

To all Northtree Community Property Owners and Lessees, please be informed the enclosed package refers to all property rentals in the community.

These Rules and Regulations of the Northtree Community Association, Inc. (NCAI) were authorized and recorded in an amendment to the governing documents by the NCAI Board of Directors. This package contains the Rules and Regulations as recorded with the governing documents regulating the Association. All Owners, Lessees, and guests of same are expected to abide by the enclosed Rules and Regulations while on NCAI property, and it is the duty of the Board of Directors to enforce said Rules and Regulations. To ensure fairness and enforceability, these Rules and Regulations have been approved by the Association's attorney.

This package is being sent to all current Owners and Lessees and shall be given to all future Lessees upon being successfully screened. If an owner does not comply with the enclosed rental application, there will be a fine of \$50.00 per day by the Association up to 20 days. To all unit Owners, if you are planning on leasing your home/unit and have a prospective tenant, please contact the Property Manager at (561) 451-3899. We thank you all for your cooperation for making Northtree Community Association, Inc. a pleasant community in which to live.

Board of Directors
Northtree Community Association, Inc.
22151 Shorewind Drive
Boca Raton, FL 33428

RENTAL APPLICATION

CHECKLIST

- Application must be completely filled out and information must be legible. (Print or Type)
- Northtree amendment providing for the assignment of rent to the Association and for the right to evict upon non-payment must be signed by both the Owner and the Tenant or Primary Tenant and the executed original must be returned with the application. A copy should be retained by the Owner and the Tenant.
- All information must be returned to Northtree Community Association, Inc. at least 21 days prior to desired date of occupancy.
- A meeting time (date/time) will be established between you and the screening committee.
- A \$175.00 non-refundable processing fee, payable to Northtree Community Association, Inc., must be attached.
- The common area damage security deposit of \$250.00 will be held in a non-interest bearing account which will be refunded after a 2-week period of vacating the premises.
- A copy of the Contract/Lease Agreement must be attached to the application.
- Retain the attached Rules & Regulations for your information.
- Return completed application, executed original leasing amendment, copy of lease or contract and \$175.00 processing fee to:

Northtree Community Association, Inc.
22151 Shorewind Drive
Boca Raton, FL 33428
(561) 451-3899

APPLICATION FOR RENTAL APPROVAL

1. THIS APPLICATION AND THE ATTACHED APPLICATION FOR OCCUPANCY AND AUTHORIZATION FORMS MUST BE COMPLETED IN DETAIL BY THE PROPOSED LESSEE.
2. IF ANY QUESTION IS NOT ANSWERED OR LEFT BLANK, THIS APPLICATION WILL BE RETURNED, NOT PROCESSED, AND NOT APPROVED.
3. A FULL BACKGROUND INVESTIGATION WILL BE DONE ON EVERY PERSON OVER THE AGE OF EIGHTEEN (18).
4. PLEASE ATTACH A COPY OF THE LEASE TO THIS APPLICATION. THE LEASE CAN STATE IT IS CONTINGENT ON THE NORTHTREE RENTAL COMMITTEE APPROVAL OF ALL APPLICANTS.
5. PLEASE ATTACH A NON-REFUNDABLE PROCESSING FEE OF \$175.00 TO THIS APPLICATION, MADE PAYABLE TO THE NORTHTREE COMMUNITY ASSOCIATION, INC. IF A UNIT IS LEASED TO THREE OR MORE PERSONS AN ADDITIONAL \$50.00 PER APPLICANT (OVER THE AGE OF EIGHTEEN (18) WILL BE REQUIRED. ACCEPTANCE OF THE \$175.00 PROCESSING FEE DOES NOT IN ANY WAY CONSTITUTE APPROVAL OF THIS TRANSACTION.
6. PLEASE ALSO ATTACH THE LEASING AMENDMENT EXECUTED BY BOTH THE OWNER AND THE PROPOSED LESSEE TO THIS APPLICATION.
7. THE COMPLETED APPLICATION MUST BE SUBMITTED TO THE ASSOCIATION OFFICE AT LEAST 21 DAYS PRIOR TO THE DESIRED DATE OF OCCUPANCY (LEASE DATE).
8. ALL APPLICANTS MUST BE INTERVIEWED PRIOR TO FINAL SCREENING COMMITTEE APPROVAL. OCCUPANCY PRIOR TO SCREENING COMMITTEE APPROVAL IS PROHIBITED.
9. NO ORIGINAL LEASE SHALL BE FOR LESS THAN 12 MONTHS.
10. RENEWALS OR EXTENSIONS OF LEASES **ARE SUBJECT TO RE-APPROVAL BY THE SCREENING COMMITTEE. A COPY OF THE CURRENT LEASE MUST BE FORWARDED TO THE MANAGEMENT OFFICE AT THE TIME OF EACH RENEWAL AND/OR EXTENSION OF THE LEASE.**
11. MULTI-YEAR LEASES ARE SUBJECT TO ANNUAL RE-APPROVAL OF THE SCREENING COMMITTEE.
12. THE OWNER (LANDLORD) MUST PROVIDE THE LESSEE WITH A COPY OF THE NORTHTREE COMMUNITY ASSOCIATION, INC. USE RESTRICTIONS.

