

All Lease 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 Property Owners Association, Inc. Lease Application

PLEASE NOTE: Lease Applications 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.
- ☐ **Clear color** copies of driver's license(s) or State issued ID card(s). Do not enlarge or reduce size of Drivers License or State ID.
- ☐ Copies of vehicle registrations for all vehicles.
- ☐ Copy of lease agreement.
- ☐ A Non-Refundable Processing Fee of \$100 payable to Watson Association Management.

Additional requirements for all New Leases:

- ☐ 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 Property Owners Association, Inc.
 - A Maintenance Deposit of \$500.00.

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.
- Personal interviews are required for all new residents and are done by appt. on the 2nd & 4th Monday at 7:00 p.m. at the clubhouse. The Portofino Shores office will call and schedule the appointment. Interview scheduling is subject to change.
- Barcodes and card-keys may be obtained from the Portofino Shores office after the closing documents have been submitted or on the lease start date. Sellers and owners are to turn their card keys over to the purchaser or tenant. Please be advised fees may be applicable.
- Move-in times are allowed on Monday through Saturday from 8:00AM until 5:00PM. Written requests for alternative times must be made in advance and approved by the Board of Directors.



Portofino Shores Property Owners Association, Inc

LEASE 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

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 LANDLORD.

(IF LANDLORD FAILS TO PROVIDE A SET OF DOCUMENTS TO TENANT, 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 lease must be attached to this application package. Renters are not permitted to sub-lease at any time.

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

TENANT(S): _____ Date: _____
Signature(s)

TENANT(S): _____ Date: _____
Printed Name(s)

TENANT(S): _____ Date: _____
Signature(s)

TENANT(S): _____ Date: _____
Printed Name(s)



RESIDENT ACCESS FORM
FOR NEW LEASES

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 04/2019



Portofino Shores Property Owners Association, Inc

LEASE ADDENDUM

FORM FOR NEW LEASES

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 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)

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)

Portofino Shores

Portofino Shores Property Owners Association, Inc

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

NOTICE OF ACKNOWLEDGEMENT

FORM FOR NEW LEASES

AS REQUIRED by the Amendment to the Declaration of Restrictions and Protective Covenants, Article IX, Section 19 b, c, d, f, and l:

b: "The Lot Owner shall notify the Association, in writing on an application form provided by the Association, of his/her intention to lease his/her Lot. The name, address, and telephone number of the prospective lessee and a copy of the Lease Agreement must be provided to the Association, not less than thirty (30) days prior to the lease of the Lot. The application must indicate the date when such lease is to take place."

c: "Within fifteen (15) days after the receipt of a completed application, the Association shall either approve or disapprove of the proposed lease agreement."

d: "Any and all lease agreements between an Owner and Lessee of a lot shall be in writing, shall provide for a term of not less than twelve (12) months, and must provide that the lease shall be subject, in all respects, to the terms and provisions of this Declaration, the Articles of Incorporation, Bylaws and the Rules and Regulations of the Association. Any failure by the lessee under such lease agreement to comply with such terms and conditions shall be a material default and breach of the lease agreement."

f: Acceptance of Responsibility. Prior to the leasing of any home or property within Portofino Shores, the Homeowner will be required to sign a "Notice of Acknowledgement" formally accepting financial responsibility for any damages caused by the tenant or lessee, whether civil or criminal, leading to an out of pocket expense for the Association or another homeowner."

l: "The lot owner must furnish the prospective lessee with a copy of Declaration, the Articles of Incorporation, Bylaws, and the Rules and Regulations of the Association. If the lot Owner does not have a copy of such documentation, then the Lot Owner will be required to obtain copies from the Association at a reasonable cost at the time of application."

- I agree to abide by the requirements described above.
- I will provide tenant with a set of Community Documents prior to the date of interview.

