

Consolidated Community Management, Inc.

7124 N. Nob Hill Road
Tamarac, Florida 33321
954-718-9903

LEASE / RENTAL APPLICATION
Lakes of Oakland Forest

*Applications and supporting documents must be hand delivered or mailed.
Faxed or e-mailed applications and supporting documents will not be accepted.*

Applicant(s) must initial each line indicating the required documentation listed is enclosed.

- _____ **\$100 non-refundable application fee** per applicant/occupant age 18 or over (\$100 per married couple)
Cash or money order only made payable to: **Consolidated Community Management, Inc.**
- _____ Copy of contract to lease (must be fully executed)
- _____ Last three (3) pay stubs or proof of income, such as pensions and/or social security benefits
(Must be translated into English & U.S. currency and notarized if in another language)
- _____ Copy of driver's license / ID for all applicants
(Foreign nationals must provide a copy of current VISA and Passport)
- _____ Copy of current registrations for all vehicles parked on property
- _____ Application for Occupancy Form
(Copy of marriage certificate required if married with different last names)
- _____ Acknowledgement Pages (two pages) - must be signed by ALL applicants
- _____ Pet Verification Form - must be signed by ALL applicants
- _____ Rules and Regulations
- _____ **24 month waiting period for rentals from date of purchase**

All items listed are required at the time the application is submitted.

Please note:

- **Additional documentation may be required.**
- **The application process may take up to 30 days.**
- **Please do not schedule closings or occupancy until you have been notified of applicant's orientation date.**
- **DO NOT CALL our office to verify the status of the application until 21 days from date of submission**

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

APPLICATION FOR OCCUPANCY - LEASE

INSTRUCTIONS:

1. **Any occupant age 18 or older must complete this application and pay an application fee.** If occupants are not legally married each person must pay a separate application fee.
2. Print legibly or type all information. Account and telephone numbers and complete addresses are required. If any question is not answered or left blank; this application may be returned, not processed and not approved. Missing information will cause delays in processing your application. All application spaces **MUST** be filled in.
3. Only the applicants are authorized to sign all forms.

Today's date: _____ Desired date of Occupancy: _____

Address of unit or home for this application: _____

Name of Realtor: _____

Cell phone & e-mail of Realtor: _____

LESSEE / OCCUPANT INFORMATION

	APPLICANT	CO-APPLICANT
<u>Marital Status</u>	Name: _____ <small>Last</small> _____ <small>First Middle Initial</small> _____ <small>Maiden</small>	Name: _____ <small>Last</small> _____ <small>First Middle Initial</small> _____ <small>Maiden</small>
<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced	SSN: _____ - _____ - _____ DOB: _____ / _____ / _____ DL / ID: _____ <small>NUMBER STATE</small>	SSN: _____ - _____ - _____ DOB: _____ / _____ / _____ DL / ID: _____ <small>NUMBER STATE</small>
Address	Current street address _____ _____ <small>City State Zip Code</small>	Current street address _____ _____ <small>City State Zip Code</small>
Phone	(____) _____ <small>Home / Primary Phone #</small> (____) _____ <small>Cell /Secondary Phone #</small>	(____) _____ <small>Home / Primary Phone #</small> (____) _____ <small>Cell /Secondary Phone #</small>
Email	Email address _____	Email address _____
NO. OF OTHERS TO OCCUPY (_____)	Name: _____ <small>Last</small> _____ <small>First</small> Age: _____ Relationship: _____	Name: _____ <small>Last</small> _____ <small>First</small> Age: _____ Relationship: _____
	Name: _____ <small>Last</small> _____ <small>First</small> Age: _____ Relationship: _____	Name: _____ <small>Last</small> _____ <small>First</small> Age: _____ Relationship: _____

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APPLICATION FOR OCCUPANCY - LEASE

