



# Lease Procedures

Before any potential lessee can be approved and a screening date can be set up the following must be provided to the management office:

- 1) Fully **Completed** lease package provided by St. Andrews of Miramar management office.
- 2) Copy of the lease agreement with all amendments, signed by owner and lessee.
- 3) **Cashier Check or Money Order (not refundable)** made payable to St. Andrews of Miramar Condo Association for screening, in the amount of:
  - \$100 for one person on the lease agreement
  - \$150 for married couples on the lease agreement
- 4) Application must be hand-delivered (do not send via email or fax).

- Application process may take 7 to 10 business days.
- Application will not be processed unless it is complete.
- Management will call you once the application is processed.

After the screening is completed a Certificate of Approval will be issued to the owner or agent by St. Andrews of Miramar Management. At this time, if the lessee has been approved, a security deposit equivalent to one (1) month’s rent must be submitted to the St. Andrews of Miramar office. The security deposit is refundable to the payee at the end of the lease, provided there are no damages to the property or no fines have been levied. The security deposit will be held by the Association until the lessee has completely moved out of the condominium. Damages to any common elements(s) by the lessee or invitees will be deducted from the security deposit. Damages in excess of the security deposit shall be charged to the unit owner.

The owner or realtor must provide the following to the lessee:

- 1. Unit key(s)
- 2. Mailbox key(s)
- 3. Gate/common elements access device(s) (FOBs)

Please sign and date this document if you agree with the terms and conditions of St. Andrews of Miramar Condominium Association lease procedures:

Realtor/Agent name: \_\_\_\_\_; Phone #: \_\_\_\_\_

Property Address: \_\_\_\_\_ St. Andrews Place, building: \_\_\_\_\_, unit: \_\_\_\_\_

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant (Print name): \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner (Print name): \_\_\_\_\_



**OWNER/TENANT – INFORMATION SHEET**

**BUILDING # \_\_\_\_\_ UNIT # \_\_\_\_\_**

THE CONDO OCCUPIED BY OWNER OR RENTER? \_\_\_\_\_ OWNER \_\_\_\_\_ RENTER

**OWNER’S NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ BUSINESS PHONE #: \_\_\_\_\_

CELLULAR #: \_\_\_\_\_ ALTERNATE PHONE #: \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ (required)

**TENANT’S NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ BUSINESS PHONE #: \_\_\_\_\_

CELLULAR #: \_\_\_\_\_ ALTERNATE PHONE #: \_\_\_\_\_

LEASE EXPIRATION DATE: \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ (required)

**OWNER OR TENANT EMERGENCY CONTACT’S INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ BUSINESS PHONE #: \_\_\_\_\_

CELLULAR #: \_\_\_\_\_ ALTERNATE PHONE #: \_\_\_\_\_

**OCCUPANCY LIST**

THE NAMES AND AGES OF ALL OCCUPANTS RESIDING IN THE UNIT ARE REQUIRED

1. NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

2. NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

3. NAME: \_\_\_\_\_ AGE: \_\_\_\_\_

**VEHICLE (S)**

MAKE: \_\_\_\_\_ COLOR: \_\_\_\_\_ TAG NO: \_\_\_\_\_

MAKE: \_\_\_\_\_ COLOR: \_\_\_\_\_ TAG NO: \_\_\_\_\_

**ALL MEMBERS OF MY FAMILY, MY GUESTS AND I WILL ABIDE BY THE RULES AND REGULATIONS OF THE ST. ANDREWS CONDOMINIUM ASSOCIATION.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_



Saint Andrews of Miramar / Ref# \_\_\_\_\_  
**RESIDENTIAL SCREENING REQUEST**

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB (MM/DD/YYYY): \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Current Employer**

Company: \_\_\_\_\_ Tel#: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Salary: \_\_\_\_\_

Employed From: \_\_\_\_ To: \_\_\_\_ Title: \_\_\_\_\_

**Current Landlord**

Company: \_\_\_\_\_ Tel#: \_\_\_\_\_

Landlord: \_\_\_\_\_ Rent: \_\_\_\_\_

Rented From: \_\_\_\_\_ To: \_\_\_\_\_

I have read and signed the Disclosure and Authorization Agreement.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



DISCLOSURE AND AUTHORIZATION AGREEMENT  
REGARDING CONSUMER REPORTS

**DISCLOSURE**

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for and/or continued residence. **A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your residence.** Upon timely written request of the management, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed to you. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your rights under the Fair Credit Reporting Act.

