

TURTLE CAY MASTER ASSOCIATION, INC.

100 Old Beacon Way

Riviera Beach, FL 33407

Office (561) 494-2965 Fax (561) 845-5351

~Leasing Application & Tenant Approval Criteria~

APPLICANT APPROVAL CRITERIA:

All applicants must meet the following minimum criteria for consideration for occupancy within the community. Failure to meet any of the below or otherwise determined requirements will result in an automatic denial of the application and no orientation will be scheduled. Your application fee will not be refunded once the application is submitted.

CRIMINAL BACKGROUND:

Please be advised that the Turtle Cay Master Association Board of Directors and/or the Tenant Approval Board will not approve any person for occupancy in the community whose background check reveals the following: (1) Any history of domestic violence; (2) Any felony convictions within the last ten years; or (3) Any sexual predator and/or offender status. The Board of Directors and/or Tenant Approval Board may reasonably deny any application/applicant for other results discovered from the criminal background check.

SPECIFIC CONDITIONS:

Please be advised that the Turtle Cay Board of Directors and/or Tenant Approval Board require specific conditions must be met, including, but not limited to, the following:

1. Applicants must not have more than two pets;
2. Applicants must be legal residents of the United States;
3. Only those occupants listed on the tenant application form and approved at the tenant orientation are authorized to reside in the unit;
4. Applicants must confirm the address(es) of any residence leased in the last five (5) years prior to this application for tenancy;
5. Any applicant receiving any form of government assistance must provide a copy of the voucher or eligibility approval documents showing the authorized occupants for this property;
6. All persons occupying the property in excess of thirty (30) days cumulatively (either consecutively or non-consecutively) in any twelve (12) month period must be approved in the same manner as a tenant, including submission of a separate lease application, payment of a separate lease application fee, and being subject to a criminal background check, regardless of when occupancy may begin;
7. All adult occupants must submit separate lease application and lease application fees, and separate criminal background check authorization and fees, except married couples applying at the same initial period of time; and
8. Rental amount may not exceed 36% of the applicants' verifiable income. Verifiable income requires one of the following: sufficient check stubs, W2 forms, and/or personal tax returns.

LEASE TERMS:

All leases must be for a term of 12 months.

EVICITIONS:

No person evicted from a property in the last five (5) years prior to his/her application for tenancy in Turtle Cay will be approved as a tenant.

FALSIFYING INFORMATION:

If any prospective or current tenant knowingly gives false or misleading information on his/her application or provides false or misleading information to any member of the Turtle Cay Board of Directors and/or the Tenant Approval Board (including the Management Company representative), said tenant may be subject to denial of application and/or subject to eviction.

THE TURTLE CAY MASTER ASSOCIATION BOARD OF DIRECTORS RESERVES THE RIGHT TO CHANGE THESE POLICIES/CRITERIA WITHOUT PRIOR NOTICE. ALL BOARD DECISIONS ARE FINAL.

"I, the undersigned, acknowledge that I have read and understood the above conditions and requirements and affirm by my signature that I complied with said requirements and have agreed to said conditions."

Print Name

Signature

Date

Print Name

Signature

Date

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~Leasing Application ~
Cover Sheet

HOMEOWNER / PROPERTY INFORMATION:

Owner(s) Name(s): _____

Owner(s) Mailing Address: _____

Owner(s) E-mail Address: _____ Phone #: _____

Property Address: _____

Lease Term Begins: _____ Ends: _____

Owner's Agent & Phone # (if any): _____

Tenant's Agent & Phone # (if any): _____

ADULT APPLICANTS:

Name: _____ Phone #: _____

Spouse: _____ Phone #: _____

TENANT VEHICLES:

Make – Model – Color: _____ Tag #: _____

Make – Model – Color: _____ Tag #: _____

Make – Model – Color: _____ Tag #: _____

OCCUPANTS TO BE LIVING IN THE HOME UNDER 18 YEARS OF AGE:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

ASSOCIATION USE ONLY:

Master Account # _____

Balance Due on Master Account: \$ _____

Division (Townhouse / Single Family Home) _____

% Rent to Income Ratio _____

Monthly Rental Payments _____

Combined Monthly Income \$ _____

Application Fee Paid _____

Damage Deposit Paid: \$ & Paid by: _____

Orientation Date _____

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**~Leasing Application ~
Applicant & Residence History**

1st Applicant: Full Name _____ Date of Birth _____

Current status (Circle one): Single Married Separated Divorced Maiden Name (if applicable): _____

Have you ever been convicted of a crime? Yes or No County(s)/State(s) Convicted in: _____

Convictions Description and dates: _____

2nd Applicant (Spouse): Full Name _____ Date of Birth _____

Current status (Circle one): Single Married Separated Divorced Maiden Name (if applicable): _____

Have you ever been convicted of a crime? Yes or No County(s)/State(s) Convicted in: _____

Convictions Description and dates: _____

Description & Number of Pets: _____
(PHOTO OF EACH PET MUST BE INCLUDED)

RESIDENCE HISTORY

PLEASE PRINT FULL ADDRESS, INCLUDING UNIT/APARTMENT NUMBER, CITY, STATE & ZIP CODE
(PLEASE INCLUDE ALL RESIDENCES FOR THE PAST FIVE YEARS PRIOR TO THIS APPLICATION)

