



**5601 NW St James Blvd
Port St Lucie FL 34983
Phone 772-344-0219 Fax 772-344-0818**

LEASE APPLICATION

Please return completed package to St. James Golf Club Homeowners Association for processing.

A complete package includes:

- An application.
- Fully executed Lease Agreement.
- A copy of your driver's license.
- A non-refundable application fee of \$150 made payable to St. James Golf Club HOA. An interview of applicant(s) may be required; to renew a lease for the same tenants a \$50.00 administrative fee is required with a copy of the new lease.
- A Criminal Background and Credit Check are required for new tenants. There is a non-refundable fee of \$50.00 **per adult** and \$100.00 per adult for Canadian Background and Credits checks. Checks should be made payable to St. James Golf Club HOA. **(18 years or older - adult.)**
- All Leases must have a term of one (1) year. **No weekly or bi-monthly leases are allowed.**
- ***Tenants must have a credit score of 600 or higher.***



LEASE APPLICATION

{APPLICATION REQUIRES BOARD APPROVAL, IF ADDITIONAL SPACE IS NEEDED PLEASE USE OTHER SIDE}

Date: _____ Property Address: _____

Applicant: _____ Phone #: _____

Member of the United States Armed Forces on Active Duty or State Active Duty or member of the Florida National Guard and United States Reserve Forces YES NO **(COPY OF ID REQUIRED)**

Co-Applicant: _____ Phone #: _____

Number of children if any: _____ List Names _____

Any other occupants other than immediate family? _____ if so, please list the name & relationship: _____

Present Address (street, city, state, zip): _____

Will the home be occupied by applicant? _____ Phone #: _____

Applicant employers name: _____ No. of years there: _____

Address: _____ Phone #: _____

Spouse's employers name: _____ No. of years there: _____

Address: _____ Phone #: _____

Please list the name & number of contact person in case of an emergency:

Name: _____ Phone #: _____

Address: _____

Name: _____ Phone #: _____

Address: _____



NOTICE OF ACKNOWLEDGEMENT

I/We fully authorize investigation of all answers and references given.

I/We hereby agree to abide by all governing documents, including, without limitation, the rules and regulations of the St. James Golf Club Homeowners Association Inc. I acknowledge that I have received copies of the governing documents from the Lessor.

If the lessor fails to provide a set of documents or lessee a copy will be made available by St James Golf Club Homeowners Association Inc. at a cost of \$50.00. These documents may also be obtained on the HOA website.

PLEASE NOTE: A copy of the lease must be attached to this application. Renters are not permitted to sub-lease at any time.

Owner/Lessee agrees that the terms of the attached lease are compliant with the requirements of St. James Golf Club Homeowners Association Inc. including the Rules & Regulations pertaining thereto.

Lessee: _____ Date: _____

Lessee: _____ Date: _____

Lessor: _____ Date: _____

Lessor: _____ Date: _____



VEHICLE REGISTRATION FORM

Property Address: _____

Applicant: _____

Co-Applicant: _____

Vehicle #1

Vehicle #2

Make: _____

Make: _____

Model: _____

Model: _____

Year: _____

Year: _____

Color: _____

Color: _____

VIN #: _____

VIN #: _____

Tag #: _____

Tag #: _____

State: _____

State: _____

Vehicles are registered to: _____

All information on this form must be completed.

Any changes in use or appearance of the above described vehicle(s) must be submitted to the St. James Golf Club Homeowners Association Inc.

It is clearly understood that cars must be parked in the driveway and/or garage. Parking in the street is not permitted 24/7.

Lessee: _____ Date: _____

Lessee: _____ Date: _____



GENERAL AUTHORIZATION TENANT-RESIDENCY FORM

****Please copy and present a separate page for each applicant****

Applicant name: _____

Maiden name if applicable: _____

Date of birth: _____ Social Security #: _____

Present Address (street, city, state, zip): _____

Previous Address (street, city, state, zip): _____

I hereby authorize the St. James Golf Club Homeowners Association Inc., to obtain and verify a social security number search, a criminal report history, and a credit check.

I agree to indemnify and hold harmless St. James Golf Club Homeowners Association Inc., Its employees, officer and directors, affiliates, subcontractors, and agents from any loss, expense, or damage which may result directly or indirectly from information or reports furnished.

A conviction does not result in automatic denial of your application. Consideration will be given to the nature, date, and circumstances of the conviction, when reviewed before the Rental/Screening Committee.

Approval of the Application is based on a Credit Score of 600 or higher.

Lessee: _____ Date: _____



Rental Screening Committee Form for each Occupant 18 and Over

PLEASE NOTE: A Representative from St. James Golf Club Homeowners Association Inc. (the *Association*) will contact you directly to make an appointment for you with the screening/interview committee if required.

Date: _____ Property Address: _____

Applicant: _____ Phone #: _____

Please circle YES or No to the following questions.

- Yes No** Have you ever filed bankruptcy?
Yes No Have you ever had a property foreclosed?
Yes No Do you intend to occupy the property?
Yes No Have you received a copy of the governing documents, including the Covenants and Rules & Regulations, for the Association?
Yes No Do you agree to live by the governing documents and other rules and regulations that govern the area?
Yes No Are there any additional occupants that you have not disclosed to us?
Yes No Have you ever lived in a homeowner's association?
If yes, which one? _____
Yes No Were fines assessed against you in that association?
Yes No Have you ever been evicted?

Have you or any occupant residing with you, ever been charged or convicted of any of the following:

- Yes No** Sex crime
Yes No Felony, Assault or Battery
Yes No Burglary, Auto, Dwelling, etc.
Yes No DUI
Yes No Domestic Violence
Yes No Robbery
Yes No Grand theft
Yes No Kidnapping or related offense
Yes No Any other felony

If YES was answered to any of the above, please provide explanation: _____

Lessee: _____ Date: _____

Lessee: _____ Date: _____



Rental/Screening Committee Form

References: Please list two (2)

Name: _____ Phone #: _____

Address: _____

Name: _____ Phone #: _____

Address: _____

Please list the information for the most recent two (2) landlords:

Name: _____ Phone #: _____

Address: _____

Reason for leaving: _____

Name: _____ Phone #: _____

Address: _____

Reason for leaving: _____

Lessee: _____ Date: _____

Lessee: _____ Date: _____



Pet Information

Please advise us of any animals to be residing in the home.

Pet(s) Yes _____ No _____ N/A _____

- The breed of dog commonly known as “pit bull” “pit bull terriers” “American bulldog” “Staffordshire terrier” “Rottweiler’s is prohibited.
- No pets shall be kept, bred, or maintained for any commercial purpose.
- Dogs which are household pets shall at all times whenever they are outside a unit be confined on a leash and or Electric fence, held by a responsible person.
- An owner shall immediately pick up and remove any solid animal waste deposited by their pet on the properties, including the common areas and the exclusive neighborhood common area.

City of Port St. Lucie Animal Control

772-871-5042

<http://www.cityofpsl.com/animal-control/animal-citations.html>

Licensing—92.40

All domestic pets over the age of 6 months old must have a City of Port St. Lucie animal license displayed on their collar. The cost for a license is \$5 for an altered animal (spay or neutered), or \$15 for an unaltered animal. Proof of current rabies vaccination from a licensed veterinarian is required, and licenses may be obtained from most Port St Lucie veterinarians, and at the Animal Control Department 1133 S.W. Macedo Blvd., or by mail