



**HOMEOWNERS' ASSOCIATION, INC.**

6285 Riverwalk Lane

Jupiter, FL 33458

Office: 561-747-6209

[office@riverwalkhoa.biz](mailto:office@riverwalkhoa.biz)

[www.riverwalkhoa.biz](http://www.riverwalkhoa.biz)

LEASING/OCCUPANCY APPLICATION CHECKLIST

**\*\*\*In order for your application to begin being processed all items below must be included. Keep in mind processing can be up to 30 days\*\*\***

**ARE ALL OF THE BELOW COMPLETED/ATTACHED?**

\_\_\_\_\_ Completed application. Pet information must include color photo and health certificate (if applicable, if not write "no pets" on pages 5 & 6)

\_\_\_\_\_ Completed background check(s) form must be completed by **each applicant or resident over the age of 18 years of age.**

\_\_\_\_\_ One check or money order made payable to Riverwalk HOA for: the application fee of \$250.00 for each person, unless a married couple and \$25.00 dollars per each person over 18 for the background check

**Note anyone with a criminal conviction within the last 10 years cannot be approved for ownership or residency in accordance with Riverwalk's Governing documents.**

\_\_\_\_\_ Copy of Driver's License and valid vehicle registration

\_\_\_\_\_ A copy of the executed (signed by both lessor & lessee) lease agreement if applicable

INITIAL HERE: \_\_\_\_\_ ***UPDATED March 2022 – Prior applications WILL NOT BE ACCEPTED; you must submit this version as it is most current***



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**APPLICATION TO LEASE/OCCUPY**

**PLEASE PRINT CLEARLY**

TODAY'S DATE: \_\_\_\_\_ Riverwalk Address: \_\_\_\_\_

LEASE (TERM DATES: \_\_\_\_\_) OR  OCCUPANCY (START DATE: \_\_\_\_\_)

CHECK THIS BOX IF LEASEE IS MEMBER OF THE UNITED STATES ARMED FORCES

**APPLICANT(S) INFORMATION:**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Please name all occupants and relationship to Lessee (provide age of children and DOB for anyone over 18)

Name	Age	Relationship	Date of Birth
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**VEHICLES: (NOTE: RIVERWALK IS LIMITED TO A MAXIMUM OF ONLY 2 PARKING DECALS)**

Make of Vehicles	Model	License Plate #	Color	State	Year
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Commercial Vehicles have restrictions and in some cases are not permitted. Please see Governing Documents for more information.** "The parking of any and all vehicles shall be in accordance with Articles 7.1.11, 7.1.12, and 7.1.13 of the Association Declaration. Vehicles with commercial lettering are permitted provided that the lettering is covered with either blank magnets or car covers at all times while parked"

# RIVERWALK HOMEOWNERS' ASSOCIATION, INC.

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The undersigned hereby acknowledges that he/she has read the RIVERWALK HOMEOWNERS' ASSOCIATION, INC. governing documents comprising of the Declaration of Covenants and Restrictions, Bylaws, Articles of Incorporation, as well as the RIVERWALK Rules & Regulations located on the Riverwalk website at [www.riverwalkhoa.biz](http://www.riverwalkhoa.biz). Copies of these documents can be obtained upon written request for \$75.

As a member of a deeded mandatory membership community, you are subject to abiding by certain predetermined covenants and rules and regulations set forth in the association's governing documents. By signing, I hereby state that I will comply with the governing documents and regulations for Riverwalk. I further acknowledge that per page 14 of Riverwalk's Rules & Regulations: "Violations of the rules and regulations by a unit owner, tenant, or guest may result in a fine against the Unit Owner."

RECEIVED BY LESSEE/OCCUPANT: \_\_\_\_\_ (sign & print)

RECEIVED BY LESSEE/OCCUPANT: \_\_\_\_\_ (sign & print)

ACKNOWLEDGEMENT OF UNIT OWNER: \_\_\_\_\_ (sign & print)

DATE: \_\_\_\_\_

RIVERWALK BUILDING-UNIT NUMBER: \_\_\_\_\_

# RIVERWALK HOMEOWNERS ASSOCIATION – Background Check

## CONSENT TO OBTAIN CONSUMER REPORT ON SUBSCRIBER

Riverwalk Building and Unit No: \_\_\_\_\_ - \_\_\_\_\_

I understand that you may obtain consumer reports that relate to my credit and/or criminal history. This information will, in whole or in part, be obtained from AISS, a Sterling Infosystems Company, 6111 Oak Tree Blvd, 4<sup>th</sup> floor, Independence, OH 44131, telephone 800-853-3228. I understand that you may be requesting information from various federal, state and other agencies or institutions, which maintain public and non-public records concerning my past activities relating to my credit and/or criminal history. This information will be reviewed by the Associations' Board Members and Employees of Riverwalk and may be reviewed by a unit owner if it's a rental.

For conformation of identity, a copy of your current driver's license must include with your request.

I authorize, without reservation, any party, institution, or agency contacted by AISS to furnish the above mentioned information:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Applicant Name (Last, First and Middle)      \*Date of Birth      Social Security Number  
\*Date of Birth is requested in order to obtain accurate retrieval of records.      If International please provide      Passport  
Number

\_\_\_\_\_  
Alias/Previous Name(s) (if Applicable)

\_\_\_\_\_  
Current Physical Address      City & State      Zip code

\_\_\_\_\_  
Telephone Number:      Email:

\_\_\_\_\_  
Signature of Applicant      Date

## Riverwalk Pet Rules & Regulations

### Pets

No more than two (2) pets may be maintained in any Unit and only one of the two pets may exceed 50 pounds at maturity. Such pets shall be permitted to occupy any Unit or be permitted on any Common Area or Recreation Area after the effective date of this amendment. (Pets being maintained on the property prior to the effective date of this amendment which exceed such weight limitations shall be grandfathered.)

