

BRIAR BAY COMMUNITY ASSOCIATION, INC.
c/o Kings Management Services, Inc.
3400 Celebration Boulevard, West Palm Beach, FL 33411
Office: 561.686.3600 | Fax: 561.683.2963 | briarbayclubhouse@bellsouth.net

LEASE APPLICATION PROCEDURES, FEES AND REQUIREMENTS

This application will not be processed until every item on the checklist has been provided.

- **IMPORTANT INTERVIEW INFORMATION:** Tenant Interviews are scheduled on the **FIRST** and **THIRD** Thursday evenings of the month. **Applications must be received no later than the preceding Thursday at Noon.** The applicant and homeowner are responsible to have the application and supporting materials submitted on time. *(Occupancy is not permitted prior to the interview. Exceptions will not be considered.)*
- **CONTACT INFORMATION:** Please call **Andrea King, Property Manager with Kings Management Services, Inc.** at **561-686-3600** or email **briarbayclubhouse@bellsouth.net** with any questions. Thank you!
1. Each applicant 18 years and older must fill out an application. *(Application fees are due for each adult regardless of marital status).*
 2. Upon completion of all required forms, please submit application to Kings Management Services, Inc. for processing at the **Briar Bay Clubhouse: 3400 Celebration Blvd. West Palm Beach, FL 33411.** Faxed or emailed copies will not be accepted.
 3. Submit with your application the required, non-refundable application fee of **\$125.00** per applicant, 18 years and older, **payable to Kings Management Services, Inc. by money order or secured funds only.**
 4. A damage deposit, **payable to Briar Bay Community Association, Inc. by money order or secured funds only** is required with all lease applications. Deposit shall be held by the Association to pay for any damage to the Common Area or Sub-Association property or other portions of the Property resulting from acts or omissions of tenants. Deposit without interest will be refunded at the end of Lease term if no damage has been caused by tenant or their guests during Lease period.
 - **\$1,500 Deposit Required For: Liberty Bay, Liberty Isles, Sail Harbour, The Tides, Waters Edge**
 - **\$1,000 Deposit Required For: Cove I and Cove II**
 5. Submit with your Lease application a legible copy of your Lease agreement, signed by all parties. No lease can be for less than a six (6) month period or more than twelve (12) months.
 6. Submit a **legible copy of your driver's license and social security card.** This information is required to complete your background check. If not a U.S. citizen, submit a legible copy of your passport and visa.
 7. Submit one of the following for income verification: **Personal Tax Return, W2 or recent checks stubs.**

➤ **CHECK LIST OF REQUIRED ITEMS:**

(MANAGEMENT CANNOT SUBMIT INCOMPLETE APPLICATIONS TO THE TENANT REVIEW BOARD FOR CONSIDERATION.)

- Lease Application Cover Form
- Signed BRIAR BAY TENANT APPROVAL CRITERIA form
- Completed and signed APPLICATION FOR OCCUPANCY.
- BACKGROUND INVESTIGATION & CREDIT REPORT AUTHORIZATION FORM(S) signed by **EACH** applicant.
- Copy of DRIVER'S LICENSE and SOCIAL SECURITY CARD for each applicant.
- Copies of Personal Tax Return, W2 or check stubs for income verification.
- Copy of Signed LEASE.
- \$125.00** non-refundable APPLICATION FEE for **EACH** applicant.
Payable to **Kings Management Services, Inc.** Secured funds only.
- DAMAGE DEPOSIT** per paragraph 4 above.
Payable to **Briar Bay Community Association, Inc.** Secured funds only.

➤ **APPLICANTS' INITIALS:** _____

BRIAR BAY TENANT APPROVAL CRITERIA

All applicants must meet the following minimum criteria for consideration of occupancy. Failure to meet any of the below or *otherwise determined requirements* will result in an automatic denial of application and no interview will be scheduled. Your application fee will not be refunded.

Please be advised that the Briar Bay Board of Directors and/or the Tenant Approval Board will not approve any person for occupancy in the Briar Bay Community whose background check reveals they are guilty of any one of the following:

1. Any history of domestic violence
2. Any felony convictions within the last ten years (includes pleading guilty)
3. More than two misdemeanor convictions within the last three years (includes pleading guilty)
4. Sexual predator and/or offender status

In addition, please be advised that the Briar Bay Board of Directors and/or the Tenant Approval Board require specific conditions must be met, including, but not limited to, the following:

1. Applicants must not have more than two (2) pets
2. Must not have more than three (3) motor vehicles
3. Applicants must be legal residents of the United States
4. Only those occupants listed on the tenant application form and approved at the tenant interview are authorized to reside in the unit
5. Rental amount may not exceed **36%** of the applicants' **verifiable income**
Verifiable income requires one of the following: check stubs, W2 form or personal tax return.

If a tenant knowingly gives false or misleading information on his/her application or provides false or misleading information to any member of the Briar Bay Board of Directors and/or the Tenant Approval Board (including their Management Company), said tenant may be subject to eviction.

The Briar Bay Association Board of Directors reserves the right to change these policies/criteria without notice. All Board decisions are final.

