



LEASE APPLICATION CHECKLIST

Please complete and include this checklist with application and appropriate fees

PROPERTY ADDRESS APPLYING FOR: _____

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Best Number to Contact: _____

Email Address: _____

I. Application Packet Form Checklist – Each person (18 years or older) occupying the property must complete an individual application (even if married). Request/Make additional copies if necessary.

Application Checklist

Disclosure and Authorization Agreement Regarding Consumer Reports
Application COMPLETED IN FULL (12 pages)

- Background Check Authorization
- Pet Policy
- Collection of Rent Agreement
- Additional Acknowledgement
- Association Rules and Regulations

II. Additional Information Checklist – All Documentation MUST be Current, Clear & Legible

Copy of the lease agreement

Copy of Driver’s License – if no Driver’s License, call office for further instructions

Vehicle Registration and Insurance:: for Each Vehicle that will be parked in parking lot (max of 2 vehicles allowed)
Application Fee: (\$ 100.00) per individual applicant 18 years old or older or per married couple (if married, MUST submit copy of marriage certificate, if last names are different). ONLY Cash, Cashier’s Checks, or Money Orders are accepted. Must be made payable to: Angel Property Management. NO PERSONAL OR BUSINESS CHECKS ACCEPTED. *All app fees are NON-REFUNDABLE*

**IF YOU WOULD LIKE A STATUS UPDATE: Please send your request to: info@angelpm.com
Status updates will not be given over the phone.**

OFFICE USE ONLY:

Date Received: _____ Fee Received: _____ Accepted By: _____ Application Process Started: _____



WILLOW WOODS TOWNHOUSE ASSOCIATION, INC.

PLEASE READ BEFORE PROCEEDING

Special Note::

RENTALS

After approval by the Association elsewhere required, entire units may be rented for terms not less than 12 months. No rooms may be rented, and no transient tenants may be accommodated. The Association may summarily evict any tenant pursuant to this section and charge the cost of such eviction, including reasonable attorneys' fees, to the owner of the unit rented. All leases shall provide that the Association may terminate the lease upon the tenant's default of any provisions of the Declaration.

PROCESSING TIME

It may take up to 30 days to process your application. For international applicants, additional fees and time will be required. This information must be submitted to: ANGEL PROPERTY MANAGEMENT & REAL ESTATE, LLC. 6635 WEST COMMERCIAL BLVD., SUITE 200, TAMARAC, FL 33319. **The application must be completed in its entirety BEFORE submitting to our office. DO NOT LEAVE ANY BLANKS. If any item is left blank, it will delay the processing of your application. The clock starts once the COMPLETE package has been received in its entirety.**

If you have any questions regarding this matter, please do not hesitate to contact our office. Please use the checklist attached to ensure that you submit a completed application.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED



DISCLOSURE AND ACKNOWLEDGEMENT:

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for new and/or continued residence. **Such consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your residence.** Upon timely written request of the management, the name, address, and phone number of the reporting agency and the nature and scope of the investigative consumer report will be disclosed to you.

It may take up to 30 days to process your application. For international applicants, additional fees and time will be required.

When an application is received by the Association, and all required forms and documentation have been met, the Association will consider that application as complete. Only once completed application is submitted will the processing of the application commence. During the processing of the application there will be NO verbal communication between the office staff, buyer, seller, tenants, landlords, or their respective real estate agents. It is the responsibility of the applicant to submit their application complete and in a timely manner in order to accommodate expected occupancy and/or closing dates.

Applicant hereby represents that the information set forth on this application is true and complete. Material misrepresentations on the Application will constitute fraud and will result in an automatic denial of your application and/or approval. If misrepresentations or fraud is discovered after approval has been given, then the approval will be rescinded and automatically be null & void.

Applicant also acknowledges that the application fee will not be applied to any deposit amount of any kind. In the event this applicant is approved or disapproved, this sum will be retained by Management to cover the cost of processing this application as furnished by applicant.

