

CIELO HOA Inc.

LEASE APPLICATION PROCEDURES, FEES AND REQUIREMENTS

This application will not be processed until every item on the checklist has been provided.

The applicant and homeowner are responsible to have the application and supporting materials submitted 30 days prior to proposed occupancy. Occupancy is not permitted prior to approval. Each prospective tenant must submit an application.

CONTACT INFORMATION:

Bristol Management Services Inc.

1930 Commerce Lane, Suite 1

Jupiter, FL 33458

Phone: (561) 575-3551 Fax: (561) 575-5423

1. All prospective tenants in Cielo, 18 years and older, must fill out an application. (Application fees are due for each adult regardless of marital status). All tenants are applicants whether or not they are on the lease.
2. Upon completion of all required forms, please submit application to Bristol Management.
3. Submit with your application the required, non-refundable application fee of \$100.00 per applicant, 18 years and older, payable to Cielo HOA, Inc, by money order or secured funds only.
4. A damage security deposit (\$500.00) from owner, payable to Cielo HOA, Inc, by Cashiers Check or secured funds only, is required with all lease applications. Deposit shall be held by the Association to pay for any damage to the Common Area property or other portions of the Property resulting from acts or omissions of tenants. Deposit without interest will be refunded at the end of Lease term if no damage has been caused by tenant or their guests during Lease period. Unpaid fines assessed by Cielo HOA will be retained from the damage deposit.
5. Submit with your Lease application a legible copy of your Lease agreement, signed by all parties. No lease can be less than thirty (30) days. Lease must contain the following statement: "Cielo Community Association shall have the right to terminate the lease upon default by the tenant in observing any of the provisions of any agreement, document, or instrument governing Cielo neighborhood or administered by Association."
6. Submit a legible copy of your driver's license and social security card. This information is required to complete your background check. If not a U.S. citizen, submit a legible copy of your passport and visa.
7. Submit one of the following for income verification: Personal Tax Return, W2 or recent checks stubs.
8. Owners HOA assessments must be current and all fines must be paid in full prior to any lease approval.
9. All Adult applicants, 18 years and older, are required to be interviewed in person by a member, or members, of the Cielo Interview Committee, prior to lease approval or tenant occupancy.

CIELO HOA CHECK LIST OF REQUIRED ITEMS:
(MANAGEMENT CANNOT SUBMIT INCOMPLETE APPLICATIONS TO THE TENANT REVIEW BOARD FOR CONSIDERATION.)

Cielo HOA Check List of Required Items (signed by ALL adult applicants)

Completed and signed **CIELO HOA Inc. TENANT and LEASE APPLICATION.**
(one by EACH adult applicant)

Completed and signed **CIELO HOA Inc. BACKGROUND INVESTIGATION AND CREDIT REPORT AUTHORIZATION FORM** (one by EACH adult applicant)

- Copy of **DRIVER'S LICENSE** and **SOCIAL SECURITY CARD** for EACH adult applicant.
- Copies of Personal Tax Return, W2 or check stubs for income verification** for EACH adult applicant.
- Copy of Signed **LEASE.**
- \$100.00** non-refundable **APPLICATION FEE** (one by EACH adult applicant)
Payable to Cielo HOA Inc., Inc. Secured funds only.
- \$500.00** **DAMAGE DEPOSIT** per paragraph 4 on first page.
Payable to Cielo HOA Inc., Inc. Secured funds only.

HOMEOWNERS' SIGNATURE: _____

Date: _____

APPLICANTS' SIGNATURE: _____

Date: _____

APPLICANTS' SIGNATURE: _____

Date: _____

APPLICANTS' SIGNATURE: _____

Date: _____

APPLICANTS' SIGNATURE: _____

Date: _____

CIELO HOA Inc. TENANT and LEASE APPLICATION

**C/o Bristol Management Services, Inc.
1930 Commerce Lane, Suite 1
Jupiter, FL 33458
(561) 575-3551 * Fax (561) 575-5423**

**All prospective tenants in Cielo, 18 years and older, must fill out an application.
All tenants are applicants whether or not they are on the lease.**

PLEASE PRINT LEGIBLY

DATE: _____

PROPERTY ADDRESS:

Palm Beach Gardens, Florida 33418

**LEASE APPLICATIONS MUST INCLUDE THE CURRENT CONTACT
INFORMATION OF THE PROPERTY OWNER:**

Address: _____

Phone: _____

Email: _____

The prospective tenant must complete the following:

Name (Last) _____ First _____ (MI) _____

Date of Birth _____ Telephone Number _____

Present Address: _____

Email: _____

The prospective tenant must complete the following:

Spouse's Name (Last) _____ First _____ (MI) _____

Date of Birth: _____ Telephone Number _____

Email address: _____

Name(s) of Children _____ D.O.B. _____

_____ D.O.B. _____

_____ D.O.B. _____

If there are any other adult occupants of the property, please complete:

Name(s) _____ D.O.B. _____

_____ D.O.B. _____

_____ D.O.B. _____

If there are any pets to be maintained at the property, please complete:

A picture of all pets which indicates the size of each pet must be attached to this application. There are pet restrictions in the community. It is the tenant and landlord responsibility to understand and abide by the governing documents and any pet restrictions.