YOU MUST PRINT OR TYPE ALL INFORMATION ON THESE FORMS

DATE: _____ LEASE TERM: FROM _____ TO _____

OWNER'S NAME _____

LEASE ADDRESS _____ TEL. NO. _____

NAME OF REALTOR HANDLING LEASE _____ TEL. NO. _____

NAME OF PROPOSED LESSEE (AS LEASE WILL APPEAR):

A. _____ B. _____ SPOUSE

OTHER PERSONS WHO WILL OCCUPY THE UNIT WITH YOU:

NAME	AGE	SSN	RELATIONSHIP/OCCUPATION

1. I HEREBY AGREE FOR MYSELF AND ON BEHALF OF ALL PERSONS WHO MAY USE THE UNIT WHICH I SEEK TO RENT, THAT I WILL ABIDE BY ALL OF THE TERMS CONTAINED IN THE DECLARATION, ARTICLES, BY-LAWS, AND THE RULES AND REGULATIONS, AS MAY BE AMENDED FROM TIME TO TIME BY NORTHTREE COMMUNITY ASSOCIATION, INC.
2. I UNDERSTAND THAT I MUST BE PRESENT WHEN ANY GUESTS, RELATIVES, VISITORS, OR CHILDREN WHO ARE NOT PERMANENT RESIDENTS OCCUPY THE UNIT OR USE THE COMMON RECREATIONAL FACILITIES.
3. I UNDERSTAND THAT SUBLEASING OF THIS UNIT OR OCCUPANCY OF SAME BY OTHERS NOT LISTED ABOVE IN MY ABSENCE IS PROHIBITED.
4. I UNDERSTAND THAT ANY VIOLATION OF THE TERMS, PROVISIONS, CONDITIONS, AND COVENANTS OF NORTHTREE COMMUNITY ASSOCIATION, INC. DOCUMENTS PROVIDES CAUSE FOR IMMEDIATE ACTION AS THEREIN PROVIDED OR TERMINATION OF THE LEASEHOLD UNDER APPROPRIATE CIRCUMSTANCES.
5. I HAVE RECEIVED A COPY OF THE RULES & REGULATIONS: YES ___ NO ___, AND HAVE SIGNED A RELEASE.
6. I UNDERSTAND THAT I WILL BE ADVISED BY THE SCREENING COMMITTEE OF EITHER ACCEPTANCE OR DENIAL OF THIS APPLICATION.
7. IF UNIT OWNER INTENDS TO LEASE THIS UNIT TO A CORPORATION OF OTHER ENTITY, OR TO TWO (2) OR MORE PERSONS WHO ARE NOT MEMBERS OF THE SAME IMMEDIATE FAMILY, OR IF A UNIT OWNER ACQUIRING TITLE TO A UNIT BY DEVISE, BEQUEST, INHERITANCE, OR ANY INVOLUNTARY MANNER IS A CORPORATION OR OTHER ENTITY, OR TWO (2) PERSONS WHO ARE NOT MEMBERS OF THE SAME IMMEDIATE FAMILY, THE ASSOCIATION'S APPROVAL OF SAME MAY BE CONDITIONED UPON THE APPROVAL OF ONE OR MORE PARTICULAR OCCUPANT(S) FOR THE UNIT, AND IF THE ASSOCIATION'S APPROVAL IS SO CONDITIONED, THE APPROVED OCCUPANT(S) SHALL BE DEEMED THE UNIT OWNER(S) OF THE UNIT AND NO OTHER PERSON WILL BE ENTITLED TO OCCUPY THE UNIT IN THE ABSENCE OF SUCH APPROVED OCCUPANT(S) WITHOUT THE APPROVAL OF THE ASSOCIATION.

