

Briar Bay

COMMUNITY ASSOCIATION

LEASING RENEWAL APPLICATION

➤ APPLICATION & APPROVAL PROCEDURES:

- Submitted to the Association at least 15 business days prior lease expiration.
- Allow up to 15 business days to process before response from the Association.
 - Day 1 begins when **ALL 7 ITEMS LISTED BELOW** are submitted.
 - Rush options are not available.
 - **INCOMPLETED RENEWAL APPLICATIONS CAN BE AUTOMATICALLY REJECTED.**
- Must use sealed envelope to ensure checks don't get misplaced. No staples, please.

➤ CHECK-LIST OF REQUIRED ITEMS: USE THIS LIST, IN THIS ORDER TO SUBMIT A COMPLETE APPLICATION

- 1. **Renewal Application:**
 - ✓ Complete, sign & initial ALL Pages for EACH applicant 18 years of age and older.
 - ✓ **Each entry field must be filled out.**
- 2. **Identification:**
 - ✓ Submit a legible copy of your driver's license or
 - ✓ Passport and Visa or Resident Alien Card.
- 3. **Vehicle Registration:**
 - ✓ A copy of each vehicle's valid registration. *Vehicles MUST be registered to the tenant(s).*
- 4. **Income Verification:**
 - ✓ MUST BE VERIFIABLE, TAXABLE INCOME.
 - i. Minimum of one (1) month of recent consecutive paystubs
 - ii. **-OR-** Personal Tax Return, W2 and 1 recent paystub.
 - ✓ Personal tax returns and W2's are only accepted through June 30th
 - ✓ Subsidies, letters of income, bank statements, etc. are **not** acceptable forms of proof of income.
- 5. **Leasing License:** Submit a copy of the landlord's valid City of West Palm Beach Rental License.
- 6. **Leasing Agreement:**
 - ✓ Submit with your Leasing Renewal Application a legible copy of your fully executed Leasing Agreement, signed by all parties.
 - ✓ No lease term can be for less than six (6) months or more than twelve (12) months.
 - ✓ Lease extensions and/or addendums are not accepted – must be a brand-new lease for the upcoming lease term.
- 7. **Application Fees:**
 - ✓ \$100 per applicant 18 years of age or older, regardless of marital status.
 - ✓ Fee is non-refundable. *Association will not issue refunds due to applicant(s) not qualifying or for changing their minds on leasing the unit.*
 - ✓ Payments must be made with cashier's check or money order (NO PERSONAL CHECKS and made payable to BRIAR BAY COMMUNITY ASSOCIATION INC.

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HOMEOWNER / PROPERTY INFORMATION:

RENTAL PROPERTY ADDRESS: _____

Lease Term: Begins: _____ Ends: _____

Owner(s) Name(s): _____

Owner(s) Mailing Address: _____

Owner(s) Email Address: _____ Phone: _____

Owner Agent: _____ Phone: _____ Email: _____

Tenant Agent: _____ Phone: _____ Email: _____

1st Applicant: Full Name _____

Phone: _____ e-mail: _____

Check One: Single Married Separated Divorced Widowed

Have you ever been convicted of a crime? YES NO

Date(s) _____ County/State Convicted _____

Charge(s) _____

2nd Applicant: Full Name _____

Phone: _____ e-mail: _____

Check One: Single Married Separated Divorced Widowed

Have you ever been convicted of a crime? YES NO

Date(s) _____ County/State Convicted _____

Charge(s) _____

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TENANT VEHICLES

Yr – Make – Model – Color: _____ Tag#: _____

Yr – Make – Model – Color: _____ Tag#: _____

Yr – Make – Model – Color: _____ Tag#: _____

OTHER OCCUPANTS UNDER 18 YEARS OF AGE LIVING IN THE HOME

Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

Name: _____ DOB: _____

PETS (No more than 2 household pets)

Name _____ Breed / Weight / Description _____

Name _____ Breed / Weight / Description _____

If this application is not legible or is not completely and accurately filled out, the Credit Reporting Agency and the Association 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, the applicant(s) recognizes that the Association and the Credit Reporting Agency 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 Credit Reporting Agency and the Association.

1st Applicant's Signature _____ Date _____

2nd Applicant's Signature _____ Date _____

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BACKGROUND & CREDIT INVESTIGATION AUTHORIZATION

1st Applicant

2nd Applicant

Name

Name

Social Security #

Date of Birth

Social Security #

Date of Birth

Driver's License #

Driver's License #

"I authorize BRIAR BAY COMMUNITY ASSOCIATION, INC. (Master Association) to conduct a background investigation on myself which may include, but is not limited to the following:

A background security interview, civil records checks, employment reference checks, education records check, character references check, salary/wage verification, local state and national criminal records check, motor vehicle records check, credit bureau records check, eviction check, neighborhood reference check and immigration and naturalization service records.

I do hereby release, absolve and agree to forever hold harmless BRIAR BAY COMMUNITY ASSOCIATION, INC. (Master Association), their officers, managers, agents, employees and representatives and the SUB-ASSOCIATION I am applying to live in, their officers, managers, agents and employees from any liability resulting from the background investigation or use of the results and opinions obtained there from. This also applies to any and all suits, actions, or causes of action at law, claim, demand or liability which I, my successors, assigns, heirs, executors, guardians or administrators have now or may ever have resulting directly, indirectly or remotely from said background investigation. I authorize any reference listed above to release any information requested by BRIAR BAY COMMUNITY ASSOCIATION, INC. I release and forever hold harmless any reference providing information to BRIAR BAY COMMUNITY ASSOCIATION, INC.

I certify that the information contained in the BRIAR BAY COMMUNITY ASSOCIATION, INC. lease application forms and release is true and correct to the best of my knowledge, and I understand any falsification, misrepresentation or omission is grounds for refusal to approve this lease application.

I further authorize BRIAR BAY COMMUNITY ASSOCIATION, INC. And their representative to perform a third-party investigation through the provider of their choice and to release all results, oral and written statements, opinions and other information derived from this background investigation to the Board of Directors of the BRIAR BAY COMMUNITY ASSOCIATION, INC. And the applicable SUB-ASSOCIATION."

1st Applicant's Signature _____

Date _____

2nd Applicant's Signature _____

Date _____