

POINT MEADOWS Place

Jacksonville, Florida
www.pmpcondos.com

LEASE APPLICATION FORM (revision effective 11/2010) & Requirements for owners and tenants of units:

Application is hereby made for approval of Lease of Condominium Unit Number _____
(Owners name(s)) PRINT or TYPE: _____
(Association Committee approval is required for all leases of units per Point Meadows Place
Condominium Rules and Regulations and Declaration. **An approved, current lease
Application Packet* and approved renewals or amendments are to be on file with the
Association at all times. A failure to do so constitutes a violation and fines up to \$1000.00
per Florida Statute.**

This Application Form and other required documents are to comprise and Application Packet as
follows:

- **“Application Packet” that must be received by the Association Committee at least 10 business days prior to the lease date** of the unit.
- A completed “Application Packet” will be forwarded to the Association Committee, upon receipt by the management office for Association.
- Upon 10 Business days from date of receiving a completed lease Application Packet* from the management office the Association shall provide a response to the unit owner.
- Where the time frame and completeness of the Application Packet* is not met, it will constitute good cause for denial of Association and management processing until completeness is provided, timely.
- It is the owner’s and their agent’s burden to adjust the lease date forward when they have not met the 10 business day requirement and/or have not provided completed Application Packet*.

IF LEASE or other type of tenancy COMPLETE THIS SECTION by circling & filling in the information PRINT OR TYPE THE INFORMATION EXCEPT WHERE ASKED TO SIGN OR INITIAL.

Date of Lease/occupancy is to be from _____ to _____

Agent _____ Phone(required) _____ or N/A

Or Owner/representative _____ Phone (required) _____

Email_ (optional for owner but recommended) _____

Mailing Address (required) _____

Phone contact for owner (required): _____

Lessees & tenants:

Applicant's (occupants over 18 years) name: print _____

Name sign _____

Drivers License# _____

Initial _____

Current Address _____

City _____ State _____ Zip _____

Current Phone # (required) _____ Cell or Work _____

Vehicle Make _____ Model _____ Color _____ Plate Number _____

Place of Employment _____

e-mail: (recommended) _____

2nd Applicant's (over 18) Name: print _____

Sign _____

Drivers License# _____

Current Address _____

City _____ State _____ Zip _____

Current Phone # (required) _____ Cell or Work _____

e-mail: (recommended) _____

Vehicle make _____ Model _____ Color _____ Plate # _____

Place of Employment _____

Total number of persons to occupy unit: _____

Names and ages of minors (under 18 years of age) to occupy unit: _____

For additional adults over 18, provide the above information and attach to this document

- **A COPY OF THE SIGNED LEASE AGREEMENT** Containing all terms of the lease **IS TO BE SUBMITTED** as a part of the lease Application Packet*. The lease must be signed by the unit occupants 18 years and older **and by the unit owner(s).**

- All minor occupants under 18 years of age must be listed on the lease with names and ages.
- **UNITS MAY NOT BE LEASED FOR LESS THEN 7 MONTHS.**
- A maximum of 6 person per unit.
- A maximum of two vehicles per unit, which must be registered in accordance with the Parking Form details.
- UNITS ARE ASSIGNED ONE COVERED PARKING SPACE AND Allowed ONE UNASSIGNED UNCOVERED PARKING SPACE, subject to the completed parking decal forms being approved and on-file as a required part of the Lease Packet*.
- **ONLY TWO VEHICLES** permitted per Unit. Others may be towed for the property at the owners expense if parked overnight,- refer to Rules and Regulations, and Declaration for complete parking and permitted vehicle types and parking rules.
- **PMPCA Declaration 12 “USE” restrictions and 2009 revised Rules & Regulations: Grills, Lanais, Vehicles, Pets, Vehicles, and Adult Supervision of minors, etc requirements for Condominium Property must be provided by the owner to the applicant in advance of lease. It is the owners responsibility to provide full disclosure and these documents to the tenant. Condominium Property is defined in the Declaration as all of PMP property to include interior of units. Adult Supervision is defined as 18 years and over.**

Initial_____

- ALL UNITS WILL RECEIVE up to TWO PARKING DECALS, assigned vehicle specific by Association designation, and TWO GATE CARDS for property & Amenities access. Remote gate openers are available for purchase. A \$25.00 Fee will be charged for replacing gate cards.
- Elevator key and blankets must be used when moving to and from PMP, and should be requested in advance from the management company during normal business hours, a \$25.00 refundable deposit for the elevator key is required.
- All boxes must be broken down and place trash in the trash compactor when moving in or out. **DO NOT** leave furniture or items too large for the compactor or place construction materials and carpet in the compactor. (subject to fines)