**AUTHORIZATION**

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish **United Screening Services Corp.** with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

**READ, ACKNOWLEDGED AND AUTHORIZED**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Apt No. \_\_\_\_\_ Apt Type \_\_\_\_\_ Occup. Date \_\_\_\_\_ Term Date \_\_\_\_\_

**Application for Occupancy (Renatl/Lease)**

Date \_\_\_\_\_

**IMPORTANT: Each co-resident/co-applicant must submit separate applications.**

**PERSONAL INFORMATION**

Applicants Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS No \_\_\_\_\_  
First Middle Last

Marital Status \_\_\_\_\_ Driver License No \_\_\_\_\_ State \_\_\_\_\_

Spouse's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ SS No \_\_\_\_\_  
First Middle Last

Driver License No \_\_\_\_\_ State \_\_\_\_\_

**Other Occupants**

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Do you own pets? \_\_\_\_\_ If yes, type (breed) \_\_\_\_\_ Size/Weight \_\_\_\_\_

Have you, the co-applicant(s), and/or any occupant(s) ever been arrested, charged and/or convicted of a crime? \_\_\_\_\_ If Yes, Provide detailed explanation. **(Use reverse side of this application)**

Emergency contact **(Name/Phone)** \_\_\_\_\_

**RESIDENT HISTORY**

Present Street Address \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ To/From \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_

Landlord's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Reason For Moving \_\_\_\_\_

Previous Street Address \_\_\_\_\_ State \_\_\_\_\_  
Zip \_\_\_\_\_

To/From \_\_\_\_\_ Monthly Payment \$ \_\_\_\_\_ Landlord's Name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Reason For Moving \_\_\_\_\_

Have you and/or the co-applicant(s) ever been evicted from any property? \_\_\_\_\_ If Yes, Provide detailed explanation. **(Use reverse side of this application)**



**EMPLOYMENT HISTORY**

Present employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Position \_\_\_\_\_ Dates of employment \_\_\_\_\_ Gross weekly salary \$ \_\_\_\_\_

Previous employer \_\_\_\_\_ Supervisor \_\_\_\_\_  
Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Position \_\_\_\_\_ Dates of employment \_\_\_\_\_ Gross weekly salary \$ \_\_\_\_\_

Spouses employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Position \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Salary \$ \_\_\_\_\_

**PERSONAL REFERENCES**

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**BANK INFORMATION**

Account No \_\_\_\_\_ Account type \_\_\_\_\_ Bank Name and Branch \_\_\_\_\_

Account No \_\_\_\_\_ Account type \_\_\_\_\_ Bank Name and Branch \_\_\_\_\_

Account No \_\_\_\_\_ Account type \_\_\_\_\_ Bank Name and Branch \_\_\_\_\_

**CHARACTER REFERENCE**

Name \_\_\_\_\_ Phone No \_\_\_\_\_ Relation: \_\_\_\_\_

Name \_\_\_\_\_ Phone No \_\_\_\_\_ Relation: \_\_\_\_\_

*(If necessary use reverse side of this application to list additional accounts)*

**VEHICLES**

Year \_\_\_\_ Make \_\_\_\_\_ Tag No \_\_\_\_\_ State \_\_\_\_ Registered to \_\_\_\_\_

Year \_\_\_\_ Make \_\_\_\_\_ Tag No \_\_\_\_\_ State \_\_\_\_ Registered to \_\_\_\_\_

Year \_\_\_\_ Make \_\_\_\_\_ Tag No \_\_\_\_\_ State \_\_\_\_ Registered to \_\_\_\_\_

**Applicant(s) has submitted the sum of \$ \_\_\_\_\_, which is non-refundable payment for credit check/background check processing and verification of the application. St. Andrews of Miramar Condominium Association, Inc. is hereby authorized and given the right to verify by reasonable means all of the information disclosed by the applicant(s) including but not limited to credit check, criminal history, eviction-civil records, landlord verification, and verification of employment; in this application, any additional documents in the application packet, exhibits and/or attachments. Applicant(s) certify that all of the information disclosed to St. Andrews of Miramar Condominium Association, Inc. is true and correct. Furthermore, applicant(s) certify it has not knowingly omitted any information from this application, any additional documents in the application packet, exhibits and/or attachments. It is further understood and agreed between the parties that the decision to accept or deny the application for the above referenced residency and/or to terminate any lease which may be entered into between the parties pursuant to this application, whether during the term of the said lease or any extensions or renewal thereof is made at the sole discretion of the Board of Directors of St. Andrews of Miramar Condominium Association, Inc.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Spouse Signature \_\_\_\_\_ Date \_\_\_\_\_