Number of Pets _____ Breed _____ / _____ Weight _____ / _____

VEHICLE INFORMATION:

Please be aware that there are restrictions on certain types of vehicles and parking inside the community. It is the tenant and landlord responsibility to understand and abide by the governing documents and any restrictions that may apply.

Automobile #1: Make _____ Model _____ Year _____

License #: _____ State: _____

Automobile #2: Make _____ Model _____ Year _____

License #: _____ State: _____

PERSONS TO NOTIFY IN CASE OF EMERGENCY

1. _____ Tel # _____

2. _____ Tel # _____

RESIDENCE HISTORY

PLEASE PRINT FULL ADDRESS, INCLUDING UNIT/APT NUMBER, CITY, STATE & ZIP CODE

Present address: _____

Apt or Condo Name: _____

Phone: _____

Dates of Residency: From: _____ **To:** _____

Circle one:

Own Home Parent/Family Member Rented Home Rented Apt. Other

Rent Amount \$ _____ **per month**

Name of Landlord: _____

Address: _____

_____ **Phone:** _____

Previous address: _____

Apt or Condo Name: _____

Phone: _____

Dates of Residency: From: _____ **To:** _____

Circle one:

Own Home Parent/Family Member Rented Home Rented Apt. Other

Rent Amount \$ _____ **per month**

Name of Landlord: _____

Address: _____

_____ **Phone:** _____

EMPLOYMENT HISTORY

PLEASE PRINT FULL ADDRESS, INCLUDING UNIT/APT NUMBER, CITY, STATE & ZIP CODE

Present Employer: _____

Address: _____

_____ **Phone:** _____

Dates of Employment: From:_____ **To:**_____

Income \$_____ **per month**

Previous Employer: _____

Address: _____

_____ **Phone:** _____

Dates of Employment: From:_____ **To:**_____

Income \$_____ **per month**

CRIMINAL HISTORY

Have you ever been convicted of a crime: _____ **If yes, provide details:**

By signing this application Owner agrees to provide all Rules and Regulations of the Cielo Community to Tenant. Owner and Tenant agree to abide by all Rules and Regulations of the Cielo Community

Owner Signature:

Tenant Signature:

Date

Date

FOR OFFICE USE ONLY

HOA Assessments past due: \$ _____

Fines past due: \$ _____

Check # _____ (Application Fee) \$100 per applicant

Check # _____ (Security Fee) \$500 per lease

The Board of Directors hereby approves the lease of the above property.

Board Member – Title

Date

CIELO HOA Inc.

BACKGROUND INVESTIGATION AND CREDIT REPORT AUTHORIZATION FORM
PLEASE PRINT LEGIBLY

APPLICANT:

Name (Last) _____ First _____ (MI) _____

Date of Birth _____ Telephone Number _____

Present Address: _____

Social Security Number: _____

Drivers License: _____

I authorize **Cielo HOA, INC.** to conduct a background investigation on myself which may include, but is not limited to the following areas:

A background security interview, civil records check, employment reference checks, education records check, character reference checks, salary / wage verification, Local, State and National criminal records check, motor vehicle records check, credit bureau records check, neighborhood reference check and immigration and naturalization service records.

I do hereby release, absolve and agree to forever hold harmless **Cielo HOA, INC.** their officers, agents, employees and representatives and the **Cielo Committees** including their officers, agents and employees from any liability resulting either from the background investigation or use of the results and opinions obtained there from. This also applies to any and all suits, actions, or causes of actions at law, claim, demand or liability which I, my successors, assigns, heirs, executors, guardians or administrators have now or may ever have resulting directly, indirectly or remotely from said background investigation. I authorize any reference listed above to release any information requested by **Cielo HOA, INC.** I release and forever hold harmless any reference providing information to **Cielo HOA, INC.**

I certify that the information contained in the **Cielo HOA, INC.** lease application and associated forms and releases are true and correct to the best of my knowledge, and I understand any falsification, misrepresentation or omission is grounds for refusal to approve this lease application.

I further authorize **Cielo HOA, INC.** and their representatives to perform a third party investigation through the provider of their choice and to release all results, oral and written statements, opinions and other information derived from this background investigation to the Board of Directors of the **Cielo HOA, INC.** and the applicable **Cielo Committees.**

Tenant Signature:

Date: _____