



## **VILLAS OF OCEAN DUNES HOMEOWNERS' ASSOCIATION, INC.**

1305 Ocean Dunes Circle, Jupiter, FL 33477

www.oceandunesflorida.com

### **INFORMATION FOR OWNERS WHO WISH TO LEASE THEIR UNITS**

The following is to inform and assist you, in the event that you presently, or in the future, decide to rent your unit. Listed below is a review of the procedures for homeowners.

The Declaration of Covenants and Restrictions, Article VII, Section 23(C) states -

*No owner may lease his Parcel for a term less than ninety (90) days, nor more than twelve (12) months. No Owner may enter into a Lease for his Parcel more often than three times in any twelve month period.*

At the end of one year, a lease can be renewed with a new executed lease and a completed updated Renewal Lease form with required fees.

The Rental Committee requires 7-14 days advance notice (unless alternate arrangements are made). Orientations will be held Monday through Friday, by appointment. Listed below are some of the items to be addressed:

- Rental Packet includes Rental forms that have been completed, signed, and turned into the office for processing.
- Review your signed copy of Rules and Regulations
- Review your copy of the executed lease
- Review the following checks made out to Villas of Ocean Dunes Homeowners' Association, Inc -
  - a) Security Deposit - \$500.00 (refundable) - covers the common property in the event of any damage caused by the tenant(s) or their guest. Management needs 1 to 2 weeks notice for return of security deposit (Request Form must be filled out). Upon request of a refund, property will be inspected.
  - b) Application/Service fee - \$150.00 is charged for the processing of paperwork (non-refundable).
  - c) Background/Credit check - \$50.00 per person over 18 years of age (non-refundable).
  - d) Mandatory security system transponder fee - \$25.00 for each car (non-refundable) for no more than two cars. The transponder is placed on the windshield of each vehicle upon presentation of vehicle registration and photo ID.

It is the responsibility of the owner or their agent to provide keys for house, mailbox and pool. If required, there is a Pool Key Replacement fee - \$75.00 per key (non-refundable). A request for a replacement pool key must be made by the Homeowner.

An owner, by the leasing of his parcel, automatically delegates his right of use and enjoyment of the common areas and the facilities therein, to his lessee, and such owner relinquishes said rights during the term of such lease.

A meeting is mandatory between the new Tenant(s) and a Rental Committee member in order to make sure all paperwork is in order.

The Villas of Ocean Dunes Declaration of Covenants and Restrictions, Article VII, Section 23B provides that all leases of Villas of Ocean Dunes units shall contain, or be deemed to contain the following -

- An agreement by the Owner and Tenant that if the Owner becomes delinquent in the payment of any assessments or other charges due the Association, then upon written notice to the Owner and the Tenant, the Tenant shall remit all rental payments directly to the Association, which will apply such payments - 1) to the amounts owed the Association by the Owner; and, 2) any balance will be remitted to the Owner.
- A covenant that the Tenant acknowledges that the unit is subject to the Association's Declaration of Covenants and Restrictions and the Association's Rules and Regulations and that the Tenant is familiar with and agrees to abide by the Covenants, Restrictions, Rules and Regulations.

Owner and Tenant are required to sign an acknowledgment of the above requirements for tenancy in the Villas of Ocean Dunes.

The Owner is responsible for providing the Tenant with copies of the Association's Declarations of Covenants and Restrictions, Rules and Regulations and is liable for any failure to comply with same.

I acknowledge that I am subject to the provisions of the Villas of Ocean Dunes Documents, including, but not limited to the Declaration of Covenants and Restrictions, Article VII, Section 23B, discussed above.

\_\_\_\_\_  
UNIT OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
DATE

If you are planning to renew this lease, you must give this office your **RENEWAL LEASE PACKET** at least 30 days prior to the expiration of this lease. Failure to comply will be considered a violation against the Association Documents and you will be subject to fines and all legal recourse, including all legal cost, required to ensure compliance.

**Villas of Ocean Dunes Homeowners' Association Inc.**

**Rental Application Form**

**PLEASE PRINT**

Date \_\_\_\_\_

Homeowner Name(s) \_\_\_\_\_

Unit # \_\_\_\_\_

Homeowner Phone # \_\_\_\_\_

Cell # \_\_\_\_\_

E-Mail Address \_\_\_\_\_

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Lease Term: From \_\_\_\_\_ To \_\_\_\_\_

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

Home/Cell Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name(s) and Ages of Children in household:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**EMERGENCY:**

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Relationship \_\_\_\_\_ Address \_\_\_\_\_

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**MOTOR VEHICLE INFORMATION: (Maximum of two (2) vehicles per unit)**

#1 - Yr. \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate \_\_\_\_\_ State \_\_\_\_\_

#2 - Yr. \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Plate \_\_\_\_\_ State \_\_\_\_\_

