



Property Keepers Management
 6555 Powerline Road, Suite 105
 Fort Lauderdale, FL 33309

Lease Approval Application

Thank you for allowing us to assist you. The board of the community you have selected requires you to complete and submit a Lease Approval Application.



This checklist is provided to allow you an opportunity to gather information or documents that may be requested when you begin the online application. Please have this information available before you begin. The online application does allow you to save your progress and finish at a later time.

NOTE: The community you are applying for MAY require additional documentation. Refer to the **MUST READ FIRST** document under the **Essential Information START HERE** column.

Essential Information START HERE	Lease Application	Purchase Application
MUST READ FIRST Rules and Regulations	Click Here	Click Here

- Lease Dates: From (the first day of the lease), To (the date the lease expires) and Expected Move in Date
- Unit address: Street address, Unit number (if applicable), City, State, and Zip
- Owner's information: First and last name, Phone, Email, and Billing address
- Realtor Information (if a realtor assisted with the lease agreement): Name, Phone, and Email
- Vehicle Information: Make, Model, Year, Tag number for all automobiles that will park on association property
- Current and Previous Landlord Information (if you rent or lease): First and last name, Phone, Email, and Billing address
- Applicant Current Employer(s) Information: Employer, Supervisor's Name and Phone, Position, Estimated annual salary and Length of employment
- Spouse Current Employer(s) Information: Employer, Supervisor's Name and Phone, Position, Estimated annual salary and Length of employment

Documents for Verification:

There are several documents that you will need to submit. You should have electronic versions of these documents on the same device that you are completing the application. These can be attached in a PDF or Word format.

- Lease agreement with owner
- Copy of Driver's Licenses for each occupant 18 years of age and older
- Copy of Vehicle Registrations for all automobiles that will park on association property
- Background check for each occupant 18 years of age and older. *(During the application process you will learn if your property requires a background check.)*
- Employer and Personal Reference(s) if applicable
- Copy of Marriage License if applicant and spouse DO NOT share the same last name
- Additional documents requested by association that you are aware of

Pet Registration - if apply -

APPLICATION PROCESS

Sale and Lease

- Please upload the following into the application where it asks for References.
 - Personal Reference Letter, written by a friend or colleague
 - Business Reference Letter, written by a supervisor or employer
- Please upload 2 months of bank statements into the application where it asks for Additional Documents at the end of the application.
- Please upload the signed Rules and Regulations into the application where it asks for Additional Documents at the end of the application.
- **LEASE ONLY: \$500, refundable after move out**
 - Make money order or cashiers out to Spyglass Condo I
 - On Memo Line Put: "Security Deposit, Unit Address, Applicant Name"
 - Mail check to, 6555 Powerline Rd, Suite 105, Ft Lauderdale, FL 33309
 - Send email to applications@property-keepers.com with subject: New rental applications – deposit and Email Body: the check was mailed on DD/MM/YYYY.
- Pets: ONLY owners may have a pet, NO tenants, with a 25lb max
 - Upload the Pet Registration Form, photo and vaccine records into the application where it asks for Additional Documents.
- Upload the Residence Registration Form and Spyglass Lease Registration Form

SPYGLAS CONDOMINIUM INC.

Community New Applicants Information

All members and lessees, guest or visitor shall comply with all of the terms, conditions, covenants restrictions and limitations contained in Declaration, Articles of Incorporation, the Bylaws and Rules and Regulations of Spyglass Condominium Association.

1. All applications must be approved by the Spyglass Condominium Inc. Board of Directors, and applicants will be interviewed before approval.
Tenants accepted will receive a certificate of acceptance for the lease period up to 1 year.
For renewals, execute a new lease and email it at least one month in advance to applications@property-keepers.com to receive the renewed acceptance certificate.
2. Occupancy prior to approval is not allowed. For rentals, if renewal is not approved, tenants must move out at the end to the lease period.
3. No more than four (4) people may live in a unit, and units may be used for residential purposes only.
4. All applications require payment for a credit and background check through Property Keepers.
5. There is a Common Area \$500 Security Deposit for ALL rental applicants (refundable at the end of the lease term).
6. The minimum lease period is four (4) months. No home may be subject to more than two (2) leases in any twelve (12) month period.
7. If a unit has a balance on the account, the Association must be paid in full before the Sale/Rental can be approved. The account must be brought current before an application can be considered for approval by the Association.
8. Corporate entities, LLCs, and trustees may purchase a unit. The purchaser listed on the application must be the entity (corporation/beneficiary/trust/etc.) that will appear on the deed at closing. The applicant is the authorized representative responsible for servicing, administering, and managing the property. Complete the application and submit all required supporting documents to the Property Keepers's Application Department.
9. To park inside the community the vehicle(s) must be registered with the association.
10. No more than 2 dogs are allowed and must be registered with the association

Corporate, LLC, and Trustee Additional Requirements:

The purchaser listed on the application should be the entity (corporation/beneficiary/trust/etc..) whose name will appear on the deed as the owner at closing. The “applicant” is the person responsible to act as the agent/office/director/party who will service/administer/manage the property being purchased. Please complete the application accordingly and provide all additional documents listed on the first page along with the requirements listed below (where applicable).

