



**RIDGE AT THE BLUFFS  
APPLICATION FOR LEASE & OCCUPANCY  
TERMS AND CONDITIONS, RENEWALS, APPROVALS**

This application must be complete and fully executed through approval of The Board of Directors of The Ridge at the Bluffs before any Ridges residence can be rented.

**New Rental Applications:**

The following must be attached to and returned along with this Application:

1. A fully executed copy of the lease contract
2. I. An executed Owners and Renters Acknowledgement and Acceptance
3. II. Renter Information
4. III. Homeowner information
5. IV. A photocopy of picture ID of everyone who will be living in the house
6. V. A photocopy of all vehicle registrations
7. VI. Renter disclosure summary
8. A non-refundable fee of \$200.00 for processing must be submitted with this application. (Payable to the Ridge at the Bluffs HOA, Inc.)

**Renewal Rental Applications:**

Requests for renewal of rentals must be processed through the Property Management Office and include an update of all the application information.

1. A fully executed copy of the lease contract
2. I. An executed Owners and Renters Acknowledgement and Acceptance
3. II. Renter Information
4. III. Homeowner information
5. IV. A photocopy of picture ID of everyone who will be living in the house
6. V. A photocopy of all vehicle registrations
7. VI Renter disclosure summary

Failure of the Renters and intended adult occupant(s) and or homeowners to comply fully with the requirements shall cause the rental approval to be denied.

**Filing:**

The Application for Lease and Occupancy along with all information and materials requested therein, must be complete and executed and submitted to the Association at 215 Cape Pointe Circle, Jupiter, FL 33477, at least (30) days prior to the expected date of occupancy. **The Lease is not effective nor may the Unit be occupied by the prospective renter(s) or occupant(s) or personal belongings stored therein without the prior written approval by the Board of Directors of the Association on the form (CERTIFICATE OF APPROVAL LEASE AND OCCUPANCY).**

Inspections:

Unit for lease must pass an inspection made by the Association. Said inspection shall include all exterior maintenance architectural changes, landscape, painting and roofs. The inspection is made after this application is submitted to the Association office and prior to the interview. All noted deficiencies must be corrected prior to scheduling the interview. A copy of the report will be mailed to the unit owner.

Interviews:

1. Renter should make themselves available for a personal interview.
2. Interviews must be scheduled in advance, after application has been processed by the Association, and completion of all necessary corrections to the property.
3. A summary review of the Rules & Regulations will occur during the interview.

If a telephone Interview is necessary due to the applicant being unable to attend in person, there will be an additional fee of \$100.00 to cover additional administrative costs including the transferring of documents to the applicant for completion. No Interview will be scheduled until all documents have been signed, notarized and returned to the Association Office. Please allow additional time for this process.

**I. OWNERS AND RENTERS ACKNOWLEDGEMENT AND ACCEPTANCE**

The owners and renters acknowledge that should the Association be required to seek enforcement of any covenant or rule, regulation and resolution, and should the Association prevail, the Renters and Owners shall be liable for all costs and reasonable attorneys fees incurred by the Association incident to such enforcement.

\_\_\_\_\_Initial

The Unit Owner(s) acknowledge and agree that they are responsible for compliance by their lessee(s) and family members and guests with the Declaration of Covenants and Restriction for the Ridge at the Bluffs and Exhibits attached thereto; The Articles of Incorporation and By-Laws of the Association identified therein; and Rules & Regulations and Policies of the Association; as amended from time to time.

\_\_\_\_\_Initial

The Renters and the intended adult occupant(s) hereby authorize the Board of Directors of The Ridge at the Bluffs Homeowners Association, Inc., to institute such an investigation of the Renters and intended occupant(s) as the Board may deem necessary and obtain such information as the Association in its sole discretion deems pertinent. Accordingly, the Renters and the intended adult occupant(s) specifically authorize the Board of Directors or its attorney or representative to make such investigation. Furthermore, the Association has the right to rely on any part of or all of the information stated on the Application without having to verify the accuracy thereof and without liability to the Association in any manner. If owner requests to review a copy of the investigative report including a credit report to determine suitability of Renter, a copy of the report will be shared by The Ridge at the Bluffs Homeowners association, Inc. on a confidential basis.

\_\_\_\_\_Initial

Owners(s) acknowledge and agree that any expenses needed by the Association to repair damage to the exterior of unit, landscape and plantings or irrigation system as a result of the previous or present owners or renters negligence or failure to act shall be borne by the Home Owner at time of repair.

\_\_\_\_\_Initial

Renters acknowledge and agree that it is their responsibility to report to the Association office in writing all maintenance problems that may be needed in a timely manner. This includes but is not limited to all front yard irrigation problems and landscape problems. Further Home Owner acknowledges and agrees to pay for all damage or loss that may occur from Renters failure to report maintenance problems in a timely manner. Should damage occur lease approval will be withheld until damage is corrected.