A. Present address: _____

Community Name (if any): _____ Dates of Residency: From _____ To _____

Circle One: Own Home -- Parent/Family Member -- Rented Home -- Rented Apt. -- Other Amount of Rent/Mortgage \$ _____

Name and phone number of Landlord: _____

B. Previous address: _____

Community Name (if any): _____ Dates of Residency: From _____ To _____

Circle One: Own Home -- Parent/Family Member -- Rented Home -- Rented Apt. -- Other Amount of Rent/Mortgage \$ _____

Name and phone number of Landlord: _____

C. Previous address: _____

Community Name (if any): _____ Dates of Residency: From _____ To _____

Circle One: Own Home -- Parent/Family Member -- Rented Home -- Rented Apt. -- Other Amount of Rent/Mortgage \$ _____

Name and phone number of Landlord: _____

D. Previous address: _____

Community Name (if any): _____ Dates of Residency: From _____ To _____

Circle One: Own Home -- Parent/Family Member -- Rented Home -- Rented Apt. -- Other Amount of Rent/Mortgage \$ _____

Name and phone number of Landlord: _____

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Employment & Character References

1st Applicant: Employed by _____ Dates of Employment: _____ To _____

Name of Supervisor: _____ Phone _____

Position/Job Title: _____ Monthly Gross Income \$ _____

2nd Applicant: Employed by _____ Dates of Employment: _____ To _____

Name of Supervisor: _____ Phone _____

Position/Job Title: _____ Monthly Gross Income \$ _____

CHARACTER REFERENCES

(NO FAMILY MEMBERS PERMITTED)

A. **1st Applicant:** Character Reference Name _____ Primary Phone: _____

Street Address: _____ E-mail Address _____

B. **1st Applicant:** Character Reference Name _____ Primary Phone: _____

Street Address: _____ E-mail Address _____

A. **2nd Applicant:** Character Reference Name _____ Primary Phone: _____

Street Address: _____ E-mail Address _____

B. **2nd Applicant:** Character Reference Name _____ Primary Phone: _____

Street Address: _____ E-mail Address _____

If this application is not legible or is not completely and accurately filled out, the Association and any agent it employs to conduct this review, will not be liable or responsible for any inaccurate information in the investigation and related report to the Association caused by such omissions or illegibility.

By signing this application, the applicant recognizes that the Association and any reporting agency employed, will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. **The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable.** This form is for the exclusive use of the Association and any reporting or investigation agency it employs.

1st Applicant's signature _____ Date _____

2nd Applicant's signature _____ Date _____

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~Leasing Application ~
Application & Orientation Procedures

➤ **APPLICATION, ORIENTATION & APPROVAL PROCEDURES:**

Applications must be received no later than 15 days prior to the expected move-in date. PLEASE NOTE: The Board of Directors does not permit the manager to accept incomplete applications due to the excessive administrative burden it creates. The applicant and homeowner are responsible to have the application and ALL supporting materials submitted on time. (*Occupancy is not permitted prior to the orientation. Exceptions WILL NOT be considered*).

- **APPLICANT(S) ACKNOWLEDGE(S) THE ABOVE PROCEDURES:**

➤ **COMMUNITY & CLUBHOUSE ACCESS:**

Homeowner is responsible for providing the tenant with the means for Clubhouse Access. The Association is not responsible for same.

1. **APPLICATION:** Each and every potential occupant aged 18 or above must complete and sign a separate application form, and pay a separate fee, except married couples applying at the same time in the same application.
2. **APPLICATION FEES:** A non-refundable application of fee of \$100.00 is required per application. In addition to this application fee, each applicant must also submit a non-refundable \$60.00 background check fee. Such fees are to be made payable to Turtle Cay Master Association, Inc., by money order or secured and cleared funds only. Personal checks are not acceptable.
3. **LEASE AGREEMENT:** Along with your lease application, you must submit a legible copy of your lease, signed by all applicable parties. The lease agreement must include the Turtle Cay lease addendum. All leases must be for a period of 12 months.
4. **IDENTIFICATION:** Submit a legible copy of your driver's license and social security card. These are required to complete your background check. If not a U.S. citizen, you are required to submit a legible copy of your passport and visa.
5. **INCOME VERIFICATION:** Submit at least one of the following for the purposes of satisfying the income verification requirement: **Personal Tax Return(s), W2 IRS form(s), and/or recent check stubs.**
6. **SUBMITTING APPLICATION:** Upon completion of all required forms, please submit the completed application to the on-site property manager by dropping off the package in a secured envelope, clearly marked as to its purpose, to the security officer at the guard gate or by mailing the package to the Clubhouse.

➤ **CHECK LIST OF REQUIRED ITEMS:**

- Separate completed and signed Turtle Cay Master Association Leasing Application for each adult applicant
- Copies of Driver's License and Social Security Card (or passport and visa) for each adult applicant
- Copies of Personal Tax Return(s), W2, and/or recent check stubs for income verification
- Copy of signed lease with Turtle Cay addendum
- Copy of government assistant voucher, if any
- Photograph of each pet, if applicable
- Completed background check authorization form for each occupant aged 16 or over
- **APPLICATION FEE(S): \$100.00 PLUS \$60.00 per applicant** (fees are non-refundable)

➤ **APPLICANTS' INITIALS:**

This application will not be accepted unless each and every item on the checklist has been provided and every applicable question in the application is completed and legible.