	APPLICANT	CO-APPLICANT
<u>INCOME</u>	PROOF OF INCOME MUST BE ATTACHED	PROOF OF INCOME MUST BE ATTACHED
Employer	Monthly Income: _____ Source(s): <input type="checkbox"/> Employer <input type="checkbox"/> Self-Employed <input type="checkbox"/> Retirement <input type="checkbox"/> Other _____ Employed by: _____ Phone: () _____ Start date: _____ Position: _____ Hrs. per week: _____	Monthly Income: _____ Source(s): <input type="checkbox"/> Employer <input type="checkbox"/> Self-Employed <input type="checkbox"/> Retirement <input type="checkbox"/> Other _____ Employed by: _____ Phone: () _____ Start date: _____ Position: _____ Hrs. per week: _____
<u>VEHICLE INFO</u>	COPY OF VEHICLE REGISTRATION & DRIVERS LICENSE MUST BE ATTACHED	COPY OF VEHICLE REGISTRATION & DRIVERS LICENSE MUST BE ATTACHED
	Year _____ Make _____ Model _____ State _____ Tag. No. _____ Color _____	Year _____ Make _____ Model _____ State _____ Tag. No. _____ Color _____

I understand that the Board of Directors of the Association and/or Consolidated Community Management Inc., their agent, may institute an investigation of my background (including credit, criminal and eviction reports) as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors, Consolidated Community Management, Inc. and First Advantage Resident Screening to make such investigation and agree that the information contained in this application and any attached documentation may be used in such investigation; and that the Board of Directors and Officers of the Association, Consolidated Community Management, Inc. and First Advantage Resident Screening 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 by the Board of Directors / Consolidated Community Management, Inc. or First Advantage Resident Screening.

I understand that false information given herein may constitute grounds for rejection of this application, denial of occupancy and/or forfeiture of any deposits.

Applicant's Signature: _____ Date: _____

Co-applicant's Signature: _____ Date: _____

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

ACKNOWLEDGEMENT 1 of 2

- I have received, read, understand, and agree to comply with the Rules & Regulations for this community. Under Florida Law, I understand it is the landlord's responsibility to provide me with these items.
- I understand that the Rules & Regulations can be amended or changed for the association by the Board of Directors from time to time.
- I understand the application process can take up to 30 days, and agree I will not occupy the premises prior to my orientation and certificate of approval being issued.
- I understand that my moving date should not be scheduled prior to notification of the orientation date.
- **I understand the vehicle and parking restrictions for this community are as follows:**
 - Trucks/vans and commercial vehicles are not allowed to be parked on this property.
 - Motorcycles must be parked in their designated area.
 - There is only one (1) assigned parking space per unit.
 - This community may have parking restrictions that include, but are not limited to parking decals, guest parking passes and gate access devices. It is my responsibility to verify these restrictions before I or my guests enter the property with a vehicle.
- **I understand that the pet restrictions for this community are as follows:**
 - No aggressive breeds are permitted on the property at any time.
 - I must walk my pet on a leash at all times, only in the designated area(s) and clean up after my pet.
- **I understand the occupancy restrictions for this community are as follows:**
 - The maximum occupancy is two (2) per bedroom.
- **I understand leasing restrictions are as follows:**
 - Board approval is required for all new leases and renewals.
 - Renewals must be submitted at least thirty (30) days prior to expiration of current lease.
- I understand that the hours for moving of furniture either in or out are 8:00AM through 5:00PM Monday through Saturday. No moving will be permitted on Sundays or Holidays.
- I understand that if the owner of the unit falls behind, or otherwise becomes delinquent on any payment obligation to the Association, upon notification by the Association I will tender my rental payments to the association and will receive a receipt to provide my land lord so that the amount can be credited against my rental payment obligation to the landlord.
- I understand that should I fail to tender my rent to the Association upon demand I can be evicted by the Association.
- **I understand that pool keys may be purchased from CCM if not available from landlord.**
- **I understand mailbox keys are the homeowners' responsibility. If not available, I will arrange with the property manager to have the mailbox rekeyed at the homeowner's expense.**

INITIALS _____

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

ACKNOWLEDGEMENT 2 of 2

IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS, please explain the circumstances regarding the situation on a separate piece of paper attached and attach to the application.

