



11200 SW 71st Street  
Miami, Florida 33173

**Snapper Creek Townhouse  
Homeowners Association, Inc.**

Phone: 305.279.5383  
Fax: 305.279.7964

**LEASE APPLICATION**

Dear Applicant:

Attached you will find a Rental Screening Application that must be **COMPLETELY** filled in, **signed** and **dated**. To save time, please hand deliver the application back to this office with a money order for **\$100.00**, made out to **Snapper Creek Townhouse H.O.A., Inc.** The completed Application must be submitted 15 days before the next schedule meeting (excluding weekends and holidays) for our process to be completed. No exception will be taken in consideration if application is submitted late.

Rental Committee meets on the **first** and **third** Monday of the month, to review Lease Application and conduct a personal interview with prospective tenant(s) and homeowner or homeowner's representative.

**A complete application consists of the following:**

- A. Request to rent form.
- B. Rental policy.
- C. Board of Directors authorization.
- D. Rental screening application.
- E. Lease & Addendums signed.
- F. Police Report from all occupants eighteen years of age or older.
- G. Copy of Driver's License, proof of insurance, vehicle registration, S.S.
- H. Documentation of employment (Letter Head), W-2, or Check Stub.
- I. Rental Screening Fee (\$100.00). (Refundable See rental policy)
- J. Applicant Consent Form to Release Information
- K. Resident registration form to be completed
- L. Snapper Creek HOA Rules and Regulations
- M. Rules and Regulations acceptance form
- N. All dogs (pets) must have county mandated shots, including proof of pets County licensure.

Should you have any questions, please call the office at (305)279-5383.

Written references on letterhead stationary are also welcome.

Respectfully,

The Board of Directors

Board Approved Sept. 21, 1987

The board approved Revised April 28, 2016

This application is also available in Spanish as a **COURTESY ONLY**

# Snapper Creek Townhouse HOA, Inc.

Homeowner (or legal representative):

1. Complete the following information and submit it to your Tenant for their information. After Tenant has completed their part (Section II) of this form, submit the contract to the Rental Committee.

2. Homeowner

Name: \_\_\_\_\_

3. Home Phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

Address of the unit to be rented: \_\_\_\_\_

Snapper Creek Townhouse HOA Account No. \_\_\_\_\_

I understand that I am responsible to periodically see that the below named tenant in Section II will obey and adhere to all the rules and regulations of Snapper Creek Townhouse Homeowners Association.

4. The cars belonging to the Tenant will use only the two parking spaces assigned to this unit. Visitor parking spaces are to be used by VISITORS ONLY. No unit owner or Tenant shall store or leave boats, trailers, mobile homes, commercial vehicles and/or the like on the property.

5. Tenant at Snapper Creek Townhouses will use the unit as a private residence only and with the full knowledge and understanding concerning the “quiet and peaceful enjoyment of the premises”.

6. No sub-leasing is allowed; otherwise, a fine of \$500.00 will be levied upon the homeowner.

## RENTAL UNITS

TENANTS ARE UNDER THE SAME OBLIGATION AS HOMEOWNERS TO COMPLY WITH

ALL THE RULES AND REGULATIONS GOVERNING SNAPPER CREEK TOWNHOUSE

HOMEOWNERS ASSOCIATION.

The following regulations have been adopted to clarify leasing requirements, to improve relationships between tenant and owners, and to establish practices that are the best interest of both absentee owners and tenants in maintaining the quality of Snapper Creek and its property values.

## RENTAL POLICY

All homeowners engaging in the rental of their unit, must comply with the following procedures:

