed 'complete' and ready for submission for final approval.
- Once application is approved, tenants will receive information via email on how to obtain a decal, moving schedule, etc.
- Tenants must re-apply annually and will be notified sixty (60) days before the lease expires. We urge you to reach out prior to your lease expiration if you do not receive an email from the office. Failure to reapply will result in an automatic decal deactivation and restricted community access through the guest lane.
- Incomplete applications will not be processed. Information provided must be legible. The Ridges reserves the right to request additional information or documents which may be necessary to process the application. The Ridges will not be liable or responsible for any inaccurate information received.

REAL ESTATE AGENTS

- All emails must include the owners and/or tenants you represent to ensure transparency and consent when sharing sensitive information and to avoid misunderstandings.
- Approval timelines depend on the following factors:
- Whether tenants provide all required documents in a timely manner during the application process.
- Background / credit check and verifications can take up to five (8) business days.
- All documentation must be in order before it is submitted for final approval.
- A property inspection will be completed and there must be no outstanding violations or pending compliance issues. If a violation exists, the owner must resolve them before the application process continues.
- Please allow a minimum of fifteen (8) business days for the entire process: application, background, verification and final committee approval.
- All new applications will be subject to the one-time $500 fee; a subsequent renewal (same address / same tenant) will not be charged a $500 fee.
- The $500 fee is to be paid at the time the application is submitted and is not refundable.

Per Application
(NOT PER APPLICANT)

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RENTAL APPLICATION

Is this a new application: _____ **or Is this a renewal:** _____

Rental Property Address: _____

Applicants Email: _____ *(please print clearly)*

Applicant Name (First, Middle, Last): _____

Soc. Security: _____

Birth Date: ____ / ____ / ____

Drivers Lic. #: _____

Night Phone: _____ **Day Phone:** _____ **Cell:** _____

Please note that a background check, credit, criminal will take place as part of the rental process.

Co Applicant Name (First, Middle, Last): _____

Soc. Security: _____

Birth Date: ____ / ____ / ____

Drivers Lic. #: _____

Night Phone: _____ **Day Phone:** _____ **Cell:** _____

Any other adult (18 years) who will reside at the above property:
Name (First, Middle, Last): _____

Soc. Security: _____

Birth Date: ____ / ____ / ____ **Drivers Lic. #:** _____

Night Phone: _____ **Day Phone:** _____ **Cell:** _____

List all children (17 or under) that reside with you and their ages:

Name: _____ **Age:** _____

Name: _____ **Age:** _____

Name: _____ **Age:** _____

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RESIDENTIAL HISTORY

Present address: _____ **City:** _____ **St:** _____ **Zip:** _____

Landlord/Owner: _____ **Telephone:** _____

Rent Amount: _____ **Rent from:** _____ **to:** _____ **Was 30 day notice given?** _____

Reason for Leaving: _____

If less than three (3) years at current residence, please provide information below.

Former address: _____ **City:** _____ **St:** _____ **Zip:** _____

Landlord/Owner: _____ **Telephone:** _____

Rent Amount: _____ **Rent from:** _____ **to:** _____ **Was 30 day notice given?** _____

Reason for leaving: _____

EMPLOYMENT

Current employment: _____ **Telephone:** _____

Supervisor: _____

Position/Title: _____

Length Employed (start date): _____

Annual Salary: _____

Former Employment: _____ **Telephone:** _____

Supervisor: _____ **Your position:** _____

Length Employed: _____ **to** _____

Annual Salary: _____

PET INFORMATION

Do you have pets? _____ **If so, how many?** _____ **What type?** _____

2nd Pet? _____

3rd Pet? _____

Please provide copy of current vaccination record for each pet.

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VEHICLE INFORMATION

Vehicle Information: List Make & Model: _____

Tag: _____ **Color:** _____

2nd Vehicle Information: List Make & Model: _____

Tag: _____ **Color:** _____

3rd Vehicle Information: List Make & Model: _____

Tag: _____ **Color:** _____

REFERENCES

Please provide us with two (2) references (not a family member):

Name: _____ **Tel or Email:** _____

Name: _____ **Tel or Email:** _____

Please provide us with an Emergency contact:

Name: _____ **Tel:** _____

Email: _____ **Relation to you:** _____

Have you ever declared bankruptcy? _____ **If so, when?** _____

Have you ever had an eviction filed against you? _____ **If so, please specify:** _____

Have you ever been charged with a felony? _____ **If so, please specify:** _____

Have you ever been charged with a misdemeanor? _____ **If so, please specify:** _____

Have you ever refused to pay rent / broken a lease? _____ **If so, when and why:** _____

Note: There is a one-time $500 (non-refundable) lease application fee that will be required with a 'new' lease application. This fee will be for all new applications submitted. Incomplete applications will not be processed.

Applicant Signature: _____ **Date** ____ / ____ / ____