ALL APPLICANTS MUST ANSWER EACH QUESTION BELOW.	APPLICANT	CO-APPLICANT
1. Have you ever had an eviction filed against you?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Have you ever left owing money to any owner or landlord?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Have you ever applied for residency anywhere in the past 2 years, but did not move in?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Have you ever had adjudication withheld or been convicted of a crime?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, determination of occupancy approval, and / or forfeiture of fees or deposits.

I / we certify under penalty of perjury that I/we agree to and understand all items on these pages and in this application for occupancy.

Applicant Name Printed

Co-applicant Name Printed

Applicant Signature

Co-applicant Signature

Date

Date

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

PET VERIFICATION FORM

All parties listed on application MUST sign below

Complete and sign section A if you DO NOT own a pet

SECTION A:

Name: _____

Address: _____

Telephone number: _____

I DO NOT OWN A PET: _____

Applicant Signature

Co-applicant Signature

*****YOU MUST RESUBMIT PET ACKNOWLEDGEMENT FORM IF AT ANY POINT IN THE FUTURE,
YOU OR ANYONE RESIDING IN YOUR UNIT ACQUIRES A PET*****

Complete and sign section B if you DO own a pet

SECTION B:

Name: _____

Address: _____

Telephone Number: _____

Type of pet (Breed): _____

Weight of pet: _____

Weight of pet at maturity: _____

Pet's name: _____

Pet's color: _____

Tag Number Broward County: _____

*****YOU MUST INCLUDE PICTURE OF PET FOR IDENTIFICATION PURPOSES*****

***** STATEMENT FROM VETERNARIAN CERIFYING BREED AND HISTORY OF SHOTS ARE REQUIRED*****

Please remember all dogs are to be walked on a leash, the dog's owner is responsible for the removal of their dogs excretion.

By signing below I verify I have read and understand the above and will abide by the rules and regulations of the community. I agree to indemnify Lakes of Oakland Forest from damages and liability caused by the pet(s) listed above and any other pet(s) in the future that are within my unit.

Applicant Signature

Co-applicant Signature

*****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED*****

RULES AND REGULATIONS

INITIALS _____

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

Revised February 2018

**RULES TO LIVE BY A GUIDE TO
COMMUNITY LIVING
AT
THE LAKES OF OAKLAND FOREST**

REVISED EDITION – JULY 2017

FOREWORD

Community Living can be difficult at times, but it would be impossible if there were not guidelines for everyone to follow.

The Rules and Regulations enclosed in this booklet do not include all of the governing rules as recorded and updated in the Association Documents. Those included in this booklet are those regulations which are considered the most important for the effective protection of our community’s assets as well as the mutual well-being and coexistence of all our residents.

It is not only the obligation and responsibility of the members and residents of our community to abide by the Rules and Regulations, it is to their benefit.

Thank you,

Lakes of Oakland Forest Board of Directors

EMERGENCY NUMBERS

Police and Fire Emergency	911
Police Non-Emergency.....	954-765-4321
Animal Control.....	954-359-1313
Consolidated Community Management, Inc.....	954-718-9903
7124 N. Nob Hill Rd.	
Tamarac, FL 33321	

NOTE

In case of an emergency originating in or threatening any dwelling, regardless of whether the owner is present at the time, the Board or any person authorized by it shall have the right to enter such dwelling for the purpose of remedying or abating the case(s) of such emergency and such right to enter shall be immediate.

