

DATE: _____

rev 01-2012

TO: OWNER
FROM: BOARD OF DIRECTORS
RE: RENTAL OF YOUR APARTMENT

When an owner wishes to rent his/her apartment, the office must be notified so the apartment can be put on the available list. When we receive notification of a potential renter, we will provide that person with the name and phone number of the owner. The owner and potential will negotiate rental rate and terms. Please be advised that the board is NOT and will NOT be involved in negotiations.

The owner must request a RENTAL APPLICATION from the Virginian Apartments, complete the appropriate part and forward it to the potential tenant. The applicant then completes his/her portion and **must return all documentation** along with a **copy of his/her driver's license** and a **check for \$100.00** for processing. Please make check payable to Virginian Apartments of Pompano Beach, Inc.

If an applicant is a return renter and has been previously approved to rent at the Virginian, the \$100. fee is waived, but they **MUST** update our files with a new application.

When the office receives the application, it will be sent to a third party verification company. When returned, a representative of the Board of Directors will notify the owner of the decision.

NO screening interview is required for renters, however, when they arrive, please make sure they stop by the office for a welcome letter.

Please remember that as an owner, you **MUST** inform the applicant of a few items:

- The application & fee is to process ONE SINGLE person or ONE MARRIED couple.
- 2 single applicants = 2 applications = \$200.00
- We are a 55+ community.
- We allow SEASONAL rentals ONLY (min. of 3 months, max. of 4 months from Nov.1 – April 30 and only 1x per season)
- The renter is assigned the unit owner's parking space. Only 1 parking space per unit. Owner **CANNOT** leave a car unless he/she gets written permission to park in another owner's space.
- Review the Bylaws & Review the Rules and Regulation.

Furthermore, I understand that the Virginian Board of Directors accepts NO responsibility for the contents / condition of the interior rented apartment. Responsibility of the rental agreement is strictly between the myself, the unit owner and the applicant / renter.

We appreciate your cooperation and look forward to welcoming your seasonal tenant. If you should have any questions or concerns, please contact the office.

Board of Directors at The Virginian Apartments of Pompano Beach
Phone: 954-781-7817 or Email: Virginianapts@att.net

Unit Owner

Apt#

Date

R-1 of 3

DATE: _____
TO: APPLICANT for Rent
FROM: BOARD OF DIRECTORS
RE: RENTAL PROCESS at The VIRGINIAN OF POMPANO BEACH

If you wish to rent a unit at the Virginian, please be advised that the BOARD is NOT and will NOT be involved in negotiations.

Once you receive a rental application, please be sure to complete every section. DO NOT leave anything blank. Return the following to the Virginian:

- **The completed application**
- **A copy of your driver's license**
- **A check for \$100.00** for processing (payable to Virginian Apartments of Pompano Beach, Inc.) If you are a return renter & have been previously approved to rent at the Virginian, the \$100. fee is waived, but you **MUST** update our files with a new application and driver's license if previous one on record has expired.

When the office receives the application, it will be sent to a third party verification company. When returned, a representative of the Board of Directors will notify the owner of the decision.

NO screening interview is required, however, when you arrive, please stop by the office for a welcome letter. :)

Please note a few important items:

- The application & fee is to process ONE SINGLE person or ONE MARRIED couple.
- 2 single applicants = 2 applications = \$200.00
- We are a 55+ community.
- We allow SEASONAL rentals ONLY (min. of 3 months, max. of 4 months from Nov. 1 – April 30 & only 1x per season)
- The renter is assigned the unit owner's parking space. Only 1 parking space per unit. Owner CANNOT leave a car unless he/she gets written permission to park in another owner's space. No trailers overnight.
- I firmly agree to abide by the Bylaws and Review the Rules and Regulations.
- I understand and agree that NO pets are allowed on the premises.
- Upon completion of the rental agreement, as a tenant, I (we) will vacate premises on agreed date.

We appreciate your cooperation and look forward to welcoming you. If you should have any questions or concerns, please contact the unit owner or the office.

Board of Directors, Virginian Apartments of Pompano Beach
Phone: 954-781-7817
Email: Virginianapts@att.net

Applicant	Apt#	Date
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Applicant	Apt#	Date
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VIRGINIAN APARTMENTS OF POMPANO BEACH, INC.
370 South Cypress Road Pompano Beach, FL 33060
Phone: (954) 781-7817 FAX: (954) 781-9224
Virginianapts@att.net

APPLICATION FOR SEASONAL RENTAL

Date _____ Desired Date of Occupancy _____ To: _____
Unit Owner Name: _____ Parking # _____ Apt # _____

YOUR NAME: Last _____ First _____ MI _____
Home Address: _____
SSN: _____ DOB: _____ Phone # _____
Email Address: _____

****Emergency Contact Name & Number:** _____

DRIVERS LIC # _____ STATE _____
CAR: MAKE _____ MODEL: _____ TAG # _____

MARITAL STATUS: Married () Separated () Divorced () Single ()
SPOUSE'S FULL NAME: _____ DOB _____
SSN: _____ DRIVERS LIC# _____ STATE _____

No. of people who will occupy the unit _____ Name(s): _____
Have you ever rented at The Virginian Apartments? _____ If so, when? _____ Apt# _____

RESIDENCE HISTORY

PRESENT ADDRESS: _____
City _____ State _____ Zip _____ Own () Rent ()

Have you ever been arrested for anything other than a minor traffic offense? Yes () No ()
If yes, Please explain: _____

Applicant(s) represents that all information given is true and correct. Applicant(s) understand that as a part of our procedure for processing your application, an outside agency, VERISTAT INFO SERVICES, INC., will research from the information given and present their findings to the current Board of Directors for review. This research will include, but is not limited to, character, credit, driver's license, Florida automobile tag information, residence, employment and criminal search. Applicant(s) agree not to hold the Association or its agent liable for any discovery or non-discovery of information or any actions taken as a result of this research. The hiring company and the agent will comply within the parameters of the Fair Credit Reporting Act (FCRA) and other laws as they pertain. Authorization is hereby given to release residence, credit, motor vehicle, driver's license, employment, banking and criminal history or any other information pertinent to this application.

Signature _____ Date _____ Signature _____ Date _____ R-3 of 3