

# **BENCHMARK** PROPERTY MANAGEMENT, INC.

7932 Wiles Road · Coral Springs, Florida 33067 · Tel. (954) 344-5353 · Fax (954) 344-5399 · www.benchmarkpm.com

## LEASE APPLICATION PROCESS

**-URGENT-**

If your Lease application is incomplete, it will be returned to you by mail along with any fee you may have submitted, and a list of the missing items.

You may then complete the application and re-submit it together with the required fee.

Please provide the name and address which you would like us to use if the application is incomplete and must be returned to you.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

If you do not fill in the information above, we will use the best address available on the application which you submitted.

Initial \_\_\_\_ / \_\_\_\_

**PORT ANTIGUA AT CORAL BAY VILLAGE ASSOCIATION, INC.**

**(Homeowner's Association)**

c/o Benchmark Property Management, Inc.

7932 Wiles Road

Coral Springs, Florida 33067

(954) 344-5353 Fax (954) 344-5399

Dear Tenant Applicant(s),

**Please complete and submit the enclosed Lease application together with a Non-refundable fee \$100.00 per person over 18 years of age. The fee must be in the form of a money order or bank check made payable to Benchmark Property Management (cash and personal checks will not be accepted). All paperwork MUST be COMPLETED IN FULL. Incomplete paperwork will result in delaying the application process or immediate denial.**

In addition to the application, the Association requires the following information to be provided by the applicant:

- 1. Copy of all occupants' driver's licenses, vehicle registration(s) and Auto Insurance.**
- 2. A recent photograph of all pets that will live in the unit.**
- 3. A legible copy of the lease.**
- 4. Married couples that do not share the same last name must provide proof of marriage or be required to submit \$100, per individual, as an application fee. No exceptions.**

**PLEASE NOTE THERE IS A MINIMUM CREDIT SCORE OF 670 REQUIRED.**

**The application process shall take approximately 2 to 3 weeks. However, failure to submit the necessary documents will result in a delay in your application process.**

The application may be mailed or hand-delivered to:

Benchmark Property Management, Inc.

7932 Wiles Road

Coral Springs, Florida 33067

Attention: Heather Bramos

We thank you for your cooperation and look forward to meeting with you.  
Port Antigua at Coral Bay Village Board of Directors

Initial \_\_\_\_ / \_\_\_\_

**PORT ANTIGUA AT CORAL BAY VILLAGE ASSOCIATION, INC.**  
**(Homeowner's Association)**  
Benchmark Property Management, Inc.

Name of Applicant: \_\_\_\_\_ SS# \_\_\_\_\_ Age \_\_\_\_\_

Spouses Name: \_\_\_\_\_ SS# \_\_\_\_\_ Age \_\_\_\_\_

Applicants Address: \_\_\_\_\_ Phone # \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Lease Application: Rental Period: FROM \_\_\_\_\_ TO \_\_\_\_\_

**PLEASE LIST ALL OCCUPANTS WHO WILL RESIDE IN THE UNIT, IF APPROVED:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ DOB: \_\_\_\_\_

**IN THE CASE OF AN EMERGENCY, PLEASE NOTIFY:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

**NAME OF ATTORNEY OR REALTOR: (CIRCLE ONE):**

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

Local Phone #: \_\_\_\_\_

**SOCIAL REFERENCES:** (List 3 with complete name and phone #'s) — NO FAMILY MEMBERS PLEASE!

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**BANK &/OR CREDIT REFERENCES:** (List 2 with complete addresses and account numbers)

1) \_\_\_\_\_ Account #: \_\_\_\_\_

2) \_\_\_\_\_ Account #: \_\_\_\_\_

**VEHICLE INFORMATION:** (List all vehicles you intend to park on the property.)

Year/Make/Model \_\_\_\_\_ License/State/Number \_\_\_\_\_

Year/Make/Model \_\_\_\_\_ License/State/Number \_\_\_\_\_

Year/Make/Model \_\_\_\_\_ License/State/Number \_\_\_\_\_

Initial \_\_\_\_\_ / \_\_\_\_\_

**\$100.00 APPLICATION FEE AND A COPY OF THE LEASE AGREEMENT MUST ACCOMPANY APPLICATION BEFORE THE PROCESSING CAN BEGIN. OTHER FEES MAY APPLY PER THE TERMS OF THE APPLICATION.**

