

MONTECITO PALM BEACH CONDOMINIUM ASSOCIATION, INC

a Not-for-Profit Corporation

616 Clearwater Park Road. West Palm Beach Florida 33401
Telephone 561-514-9800 561-514-9805 Facsimile

MOVE -IN PROCEDURE CHECKLIST

All of the items listed below must be submitted at least fourteen (14) days in advance of move-in for approval by the Board of Directors.

NO SAME DAY OR NEXT DAY APPROVALS. ALL ITEMS LISTED BELOW MUST BE TURNED IN BEFORE APPLICATION PROCESS WILL BEGIN. NO SAME DAY, WEEKEND OR EVENING MOVE-INS. NO EXCEPTIONS.

Please follow these procedures:

- √ Lease application form must be filled out **completely** and returned with the application fee of \$100.00 for US and \$300.00 for International residents. Please, no cash.
 - √ Owner or prospective resident will provide \$500.00 security deposit check that will be deposited into Montecito Palm Beach Condominium Association, Inc. account and will be returned to the payee after the common areas are inspected and no damages has occurred.
 - √ Make money orders or checks payable to: Montecito Palm Beach Condominium.
 - √ The executed lease with a lease term of seven (7) to twelve (12) months.
 - √ The attached "ADDENDUM TO RESIDENTIAL LEASE" must be signed by landlord and tenant before submitted.
 - √ Pre Paid Renters Insurance for one year. Insurance certificate must be received prior to approval.
 - √ With any furniture move-in, owner or resident must make a move-in appointment with the Concierge to reserve the elevator between 9:00 AM and 5:00 PM., **Monday thru Friday ONLY. No weekend ,Holiday or evening move-ins!**
 - √ All delinquent Association Dues must be current with a \$0 balance.
 - √ The condominium Documents specifically prohibit renters from having pets on the property at any time including visiting pets.
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APT. NO. _____ APT. TYPE _____
 MONTHLY RENT _____ OCCUPANCY DATE _____
 REFERRED BY _____ PRO-IN \$ _____
 RENT STARTS _____ TERMINATION DATE _____
 DATE OF APPLICATION: _____ (each co-resident must submit separate applications)

-APPLICATION FOR RESIDENCY-

Applicant's Name _____ Date of Birth _____ SS No. _____
 First Middle Last
 Marital Status _____ Driver's License No. _____ State _____
 Spouse's Name _____ Date of Birth _____ SS No. _____
 First Middle Last
 Driver's License No. _____ Phone No. _____ Fax No. _____

Other Occupants:

Name	Age	Relationship	Name	Age	Relationship

RESIDENT HISTORY

Present Address _____
 Street Apt No. City State Zip
 Present Landlord/Resident Manager _____
 Dates To/From Apt. Name/If Home, Mortgage Company & Loan No. Phone No.
 Monthly Payment \$ Reason for Moving _____
 Previous Address _____
 Street Apt No. City State Zip
 Previous Apt. Name of Landlord _____ Address _____ Phone No. _____ How Long? _____
 Monthly Payment \$ Reason for Moving _____
 Have you ever been evicted from any leased premises? _____ If yes, explain _____

EMPLOYMENT

Present Employer _____ Position _____
 Business Address _____ Business Phone No. _____
 Street City State Zip
 Supervisor _____ Employed Since _____ Gross Monthly Salary \$ _____
 Previous Employer _____ Position _____
 Business Address _____ Business Phone No. _____
 Street City State Zip
 Supervisor _____ Employed Since _____ Gross Monthly Salary \$ _____
 Spouse's Employer _____ Position _____
 Business Address _____ Business Phone No. _____
 Street City State Zip
 Supervisor _____ Employed Since _____ Gross Monthly Salary \$ _____

INCOME / NET WORTH

(Total Anticipated Income From Date of Move-In Through the Next 12 Months)

*Annual Salary (Including Fees, Tips, Commission, and Bonuses)		\$ _____
Annual Salary (Spouse)	+	\$ _____
**Additional Annual Income (Child Support, Parental Support, Etc.)	+	\$ _____
Source _____		
Total Amount of Assets (Stocks, Bonds, Savings Acct., Equity in R.E., Etc.)	\$ _____	
Income from Assets	+	\$ _____
TOTAL ANTICIPATED INCOME	=	\$ _____

*If self employed you must furnish us with a notarized statement from your CPA or attorney the amount of income you expect to receive.
 **You must furnish us with a notarized statement certifying to this income.

