



### **North Panther Trace Lease Check List**

- Application to Lease with Third Party Agreement
- Move In/Moving Out Directions
- Rules and Regulations
- Deed Page
- Landlord / Purchaser Information Sheet
- Notice of Acknowledgment
- Certificate of Acknowledgement
- Waiver to Allow Number to be Published
- General Authorization for Applicant Screening
- Copy of photo ID (must be legible)
- Lease Contract
- New Resident Keypad Registration Form
- Non-refundable Processing Fee \$125.00 or \$150.00 Rush fee (lease date 2 weeks or less) payable to Watson Association Management
- Application Fee \$75.00 payable to North Panther Trace
- Gate clicker fee \$35.00 ea. payable to North Panther Trace (if applicable) #\_\_\_\_\_
- Background check fee \$45.00 per person eighteen (18) & over payable to North Panther Trace \$\_\_\_\_\_total
- \$500.00 HOA Security Deposit payable to North Panther Trace
- \$100.00 Refundable Move In/Move Out deposit payable to North Panther Trace

**Please make sure when submitting your application all documents, and fees are included.**

430 NW Lake Whitney Place, Port St. Lucie, FL 34986  
435 S. Yonge Street #3, Ormond Beach, FL 32174  
1410 Palm Coast Parkway NW, Palm Coast, FL 32137

Phone 772.871.0004 Fax 772.871.0005  
Phone 386.252.2661 Fax 386.673.4943  
Phone 386.239.1555 Fax 386.246.9271



**APPLICATION TO LEASE WITH THIRD PARTY AGREEMENT**

**THIS FORM IS TO BE ATTACHED TO AND MADE PART OF ANY LEASE AGREEMENT.  
A COPY OF THE LEASE MUST ACCOMPANY THIS APPLICATION/THIRD PARTY AGREEMENT.**

Address of Rental Property: \_\_\_\_\_ Owner of Rental Property: \_\_\_\_\_

Term of Lease: From \_\_\_\_\_ To \_\_\_\_\_ Realtor: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Active Military Service Member \_\_\_\_ Yes \_\_\_\_ No

Co-Applicant Name: \_\_\_\_\_ Active Military Service Member \_\_\_\_ Yes \_\_\_\_ No

Applicant Phone: \_\_\_\_\_ Co-Applicant Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

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

Occupation/Employer: \_\_\_\_\_

Please list the names of all adult family members who will be living on the property:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Please list the names and ages of all child family members who will be living on the property:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Please list the Year / Make / Model / Tag # of vehicles that will be parked on the premises:

Vehicle # 1: \_\_\_\_\_

Vehicle # 2: \_\_\_\_\_

Vehicle # 3: \_\_\_\_\_

Please list your pets (Cat, Dog, Bird, other, breed and how many):

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

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To be signed by each owner and/or adult tenant as applicable:

**DOGS**

I/We understand that all dogs must be walked on a leash to comply with North Panther Trace governing documents and the City of Port St Lucie Animal Control Ordinances. I/We understand that we are responsible for picking up after our dogs.

(Owner/Tenant Signatures) \_\_\_\_\_

**SECURITY DEPOSIT**

The owner of the above-mentioned property understands that a \$500.00 security deposit is REQUIRED and must be submitted to North Panther Trace HOA PRIOR to the tenant moving in. I understand that failure to do so will be subject to fines of up to \$25.00 per day, up to \$1,000.00.

(Owner Signatures) \_\_\_\_\_

**MAINTENANCE OF PROPERTY**

Tenants and Homeowner are aware that back and side yards must be mowed weekly during summer months, and bi-monthly during winter months. Front flower beds, side shrubs, driveways and mailboxes shall be kept in good condition.

(Owner & Tenant Signatures) \_\_\_\_\_

**MAINTENANCE (HOA) DUES:**

The owner of the above-mentioned property understands that quarterly maintenance dues must be paid on time. Should the dues become more than 45 days past due, the money shall be collected from the tenant directly and he/she/they shall have the right to deduct that from the rent due.

