



*Thousand  
Oaks*

AT CONGRESS MASTER ASSOCIATION, INC

# APPLICATION FOR RENTAL OCCUPANCY

THOUSAND OAKS AT CONGRESS MASTER  
ASSOCIATION, INC.

1034 Center Stone Lane

Riviera Beach, FL 33404

Phone: (561) 845-1016

Fax: (561)429-3134

E-Mail: [thousandoaks1@yahoo.com](mailto:thousandoaks1@yahoo.com)

***\*\*The cut-off for HOA acceptance of rental applications is every Tuesday "before" the rental committee meets, on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday's by 1pm.***

# Information Needed for Approval

Thousand Oaks Address: \_\_\_\_\_

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

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

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

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

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

Realtor Name for Tenant: \_\_\_\_\_

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

**ALL LANDLORDS RENTING PROPERTY IN RIVIERA BEACH "MUST" INCLUDE A COPY OF THEIR OCCUPATIONAL LICENSE WITH THIS APPLICATION OR THE APPLICATIONS WILL NOT BE SCREENED OR FORWARDED TO THE SCREENING COMMITTEE.**

**For more information regarding this license please call Riviera Beach Code Enforcement at 561-845-4019.**

## **LEASE and OCCUPANCY RESTRICTIONS:**

All leases shall be in writing and approved by the Master Association. All leases stipulate that the Master Association has the right to terminate the lease at any time, in representation of the lessor upon default by the tenant of any violation or disregard of the provisions of the Declaration, Articles of Incorporation, and By-Laws of the Master Association or any applicable rules and regulations. Leasing of all units is also subject to written pre-approval of the Master Association.

## **APPROVAL:**

All prospective tenants must receive written approval by the Master Association prior to unit occupancy.

The Master Association reserves the right to interview prospective tenants prior to unit occupancy.

All prospective tenants must complete a Master Association Application and must submit the following:

\_\_\_\_\_ Application Fee & Security Deposit

\_\_\_\_\_ Master Association Application

\_\_\_\_\_ **Business –use of Vehicle (s), attached pictures of complete vehicle from both angles**

\_\_\_\_\_ Copy of Lease Agreement; LEASE agreements WILL BE A MINIMUM OF (6) MONTHS AND NOT TO EXCEED (1) YEAR

\_\_\_\_\_ Copy of Valid Driver's License or Identification card and ALL resident vehicle registrations

\_\_\_\_\_ Copy of Social Security card for ALL Residents over the age of 18. Any person residing on the property under the age of 18 must submit either a birth certificate or photo/school ID

\_\_\_\_\_ Proof of ALL Income MUST CONSIST OF THE LAST 3-5 CURRENT EMPLOYMENT PAY STUBS. Bank statements, letters from employers will not be accepted.

\_\_\_\_\_ Copy of Landlord's Occupational License - Available from City of Riviera Beach

## **FEES:**

**A \$100.00 NON-REFUNDABLE FEE for background checks PER PERSON (18 and older) and a \$1,000.00 deposit must be paid by the landlord/owner and kept in an escrow account which may be refunded provided NO violations have occurred. All deposits must be paid money order, or cashier checks made payable to: Thousand Oaks HOA.**

\_\_\_\_\_ \$100.00 NON-Refundable fee per person OVER 18 years of age

\_\_\_\_\_ \$1,000.00 Security Deposit (Must be paid by Owner)

If approved, you agree to purchase a Barcode for the community. Barcodes are 35.00 each once approved, you will have to do an orientation and purchase the barcode before you will receive your C.O.A.

**Application for Occupancy**

Please fill in "all" blanks. Incomplete applications may result in delayed processing and/or disapproval. If questions do not apply, answer N/A. Please print legibly or type all information.

Thousand Oaks Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Contact

#: \_\_\_\_\_

Owner's mailing: \_\_\_\_\_

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

Renter's Name: \_\_\_\_\_

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

Lease Term: \_\_\_\_\_ to \_\_\_\_\_ Number Occupants: \_\_\_\_\_

Tenants Name [Print-must be readable]	D.O.B	Relationship to Tenant	Social Security #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Drivers License number/Identification card number for ALL members in the household. (Please attach a copy of D/L License or ID cards)

1. Name: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

2. Name: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

3. Name: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

4. Name: \_\_\_\_\_ Drivers License #: \_\_\_\_\_

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

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_



Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Tag No. \_\_\_\_\_

**Character References (No Family Members) Must have 2 references per adult 18 and older.**  
**Please make additional copies of this page if needed**

Tenant Name: \_\_\_\_\_ Reference Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Tenant Name: \_\_\_\_\_ Reference Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Tenant Name: \_\_\_\_\_ Reference Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Tenant Name: \_\_\_\_\_ Reference Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

1. Do you receive any housing assistance? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

\_\_\_\_\_

2. Has anyone in your household ever been charged or arrested? \_\_\_\_\_ If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

**REQUIRED**

**Please list place(s) of residence for the past two years for each adult applicant. If additional space is needed, please attach.**