READ, ACKNOWLEDGED, AGREED, AND AUTHORIZED

Date

Applicant's Name Printed

Applicant's Signature indicating your acknowledgement



AUTHORIZATION TO PERFORM BACKGROUND CHECK

AUTHORIZATION TO RELEASE CRIMINAL HISTORY INFORMATION REPORTS, DRUG OFFENSE, VIOLENCE REPORTS, CREDIT BUREAU REPORTS, AND/OR MOTOR VEHICLE REPORTS, I ACKNOWLEDGE I MAY BE SUBJECT TO A “CONSUMER REPORT” and/or AN “INVESTIGATIVE CONSUMER REPORT” *(which may include information about my character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as neighbors, friends and associates.)*

I hereby authorize **ANGEL PROPERTY MANAGEMENT AND REAL ESTATE, LLC.**, as agent for **Willow Woods Townhouse Association, Inc.** (herein the “Association”), to make inquiries to MAF Background Screening (“MAFBS”), a consumer reporting agency, and any other information deemed necessary by the Association, for the purpose of the Association evaluating my application. I understand that such information may include but is not limited to my credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, banking information and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect to or in connection with the rental, lease or purchase of a residence for which this application was made. I hereby expressly release ANGEL PROPERTY MANAGEMENT AND REAL ESTATE, LLC. And any procurer or furnisher of information, from any liability what-so-ever in the use, procurement or furnishings of such information and understand that my application information, including Social Security Number, shall remain confidential except through court order or subpoena as provided under relevant law.

I also agree that a fax or photocopy of this authorization with my signature or electronic signature be accepted with the same authority as the original. I also agree that this information may be viewed by any **ANGEL PROPERTY MANAGEMENT AND REAL ESTATE, LLC.**, employee or any current Board of Director with Willow Woods Townhouse Association, Inc.

Full Name of Applicant *(please print)*: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Date of Birth: _____ S-S-N: _____

Applicant Signature: _____ Date: _____

CERTIFICATION:

Angel Property Management and Real Estate, LLC., hereby certifies to MAF Background Screening that it is requesting a consumer report(s) on the applicant named above and that Angel Property Management and Real Estate, LLC., will use that report(s) for PERMISSABLE purposes.
MAF BACKGROUND SCREENING 800.226.4483
134 S Tampa Street Tampa FL 33602



ADDITIONAL ACKNOWLEDGEMENTS

Property Address _____

#1 - Please thoroughly read the below information, check one of the boxes, & sign/date.

I, _____ certify that I have no criminal charges pending against me, nor have I been convicted of any felony or any misdemeanor by any federal, state, provincial or local government of the United States or any other country, nor have I been involved in any civil or administrative proceeding in connection with an allegation of fraud or similar misconduct. The term 'conviction' as used in this clause, means a judgment or conviction of a criminal court of competent jurisdiction, whether entered upon a verdict or plea, including due to a plea of nolo contendere or the equivalent.

I, _____ cannot certify to the above statement. In lieu of certifying the above statement, I understand that I must provide a detailed explanation ALL of the circumstances which prevent me from certifying the above statement with this application. If more space is needed, please provide a separate letter.

APPLICANT SIGNATURE: _____ DATE: _____

#2 - Please thoroughly read the below information, check one of the boxes, & sign/date.

I, _____ certify that I have never been evicted nor had any eviction paperwork filed against me.

I, _____ cannot certify to the above statement. In lieu of certifying the above statement, I understand that I must provide a detailed explanation ALL of the circumstances which prevent me from certifying the above statement with this application. If the below area isn't enough space, please provide a separate letter/documentation.

APPLICANT SIGNATURE: _____ DATE: _____

WILLOW WOODS TOWNHOUSE ASSOCIATION, INC.



APPLICATION FORM

PROPERTY STREET ADDRESS: _____ UNIT #: _____

Applicant Information

Name: _____ Email: _____

Home Phone: _____ Cell Phone: _____

Present Residence Address: _____ City: _____

State: _____ Zip code: _____ How long: _____

Reason for Leaving: _____ Rent or Own: _____

Landlord's Info (if applicable):

Name: _____ Phone #: _____

Street Address: _____ City: _____

State: _____ Zip code: _____ Email: Address: _____

Prior Residence Information (1)

Prior home address: _____ How long: _____

City and State: _____ Zip code: _____ Phone: _____

Rent or Own: _____ Reason for Leaving: _____

Landlord's Info (if applicable):

Name: _____ Phone #: _____

Street Address: _____ City: _____

State: _____ Zip code: _____ Email: Address: _____

Prior Residence Information (2)

Prior home address: _____ How long: _____

City and State: _____ Zip code: _____ Phone: _____

Rent or Own: _____ Reason for Leaving: _____

Landlord's Info (if applicable):

Name: _____ Phone #: _____

Street Address: _____ City: _____

State: _____ Zip code: _____ Email: Address: _____

WILLOW WOODS TOWNHOUSE ASSOCIATION, INC.



Vehicle Information:

Make of car: _____ Model Type: _____ Year: _____ License Plate#: _____ State: _____

Make of car: _____ Model Type: _____ Year: _____ License Plate#: _____ State: _____

Occupancy:

The Rules and Regulations of Willow Woods Townhouse Association, Inc. provide an obligation of unit owners that ALL units is Willow Woods Townhouse Association, Inc. be used for **single family residence only**. Please state the name and relationship of all persons (self-included) who will be occupying the unit. Please note: No more than 2 heartbeats per bedroom are allowed.

