

Hammock Cove Association Inc.

c/o Advantage Property Management
1111 SE Federal Hwy., Suite 100
Stuart, FL 34994
772-334-8900 * Fax 772-288-0175
AdvantagePM@advpropmgt.com

Lease Application Instructions

A Lease is not effective, nor may the unit be occupied without **Prior interview and Approval** by the Board of Directors of the association in the form of a Certificate of Approval. The following items must be completed and/or submitted to the Advantage Property Management Office **PRIOR** to the occupancy of any unit:

- Lease Application to be completed in full
- Copy of Fully-Executed Lease Agreement signed by all parties
- Acknowledgement of Covenants & Deed Restrictions must be reviewed and signed
- Copy of Driver License(s) for all occupants eighteen or older
- Completed and signed Vehicle Registration Form
- Completed Pet Registration Form. **Even if you have no pets, indicate no pets and sign**
- A non-refundable application fee of \$100.00 made payable to **Hammock Cove Association**
- A non-refundable processing fee of \$125.00 made payable to **Advantage Property Management**
- Background Check is required. A non-refundable fee of \$65.00 **per occupant 18 years or older** payable to Advantage Property Management along with the signed authorization form per adult. If applicant other than US Citizen please contact APM for the amount of the processing fee.

*****Minimum **Minimum lease period is six (6) months***

*****Maximum lease period is twelve (12) months*****

*****No unit may be leased more than two (2) times in any calendar year*****

Please Note the following:

Approval of the Application is based on a Credit Score of 600 or higher. The Hammock Cove Board of Directors has thirty (30) days to accept or decline an application once all the required information is received and processed by Advantage Property Management. Tenants can't move in prior to a written approval from the Board and a Certificate of Approval has been issued.

New Owners must live in residence for two (2) years before they are allowed to lease their property.

Submit the entire package to:

Hammock Cove Association, Inc.
c/o Advantage Property Management
1111 SE Federal Hwy., Suite 100
Stuart, FL 34994

Applications will not be accepted via fax or email. If an application is submitted incomplete, it will not be accepted or processed until all the required information is received.

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

Updated: 12/12/2025

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Lease Application Check List – Please print

Property Address: _____

Term of Lease: From: _____ To: _____

General Submission requirements:

- ☐ A non-refundable processing fee of \$100.00 made payable to **Hammock Cove Association, Inc.**
- ☐ A non-refundable processing fee of \$125.00 made payable to **Advantage Property Management**
- ☐ A Background Check is required. **A non-refundable fee of \$65.00 per adult over the age of 18 payable to Advantage Property Management** applies. If applicant other than US Citizen please contact APM for the amount of the processing fee.
- ☐ Completed Lease Application
- ☐ Fully-Executed Lease Agreement signed by all parties
- ☐ Acknowledgement of Covenants & Deed Restrictions must be reviewed and signed
- ☐ Complete and signed Vehicle Registration Form
- ☐ Complete Pet Registration Form. **Even if you have no pets, indicate no pets and sign.**
- ☐ Copy of Driver License(s) - anyone eighteen years or older who plan to live on the premise
- ☐ Applicant Realtor Info
 - Company Name & Address: _____
 - Company Name, Phone # & Email: _____
- ☐ Owner Realtor Info
 - Company Name & Address: _____
 - Company Name, Phone # & Email: _____
- ☐ Certificate of Approval for Delivery Options (Mark "X" by the delivery option)
 - _____ Email Copy to Realtors
 - _____ Email Copy to Owner
 - _____ Email Copy to Tenant

I/We certify that the information requested above and contained in this application are attached, true and correct. I understand that any falsification, misrepresentation, or omission is grounds for refusal to approve this sale application.

Applicant Signature

Co-Applicant Signature

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Lease Application

Property address: _____

Term of Lease: From: _____ To: _____

Owner Name (Landlord): _____

Owner Phone: _____ Cell: _____

Owner Email: _____

Applicant Name (Tenant): _____

Applicant Phone: _____ Cell: _____

*Applicant Email: _____

Occupation of Applicant: _____

Co-Applicant Name (Tenant): _____

Co-Applicant Phone: _____ Cell: _____

*Co-Applicant Email: _____

Occupation of Applicant: _____

Please list the names and relationship of all persons, other than applicant, who will be residing in the unit:

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Emergency Contact: _____ Relationship: _____

Address: _____

Phone: _____

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Acknowledgement of Association **Rules & Regulations & Governing Documents**

LESSEE(S) ACKNOWLEDGE AND AGREE TO THE FOLLOWING:

I/we have received from the Property Owner a copy of all the deeded Documents, Rules and Regulations as amended, or as may be promulgated hereafter by the Board of Directors. I/we understand that I/we are moving into a deed restricted community. I/we have read, understand, and agree to abide by said Documents, Rules, and Regulations of Hammock Cove Association, Inc.