It is the obligation of each tenant and unit owner to strictly adhere to the Point Meadows Place Condominium Association Declaration and Condominium Documents as follows:

12.5 DECLARATION OF CONDOMINIUM – POINT MEADOW PLACE LEASING OF UNITS:

“Entire units may be rented provided the occupancy is only by the lessee, his family and guests. No rooms may be rented and no transient tenant (tenants for less than one (1) month) shall be accommodated in any Unit. The lease of any Unit shall not release or discharge the Owner from the compliance with any of his obligations and duties as the Unit Owner. No Lease shall be for a period of less than seven (7) months. Any such lease shall be in writing and provide that all of the provisions of this Declaration, and Bylaws and the Rules and Regulations of the Association pertaining to use the occupancy shall be applicable and enforceable against any person occupying a Unit to the same extent as against a Unit Owner, **and a covenant shall exist upon the part of each such tenant or occupant to abide by the Rules and Regulations of the Association, the terms and provisions of the Declaration of Condominium and Bylaws and designate the Association as the Unit Owner’s agent for the purpose of and with the**

authority to terminate any such lease agreement in the event of violations by the tenant of such covenants, which covenant shall be an essential element of any such lease or tenancy agreement. The Management Company must be notified of any lease agreement” ...by way of copy of current lease and Application Packet on file at all times.

Initial: by owner(s) _____ Initial by each occupant 18 years and over _____

Lease Packet* required content is as follows:

- All occupants 18 years and older must initial each of the individual Rules & Regulations and Declaration pages on “Use (section12) and provide initialed copy.
- The completed vehicle Parking Decal form initialed by owner and tenant(s).
- Verification of the following was performed: Criminal background, and credit history.
- Copy of letter of reference from the most recent landlord/management of the previous residency for each occupant over the age of 18.
- A copy of the lease agreement completed and signed by adult applicants and owners of record showing total occupants and minors’ names and ages listed. And will provide in the lease language: “All of the provisions of the PMPCA Declaration, and Bylaws and the Rules and Regulations of the Association pertaining to use and occupancy shall be applicable and enforceable against and person occupying a Unit Owner, and a covenant shall exist upon the part of each such tenant or occupant to abide by the Rules and Regulations of the Association, the terms and provisions of the Declaration of Condominium and Bylaws, and designated the Association as the Unit Owner’s agent for the purpose of and with the authority to terminate and such lease agreement in the even of violations by the tenant of such covenants, which covenant shall be an essential element of any such lease or tenancy agreement.”
- A completed and initialed (by all parties) copy of this form “Lease Application & Requirements”
- www.pmpcondos.com to download the above forms, Rules & Regs 2009 revision, and Declaration 12 for owner and tenant required initialing of same and submission as part of Lease Packet*.

ASSIGNED BY The Association MANAGEMENT FOR PMPCA following review and dated approval by the Association Committee:

Mail Box Number _____ Assigned covered parking space _____ Parking Decal _____ 2nd Parking Decal to be issued only if there is a second PMP registered vehicle # _____ Unit owners may request that an existing decal they hold, be assigned to a specific vehicle of an applicant

- Gate cards and decals will be under the name of new occupants and ARE NOT transferrable to other units or persons. Contact phone numbers for unit and tenant s are required for these items.
- PMPCA Board of Directors reserves the right to make revisions to the application forms and Lease Packet and will make them available at www.pmpcondos.com and through current management services form most recent revisions.

- PMPCA Board of Directors and their Committee reserves the right to validate the Application Packet* directly with owner and applicants at anytime during the following the review process

PMPCA Board of Directors will not review or respond to an Lease Packet* application until it is forwarded as complete and timely from management. Management will verify it is complete and forward to Association Committee no less than 10 business days prior to the lease date, or notify owner and their representatives to adjust the lease date to comply with 10 business day PMPCA Association Lease Packet* review process.

I/We have read the entirety of this application form and agree to abide by the terms:

Initials _____

FORWARD LEASE PACKET* BY fax, mail, or hand delivery only:

POINT MEADOWS PLACE CONDOMINIUM ASSOCIATION, INC.

c/o The CAM Team

1008 Park Avenue

Orange Park, FL 32073

Phone: 904-278-2338 Fax: 904-269-8108

Received by The CAM Team _____ Date _____

Forwarded to PMPCA BOD Committee _____ Date _____