

The Oaks at Hobe Sound/
Pastelle Property Owners Association, Inc.



3232 SE Dixie Highway | Stuart, FL 34997
T: 772-219-4474 | F: 772-219-4746

Request for Approval - Lease

The following information must be submitted to the Board of Directors for consideration **BEFORE APPROVAL IS GRANTED** for the **Rental** of your unit.

The application process will begin only when the **COMPLETE** package is filled out and returned to Signature Property Management's office. Signature Property Management **will not** accept an incomplete package. A complete package consists of the following:

- **A clear copy of the Lease Agreement.**
- A non-refundable processing fee of \$125.00 made payable to *Signature Property Management*.
- A lease is not effective nor may the unit be occupied by the prospective tenant/buyer without the prior written approval of the Board of Directors.
- No home shall be subject to more than two (2) leases in any twelve (12) month period, regardless of the lease term. No lease term shall be less than three (3) months.
- No subleasing or assignment of lease rights by the tenant is permitted. In no event shall occupancy of a leased home (except for temporary occupancy by visiting guests) exceed two (2) persons per bedroom.
- Effective July 1, 2016 a new law came into effect that requires an Association to process a TENANT application from a military service member within seven (7) days of submission of the application. A service member is any person serving as a member of the United States Armed Forces on Active Duty or State Active Duty and all members of the Florida National Guard and United States Reserve Forces. *****Copy of ID required.
- Owners are to ensure that their tenants are familiar with the governing documents and Rules & Regulations as they may be adopted from time to time.

****Emailed or Faxed packets will NOT be accepted****

All applications will be processed in the order in which they are received. Submit the entire package to:

Signature Property Management
459 NW Prima Vista Blvd.
Port St. Lucie, Florida 34983

Revised 4/16/19

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Application Checklist

ALL ITEMS MUST BE SUBMITTED ALONG WITH THIS CHECKLIST OR YOUR APPLICATION WILL NOT BE PROCESSED

Property Address: _____

General Submission Requirements:

- Fully executed application
- A non-refundable processing fee of \$125.00 made payable to *Signature Property Management*
- Fully executed lease agreement

Tenant(s) Realtor Info:

- Company Name: _____
- Company Phone: _____
- Company Email: _____

Owner(s) Realtor Info

- Company Name: _____
- Company Phone: _____
- Company Email: _____

Delivery of Certificate of Approval (COA) to

- Company Name: _____
- Company Phone: _____
- Company Email: _____
- Comments: _____

**The Oaks at Hobe Sound/
Pastelle Property Owners Association, Inc.**

Rental Application

Property Address: _____

Lease Term: _____

HOMEOWNER INFORMATION: *(all information must be printed and legible)*

Name of Owner: _____

Address of Owner: _____

Owner Phone Number: _____ Email: _____

APPLICANTS) INFORMATION:

Applicant Name: _____

Applicant Present Phone Number: _____ Cell: _____

Applicant Present Address: _____

Applicant Email Address: _____

Co-Applicant Name: _____

Co-Applicant Present Phone Number: _____ Cell: _____

Co-Applicant Present Address: _____

Applicant Email Address: _____

Vehicle Information: Please be aware that there may be rules and restrictions regarding certain types of vehicles and parking inside the community. It is the purchaser's responsibility to understand and abide by the governing documents and any restrictions that may apply.

Occupant(s) other than the applicants:

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Pets:

Please be aware there may be pet restrictions. It is the purchaser's responsibility to understand and abide by the governing documents. ***Please attach a picture of each of your pets to the application (limited to 2).***

Number of pets: _____

Breed: _____ Weight: _____

Breed: _____ Weight: _____

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Acknowledgement

As a resident, you should receive a copy of the documents, clickers for the gate and pool key from the Owner. Clickers may be purchased from the management company for \$25.00. Pool keys are \$20.00

I/We read and agree to abide by the Rules and Regulations of The Oaks at Hobe Sound/Pastelle POA and I/We are subject to all the Association Documents including, but not limited to, the Declaration of Covenants of The Oaks at Hobe Sound/Pastelle POA. Failure to comply with terms and conditions thereof shall be a material default and breach of the LEASE agreement.

In the event the Owner rents their property and becomes delinquent in the payment of the homeowners' association assessments during the lease term, the parties acknowledge the Association shall have the right to notify the tenant of such delinquency, and demand that all rent payments be paid to the Association until the delinquency is paid in full per Florida Statute 720.3085(8). You will also lose voting and amenity privileges.

I/We are aware that any falsification or misrepresentation of the facts in this application will result in automatic rejection of this application.

Lessee

Lessee

Owner Signature (required for leases)

Date

The Oaks at Hobe Sound/
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OUTSTANDING VIOLATIONS ON THE PROPERTY

(Contact Signature before submitting the application to determine if the property has any outstanding violations)

The owner of property located at: _____

Outstanding violations on the property: _____

Lease: Owner must correct violations listed above prior to Board approving the lease.

1. Have owner remove or correct: _____

Signature: _____ Date: _____

As soon as the owner is in compliance with your wishes, your application can be finalized.

PROPERTY MANAGER Signature _____

BOARD OF DIRECTORS Signature _____