

## DELRAY ESTUARY HOMEOWNERS ASSOCIATION, INC.

C/O Capital Realty Advisors, Inc.  
600 Sandtree Dr., Suite 109, Palm Beach Gardens, Florida 33403  
561.624.5888 Fax: 561.624.5827

### Rental Application Instructions & Acknowledgements

The Delray Estuary Homeowner's Association's Governing Documents require that all prospective leases/tenants be approved by the Association prior to occupancy and that the unit owners provide the Association all information required on the attached rental application prior to the required interview. An interview with the new renter and the Board or designated Committee is required prior to approval of the rental applicant and occupancy.

Completion of ALL items below, is part of the Application process and must be provided **NO LESS THAN 30 DAYS** prior to a proposed move-in date, or the applicant will not be able to move in until the association can make arrangements for the required interview. The association can not make arrangements for the interview until the nationwide background is completed, approximately one week after the receipt of this application.

1. The attached Application: As a prospective resident of the Association, you are agreeing to abide by the Association's Rules & Regulations and Documents as recorded in the Palm Beach County Official Records. If you have not received a copy of these documents from the owner of the unit, they are available to you by contacting CRA at 561.624.5888. Please ask for a set of Documents. The fee is \$75.00. There is no cost for the association's Rules & Regulations, which is also attached.

All owners must supply a copy of the Delray Estuary Association Documents – Rules & Regulations to the tenants. Owners are responsible for the actions of tenants and/or all guests and are subject to potential Fines for violation of the Documents and/or the Rules & Regulation by the tenant or guests.

3. An executed copy of the lease must be attached to the application. Please note that units MAY NOT be rented for periods less than four (4) months or more than one (1) time in any twelve (12) month period.
4. A \$500.00 non-refundable application fee from the Owner/Landlord by check made payable to Delray Estuary HOA, Inc. will also cover the cost of the National Law Enforcement background inquiry and credit check required on all new residents. Please note there is an additional \$65.00 charge for each unrelated single adult residing in the unit to cover background and credit checks.
5. A \$1000.00 refundable security deposit is required. Make Check payable to Delray Estuary HOA, Inc. Please note on check "*Refundable Security Deposit*". Any cost incurred by the Association for repair of damage done to common areas will be deducted from this deposit.
6. A picture ID for each adult resident (legible copy of driver's license or current passport).
7. A picture and veterinarian's current shots certificate for any pets that will reside in the unit.
8. A copy of the owner's city of Delray Beach Rental Permit.

Submit the completed Application, with Fees by check and All required information attachments together. Note that partial application packages will be returned incomplete and will delay lease approval and move in.

**Submit To: Delray Esturay Homeowners Association, Inc.**

C/O Capital Realty Advisors, Inc.  
600 Sandtree Dr., Suite 109, Palm Beach Gardens, Florida 33403

**Reminder To New Tenants**

**Read all Delray Estuary Documents-Rules & Regulations prior to the signing of your lease**

Please obtain Gate Remotes and Pool / Pedestrian gate keys from your landlord. Additional Gate Remotes may be purchased for \$100 each and common area keys are \$50 each. Contact Steve Polino at Capital Realty Advisors, Inc., (CRA), if purchase is required.

**OWNER'S INFORMATION**

**PRINT OR TYPE ALL INFORMATION ON THESE FORMS**

DATE: \_\_\_\_\_ OCCUPANCY DATE: \_\_\_\_\_ LEASE TERM: \_\_\_\_\_ TO: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_  
(BEING LEASED)

OWNER NAME(S): \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PRESENT OWNER'S PHONE no.(s): \_\_\_\_\_ Email address: \_\_\_\_\_

PRESENT OWNER'S AGENT: \_\_\_\_\_ Phone no: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICATION FOR OCCUPANCY**

APPLICANT(S): \_\_\_\_\_

CHECK ONE: ANNUAL RESIDENT: \_\_\_\_\_ SEASONAL RESIDENT: \_\_\_\_\_ OTHER: \_\_\_\_\_

PHONE NUMBERS: \_\_\_\_\_ WK: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL ADDRESSES: 1. \_\_\_\_\_ 2. \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

**PLEASE LIST LOCAL CONTACTS IN THE EVENT OF AN EMERGENCY:**

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

PHONE NUMBERS: \_\_\_\_\_

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

PHONE NUMBERS: \_\_\_\_\_

**INFORMATION REGARDING EACH PERSON TO LIVE IN THE UNIT. (INCLUDING CHILDREN)**

NAME (PRINT)	SOCIAL SECURITY No.	DATE OF BIRTH
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PART I - RESIDENCE HISTORY**

PREVIOUS ADDRESS: \_\_\_\_\_

I/WE HAVE \_\_\_ OWNED OR \_\_\_ RENTED THIS HOME FOR (LENGTH OF TIME) \_\_\_\_\_

NAME OF LANDLORD: \_\_\_\_\_

**PART II - PERSONAL REFERENCES**

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

ADDRESS: \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_

**PART III – EMPLOYMENT**

EMPLOYED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_  
(OR RETIRED FROM) (BUSINESS NAME IF SELF EMPLOYED)

HOW LONG: \_\_\_\_\_ POSITION: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