**Please pay attention to the following: SUBLEASING IS NOT ALLOWED. LEASE RENEWALS MUST ALSO RECEIVE BOARD OF DIRECTORS APPROVAL OR TENANT MAY BE SUBJECT TO EVICTION.**

a) I/We hereby authorize Port Antigua at Coral Bay Village Association, Inc. and/or their attorney or representative, access to any and all information they request concerning my banking, credit, residence, employment and background in reference with or to my/our application made for residence.

b) I/We have completed this application truthfully and accurately. I am aware that if any information on this application is found to be untrue that it may result in the application to the Association not being approved -OR- if found to be untrue after approval, applicants may be subject to EVICTION.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Initial \_\_\_\_ / \_\_\_\_

# BENCHMARK PROPERTY MANAGEMENT, INC.

7932 Wiles Road - Coral Springs, Florida 33067 • Tel. (954) 344-5353 • Fax (954) 344-5399 [www.benchmarkpm.com](http://www.benchmarkpm.com)

## Authorization to Perform Background Check

I hereby authorize Benchmark Property Management, Inc., as agent for Port Antigua at Coral Bay Village Association, Inc. (herein the "Association"), to obtain a consumer report, and any other information deemed necessary by the Association, for the purpose of the Association evaluating my application. I understand that such information may include, but is not limited to, my credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, banking information and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with an update, renewal, extension or collection with respect to or in connection with the lease of a residence for which this application was made. I hereby expressly release Benchmark Property Management, Inc. and any procurer or furnisher of information, from any liability what-so-ever in the use, procurement, or furnishing of such information, and understand that my application information, including Social Security Number, shall remain confidential except through court order or subpoena as provided under relevant law.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Initial \_\_\_\_ / \_\_\_\_

**PORT ANTIGUA AT CORAL BAY VILLAGE ASSOCIATION, INC.**

**(Homeowner's Association)**

c/o Benchmark Property Management, Inc.

7932 Wiles Road

Coral Springs, Florida 33067

(954) 344-5353 Fax (954) 344-5399

**PET REGISTRATION FORM**

Owner: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

**MAXIMUM TWO PETS PER HOUSEHOLD PERMITTED.**

Pets Name: \_\_\_\_\_ Breed of Pet: \_\_\_\_\_

Pets Color: \_\_\_\_\_ Weight at full Growth: \_\_\_\_\_

Pets Name: \_\_\_\_\_ Breed of Pet: \_\_\_\_\_

Pets Color: \_\_\_\_\_ Weight at full Growth: \_\_\_\_\_

**PLEASE INCLUDE PHOTO OF PET(S) FOR IDENTIFICATION PURPOSES**

**I DO NOT OWN A PET – Check Box**

Please remember all dog(s) are to be walked on a leash. Person walking dog(s) is responsible for picking up the dog's waste. Cats are to be kept indoors and not allowed to be let outdoors to roam free. All Pet Owners are subject to the laws of the City of Margate and Broward County, regarding licensing and vaccinations of their Pets.

By my signature below, I verify that I have read and understand the above and will abide by the Rules and Regulations of Port Antigua at Coral Bay Village Association, Inc.

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Sign: \_\_\_\_\_

**FORMS MUST BE SIGNED WHETHER YOU HAVE A PET OR NOT**

Initial \_\_\_\_ / \_\_\_\_

**PORT ANTIGUA AT CORAL BAY VILLAGE ASSOCIATION, INC.  
(Homeowner's Association)**

**RULES & REGULATIONS**

Coral Bay is a Community Development District (CDD) that contains 8 separate Homeowners' Associations (HOA's). Coral Bay has its own web site:

[coralbaycdd.com](http://coralbaycdd.com)

That web site contains information about Coral Bay, including what a CDD is. It is important that you understand that Coral Bay's HOA's neither own nor are responsible for any of the common property in Coral Bay. You will therefore be expected to abide by the rules and regulations for both the CDD and the Port Antigua HOA.