By signing below, applicant understands, acknowledges, & agrees that NO OTHER occupants other than the ones that are listed above will be permitted to occupy the unit at any time.

READ, ACKNOWLEDGED, AGREED, AND AUTHORIZED

Date

Signature

Print Name

NAME	RELATIONSHIP TO APPLICANT	DATE OF BIRTH

PERSONAL REFERENCE: Please provide 2 personal references that can attest to your character. ***NO FAMILY MEMBERS PLEASE***

REFERENCE 1

Name: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

REFERENCE 2

Name: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

WILLOW WOODS TOWNHOUSE ASSOCIATION, INC.



EMERGENCY CONTACT:

Name: _____ Phone: _____
Street Address: _____
City: _____ State: _____ Zip code: _____

EMPLOYMENT HISTORY

CURRENT EMPLOYER

Company: _____ Title: _____
Supervisor: _____ Telephone #: _____
Employed from: _____ to _____ Monthly Gross Salary: _____

PREVIOUS EMPLOYER

Company: _____ Title: _____
Supervisor: _____ Telephone #: _____
Employed from: _____ to _____ Monthly Gross Salary: _____
Reason for Leaving: _____

My signature below indicates that I certify that all of the information provided in this application is complete, true, and correct.

Applicant's Name Printed

Applicant's Signature

Date

WILLOW WOODS TOWNHOUSE ASSOCIATION, INC.



PET POLICY:

I, _____ do hereby acknowledge and understand that I have been informed of the pet policy for Willow Woods Townhouse Association, Inc., and I assume full liability and responsibility for any fees levied by the association due to myself, another occupant or guest of my unit not complying with the rules and regulations of the pet policy as recorded in the Willow Woods Townhouse Association, Inc. documentation.

1. Pets shall be restricted to no more than two (2) pets per dwelling. A pet shall mean a dog or cat which shall not exceed more than twenty (20) pounds.
2. Offensive pets may be removed by the Association after notice of the offending unit owner, who shall be responsible for visitors and lessee's pets, with the prevailing party being entitled to recover the cost of proceedings and reasonable attorney's fees.

READ, ACKNOWLEDGED, AND AUTHORIZED

Print Applicant's Name: _____

Applicant Signature: _____ Date: _____, 20____

WILLOW WOODS TOWNHOUSE ASSOCIATION, INC.



FOR SALES APPLICATIONS ONLY

NOTICE OF INTENT TO SELL - (TO BE COMPLETED BY PRESENT OWNER):

Date: _____

TO: Board of Directors:

In accordance with the provisions of the Declaration of Willow Woods Townhouse Association, Inc. as recorded in the Public Records of Broward County, Florida, as amended by any amendments and supplemental declarations thereto, you are hereby notified that I/we desire to accept a bona fide offer made to me/us by:

_____ to purchase
(Applicant Name)

unit # _____, located in Willow Woods Townhouse Association, Inc.

An inspection of the unit may be made at a time convenient for all parties concerned. I/we are aware of the fact that the Association has a period of thirty (30) days in which to approve or disapprove this application.

I/we are aware that alterations made to my/our unit that are not in compliance with the governing documents of the Association, may be cause for disapproval of the sale/lease of this unit until such time as the unit is brought into compliance with the Documents.

Upon receipt from the Board of Directors of the results of their review and approval to purchase, I/we will then proceed to process the paperwork necessary to sell the unit. **We will not proceed with any sale until after approval is given.**

READ, ACKNOWLEDGED, AGREED, AND AUTHORIZED

Print Current Owner's Name #1: _____

Current Owner's Signature #1: _____ Date: _____

Print Current Owner's Name #2: _____

Current Owner's Signature #2: _____ Date: _____

WILLOW WOODS TOWNHOUSE ASSOCIATION, INC.



Current Mailing address for notice of acceptance or rejection of the application:

Name _____ Address _____

City and State _____ Zip _____ Phone (____) _____

Please select the option that applies. I am purchasing/leasing this single family home with the intention to:

reside as owner(s) here on a full-time basis; reside as owner(s) here part-time; lease unit, for the
period beginning on _____ and ending on _____.

