



**BEDFORD AT LAKE CATHERINE HOA, INC.
LEASE APPLICATION INSTRUCTIONS**

To: Bedford @ Lake Catherine Owner / Realtor

The lease of any property in Bedford at Lake Catherine by an owner is subject to prior approval of the Association. Owners HOA assessments must be current and all fines must be paid in full prior to any lease approval. The Association shall review the proposed **Lease Application** within ten (10) business days of receipt of the required information, documents and fees. A Certificate will then be issued indicating the Association's approval of the transaction. If a Certificate of Approval of the lease is not provided by the Association within ten (10) business days it shall be deemed a disapproval of the lease.

In order that your Certificate of Approval is processed in a timely manner, please make sure you have completed and enclosed the following documents:

- **LEASE APPLICATION** – All prospective tenants 18 years and older must complete the application (application fees apply for each adult regardless of marital status). All tenants are applicants whether or not they are on the lease agreement or contract.
- Copy of **LEASE AGREEMENT OR CONTRACT** (term no less than 12 months and no more than 24 months)
- **PROSPECTIVE OWNER AND LEASE ACKNOWLEDGEMENT FORM**
- **BACKGROUND CHECK AUTHORIZATION** - This form must be completed for each applicant and occupants 18 years or older.
- Attach a \$100.00 non-refundable check for the **APPLICATION FEE** payable to “Bedford at Lake Catherine HOA” (**certified bank check or money order only**).
- In addition, attach a separate \$100.00 non-refundable check for the **BACKGROUND AND CREDIT CHECK FEE** for each prospective tenant and occupants 18 years or older payable to “Bedford at Lake Catherine HOA” (**certified bank check or money order only**).
- A damage **SECURITY DEPOSIT** in the amount of one quarterly assessment for each tenant 18 years or older is required from the unit owner, payable to “Bedford at Lake Catherine HOA”. Deposit shall be held in an escrow account maintained 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(s) or their guests during the lease period.
- **PROOF OF IDENTITY** - A **legible** photocopy of a valid driver's license or other state or federal photo ID for each applicant and occupants 18 years and older.
- Pets – Please provide current **TAG INFORMATION AND/OR VETERINARIAN CERTIFICATE FOR EACH PET**. No more than two (2) pets permitted in a rental. No animal may be kept in the unit, which in the judgment of the Board, results in a nuisance or is obnoxious to the residents in the vicinity. No owner shall be permitted to maintain in his or her unit a bull terrier (pit bull) or any dog or dogs of mean or of violent temperament or otherwise evidencing such temperament.

RETURN ALL DOCUMENTS TO:
Bedford at Lake Catherine HOA, Inc.,
c/o 4H Association Management Co., Inc., P.O. Box 1364, Jupiter, FL 33468
Phone: 561-262-8947; Fax: 561-744-0514

Thank you in advance for your cooperation in following this process. If you have any questions, please call 4H Association Management Co., Inc., or email chasson17@aol.com.



Bedford at Lake Catherine HOA, Inc.
LEASE APPLICATION

We hereby apply to the Board of Directors of Bedford at Lake Catherine HOA for approval of the following lease. The HOA has ten (10) business days to approve the application once all documents and information is received.

LEASE INFORMATION

Property Address:		
Lease Agreement:	FROM:	TO:

HOMEOWNER (LANDLORD) INFORMATION

Name:	Name:
Signature:	Signature:
Phone:	Alt. Phone:
Email:	

Homeowner must be in compliance with all rules and regulations and confidential information must be up-to-date

LESSEE (TENANT) INFORMATION

List ALL occupants 18 years and older who will be living in home

Name	Relationship	Phone

Each above named individual must provide a legible copy of a valid Driver's License or other state or federal photo ID. Bedford at Lake Catherine will do a background and credit check for each individual named. A non-refundable \$100.00 background and credit check fee will be required with this application for each person 18 years and older.

Add children and ages: _____



RESIDENCE HISTORY

Present Address:	Community Name:
Circle One – Own, Parent/Family, Rental Home/Apt., Other	Dates of Residency: From: _____ To: _____
Name of Landlord:	Phone: _____
Previous Address:	Community Name:
Circle One – Own, Parent/Family, Rental Home/Apt., Other	Dates of Residency: From: _____ To: _____
Name of Landlord:	Phone: _____

INCOME INFORMATION

Please indicate current income of lessee(s) signing the rental lease

Name:	Annual Income:
Name:	Annual Income:
Name:	Annual Income:
Name:	Annual Income:

Each person signing the rental lease must provide copy of most recent paycheck stub or other acceptable verification of income.

VEHICLE INFORMATION

Make:	Model:	Tag:
Make:	Model:	Tag:
Make:	Model:	Tag:
Make:	Model:	Tag:

Please be aware there are certain restrictions on certain types of vehicles and parking inside the community. No overnight parking on the street is permitted. Additionally, no parking or blocking of HOA Common area sidewalks and parking on the grass.



PET INFORMATION

List ALL pets and attach current tag information and/or veterinarian certificate

Circle One - Pet 1: Dog / Cat	Breed:	Weight:
Circle One - Pet 2: Dog / Cat	Breed:	Weight:

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PLEASE SIGN BELOW

By signing below, you agree to allow Bedford at Lake Catherine to conduct a full background investigation on each person 18 years or older, which may include but not limited to verification of income, character, criminal, motor vehicle, credit bureau, neighborhood reference and immigration and naturalization records. If any information is found to be invalid, lease application will not be approved.

If any information on this application is later found invalid or if changes that occur during rental period agreement are not immediately submitted to the management company, rental lease approval will be terminated.

In the event the maintenance fee paid by the homeowner becomes delinquent, both parties agree that the Association has the right to garnish the rents until such time that the balance is current.

I certify the information contained in the Bedford at Lake Catherine Lease Application and associated forms and releases are true and correct to the best of my knowledge, and I further understand any falsification, misrepresentation or omission is grounds for refusal to approve this lease application.

Lessee:	Date:
Lessee:	Date:
Lessee:	Date:
Lessee:	Date:

**COMPLETE THIS APPLICATION AND SUBMIT WITH REQUIRED DOCUMENTS TO:
Bedford at Lake Catherine HOA, Inc.,
c/o 4H Association Management Co., Inc., P.O. Box 1364, Jupiter, FL 33468
Phone: 561-262-8947; Fax: 561-744-0514
An interview may be required.**

Association Approval _____ **Date:** _____



Bedford at Lake Catherine HOA, Inc.
PROSPECTIVE OWNER AND LESSEE ACKNOWLEDGEMENT

If approved by the Association, the undersigned prospective owner(s) OR lessee(s) acknowledge that (she, he, or they) have read, understand, and agree to follow and abide by all the terms and conditions of the following:

1. Declaration of Covenants, Restrictions and Easements - Bedford at Lake Catherine HOA
2. Bylaws - Bedford at Lake Catherine HOA
3. Current Rules & Regulations - Bedford at Lake Catherine HOA
4. Certificate of Fourth Amendment to the Declaration of Covenants and Restrictions for Bedford at Lake Catherine Homeowner Association.

Note: Documents listed above may be obtained from the 4H Association Management Co., Inc. website at www.4hassociationmanagement.com.

Print Name	Signature	Date
Print Name	Signature	Date
Print Name	Signature	Date
Print Name	Signature	Date

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