1. Notify the office of intention to rent.
2. No owner may lease or rent his/her/its townhouse if delinquent in the payment of any regular or special assessment.
3. The office will provide to the prospective tenants, the Snapper Creek Residential Lease Request to Rent Form, and Lease Application.
4. Deliver completed application, to the Snapper Creek Office, attached with a copy of the written lease or memorandum to lease.
5. If the Rental Screening Committee approves the new tenant, a letter stating such approval will be sent to the Homeowner. An **Access Control Sticker** must be obtained at the office for \$20.00 for each vehicle (max 2 vehicles); **the Access Control Sticker must be purchased at the time of submitting the application.** The Homeowner Association will provide you with a copy of the Rules & Regulations at the time of submitting the application. All this information may be obtained at the office or On-line at [www.snappercreekhoa.com](http://www.snappercreekhoa.com).
6. If the Rental Screening Committee denies the new tenant, a letter stating such denial will be furnished to the Homeowner, explaining the reason for denial. The Rental Screening Committee will set –up an interview with the prospective tenants and homeowner to discuss the denial if requested.
7. At no time is a tenant to take possession or “MOVE IN” until the Rental Committee has given a final approval. **In order to MOVE IN tenant should have a copy of the approval letter to present at the main gate.** The tenant must follow the MOVE IN rules and regulation (times and days) of the Snapper Creek HOA; **(Monday to Sunday from 8:00AM to 6:30PM)** only.
8. Failure to comply with the Rental Policy will result in a \$500.00 fine, levied against every homeowner in the first of the month. Another \$500.00 on the first of every month thereafter, until the premises are vacated by the unauthorized tenants. Under Snapper Creek Townhouse Homeowner Association Rules and Regulations, said fine may be made as a Lien and may be subsequently foreclosed.
9. All leases entered into by any homeowner must provide that the tenant is required to comply with any and all Rules and Regulations of the Snapper Creek Townhouse Homeowners Association Inc. As well as any and all covenants, bylaws and restrictions. Furthermore, the Association shall have the right to bring eviction proceedings or take such legal action, as it may deem necessary, with respect to said tenant, it being expressly intended and understood that the Association is an intended third party beneficiary under the term of said Lease Agreement. If any other Leases are used, this clause must be included.
10. Rental Committee will meet on the First and Third Monday of every month. The Committee will interview prospective tenants and homeowners.
11. A refund of the application fee is applicable only; If the application is cancelled within 24 hours from the time it was submitted to the Association office and the request is submitted in writing signed by both parties the Landlord(s) and Tenant(s).

Snapper Creek Townhouse Homeowner Association, Inc

**Board of Directors Authorization**

**THE HOMEOWNER AS LEGAL REPRESENTATIVE AUTHORIZES THE BOARD OF DIRECTORS TO TAKE ANY AND/OR ALL NECESSARY STEPS TO REMOVE OR EVICT THE TENANT IN THE EVENT OF ANY VIOLATION (S) OF THE SNAPPER CREEK TOWNHOUSE RULES AND REGULATIONS, WITH THE COSTS AND EXPENSES THEROF TO BE CHARGED TO AND PAID BY HOMEOWNER.**

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Signed Homeowner

TENANT:

Name (in full) of Tenant & Spouse

\_\_\_\_\_

Social Security number: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Social Security of Spouse: \_\_\_\_\_

Birth Date of Spouse: \_\_\_\_\_

1. The townhouse will be occupied by \_\_\_\_\_, persons.

Children Names & Ages: \_\_\_\_\_

\_\_\_\_\_

2. The name of any other family member living with you:

\_\_\_\_\_

3. Term of Lease: \_\_\_\_\_

4. First Auto: Make, Type, Year and Tag number.

\_\_\_\_\_

5. Second Auto: Make, Type, Year and Tag number.

\_\_\_\_\_

6. NO COMMERCIAL VEHICLES AND/OR VEHICLES WITH LITTERING WILL BE ALLOWED ON SNAPPER CREEK TOWNHOUSE PROPERTY

7. Complete attached rental application and submit to Snapper Creek HOA for investigation. If not found to be favorable, the request will be denied. You may request a hearing with the board of director for future consideration.

Thank you, for your request to lease in SNAPPER CREEK and for your cooperation

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**SNAPPER CREEK TOWNHOUSE HOMEOWNER ASSOCIATION, INC.**  
**RENTAL SCREENING APPLICATION**

**Note: If any question is not answered or left blank, this application may be returned, not processed and not approved. Complete all questions and fill in all blanks**

Date: \_\_\_\_\_ Townhouse No. \_\_\_\_\_

Owner's name: \_\_\_\_\_ Owner's Phone No. \_\_\_\_\_

Address of rental: \_\_\_\_\_

Desired date of occupancy: \_\_\_\_\_

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

Spouse: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Telephone: \_\_\_\_\_

( ) Single ( ) Married ( ) Widower ( ) Separated (how long) \_\_\_\_\_

( ) Divorced (how long) \_\_\_\_\_

Names and ages of children who will occupy unit under 18 yrs. Of age: \_\_\_\_\_

\_\_\_\_\_

Names and number of adults over 18 yrs. Of age who will occupy unit: \_\_\_\_\_

\_\_\_\_\_

In case of emergency, notify (name, address, and phone): \_\_\_\_\_

\_\_\_\_\_

**Part 1-Residence History (please print)**

**A. Present address (include apartment number):**

\_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Monthly rent or Mortgage

Residency yrs.\_\_\_\_ mos.\_\_\_\_ Mortgage payment \$ \_\_\_\_\_ Acct. No. \_\_\_\_\_

Property owner or Mortgage holder: \_\_\_\_\_ Phone: \_\_\_\_\_

**B. Previous address (include apartment number):**

\_\_\_\_\_ Phone: \_\_\_\_\_

Dates of Monthly rent or Mortgage

Residency yrs:\_\_\_\_ mos.\_\_\_\_ Mortgage payment \$ \_\_\_\_\_ Acct. No: \_\_\_\_\_

Property owner or mortgage holder \_\_\_\_\_ Phone: \_\_\_\_\_

**PART 2 – Job History (Please print)**

A. Employer's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ how long \_\_\_\_\_

Approx.

