

VERONA TRACE HOA, INC.

Instructions for Lease Application Form

1. Fill out the Lease Application form in full.
2. A fully executed copy of the lease agreement must accompany the application.
3. A lease **is not** effective, nor may the unit be occupied by the respective lessee(s) without the prior written approval of the Board of Directors of the Association.
4. **The Association will obtain a criminal history and eviction search for each person named on the lease as well as for each occupant aged 18 or older.**
5. No home shall be subject to more than two (2) leases in a twelve (12) month period, regardless of the lease term. No lease term shall be less than ninety (90) days.
6. No subleasing or assignment of lease rights by the tenant is permitted. In no event shall occupancy of a leased Home (except for temporary occupancy by visiting guests) exceed two (2) persons per bedroom
7. Owners are to ensure that their tenants are familiar with the governing documents and Rules and Regulations as they may be adopted from time to time.
8. Each owner shall be jointly and severally liable with the tenant to the Association for all costs incurred by the Association for the repair of any damage to Common Areas or to pay and claim for injury or damage to property caused by tenants.
9. One check or money order payable to Verona Trace HOA, Inc. in the amount of **\$100.00** for the application fee must accompany this application.
10. One check or money order payable to Verona Trace HOA, Inc. in the amount of **\$30.00** (per person/adult over 18 yrs. old) for the background check fee must accompany this application.
11. A separate security deposit **from the Tenant only in the amount of \$500.00** payable to Verona Trace HOA, Inc. to protect against damages to the Common Areas or Association Property. Funds will be held by the Association and will be returned to the tenant at the end of their tenure in Verona Trace.
12. All information and materials requested herein must be completed, executed and submitted to Elliott Merrill office at 835 20th Place, Vero Beach FL 32960 **AT LEAST THIRTY (30) DAYS** prior to the expected date of occupancy. Incomplete applications will create unnecessary delay in occupancy.

Thank you, The Board of Directors

VERONA TRACE HOMEOWNERS ASSOCIATION, INC.

C/O Elliott Merrill Community Management
835 20th Place, Vero Beach FL 32960
www.ElliottMerrill.com

LEASE / RENTAL APPLICATION

**THIS APPLICATION AND ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED
THIRTY (30) DAYS PRIOR TO OCCUPANCY**

Minimum lease term is ninety (90) days.

Unit must be owned for a period of two (2) years prior to any rental being allowed.

All applications are conditional upon and subject to the approval of the Board of Directors of the Verona Trace Homeowner's Association, Inc. **In no event shall a unit be occupied prior to the approval of this Application by the Board of Directors.**

Checklist of items to be submitted with this application:

- **A \$100 application fee payable to Verona Trace.**
- **A \$500 security deposit fee from the tenant payable to Verona Trace.**
- **A \$30 background check fee payable to Verona Trace (per person/adult over 18 years old).**
- A copy of all occupants (18+) Driver's License and/or Picture ID
- A copy of the lease agreement form must also be submitted
- Any additional applicant and/or occupant (18+) must also submit a completed Background Authorization form.

PLEASE COMPLETE ALL BLANKS (put N/A if not applicable)

APPLICATION DATE: _____

VERONA TRACE ADDRESS: _____

CURRENT OWNER(s): _____

NAME OF TENANT: _____

Phone # _____ Email: _____

NAME OF CO-TENANT: _____

Phone # _____ Email: _____

NAME OF CHILDREN OR RELATIVES TO RESIDE IN UNIT:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

EMERGENCY CONTACT INFORMATION:

NAME _____

PHONE _____

PLEASE READ AND COMPLETE THE FOLLOWING:

- A. Below are the Parking Restrictions that the HOA would like each owner/occupant to sign that they acknowledge they have reviewed. **Please note that these restrictions will be enforced and can incur violations, fees, and towing dependent upon the nature and history of the non-compliance.**

Parking of Vehicles

14.5.1 Parking. Owners' automobiles shall be parked in the garage or driveway, if provided, and shall not block the sidewalk. No vehicles of any nature shall be parked on any portion of Verona Trace or a Lot except on the surfaced parking area thereof.

Parking on the street overnight is prohibited. Parking which impedes the sidewalk and parking on the grass/swale is prohibited. Please utilize your garage for additional vehicles and advise your guests to park in the guest/overflow parking locations. The HOA has enlisted Charlie's Towing to tow those vehicles not in compliance.

