

HARMONY TERRACE CONDOMINIUM ASSOCIATION, INC.

Lease Application

Please use this form as your cover page to submit applications for review. Please submit with copies of all required documents.

Harmony Terrace Property Address:

Date: _____

Property Owner: _____ Phone Number: _____

Prospective Tenant _____ Phone Number: _____

Email _____

Prospective Tenant _____ Phone Number: _____

Email _____

MUST PROVIDE INDIVIDUAL EMAILS FOR EVERYONE OVER THE AGE OF 18 YRS.

HARMONY TERRACE CONDOMINIUM ASSOCIATION, INC.

Lease Application

Instructions

All applicants must receive written approval by the Association's Board of Directors prior to unit occupancy. The Board of Directors reserves the right to interview prospective occupants prior to unit occupancy.

Application Documents:

Each adult prospective occupant must complete an Association application. Applications will be returned unprocessed and/or not approved if any question is left unanswered.

Each application must be submitted with the following documents:

- Association Application (*applications must be originals*).
- Copy of Purchase Contract/Lease Agreement (*as applicable*).
- Signed Receipt of Rules & Regulations.
- Last (3) three Paystubs
- Signed Authorization to Release Information form.
- Copy of Valid Identification Card and/or Driver's License for ALL residents.
- Car Insurance & Registration

Note: **All applicants must be available for a personal interview prior to final Board of Directors approval.**

Fees:

- **There is a \$150.00 non-refundable application processing fee for each adult applicant 18 years and over.**

Please make **cashier's check or money order** payable to:
Elegant Homes Property Management.

Please note that acceptance of the processing fee does not represent or constitute an automatic approval for occupancy.

Please mail or deliver, un-altered, the original to:

Harmony Terrace Condo Assoc.
c/o Elegant Homes Property Management
999 Rock Island Road
North Lauderdale, Fl. 33068

Note:

**** Additional Information May Be Required**

**** Please Allow Up To 30 Days For The Processing Of Your Application.**

**** Do Not Call Our Office To Verify The Status Of The Application Until AFTER 21 Days From Date Of Submission.**

****Do Not Schedule Closings or Occupancy Until You Were Notified Of A Screening Date.**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
HARMONY TERRACE CONDOMINIUM ASSOCIATION, INC.

Lease
Application

Please complete all questions and fill in all blanks. If application is incomplete, this may result in your application not being processed and/or not approved. If the question does not apply, answer N/A. Print legibly or type all information.

Harmony Terrace Condo Assoc Property Address:

Owner's Name: _____

Date of Occupancy: _____

Name and Contact information for Realtor _____

1. Applicant: _____ Date of Birth _____ Social Sec. # _____
Applicant: _____ Date of Birth _____ Social Sec. # _____
Spouse _____ Dependent Child _____ Other _____ (Please state)

2. Please list place(s) of residence for the last two years. If additional space is needed, please attach:

A. Present Address: _____
City _____ Zip _____ Phone No. _____
Residency Dates: From _____ to _____ Cell Phone No. _____
Name of Landlord/Mortgagee: _____ Rent/Mtg amt: _____

B. Previous Address: _____ Phone No. _____
Residency Dates: From _____ to _____ Cell Phone No. _____
Name of Landlord/Mortgagee: _____ Rent/Mtg amt: _____

C. Previous Address: _____ Phone No. _____
Residency Dates: From _____ to _____ Cell Phone No. _____
Name of Landlord/Mortgagee: _____ Rent/Mtg amt: _____

3. Number of people who will occupy your residence: _____

4. Please list full names, Social Security number and date of birth of **all** persons who will reside at this residence:

Full Name:	Social Security number	Date of birth
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Please list the make, model and tag numbers of all automobiles that will be parked at your residence.

Year	Make	Model	Color	Tag No.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

6. Drivers License number/Identification card number for **ALL** residence in the household.
(Please attach copy of license or ID card)

1. _____	2. _____
3. _____	4. _____

7. Please list employment history for the last two years. If additional space is needed, please attach.

A. Current Employer: _____ Phone No. _____
Address: _____
How Long: _____ Position _____ Annual Income _____

B. Previous Employer: _____ Phone No. _____
Address: _____
How Long: _____ Position _____ Annual Income _____

8. Spouse's Employer: _____ Phone No. _____
Address: _____
How Long: _____ Position _____ Annual Income _____

9. In case of an emergency, list contact person:
Name: _____ Relationship: _____
Address: _____
Phone Number: _____

10. Has anyone in your household ever been charged or arrested? _____
If yes, please explain.

Character Reference (No Family Members)

11. Name: _____ Home Ph: _____ Work Ph: _____
Address: _____ Occupation: _____

12. Name: _____ Home Ph: _____ Work Ph: _____
Address: _____ Occupation: _____

13. Name: _____ Home Ph: _____ Work Ph: _____
Address: _____ Occupation: _____

If this application is NOT legible or is not completely and accurately filled out Harmony Terrace Condo Association, Inc. will not be liable or responsible for any inaccurate information in the investigation and related report (should there be one) caused by such omission or illegibility.