(Owner & Tenant Signatures) \_\_\_\_\_

**RULES AND REGULATIONS:**

Both the owner and tenants understand that the Rules and Regulations must always be followed by the tenants and/or their guests. ONE warning will be given to a tenant regarding an infraction of the governing documents and the owner will be notified in writing. After the first warning, the OWNER will be fined when their tenant continues to abuse the Rules and Regulations.

(Owner & Tenant Signatures) \_\_\_\_\_

We, the undersigned, hereby state that we have signed and read the rules and regulations and agree to abide by them.

**THIRD PARTY TO LEASE AGREEMENT**

By this document, it is understood and agreed by owner and tenant that North Panther Trace HOA is hereby confirmed to be an intended third party to any lease agreement and shall have the right but not the obligation, to enforce the Declaration of Covenants and Restrictions, By-Laws, rules and regulations and provisions thereof; having all rights and powers, including but not limited to, proper notice of violation, right of hearing to any violator, eviction procedures and legal recourse as deemed appropriate.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

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**North Panther Trace @ Sawgrass Lakes**  
**Moving In / Moving Out Directions (Approved December 12, 2016)**

In order to minimize disruption to other residents and damage to the properties, all residents who move in or out are subject to the following guidelines:

**Fee**

A \$100 refundable move in/move out fee is required for all homeowners and tenants. The fee is returned after moving out.

**Damage to Facilities**

Any damage caused during a move-in or move-out will be charged to the unit owner. Heavy furniture and other objects may not be placed on the landscaping during the move.

**Trash**

All boxes and trash created by the move must be disposed of properly and put to the curb for garbage pickup no earlier than the evening before pickup day. Violation of the trash rule is subject to a \$50 fine for each day the trash is left out.

**Scheduling the Move**

Notice of move-in/move out should be scheduled a minimum of one week in advance with the management company.

**Moving Hours**

Moving in and out must be done between the hours of 8:00 am and 9:00 pm only.

**Moving Vehicle Parking**

May only be parked in the unit driveway or in front of the unit, not blocking traffic, for no longer than the hours moving is permitted. Absolutely no overnight parking of moving vehicles is allowed. Violation of the parking rules is subject to a \$50 fine. If necessary, a temporary parking spot can be assigned at the Sawgrass Lakes RV Lot.

**Entry Access System.**

Must be reprogrammed to remove your name and personal code if moving out or add your name and personal code if moving in. Your phone number is required to add your code.

**Noise**

Please be considerate of neighbors and avoid unnecessary noise when moving in or moving out.

**PODs**

Pods can be used for no more than 72 hours. Pods should be parked in the driveway only and with the homeowner's permission.

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**Owner or Tenant Signature**

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**Date**



### **North Panther Trace Rules & Regulations**

The following are a brief list of the rules and regulations pursuant to § 8 of the North Panther Trace Declaration of Covenants and Restrictions (a comprehensive list may be obtained by contacting Pinnacle Association Management):

1. Each lot shall be occupied by owners, guests and tenants and family members as a residence and for no other purpose.
2. Owners and tenants are permitted to have dogs and cats as follows:
  - a. Dogs and cats must be leashed and attended by an attendant, and not be permitted to run at large outside the lot.
  - b. The pet owner or custodian of the pet must clean up after the pet.
  - c. No pet may bark or meow excessively.
  - d. The pet owner shall be strictly liable for damages caused by the pet to the properties.
  - e. A pet owner's privilege to have a pet reside in the community may be revoked if the pet becomes a nuisance.
  - f. These rules shall yield when necessary to meet the needs of handicapped persons pursuant to fair housing laws.
3. Prohibited Vehicles, Regulations and Parking Rules (the association shall have the power and the right to tow offending vehicles pursuant to Florida Statutes §715.07):
  - a. Prohibited vehicles except within the confines of the garage are dirt bikes, off road vehicles, mopeds or other 2 wheeled motorized vehicles, dune buggies, all terrain and off terrain vehicles.
  - b. Prohibited vehicles anywhere on the property are:
    - i. Buses, limousines, Class A B and C motor homes, travel trailers, commercial vehicles, vehicles which are an eyesore, trailers, campers, mobile homes, truck mounted campers.
    - ii. Vehicles which have flat tires, are unsightly or junkers or cars and other vehicles that have been converted into other use.
    - iii. Boats and boat trailers.
    - iv. Moving vans during the hours of 5pm and 8am and moving vans between the hours of Saturday 5pm and Monday 8am.
  - c. No repairs of motor vehicles shall be made on the property.
  - d. All vehicles must be registered and insured.
  - e. No motor vehicle shall be parked on the grass/swales of the property.
  - f. Horns shall not be used.
  - g. Racing of engines is prohibited.
  - h. No vehicle shall be parked in such a way that it blocks a sidewalk or blocks cars from passing by on the street or blocks the other residents from exiting their driveways.
  - i. All vehicles must be in working order; no vehicles on blocks, jacks or ramps shall be permitted.
4. Nuisances:
  - a. No owner, occupant or guest shall use any of the properties or permit the use of any of the properties in a manner which is unreasonable, disturbing, detrimental or a nuisance to the owners, guests and occupants of other lots; of which would not be consistent with the maintenance of the highest standards for a first class residential development,

