

All Lease Renewal Applications to be submitted to:  
Portofino Shores Property Owners Association, Inc.  
5720 Spanish River Road  
Ft. Pierce, FL 34951  
Phone (772) 460-1660  
Fax (772) 464-0979

## Portofino Shores P.O.A., Inc. Lease Renewal Application

**PLEASE NOTE:** Applications for Lease Renewals will **ONLY** be processed when they are complete. Please check to ensure that the following items are included before submitting:

- Every form in this packet must be filled out **completely** and signed by all parties. All pages are clearly marked as to which one's need to be completed.
- Clear color** copies of driver's license(s) or State issued ID cards. Do not enlarge or reduce size of Drivers License or State ID.
- Copies of vehicle registrations for all vehicles.
- Copy of lease agreement.

### **Additional requirements for all Lease Renewals:**

- An original National Criminal Background Check Report ran with a social security number, full first, middle and last name (EXACTLY AS LISTED ON THE DRIVERS LICENSE OR STATE ID CARD) and date of birth must be submitted for all prospective tenants 18 or older. If an applicant is not a U.S. citizen an Interpol report must be submitted.
- The General Authorization for Applicant Screening form completed in its entirety and fully executed giving authorization for a consumer/credit report and FICO score on each individual (over the age of 18).
- The following fee(s) made payable to: Portofino Shores P.O.A., Inc.
  - **Lease Renewals** - A REFUNDABLE maintenance deposit of \$500.00 for leases **must remain on the account from the original lease application**. No processing fee required for lease renewals.

### **IMPORTANT TO NOTE: BACKGROUND REPORTS FROM "ZUMPERSCREEN" WILL NOT BE ACCEPTED.**

- Approvals will NOT be given if there are outstanding property violations or balances on the account. Owners may submit a letter of intent for special consideration on violations.

# Portofino Shores

Portofino Shores Property Owners Association, Inc

## LEASE RENEWAL APPLICATION

(APPLICATION REQUIRES BOARD APPROVAL, IF ADDITIONAL SPACE IS NEEDED PLEASE USE OTHER SIDE)

Date: \_\_\_\_\_ Property Address: \_\_\_\_\_

### APPLICANT & CO-APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_ Phone/Cell #: \_\_\_\_\_

Current Mailing address: \_\_\_\_\_

Co-Applicant Name: \_\_\_\_\_ Phone/Cell #: \_\_\_\_\_

Number of children if any: \_\_\_\_\_ List names & dates of birth of all occupants: \_\_\_\_\_

Any other occupants other than immediate family? \_\_\_\_\_ If so, please list the name, relationship, and date of birth: \_\_\_\_\_

Pets: YES NO Number: \_\_\_\_\_ (Only 2 per household allowed) Breeds(s) \_\_\_\_\_ NO PIT BULLS

Purchasers, do you intend to:

- Live in the home as a primary residence
- Maintain the home as a secondary residence
- Offer the home as a rental unit

Applicants employers name: \_\_\_\_\_ No. of years there \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Co-Applicants employers name: \_\_\_\_\_ No. of years there \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

I/WE FULLY AUTHORIZE INVESTIGATION OF ALL ANSWERS AND REFERENCES GIVEN.

I/WE HEREBY AGREE TO ABIDE BY ALL DOCUMENTS AND RULES & REGULATIONS OF PORTOFINO SHORES POA, INC., A COPY OF WHICH DOCUMENT I HAVE RECEIVED FROM SELLER/LANDLORD.

(IF SELLER/LANDLORD FAILS TO PROVIDE A SET OF DOCUMENTS TO BUYER, A COPY WILL BE MADE AVAILABLE BY THE ASSOCIATION MANAGEMENT COMPANY AT A COST OF \$50.00 PER DOCUMENT COPY.)

*PLEASE NOTE: Leases must be a minimum of one year and no more than two (2) per year without approval of Association. A copy of the sales contract or lease must be attached to this application package. Renters are not permitted to sub-lease at any time.*

Owner and/or Tenant(s) agree to the terms of the attached contract/lease and state that they are within the requirements of Portofino Shores POA, Inc. Rules and Regulations pertaining thereto.

