

**OAK HAVEN HOMEOWNERS ASSOCIATION, INC.
C/O SOLEIL PROPERTY MANAGEMENT
PO BOX 212964
ROYAL PALM BEACH, FL 33421
OFFICE: (561) 225-1524**

APPLICATION FOR LEASE OR SALE

APPLICATION REQUIRED

- **APPLICATION FEE \$100.00 FOR JOINT APPLICANTS (HUSBAND & WIFE)**
- **APPLICATION FEE OF \$100.00 FOR ALL INDIVIDUAL APPLICANTS OVER 18.**
- **APPLICATION FEES MUST BE PAYABLE TO THE OAK HAVEN HOA. CHECKS OR MONEY ORDERS ARE ACCEPTED. NO CASH.**
- **ADMINISTRATIVE PROCESSING FEE OF \$150.00 PER APPLICANT AND \$50 PER ADULT 18 AND OLDER FOR BACKGROUND/CREDIT SCREENING MADE PAYABLE TO SOLEIL PROPERTY MANAGEMENT CHECKS OR MONEY ORDERS ARE ACCEPTED. NO CASH.**
- **COPY OF DRIVERS LICENSE/OR GOVERNMENT ISSUED PHOTO I.D. REQUIRED**
- **COPY OF SIGNED LEASE OR SALES CONTRACT REQUIRED**
- **FOR LEASE – LEASE ADDENDUM MUST BE SIGNED BY OWNER AND TENANT. \$200.00 REFUNDABLE COMMON AREA SECURITY DEPOSIT REQUIRED ON ALL LEASES (payable to: OAK HAVEN POA.)**
- **FOR SALES - IF PURCHASING MULTIPLE UNITS, APPLICATION, SALES CONTRACT AND APPLICATION FEE MUST BE SUBMITTED FOR EACH UNIT. LEASE ADDENDUM MUST BE SIGNED.**
- **IF A BUSINESS IS PURCHASING YOU MUST INCLUDE THE PRINCIPLE/OWNER'S NAME AND INFORMATION & FINANCIAL STATEMENT OF BUSINESS IF BUSINESS IS TO BE THE UNIT OWNER. ALSO A LIST OF ALL OFFICERS LIMITED PARTNERS ETC.. OF THE BUSINESS. IN THE CASE OF A TRUST, NAMES, ADDRESSES AND PHONE NUMBERS OF ALL TRUSTEES. TAX ID NUMBER MUST ALSO BE PROVIDED FOR CORPORATIONS.**
- **PLEASE MAIL YOUR CHECKS, COPY OF PHOTO I.D., APPLICATION AND SIGNED CONTRACT TO OUR PO BOX LISTED ABOVE. PARTIAL/INCOMPLETE APPLICATIONS NOT ACCEPTED.**
- **CHECKS MUST BE TURNED IN WITH APPLICATION AND NOT SENT SEPARATELY.**

**ATTENTION ALL UNIT OWNERS, PROSPECTIVE BUYERS,
AND PROSPECTIVE TENANTS**

If you plan to lease or sell your unit, you must notify Soleil Property Management of your proposed transaction at least thirty (30) days before the planned date of occupancy. A proposed buyer or tenant ***must*** be approved prior to moving in.

Applications should be submitted to Soleil Property Management must be submitted by mail. ***Faxed or emailed applications will not be accepted. Incomplete applications will not be accepted or processed.***

Please read the cover sheet for complete instructions. The following items must be included with your completed application form:

1. Application fee of \$100.00 for joint applicants (husband & wife). Any other applicants over 18 years old must pay an additional \$100.00 per applicant. Checks must be payable to ***Oak Haven POA. No application will be accepted without the check. CHECK OR MONEY ORDER ONLY. NO CASH.***
2. Administrative Processing Fee of \$150.00 per applicant and \$50 background/credit screening per applicant 18 and older. Checks must be payable to ***Soleil Property Management. No application will be accepted without the check. CHECK OR MONEY ORDER ONLY. NO CASH.***
3. Signed copy of the sales or lease contract.
4. **Photo I.D. (MUST BE LEGIBLE)**

When a complete application package is received it is sent for a background and credit check. When the completed background and credit check is received, the application is sent to the Board of Directors for approval. The Board of Directors then returns the approval to Soleil Property Management. ***The approval process could take two to four weeks.*** You may contact Soleil to check the status of the approval.

**OAK HAVEN POA
APPLICATION FOR LEASE OR SALE**

Note: This application is for one individual or husband and wife only. If there are additional applicants please copy this form and have each individual fill out a separate form. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. PLEASE FILL IN ALL AREAS!

This application is for a **Lease** _____ or **Sale** _____ for property located at:

Date: _____ If sale, date of closing: _____

Lease dates – From: _____ To: _____

Realtor's Name _____ **Phone:** _____

Applicant's Name(s) _____

Phone (Home) _____ (Cell) _____

Email _____

Date of Birth _____ **SSN #** _____

Driver's License # _____ **State** _____

MARITAL STATUS: Married () Separated () Divorced () Single ()

Spouses Name _____

Phone (cell or other) _____

Email _____

Date of Birth _____ **SSN #** _____

Driver's License # _____ **State** _____

No. of people who will occupy unit _____

LIST ALL OCCUPANTS:

Name: _____ **Age** _____

Name: _____ **Age** _____

Name: _____ **Age** _____

Name: _____ **Age** _____

IF OCCUPANTS ARE OVER 18, MUST INCLUDE SOCIAL SECURITY # AND COPY OF DRIVER'S LICENSE.