Parking enforcement company services will be scheduled to patrol Verona Trace on a rotating schedule to make sure we enforce our documents and regulations. First time violators will be tagged. Second time violators will be towed at the vehicle owner's expense.

Prohibited Vehicles

14.5.3 Prohibited Vehicles. No commercial vehicle, limousines, recreational vehicle, boat, trailer including, but not limited to, boat trailers, house trailers, and trailers of every other type, kind or description, or camper, may be kept within Verona Trace except in the garage of a Home.

VEHICLE INFORMATION: To be completed by Tenants.

Vehicle # 1: YEAR: _____ MAKE: _____ MODEL: _____

LICENSE NO: _____ STATE OF REGISTRATION: _____

Vehicle # 2: YEAR: _____ MAKE: _____ MODEL: _____

LICENSE NO: _____ STATE OF REGISTRATION: _____

Vehicle # 3: YEAR: _____ MAKE: _____ MODEL: _____

LICENSE NO: _____ STATE OF REGISTRATION: _____

- B. Dogs, cats, and pet birds, may not exceed the allowable amount per County Ordinance. Aggressive dogs, of any size, are prohibited on the Property.

PET INFORMATION: To be completed by Tenants.

NUMBER OF PETS: _____

PET 1 NAME: _____

BREED: _____

PET 2 NAME: _____

BREED: _____

PET 3 NAME: _____

BREED: _____

- 1) I/We understand that approval of this Application is entirely discretionary with the Board of Directors of the Association, and the Board's decision is final.
- 2) The owner(s) and applicant(s) understand and agree that the only person or persons that may occupy the unit are those persons whose names appear herein as applicant and members of the applicant's family, and that violation of this covenant shall grant to the Association the right to have all persons residing in said unit immediately evicted.
- 3) The owner(s) shall be responsible for all costs and expenses, including court costs and attorney's fees incurred by the Association in enforcing this covenant, this being a condition of approval of this Application.
- 4) I/We have received a copy of the Rules & Regulations of the Association and I/We hereby agree in all respects to abide by said Rules & Regulations.
- 5) I/We the undersigned acknowledge thereto by signing below; and to the best of my/our knowledge, the information given on this application is true and correct.

Signature & Date

Signature & Date

VERONA TRACE HOA, INC.

Addendum to Lease

As per 14.28 of the First Amendment to the Declaration for Verona Trace, all leases require Association approval, shall be on forms approved by Association and shall provide (or if not provided, shall be automatically deemed to provide) that Association shall have the unilateral right to terminate the lease upon default by the tenant in observing any of the provisions of the Association Documents or other applicable provisions of any agreement, document or instrument governing Verona Trace of administered by Association. Effective as of the date of recording of the Second Amendment to this Declaration, each Owner hereby acknowledges and agrees that any and all leases entered into by such Owner in connection with his or her Home shall be deemed to incorporate by this reference a collateral assignment of rents and leases in favor of Association in the event such Owner leasing his or her Home is past due in the payment of his or her Assessments, which collateral assignment of rents and leases shall provide Association with the power and authority to take actions including, but not limited to: (i) collecting rents now due or that become due directly from such Owner's tenant(s) (or other party in possession of the Home); and/or (ii) pursuing any and all legal remedies available against such Owner and/or Owner's tenant(s) including, but not limited to actions for eviction of such Owner's tenant(s). Owners are responsible for providing their tenants with copies of all such Association Documents or instruments at such Owner's sole cost and expense. No Home may be subject to more than two (2) leases in any twelve (12) month period, regardless of the lease term. No lease term shall be less than ninety (90) days. No subleasing or assignment of lease rights by the tenant is permitted. In no event shall occupancy of a leased Home (except for temporary occupancy by visiting guest(s) exceed two (2) persons per bedroom. Each Owner shall be jointly and severally liable for the tenant to Association for all costs incurred by Association for the repair of any damage to Common Areas or to pay any claim for injury or damage to property caused by tenants. Association shall repair any such damage and the cost of such repair shall be invoiced as an Individual Assessment to the Owner.

HOMEOWNER SIGNATURE: _____

Date: _____

HOMEOWNER SIGNATURE: _____

Date: _____

TENANT SIGNATURE: _____

Date: _____

TENANT SIGNATURE: _____

Date: _____

BACKGROUND CHECK CONSENT FORM

PRINT CLEARLY – ALL FIELDS ARE REQUIRED.