PURCHASER/TENANT(S): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature(s)

PURCHASER/TENANT(S): \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name(s)

PURCHASER/TENANT(S): \_\_\_\_\_ Date: \_\_\_\_\_  
Signature(s)

PURCHASER/TENANT(S): \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name(s)



RESIDENT ACCESS FORM  
FOR LEASE RENEWALS

**OWNER INFORMATION**

Lot# \_\_\_\_\_ Property Address: \_\_\_\_\_

Legal Owner Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Legal Owner Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(IF DIFFERENT THAN ABOVE)

EMAIL ADDRESS: \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Contact Number \_\_\_\_\_

Lawn Care: \_\_\_\_\_ Pest Control: \_\_\_\_\_

Pool/Cleaning: \_\_\_\_\_ Other Service: \_\_\_\_\_

**TENANT INFORMATION**

Tenant Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Tenant Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Number of children in home \_\_\_\_ Total number of people living at address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Contact Phone \_\_\_\_\_

**NAME(S) OF ALL PERSON(S) RESIDING, CARD KEY #'S & BAR CODES**

Name \_\_\_\_\_ Name \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

CARD KEY #'S \_\_\_\_\_

**VEHICLES REGISTERED AT PORTOFINO SHORES:**

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic.PI# \_\_\_\_\_ Bar Code \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic.PI# \_\_\_\_\_ Bar Code \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic.PI# \_\_\_\_\_ Bar Code \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic.PI# \_\_\_\_\_ Bar Code \_\_\_\_\_

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

Revised 07/30/15



Portofino Shores Property Owners Association, Inc

# LEASE ADDENDUM

## FORM FOR LEASE RENEWALS

This document serves as an addendum to the Primary (**Original**) Lease Agreement with the lease beginning date of: \_\_\_\_\_, 20\_\_\_\_\_, between \_\_\_\_\_  
Owner(s)/Landlord(s) Names(s)

Owner of \_\_\_\_\_ located in the Portofino Shores Community,  
Property Address

hereinafter referred to as "**Owner/Landlord**"), and \_\_\_\_\_,  
Tenant(s) Names(s)

(hereinafter referred to as "**Tenant**"). In addition to signing this Lease Addendum, the Member/Landlord and Tenant shall thoroughly read and initial each section in acknowledgement and understanding of the terms described herein.

1. Tenant(s) agree to abide by all provisions of the Association's Declaration of Covenants, Conditions and Restrictions, Bylaws, Rules and Regulations and all other applicable documents (the "Governing Documents"). Tenant(s) further acknowledges that Tenant's failure to abide by the terms of the Governing Documents shall constitute a material breach of this Lease Addendum and the Lease.

\_\_\_\_\_  
**Owner/Landlord Initial(s)**

\_\_\_\_\_  
**Tenant Initial(s)**

2. Both parties agree that all covenants and agreements contained in this Lease Addendum shall be deemed to be a part of the Primary Lease and incorporated entirely therein as if included originally. The parties further agree that, in case of a conflict between the terms of this Lease Addendum and the Primary Lease, the terms of the Lease Addendum shall take precedence.

\_\_\_\_\_  
**Owner/Landlord Initial(s)**

\_\_\_\_\_  
**Tenant Initial(s)**

# Portofino Shores

## *Portofino Shores Property Owners Association, Inc*

3. The Lease is subject to and consistent with the provisions of the Governing Documents, as the same may be amended from time to time. In the event of any inconsistency between the Lease and the provisions of the Governing Documents, the provisions of the Governing Documents shall take precedence.

\_\_\_\_\_  
**Owner/Landlord Initial(s)**

\_\_\_\_\_  
**Tenant Initial(s)**

4. Owner/Landlord hereby transfers and assigns the Tenant for the term of the Lease any and all rights and privileges that the Owner/Landlord has to use the Association's common elements, including, but not limited to, the use of any and all recreational facilities and amenities. Owner/Landlord and Tenant(s) acknowledge that the Association reserves the right to withhold access to common element amenities from Tenant(s) for any reason that it would, under the terms of the Governing Documents, be authorized to refuse a member such access, including Tenant's failure to comply with any of the provisions of the Governing Documents, or the Member's/Landlord's failure to pay monthly assessments when due.

\_\_\_\_\_  
**Owner/Landlord Initial(s)**

\_\_\_\_\_  
**Tenant Initial(s)**

5. All vehicles must be registered with the Association and maintain the gate card in the vehicle to which it is assigned. In order to get the gate cards registered, the tenant must submit a completed Lease Application Package, including an executed copy of the Lease and Lease Addendum, must provide a copy of the vehicle registration and drivers license and must attend a mandatory Tenant Orientation with the Association's managing agent. Tenant(s) must follow all of the Association's parking rules and vehicle restrictions set by the Governing Documents and are subject to penalties stated therein for all violations.