SPOUSE/PARTNER’S EMPLOYMENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

HOW LONG \_\_\_\_\_ POSITION \_\_\_\_\_ ADDRESS \_\_\_\_\_

**PART IV – VEHICLES & LICENSED DRIVERS**

COMMERCIAL VEHICLES, CLOSED VANS, SPORT ACTIVITY VEHICLES, RV VEHICLES, ANY TYPE TRAILERS, BOATS, CAMPERS or UNSIGHTLY VEHICLES **ARE NOT ALLOWED**. TENANTS PICK-UP TRUCKS MUST BE PARKED INSIDE THE UNIT’S GARAGE WITH THE GARAGE DOOR CLOSED. VIOLATING VEHICLES WILL BE TOWED OFF THE PROPERTY AT OWNER’S EXPENSE. **See Article 8.4 pg. 22 of the Declaration, in the Documents for the complete list of prohibited vehicles not allowed in the Delray Estuary.**

MAKE OF VEHICLE	MODEL	LICENSE NUMBER	COLOR	STATE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PART V - PETS**

**NUMBER OF PETS:** MAXIMUM OF TWO (2) DOGS OR FOUR (4) CATS ARE PERMITTED PETS  
**NOTE:** EXOTIC PETS ARE NOT ALLOWED, SUCH AS SNAKES, IGUANAS, MACAWS, etc. A **PICTURE OF PET(S) MUST BE INCLUDED FOR IDENTIFICATION PURPOSES AND AN UP TO DATE RABIES CERTIFICATION FROM A VETERINARIAN MUST BE SUBMITTED.**

NAME (answer to)	AGE	COLOR	WEIGHT	BREED
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PART VII - SECURITY BACKGROUND**

I UNDERSTAND A NATIONWIDE LAW ENFORCEMENT RECORDS INVESTIGATION IS REQUIRED.

Have you [or other applicant] ever been convicted of a state or federal offense?    \_\_\_\_\_ yes \_\_\_\_\_ no

Have you [or other applicant] ever been convicted of a felony.    \_\_\_\_\_ yes \_\_\_\_\_ no

Are you [or other applicant] presently awaiting trial on any criminal offense?    \_\_\_\_\_ yes \_\_\_\_\_ no

**IF YES TO ANY OF THE ABOVE, GIVE NAME, DATES, NAME OF COURT, AND DETAILS OF CONVICTION ON SEPARATE PAGE. FAILURE TO DISCLOSE WILL RESULT IN THE APPLICATION FOR A LEASE BEING DENIED.**

**ACKNOWLEDGEMENT OF LEASE APPLICANT(S)**

1. That I/We **agree** on behalf of all persons who may use the unit, which I will lease and myself/ourselves, that I/We will abide by all the Restrictions and Requirements of the Association’s governing legal Documents and Rules & Regulations.
2. That I/We agree that all of the information contained in this application is true and complete to the best of my/our knowledge and that any False or Misleading information given in this application constitutes grounds for rejection of this application and revocation of the tenants right to reside on this property.
3. That I/We give my/our permission for a Nationwide Law Enforcement Background investigation and credit history verification. That the unit may not be leased or sub-leased without the express written approval of the Board of Directors of Delray Estuary Homeowners Association, Inc.
4. That I/We agree upon receipt of Notice that monthly rent payments will be sent directly to the Association until any assessments, charges, late fees and attorney fees, due and owing by the owner/landlord are paid in full, pursuant to 8.9, C.2. of the Declaration.
5. That no persons other than those shown on this application will reside in the unit and I/We agree that anyone moving into the unit at a later date will be registered with the Association and a background investigation done at the applicant’s expense.

I/We hereby agree on behalf of all persons who may use the unit, which I/We seek to lease, that I/We will abide by all the Restrictions in the By-Laws, Rules and Regulations and Association Documents. I understand that the acceptance for lease is conditioned upon an interview prior to approval, the truth and accuracy of this application and upon approval of the Board of Directors. **I/we acknowledge that I/we have received, read, understand and agree to abide by the Delray Estuary Documents and the Rules & Regulations.**

**Signature of Applicant 1:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Applicant 2:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**ACKNOWLEDGEMENT OF OWNER(S)**

1. That I/We hereby authorize the association to evict a tenant at my/our (owners) expense in any case where the tenant fails to abide by the Association’s Governing Legal Documents and Rules & Regulations, receipt of which is hereby acknowledgement.
2. That I/We as Owner(s) are responsible for the tenant and/or guests of such tenant, in regard to unpaid violation fines, any costs related to damages to community property and/or fees paid to the Association’s attorney relating to tenant and/or guests of tenant and agree upon receipt of Notice that all monthly rent payments will be sent directly to the Association by the tenant until any assessments, charges, late fees and/or attorney fees, due and owing by the owner/landlord are paid in full, pursuant to section 8.9, C.2. of the Delray Estuary Amended & Restated Declaration.

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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OFFICE USE ONLY: Interview held on: \_\_\_\_\_ Attended by : \_\_\_\_\_

**LEASE: APPROVED [ ] DENIED [ ] REASON DENIED:** \_\_\_\_\_

BOARD APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_