



Parks Edge

3201 SW Landale Blvd.
Port St. Lucie, FL 34953

PROPERTY OWNERS' ASSN., INC.

Phone: 772.336.1525

Fax: 772.336.3605

www.ParksEdge.org

ParksEdgePOA@gmail.com

LEASE APPLICATION PROCEDURES, FEES AND REQUIREMENTS

The applicant and homeowner are responsible to have the application, fees and supporting materials submitted to the Parks Edge office **30 DAYS PRIOR TO PROPOSED OCCUPANCY**. Occupancy is not permitted prior to Board approval.

1. All prospective tenants in Parks Edge, 18 years and older, must fill out an application. **All proposed occupants, 18 years and older, are tenants who must fill out an application and be approved by the Association whether or not they are named on the lease.**
2. Upon completion of all required forms, submit your application to Parks Edge Property Owners' Association office located at: 3201 SW Landale Blvd., Port St. Lucie, FL 34953 along with the following:
 - A processing fee of \$100.00 per lease along with a \$50 background fee per applicant 18 years or older. Make check or money order payable to "Parks Edge POA". **All fees are non-refundable.**
 - A legible executed copy of your lease agreement.
 - A legible **copy of U.S. government issued photo I.D. and social security number**. This information is required to complete background checks.
 - Signed acknowledgement receipt of **Rules and Regulations**.
 - Signed **Background Investigation Authorization form** for each applicant 18 years or older.
 - Completed **Residence History Form**.
 - **Pet Information Form** along with a **current inoculation form and picture**.
3. Owners POA Assessments must be current and all fines must be paid in full prior to any approval. There may be no violations on the property.

PARTIAL OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. ALL FEES MUST BE PAID AT THE TIME THE APPLICATION IS SUBMITTED.

Parks Edge POA Lease Application

All prospective tenants, 18 years and older must fill out an application (pages 3 thru 6). All proposed occupants, 18 years and older, are tenants who must fill out an application and be approved by the Association, whether or not they are named on the lease.

PLEASE PRINT LEGABLY

Date: _____

Property Address: _____ Port St. Lucie, FL 34953

Name (Last): _____ First: _____ M: _____

Date of Birth: _____ Phone: _____

Email: _____

Names of children: _____ D.O.B.: _____

_____ D.O.B.: _____

_____ D.O.B.: _____

VEHICLE INFORMATION:

Vehicle #1: Make _____ Model _____ Year _____ Color _____

License # _____ State _____

Vehicle #2: Make _____ Model _____ Year _____ Color _____

License # _____ State _____

If there are any other adult occupants of the property, list them here and attach an individual lease application (pages 3 thru 6) for each adult.

Name: _____ D.O.B: _____

Name: _____ D.O.B: _____

Emergency contact:

1. _____ Phone: _____

2. _____ Phone: _____

Lease application must include the current contact information of the property owner.

Owners name: _____

Owners address: _____
City State Zip

Phone: _____ Email: _____

Parks Edge POA Lease Application

RESIDENCE HISTORY

**PRINT FULL ADDRESS, INCLUDING UNIT / APT. NUMBER,
CITY, STATE, AND ZIP CODE:**

Present address: _____
City State Zip

Apartment or Condo Name: _____

Own: _____ Rent: _____ Other: _____

Phone number: _____

Dates of Residency: From: _____ To: _____

Name of Landlord: _____ Phone: _____

Address: _____
City State Zip

Previous address: _____
City State Zip

Apartment or Condo Name: _____

Own: _____ Rent: _____ Other: _____

Phone number: _____

Dates of Residency: From: _____ To: _____

Name of Landlord: _____ Phone: _____

Address: _____
City State Zip

Parks Edge POA Lease Application

ANIMALS THAT WILL BE RESIDING IN THE HOME

- Provide current inoculation form from your veterinarian.
- Provide current picture of your pet.
- Animals and pets shall be restricted to the following; dogs, cats, fish, domestic birds, hamsters, lizards, gerbils, turtles. Domestic birds shall not include poultry of any kind. **A maximum of two (2) dogs and (2) cats will be permitted.** The foregoing shall also apply to animals/pets which visit the properties.
- No pets shall be kept, bred, or maintained for any commercial purpose.
- When outside of the residence, all dogs and cats must be accompanied by an attendant who shall have such dog/cat firmly held by the collar and leash, which leash shall not exceed eight (8) feet in length. No dogs/cats shall be permitted to run at large.
- An owner shall immediately pick up and remove any solid animal waste deposited by his/her pet on the property, including the common area.

Initial: _____ Tenant understand they must notify the Association office immediately if any new or additional pets are brought into the residents.