8. I UNDERSTAND THAT THE ACCEPTANCE FOR LEASE OF A HOME/UNIT AT NORTHTREE COMMUNITY ASSOCIATION, INC. IS CONDITIONED UPON THE TRUTH AND ACCURACY OF THIS APPLICATION AND UPON THE APPROVAL OF THE SCREENING COMMITTEE. ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION ON THESE FORMS WILL RESULT IN THE AUTOMATIC REJECTION OF THIS APPLICATION. **OCCUPANCY PRIOR TO SCREENING COMMITTEE APPROVAL IS PROHIBITED.**

9. I UNDERSTAND THAT THE SCREENING COMMITTEE OF NORTHTREE COMMUNITY ASSOCIATION, INC. MAY CAUSE AN INVESTIGATION OF MY BACKGROUND TO BE INSTITUTED AS THE SCREENING COMMITTEE MAY DEEM NECESSARY. ACCORDINGLY, I SPECIFICALLY AUTHORIZE THE SCREENING COMMITTEE TO MAKE SUCH INVESTIGATION AND AGREE THAT THE INFORMATION CONTAINED IN THIS AND THE ATTACHED APPLICATION MAY BE USED IN SUCH INVESTIGATION, AND THAT THE SCREENING COMMITTEE AND OFFICERS OF NORTHTREE COMMUNITY ASSOCIATION, INC. ITSELF SHALL BE HELD HARMLESS FROM ANY ACTION OR CLAIM BY ME IN CONNECTION WITH THE USE OF THE INFORMATION CONTAINED HEREIN OR ANY INVESTIGATION CONDUCTED BY THE SCREENING COMMITTEE.

IN MAKING THE FOREGOING APPLICATION, I AM AWARE THAT THE DECISION OF THE NORTHTREE COMMUNITY ASSOCIATION, INC. WILL BE FINAL AND NO REASON WILL BE GIVEN FOR ANY ACTION TAKEN BY THE SCREENING COMMITTEE. I AGREE TO BE GOVERNED BY THE DETERMINATION OF THE SCREENING COMMITTEE.

APPLICANT _____

APPLICANT _____

RENTAL APPLICATION & VERIFICATION
Equal Housing Opportunity

The undersigned hereby makes an application to rent property address: _____

PLEASE TELL US ABOUT YOURSELF

Name (Last) _____ (First) _____ (Middle) _____

Date of Birth _____ Social Security # _____

Phone () _____ Email Address: _____

Co-Applicant Name (Last) _____ (First) _____ (Middle) _____

Co-Applicant Date of Birth _____ Social Security # _____

Phone () _____ Email Address: _____

Names of Dependents _____ Date of Birth _____

_____ Date of Birth _____

_____ Date of Birth _____

Number of Pets _____ Type _____ Weights _____

PLEASE GIVE US RESIDENTIAL HISTORY (LAST 3 YEARS)

Current Address _____ Apt# _____

City _____ State _____ Zip _____

Current Landlord _____ Address _____

Landlord's Phone Number _____ Terms of Occupancy _____

Reason(s) for Leaving _____ Rent \$ _____

Previous Address (last 3 years) _____ Rent \$ _____

_____ Rent \$ _____

PLEASE DESCRIBE YOUR CREDIT HISTORY

Have you declared bankruptcy in the past seven (7) years? Yes _____ No _____

Have you ever been evicted from a rental residence? Yes _____ No _____

Have you had two or more late rental payments in the past year? Yes _____ No _____

Have you ever willfully or intentionally refused to pay rent when due? Yes _____ No _____

PLEASE PROVIDE YOUR EMPLOYMENT INFORMATION

Your Current Status: ___ Full Time ___ Part Time ___ Student ___ Unemployed

Current Employer _____

Dates employed _____ Position _____

Supervisor Name _____ Phone () _____

Salary \$ _____ per _____.

Previous Employer _____

Dates employed _____ Position _____

Supervisor Name _____ Phone () _____

Salary \$ _____ per _____.

Previous Employer _____

Dates employed _____ Position _____

Supervisor Name _____ Phone () _____

Salary \$ _____ per _____.

If you have other sources of income that you would like us to consider, please list income, source, and person (banker, employer, etc.) who we may contact for confirmation. You do not have to reveal alimony, child support, or spouse's annual income unless you want us to consider it in this application.

Amount \$ _____ Source/Contact Name _____

AUTOMOBILE

Make / Model _____ Year _____ License Plate _____ State _____

Make / Model _____ Year _____ License Plate _____ State _____

Your Driver's License Number _____ State _____

EMERGENCY CONTACT

Name _____ Address _____

Phone () _____ Relationship _____

Name _____ Address _____

Phone () _____ Relationship _____

I, _____ hereby acknowledge receipt,
and will abide by the following Northtree Homeowners Association,
Inc. Rules and Regulations.

(Signature)

(Print Name)

(Date)