Upon closing, if this application is accepted, I/we will provide a copy of the closing statement and a copy of the recorded deed within ten days. I, _____, (the applicant) for this condominium have read the rules and regulations for Willow Woods Townhouse Association, Inc. and agree to abide by the declaration of Willow Woods Townhouse Association, Inc. the articles of incorporation, bylaws and any and all other property promulgated rules and regulations and amendments in effect within the terms of my/our occupancy/ownership. I understand that if I fail to abide by the rules and regulations, than I and all persons residing in the unit, are subject to non-renewal of the lease, eviction, fines and other remedies available to the association, including but not limited to towing of vehicles, as applicable. I also understand that I will be responsible for all attorney fees and court costs incurred in the enforcement of the rules and regulations for Willow Woods Townhouse Association, Inc. I also authorize the association and or its representatives to perform a background investigation and credit checks of the occupants and applicants listed in this application.

The prospective purchase of lessee will be advised by the administration office with a _____ day period from the date of interview, of either acceptance or rejection of this application.

READ, ACKNOWLEDGED, AGREED, AND AUTHORIZED

Print Name

Applicant Signature

Date

Collection of Rent Agreement

This Collection of Rent Agreement (this "Agreement") is made and entered into as of this ____ day of _____, 20____ by and between Willow Woods Townhouse Association, Inc. ("Association"), _____ ("Unit Owner") and _____ ("Tenant").

WITNESSETH:

WHEREAS, Tenant and Unit Owner intend on entering into a lease (the "Lease") with respect to the property located at _____, Unit #_____, _____, FL _____;and

WHEREAS, The Association has the right to condition its approval of the Lease on the execution of this Agreement by the parties hereto.

NOW THEREFORE, in consideration of the mutual agreements and covenants contained herein and for other good and valuable consideration, it is mutually agreed and covenanted by and among the parties to this Agreement as follows:

1. Tenant and Unit Owner acknowledge and agree that Tenant is required to comply with the Association's Declaration of Condominium, By-laws, Articles of Incorporation and Rules and Regulations, as amended from time to time (collectively, the "Governing Documents"). The Governing Documents shall be deemed expressly incorporated into the Lease.
2. Tenant and Unit Owner acknowledge and agree that Unit Owner is required to pay to Association any and all assessments (the "Assessment") levied by Association in accordance with the Governing Documents.
3. In the event the Unit Owner fails to pay Association any Assessment when the same become due, Association shall be entitled to collect the Tenant's rent payments ("Rent") owed to Unit Owner under the Lease for the purpose of offsetting the delinquent Assessment as follows:
4. If Association notifies Tenant that Unit Owner is delinquent in its Obligation to pay any Assessment, Tenant shall discontinue the payment of the Rent to Unit Owner and instead shall direct said Rent payments, in the same amount and frequency as set forth in the Lease, to Association until such time as Association directs Tenant to redirect Rent payments to Unit Owner. Any Rent collected by Association in excess of Unit Owner's delinquent Assessment will be promptly disbursed to Unit Owner. In the event Tenant fails to redirect the payments of Rent to the Association and instead continues to pay Rent to Unit Owner, Tenant shall become obligated along with the Unit Owner to pay the delinquent Assessments to Association, irrespective of any Rent payments that Tenant may already have made to Unit Owner.
5. In the event Unit Owner or Tenant fail to honor this Agreement or violate any of the other terms and provisions of the Governing Documents, Unit Owner and Tenant shall be subject to all remedies available to Association, including without limitation, injunctive relief and money damages in addition to any other remedies provided by law. Additionally, Association shall also have the power to evict Tenant in accordance with the Governing Documents for failure to honor this Agreement. All eviction costs will be owed by Unit

WILLOW WOODS TOWNHOUSE ASSOCIATION, INC.



Owner and considered a special assessment, which will be levied in accordance with the Governing Docs

6. Unit Owner and Tenant acknowledge that Association would not have approved Tenant and the Lease but for the parties entering into this Agreement. Therefore, Tenant and Unit Owner hereby waive each of their rights to contest the validity of this Agreement or the validity of any of the remedies available to the Association.

7. The laws of the State of Florida shall govern the validity, performance and enforcement of this Agreement. Venue shall be in Broward County, Florida.

8. This Agreement shall not be construed more strictly against one party than against the other merely because it may have been prepared by counsel for one of the parties, it being recognized that the parties have contributed substantially and materially to its preparation.

9. All notices, demands and communications hereunder to the parties shall be served or given in accordance with the Governing Documents.

10. This Agreement may be executed in any number of counterparts, each of which shall be an original but all of which together shall constitute on and the same instrument.