- nor permit the property to be used in a disorderly or unlawful way, nor which will produce an insurance risk for the Association or other owners or occupants.
- b. The use of each lot shall be consistent with existing ordinances and laws, governing documents and occupants and their guests shall conduct themselves in a peaceful and orderly manner.
  - c. No inflammables shall be stored on the property.
  - d. Music and televisions shall be used at such times and at such volumes so as to not create a disturbance to other lot owners and residents.
5. No signs shall be permitted on the property (interior and exterior) such that they may be viewed from the common area or other lots.
  6. No business or commercial activity shall be erected, maintained, operated, carried on or conducted on the property or lots.
  7. No criminal activity shall be permitted on private lots or common areas.
  8. Trash and garbage must be placed at the curb in garbage and recycling receptacles no sooner than sundown on the evening before pickup day and the receptacles must be brought back in out of sight no later than the day of pickup.
  9. No business solicitation whatsoever shall be permitted in the community.
  10. Leasing of Lots:
    - a. An owner may lease only his entire lot in accordance with the Declaration.
    - b. The Association has the right to evict tenants and occupants.
    - c. The Association has the right to collect owed dues directly from the tenant and the tenant has the right to deduct those dues from the rent.
    - d. Subleasing of a lot is absolutely prohibited.
    - e. No rooms shall be rented in any lot.
  11. Laundry shall not be hung to dry unless it is adequately screened from public view and so it is not visible from any lot.
  12. Hurricane shutters may be closed upon the issuance of a hurricane warning and must be removed 24 hours after the storm danger has passed.
  13. Garages shall not be permanently enclosed or converted, and the doors shall be kept in good working order. No garage may be used as living space.
  14. Window air conditioners are prohibited.
  15. No owner or resident shall install a newspaper box on the property. All newspapers delivered to the lot shall be brought inside daily and shall not be permitted to accumulate on any lot or common area.

**Buyer/Tenant Initial Each Applicable Statement**

- I have read the Rules and Regulations listed above and agree to abide by same.
- I understand the Rules and Regulations listed above are the most common rules and not comprehensive, and I can obtain a complete set of rules from Pinnacle Association Management.
- As the buyer, I signed the acknowledgement that says I know I am moving into a deed restricted community.
- As the buyer, I have obtained and read the governing documents and agree to abide by them.
- As the tenant, I read the above listed most common rules and know that I am moving into a deed restricted community and agree to abide by the all the rules of the North Panther Trace community.

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Signature of Buyer / Tenant

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Date

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Signature of Buyer / Tenant

---

Date





**DEED RESTRICTED COMMUNITY**

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I/We understand that we are moving into a deed restricted community. I/We hereby agree to abide by all Documents and Rules & Regulation of North Panther Trace Home Owners Association, Inc., I/We received a copy from the Lessor/Seller. If seller fails to provide a set of Documents to Buyer, I/We may obtain a copy from Watson Association Management, LLC at a cost of \$50.00.

