

Pine Ridge POA Procedure for Tenant Screening

January 24, 2018

Pine Ridge Property Owner's Association, Inc is charged with accepting application (s) from the property owner who is wishing to lease their home as per section 2.04 of the Pine Ridge Declaration of Restrictions. Additionally, the board referred to herein as the "board" has the authority to conduct a background check on all potential tenants or occupants as well as collect data as stated in the Deed restrictions to insure the appropriateness of the rental, and its terms.

The board directs management to seek a background check through Researcher's Associates, Inc. using their form. The cost for each adult person's background check is \$60.00; this fee will be waived if the following conditions are presented: 1) an applicant is already a owner of property within Pine Ridge Estates and/or is having their home built 2) a full nationwide criminal background check is rendered to the association by the property owners managing agent. The board charges management with the ability to make approvals, unless management finds that they are unable to complete this process with the information that was provided. If the application is referred to the board, it will be reviewed within 60 days of the initial submission to the office. The board will follow all applicable guidelines for approval as stated under 2.04 (1-8).

Once approved the rental application adopted by the board will be used and both the owner and tenant (s) will have to participate with executing and returning the application along with executed lease agreement.

These procedures may be amended from time to time at the boards' direction.

Adopted by the Board of Directors PRPOA, Inc.

Adopted at the 1.24.18 board meeting.

**PINE RIDGE PROPERTY OWNER'S ASSOCIATION, INC.
TENANT REGISTRATION FORM**

Pine Ridge Property address:

Owner Name: _____

Owner's mailing address:

Phone Number: _____ Alt. Number: _____

I (____) do currently rent/lease the above-mentioned property. * Initial in the space provided

As per 2.04 first paragraph as well as sections 1-8 of the Amendment, Unified, and Complete Reinstatement of the declaration of restrictions dated 10.13.15 of the Pine Ridge Property Owner's Association, Inc.

- Owners shall provide an acknowledgment, signed by the tenant on his or her own behalf and on the behalf of any other occupants that they agree to abide by and adhere to the terms and conditions of the Declaration of Covenants, Conditions and Restrictions and all rules, regulations and policies of the Association and that the residence will not be subleased or rooms will not be rented.

I/We hereby notify the Pine Ridge Property Owner's Association Inc. herein referred to as the (Association) of the rental on the above-mentioned property. I agree to abide by the conditions listed herein. I understand that I am responsible for my tenant's compliance with the Declaration, By-Laws and the rules and regulations of the Pine Ridge Property Owner's Association, Inc and that it is my responsibility to provide tenants with a copy of these documents and to inform them that they are subject to and are obligated to observe these provisions. I/We further understand that the Association may levy a fine for any violation of the rules, regulations and restrictive covenants of the Association, including, but not limited to, the failure to provide a list of the names of the tenants and occupants.

Signature(s) of Owner (s) _____ Date _____

Authorized Agent/Witness _____ Date _____

Rental Period: Beginning _____ Ending _____
Month/Day/Year Month/Day/Year

Who Will Occupy Residents?

Name	Age(if child)
Occupant #1	
Occupant#2	
Occupant#3	
Occupant#4	

Please register household pets with the office or at www.pineridgeassn.com under pet registration.

Phone number _____ Alt. number _____

Permanent Address (if different) _____

I/we the tenant's of the above noted property agree that all Pine Ridge Property Owner's Association, Inc. rules, regulations and restrictive covenants will be strictly observed by all occupants of said property.

Tenant's Signature: _____ date: _____

Tenant's Signature: _____ date: _____

Tenant's Signature: _____ date: _____

Please return the completed form and a copy of your Lease Agreement to

Pine Ridge Property Owner's Association, Inc
5690 W. Pine Ridge Blvd.
Beverly Hills, FL 34465
352-746-0899