**LAKES OF OAKLAND FOREST
Rules and Regulations**

COMMUNITY

1. Units shall not be used for commercial or business purposes and shall only be used as residences.
2. Each unit owner shall maintain his unit, and especially the exterior of his unit, in a clean and orderly manner and in a condition which will not be offensive to any other unit owner.
3. Each unit owner shall be solely responsible for the actions and any damage caused by his children or children visiting him.
4. No person shall engage in loud and boisterous or other disorderly, profane, indecent or unlawful conduct on any portion of the condominium property.
5. No unit owner shall make or permit disturbing noises or actions that disturbs, annoys or otherwise interferes with the rights, comforts or convenience of other unit owners.
6. No guns shall be permitted to be discharged on any portion of the condominium property, including the common areas and units, except as might be permitted in the event of an emergency pursuant to the applicable laws of the State of Florida.
7. All temporary guests shall be required to comply with all Rules and Regulations of the community.
8. Each unit owner who plans to be absent from his unit during hurricane season must prepare and secure his unit prior to his departure. Any unit owner failing to make proper hurricane preparations shall be held responsible for any damage done to the property of other unit owners or to the common elements resulting from such failure.
9. No person shall climb on or tread in, whether by foot, vehicle, or recreations implement any landscaped portion of the common areas. No group consisting of two (2) or more persons shall congregate on the common area walkways or roadways in such a manner that ingress or egress of pedestrian or vehicular traffic is impaired.
10. The cost of repairing damage to common elements caused by a unit owner or his guests shall be the sole responsibility of such unit owner.
11. All complaints of unit owners shall be made in writing and submitted to the Management Company for adjudication.

AUTOMOBILES, RECREATIONAL AND COMMERCIAL VEHICLES

Please show consideration to others by abiding by these rules. Violation of these rules can result in the towing of your vehicle.

1. All homeowners and/or tenants have one assigned parking space and one visitor space (Please use your own space; not others).
2. All unit owners and tenants must display an association parking permit in the lower left hand corner of the vehicle's rear window. Renter's permits will have an expiration date and will need to be renewed with a lease yearly.
3. Overnight guests parking between 11 p.m. and 6 a.m. must obtain a virtual permit from Recon, our parking lot management company. A virtual permit can be obtained by going to Recon's website: www.reconparkingmanagement.com.
4. Go to the Guest Permit page and fill out the required information. A confirmation will be sent to you when you choose email or text message.
5. Virtual guest passes may only be used fourteen (14) times (same vehicle) in a calendar year. Vehicles exceeding the number of guest passes will be subject to booting and all related costs will be the responsibility of the vehicle owner.
6. All vehicles must display a current valid license plate, be insured and operable with all tires inflated.
7. "Head-In" and utilizing only one parking space per vehicle. (with the exception of law enforcement vehicles)
8. Motorcycles cannot be parked anywhere except designated motor vehicle parking spaces (definitely not on sidewalks).
9. No vehicles displaying commercial signs or lettering may park on the property at any time with the exception of service people doing work at the Lakes of Oakland Forest. (All such signs must be covered with blank magnetic signs when parked at the Lakes).
10. No vehicles containing exposed commercial equipment in or on the vehicle to include racks or ladders on top may be parked at the Lakes of Oakland Forest.
11. All trucks containing supplies in the back bed must be covered with a cover.
12. Do not park in "No Parking Zones" (especially those adjacent to the pool). Please advise service people working for you that they are not to park there.
13. No large equipment for car repair or car detailing may be operated in the parking area. No repairs are to be done on the premises.

14. No boats, personal watercraft, trailers or recreational vehicles may be kept, stored or parked outside any unit, or in any of the parking areas.
15. No building of docks on any lake front property is permitted.

BARBECUE **(Fire Department regulations)**

An inspection is made periodically by the fire department and fines are levied on both the owners and the condominium for the violation of these rules.

1. No combustible or flammable materials shall be kept on patios, porches or balconies, including gas grills, propane tanks or chemicals.
2. No barbecuing or cooking on patios, porches or balconies.
3. All cooking must be done at least 10 feet from the building and all grills, etc. must be put away after using each time.