Applicant Signature: _____ **Date:** _____
Applicant Print Name: _____

Co-Applicant Signature: _____ **Date:** _____
Co-Applicant Print name: _____

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Vehicle Information

Property Address: _____

Name: _____
(Both applicant & spouse)

Vehicle #1

Make: _____

Model: _____

Year: _____

Color: _____

VIN#: _____

Tag#: _____

State: _____

Vehicles are registered to:

Vehicle #2

Make: _____

Model: _____

Year: _____

Color: _____

VIN#: _____

Tag#: _____

State: _____

(If you have additional vehicles, please attach a separate page.)

All information on this form must be completed.

Any changes in use or appearance of the above-described vehicle(s) must be submitted to the Board of Directors.

It is clearly understood that cars must be parked in the driveway and/or garage.

Parking in the street is not permitted.

No boats, trailers, motor homes, etc. may be parked overnight.

Please refer to the community documents for further clarification.

****Tenants should obtain all keys and gate openers from the owner****

Applicant Signature: _____

Date: _____

Co-Applicant Signature: _____

Date: _____

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PET REGISTRATION FORM

*****Recent Pet(s) Photograph must be attached*****

The Breed of dog commonly known as “pit bull” is prohibited.

No exotic pets are allowed.

No pets shall be kept, bred or maintained for any commercial purpose.

Pets which are household pets shall at all times whenever they are outside a unit be confined on a leash held by a responsible person. Cats are not allowed to roam throughout the neighborhood.

An owner/tenant shall immediately pick up and remove any solid animal waste deposited by his pet on the properties, including the common areas and the exclusive neighborhood common area. “Common grounds/areas/elements are defined by portions of the Association property not included in the units” i.e. no pets in pool area, etc.

Any dog that barks incessantly or becomes a nuisance to the neighbors or community in general the Board may be require the removal from the community or withdrawal of the approval for occupancy.

Property Address: _____

Pet #1 – Type: _____ Breed: _____ Age: _____ Weight: _____
Pet’s Name: _____ Height: _____ Vaccine #: _____
Veterinarian Name: _____ Phone #: _____

Pet #2 – Type: _____ Breed: _____ Age: _____ Weight: _____
Pet’s Name: _____ Height: _____ Vaccine #: _____
Veterinarian Name: _____ Phone #: _____

I/We understand that the pet must be on a leash anytime it is outside of the dwelling and under the control of a responsible person and cats are not allowed to roam throughout the neighborhood.

I/We understand that should the dog bark incessantly or become a nuisance to the neighbors or community in general, the Board of Directors may require the removal of the pet from the community or withdrawal of my/our approval for occupancy.

Applicant Signature: _____ **Date:** _____
Co-Applicant Signature: _____ **Date:** _____

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Port Saint Lucie Animal Control Violations & Citations- Information about Animal Control Citations – 92.27 (a) and 92.99

Animal Control Officers may issue citations to citizens who violate city Animal Control ordinances. The citations are issued for civil, not criminal, infractions. Currently, the citation amounts are as follows:

- First Offense: \$50
- Second Offense: \$100
- Third Offense: \$200 plus mandatory court appearance

Animals at Large - 92.03 (a)

All domestic pets must be properly restrained at all times while outside the confines of the owner's home. Restraint is defined as being on a leash, within an enclosed area or otherwise secured within the property limits of its owner or keeper. Verbal command is not deemed to be proper restraint. Animals captured running loose are transported to the Animal Control holding facility for the owner to pick up. An impound fee of \$25 is charged for each animal picked up, and \$10 for each night the animal remains at the animal control compound. If the owner fails to pick up the animal, it is transported to the Humane Society of St. Lucie County (772) 461-0687.

Noisy Animals Prohibited - 92.09

It shall be unlawful for any person to keep, harbor, own, or maintain any animal which causes a noise disturbance by barking, yelping, howling, screeching, squawking, chirping, cawing, crowing or whistling between the hours of 11 p.m. and 6 a.m. Additionally, the animal may not bark, yelp, howl, screech, squawk, chirp, caw, crow, or whistle for continuous periods of five minutes or more at any other time of the day.

