

KOKOMO KEY HOMEOWNERS' ASSOCIATION, INC.

INSTRUCTIONS FOR APPLICATIONS FOR RENTAL

APPROVAL OF RENTAL IS CONTINGENT UPON RECEIPT OF **ALL** SIGNED DOCUMENTS TWENTY (20) DAYS **PRIOR** TO OCCUPANCY.

IF DOCUMENTS ARE NOT COMPLETE, THEY WILL BE RETURNED AND LESSEE WILL NOT BE APPROVED.

ALL OWNERS NOT COMPLYING WILL BE SUBJECT TO FINES AS CALLED FOR IN THE ASSOCIATION'S DOCUMENTS.

PLEASE NOTE THAT THE RULES AND REGULATIONS MUST BE READ AND THE AGREEMENT MUST BE SIGNED AND RETURNED WITH THE APPLICATION.

THE FOLLOWING ITEMS ARE **NECESSARY** FOR THE PROCESSING OF ANY RENTAL:

1. COMPLETED AND SIGNED APPLICATION.
2. \$165.00 CHECK MADE PAYABLE TO THIS ASSOCIATION. \$150.00 APPLICATION/PROCESSING/BACKGROUND FEE; \$15.00 GATE ENTRY PROGRAMMING FEE. TWO (2) NON-RELATED LESSEES ADDITIONAL \$165.00 IS REQUIRED.
3. TWO (2) LETTERS OF REFERENCE SHOWING AN ADDRESS AND TELEPHONE NUMBER WHERE THE WRITER MAY BE CONTACTED. **NO RELATIVES.**
4. COPY OF SIGNED LEASE AGREEMENT.
5. SIGNED RULES AND REGULATIONS AGREEMENT.
6. **MAINTENANCE ASSESSMENTS MUST BE CURRENT UP TO THE TIME OF RENTAL. IF EARLY APPROVAL IS DESIRED, PRE-PAYMENT OF ASSESSMENTS IS NECESSARY.**

THANK YOU FOR YOUR COOPERATION IN THIS MATTER.

PLEASE RETURN THE COMPLETED APPLICATION TO:

LANG MANAGEMENT COMPANY, INC.
21045 COMMERCIAL TRAIL
BOCA RATON, FL 33486

**KOKOMO KEY HOMEOWNERS' ASSOCIATION, INC.
APPLICATION FOR APPROVAL OF RENTAL**

1. THIS DOCUMENT AND THE ATTACHED APPLICATION FOR OCCUPANCY MUST BE COMPLETED IN DETAIL BY THE PROPOSED LESSEE. IF THERE ARE TWO OR MORE UNRELATED PEOPLE APPLYING, THEN EACH PERSON MUST COMPLETE AN APPLICATION FOR OCCUPANCY, BOTH MUST SIGN WHERE REQUIRED ON ALL OTHER PAGES, AND BOTH MUST SUBMIT A CHECK FOR \$165.00 EACH. TENANT WITH PET REQUIRED TO PAY \$150.00 NON-REFUNDABLE FEE (YEARLY FEE).
2. **IF ANY QUESTIONS ARE NOT ANSWERED OR LEFT BLANK, THIS APPLICATION WILL BE RETURNED NOT PROCESSED AND NOT APPROVED.**
3. MAINTENANCE ASSESSMENTS MUST BE CURRENT UP TO THE TIME OF RENTAL. IF EARLY APPROVAL IS DESIRED, PRE-PAYMENT OF ASSESSMENTS IS NECESSARY.
4. PLEASE ATTACH A NON-REFUNDABLE PROCESSING FEE OF \$165.00 MADE PAYABLE TO THE ABOVE COMMUNITY. TENANT WITH PET REQUIRED TO PAY \$150.00 NON-REFUNDABLE (YEARLY FEE).
5. PLEASE ATTACH A COPY OF THE RENTAL AGREEMENT.
6. THE COMPLETED APPLICATION MUST BE RETURNED TO LANG MANAGEMENT TWENTY (20) DAYS PRIOR TO RENTAL DATE.
7. THE RENTAL AGENCY OR OWNER MUST PROVIDE LESSEE WITH A COPY OF THE RULES AND REGULATIONS.
8. NO COMMERCIAL TRUCK, COMMERCIAL VAN, BUS, RECREATIONAL VEHICLE, MOBILE HOME, MOTOR HOME, CAMPER, BOAT, TRAILER, OR SIMILAR VEHICLE MAY BE KEPT OVERNIGHT ON THE PROPERTY.
9. NO LEASE SHALL BE FOR LESS THAN A THREE (3) MONTH PERIOD, NOR MORE THAN ONE (1) TIME IN ANY TWELVE (12) MONTH PERIOD.
10. NO SUBLEASING AT ANY TIME.

