

# The Retreat at Seabranh Homeowners Association, Inc.



3232 SE Dixie Highway, Unit B | Stuart, FL 34997

T: 772-219-4474 | F: 772-219-4746

## **LEASE APPLICATION INSTRUCTIONS**

The following items must be completed and/or submitted to Signature Property Management:

- Copy of Fully Executed Lease Agreement
- Lease Application to be completed in full and legible
- Signed Acceptance of the Rules & Regulations
- A non-refundable application fee of \$50.00 made payable to *The Retreat HOA*
- A non-refundable processing fee of \$125.00 made payable to *Signature Property Management*

### **NOTE:**

All applications must be submitted in full. If not, this will delay the approval process.

Applications take a minimum of 14 days for processing. Please submit your application to us in a timely manner to avoid a delay. ***A Lease is not approved until an Acknowledgment of Lease has been issued.***

Please ensure that two (2) FOB access keys have been turned over to the new tenants. If not, the new resident will be charged \$50.00 per FOB, maximum of two (2) FOBS per residence.

Realtor Signage, Open house Signage and or Balloons are not permitted on the property.

### ***Submit the entire package to:***

The Retreat at Seabranh HOA, Inc.  
c/o Signature Property Management  
3232 SE Dixie Highway, Unit B  
Stuart, FL 34997

***Applications will not be accepted via fax or email. If an application is submitted incomplete, it will not be accepted or processed until all the required information, signatures, fees, etc. are received.***

*Updated: 07/01/2019*

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## **CHECKLIST FOR LEASE APPLICATION – Please Print**

Property Address: \_\_\_\_\_

Term of Lease: \_\_\_\_\_

General Submission requirements:

- Completed Lease Application
- Fully executed Lease Agreement
- Signed acceptance of the Rules & Regulations Form
- A non-refundable application fee of \$50.00 made payable to *The Retreat HOA*
- A non-refundable processing fee of \$125.00 made payable to *Signature Property Management*
- Owners Realtor Information:
  - Company Name: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Contact #: \_\_\_\_\_
  - Email: \_\_\_\_\_
- Lessee Realtor Information:
  - Company Name: \_\_\_\_\_
  - Address: \_\_\_\_\_
  - Contact #: \_\_\_\_\_
  - Email: \_\_\_\_\_
- Certificate of Approval for delivery options: (Mark “X” by delivery option)
  - \_\_\_\_\_ Email Copy to Realtors
  - \_\_\_\_\_ Email Copy to Owner
  - \_\_\_\_\_ Mail Original to: \_\_\_\_\_

*I/We certify that the information requested above and contained in this application is provided for membership with The Retreat POA. I/We acknowledge receipt of a copy of the Declaration of Covenants and Conditions, Articles of Incorporation, Bylaws and Rules and Regulations of The Retreat Homeowners Association from the owner. I/We have read these documents and agree to abide by them. Failure to comply with terms and conditions thereof shall be a material default and breach of the lease agreement.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Date

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## **LEASE APPLICATION** – *Please Print*

**DATE:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**TERM OF LEASE:** \_\_\_\_\_

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

Name of Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **APPLICANT(S) INFORMATION (LESSEE):**

**Applicant Name:** \_\_\_\_\_

Applicant Present Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Applicant Present Address: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Current Employer & Address of Applicant: \_\_\_\_\_

**Co-Applicant Name:** (Listed on Lease Agreement): \_\_\_\_\_

Co-Applicant Present Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Co-Applicant Present Address: \_\_\_\_\_

Applicant Email Address: \_\_\_\_\_

Current Employer & Address of Applicant: \_\_\_\_\_

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**OCCUPANTS: (OTHER THAN THE APPLICANTS)**

<i>NAME</i>	<i>RELATIONSHIP</i>	<i>AGE</i>	<i>TELEPHONE NUMBER</i>

**PETS:**

Yes [  ]      No [  ] *If yes, list Name, Breed, Age, Color and Sex*

<i>NAME</i>	<i>BREED</i>	<i>AGE</i>	<i>COLOR</i>	<i>SEX</i>

**VEHICLE INFORMATION:**

**ASSOCIATION RULE:** Trucks, Motorcycles, Boats, Vans and Commercial Vehicles must be parked within the garage and may not be parked in the driveway. Pickup trucks are permitted to be parked in the driveway, if the pickup truck has a bed cap with windows with no commercial markings or ladder racks.

<i>MAKE</i>	<i>MODEL</i>	<i>YEAR</i>	<i>STATE</i>	<i>LICENSE PLATE #</i>

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**Acknowledgement of Association  
Rules & Regulations & Governing Documents**

(Please sign only the statement that applies)

**TENANTS(S) ACKNOWLEDGE AND AGREE TO THE FOLLOWING:**

I/we have received from the Property Owner a copy of all the deeded Documents, Rules and Regulations as amended, or as may be promulgated hereafter by the Board of Directors. I/we understand that I/we are moving into a deed restricted community. I/we have read, understand, and agree to abide by said Documents, Rules, and Regulations of **THE RETREAT AT SEABRANCH HOMEOWNERS ASSOCIATION, INC.**

**Applicant:** \_\_\_\_\_  
(Signature)

**Co-Applicant:** \_\_\_\_\_  
(Signature)

**Applicant:** \_\_\_\_\_  
(Print Name)

**Co-Applicant:** \_\_\_\_\_  
(Print Name)

Date: \_\_\_/\_\_\_/\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**OR**

If owner fails to provide a set of Documents to Tenant, I/we will obtain a copy from the Association’s Property Management Company at my/our expense. I/we understand that I/we are moving into a deed restricted community. Prior to moving into said property, I/we agree to abide by said Documents, Rules, and Regulations as amended, or may be promulgated hereafter by the Board of Directors of **THE RETREAT AT SEABRANCH HOMEOWNERS ASSOCIATION, INC.**

**Applicant:** \_\_\_\_\_  
(Signature)

**Co-Applicant:** \_\_\_\_\_  
(Signature)

**Applicant:** \_\_\_\_\_  
(Print Name)

**Co-Applicant:** \_\_\_\_\_  
(Print Name)

Date: \_\_\_/\_\_\_/\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**(Only sign acknowledgement that identifies current possession status of Documents)**

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**RESPONSIBILITIES TO BE HANDLED BY LANDLORD/OWNER PRIOR TO APPROVAL**

*Call Property Management Office at 772-219-4474 to determine if property has outstanding violations before submitting application*

**(This form must be filled out to obtain Board signature on C.O.A)**

The owner of property located at: \_\_\_\_\_

\_\_\_\_\_

Has not resolved the following violations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant:** \_\_\_\_\_  
(Signature)

**Co-Applicant:** \_\_\_\_\_  
(Signature)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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