By signing, the applicant recognizes that Harmony Terrace Condo Association, Inc. or their agent may investigate the information applied by the applicant, and a full disclosure or pertinent facts may be made to the Association. The investigation may be made of the applicant's character, general disposition, personal characteristics and mode of living as applicable. The Association may also require a credit report through a credit reporting agency.

The Harmony Terrace Board of Directors, Officers and Management shall be held harmless from any action or claim by me in connection with the use of the information contained in this application or any investigation carried out by the Board of Directors.

I am aware that the decision of the Association is final and no reason will be given for any action taken. I agree to be governed by the decision of the Association's Board of Directors.

Applicant's Signature: _____ **Date:** _____

Spouse's Signature: _____ **Date:** _____

Owner's Signature: _____ **Date:** _____

Owner's Signature: _____ **Date:** _____

RESIDENTIAL SCREENING AUTHORIZATION FORM

(Please Print) Name: _____ Sex: _____

Address: _____

City, State, Zip: _____

Social Security Number: _____ Date of Birth: _____

I give my authorization to this landlord, Tenant Background Check or any party or agency contacted by this landlord to obtain and verify the above information, concerning a credit report, criminal records, motor vehicle and other history. I understand that inquiries may be made to various federal and state agencies, employers, and references.

Applicant's Signature _____ Date _____

(Background Check client information only)

Company Name: Harmony Terrace Condominium Association, Inc.

Contact Name: Sonia

Tel#: 954-773-8244 E-mail (for results): Sonia.eleganthomes@gmail.com

Type of Screening Requested

Package: 4+B

RESIDENTIAL SCREENING AUTHORIZATION FORM

(Please Print) Name: _____ Sex: _____

Address: _____

City, State, Zip: _____

Social Security Number: _____ Date of Birth: _____

I give my authorization to this landlord, Tenant Background Search or any party or agency contacted by this landlord to obtain and verify the above information, concerning a credit report, criminal records, motor vehicle and other history. I understand that inquiries may be made to various federal and state agencies, employers, and references.

Applicant's Signature _____ Date _____

(Background Check client information only)

Company Name: Harmony Terrace Condominium Association, Inc.

Contact Name: Sonia

Tel#: 954-773-8244 E-mail (for results): Sonia.eleganthomes@g.mail.com

Type of Screening Requested

Package: 4+

Harmony Terrace Condominium Association, Inc.
ONLY (1) PET ALLOWED UNDER 25 LBS
Emotional / Service Support Animal Registration Form

I HAVE A PET / ESA / Service Animal: YES _____ NO _____

Name of Home Owner/
Resident _____

Address _____

Pet's name _____ Pet's Age _____

Pet's Weight _____ Pet's License/Tag Number _____

Pet's name _____ Pet's Age _____

Pet's Weight _____ Pet's License/Tag Number _____

Please attach photo of Pet here

Veterinarian's Signature _____ Date _____

I am aware of the Harmony Terrace Condo Association, Inc. Rules and Regulations and Restrictions regarding pets on the property and agree to abide by them.

Unit/Pet Owner's Signature _____ Date _____

Please return form with photo, registration and shot record to Elegant Homes Property Management.

Harmony Terrace Condominium Association, Inc

Receipt of Association Condominium Documents & Rules & Regulations

I, _____ acknowledge receipt of

Harmony Terrace Condominium Association: Rules and Regulations (*Lease*).

I agree to abide by and be governed by the Association's Condominium Documents and Rules and Regulations.

Prospective Occupant's Signature Date

Printed Name

Witness Date

Printed Name

Prospective Occupant's Signature Date

Printed Name

Witness Date

Printed Name

Harmony Terrace Condominium Association, Inc

For Office Use Only

Background Check completed _____ Credit Check completed _____

Are copies of all required documents attached? _____

Board Review completed? _____

Date Notification Letter Mailed: _____