Tenant Name(s): \_\_\_\_\_

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

Residency Dates: From \_\_\_\_\_ to \_\_\_\_\_ Rent/Mtg amt: \_\_\_\_\_

Name of Landlord/Mortgagee: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

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

Residency Dates: From \_\_\_\_\_ to \_\_\_\_\_ Rent/Mtg amt: \_\_\_\_\_

Name of Landlord/Mortgagee: \_\_\_\_\_ Phone #: \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

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

Residency Dates: From \_\_\_\_\_ to \_\_\_\_\_ Rent/Mtg amt: \_\_\_\_\_

Name of Landlord/Mortgagee: \_\_\_\_\_ Phone #: \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

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

Residency Dates: From \_\_\_\_\_ to \_\_\_\_\_ Rent/Mtg amt: \_\_\_\_\_

Name of Landlord/Mortgagee: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Tenant A Name: \_\_\_\_\_ Current Employer: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Supervisors Name \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Tenant A Name: \_\_\_\_\_ Previous Employer: \_\_\_\_\_ Phone No. \_\_\_\_\_

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

Supervisors Name \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Tenant B Name: \_\_\_\_\_ Current Employer: \_\_\_\_\_ Phone  
No. \_\_\_\_\_  
Address: \_\_\_\_\_ Position \_\_\_\_\_  
Supervisors Name \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Tenant B Name: \_\_\_\_\_ Previous Employer: \_\_\_\_\_ Phone  
No. \_\_\_\_\_  
Address: \_\_\_\_\_ Position \_\_\_\_\_  
Supervisors Name \_\_\_\_\_ Employed From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

## **RESIDENTIAL SCREENING AUTHORIZATION**

**BEFORE signing above I give FULL AUTHORIZATION to obtain my Credit Report, Criminal History Record and Eviction Record and permission to verify the information stated on the application forms.**

### **Terminations of Lease Agreement: Violation of Rules and Regulations**

**Violation of Rules and Regulations can be fined and/or lead to eviction and termination of lease agreement. Any criminal or felony charges committed during your lease term as a resident of Thousand Oaks may result in immediate Termination of lease agreement.**

**All adult occupants must complete this form: Use additional sheets as necessary.**

**Print Full Name:** \_\_\_\_\_

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

**Social Security #:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Monthly Income** \_\_\_\_\_ **Monthly rent on lease** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_

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

**Social Security #:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Monthly Income** \_\_\_\_\_ **Monthly rent on lease** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Resident Parking Bar Codes

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

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

Vehicle # 1 Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Tag #: \_\_\_\_\_ Color: \_\_\_\_\_  
Decal #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Vehicle # 2 Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Tag #: \_\_\_\_\_ Color: \_\_\_\_\_  
Decal #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Vehicle # 3 Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Tag #: \_\_\_\_\_ Color: \_\_\_\_\_  
Decal #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Vehicle #4 Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Tag #: \_\_\_\_\_ Color: \_\_\_\_\_  
Decal #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Any vehicle used for business/ commercial use: (logo and/or less than 50% windows Any full size van or truck higher than an ½ ton)? \_\_\_\_\_ Attached pictures of vehicle to the application

### **NO BUSINESS/ COMMERCIAL VEHICLES ARE ALLOWED TO RESIDE IN THE COMMUNITY**

1. Decals will be applied to the vehicle at the guardhouse. NO decals will be issued to individuals. Once applied, decals are not permitted to be removed or re-attached to other vehicles.  
Tenant decals will expire upon lease termination date. All Tenant information is to be verified with Property Manager.  
Each bar code will be available at the cost of \$35.00. Maximum of (4) per household. Please attach a copy of the vehicle's registration document for each vehicle.
2. Decals are for owners and tenants ONLY. **They are NOT to be issued to visitors, vendors, or any other entity that is not an owner or tenant within Thousand Oaks,** unless agreed upon by the majority vote at an HOA meeting.
3. Please be advised that any owners who are delinquent in their HOA assessments will not be issued Bar Codes until their assessments are bought up to date by the owner.
4. Please be advised that all tenants must be approved by the Screening Committee of Thousand Oaks and any tenants that have not been screened will be refused Bar Codes. Homeowners with tenants must inform the Property Manger's office that they are renting their property to enable the Property Manager to confirm their legal residency within Thousand Oaks.

**Please refer to our website to obtain a full copy of the Community Rules and Regulations: [www.thousandoaksfl.com](http://www.thousandoaksfl.com)**



**Pet Registration Information**

Type of Pet (circle one): Dog, \*\* Cat, Bird, Other

Specify: \_\_\_\_\_

\*\*Breed: \_\_\_\_\_

Pet's Name \_\_\_\_\_

Pet's Age \_\_\_\_\_

Pet's Weight: \_\_\_\_\_

Pet's License / Tag Number: \_\_\_\_\_

I am aware of the Thousand Oaks at Congress Master Association Inc.; rules, regulations and restrictions regarding pets on the property and I fully agree to adhere to all. The American Pit Bull, Stafford Bull Terrier, American Staffordshire Terrier, any cross mix amongst these breeds, and any other dog or pet deemed to be a threat to the safety of the occupants of Thousand Oaks by the Board of Directors (with reasonable determination) will not be permitted on the property.

PET OWNER'S NAME:

\_\_\_\_\_

Print

\_\_\_\_\_

Signature

\_\_\_\_\_

Address

\_\_\_\_\_

Date