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_



**LEASE ADDENDUM**

THIS LEASE ADDENDUM, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, as Owner of Unit No. \_\_\_\_\_ (the "Unit") of St. Andrews, a Condominium (hereinafter referred to as "Lessor"), and \_\_\_\_\_ (hereinafter referred to as "Lessee"), supplements and modifies that certain Lease Agreement dated \_\_\_\_\_ by and between Lessor and Lessee for the leasing of said Unit. The parties hereby agree as follows:

1. RULES AND REGULATIONS. Lessee, and his/her/their guests, invitees, licensees and servants, agree to take subject to, assume and abide by the Declaration of Condominium of St. Andrews, a Condominium (the "Declaration of Condominium"), its Articles of Incorporation, By-Laws, Rules and Regulations, and all exhibits and amendments thereto of St. Andrews, a Condominium (hereinafter collectively referred to as the "Association Documents"). By execution of this Lease Addendum, Lessee acknowledges that Lessee has received copies of the foregoing Association Documents from Lessor, and that Lessee understands that Lessee takes subject to same and agrees to abide by all provisions of the Association Documents, as same may be amended from time to time, and that the breach by Lessee (or Lessee's guests, invitees, licensees and servants) of any such Condominium Documents shall constitute a breach of a substantial obligation under the Lease. Failure of Lessee to abide by said Association Documents of St. Andrews of Miramar Condominium Association, Inc. (the "Association") shall entitle the Association to all the rights of Lessor to terminate the Lease and evict Lessee. The Board of Directors of the Association shall have the power, but shall not in any manner be obligated, to terminate the Lease and/or to bring summary proceedings to evict Lessee, in the name of Lessor and/or itself, in the event of (i) a default by Lessee in the performance of Lessee's obligations under the Lease, or (ii) a foreclosure of a lien placed on the Unit by the Association in accordance with the Association Documents. In the event the Association brings any action, proceeding or litigation to terminate the Lease and/or to evict Lessee, the Association shall recover from Lessor and/or Lessee all costs and reasonable attorneys' fees incurred therefore.

2. USE AND OCCUPANCY. The Unit shall be used solely as a private residence for Lessee, and the following individuals, as listed below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(List each occupant stating name, age and relationship to Lessee)

The Unit shall not be occupied by more than \_\_\_\_\_ persons. In addition, Lessee hereby specifically agrees to abide by any and all rules, regulations, covenants and restrictions contained in the Condominium Documents pertaining to guests within the Unit and/or upon Condominium property, as same may be amended from time to time. Lessee agrees not to use the Unit, or permit the Unit or any portion of the Condominium Property to be used, for any illegal, immoral, improper, offensive, hazardous or unlawful purpose. All valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction shall be observed by Lessee. Lessee further agrees not to make, nor permit to be made, any disturbance, noise or annoyance of any kind which is detrimental to the Unit or any portion of the Condominium Property, or to the comfort of any of the other inhabitants of the Condominium.

3. PROHIBITION OF SUBLETTING. Lessee shall not sublet the Unit or any part thereof, nor shall the Lease Agreement be assigned by Lessee.

4. RIGHT TO RENT. In the event the Unit Owner/Lessor becomes more than thirty (30) days delinquent in his/her/their payment of Association assessments, special assessments, or other obligations, the Association shall be empowered, in its sole discretion, to direct the delinquent Unit Owner's Lessee, in writing, to make rental payments payable to the Association until such time as all such delinquencies, (including accrued interest, late fees; and attorneys' fees and costs attributable to enforcement) have been paid in full. If



required by the Association, a prospective Lessee shall sign a written acknowledgment of this obligation prior to being approved, but this provision shall be enforceable even in the absence of such written acknowledgment. This right of the Association is cumulative and in addition to any and all other rights or remedies the Association may have against Lessee or Lessor.