\_\_\_\_\_Initial

Renters acknowledge and agree that they will not tamper with the irrigation systems or front yard plant material unless otherwise instructed by the association.

\_\_\_\_\_Initial

Renters acknowledge and agree and are hereby informed that present unit owners have been issued a recreation key to the pool and tennis court gates. Said key must be forwarded to renter by owner. No new key will be issued without charge of \$50.00 to Homeowner. There will only be one key issued per unit.

\_\_\_\_\_ Initial

Renters acknowledge, agree and are hereby informed that Home Owner has been issued a set of Declaration of Covenants and Restrictions for the Ridge at the Bluffs and Exhibits attached thereto; The Articles of Incorporation and By-Laws of the Association identified therein; and Rules & Regulations and Policies of the Association. The renter acknowledges and agrees to abide by all of these documents.

\_\_\_\_\_ Initial

*(Home Owners should make keep a copy of these Documents in the Unit, for the Renter to review, additional copies are available at the Association Office for purchase)*

Renters and Owners acknowledge and agree to apply for approval and pay application fees at least 30 days in advance of expiration of this lease. Should lease not be renewed, Homeowner shall notify the Ridge Office in writing.

\_\_\_\_\_ Initial

*(The documents allow for one rental within a twelve month period)*

NOTE: This application shall not be approved unless all Association dues are paid up to date at the time of interview.

THIS APPLICATION FOR APPROVAL OF LEASE AND OCCUPANCY IS EXECUTED BY THE PARTIES ON THE DATES SPECIFIED BELOW. IF ANY PARTY DOES NOT UNDERSTAND THIS APPLICATION, THE PARTY SHOULD SEEK LEGAL ASSISTANCE.

\_\_\_\_\_  
(Printed Name of Buyer/Tenant)

\_\_\_\_\_  
(Printed Name of Home Owner)

\_\_\_\_\_  
(Signature of Buyer/Tenant)

\_\_\_\_\_  
(Signature of Home Owner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

**II. RENTER INFORMATION**

1. Renter (s) Name \_\_\_\_\_

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

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

Renter's Agent Ph \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you have pet (s) Yes \_\_\_ No \_\_\_ If yes, how many? \_\_\_

What breed and size? \_\_\_\_\_ Animals kept inside or outside? \_\_\_\_\_

2. All other persons, regardless of age, who shall occupy the unit at any time for a period over 2 weeks:

<u>Name:</u>	<u>Age:</u>	<u>Relationship</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. List all vehicles owned or used by all occupants:

<u>YEAR:</u>	<u>MAKE – MODEL – BODY TYPE</u>	<u>STATE</u>	<u>LICENSE NUMBER</u>
_____	_____	_____	_____
_____	_____	_____	_____

4. Employment Information: For each adult occupant, please state the following

<u>Name of Employer</u>	<u>Occupation</u>	<u>Phone Number</u>	<u>How long</u>
_____	_____	_____	_____
_____	_____	_____	_____

**Signature of Renters:** \_\_\_\_\_

**III. HOME OWNER INFORMATION**

Date: \_\_\_\_\_ Unit Address: \_\_\_\_\_

Home Owner(s) Name: \_\_\_\_\_

Home Owners Mailing Address: \_\_\_\_\_

Home Owners Phone Number: (Day time) \_\_\_\_\_

Home Owners Phone Number: (Evening) \_\_\_\_\_

Home Owners Agent: \_\_\_\_\_

Home Owners Agent Phone Number: \_\_\_\_\_ Fax \_\_\_\_\_

Beginning date of lease: \_\_\_\_\_ Expiration date of lease: \_\_\_\_\_

Are all your Assessments paid? \_\_\_\_\_

**Owner should check the following to be sure they are in compliance.**

- A. Is your driveway clean? \_\_\_\_\_
- B. Is your roof clean? \_\_\_\_\_
- C. Is your garage, house, fascia paint in good condition? \_\_\_\_\_
- D. Are your plant beds complete in the front yard? \_\_\_\_\_
- E. Have you made any exterior changes to the home? \_\_\_\_\_
- F. Did you apply for Architectural Control Committee approval? \_\_\_\_\_

(This includes but is not limited to front area plantings, exterior lights, landscape area structures, painting and irrigation alterations.

If answer was yes, what was done, please explain.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Homeowner:** \_\_\_\_\_

## **IV. Picture ID**

**PLEASE ATTACH COPIES**

## **V. Vehicle Registrations**

**PLEASE ATTACH COPIES**



## **VI. LEASE DISCLOSURE SUMMARY**

1. As a renter(s) of the property you will be obligated to abide by the rules of the governing documents of the Association.
2. Your responsibilities have been described to you during your interview and you have been given a copy of the documents by either the homeowner or the Association. (If the Association provides a copy of the documents there will be a \$50.00 charge).

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_

Renter Signature \_\_\_\_\_ Date \_\_\_\_\_