



Thousand Oaks

AT CONGRESS MASTER ASSOCIATION, INC

APPLICATION FOR RENTAL OCCUPANCY

THOUSAND OAKS AT CONGRESS MASTER ASSOCIATION, INC.

1034 Center Stone Lane

Riviera Beach, FL 33404

Phone: (561) 845-1016

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*****The cut-off for HOA acceptance of rental applications is every Tuesday "before" the rental committee meets, on the 1st and 3rd Wednesday's by 1pm.***

Information Needed for Approval

Thousand Oaks Address: _____ Date: _____

Prospective Tenant: _____ Phone: _____

Email Address: _____

Owner Name: _____ Phone: _____

Email Address: _____

Realtor Name for Tenant: _____ Phone: _____

ALL LANDLORDS RENTING PROPERTY IN RIVIERA BEACH "MUST" INCLUDE A COPY OF THEIR OCCUPATIONAL LICENSE WITH THIS APPLICATION OR THE APPLICATIONS WILL NOT BE SCREENED OR FORWARDED TO THE SCREENING COMMITTEE. For more information regarding this license please call Riviera Beach Code Enforcement at 561-845-4019.

LEASE and OCCUPANCY RESTRICTIONS:

All leases shall be in writing and approved by the Master Association. All leases stipulate that the Master Association has the right to terminate the lease at any time, in representation of the lessor upon default by the tenant of any violation or disregard of the provisions of the Declaration, Articles of Incorporation, and By-Laws of the Master Association or any applicable rules and regulations. Leasing of all units is also subject to written pre-approval of the Master Association.

APPROVAL:

All prospective tenants must receive written approval by the Master Association prior to unit occupancy.

The Master Association reserves the right to interview prospective tenants prior to unit occupancy.

All prospective tenants must complete a Master Association Application and must submit the following:

_____ Application Fee & Security Deposit

_____ Master Association Application

_____ **Business –use of Vehicle (s), attached pictures of complete vehicle from both angles**

_____ Copy of Lease Agreement; LEASE agreements WILL BE A MINIMUM OF (6) MONTHS AND NOT TO EXCEED (1) YEAR

_____ Copy of Valid Driver's License or Identification card and **ALL** resident vehicle registrations

_____ Copy of **Social Security card for ALL Residents over the age of 18. Any person residing on the property under the age of 18 must submit either a birth certificate or photo/school ID**

_____ Proof of ALL Income **MUST CONSIST OF THE LAST 3-5 CURRENT EMPLOYMENT PAY STUBS.**
Bank statements, letters from employers will not be accepted.

_____ Copy of Landlord's Occupational License - Available from City of Riviera Beach

FEES:

A \$100.00 NON-REFUNDABLE FEE for background checks PER PERSON (18 and older) and a \$1,000.00 deposit must be paid by the landlord/owner and kept in an escrow account which may be refunded provided NO violations have occurred. All deposits must be paid money order, or cashier checks made payable to: Thousand Oaks HOA.

_____ **\$100.00 NON-Refundable fee per person OVER 18 years of age**

_____ **\$1,000.00 Security Deposit (Must be paid by Owner)**

If approved you agree to purchase a Barcode for the community. Barcodes are 35.00 each once approved, you will have to do an orientation and purchase the barcode before you will receive your C.O.A.

Application for Occupancy

Please fill in "all" blanks. Incomplete applications may result in delayed processing and/or disapproval. If questions do not apply, answer N/A. Please print legibly or type all information.

Thousand Oaks Address: _____

Owner's Name: _____ Contact #: _____

Owner's mailing: _____

Phone: _____ Cell#: _____

Renter's Name: _____

Phone: _____ Cell#: _____

Email Address: _____

Lease Term: _____ to _____ Number Occupants: _____

Tenants Name [Print-must be readable]	D.O.B	Relationship to Tenant	Social Security #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Drivers License number/Identification card number for **ALL** members in the household. (Please attach a copy of D/L License or ID cards)

1. Name: _____ Drivers License #: _____

2. Name: _____ Drivers License #: _____

3. Name: _____ Drivers License #: _____

4. Name: _____ Drivers License #: _____

Please list the make, model and tag numbers of all automobiles that will be parked at your residence.

Year _____ Make _____ Model _____ Color _____ Tag No. _____

Year _____ Make _____ Model _____ Color _____ Tag No. _____

Year _____ Make _____ Model _____ Color _____ Tag No. _____

Year _____ Make _____ Model _____ Color _____ Tag No. _____

Character References (No Family Members) Must have 2 references per adult 18 and older.
Please make additional copies of this page if needed

Tenant Name: _____ Reference Name: _____ Phone #: _____

Address: _____ Occupation: _____

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Address: _____ Occupation: _____

Tenant Name: _____ Reference Name: _____ Phone #: _____

Address: _____ Occupation: _____

1. Do you receive any housing assistance? _____ If yes, please explain _____

2. Has anyone in your household ever been charged or arrested? _____ If yes, please explain. _____

REQUIRED

Please list place(s) of residence for the past two years for each adult applicant. If additional space is needed, please attach.

