



## APPLICATION FOR RENTING

This application and the attached application for Occupancy & Authorization forms must be completed in detail by the proposed Tenant. Please complete, sign, and date the Release forms.

If any question is not answered or left blank, this application will not be processed or approved and it will be returned, for completion by Tenant.

All applicants must attend an orientation with the Bella Terra Orientation committee prior to final Board of Directors decision. Orientations are scheduled by the manager after approval of the application.

The landlord must provide the Tenant with a copy of all Association Documents and the Rules and Regulations of the Association or one copy of each document can be purchased at the Clubhouse office for a fee of \$50.00.

I have received a current copy of the Bella Terra Documents. Yes \_\_\_\_\_ No \_\_\_\_\_

I have received the Rules and Regulations of the Bella Terra Community. Yes \_\_\_\_\_ No \_\_\_\_\_

Please be aware that per the Bella Terra Community Homeowner's Documents, amended on June 2<sup>nd</sup>, 2011 an applicant may be denied the ability to lease and reside in Bella Terra, if there are negative items as evidenced by the results of the screening process as follows:

- A Criminal history involving a felony involving injury to a person or property
- A poor financial history: having bad debt charges, bankruptcies and/or foreclosures
- Disruptive behavior as evidenced in this community or criminal history not involving a felony that depicts disruptive behavior

The members of the Bella Terra Association will consider financially responsible applicants leasing homes in this community and consider a good credit score as anything between 675 to 725.

Initial that you have read and understood the following nine items:

**A copy of the lease must be attached to this application. \_\_\_\_\_**

**For Domestic Background/Applications, the Tenant must submit a non-refundable processing fee of \$250.00 made payable to Bella Terra Community Association, Inc. In the form of a (Cashier's Check or Money Order) for each applicant, other than husband/wife or parent/dependent child (which are considered one applicant). Acceptance of the processing fee does not in any way constitute approval of the transaction. \_\_\_\_\_**

**For International Background/Applications, the Tenant will be required to pay a non-Refundable processing fee of \$250.00 made payable in US dollars to Bella Terra Community Association, Inc. for each applicant and a non- refundable background check fee of \$\_\_\_\_\_ (based on location of the background check) made payable in US dollars, to Bella Terra Community Association, Inc. for each applicant, other than husband/wife or parent/dependent child (which are considered one applicant). Acceptance of the processing fee does not in any way constitute approval of the transaction and all amounts must be paid prior to the screening. \_\_\_\_\_**

**Tenant is required to pay a \$500.00 Security Deposit payable to Bella Terra Community Association, Inc. (only Cashier's Check or Money Order). Funds will be returned within 30 Days of move out after receipt of terminated lease. This must be submitted with this Application in order to process the application. \_\_\_\_\_**

**As a resident of the Homeowner's Association you are required to have read and Understand the Documents of the Association and agree that you and all residents residing In the home will follow the Documents and the Rules and Regulations of the Association \_\_\_\_\_**

**Tenants that disregard the Documents and the Rules and Regulations, will be subjected to eviction for grievous offenses. \_\_\_\_\_**

**Use of the home is for single family residence only (no more than two persons per bedroom). Multiple family units will not be allowed to reside in one house. \_\_\_\_\_**

**Pets are allowed within the Community 2 per homeowner, subject to the restrictions of the Rules and Regulations of the Bella Terra Community Association, Inc. and Palm Beach County. Pets are limited to household cats and dogs and only two (2) per home. No pets shall be left outside unattended either leashed, tied-out or in a fenced yard.**

**Moving in or out of a unit is only permitted from 9:00 am to 7:00 pm daily. \_\_\_\_\_**

I understand the Association may request a criminal background check for each resident, paid by the tenant, every year prior to the renewal of the lease and that multiple violations of the Documents and/or the Rules and Regulations or criminal activities evidence by the report will result in the denial of the request to renew the lease.

Hereby agree for myself and on behalf of all persons who may use the unit which I seek to Rent that I will abide by all of the restrictions contained in the Bella Terra Documents, Bylaws, Rules and Regulations, and Restrictions which are or may in the future be imposed by the Bella Terra Community Association, Inc.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



I understand that I will be advised by the Board of Directors of either acceptance or denial Of this application.

I understand that the Association's right to approve the tenants wishing to lease a home within the Bella Terra Community Association is conditioned upon the truth and accuracy of the application. Any misrepresentation or falsification of the information on these forms will result in the automatic rejection of this application.