\_\_\_\_\_  
**Owner/Landlord Initial(s)**

\_\_\_\_\_  
**Tenant Initial(s)**

# Portofino Shores

## Portofino Shores Property Owners Association, Inc

6. In the event the Owner/Landlord fails to pay the Homeowner's Association fees, and those fees remain in default for 90 days, the Owner/Landlord authorizes the Tenant(s) to withhold the delinquent amount from rent and further authorizes the Tenant(s) to pay the amount withheld to the Association.

\_\_\_\_\_  
**Owner/Landlord Initial(s)**

\_\_\_\_\_  
**Tenant Initial(s)**

7. Owner/landlord agrees' to be secondarily liable to the Association for any damage caused to the common elements by the Tenant(s), the Tenant(s) family or guests. Owner/Landlord further agrees to reimburse the Association for any repairs necessary within 30 days of notice from the Association or the costs incurred for the repairs will be added to the fees due to the Association.

\_\_\_\_\_  
**Owner/Landlord Initial(s)**

\_\_\_\_\_  
**Tenant Initial(s)**

8. Owner/Landlord agrees that if any fines are imposed against the Tenant(s), Tenant(s) family or guests remain unpaid for a period of 30 days, Owner/Landlord shall become responsible for the payment of the fines, which will be added to the fees due to the Association.

\_\_\_\_\_  
**Owner/Landlord Initial(s)**

\_\_\_\_\_  
**Tenant Initial(s)**

\_\_\_\_\_  
**Owner/Landlord Signature(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner/Landlord Signature(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Tenant Signature(s)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Tenant Signature(s)**

\_\_\_\_\_  
**Date**



*Portofino Shores Property Owners Association, Inc*

ACKNOWLEDGEMENT AND ACCEPTANCE OF  
RESPONSIBILITY FOR PREVIOUSLY SUBMITTED  
FORMS

**LEASE RENEWALS ONLY**

This is to acknowledge that the Owner(s) and the Tenant(s) agree and understand that within the **ORIGINAL** lease package with the lease beginning date of: \_\_\_\_\_ and ending date of: \_\_\_\_\_, which had been previously submitted with the following forms:

**“Items To Be Turned Over at Closing for Portofino Shores POA, Inc., “Rules Agreement”** and the **“Notice of Acknowledgement”** form will remain in full force and effect and all Owner(s) and Tenant(s) agree to abide by all the items contained within until the tenant(s) have completely vacated the premises. Copies of these forms may be obtained from the office upon request.

It is the responsibility of the owner and the tenant to ascertain that all drivers’ license(s) and vehicle registration(s) are current throughout the lease term.

\_\_\_\_\_  
Owner/Landlord(s) Printed Name(s)

\_\_\_\_\_  
Owner/Landlord(s) Printed Name(s)

\_\_\_\_\_  
Owner/Landlord(s) Signature(s)      Date

\_\_\_\_\_  
Owner/Landlord(s) Signature(s)      Date

\_\_\_\_\_  
Tenant Printed Name(s)

\_\_\_\_\_  
Tenant Printed Name(s)

\_\_\_\_\_  
Tenant Signature(s)      Date

\_\_\_\_\_  
Tenant Signature(s)      Date



Association Management

GENERAL AUTHORIZATION FOR APPLICANT SCREENING

Applicant Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant hereby authorizes Portofino Shores Property Owners Association, Inc. and its management company, Watson Association Management, to obtain a consumer/credit report and FICO score in order to process his/her application for residency.

Applicant agrees to indemnify and hold harmless Portofino Shores Property Owners Association, Inc. and Watson Association Management, their employees, managers, officers and directors, affiliates, subcontractors, and agents against and from any claims, loss, expense or damage which may result directly or indirectly from information or reports obtained or furnished by Portofino Shores Property Owners Association, Inc. and Watson Association Management.

Applicant Signature: \_\_\_\_\_

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

***A SEPARATE AUTHORIZATION FORM IS REQUIRED FOR EACH APPLICANT***





Association Management

**GENERAL AUTHORIZATION FOR APPLICANT SCREENING**

**Applicant Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Applicant hereby authorizes Portofino Shores Property Owners Association, Inc. and its management company, Watson Association Management, to obtain a consumer/credit report and FICO score in order to process his/her application for residency.**

**Applicant agrees to indemnify and hold harmless Portofino Shores Property Owners Association, Inc. and Watson Association Management, their employees, managers, officers and directors, affiliates, subcontractors, and agents against and from any claims, loss, expense or damage which may result directly or indirectly from information or reports obtained or furnished by Portofino Shores Property Owners Association, Inc. and Watson Association Management.**

**Applicant Signature:** \_\_\_\_\_

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

***A SEPARATE AUTHORIZATION FORM IS REQUIRED FOR EACH APPLICANT***