The CDD Rules and Regulations may be found by going to the Coral Bay web site noted above and clicking on the "CDD Rules" portion of the blue strip just below the Coral Bay Community Development District title on the page, or by going directly to:

[coralbaycdd.com/CB\\_CDD\\_Rules.htm](http://coralbaycdd.com/CB_CDD_Rules.htm)

The CDD rules include, but are not limited to, the gates, parking on the CDD property (also refer to the Port Antigua rules for other parking information), the lake, the parks and pools, the clubhouse and the other CDD facilities and property.

The Rules and Regulations for Port Antigua may be found by first going to the main Coral Bay web site, clicking on the "HOA's" portion of the blue strip just below the Coral Bay Community Development District title on the page, scrolling down to the section for Port Antigua and clicking on "Port Antigua Declarations of Covenants, Conditions and Restrictions (PDF)" ... or by going directly to:

[coralbaycdd.com/HOA/Port\\_Antigua/PortAntigua\\_Dec\\_Cov.pdf](http://coralbaycdd.com/HOA/Port_Antigua/PortAntigua_Dec_Cov.pdf)

**PROOF OF RECEIPT OF RULES & REGULATIONS**

I acknowledge that I (we) have read the RULES & REGULATIONS of both the CDD & the PORT ANTIGUA AT CORAL BAY VILLAGE ASSOCIATION, INC. (HOMEOWNERS ASSOCIATION) either by visiting the [hyper-links](#) provided above -OR- by requesting written RULES & REGULATIONS from Benchmark Property Management.

I (we) further agree to abide by the RULES & REGULATIONS of both the CDD & the PORT ANTIGUA AT CORAL BAY VILLAGE ASSOCIATION, INC. (HOMEOWNER'S ASSOCIATION)

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Initial \_\_\_\_\_ / \_\_\_\_\_

## APPLICATION ESSENTIALS

Benchmark Property Management, Inc. coordinates the application process for the transfer of units by lease on behalf of our client associations. In performing this service we have too often noted that unit owners, prospective tenants, and real estate agents, title companies, mortgage brokers, etc. lack an understanding of the association's obligations and rights and the role that Benchmark plays in the process. This notice is intended to provide you with an overview of the application and approval/denial process. If you adhere to the following guidelines the process will be completed in the most timely and efficient manner possible.

1. Please remember that the association's rights and obligations are set forth in their governing documents. Both the Board of Directors and Benchmark are required to abide by those requirements.
2. Benchmark is an agent of the association and acts only under the instructions of the Board of Directors. Benchmark has no decision making power.
3. The amount of time in which the association is required to act upon an application is set forth in their governing documents. Please expect the association to use the full amount of time allowed to render its decision on any application.
4. The clock does not begin to run when we receive the application, but rather, the time allowed for the process begins to run only when we have received a completed application and all of the other supplemental information that may be required including all applicable fees.
5. If the application is not complete or additional information is needed our office will contact you to advise you of any deficiencies. At that point, the clock will stop and will only restart after you have submitted the additional information.
6. When we have received all of the required materials we will forward the entire application package to the Board of Directors for their review and decision.
7. The effective date of a lease has no bearing whatsoever on the time allotted for the board to render its decision. In planning your transaction schedule you should expect the association to use the full amount of time allowed.
8. **PLEASE DO NOT CONTACT OUR OFFICE FOR AN UPDATE OR A REPORT ON THE STATUS OF YOUR APPLICATION.** Doing so will only slow the process. If we need to contact you we will do so without delay. Rest assured that when the Board of Directors has made its decision it will be provided to you within the required time.

We do not provide priority processing; however your full cooperation with the foregoing will expedite the process.

Benchmark Property Management, Inc.

Initial \_\_\_\_\_ / \_\_\_\_\_