

**Solimar Homeowners Association
7715 Solimar Cir
Boca Raton, FL 33433**

Procedure for Leasing a Lot

- 1) The owner must provide the following to the Board of Directors at the address listed above:
 - a) Solimar rental application - owner section.
 - b) Solimar rental application completed by the tenant (see below).
 - c) Acknowledgements" page signed by each tenant.
 - d) Copy of lease contract specifying the tenant, address of rental, and lease term.
- 2) The tenant must pay a \$200 application fee to Solimar. Payment must be made out to Solimar Homeowners Association and sent to The General Ledger, our accounting firm. Their contact information is below.
- 3) The owner of any LOT must provide the tenant with a printed copy of the Solimar governing documents (Declaration of Restrictions and Homeowner Covenants, Articles of Incorporation, By-Laws, and all amendments to them, and current rules). The board will provide an electronic copy to owner upon request. The owner is responsible for printing the documents and providing to tenant.
- 4) An interview of all named tenants listed on the lease contract is required. This is a over-the-phone interview, not in person.
- 5) The board of directors will, within fifteen (15) days of receiving the completed application and application fee, provide the owner a Certificate of Approval or notification that consent has been withheld. Reasons consent may be withheld:
 - a) Application form is incomplete.
 - b) Application fee has not been paid.
 - c) Proposed tenant has provided information on the application form which is a material misrepresentation and impacts on the occupancy.
 - d) The proposed tenant will be in violation of the Solimar's governing documents immediately upon or taking occupancy or has been determined to be unwilling to or unable to comply with Solimar's governing documents.
 - e) The proposed tenant or residents may not legally reside within 1000 ft of a park or school.

Contact information for The General Ledger:

The General Ledger of the Palm Beaches
5646 Corporate Way
West Palm Beach, FL 33407

Phone: 561-616-0555

Fax: 561-616-1069

Email: info@thegeneralledger.com

Web: <http://www.thegeneralledger.com/>

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APPLICATION FOR LEASE (TO BE COMPLETED BY OWNER)

DATE: _____

LEASE PERIOD (FROM/TO DATES): _____

PROPERTY ADDRESS

ADDRESS: _____ SOLIMAR CIR, BOCA RATON, FL 33433

OWNER CURRENT MAILING ADDRESS

STREET ADDRESS: _____

CITY STATE ZIP: _____

OWNER CONTACT INFORMATION

This will be used by the board to communicate with you, request additional documentation, etc. in order to complete the process.

PRIMARY OWNER CONTACT:

NAME: _____

PHONE NUMBER: _____

ALT PHONE NUMBER: _____

EMAIL ADDRESS: _____

ALTERNATE OWNER CONTACT:

NAME: _____

PHONE NUMBER: _____

ALT PHONE NUMBER: _____

EMAIL ADDRESS: _____

OWNERS' REALTOR/LEASING AGENT INFORMATION

This information is requested solely to facilitate communication during the rental process.

COMPANY NAME: _____

COMPANY PHONE: _____

AGENT NAME: _____

AGENT PHONE: _____

AGENT EMAIL: _____

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APPLICATION FOR LEASE (TO BE COMPLETED BY TENANT)

APPLICATION MUST BE FILLED IN COMPLETELY TO BE PROCESSED

DATE: _____

TENANT INFORMATION

"TENANT" means any person who will be listed on the lease contract. Phone and email will be used primarily for communication during the lease approval process.

Copy this page (prior to filling in) if more than 3 tenants will be listed on lease contract.

TENANT 1:

NAME: _____

PHONE NUMBER: _____

ALT PHONE NUMBER: _____

EMAIL ADDRESS: _____

TENANT 2:

NAME: _____

PHONE NUMBER: _____

ALT PHONE NUMBER: _____

EMAIL ADDRESS: _____

TENANT 3:

NAME: _____

PHONE NUMBER: _____

ALT PHONE NUMBER: _____

EMAIL ADDRESS: _____

OTHER PERSONS (NON-TENANTS) WHO WILL RESIDE IN THE HOUSE

NAME: _____ AGE: _____ RELATIONSHIP: _____

NAME: _____ AGE: _____ RELATIONSHIP: _____

NAME: _____ AGE: _____ RELATIONSHIP: _____

NAME: _____ AGE: _____ RELATIONSHIP: _____

VEHICLE INFORMATION

Solimar governing documents prohibit trucks (including pick-up trucks), commercial vehicles, motor homes (RVs), boats, trailers, campers, and boats. The complete list of prohibitions is listed in Article VI, Section 14 of the Solimar Declaration of Restrictions. Please provide a list of all vehicles owned, leased, or operated by any person who will reside in the house being leased. Provide license state if other than Florida.

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APPLICATION FOR LEASE (TO BE COMPLETED BY TENANT)

VEHICLE MAKE	MODEL	LICENSE PLATE #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PET INFORMATION

Solimar governing documents allow for dogs and cats. Please provide number and breeds for each.

Number and breed(s):

DOGS: _____ BREED(S): _____

CATS: _____ BREED(S): _____

Solimar governing documents also permit "other household pets". Please provide information on all household pets other than dogs or cats such as snakes, birds, reptiles, etc. Some may not be permitted.

SPECIES COMMON NAME: _____ WEIGHT: _____

SPECIES COMMON NAME: _____ WEIGHT: _____

SPECIES COMMON NAME: _____ WEIGHT: _____

SIGNATURES

By signing, the applicant affirms and certifies that the information provided is true and complete. Applicant also recognizes that Solimar Homeowners Association or its agent may investigate the information provided by the Applicant and a full disclosure of pertinent facts may be made to the Association. The Board of Directors shall have the right to reject the Applicant within 15 days by written notice to the present Owner. Applicant understands that if this transaction is approved, the applicant assumes all the rights, privileges, liabilities, and obligations of the owner as set forth in the Solimar Declaration of Covenants and related governing documents of the association.

Signature (tenant 1): _____

Print name _____

Signature (tenant 2): _____

Print name _____

Signature (tenant 3): _____

Print name _____

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APPLICATION FOR LEASE

ACKNOWLEDGEMENTS

The owner is required to include a copy of the association's governing documents (Declaration of Restrictions and Homeowners association Covenants, Articles of Incorporation, By-laws) and any amendments with the lease contract. We urge you to read the entire governing documents. This acknowledgements page lists some of the restrictions you should be aware of so there are no post-signing surprises. It is by no means complete. Again, please read the entire governing documents. If you have questions, please ask for clarification. Please do not complete the lease agreement if you are unable or unwilling to comply with the covenants, restrictions and rules.

All tenants, residents, and guests are subject to all the restrictions contained in the Solimar governing documents and any rules the Board of Directors may adopt from time to time and that failure to comply may result in fines or legal action.

Commercial vehicles, trucks, boats, trailers, RVs, and campers are prohibited from being parked in Solimar. "Trucks" includes pick-up trucks even if used for personal use. "Commercial vehicles" includes vehicles with any advertising permanently painted on vehicle or applied to the glass. If prohibited on the property, storing in the garage is also prohibited.

Overnight parking in the street is prohibited by Solimar rules. The pool parking lot may be used for temporary overnight parking for you and guests but not for long-term parking.

All persons who will reside in the house are allowed to reside within 1000 feet of a park or school. Ineligible persons are those convicted of sexual battery, regardless of whether adjudication has been withheld, in which the victim of the offense was less than 16 years of age.

By signing below, I acknowledge and agree to all "acknowledgements" above.

Signature (tenant 1): _____

Print name _____

Signature (tenant 2): _____

Print name _____

Signature (tenant 3): _____

Print name _____