Effective July 22, 2016 Riverwalk Rules and Regulations no longer allow the following potentially dangerous pets being registered by new owners or tenants to reside in Riverwalk: Pit Bulls, Rottweilers, Doberman Pinschers, Chow Chows, Great Danes, Boxers, German Shepherds or Alaskan Malamutes. This Rule applies to mixed breed dogs containing any breeding from any of the above prohibited dog breed. If a dog's breeding is in question, DNA testing will be requested when applying for residency. If the DNA testing results show no dangerous breed exists, the HOA will incur the cost of said testing.

All pets permitted on the premises shall be under leash when walked or exercised outside of the Unit on the Common Areas or Recreation Areas or the adjoining land and docks leased from the South Florida Water Management District.

Each unit owner shall be responsible for removal of any pet waste and shall be personally liable for any costs incurred in the repair of damage caused by the pet or a pet owned by a tenant. A photograph or video recording of any unleashed pet or failure to immediately cleanup a pet's waste shall be deemed sufficient grounds to pursue a fine on the offending unit owner.

Pets shall not be permitted to create a nuisance including but not limited to persistent barking or whining or physically attacking other people or animals. Upon consideration by the Board of Directors, any pet deemed a nuisance shall be permanently removed by its owner from the property within fifteen (15) days after receipt (or the date of refusal to accept receipt) of written notification sent via Certified Mail, Return Receipt Requested..

Upon the death or disappearance of any grandfathered pet weighing in excess of 50 pounds, maintained in a Unit prior to the effective date of this amendment, no replacement pet may exceed the 50 pound (at maturity) weight limitation.

# PET REGISTRATION FORM

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Owner or Resident: \_\_\_\_\_

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

**Type of Pet** (Check One):  DOG  CAT  BIRD  OTHER \_\_\_\_\_

**How Many Pets:** (List each pet on a separate page)

Pet's Name \_\_\_\_\_ Pet's Age: \_\_\_\_\_

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

Attach copy of pet's "Proof of Vaccinations" must be included with the Pet Registration Form.

**Breed (*Be specific – give complete description, color, etc.*): A photo of each pet must be provided.**

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PLEASE ATTACH COLOR PHOTO(S) HERE



**NOTICE OF INTENT TO LEASE/OCCUPY**

**BUILDING-UNIT # \_\_\_\_\_**

**Intent to lease/occupy a unit in RIVERWALK HOMEOWNERS’ ASSOCIATION, INC. must be approved by the Association before that unit may be occupied by a lessee/occupant.**

RIVERWALK HOMEOWNERS ASSOCIATION, INC. Governing Documents state:

Leasing. The Association must approve or disapprove a lease within thirty (30) days of receipt of the last of the information provided pursuant to Section 9.2 hereof. The Association may disapprove a lease on any reasonable grounds, including, but not limited to, any of the provisions defining good cause for transfers of title which might be applicable. The Owners are responsible for the conduct of their tenants on the Properties and, upon violation of this Declaration or any of the other governing documents, the Association has the right to enforce these covenants against the Owner and the tenant, including, but not limited to, by removing the tenant from the Unit and from the Properties. No lease shall be approved for a term which is less than six (6) months or more than twelve (12) months. An Owner may not lease a Unit more than twice in any twelve (12) month period, measured from the commencement date of the most recent previous lease of the Unit.

**No person may lease or occupy a unit in RIVERWALK HOMEOWNERS’ ASSOCIATION, INC. until the tenants/occupant have gone through the application process, all fees have been paid, and have been approved by the Board of Directors.**

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Owners Name \_\_\_\_\_ Building-Unit to be leased/occupied \_\_\_\_\_

Mailing Address of Owner \_\_\_\_\_

\_\_\_\_\_

Owners Phone Number \_\_\_\_\_

Owners Email Address \_\_\_\_\_

Owner Signature: \_\_\_\_\_

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

# RIVERWALK HOA RESIDENT APPLICATION

**APPLICANT ACKNOWLEDGEMENT:** By my/our signature below, I/we hereby certify:

1. I/we have read, understand and agree to abide by all Riverwalk HOA Rules & Regulations.
2. That all information in this application is true and I/we understand that false or misleading information constitutes grounds for rejection and revocation of my right to reside on this property.
3. I/we give permission to conduct a nationwide law enforcement background investigation and credit check; that the HOA may deny the lease based on evidence that any occupant may pose a risk to the community or be unlikely to comply with the financial requirements of the lease. The board reserves the right to waive this restriction on a case by case basis.
4. No persons other than those on this application will reside in the unit. Anyone moving into the unit at a later date will be subject to association approval. No visitors may stay longer than 30 days.
5. I/we understand that the Association has the right to deny any application until any delinquent assessment is paid and/or until any violation of the governing documents is corrected.
6. During the term of the lease, if the owner becomes delinquent in the payment of any regular or special assessments due, the association shall notify the lessee and the lessee shall make the rental payment to the Association to cover unpaid maintenance fees. Said payments shall be delivered to the Riverwalk HOA at the above address.

OWNER'S SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

LESSEE/OCCUPANT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

LESSEE/OCCUPANT SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_