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Buyer/Lessee

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

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

Buyer/Lessee

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

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

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## LANDLORD/PURCHASER INFORMATION SHEET

Please advise us of any change in your mailing address

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

Landlord/Purchaser

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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

*(if different than property)*

\_\_\_\_\_

Out of state address: \_\_\_\_\_

*(if applicable)*

Out of state phone: \_\_\_\_\_

*(if applicable)*

Emergency contact name: \_\_\_\_\_

Phone: \_\_\_\_\_

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## NOTICE OF ACKNOWLEDGMENT

AS REQUIRED by the Covenants and Restrictions, Section 8.10 (A-E), and the Quick Reference Guide of the Rules and Regulations

“Owner to (avoid troublesome lessees) and (otherwise) accept responsibility for the occupancy of his Lot”

“Owners are responsible for lessee to comply with the Declaration (of Covenants and Restrictions).”

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

Tenant(s) / Lessee(s):

\_\_\_\_\_  
(Print names)

Landlord/Purchaser:

\_\_\_\_\_  
(Print names)

- *I agree to abide by the requirements described above.*
- *I will provide lessee with a set of Community Documents.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Landlord / Purchaser*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Landlord / Purchaser*

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## LEASES ONLY

### Certificate of Acknowledgement

#### Additional Condition of Approval Agreement

An Additional Condition of Approval to the required Certificate of Acknowledgement, to facilitate occupancy of a property by lease, whereby the Owner and Tenant shall be required to sign this agreement prior to occupancy, with the Association, providing that should Owner fails to make necessary assessment payments in accordance with the Association Documents, that the Association shall have the authority to contact the Tenant, advise them of the delinquency of the Owner, and the Tenant shall be required to make rent payments to the Association. Such rent payments made to the Association shall be deemed payments of rents, and to the extent that they bring the Unit current, will result in the reinstatement of all services. Upon rent payments to the Association to bring the account current, including all payments identified in this agreement, any excess funds will be forwarded to the Owner, and Tenant be advised that all further rent payments should be to the Owner while the Owner is current on all its obligations as set forth herein.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**WAIVER TO ALLOW PHONE NUMBER TO BE PUBLISHED**

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

Recently, Florida State Statute 720.303 (4)(5)(c).5 extended association homeowners' rights of privacy to include their phone numbers. **Therefore, we cannot include your phone number in our North Panther Trace phone directory unless you give us written permission to do so.**

The property staff distributes the phone directory only to residents and cannot be responsible if a resident subsequently distributes the North Panther Trace Phone Directory to others.

I/we \_\_\_\_\_, waive my/our privacy rights established by

*Resident(s) name printed*

by F.S.S. 720.303(5)(C) and hereby give Panther Trace North at Sawgrass Lakes Homeowners Association, Inc. permission to publish my phone number in the Panther Trace North Phone Directory.

\_\_\_\_\_  
*Resident Signature*

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

Please verify your phone numbers(s) below for our database.

Home: \_\_\_\_\_

Away: \_\_\_\_\_

Cell: \_\_\_\_\_

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**A SEPARATE AUTHORIZATION FORM IS REQUIRED FOR EACH APPLICANT**  
**FEE: \$45.00 per adult applicant, made payable to North Panther Trace**

**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 North Panther Trace HOA and its Agent, Watson Association Management, LLC, to obtain and verify a social security number, and criminal background screening required to process his/her application for residency.**

**Applicant agrees to indemnify and hold harmless North Panther Trace HOA and Watson Association Management, LLC., their employees, managers, officers and directors, affiliates, subcontractors, and agents from any loss, expense or damage which may result directly or indirectly from information or reports furnished by Watson Association Management, LLC.**

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

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

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North Panther Trace Homeowners  
Association

**Keypad Registration Form**

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

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

Name of Property Owners (as they appear on title):

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

Phone number that keypad should contact for visitor entry:

\_\_\_\_\_

Personal 4 Digit Code to enter into the gate, (Use # before the number):

# \_\_\_\_\_

If you received clickers from previous owner, what are the numbers?

\_\_\_\_\_

Clickers are \$35.00 each, how many would you like?\_\_\_\_\_

You may return this form and submit payment for clickers to:

Watson Association Management  
430 NW Lake Whitney Place  
Port St. Lucie, FL 34986  
Ph: 772-871-0004  
Fax: 772-871-0005