Income: \$ \_\_\_\_\_ Dept/Position \_\_\_\_\_ Supervisor \_\_\_\_\_

B. Spouse's Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ how Long \_\_\_\_\_

Approx.

Income: \$ \_\_\_\_\_ Dept/Position \_\_\_\_\_ Supervisor \_\_\_\_\_

**PART 3 – Bank References (Please print)**

A. Bank: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ How Long: \_\_\_\_\_ Acct. ( ) CK. ( ) SV.

B. Bank: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ How Long: \_\_\_\_\_ Acct. Type ( ) CK ( ) SV.

**PART 4 – Characters References (NO RELATIVES)**

1. \_\_\_\_\_ Ref.Phone: \_\_\_\_\_ Office: \_\_\_\_\_

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

2. \_\_\_\_\_ Ref.Phone: \_\_\_\_\_ Office: \_\_\_\_\_

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

3. \_\_\_\_\_ Ref. Phone: \_\_\_\_\_ Office: \_\_\_\_\_

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

No. of cars (only 2 vehicles) \_\_\_\_\_

Driver's Lic. No. \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Plate No. \_\_\_\_\_ State: \_\_\_\_\_

Driver's Lic. No. \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Plate No. \_\_\_\_\_ State: \_\_\_\_\_

IF THIS APPLICATION IS NOT LIGIBLE OR NOT COMPLETELY AND ACCURATLEY FILLED OUT, Snapper Creek Townhouse H.O.A. Inc., will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omission or illegibility.

By signing this form, the undersigned agrees to waive any and all claim(s), action(s) or demand(s). For demand(s) for damages which may arise from the investigation, processing and any other action taken respect to the within questionnaire against Snapper Creek Townhouse Homeowner Association Inc., its agents, officers, attorneys, employees, managers, directors of homeowner, from any and all claims, action or demands arising from or as a result of the investigation, processing, handling, or other action taken with respect to the information provided in this questionnaire, including but not limited to actual damages, consequential damages, punitive damages, cost, interest, and attorney's fees. Including attorney's fees incurred by Snapper Creek, it's agent, officers, attorneys, employees, mangers, directors, and homeowner in defending such claim(demand or action).

\_\_\_\_\_  
Signature of Applicant.

\_\_\_\_\_  
Signature of Spouse.

**APPLICATION PROCESSING FEE (REFUNDABLE see rental policy) IS \$ 100.00**

## Addendum to Lease

### **Homeowners Association Rules, Declaration, and ByLaws**

Upon execution of this lease by Tenant, Tenant agrees to abide by all rules, covenants, and bylaws made by the Homeowners Association. Tenant acknowledges receipt of Homeowners Association package outlining said Rules and Regulations, and agrees to abide and come under the same responsibilities and obligations expected of a unit owner. Further, the tenant agrees to abide by any changes in said rules, covenants, bylaws made by the Board of Directors upon notification of said changes.

Tenant understands and agrees that failure to comply with said Homeowners Association rules, covenants, and bylaws could result in a fine, in accordance with the bylaws, levied against the homeowner, and shall demand immediate payment of said fine. The Association shall have the right to bring eviction proceedings or take such action, as it may deem necessary with respect to said Tenant, it is expressly intended and understood that the Association is an intended third party beneficiary under the terms of said Lease Agreement.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Tenant Signature

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**LEASE ADDENDUM FOR DRUG-FREE AND  
ILLEGAL FREE ACTIVITY HOUSING**

In consideration of the execution or renewal of a lease of the Townhouse  
unidentified in the lease, Owner and Tenant agree as follows:

1. Tenant, any member of the tenant's household, or a guest or other person under the tenant's control, tenant shall not engage in or facilitate criminal activity, including drug-related criminal activity, within the dwelling or on or near property premises." Drug related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance( as defined in section 102 of the Controlled Substances Act(21 U.S.C. 802)
2. Tenant will not engage in the manufacture, sale or distribution of illegal drugs at any location, whether on or near property premises or otherwise.
3. The tenant shall not engage in acts of violence or threats of violence, including, but not limited to the unlawful discharge of firearms, on or near property premises.
4. **A SINGLE VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY.** Unless otherwise provided by law, proof of violation shall not require a criminal conviction, but shall be preponderance of the evidence.
5. In the event of conflict between the provisions of this Addendum and other provisions of the lease, the provisions of the Addendum shall govern.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Tenant:

\_\_\_\_\_  
Homeowner:

\_\_\_\_\_  
Tenant:

\_\_\_\_\_  
Homeowner:

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Witness:

\_\_\_\_\_  
Witness:



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**LEASE APPLICATION**

**RENTAL SCREENING APPLICATION AND APPROVAL FORM**

ACCOUNT NO: \_\_\_\_\_  
APPLICANT (S) NAME: \_\_\_\_\_  
ADDRESS OF RENTAL PROPERTY: \_\_\_\_\_  
OWNER'S NAME: \_\_\_\_\_  
OWNER'S BILLING ADDRESS: \_\_\_\_\_  
OWNER'S PHONE No.: H: \_\_\_\_\_ W: \_\_\_\_\_

**DOCUMENTS COMPLETED**

**CHECK**

- |  |       |
|--|-------|
| 1. REQUEST TO RENT   | _____ |
| 2. RENTAL POLICY   | _____ |
| 3. RENTAL COMMITTEE AUTHORIZATION                                | _____ |
| 4. RENTAL SCREENING APPLICATION                                  | _____ |
| 5. SNAPPER CREEK LEASE & ADDENDEM-SIGNED.                        | _____ |
| 6. \$100.00 RENTAL SCREENING FEE.( REFUNDABLE see rental policy) | _____ |
| 7. POLICE REPORT   | _____ |
| 8. DRIVER'S LICENCE, PROOF OF INSURANCE, CAR REGISTRATION        | _____ |
| 9. DOCUMENTATION OF EMPLOYMENT & SOCIAL SECURITY                 | _____ |
| 10. Applicant Consent Form to Release Information                | _____ |

**(FOR OFFICE USE ONLY)**

**INTERVIEW COMPLETED:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**COMMENTS:** -----  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE NOTE: WHEN MOVING TRUCK SIZE NOT BIGGER THAN 24 FT**

**MOVING DAYS: MONDAY - SUNDAY, BETWEEN 8:00 A.M. - 6:30 P.M.**



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## **APPLICANT CONSENT FORM TO RELEASE INFORMATION**

I (We) \_\_\_\_\_ understand that in consideration of my application with Snapper Creek Townhouse Homeowners Association Inc. , a background investigation may be conducted of my past employment and activities. I have authorized past and present employer and personal references with whom I am acquainted to answer all questions concerning my previous background history. I release all persons from any liability or damages for having furnished such information.

In consideration of my application to rent at \_\_\_\_\_, I (We) hereby authorize Snapper Creek Townhouse Homeowners Association Inc., to conduct such an investigation by requesting a background check. I further release the companies named in my application and the companies Snapper Creek Townhouse Homeowners Association Inc., choose to use in the investigation, which may include, but not limited to the gathering of personal and professional information which may be on file with State and local agencies.

A telephone, facsimile (fax) or a photographic copy of this authorization shall be as valid as the original.

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

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

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

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

**RESIDENT DATA FORM**

Last Name(s): \_\_\_\_\_

First Name(s): \_\_\_\_\_

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

Phone: \_\_\_\_\_ ALT Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Homeowner: YES \_\_\_ NO \_\_\_      Renter: YES \_\_\_ NO \_\_\_

List of visitors Pre-authorized

- 1: \_\_\_\_\_
- 2: \_\_\_\_\_
- 3: \_\_\_\_\_
- 4: \_\_\_\_\_
- 5: \_\_\_\_\_
- 6: \_\_\_\_\_
- 7: \_\_\_\_\_
- 8: \_\_\_\_\_
- 9: \_\_\_\_\_
- 10: \_\_\_\_\_

By signing this form, you authorize the above list of visitors to be included in SCHOA Pre-approved list.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

List of Registered vehicles: (only 2 vehicles will be registered per residence)

- | <u>Make / Model</u> | <u>Color</u> | <u>Tag #</u> |
|---------------------|--------------|--------------|
| 1: _____            |              |              |
| 2: _____            |              |              |



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Dear Homeowner and/or Resident (tenant):

Ref. By-Laws and/or Rules and Regulations

I (We) \_\_\_\_\_

Homeowner/Resident(tenants) of \_\_\_\_\_  
here by certify that I (We) have received a copy of the By-Laws, Declaration of Documents, Articles of Incorporation and/or Rules and Regulations for Snapper Creek Townhouse Homeowners Association and agree that we will abide by all the Rules and Regulations now in effect or hereafter promulgated by the Board of Directors, the provisions of the Article of Incorporation, Snapper Creek Townhouse **Rental Policy**, applicable laws, ordinances, or regulations of governmental bodies having jurisdiction.

Homeowner/Resident (tenants) Signature: \_\_\_\_\_

\_\_\_\_\_

CC: File