Tenant Name(s): _____

Present Address: _____

Residency Dates: From _____ to _____ Rent/Mtg amt: _____

Name of Landlord/Mortgagee: _____ Phone #: _____

Tenant Name(s): _____

Present Address: _____

Residency Dates: From _____ to _____ Rent/Mtg amt: _____

Name of Landlord/Mortgagee: _____ Phone #: _____

Tenant Name(s): _____

Previous Address: _____

Residency Dates: From _____ to _____ Rent/Mtg amt: _____

Name of Landlord/Mortgagee: _____ Phone #: _____

Tenant Name(s): _____

Previous Address: _____

Residency Dates: From _____ to _____ Rent/Mtg amt: _____

Name of Landlord/Mortgagee: _____ Phone #: _____

Please list employment history for the past two years. If additional space is needed, please attach.

Tenant A Name: _____ Current Employer: _____ Phone No. _____

Address: _____ Position _____

Supervisors Name _____ Employed From _____ To _____

Reason for Leaving _____

Tenant A Name: _____ Previous Employer: _____ Phone No. _____

Address: _____ Position _____

Supervisors Name _____ Employed From _____ To _____

Reason for Leaving _____

Tenant B Name: _____ Current Employer: _____ Phone No. _____

Address: _____ Position _____

Supervisors Name _____ Employed From _____ To _____

Reason for Leaving _____

Tenant B Name: _____ Previous Employer: _____ Phone No. _____

Address: _____ Position _____

Supervisors Name _____ Employed From _____ To _____

Reason for Leaving _____

RESIDENTIAL SCREENING AUTHORIZATION

BEFORE signing above I give FULL AUTHORIZATION to obtain my Credit Report, Criminal History Record and Eviction Record and permission to verify the information stated on the application forms.

Terminations of Lease Agreement: Violation of Rules and Regulations

Violation of Rules and Regulations can be fined and/or lead to eviction and termination of lease agreement. Any criminal or felony charges committed during your lease term as a resident of Thousand Oaks may result in immediate Termination of lease agreement.

All adult occupants must complete this form: Use additional sheets as necessary.

Print Full Name: _____

Current Address: _____

Social Security #: _____ DOB: _____

Monthly Income _____ Monthly rent on lease _____

Signature: _____ Date: _____

Print Full Name: _____

Current Address: _____

Social Security #: _____ DOB: _____

Monthly Income _____ Monthly rent on lease _____

Signature: _____ Date: _____

Resident Parking Bar Codes

Tenant Name _____

Unit Address: _____

Vehicle # 1 Make: _____ Model: _____
Tag #: _____ Color: _____
Decal #: _____ Date Issued: _____

Vehicle # 2 Make: _____ Model: _____
Tag #: _____ Color: _____
Decal #: _____ Date Issued: _____

Vehicle # 3 Make: _____ Model: _____
Tag #: _____ Color: _____
Decal #: _____ Date Issued: _____

Vehicle #4 Make: _____ Model: _____
Tag #: _____ Color: _____
Decal #: _____ Date Issued: _____

Any vehicle used for business/ commercial use: (logo and/or less than 50% windows Any full size van or truck higher than an ½ ton)? _____ Attached pictures of vehicle to the application

NO BUSINESS/ COMMERCIAL VEHICLES ARE ALLOWED TO RESIDE IN THE COMMUNITY

1. Decals will be applied to the vehicle at the guardhouse. NO decals will be issued to individuals. Once applied, decals are not permitted to be removed or re-attached to other vehicles.
Tenant decals will expire upon lease termination date. All Tenant information is to be verified with Property Manager.
Each bar code will be available at the cost of \$35.00. Maximum of (4) per household. Please attach a copy of the vehicle's registration document for each vehicle.
2. Decals are for owners and tenants ONLY. **They are NOT to be issued to visitors, vendors, or any other entity that is not an owner or tenant within Thousand Oaks**, unless agreed upon by the majority vote at an HOA meeting.
3. Please be advised that any owners who are delinquent in their HOA assessments will not be issued Bar Codes until their assessments are bought up to date by the owner.
4. Please be advised that all tenants must be approved by the Screening Committee of Thousand Oaks and any tenants that have not been screened will be refused Bar Codes. Homeowners with tenants must inform the Property Manger's office that they are renting their property to enable the Property Manager to confirm their legal residency within Thousand Oaks.

Please refer to our website to obtain a full copy of the Community Rules and Regulations: www.thousandoaksfl.com

Pet Registration Information

Pet Owner's Address: _____

Type of Pet (circle one): **Dog**, ** Cat, Bird, Other

Specify: _____

****Breed:** _____

Pet's Name _____

Pet's Age _____

Pet's Weight: _____

Pet's License / Tag Number: _____

I am aware of the Thousand Oaks at Congress Master Association Inc.; rules, regulations and restrictions regarding pets on the property and I fully agree to adhere to all. **The American Pit Bull, Stafford Bull Terrier, American Staffordshire Terrier, any cross mix amongst these breeds, and any other dog or pet deemed to be a threat to the safety of the occupants of Thousand Oaks by the Board of Directors (with reasonable determination) will not be permitted on the property.**

PET OWNER'S NAME:

Print

Signature

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