Property Address: _____

Tenant(s) Printed Name

Tenant(s) Printed Name

Tenant(s) Signature Date

Tenant(s) Signature Date

Owner(s) Printed Name

Owner(s) Printed Name

Owner(s) Signature Date

Owner(s) Signature Date



Portofino Shores Property Owners Association, Inc

RULES AGREEMENT
(NEW LEASES)

Have you read the Bylaws?	YES _____	NO _____
Have you read the Rules and Regulations?	YES _____	NO _____
Have you read the Pool Rules?	YES _____	NO _____
Do you have any pets?	YES _____	NO _____
Are you aware that Pit Bulls and any aggressive breeds are not allowed?	YES _____	NO _____
Are you aware that only two pets are allowed?	YES _____	NO _____
Do you have any Commercial Vehicles? (No signage may show)	YES _____	NO _____
If we contact your landlord will they give you a favorable recommendation?	YES _____	NO _____
Are you aware that the speed limit is 20 MPH?	YES _____	NO _____
Are you aware that there is no parking on the street after 12:00 AM?	YES _____	NO _____
Are you aware that garbage cans must be brought in the same day as pick-up and must be kept out of sight?	YES _____	NO _____
Are you aware that all lawns must be kept cut, edged and that the bushes must be trimmed to a specific height and that there can be no weeds in the driveway?	YES _____	NO _____
Are you aware that the irrigation system is controlled by the association and that any problems with the system should be reported to the office?	YES _____	NO _____
Are you aware that every year the lease must be renewed prior to its expiration and that all of the forms and documents including a National Criminal Background report must be submitted for approval?	YES _____	NO _____
Are you aware that oil leaks will cause severe stains on paver driveways?	YES _____	NO _____
Please check your vehicles for oil leaks.		
Are you aware that curtains and/or appropriate window coverings are to be on all windows?	YES _____	NO _____
Are you aware that if you want a satellite dish installed and there is one on the house already you must remove it?	YES _____	NO _____
Are you aware that there can be no more than two unrelated adult persons in a household?	YES _____	NO _____

I understand that anyone violating any of the Rules will be sanctioned and/or refused the use of all common area facilities for a minimum of three (3) months.

I understand that no property owner, their tenants or guests may use any of the common area facilities if their property is in arrears of POA dues. No exceptions.

My signature below signifies that the undersigned and those residing with me, as well as my guests or tenants will obey all policies that have been put in place.

Print Tenant Name

Tenant Signature

Date

Print Tenant Name

Tenant Signature

Date

Property Address

Tenant E-Mail Address

Print Owner Name for Leases

Owner Signature for Leases

Date

Print Owner Name for Leases

Owner Signature for Leases

Date



Portofino Shores Property Owners Association, Inc

ITEMS TO BE TURNED OVER AT CLOSING FORM FOR NEW LEASES

1. The landlord(s) must provide a copy of the Association's "Governing Documents" which includes the Articles of Incorporation, Declaration of Covenants, and the By-Laws to the tenant(s).
2. Barcode stickers and card keys can be acquired after approval is granted and the closing documents have been submitted and on the lease start date. All homes with resident(s) have been issued 2 bar code stickers at no charge. New owners may receive two at no charge. Additional bar codes are \$10.00 each. Price is subject to change. No cash or credit cards are accepted. Fees are non-refundable.
3. Owners are responsible for providing 2 card keys to the tenants and collecting them at the end of the lease. Replacement card keys are \$35.00 each. Price is subject to change. No cash or credit cards are accepted. Fees are non-refundable.

Signature of Landlord(s)

Date

Signature of Landlord(s)

Date

Signature of Tenant(s)

Date

Signature of Tenant(s)

Date



CARD KEY REGISTRATION INSTRUCTIONS FOR ALL NEW RESIDENTS

NEW LEASES

Owners are responsible for providing the 2 card keys to their tenants and collecting it at the end of the lease.

The below application form must be completed and submitted for card key registration.

If a tenant relocates to another home in Portofino **the card keys are not transferrable**. The card keys must be turned over to the owner and a new application for the new residence must be completed.

If a card key is lost the office must be notified immediately and a replacement card key may be obtained upon payment of \$35.00 to the association. This fee must be paid by check or money order. No cash or credit cards are accepted.

This form is not a replacement for the Portofino Shores' Clubhouse Rules and Procedures & the Tot Lot Rules which are available at the office or on-line at portofinoshores.net. All residents are required to read them and hereby state that they have.

I have read the Portofino Shores Clubhouse Rules & Procedures & the Tot Lot Rules. My signature below signifies that I and those residing with me, as well as my guests, will obey all policies put in place.

Property Address:	
Owner's Printed Name:	
Owners's Signature:	Date:
Tenant's Printed Name (if different than above):	
Tenant's Signature (if different than above):	Date:
Names of all Resident's	DOB
1.	
2.	
3.	
4.	
5.	
6.	

Card Key #'s: _____



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