BUILDING

As the Lakes of Oakland Forest is a condominium the buildings must look alike. Therefore, any exterior additions or changes must be regulated as to size, location, color, etc. by the Board of Directors.

1. All screen enclosures must be kept in good repair by the owner/occupant. Clotheslines, clothes, trash or storage items are not permitted on patios or porches. Those areas must be kept in a neat, orderly and slightly condition.
2. All splash guards on the balconies (to prevent dirt from splashing in) must be approved by the Board. No sheets or plastics may be used on balconies to defray dirt.
3. No newspapers, aluminum foil, sheets, signs or advertisements in windows. Curtains, blinds or drapes only.
4. Only shutters or blinds approved by the Board of Directors can be installed to "close in" balconies.
5. Hurricane shutters must be the accordion type in the **one** approved color and have written approval from the Board prior to installation.
6. No alterations or additions to the exterior portions of the buildings including, but not limited to the balconies, windows or doors without written approval from the Board of Directors. (This includes painting, caulking, satellite dishes, motion detectors, air conditioning building repairs, or other changes that might alter or deface the common appearance).
7. No personal property (chairs, flower pots, clothes lines, bikes, rugs, towels, etc.) may be kept on the outside of any unit or laid across any bushes.

8. A hose nozzle with a shut-off valve must be purchased and used by residents electing to wash their automobiles or to water newly planted landscaping.
9. Spray painting is prohibited on any of the common elements. Violators of this rule will be held responsible for the costs incurred to repaint or clean damaged area.
10. No swings are allowed in trees and placement of any playground equipment on the outside of the unit is prohibited.

SATELLITE DISHES

1. The FCC has created the Over-The-Air-Reception Devices rule which prohibits restrictions that impair the installation, maintenance or use of antennas to receive video programming which includes satellite dishes of less than 1 meter (39 inches) in diameter.
2. Although the FCC Rules do not require the Association to allow a homeowner to place a satellite dish on the exterior or common elements, the Association has agreed to exterior installation if it is necessary for proper reception of the dish.
3. Homeowners wishing to install a satellite dish must First:
 - a. Make an application request through the Management Company for Board approval.
 - b. Enter into and sign a hold harmless agreement.
 - c. Arrange for a Board member and/or Management to be present at the time of installation to approve the dish placement and location.

GARBAGE CONTAINERS

1. All garbage, trash, bottles and cans must be securely wrapped in plastic garbage bags and placed in, not around the dumpsters. Garbage or trash is not permitted to be left outside any unit or on patios or porches.
2. Dumpsters are collected and emptied twice weekly. The condominium is charged by the "weight" of the collection. Be careful of what you throw in the dumpster and report any of your neighbors who abuse this utility. Save our maintenance money for more important repairs.
3. Any furniture or appliance is considered "bulk" and will be picked up by the City in the 4th week of each month next to the dumpster in front of 2733 on the east side of the enclosure. If you are replacing appliances or furniture please attempt to have the store remove your old appliance or furniture as part of sales agreement.
4. The City of Oakland Park recycles paper, glass, plastic, aluminum containers and steel cans. Items can be comingled for disposal in the two (2) blue plastic containers in the dumpster enclosures. Cardboard boxes need to be broken down.

5. The doors of the garbage enclosures must be closed after depositing your garbage to avoid hazardous conditions to automobiles, bikers and pedestrians.

LANDSCAPE

All donated plants are graciously accepted from unit owners with the mutual understanding that the donations are permanent and cannot be removed if the resident should leave the Lakes of Oakland Forest. It is permissible to landscape your area but the Board of Directors must control and supervise in order that continuity is kept throughout the condominium. So there are some rules...the violation of which can result in the removal of your plants.