PRINT OR TYPE

DATE: _____ LEASE TERM: _____ TO _____

CURRENT OWNER'S NAME: _____

CURRENT OWNER'S PRESENT ADDRESS: _____

PHONE: _____

REALTOR: _____ PHONE: _____

NAME OF PROPOSED LESSEE: _____

KOKOMO KEY HOMEOWNERS' ASSOCIATION, INC.

1. I HEREBY AGREE FOR MYSELF AND ON BEHALF OF ALL PERSONS WHO MAY USE THE APARTMENT WHICH I SEEK TO LEASE:
 - A. I WILL ABIDE BY AND HAVE READ ALL OF THE RESTRICTIONS CONTAINED IN THE BY-LAWS, RULES AND REGULATIONS AND RESTRICTIONS WHICH ARE OR MAY IN THE FUTURE BE IMPOSED BY KOKOMO KEY HOMEOWNERS' ASSOCIATION, INC,
 - B. I UNDERSTAND THAT SUB-LEASING OR OCCUPANCY OF THIS UNIT IN MY ABSENCE IS PROHIBITED.
 - C. I UNDERSTAND THAT I MUST BE PRESENT WHEN ANY VISITORS OR CHILDREN WHO ARE NOT PERMANENT RESIDENTS OCCUPY THE UNIT OR USE RECREATIONAL FACILITIES.
 - D. I UNDERSTAND THAT ANY VIOLATION OF THESE TERMS, PROVISIONS, CONDITIONS AND COVENANTS OF KOKOMO KEY HOMEOWNERS' ASSOCIATION DOCUMENTS PROVIDES CAUSE FOR IMMEDIATE ACTION AS THEREIN PROVIDED OR TERMINATION OF THE LEASEHOLD UNDER APPROPRIATE CIRCUMSTANCES.
2. I UNDERSTAND THAT THE ACCEPTANCE FOR LESSEE OF ANY UNIT AT KOKOMO KEY IS CONDITIONED UPON THE TRUTH AND ACCURACY OF THIS APPLICATION AND UPON THE APPROVAL OF THE BOARD OF DIRECTORS. ANY MISREPRESENTATION OR FALSIFICATION OF INFORMATION ON THESE FORMS WILL RESULT IN THE AUTOMATIC REJECTION OF THIS APPLICATION.
3. I UNDERSTAND THAT THE BOARD OF DIRECTORS OF KOKOMO KEY MAY CAUSE TO BE INSTITUTED SUCH AN INVESTIGATION OF MY BACKGROUND AS THE BOARD MAY DEEM NECESSARY. ACCORDINGLY, I SPECIFICALLY AUTHORIZE LANG MANAGEMENT COMPANY TO MAKE SUCH INVESTIGATION AND AGREE THAT THE INFORMATION CONTAINED IN THE ATTACHED APPLICATION MAY BE USED IN SUCH INVESTIGATION AND THAT THE BOARD OF DIRECTORS AND MANAGEMENT COMPANY SHALL BE HELD HARMLESS FROM ANY ACTION OR CLAIM BY ME IN CONNECTION WITH THE USE OF THE INFORMATION CONTAINED HEREIN OR ANY INVESTIGATION CONDUCTED.

IN MAKING THE FOREGOING APPLICATION, I AM AWARE THAT THE DECISION OF THE BOARD OF DIRECTORS WILL BE FINAL AND NO REASON SHALL BE GIVEN FOR ANY ACTION TAKEN BY THE BOARD. I AGREE TO BE GOVERNED BY THE DETERMINATION OF THE BOARD OF DIRECTORS.

SIGNATURE _____ SIGNATURE _____

DATE: _____ DATE: _____

****IMPORTANT:** IF THIS APPLICATION IS PRESENTED WITH ANY BLANKS OR NOT PROPERLY COMPLETED, SIGNED AND DATED BY ALL PARTIES CONCERNED, IT WILL NOT BE ACCEPTED AND WILL BE RETURNED.