\*\* TRANSPONDERS # (1) 10 \_\_\_\_\_ # (2) 10 \_\_\_\_\_

\*\* VOOD Decal # (1) \_\_\_\_\_ # (2) \_\_\_\_\_

\*\* Filled in by management

**Villas of Ocean Dunes Homeowners' Association, Inc.**

**TENANT(S) INFORMATION**

**Application for Occupancy**

NAME OF PRESENT OWNER (AS LESSOR) \_\_\_\_\_

UNIT # \_\_\_\_\_

**Primary Applicant ('s)**

NAME \_\_\_\_\_ SSN \_\_\_\_\_ DOB \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

NAME \_\_\_\_\_ SSN \_\_\_\_\_ DOB \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**SECTION MUST BE FILLED IN COMPLETELY**

**Authorization -**

"I hereby authorize Villas of Ocean Dunes Assoc. Inc. to obtain a consumer report, and any other information it deems necessary, for the purpose of evaluating my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with the update, renewal, extension or collection with respect or in connection with the rental or lease of a residence for which this application was made. I hereby expressly release the Villas of Ocean Dunes Assoc. Inc, and any procurer or furnisher of information, from my liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information may be provided to various local, state, and/or federal government agencies including without limitation, various law enforcement agencies."

SIGNATURE \_\_\_\_\_ PRINT \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ PRINT \_\_\_\_\_ DATE \_\_\_\_\_

## RESIDENT SELECTION CRITERIA

**Equal Housing:** This community does not discriminate on the basis of race, color, sex, religion, handicap, familial status, sexual orientation or national origin.

**Identification:** All visitors must present a current Government issued identification in order to view the community. Acceptable forms of identification are: Valid State Issued Driver's license, valid state issued ID card, valid Military ID card, a valid Passport or a US Immigration and Naturalization Services issued VISA. A copy of all applicants photo IDs, Social Security Cards and Birth Certificates for all minors will be made and retained at time of move-in.

**Occupants:** Occupancy must be a single family. "the maximum number of occupants in a three bedroom unit shall be six, and a two bedroom unit, four. All adult occupants will be considered as responsible residents under the Lease Agreement and will be asked to sign the Lease as a resident.

**Application for Residency:** An Application for Residency must be completed and maintained for each applicant 18 years or older who will be living in the unit and/or contributing to the payment of rent.

### Qualifying Standards

**Rental History:** Up to 36 months of rental history may be verified on present and previous residence. A positive record of prompt monthly payment, sufficient notice, with no damages is expected. Eviction, Skip, or Money Left Owing to a Landlord within seven (7) years of application date or any falsification of this application may result in an automatic rejection.

**Credit History:** An unsatisfactory credit report can disqualify an applicant from renting a unit at this community. An unsatisfactory credit report is one which reflects past or current bad debts, late payments or unpaid bills, liens, judgments or bankruptcies. Applicants must have a credit rating of 600 points or higher to be approved.

**Criminal Background Check:** A thorough nationwide criminal background check will be run on all Applicants. A denial may occur should an applicant appear on the list of known terrorists and; wanted fugitives as provided by the Office of Foreign Asset Control (OFAC), federal agencies to include the FBI or other state and local law enforcement agencies. This community uses a preset criminal acceptance criteria system. This system treats all applicants fairly and impartially. A copy of the CrimSAFE criteria is posted within the management office for your review.

**Applicants without Social Security Numbers or Individual Tax ID Numbers:** Applicants without SSN or ITIN cannot be processed for a credit check and do not qualify until a valid SSN or ITIN is obtained.

**Notification:** Owners will be informed of the status of their application by telephone or in writing within 10 business days from submitting the application and the required processing fee. If the applicant is rejected, the applicant will be given an adverse action letter with information to contact First Advantage SafeRent to request copies of the information used to determine eligibility for occupancy. Management cannot be held responsible for inaccuracies contained in any information obtained, and is not allowed to provide details to the applicant regarding said information

\_\_\_\_\_  
Applicant Signature:

Print: \_\_\_\_\_

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

\_\_\_\_\_  
Co-Applicant Signature:

Print: \_\_\_\_\_

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

*BACKGROUND / CREDIT CHECK REQUIREMENTS ARE STATED ON PAGE ONE OF THIS APPLICATION.  
EQUAL HOUSING OPPORTUNITY*

## TENANT INFORMATION

**Welcome to the Villas of Ocean Dunes.** We hope you will find the following information helpful in settling into your new home.

Gatehouse – Community Enforcement	775-3625
Property Manager's On-Site Office	624-2064
Florida Power & Light Electric	697-8000
Town of Jupiter	746-5134
Jupiter Police – NON-Emergency	746-6201
Jupiter Water System – Customer Service	746-5134
Jupiter Water System – AFTER HOURS	741-2604
Comcast Cable	655-3842
Palm Beach Post Delivery	837-4663
ENCON (Loxahatchee River Dist)	747-5700

Compiled below is an abbreviated list of your Homeowners Documents, Rules and Regulations. If you do not adhere to these or any other rules, the HOMEOWNER may be subject to a fine and/or the refund of your security deposit will be affected.

