



Country Fair at Boynton Homeowners Association, Inc.

LEASE RENEWAL CHECKLIST

Application Information:

- All requirements must be provided at the same time to be accepted. Any application that has missing requirements, information, or the appropriate fees, will not be accepted.
- Please note the Board of Directors has a thirty (30) day window to reach a decision on the application. The thirty days begin when the Board receives a completed package.
- All correspondence and updates will be provided to the applicants via email only.
- Please complete this form and return to Phoenix Management Services

Requirements:

- ┌ Copy of the signed lease agreement.
 - All leases must be for a minimum of 3 months and no more than 24 months.
 - All lease agreements more than 12 months must follow Florida Common Law Statute.
 - All lease renewals must be approved by the Association prior to renewal.
 - All lease agreements must make reference to Country Fair Documents
- ┌ Copy of all Occupants age 18 and older valid Driver's License that will be living in the home.
- ┌ Completed lease application. Any areas that do not apply must be marked with "N/A" and not left blank. ALL signature spaces must be signed by ALL applicable parties.
- ┌ Certified Check or Money Order payable to **Country Fair at Boynton HOA** for \$100.00 (Non-refundable).
- ┌ Certified Check or Money Order payable to **Phoenix Management** for \$150.00 Application fee (non-refundable) per person age 18 and older.

As per Article 13.03 of the Country Fair Declaration; all Homeowners are required to submit a lease renewal application prior to the lease expiration date for Board approval. The Board shall have the right to deny a lease renewal application by quorum board member vote at an Open Board Meeting for one of more of the following reasons.

- Homeowner is past due in assessment payment(s)
- Homeowner has outstanding violation(s)
- Lease tenant(s) has violated 2 or more rules in a 6-month period
- Lease tenant(s) has violated the same rule 2 or more times in a 3-month period



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Lease Renewal Application

Property Address: _____

Tenant(s) Primary Telephone Number (Residential or cell): _____

Tenant(s) Secondary Phone Number (Residential or cell): _____

Tenant(s) Primary Email Address: _____

Emergency Contact:

Name

Relationship

Telephone Number

Lease Dates: _____ TO _____

I understand that the acceptance for lease of a unit is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any misrepresentation or falsification of information of these forms will result in the automatic rejection of this application.

Applicant Signature

Applicant Signature

Applicant Signature

Please note that you are required to supply an enlarged copy of all driver's licenses.



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TENANT INFORMATION SHEET

Please list all occupants:

Country Fair Declaration Article 7.03: Dwelling Units are for residential purposes. Dwelling Units shall be used for single-family residence only, No separate part of any Dwelling Unit may be rented and no transient be accommodated therein. There shall be no more than four (4) permanent residents in any two (2) bedroom unit and no more than six (6) permanent residents of any three (3) bedroom unit.

<u>Name</u>	<u>Relationship</u>	<u>Age</u>	<u>Place of Employment (if any)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Vehicles (Must conform with Country Fair Vehicle and Parking Rules):

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Color</u>	<u>State</u>	<u>Tag #</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Pets:

<u>Type</u>	<u>Breed</u>	<u>Color</u>	<u>Age</u>	<u>Weight</u>	<u>License # (if applicable)</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

I certify, to the best of my knowledge that the information contained here is true and correct. I understand that any misrepresentation or omission can be basis for denying the application for residency.

Initials _____