BANK

Checking Account No. _____ Bank Name and Branch _____
 Savings Account No. _____ Bank Name and Branch _____

CREDIT

Firm _____ City _____ Acct. No. _____ Mo. Payment \$ _____ Open/Closed _____
 Firm _____ City _____ Acct. No. _____ Mo. Payment \$ _____ Open/Closed _____
 Applicant acknowledges credit is in excellent standing and there are no delinquent balances | Yes | No

VEHICLE

Year & Make _____ Color _____ License No. & State _____ Registered To _____
 Year & Make _____ Color _____ License No. & State _____ Registered To _____
 Give description and tag numbers of any boat, motorcycle, camper, van, etc. you may own _____
 Do you own any pets? _____ If so, what kind _____ Breed _____ Weight _____ Color _____ Age _____
 Emergency Contact _____

Relationship? _____ Address _____
Phone No. _____ Work No. _____ Cellular: _____

Applicant has submitted the sum of \$ _____ which is non-refundable for credit check processing charge of the application. Such sum is not a rental payment or security deposit, and will be retained by the owner or its agent to cover the application's processing cost. Applicant hereby represents that all the above statements are true and correct and are made to induce owner and its agents to lease or rent an apartment. Owner and its agents are hereby authorized and given the right to verify by reasonable means the application, including, without limitation, ordering credit and criminal reports, and authorized to exercise in its sole discretion as to whether to reject the application and/or to terminate any lease which may be entered into between the parties, pursuant to this application, whether during the term of said lease or any extensions or renewals thereof, if the applicant has made any false or misleading statements or misrepresentations in this application. It is understood and agreed between the parties that in the event this application for said apartment is rejected by the owner or its agents then the said sum so received hereinbelow shall be returned to applicant without interest. It is further understood and agreed that in the event said application is approved and accepted by the owner or its agents, then said amount received below shall be applied to that security deposit and administrative fee so called for in the lease entered into between the parties. It is further understood and agreed between the parties that in the event that said application is approved and accepted by the owner or its agent and applicant refuses to enter into a lease agreement for the period of time as called for in applicant's application, then the sum so received herein shall be retained by the owner or its agents to serve as liquidated damages it will suffer by reason of applicants failing to enter into residency of the above stated apartment, but the acceptance or rejection of applicant shall remain within the sole discretion of owner and its agents. If owner or its agents cannot deliver possession of the premises to the Applicant at the commencement of the term, all deposits/fees less application fee paid to owner shall be refunded to Applicant.

Applicant has delivered the sum of \$ _____ for deposit and application to the security deposit and administrative fee for the above stated unit.

Applicant's Signature _____ Date _____ Leasing Agent Signature _____ Date _____
Spouse's Signature _____ Date _____ Property Name _____

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SECURITY DEPOSIT AGREEMENT

I, _____, owner/resident of unit # _____ located at 616 Clearwater Park Road West Palm Beach, FL 33401, agree to the following:

The Association of Montecito Palm Beach will retain the security deposit of \$500.00 prior to move-in. The \$500.00 security deposit will be deposited into the Montecito Palm Beach Condominium Association, Inc. bank account through the duration of the executed lease (7 month minimum – 12 month maximum) and will not bear interest. The Association will return the \$500 security deposit when the resident completes the executed lease term (minimum of 7 months) with no damage done to the common areas (hallways, carpet/tile, elevators, front doors, etc.).

- If there has been damage to the common areas caused by the resident, the resident's guests or representatives during the period of residency, the Association will repair the damage and deduct it from the security deposit. If the damages exceed the \$500 security deposit, the Association will bill the owner for the additional amount.
- If the lease is terminated prior to the expiration date of the executed lease, 7 – 12 months, the security deposit will be forfeited and the Association will retain the entire security deposit.
- Renters are not permitted to have pets in the condominium at any time nor are they permitted to have visiting pets. Violation of this rule will result in forfeiture of the security deposit.

I have read and understand all the above stated security deposit rules and regulations for Montecito Palm Beach Condominium Association, Inc.

Owner/Tenant Signature

Date

Owner/Tenant Signature

Date

The Board of Directors of Montecito Palm Beach Condominium.

ADDENDUM TO RESIDENTIAL LEASE

THIS ADDENDUM, dated this ____ day of _____, 20___, is made by and between _____, hereinafter referred to as "Landlord" and _____, hereinafter referred to as "Lessee".