VEHICLES

Make: _____ Model: _____

Tag # _____ State: _____

Make: _____ Model: _____

Tag # _____ State: _____

RESIDENCE HISTORY

Present address: _____

Own () or Rent () Years: _____

Name of Landlord _____ Phone: _____

Previous address (if less than 5 years at present address) _____

Own () or Rent () Years: _____

Name of Landlord _____ Phone: _____

Previous address _____

Own () or Rent () Years: _____

Name of Landlord _____ Phone: _____

EMPLOYMENT HISTORY

ARE YOU SELF EMPLOYED? Yes () No () **RETIRED?** Yes () No ()

MILITARY HISTORY: BRANCH: _____ **DATES:** _____

EMPLOYER: _____

Address: _____

Phone # _____ Employment Dates _____

Dept. or Position _____

Supervisor: _____ Monthly income: _____

PREVIOUS EMPLOYER: _____

Address: _____

Phone # _____ Employment Dates _____

Supervisor: _____ Monthly income: _____

SPOUSE: ARE YOU SELF EMPLOYED? Yes () No () **RETIRED?** Yes () No ()

MILITARY HISTORY: BRANCH: _____ **DATES:** _____

SPOUSE'S EMPLOYER: _____

Address: _____

Phone # _____ Employment Dates _____

Dept. or Position _____

Supervisor: _____ Monthly income: _____

SPOUSE'S PREVIOUS EMPLOYER: _____

Address: _____

Phone # _____ Employment Dates _____

Supervisor: _____ Monthly income: _____

PERSONAL REFERENCES (NO RELATIVES)

1. Name: _____ Years known: _____

Address: _____ Years known: _____

2. Name: _____ Years known: _____

Address: _____ Years known: _____

PETS

Yes () How many ? _____ No pets () _____

Type _____ Weight _____

PERSONAL BACKGROUND

HAVE ANY OF THE LISTED APPLICANTS EVER BEEN ARRESTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC OFFENSE? Yes () No ()

If yes, please explain: _____

Applicant represents that all information given is true and correct, and understands that as part of our procedure for processing your application, an outside agency may be used to make an investigation from the information given and present their findings to us for review. This investigation may include, but is not limited to, character, general reputation, credit, residence and criminal search. Applicants agree not to hold the Association or it's agent liable for the discovery or non-discovery of information or any actions taken as a result of this investigation. Authorization is hereby given to release banking, credit, residency, employment and other information pertinent to this application.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

OAK HAVEN POA

ADDENDUM TO LEASE

In the event Lessor is delinquent in his/her obligation to pay to Association any general or special maintenance assessments, or any installment, Association shall have the right, but not the obligation, to require Lessee to pay said rental installments, or the portion thereof sufficient to pay said delinquent maintenance assessments, directly to Association, upon Association giving written notice of exercise of such right to Lessee and Lessor. This right of Association is cumulative and in addition to any and all other rights or remedies Association may have against Lessee or Lessor.

Unit No. _____ **Date:** _____

Lessor (Owner)

Lessee (Tenant)

OAK HAVEN POA

NOTICE TO FUTURE RESIDENTS (OWNERS AND RENTERS)

Please note that the Board of Directors is strongly committed to maintaining not only the property value of the community but a healthy lifestyle for its' residents and therefore wants to make sure that you are aware of the following:

DELINQUENT ASSESSMENTS = A new unit owner is jointly and severally liable with the previous owner for all unpaid assessments that came up due to the time of transfer of title and shall pay any amount owed to the Association within thirty (30) days.

NOTICE OF SALE— After becoming a new owner, each new owner shall notify the Association by promptly providing a copy of the Warranty Deed to the management company.

LEASE/RENT = No unit owner may lease or rent his unit if delinquent in the payment of any assessments. The Association requires that all unit owners that wish to lease/rent their unit use the attached application. The owner and tenant must sign the lease addendum.

Acknowledged and accepted: _____
Buyer or Tenant

Date: _____

OAK HAVEN POA

RESIDENT CONTACT SHEET

NAME: _____

PROPERTY ADDRESS: _____

IF LEASING, LEASE DATES: _____

FOR SALES, CLOSING DATE: _____

HOME PHONE: _____ **CELL** _____ **WORK** _____

EMAIL ADDRESS: _____

FOR BUYERS, MAILING ADDRESS WHERE ALL CORRESPONDENCE SHOULD BE MAILED AFTER CLOSING:

PLEASE BE SURE TO NOTIFY SOLEIL PROPERTY MANAGEMENT OF ANY CHANGE IN MAILING ADDRESS. ALL ADDRESS CHANGES MUST BE PROVIDED IN WRITING VIA EMAIL, FAX OR US MAIL.

IN CASE OF EMERGENCY

Contact name: _____ **Phone #** _____