- Sunbiz printout for corporate entities
- Trust Agreement listing parties in the Trust (including beneficiaries)
- If this was a foreclosure, all closing documents need to be provided in supplement of the sales contract
- Entity’s most recent financial information (tax return or bank statements for 12 months)
- If the purchase is for investment purposes, include a letter explaining the investment intent. Rentals could be limited.

Active U.S. Service Members Only

Pursuant to (Fla. State. 83.683) of the Florida Residential Landlord and Tenant Act.

If you are a member of the U.S. Armed Forces “On active duty or state active duty”, member of the Florida National Guard or member of the U.S. Reserve Forces.

Please provide the following information as well as a copy of your Military ID upon submitting your application for lease.

1. State what branch you are currently serving in:

2. Sign and date

SPYGALSS RESIDENT REGISTRATION

Date: _____

If Rented, lease period from: _____

to: _____

UNIT: _____

UNIT Address: _____

Unit Parking Spaces: Garage ____ Carport ____ Driveway ____

RESIDENTS

Representative Email: _____

Representative Phone: _____

Full Names:

Indicate:

Adult or Child
Adult or Child
Adult or Child
Adult or Child

Vehicles Brand / Model / Color

Plate

Dogs: Breed / Name

SPYGLASS LEASE APPLICATION

DATE: _____

New Lease _____ Renewal _____

Property Information

Property address: _____

Unit Number: _____

Owner Information

Name(s): _____

Representative: _____

Representative Phone: _____

Representative Email: _____

Tenant(s) Information

Name: _____

Phone: _____

Email _____

Name: _____

Phone: _____

Email _____

Lease Terms:

Date From _____

Date To _____

NOTICE: Owner must report all residential changes with the Association

Should any lessee not adhere to Spyglass Rules & Regulations this lease will no longer be valid.

You will receive notice advising you of any violations. If no corrective action is taken you could be fine or your tenant will be advise to vacate the property immediately. As a result of this action, the board will no be responsible for seeking another tenant.

Owner's Full Name / Signature: _____

Co-Owner's Full Name / Signature: _____

Applicant's Full Name / signature _____

Co-Applicant's Full Name / Signature _____

SPYGLASS CONDOMINIUM INC 1

RULES AND REGULATIONS

Pursuant to the authority vested on the Board of Directors (BOD) of Spyglass Condominium Inc 1, the following rules and regulations of Spyglass Condominium Inc 1 have been adopted by the BOD on June 17, 1974, and thereafter amended and revised.

These rules and regulations supplement the Articles but do not override them. Suggestions for new regulations are welcome and will be considered by the Spyglass Association's Board of Directors.