11. This Agreement and the exhibits attached here to and forming a part here of, represent the entire understanding and agreement between the parties with respect to the subject matter hereof, and supersedes all other negotiations, understandings and representations (if any) made by and between the parties. No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon Tenant, Association or Unit Owner unless reduced to writing and signed by all three parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

Applicant's Signature: _____

Date: _____

Print Name: _____

Rules and Regulations

APPLICATION FOR SALE & LEASE PROCESS

1. All prospective purchasers or tenants must apply for occupancy and meet with a screening committee prior to moving into unit.
2. A unit owner is responsible for giving notice to the Association the intent to lease or sell the unit
3. An application must be fully executed and returned to the Association, along with a copy of the sales contract or lease agreement, and a check for the screening fee to the Management Company.
4. Prospective owners and/or tenants are not permitted to occupy the premises until after they receive notification of approval by the screening committee.
5. Violations face eviction or legal action
6. Leases of less than twelve (12) months or less than entire unit are prohibited.
7. During any twelve (12) month period, a unit may be rented or leased only once.

PETS

8. Pets shall be restricted to no more than two (2) pets per dwelling. A pet shall mean a dog or cat which shall not exceed more than twenty (20) pounds.
9. Offensive pets may be removed by the Association after notice of the offending unit owner, who shall be responsible for visitors and lessee's pets, with the prevailing party being entitled to recover the cost of proceedings and reasonable attorney's fees.

PARKING & VEHICLES

10. There are no parking passes. Parking spaces are assigned and are numbered according to the unit numbers.
11. There shall be no assembling or disassembling of motor vehicles, changing of oil, motor repairs, except for ordinary maintenance such as the changing of a tire, battery, etc.
12. Trucks, boats, trailers, motor homes, buses, any commercial vehicles, and any other such vehicles shall not be allowed to park overnight on areas within the confines of the developed property.
13. All motor vehicles must be maintained in such manner so that they do not create an eyesore. If, upon receipt of notice from the Association, an offending unit owner does not remove the vehicle from the developed property, the Association shall have the right to have the vehicle towed away at such owner's expense.

BICYCLES

14. Bicycles, toys or clutter shall not be left outside courtyards at any time. Bicycles or clutter so left shall be impounded. In the event that such items are impounded by the Association, the unit owner will be assessed a fee of Five Dollars (\$5.00) for their release.

POOL

15. Pool rules are posted at the pools and are to followed accordingly.
16. Pool keys are to be provided by the management company or by the landlord if you are a tenant.

TRASH

17. Trash shall be placed in receptacles. For sanitary reasons, all trash, except newspapers, shall be in plastic bags and tied securely before being placed in trash receptacles. In no event shall trash be placed outside of the trash receptacles.

PAYMENTS

18. Owners: Maintenance payments are due on the 1st of each month. Payments not received by the 15th of each month shall be considered late. Any account that is more than 30 days delinquent shall be turned over to the

WILLOW WOODS TOWNHOUSE ASSOCIATION, INC.



Association attorney for collections. Unit owner shall bear all attorney's fees and costs. Any unit going into collection owes the Association a one-time charge of \$75.00 as reimbursement for costs incurred to the property management company for processing of collection matters. This is an addition to attorney fees and costs for collection.

NUISANCE

19. No owner, lessee or guests shall make or permit any disturbances that will interfere with the rights, comfort, or convenience of others.

SIGNS

20. No signs of any kind may be displayed on any exterior portion of the units, the courtyard, or in the windows of the structure, or in any of the common areas.

APPEARANCES

21. No clothes or similar articles shall be hung on balconies or outdoors for any purposes whatsoever, except within a unit courtyard at a level below the height of the fence.

GENERAL

22. No Townhouse Unit owner shall in any way change the elevation, exterior or color of any townhouse unit.
23. Exterior walls, roof and fencing around the Courtyard are to be maintained by each owner in quality condition at all times.
24. Failure of any owner to maintain unit according to Association standards will result in violation letter issued with thirty (30) day warning to correct. Failure to correct such violation will result in Association correcting problem and billing unit owner accordingly.
25. Unit owners, guests and lessees shall be held responsible by the Association for any and all property damage to common areas caused by their minor children.
26. Homeowners may install hurricane shutters, however, they cannot be permanent and must be of the type that can be installed only when needed due to a storm and can be completely removed thereafter. Any damage sustained as a result of this installation shall be repaired at the expense of the unit owner.
27. All owners, lessees and guests within the developed property shall abide by the Rules and Regulations and the Declaration of Covenants and Restrictions for Willow Woods Townhouse Association, Inc.

For more complete matters regarding the community, please refer to your community documents and By Laws.

READ, ACKNOWLEDGED, AGREED, AND AUTHORIZED

Applicant's Name Printed

Applicant's Signature

Date

WILLOW WOODS TOWNHOUSE ASSOCIATION, INC.