Removal of Animal Defecation - 92.16

It is unlawful for any person to allow an animal to defecate upon private property not owned by the person or upon public property, including but not limited to sidewalks and swales, without removing the defecation. This shall not apply to physically challenged persons or if the owner has the consent of the property owner in question.

Animal Licensing - 92.40

All domestic pets over the age of 6 months old must have a City of Port St. Lucie animal license displayed on their collar. The cost for a license is \$5 for an altered animal (spay or neutered), or \$15 for an unaltered animal. Proof of current rabies vaccination from a licensed veterinarian is required, and licenses may be obtained from most Port St Lucie veterinarians, and at the Animal Control Department 1133 S.W. Macedo Blvd., or by mail. Lifetime licenses are now available for purchase at the Animal Control office for a onetime fee of \$5. Requirements for the lifetime license are that the animal is spayed/neutered and micro-chipped.

Applicant Initials: _____ **Co-Applicant Initials:** _____

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SCREENING COMMITTEE FORM

PLEASE NOTE: A Representative from Hammock Cove will contact you directly to make an appointment for you with the screening/interview committee.

Date: _____ Property Address: _____

Applicant: _____ Phone #: _____

Co-Applicant: _____ Phone #: _____

Please circle YES or No to the following questions.

Yes	No	Have you ever filed bankruptcy?
Yes	No	Have you ever had a property foreclosed?
Yes	No	Do you intend to occupy the property?
Yes	No	Have you received a copy of the Covenants and Rules & Regulations for Hammock Cove Association?
Yes	No	Do you agree to live by the governing documents and other rules and regulations that govern the area?
Yes	No	Have you received the guest passes and keys assigned to the property you intend to occupy?
Yes	No	Are there any additional occupants that you have not disclosed to us?
Yes	No	Have you ever lived in a homeowner's association?
		If yes, which one? _____
Yes	No	Were fines assessed against you in that association?
Yes	No	Have you ever been evicted?

Have you or any occupant residing with you, ever been charged or convicted of any of the following:

Yes	No	Sex crime
Yes	No	Felony, Assault or Battery
Yes	No	Burglary, Auto, Dwelling, etc.
Yes	No	DUI
Yes	No	Domestic Violence
Yes	No	Robbery
Yes	No	Grand theft
Yes	No	Kidnapping or related offense
Yes	No	Any other felony

If YES, was answered to any of the above, please provide explanation: _____

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

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BACKGROUND AUTHORIZATION INQUIRY RELEASE FORM

*****Please present submit a separate form for each occupant 18 years or older*****

In connection with my application for residency I understand various sources will be contacted to provide an investigative background inquiry on me which may include but not be limited to: identity and prior address verification, criminal history, consumer credit history, bankruptcy, lien, civil judgment and eviction record history. I authorize any source contacted to furnish the above information and release, discharge and indemnify the end user listed below and its agents and associates from any claims, damages, losses, liabilities, costs and expenses arising from the retrieving and reporting of the requested information. I allow a photocopy of this authorization be accepted with the same authority as the original. This signed release expires one year after the date of origination.

PLEASE PRINT

Association Name: **HAMMOCK COVE ASSOCIATION, INC. - For Residency**

Prospective Renter's FULL Legal Name: _____
(First) (Middle) (Last)

Maiden Name(s) (if applicable): _____
(First) (Middle) (Last)

Previous Married Name (if applicable): _____
(First) (Middle) (Last)

Social Security Number: _____ DOB: _____

Driver's License # (if have one): _____ State: _____

Current Street Address: _____

City/State/Zip: _____

Previous Street Address (if you have one): _____

City/State/Zip: _____

Applicant Phone: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

PLEASE NOTE: This signature must be hand signed, not computer generated.

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PERSONAL REFERENCES: *(Other than family members)*

#1 Personal Reference

Name	Home Phone	Cell/Work Phone

#2 Personal Reference

Name	Home Phone	Cell/Work Phone

RESIDENCE HISTORY: *(If less than five (5) years, provide previous residence information on separate sheet.)*

#1 Previous Address:

Address	City	State

Name of Mortgage Holder/Landlord	Telephone #	Owned or Rent/Length of Time

#2 Previous Address:

Address	City	State

Name of Mortgage Holder/Landlord	Telephone #	Owned or Rent/Length of Time

EMPLOYMENT:

Applicant Employer:

Name	Length of Employment	Phone #

Address	City	State

Co-Applicant Employer

Name	Length of Employment	Phone #

Address	City	State

EMERGENCY CONTACTS:

1. In case of Emergency notify: _____
Address: _____ Phone: () _____

2. In case of Emergency notify: _____
Address: _____ Phone: () _____