5. COMMON AREA SECURITY DEPOSIT. The parties acknowledge that the Association has the power to impose and has required that, as to the lease of any unit in the Condominium, and specifically, as to the Lease of the subject Unit, a security deposit in the amount of one month's rent, (or such larger amount as may be permitted by law, as amended from time to time), shall be collected. Said security deposit will be held pursuant to Section 718.112(2)(i), Florida Statutes, by the Association in a separate account and will be used to offset the cost of any damage to Association property or to the common elements of the Condominium caused by Lessee, his/her/their family, licensees, invitees and guests. Lessor shall pay to the Association said common area security deposit upon execution hereof. Upon the termination of the Lease, any unused portion of the security deposit shall be returned to Lessor. The Association shall not be responsible for any portion of the security deposit that is not returned by Lessor to Lessee. This security deposit shall be held by the Association in an account bearing no interest to the Lessor or Lessee. Claims against the deposit, refunds and disputes regarding the disposition of the deposit will be handled in the same fashion as provided in Part II of Chapter 83, Florida Statutes.

The Unit Owner/Lessor shall be jointly and severally liable with the Lessee to the Association for any amount which is required by the Association to repair any damage to the Common Elements resulting from acts or omissions of Lessee or Lessee's family, licensees, invitees, and guests (as determined in the sole discretion of the Association), and to pay any claim for injury, or damage to property caused by the negligence of the Lessee or any said Lessee's family, licensees, invitees, and guests, and special charges may be levied against the Unit, Unit Owner/Lessor, and/or Lessee therefore.

6. RIGHT OF ENTRY. The Association, its employees or their agents shall have the right to enter the Unit at all reasonable hours to examine the Unit, to make all repairs deemed necessary for the safety of the other residents of the Condominium or the preservation of the Condominium property (or any portion thereof), or to do whatever is deemed necessary to assure orderly use and proper maintenance of the Unit or any portion of the Condominium property.

7. SUBORDINATION. The Lease is hereby expressly made subject and subordinate to all Condominium assessments, ground or underlying leases, mortgages, building loan agreements and all advances which may now or hereafter affect or become a lien upon the Condominium real property of which the Unit forms a part, and to any renewals, modifications, consolidations, replacements or extensions thereof.

8. INDEMNIFICATION. Lessee agrees to indemnify and hold harmless the Association from and against any claims for damages to person or property arising from Lessee's use of the Unit, or from any activity or work permitted or suffered by Lessee in or about the Unit. The Association shall not be liable for personal injury or damages to Lessee's personal property from theft, vandalism, fire, water, rain storms, smoke, explosions, riots or other causes whatsoever. The provisions of this paragraph shall survive the termination of the Lease.

9. MODIFICATION OF LEASE. The Lease may not be modified, amended, or extended without the prior written consent of the Board of Directors of the Association.

10. Nothing contained in the Lease, this Lease Addendum, or the Association Documents, shall in any manner (i) be deemed to make the Association a party to the Lease or this Lease Addendum (except to the extent, if any, necessary to enable the Association to enforce its rights hereunder or under the Association Documents, or (ii) create any rights or privileges of Lessee under the Association Documents or in or as to the Association.

11. Unit Owner, Lessor, and Lessee as used herein shall include singular and plural.





12. All other terms, conditions and provisions of the Lease Agreement shall remain in full force and effect, except as modified herein.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
Witness signature \_\_\_\_\_, Lessor

\_\_\_\_\_  
Please print

\_\_\_\_\_  
Witness signature \_\_\_\_\_, Lessor

\_\_\_\_\_  
Please print

\_\_\_\_\_  
Witness signature \_\_\_\_\_, Lessee

\_\_\_\_\_  
Please print

\_\_\_\_\_  
Witness signature \_\_\_\_\_, Lessee

\_\_\_\_\_  
Please print



# PET REGISTRATION

BUILDING: \_\_\_\_\_ UNIT NO#: \_\_\_\_\_

OWNER / RENTER NAME: \_\_\_\_\_

TYPE OF PET: DOG \_\_\_\_\_ CAT \_\_\_\_\_

BREED: \_\_\_\_\_ COLOR(S): \_\_\_\_\_ WEIGHT: \_\_\_\_\_

PET'S NAME: \_\_\_\_\_

### INSERT PHOTO (OPTIONAL)

If you wish to attach a photo of your pet, it would be greatly appreciated.  
It will help in the identification process in the event that your pet gets lost.

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**ADDENDUM TO APPLICATION FOR RESIDENCY**

It is the policy of St Andrews of Miramar Condominium Association, Inc. to require a security deposit in the amount equal to one (1) month's rent.

The deposit must be received on the same day the Certificate of Approval to move in is issued. The deposit shall be held by the Association until the Tenant has completely moved out of the condominium. Damage to any common element(s) by the tenant(s) or invitee(s) will be deducted from the security deposit.

**Damages in excess of the security deposit shall be charged to the apartment owner.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