I, the undersigned, acknowledge that I have read and understand the above conditions and requirements and affirm by my signature that I comply with said requirements and agree to said conditions.

PRINT NAME _____ SIGNATURE _____ DATE _____

PRINT NAME _____ SIGNATURE _____ DATE _____

LEASE APPLICATION COVER FORM

Owners(s) Name(s): _____ **Phone #:** _____

Owner(s) Mailing Address: _____

Property Address: _____

Lease Term From: _____ To: _____

Owner's Agent & Phone #: _____

Tenant's Agent & Phone #: _____

ADULT APPLICANTS 18 YEARS AND OLDER

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

TENANT VEHICLES

Make – Model – Color: _____ Tag #: _____

Make – Model – Color: _____ Tag #: _____

Make – Model – Color: _____ Tag #: _____

Make – Model – Color: _____ Tag #: _____

OCCUPANTS TO BE LIVING IN HOME UNDER 18 YEARS OF AGE

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

ASSOCIATION USE ONLY

Master Account #: _____ Sub Account #: _____ Community: _____

Balance Due on Master Account: \$ _____ Application Fees Paid: \$ _____ Damage Deposit Paid: \$ _____

Balance Due on Sub Account: \$ _____ Interview Date: _____ Damage Deposit Paid By: _____

Rent to Income Ratio: _____ % Monthly Rental Payment: \$ _____ Comments: _____

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Complete all questions and fill in all blanks. If any question is not answered or left blank, this application may be returned, not processed, and/or not approved. Print legibly or type all information. All information is subject to verification.

PLEASE USE BLACK INK

APPLICATION FOR OCCUPANCY

Date of Application: _____ Property Address: _____

1st Applicant: Full Name _____ Date of Birth _____

___Single ___Married ___Separated ___Divorced Maiden Name _____

Have you ever been convicted of a crime? _____ Date(s) _____ Country/State Convicted in _____

Charge(s) _____

2nd Applicant: Full Name _____ Date of Birth _____

___Single ___Married ___Separated ___Divorced Maiden Name _____

Have you ever been convicted of a crime? _____ Date(s) _____ Country/State Convicted in _____

Charge(s) _____

Description & Number of Pets: _____

PART I - RESIDENCE HISTORY

PLEASE PRINT FULL ADDRESS, INCLUDING UNIT/APT NUMBER, CITY, STATE & ZIP CODE

A. Present address _____

Apt or Condo Name _____ Phone _____ Dates of Residency: From _____ To _____

___Own Home ___Parent/Family Member ___Rented Home ___Rented Apt. Other Rent/Mtg Amount \$ _____

Name of Landlord _____ Address _____ Phone _____

Mortgage Holder _____ Mortgage No. _____ Phone _____

B. Present address _____

Apt or Condo Name _____ Phone _____ Dates of Residency: From _____ To _____

___Own Home ___Parent/Family Member ___Rented Home ___Rented Apt. Other Rent/Mtg Amount \$ _____

Name of Landlord _____ Address _____ Phone _____

Mortgage Holder _____ Mortgage No. _____ Phone _____

C. Present address _____

Apt or Condo Name _____ Phone _____ Dates of Residency: From _____ To _____

___Own Home ___Parent/Family Member ___Rented Home ___Rented Apt. Other Rent/Mtg Amount \$ _____

Name of Landlord _____ Address _____ Phone _____

Mortgage Holder _____ Mortgage No. _____ Phone _____

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PART II - EMPLOYMENT REFERENCE

* Please include a recent copy of a check stub, personal tax return or W2 for verification *

- A. **1st Applicant** Employed by _____ Dates of Employment: _____ To _____
Address of Employment _____ Phone _____
Position _____ Monthly Gross Income \$ _____
- B. **2nd Applicant** Employed by _____ Dates of Employment: _____ To _____
Address of Employment _____ Phone _____
Position _____ Monthly Gross Income \$ _____

PART III - CHARACTER REFERENCES (NO FAMILY MEMBERS)

* Please notify Character References that we may be contacting them to obtain a reference *

- A. **1st Applicant's** Character Reference _____ Primary Phone # _____
Address _____ Email Address _____
- B. **1st Applicant's** Character Reference _____ Primary Phone # _____
Address _____ Email Address _____
- A. **2nd Applicant's** Character Reference _____ Primary Phone # _____
Address _____ Email Address _____
- B. **2nd Applicant's** Character Reference _____ Primary Phone # _____
Address _____ Email Address _____

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 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 _____

BACKGROUND INVESTIGATION AND CREDIT REPORT AUTHORIZATION FORM

1st APPLICANT

Name

Social Security # _____
Date of Birth

Driver's License #

Address

2nd APPLICANT

Name

Social Security # _____
Date of Birth

Driver's License #

Address

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 areas:

A background security interview, civil records check, employment reference checks, education records check, character reference checks, salary / wage verification, Local, State and National criminal records check, motor vehicle records check, credit bureau records 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, agents, employees and representatives and the **SUB-ASSOCIATION** I am applying to live in, their officers, agents and employees from any liability resulting either 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 actions 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 representatives 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

2nd Applicant's Signature

Date

Date