I understand that the Board of Directors of the Bella Terra Community Association, Inc. may cause to be instituted an investigation of my Background as the Board may deem necessary. Accordingly I specifically authorize the Board of Directors to make such investigation and agree that the information contained in this and the attached application may be used in such investigation, and the Board of Directors and Officers of the Bella Terra Community Association, Inc. itself shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

In making the foregoing application, I am aware that the decision of the Bella Terra Community Association, Inc. will be final. A written explanation of denial will be made only if request is submitted in writing to the Association within 30 days. I agree to be governed by the determination of the Board of Directors. I give my full authorization to the Association to run a credit and background check.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Occupancy & Authorization form

PRINT OR TYPE ALL INFORMATION ON THIS FORM

Date \_\_\_\_\_ Approx. Move in date \_\_\_\_\_

Street Address of rental \_\_\_\_\_

Tenant's Current Address \_\_\_\_\_

Tenant's Telephone # \_\_\_\_\_

Name of Realtor \_\_\_\_\_

Realtor's Telephone # \_\_\_\_\_

## Name of proposed Tenant(s) as appears on lease:

A. \_\_\_\_\_ B. \_\_\_\_\_ (Spouse)

Other persons who will occupy the home with you:

Name	Age	Relation/Occupation
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

For all persons over 18 years old please provide the date of birth, social security number and driver's license

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_ Driver's License \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_ Driver's License \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_ Driver's License \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_ Driver's License \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

SSN \_\_\_\_\_ Driver's License \_\_\_\_\_

Has anyone in the household ever been convicted or pled guilty to a crime?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, please state the date(s), charge(s), and disposition(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare that I have read the foregoing (document) and that the facts stated in it are true.

Applicant (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Social Security# \_\_\_\_\_ DOB \_\_\_\_\_

Driver's License# \_\_\_\_\_ State \_\_\_\_\_

Applicant (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Social Security# \_\_\_\_\_ DOB \_\_\_\_\_

Driver's License# \_\_\_\_\_ State \_\_\_\_\_

Bella Terra / Ref# \_\_\_\_\_

## RESIDENTIAL SCREENING REQUEST

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

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

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB (MM/DD/YYYY): \_\_\_\_\_

Tel#: \_\_\_\_\_ Cel#: \_\_\_\_\_

### Current Employer

Company: \_\_\_\_\_ N/A \_\_\_\_\_ Tel#: \_\_\_\_\_ N/A \_\_\_\_\_

Supervisor: \_\_\_\_\_ N/A \_\_\_\_\_ Salary: \_\_\_\_\_ N/A \_\_\_\_\_

Employed From: \_\_\_\_\_ N/A \_\_\_\_\_ To: \_\_\_\_\_ N/A \_\_\_\_\_ Title: \_\_\_\_\_ N/A \_\_\_\_\_

### Current Landlord

Company: \_\_\_\_\_ N/A \_\_\_\_\_ Tel#: \_\_\_\_\_ N/A \_\_\_\_\_

Landlord: \_\_\_\_\_ N/A \_\_\_\_\_ Rent: \_\_\_\_\_ N/A \_\_\_\_\_

Rented From: \_\_\_\_\_ N/A \_\_\_\_\_ To: \_\_\_\_\_ N/A \_\_\_\_\_

*I have read and signed the Disclosure and Authorization Agreement.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



DISCLOSURE AND AUTHORIZATION AGREEMENT  
REGARDING CONSUMER REPORTS

**DISCLOSURE**

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 and/or continued residence. **A 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, and within 5 days of the request, 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. Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of your rights under the Fair Credit Reporting Act.

**AUTHORIZATION**

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish AmeriCheckUSA with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

**READ, ACKNOWLEDGED AND AUTHORIZED**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the report, if one is obtained, please check the box.



Bella Terra / Ref# \_\_\_\_\_

## RESIDENTIAL SCREENING REQUEST

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

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

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB (MM/DD/YYYY): \_\_\_\_\_

Tel#: \_\_\_\_\_ Cel#: \_\_\_\_\_

### Current Employer

Company: \_\_\_\_\_ N/A \_\_\_\_\_ Tel#: \_\_\_\_\_ N/A \_\_\_\_\_

Supervisor: \_\_\_\_\_ N/A \_\_\_\_\_ Salary: \_\_\_\_\_ N/A \_\_\_\_\_

Employed From: \_\_\_\_\_ N/A \_\_\_\_\_ To: \_\_\_\_\_ N/A \_\_\_\_\_ Title: \_\_\_\_\_ N/A \_\_\_\_\_

### Current Landlord

Company: \_\_\_\_\_ N/A \_\_\_\_\_ Tel#: \_\_\_\_\_ N/A \_\_\_\_\_

Landlord: \_\_\_\_\_ N/A \_\_\_\_\_ Rent: \_\_\_\_\_ N/A \_\_\_\_\_

Rented From: \_\_\_\_\_ N/A \_\_\_\_\_ To: \_\_\_\_\_ N/A \_\_\_\_\_

*I have read and signed the Disclosure and Authorization Agreement.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**AUTHORIZATION**

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish AmeriCheckUSA with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

**READ, ACKNOWLEDGED AND AUTHORIZED**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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