APPLICATION FOR RENTAL OCCUPANCY
PLEASE PRINT OR TYPE ALL INFORMATION

COMMUNITY _____ ADDRESS _____
NAME _____ D/O/B _____ SS # _____
SPOUSE _____ D/O/B _____ SS# _____
NAMES AND AGES OF CHILDREN AND OTHERS WHO WILL OCCUPY _____

RESIDENT HISTORY:

PRESENT ADDRESS _____ PHONE _____
DATES OF RESIDENCY _____ TO _____
LANDLORD _____ PHONE _____
PREVIOUS ADDRESS _____ HOW LONG _____
LANDLORD _____ PHONE _____

EMPLOYMENT AND BANK REFERENCES:

EMPLOYER _____ PHONE _____
HOW LONG _____ POSITION _____ APPROX. MO. INCOME _____
SPOUSE'S EMPLOYER _____ PHONE _____
HOW LONG _____ POSITION _____ APPROX. MO. INCOME _____
BANK _____
HOW LONG _____ ACCOUNT NO. CHECKING _____
HOW LONG _____ ACCOUNT NO. CHECKING _____

REFERENCES – NO RELATIVES:

PLEASE SUBMIT TWO LETTERS OF REFERENCE FROM PEOPLE OTHER THAN RELATIVES, INCLUDING AN ADDRESS AND TELEPHONE NUMBER WHERE THE WRITER MAY BE CONTACTED, IF NECESSARY. PLEASE BE SURE THE LETTER IS SIGNED.

TYPE OF PET _____ BREED _____ WEIGHT _____
COLOR/MARKINGS _____ AGE _____ NAME _____

OF CARS _____ DRIVERS LICENSE # _____
MAKE _____ MODEL _____ YR _____ TAG _____
MAKE _____ MODEL _____ YR _____ TAG _____

IF THIS APPLICATION IS NOT LEGIBLE OR NOT COMPLETED ACCURATELY, LANG MANAGEMENT COMPANY, INC. AND THE ASSOCIATION WILL NOT BE LIABLE OR RESPONSIBLE FOR ANY INACCURATE INFORMATION IN THE INVESTIGATION AND RELATED REPORT TO THE ASSOCIATION CAUSED BY SUCH OMISSIONS OR ILLEGIBILITY.

BY SIGNING, THE APPLICANT RECOGNIZED THAT THE ASSOCIATION AND THEIR AGENT, LANG MANAGEMENT COMPANY, INC. WILL INVESTIGATE ALL INFORMATION SUPPLIED BY THE APPLICANT AND A FULL DISCLOSURE OF FACTS MAY BE MADE TO THE ASSOCIATION. THE INVESTIGATION MAY BE MADE OF THE APPLICANTS CHARACTER, GENERAL REPUTATION, AND MODE OF LIVING. THE ASSOCIATION MAY ALSO REQUIRE A CREDIT REPORT THROUGH A CREDIT REPORTING AGENCY.

APPLICANT _____ APPLICANT _____
DATE _____ DATE _____

KOKOMO KEY HOMEOWNERS' ASSOCIATION, INC.

TO: LESSEE
FROM: KOKOMO KEY HOMEOWNERS' ASSOCIATION, INC.
SUBJECT: RULES AND REGULATIONS AGREEMENT

I HAVE READ AND UNDERSTAND THE KOKOMO KEY HOMEOWNERS' APPLICATION'S
RULES AND REGULATIONS AND AGREE TO ABIDE BY SAID REGULATIONS.

ADDRESS: _____

OWNER: _____ LESSEE _____

OWNER: _____ LESSEE _____

DATE: _____

Kokomo Key Homeowners' Association, Inc.

TO: LANG MANAGEMENT COMPANY, INC.
FROM: KOKOMO KEY HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS
DATE: MARCH 1, 1999
RE: RENTALS – DOG

.....
STARTING MARCH 1, 1999 AND UNTIL FURTHER NOTICE – RENTERS ARE PERMITTED TO HAVE A DOG (NO SIZE LIMIT) WITH A \$150.00 PER YEAR NON-REFUNDABLE CHARGE.

CHECK IS TO BE MADE PAYABLE TO KOKOMO KEY HOMEOWNERS' ASSOCIATION, INC.

THANK YOU.

Kokomo Key Homeowners' Association, Inc.

TENANT PET REGISTRATION FORM

STARTING MARCH 1, 1999 AND UNTIL FURTHER NOTICE – RENTERS ARE PERMITTED TO HAVE A DOG (NO SIZE LIMIT) WITH A \$150.00 PER YEAR NON-REFUNDABLE CHARGE.

With this understanding, please answer the following questions. You will be required to provide a picture of your pet with this registration form.

1. Do you have a pet? Yes____ No____
If the answer is yes, please complete the rest of these questions.
2. Tenant's Name: _____
Address: _____
Home Phone: _____ Work Phone: _____
3. Pet's Name: _____
Breed _____
Description _____
Weight: _____
Weight at Maturity: _____
Height: _____

Attach photograph of pet:

The information provided on this form is true. I acknowledge and agree to abide by the Pet Guidelines attached to this application along with the Rules & Regulations of Kokomo Key Homeowners Association, Inc.

Date

Applicant's Signature