WITNESSETH:

WHEREAS, the parties hereto are, simultaneous herewith, entering into a residential lease for Landlord's property located in the Condominium Property known as Montecito Palm Beach Condominium Association, at the address shown on the lease to which this Addendum is attached and made a part, said Condominium hereinafter being referred to as "Montecito Palm Beach"; and

WHEREAS, the said property is subject to a recorded Declaration of Condominium of Montecito Palm Beach, a Condominium (Declaration") and Bylaws of Montecito Palm Beach Condominium Association, Inc. (Bylaws"), which include covenants permitting the Board of Directors to adopt reasonable rules and regulations regarding the use of the Units; and

WHEREAS, the Association has deemed it to be in the best interest of the members to require this Addendum to be executed by Landlord and Lessee as a condition prerequisite to the Association's approval of any lease of a unit;

NOW, THEREFORE, in consideration of the terms as contained herein and within the aforementioned lease agreement and other good and valuable consideration, the existence and sufficiency of which are hereby mutually and conclusively acknowledged by the parties, the parties to do agree as follows:

1. The terms of this Addendum shall prevail over any conflicting terms contained within the lease agreement.
2. The parties hereto do hereby ratify and reaffirm any and all terms of said lease agreement which are not in conflict herewith.
3. In the event Lessee receives notification from or on behalf of the Association that the Landlord is in default under his obligations for payment of assessments imposed by the Association, the Lessee shall, within 15 days of receipt of notification by the Association, pay the amount of the rent otherwise due to the Landlord over to the Association, to the extent necessary to satisfy the Landlord's outstanding financial responsibility to the Association.
4. Payment by Lessee to the Association in compliance with the foregoing shall satisfy Lessee's obligation to the Landlord to the extent of the amount so paid.
5. The Association shall be deemed to be a third party beneficiary of the terms of this Addendum and shall be entitled to enforce same at law and/or in equity through a court of appropriate jurisdiction in Palm Beach County, Florida. This shall include the Association's right, but not the obligation, to institute eviction proceedings against Lessee's for any material breach of this Addendum and the lease agreement. Lessee's failure to remit that amount of the rent otherwise due to the Landlord to the Association within fifteen (15) days of receipt of the notification by the Association shall be deemed a material breach of this Addendum and the lease agreement. Then Association shall be entitled to recover its costs

and reasonable attorney's fees from the Lessee and/or the Landlord in the event it becomes necessary for the Association to retain an attorney and/or initiate legal action to enforce its rights hereunder.

6. The Addendum shall remain in full force and effect for the entire term of the lease, any lease renewal between the Landlord and Lessee whether or not approved by the Association, and any extension as to the tenancy resulting after the termination of the existing lease whether or not in writing, including, but not limited to, tenancy on a month to month basis.
7. Landlord and Lessee agree that the Association shall have the right to terminate the lease in the name of and as agent for the Landlord upon default by Lessee in observing any of the provisions of the Declaration, the Association's Articles of Incorporation, By-Laws, or Rules and Regulations.

WITNESSES:

Sign

Printed Name

Sign

Printed Name

Sign

Printed Name

Sign

Printed Name

LANDLORD:

Sign

Printed Name

LESSEE:

Sign

Printed Name

Sign

Printed Name

Why is LIABILITY INSURANCE REQUIRED?

Satisfying your insurance requirement is the first step in protecting yourself financially. As a resident you are responsible for any damage you cause to your unit. Think about the expense if you caused damage from fire, smoke, water or explosion to your unit and the units surrounding you.

Property managers want to ensure the entire community is protected when it comes to such big risks.



Know the FACTS

The U.S. Fire Administration estimates that approximately 95,500 fires occur in high rise apartments every year.

- How much does it COST?
Renters Insurance - typically \$168 a year*

RENTERS Insurance

Do You Really Need It?



ASSURANT
Specialty
Property®

En español adentro.

Customize a program
that is **RIGHT FOR YOU**

Features	Renters Insurance
Low Cost	For as little as 46¢ a day*
Personal Property Coverage	Yes
Replacement Cost Coverage	Yes
\$100,000 Personal Liability Coverage	Yes
Involuntary Unemployment Insurance (I.U.I)	Available
Water Backup of Sewers or Drains	Available

Coverage and limits may vary by state.

* Based on a national average cost of \$10,000 personal property coverage, \$100,000 personal liability coverage, \$250 deductible, and replacement cost. Visit our website for an exact quote based on your state and the amount of coverage you need.



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