GENERAL PROVISIONS

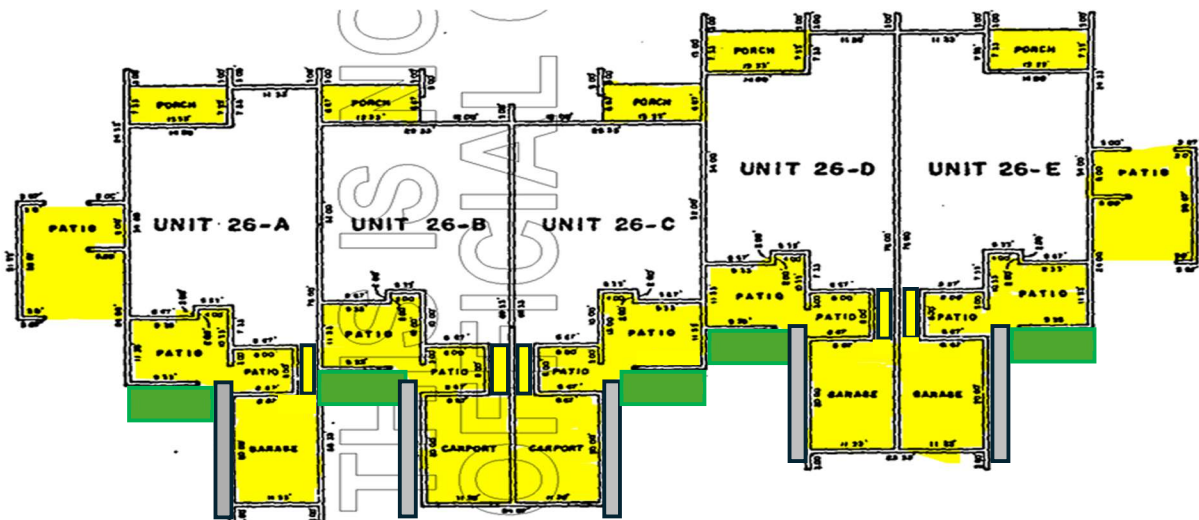
- i. The Board of Directors of the Association reserves the right to add, change or revoke existing rules and regulations and to make such additional rules and regulations from time to time as in its opinion shall be consistent with the documents and necessary for the safety and protection of the buildings and their occupants, to promote cleanliness and good order for the property and to assure the comfort and the convenience of members.
- ii. Any person or entity subject to these rules and regulations who fails to abide by them shall be subject to a fine as provided hereafter.
- iii. All members and lessees, guest or visitor of a resident shall comply with all off the terms, conditions, covenants restrictions and limitations contained in the Declaration, Articles of Incorporation, the Bylaws and Rules and Regulations of Spyglass Condominium Association.
- iv. **NOTICE.** YOU ARE HERWITH ADVISED OF THE DANGER TO CHILDREN OF OUR OPEN LAKE/CANAL FRONTS. ANY NEW ARRIVALS ARE CAUTIONED, BEFORE THEIR OCCUPANCY, OF THE DANGER TO UNATTENDED CHILDREN ON OUR PROPERTY. OUR LAKES/CANALS ARE DEEP AND SLOPE ABRUPTLY.

BASIC DEFINITIONS

Common Elements: means the portions of the Condominium property not included in the Units.

Limited Common Elements: those areas reserved for the use of a certain unit, to the exclusion of all other units, are designated as "limited common elements"

The limited common elements consist of an exterior porch(s) and patio(s), including interior walls and windows, garage(s), carport(s), exterior front ground area unit abutting the front patio (approximated six feet), the driveway area and the front walkway. Example – lighted limited common elements.



I. GENERAL AND COMMON ELEMENTS

1. **Care and Maintenance.** The association (BOD) shall be responsible for the repairs, replacement and maintenance of the common elements, Unit's roof, Unit's exterior walls and all portions of the Condominium property not required to be maintained, repaired and/or replaced by the unit owner(s).
2. **Clear areas:** where applicable, the sideways, walkways, entrances and all of the limited common elements and common elements must not be obstructed or encumbered or used for any purpose than ingress and egress to and from the premises; nor shall any carriages, velocipedes, bicycles, shopping carts, chairs, benches, tables or any other object of a similar type and nature be left therein or thereon.
The unit owner shall not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors or windows of the units, building, nor the limited common elements, nor the common elements. In addition, clotheslines or other similar devices may not be hung on any portion of the condominium property.
The personal property of all unit owners shall be stored within their condominium Units.
3. **Owners are not allowed to make changes to any part of the common areas**, such as planting or decorating. Common areas should be kept free and clear of any objects, fixtures, debris and other unsightly materials.
4. **Disturbances**
 - a) A resident shall not permit or suffer anything to be done or kept in his unit which will increase the rate of insurance in the condominium property, or which will obstruct or interfere with the rights of other residents, or otherwise, nor shall the resident commit or permit any nuisance, immoral or illegal acts in or about the condominium property.
 - b) No residents shall play or suffer to be played any musical instruments, phonograph, television, radio, or sound amplifier in such a manner as to disturb or annoy any other occupants of the condominium. All parties shall lower the volume of the foregoing as of 11 p.m. each day.
 - c) The playing or practicing softball, hardball, tennis, golf, etc. on the common or limited common elements is prohibited except were provided in the documents, rules, by-laws, etc.
5. **Refuse trash.** The refuse trash collection, or recyclables shall be kept "out of sight" and only on prescribed pick-up days placed outdoors. Paper bundles shall be tied up or otherwise secured against scattering. Plastic bags will be tied. Other refuse shall be securely lid. Set out waste for bulk pick up only on Monday night or Tuesday before the Bulk Truck arrives.
6. **Littering:** waste disposal shall be proper to prevent litter. Residents must not drop items from cars, walkways, entryways, doors, or sweep or throw waste onto common areas.
7. **Signs.** No signs, advertisements, or notices of any type shall be displayed on the common elements, limited common elements, or units, except with the written consent of the Board of Directors. The foregoing shall include signs within a unit, which are visible from outside the unit.
8. **Requests for Services** shall be made in writing to the Management Firm.
9. **Mailboxes.** No flyers, posters, and other advertisements are allowed on the mailboxes.
10. **Canals and Drainage channels.** Disposal of any waste matter into the canals or drainage channels is prohibited and is a violation of the law. This regulation applies to emptying insecticides, fungicides, fertilizers, detergents, or other substances that are or may be harmful to wildlife.
11. **Contractors' Employees,** no resident or resident, except those designated by the Board of Directors, shall direct, supervise, or in any matter attempt to assert any control over employees of the Association or any of its contractors
12. **External help.** Domestic help or medical support personnel of the residents may not gather or lounge on the grounds or pool facilities unless they are assisting the resident.
13. **Monthly Assessments** are due on the 1st day of each month and if such payments are ten (10) or more days late are subject to charges, as provided in the Declaration of Condominium.