1. All desired plants must be approved by the Board.
2. All planting must be done by the resident landscaper (to avoid the breaking of buried cable lines, sprinklers and electric lines.)
3. Any resident who digs in the ground on their own property will be held responsible for any damage repair cost.
4. No potted plants are to be put outside of the unit. They must be kept on the balcony or in the apartment.
5. All potted plants that have grown through the pot and have taken root in the ground will be removed.
6. No vines will be allowed to climb the building. Violators of this rule will be held responsible for the costs to trim back plants, clean building and paint where removed. Vines growing on trees and buildings will be removed.
7. No climbing or swinging in the trees will be allowed.
8. Irrigation equipment is off limits to unit owners. An irrigation company is maintaining and servicing the system. Violation of this rule makes it impossible to hold the service company responsible. PLEASE! The unit owner will be held responsible for the costs incurred in this event.

PETS

Except with the written consent of the Board of Directors, which may be granted or withheld is the Board's sole discretion:

1. Pets are permitted with the addendum that each household is limited to **one** dog that will not exceed 50 lbs. at full maturity.
2. Any animal residing in an apartment needs to have a pet registration form on file with the Association.

3. All animals must be kept inside the apartment (not on balcony) in the absence of the owner; this is to avoid excessive, annoying barking and the possibility of breaking loose through the screen.
4. All pets outside of the unit must be on leashes at all times.
5. All dogs are to be walked on the "Dog Walk"; this is the street side of the sidewalk along Oakland Forest Drive.
6. No animals are allowed in the pool area; no dogs are permitted to swim in the pool.

POOL / CLUBHOUSE / LAKE

1. No swimming at any time in either lake. (Large lake posted "Alligators").
2. Only owners, tenants and approved guests may use the pool.
3. Guests at pool must be limited to two (2) and must be accompanied by a resident (unless approved by the Board/Property Manager),
4. No running in the pool or playground area is allowed.
5. No food or drinks are allowed in pool or on the pool deck.
6. No diving is allowed in the pool.
7. Absolutely no glass objects are permitted in, or around the pool area.
8. Proper bathing attire is required at the pool.
9. Please shower before entering the pool.
10. Oversized pool toys or floats are not permitted in the pool.
11. Pool usage permitted between 8 a.m. and 10 p.m. daily.
12. Diapered persons must wear a cloth diaper covered with rubber pants under a bathing suit. "No disposable Diapers are allowed to be worn in the pool."
13. Any individual found defacing the clubhouse or restrooms will be held responsible for the costs of repairs.
14. No roller-skates, skateboards, or bikes are permitted in the pool area.
15. All pool equipment is off limits to owners. The pool service company is held responsible for the operations of this equipment. Unit owner violation of this rule makes it impossible to hold the pool service company responsible.
16. All children under the age of 16 must be accompanied by an adult in the playground area.
17. No pool chairs, tables or umbrellas may be removed from the pool area at any time. (Please don't even borrow them).
18. The pool and pool area is for the exclusive use of the residents and their guests. In all cases the residents shall be responsible for their guests.

19. Clubhouse is closed at all times due to vandalism that has occurred in the past. It can be reserved for parties or special occasions; however, a \$500.00 security deposit is required and must be arranged through the management company at least two weeks prior to the date requested.

Call for arrangements:

**Consolidated Community Management
954-718-9903**

RULES OF UNIT LEASING OR RENTAL

1. Any unit owner intending to lease his/her unit shall notify the Association in writing of his/her intent by submitting an application, a copy of the proposed lease and a non refundable \$100.00 application fee to the management company.
2. All prospective tenants must be screened / interviewed and approved by the Board PRIOR to taking occupancy.
3. No lease shall be for a period of less than 12 months and no unit shall be rented more frequently than once in each twelve month period.
4. Any lease not authorized pursuant to the Rules and Terms of the Association shall be declared null and void by the Board and subject the unauthorized tenant to eviction.
5. There is a two (2) year waiting period to lease your unit.