ALL TENTATIVE RESIDENTS OVER THE AGED OF 18 MUST COMPLETE THIS FORM

1. Applicant's Name (please print): _____ Date of Birth: _____

S.S. # _____ DL # _____ State _____

Current Address: _____ City _____ State _____ Zip _____

2. Co-Applicant's Name (please print): _____ Date of Birth: _____

S.S. # _____ DL # _____ State _____

Current Address: _____ City _____ State _____ Zip _____

Note: Convictions of misdemeanors or felony crimes DO NOT automatically drop off your records after a specified period of time. The court must be petitioned in order to have any conviction of a crime removed.

1. Have you **EVER** been convicted as a sex related crime? ☐ Yes ☐ No

2. If yes, did the crime involve force or minors? ☐ Yes ☐ No

3. Have you **EVER** been convicted of a crime involving violence or threat of violence? ☐ Yes ☐ No

4. Have you **EVER** been convicted of criminal activity in drugs or alcoholic beverages resulting in a felony? ☐ Yes ☐ No

5. Have you **EVER** been convicted of any other crime except a minor traffic violation? (Includes traffic crimes) ☐ Yes ☐ No

6. Have you been arrested within the last three years for which there has not yet been an acquittal or dismissal? ☐ Yes ☐ No

Applicant(s) represents that all of the above information on the application for purchase are true and complete and hereby authorize Verona Trace HOA to check civil, criminal and driving records, etc. to verify any statement on this form. I hereby release all people, companied or corporations furnishing such information from liability and responsibility. I agree that a photographic copy or a telephonic facsimile of this document shall be valid for all purposed.

I acknowledge reading and receipt of this note and further acknowledge through my signature(s) that a negative criminal check will void this application and the sale.

Applicant's Signature

Date

Co-Applicant's Signature

Date



RE: Community Parking Compliance

Dear Future Resident/ Tenant/ Occupant:

We want to Congratulate & Welcome you to Verona Trace HOA, whether it is temporary or permanent.

The purpose of this letter is to communicate with you about Parking Enforcement of the Verona Trace and the penalties that may occur should a home be in non-compliance with the rules of the HOA.

These rules apply to all residents, tenants, and visitors with the understanding that Verona Trace is a deed restricted community.

There is a myriad of restrictions in the Declaration which govern the use of property in Verona Trace. For Homeowners, these restrictions can also be found in the Verona Trace governing documents, which includes the Declaration. If you do not have a copy of these documents, we suggest that you log into the Verona Trace Community Portal to review and or/print them.

https://frontsteps.cloud/caliberweb2_elliottmerrill

If you are a tenant, please reach out to the homeowner to obtain a full set of the governing docs as these apply to you while leasing/renting the property.

Below are the Parking Restrictions that the HOA would like each owner/occupant to sign that they acknowledge they have reviewed. **Please note that these restrictions will be enforced and can incur violations, fees, and towing dependent upon the nature and history of the non-compliance.**

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Please utilize your garage for additional vehicles and advise your guests to park in the guest/overflow parking locations. The HOA has enlisted Charlie's Towing to tow those vehicles not in compliance.

Parking enforcement company services has been scheduled to patrol Verona Trace on a rotating schedule to make sure we enforce our documents and regulations. First time violators will be tagged. Second time violators will be towed at the vehicle owner's expense.

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14.5.3 Prohibited Vehicles. No commercial vehicle, limousines, recreational vehicle, boat, trailer including, but not limited to, boat trailers, house trailers, and trailers of every other type, kind or description, or camper, may be kept within Verona Trace except in the garage of a Home.

Please review the prohibited vehicles list and make sure you are not parking any of those vehicles in the community except within your garage.

If you receive a letter asking you to address a violation/issue or your car has been tagged, please make every effort to resolve the issue immediately. Dependent upon the consistency, severity, or history of the violation; you may incur fines, suspensions, or have your vehicle towed at your expense. The Association may also pursue other legal remedies as well.

Should you have any questions, please feel free to contact Elliott Merrill at Paolaa@elliottmerrill.com. Thank you for taking the time to read this important information. We appreciate your efforts.

Below Shows That You Have Read & Reviewed This Letter And Agree That You Will Comply With The Rules & Terms Set Forth On The Parking Restrictions By Verona Trace. That You Will Inform Any Of Your Guests While Visiting Or Staying At Your Property & Monitor That They Comply With The Terms Set Forth On The Parking Restrictions By Verona Trace. And That You Acknowledge You Are Aware Of The Consequences Of Non- Compliance:

_____/_____
Signature Date

Verona Trace Address