II. OCCUPANCY

1. **Occupancy** is limited to 4 individuals per unit.
2. **New Owners.** Ownership requires approval from the Board of Directors (BOD) to be accepted as member of the association. Prospective new owners must obtain and fully complete application package from the Property Management and will be asked to pay for a credit score and background reports. The BOD will conduct an interview with applicants before issuing a letter of acceptance.

3. **Current Owners.** Every owner of a unit, whether he/she has acquired the ownership by purchase, by gift, conveyance or transfer by operation of law or otherwise, shall be bound by all the government documents such as the By Laws, the Articles of Incorporation, the Declaration and Rules and Regulations.
4. **New Leases.** Rental requires approval from the BOD to be accepted as resident of Spyglass community. Prospective new tenants must obtain and fully complete application package from the Property Management and will be asked to pay for a credit score and background reports. The BOD will conduct an interview with applicants before issuing a letter of acceptance valid for the term of the lease up to one year.
5. **Current Tenants.**
 - a) All residents of a leased unit must be registered with the Association. In addition, all vehicles and pets of residents must be registered.
 - b) Submit lease renewals to Management for Board approval at least one month before the renewal date.
 - c) Owners are responsible for ensuring that tenants comply with all Rules and Regulations.

III. UNITS AND ITS LIMITED COMMON ELEMENTS

1. Use and care of the Unit and assigned Limited Common Elements.

- a) Units Owners shall maintain in good condition and repair his/her unit and all interior surfaces within the unit, the fixtures and equipment therein and all exterior doors (except the painting that is cover by the Association).
 - b) Each resident shall keep clean, maintain, and care for and preserve the limited common elements. The limited common elements shall be kept free and clear of rubbish, debris, weeds and other unsightly materials.
 - c) Residents are not allowed to make alterations, decorations, repairs, replacements or change limited common elements or to any outside exterior portion of the building without the prior written consent of the Association. Applications to the Board must be made on forms provided by the Property Management. When structures are involved, such as patio enclosure, installation of awnings, change of doors, etc.; sketches must be submitted along with the application forms, with statements of dimensions and descriptions of materials. The Board of Directors in each case shall consider all relevant factors, including location of units and substantial objections of a reasonable nature.
 - d) The residents must clean, maintain, repair, get insurance, and cover costs for any approved changes or decorations.
 - e) The Association shall have the right to levy an assessment against the owner of a unit for such necessary sums to remove any unauthorized addition or alteration and to restore the property to good condition and repair.
 - f) Plants, trees, palms, and bushes planted in the limited ground area must not exceed six feet in height or be closer than one foot to the unit wall. Grounds should remain clean and attractive.
2. **Warranty warning on the roof.** Certain Teed Manufacturer and owner of the NonDolarLimited warranty of the roofs will void the warranty if anyone disturbs, penetrates or materially changes the roof.
 3. **Carports use.** Only automobiles, bicycles, and tricycles may be stored in carports; all other personal property, including garbage cans and any other items, is not allowed.
 4. **Antennas or Aerials.** No antennas or aerials may be erected or installed without written approval of the Board of Director.
 5. **Right to Access.** The Association has the irrevocable right to access each unit during reasonable hours when necessary for the maintenance, repair, or replacement of any limited common elements or making emergency repairs necessary to prevent damage to the common elements or to another unit or units. Emergency repairs may be accomplished at any time. F.S. 718.111 Sub d (5).
 6. **Dangerous Substances.** Dangerous Substances- No inflammable, combustible, or explosive fluid, chemical, or other substance shall be kept in any unit or limited common elements except such as are required for normal household use.
 7. **Unoccupied Units.** When units are unoccupied overnight or longer, residents must leave a key to their unit with a neighbor and furnish this neighbor's name to the Secretary of the Association.
When units are unoccupied during the hurricanes season, residents prior to departure must prepare their units by removing all furniture and other objects outside the house or garage, designating a responsible firm or individual to care for the unit should the unit suffer hurricane damage. Unit resident must provide the name and address of such firm or individual to the Secretary of the Association.