This form filled out in its entirety must accompany the application packet

PET INFORMATION:

There are pet policies for the community. It is the tenant and landlord's responsibility to understand and abide by the governing documents on any and all pet policies.

Number of Pets: Dogs _____ Cats; _____

1. Breed: _____ / _____ Weight _____ / _____

2. Breed: _____ / _____ Weight _____ / _____

3. Breed: _____ / _____ Weight _____ / _____

4. Breed: _____ / _____ Weight _____ / _____

Signature: _____ Date: _____

Address: _____



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BACKGROUND INVESTIGATION AUTHORIZATION FORM

APPLICANT:

PLEASE PRINT LEGIBLY

Name (Last): _____ First: _____ M: _____

Date of Birth: _____ Phone: _____

Present address: _____

City _____ State _____ Zip _____

Driver's License # _____ Social Security # _____

I authorize **Parks Edge POA** to conduct a background investigation on myself which may include but is not limited to the following areas: *A background security check interview, civil records check, character reference checks, local, and state, and national criminal records checks, motor vehicle records check, neighborhood reference check.*

I do hereby release, absolve and agree to forever hold harmless **Parks Edge POA**, their officers, agents, employees and representative and the Parks Edge Committees, including their officers, agent, and employees from liability resulting either from the background investigation or use of the results and opinion obtain there from. This also applies to any and all suits, actions, or censures of action at law, claim, demand or liability which I, my successors, assigns, heirs, executors, guardians of 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 **Parks Edge POA**. I release and forever hold harmless any reference providing information to **Parks Edge POA**.

I certify that the information contained in the **Parks Edge POA** lease application and associated forms and releases are 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 **Parks Edge POA**, and their representatives to perform 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 Parks Edge POA, and the applicable Parks Edge Committees.

Applicant Signature: _____ Date: _____

Parks Edge Property Owners Association is dedicated to protecting the privacy of your personal information, including your Social Security or other governmental identification numbers.



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Rules & Regulations

Lease dated _____ by and between the
Landlord ("Lessor") _____ and the
Tenant ("Lessee") _____.

NOW, THEREFORE, the parties do hereby agree as follows:

1. Lessee acknowledges receipt of Parks Edge Homeowners Association (the "Association") Rules and Regulations.
2. Lessee hereby acknowledges that the leased premises are-subject to the Covenants, Conditions and Restrictions of the Association. Lessee hereby agrees to comply with and abide by all of the provisions of the Rules and Regulations, "Community Documents" provided. Further the Lessee acknowledges that the Community Documents are applicable and enforceable against any person occupying the leased premises and a covenant shall exist upon the part of each such Lessee or occupant to abide by the Rules and Regulations of the Association.
3. Lessor and Lessee hereby agree and acknowledge that in order to facilitate the Association's duty to maintain a community of congenial residents and occupants and to protect the value of the properties with in Parks Edge community and the owners as a whole and further continuous harmonious development of the community that the Association is bestowed the right to: (1) evict Lessee for violation of the Community Documents; (2) to employ such attorneys, agents or professionals as shall be required tor such purpose; (3) to prosecute and defend all actions or proceedings in connection with me leased premises and eviction of the Lessee. Lessor further agrees that Lessor shall be liable to the Association for all pretrial, trial, appellate and bankruptcy attorneys' fees and costs incurred by the Association in any such eviction proceeding.

Lessor Name: _____

Lessor Signature: _____ **Date:** _____

Lessee Name: _____

Lessee Signature: _____ **Date:** _____

Lessee Name: _____

Lessee Signature: _____ **Date:** _____

Parks Edge POA Tenant and Lease Application

FOR OFFICE USE ONLY

PARKS EDGE POA CHECK LIST OF REQUIRED ITEMS:

- Completed and signed **Tenant and Lease Application**.
- Completed and signed Parks Edge POA **Background Investigation Form** for **EACH** adult applicant 18 or older to be residing on premises **whether on lease or not**.
- Copy of 2 forms of LD. (1 of which must be **U.S. Government issued photo I.D.**) and **Social Security Card Number** for each applicant
- Signed **Acknowledgment of Rules and Regulations** for each applicant.
- Completed **Residence History** form,
- Copy of Signed **Lease**.
- \$100.00 non-refundable Processing Fee** payable to Parks Edge, POA.
- \$50 non-refundable Application Fee** (background check) for each prospective tenant (18 or older) payable to Parks Edge POA.

HOA Assessments/ Fines Past Dues: _____

Processing Fee Check # _____
\$100.00 Processing Fee

Applicant fee Check # _____
\$50.00 for Each Applicant (background check)

PROCESSING AND APPLICATION FEES MAY BE SUBMITTED ON ONE CHECK

APPLICATION RECEIVED BY PARKS EDGE POA OFFICE

Date: _____ Time: _____

Received by: _____