### **Front Gate Facts**

1. All residents are required to inform the Gatehouse (775-3625) of the following -
  - a. Lessees **DO NOT** have "Guest List" privileges.
  - b. If you are expecting a guest, vendor, delivery, etc. and are not going to be home, you must notify the Gatehouse prior to their arrival. Otherwise, that person(s) will be denied access if you cannot be reached by phone.
2. Guards are not responsible for flowers, keys, money, deliveries of any kind, left at the Gatehouse.
3. The Gatehouse must know about parties scheduled (Date, Time, and Guest List should be provided at least 24 hours prior to party). Guests will gain entry without calling you each time.
4. Residents or guests are not to enter the Gatehouse.
5. You must register overnight guests at the Gatehouse and have the guard issue a "visitor's pass" to be displayed on the visitor's vehicle windshield.

**MOVING / DELIVERIES: TRUCKS OR STORAGE CONTAINERS LONGER THAN 52 FEET ARE NOT PERMITTED ON PROPERTY.**

### **RULES & REGULATIONS FOR RENTERS**

1. Do not hang clothing, towels, etc. over front railing, balconies, fences, or decks.
2. Do not barbeque anywhere except deck, rear patio, or directly behind unit owner's property.
3. Equipment must be put back into the unit (or patio) when finished.
4. Do not leave unattended toys or personal property, other than vehicles, in driveways, on sidewalks, or any part of the common areas.
5. Lessees or their guests may **NOT** have or bring pets of any kind on the property.
6. Lessees are **Not** allowed to sublet their unit.

### **Automobiles**

1. Lessees may have a maximum of two (2) vehicles.
2. Your designated parking spaces are -
  - a. If you have a garage - you are to park inside of your garage or in your driveway.
  - b. If you do not have a garage - you have two numbered designated parking spaces in your block.
  - c. Any additional cars must be parked at the tennis court or any other space as determined by the Board of Directors, for a maximum of one (1) week storage in spaces other than yours.
3. All cars on the property must have current license tags and be insured.
4. Do not exceed the speed limit of 15 mph.
5. Do not park on sidewalks, grass or roads. You or your guest will be towed with NO NOTICE.
6. Cars may not be washed in Ocean Dunes after dark.
7. Lessees May Not have motorcycles, mopeds, motor homes, campers, boats, trailers or trucks.
8. Owners/Lessees may not have commercial vehicles or any vehicle with printing or advertising.

### **Bulletin Board Notices**

1. The open bulletin board at the pool area next to the soda machine is for the use of ALL residents for a period of up to two weeks. Please date your notice.
2. Bulletin boards at the mail box areas are only for Board and Committee approved notices.

### **Recycling**

All Trash must be placed in proper receptacles. If your dumpster is full check out another dumpster or hold your discards until there is room. Do not leave garbage or trash outside of metal dumpster. Do not put disposable diapers in plastic recycle bins.

Newspaper Bins are for newspapers, inserts, magazines, catalogues, phone books, corrugated cardboard boxes (broken down), and paper grocery bags. Boxes must be broken down.

Plastic, Aluminum and Glass Bins are for plastic containers, aluminum cans, and glass containers. Plastic milk cartons, water bottles, etc. should be crushed so they take up less space in the bin. If bins are full, please hold your discards until there is room.

**Do not leave bags of trash in the dumpster area at any time.**

### **Garages**

Garages have a tendency to look very messy. You may keep your garage door open no more than 2-3 feet from the bottom for air circulation, or half way open if your car is in front of your garage.

### **Excessive Noise**

Use good judgment and consideration. Excessive noise from radio, television, musical instrument, etc. could result in a fine.

### **Parking Spaces**

1. Anyone may park in Unmarked parking spaces, for a period of time Not to Exceed 24 (twenty-four) hours, and Not every day.
2. Tenants who violate either of these situations will be subject to towing.

### **Pool and Recreational Area**

1. Pool HOURS - 7 AM to 10 PM
2. Diapers Prohibited (baby, adult or swimmers)
3. Children under 12 must be accompanied by an adult.
4. Animals/Pets prohibited.
5. No Jumping, Diving, Running, Ball Playing or Rough Playing in/out of pool.
6. Radios: keep volume low or use headphones
7. PLEASE place towel down on chair or chaise.
8. Draping towels/clothing/etc. on gates, fences or railings prohibited.
9. PLEASE shower before entering pool.
10. Glass is prohibited in entire pool/spa area.
11. Food may be eaten under covered area of pool only.
12. PLEASE HELP KEEP OUR POOL and SPA CLEAN.

### **Tennis Courts**

1. Tennis Court HOURS - 8 AM to 10 PM
2. One hour limit when all courts are occupied and players are waiting.
3. Key at guard house. Lock court after use.
4. Tennis shoes required at all times.
5. Glass, food, or can drinks are prohibited in entire tennis court area.
6. Children under twelve must be supervised by an adult while playing
7. Tennis courts are for exclusive use of residents and their guest only.
8. No pets, skateboards, bicycles on courts.

### **NO SKATEBOARDING IN OCEAN DUNES**



Thank you for being a good neighbor.

Consideration of other residents' quiet enjoyment of the community is appreciated by all.

**Please keep this information for your files and as a reference.**

I have read the rules and regulations and agree to comply with them.

RENTER'S NAME: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

RENTER'S NAME: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

Management/Committee \_\_\_\_\_ Date \_\_\_\_\_