IV. RECREATIONAL FACILITIES

1. The recreational facilities are for the exclusive use of Association members and their family, their guests and lessees. No other person shall be permitted to use these facilities without the prior written consent of the Association's Board of Directors.
2. Use of recreational facilities is at the users' own risk.
3. Children utilizing the common areas and facilities will be direct responsibility of their parents, legal guardians or relatives with whom they reside.
4. Children under 12 years old are not permitted in the pool area without parents, legal guardian or other adult supervision.
5. All people must shower thoroughly before entering the pool.
6. Swimming is permitted from dawn to dusk only.
7. Bicycles/skateboards and/or-roller skates/blades are not permitted in the pool area.
8. No pets permitted in pool or pool area.
9. No ball playing, running, jumping, or diving in the pool.
10. No food or beverages on pool or on pool wet deck. No beverages with glass containers are allowed.
11. Do not swallow the pool water.
12. Do not use the pool if you are sick.

V. VEHICLES AND PARKING

1. **Speed Limit.** The speed limit should not exceed twenty (25) miles per hour.
2. **Registration.** All vehicles parked on Association's property shall carry a current registration and tag. Any vehicle not in compliance with this regulation will be subject to towing. All towing and related costs (such as storage of the vehicle) shall be the sole responsibility of the vehicle owner.
3. **Community vehicle-register.** All residents must register their vehicles with the Association to get the identification for parking in the community property. Vehicles not registered may be towed, with all towing and storage costs charged to the owner.
4. **Parking.** Unauthorized parking includes parking on lawns, parking on other units' driveways without the residents' permission, and vehicles parked to impede ingress and egress from other parking spaces or roads. No parking anywhere on condominium property in a manner that will block or impede passage of emergency vehicles access. Guests and contractors hired by residents must be informed that they are not to park on the grass or fines will be imposed on the owner of the unit and guest/contractor's vehicle will be towed at their expense. Parking in guest spots for more than 24 hours requires a permit being issued by the parking control agent or property management. Residents must park in their own garages, driveways, or pre-designated condo spaces. Units with more vehicles than Unit's parking space must use the parking area of Spyglass property at 9315 Wedgewood Ln, Tamarac FL 33321. Do not use guest spots except briefly for collecting mail. Unauthorized parked vehicles may be wheel clamped or removed by the Association's parking control agents at the owner's or operator's expense, and subject to other enforcement actions such as fines.
5. **Other Passenger Cars.** No unpowered vehicles, motor homes, boats, vans, or campers shall be parked on the streets, condominium property, or driveways for more than twenty-four (24) hours. Residents should request Vendors or Service people to park their trucks on their own driveways.
6. **Repairs** on vehicles or other items are **only** permitted in common areas or driveways during emergencies, such as flat tires or battery jump-starts.
7. **Commercial Vehicles** must park in the parking spaces at Spyglass property at 9515 Westwood Lane, Tamarac FL 33321.

VI. PETS

1. No more than two (2) domestic animals are permitted by owner/tenant.
2. No aggressive breed dogs, such as but not limited to Pit Bulls, Chows, Rottweiler's, Dobermans, are permitted without authorization from the Board of Directors.
3. No Pets should be left alone on the open porch or patio.
4. Pets causing or creating a nuisance, or unreasonable disturbance, shall be permanently removed from the property.
5. Pet owners are responsible for pet waste clean-up and disposal.
6. Pets in the common areas shall always be leashed and restrained and in company of a person who is able to always control the pet. Unleashed pets, roaming through the Association's common areas will be reported to Department of animal Control.
7. The resident responsible for the pet shall be subject to fines set forth herein for violations of these rules.

On _____, 20__, We acknowledge of owners giving and tenant receipt of the current Spyglass Rules and Regulations.

Owner's Full Name / Signature: _____

Co-Owner's Full Name / Signature: _____

Applicant's Full Name / signature _____

Co-Applicant's Full Name / Signature _____