

ARBOR COURTS AT JACARANDA
c/o J & L Property Management, Inc.
10191 West Sample Road, Suite 203
Coral Springs, FL 33065
Phone: (954) 753-7966 Fax: (954) 753-1210

OCCUPANCY PROCEDURES

Enclosed are the following:

- Association Rules & Regulations
- Rules and Regulations Acceptance Form
- Vehicle Information Form
- Homeowner/Applicant Contact Information Form
- Lease Addendum signed by the owner and tenant

Please COMPLETE / SIGN forms listed above (Please keep the Rules and Regulations for your records). Return all completed forms along with a copy of the fully executed Lease to:

J&L Property Management
10191 West Sample Road, Suite 203
Coral Springs, FL 33065
Attention: Arleth

RENTING OR LEASING PROPERTY

Please notify J&L Property Management if you renew your Lease within 60 days of your current Lease expiration. A Lease Renewal or Updated Lease AND a Lease Addendum will be required to be submitted and approved by the Board of Directors.

Thank you very much for your cooperation in these matters. If you have any questions, please email at SalesandLeasing@JLPropertyMgmt.com.

I/We have read, understand and agree to comply with the procedures specified above and I/We are aware that only 2 vehicles will be allowed per unit. Guest parking are only for guests.
TENANT NAME(S):

Signature

Signature

Print Name

Print Name

Owner

Parking Space #1: _____

Print Name

Parking Space #2: _____

ARBOR COURTS AT JACARANDA

RULES AND REGULATIONS

The following Rules and Regulations have been established by The Board of Directors to preserve the quality of living and beauty of the community for owners, their guests and tenants.

1. Written Notice must be given to the Association along with any required information each time a unit owner leases a unit to a tenant. No owner may lease their unit for a term of less than three (3) months or for a term of more than twelve (12) months. Should a premature termination of an existing lease occur, a second lease is permitted within the original twelve month term. The new tenants will be required to complete the application package and submit a copy of the Lease. At the end of a Lease term the Association must receive a copy of the Lease Renewal or extension of Lease. Lease renewals are subject to Board approval.
2. No building, wall, fence, screen or other structure or improvement of any nature may be erected, placed, or altered on any lot. Aluminum foil, sheets, blankets, newspaper or any other paper covering may not be placed in any windows at any time.
3. No furniture, bicycles, BBQ's, toys, trash, garbage cans or any type of equipment or objects may be placed on patios except customary outdoor furniture unless concealed from view of the road frontage.

4. Each unit has two (2) assigned parking spaces. Please advise your guests or visitors to park in one of your assigned spaces or in a space marked “guest”. Trucks, trailers (of any sort), boats, vans, campers, mobile homes, motor homes and commercial vehicles are not permitted to be parked or stored at Arbor Courts. This prohibition of parking shall not apply to the temporary parking of trucks and commercial vehicles in the course of business such as for pick up, delivery and commercial services. Double parking and parking on curbs is NOT permitted. Vehicles should be parked in designated parking spots only.

5. No clothing, laundry or wash shall be aired or dried on any portion of any lot in an area exposed to view from any other lot, dwelling unit or common area or roadway.

6. No signs or advertising the sale, lease or rental of any property or unit and no political sign, advertising or commercial signs shall be placed, posted, displayed, inscribed, or affixed to or be visible from the exterior of a unit, or upon any property without the prior written consent of the Master Association and of which must be in accordance with the City of Plantation ordinances.

7. For the health, safety and security of all of our residents and furry friends, pets must be walked with a leash at all times. Broward County and the City of Plantation have ordinances requiring dogs to be restrained when not confined to your property. If you have a cat, please be sure to keep the cat indoors. Cats found roaming the community will be caught by animal control. Also, we ask that you please pick up after your pet. There are two (2) pet stations with doggy waste bags in the Arbor Courts Community for your convenience. No animals, livestock or poultry of any kind shall be permitted within the subject property except for common household pets. Household pets must not be kept or maintained for commercial purposes. Household pets must not be a nuisance or annoyance to any other residents. The Master Association has the authority to immediately and permanently remove any household pet due to any violation of this paragraph.

8. The City of Plantation has specific guidelines for the disposal and pick up of garbage, trash and bulk items. Garbage may **ONLY** be placed in **City of Plantation Blue Bags. Recycle waste must be placed in City of Plantation Clear Recycle Bags.** Pick up days are on Wednesdays for Garbage and Recycles and Saturdays for garbage only. **NO OTHER BAGS WILL BE PICKED UP!** Please place your garbage in the designated area by 7 am on Wednesday and/or Saturday if possible. Please see the attached Newsletter for further instructions for bulk pick up and tree trimmings.

ACKNOWLEDGEMENT/ACCEPTANCE FORM

Lessee(s) acknowledges that I/we have received a copy of the Rules and Regulations for **ARBOR COURTS** and I/we have read them in full and thoroughly understand their intent and will abide by them.

Print Name

Signature

Date

Print Name

Signature

Date

Property Address



Vehicle Registration Form



**** Please Print Clearly ****

Name of Occupant:

Address:

Phone Number: _____ Number of Drivers in Unit: _____



#1: Vehicle Owner Name: _____

Make: Model: Year: Color: Plate #:

#2: Vehicle Owner Name: _____

Make: Model: Year: Color: Plate#:



Signature

HOMEOWNER/TENANT
CONTACT INFORMATION

PROPERTY ADDRESS: _____

REQUIRED:

Homeowner Email: _____

REQUIRED:

Tenant's Email: _____

TENANT MAILING ADDRESS (if different than property address)

ADDENDUM TO LEASE AGREEMENT

COMES NOW _____, THIS Landlord (Unit Owner) and _____, the Tenant, and hereby enters into this Lease Addendum regarding Unit _____ Located at _____.

WHEREAS, the ARBOR COURTS AT JACARANDA HOMEOWNERS ASSOCIATION, INC. , has required that as a condition to Lease Approval of the above-referenced Tenant, this Lease Addendum must be executed and attached to the Lease Agreement between the Landlord and the Tenant dated the _____ day of _____, 20__.

WHEREAS, the primary purpose of the Lease Addendum is to provide the ARBOR COURTS AT JACARANDA HOMEOWNERS' ASSOCIATION, INC., with reasonable assurance that all Maintenance Assessments will be paid in accordance with the Declaration of Condominium and related documents,

NOW THEREFORE, in consideration for the Leas Approval, and other valuable consideration, which is acknowledged by the undersigned, the Parties here agree as follows:

1. It shall be the absolute duty of the Landlord to remind all Maintenance Assessments, Special Assessments and other charges assessed on the unit herein by ARBOR COURTS AT JACARANDA HOMEOWNERS' ASSOCIATION, INC., in a timely fashion in accordance with the Declaration of Condominium and related documents;
2. In the event that the Landlord shall be delinquent in any of the assessments set forth in Paragraph 1 above, then the ARBOR COURTS AT JACARANDA HOMEOWNERS ASSOCIATION, INC., shall have the right to notify the Tenant as to the Default by the Landlord on the payment of any assessment by giving the Tenant written notice of the Default. Said written notice shall be signed by the President of ARBOR COURTS AT JACARANDA HOMEOWNERS ASSOCIATION, INC., and attested by the Secretary. The notice shall state with particularity the amount of the assessment due, and the date that the assessment was due.
3. Upon the Tenant paying the following months' rent after receiving written notice as stated about in Paragraph 2, the Tenant shall deduct from the monthly rent the amount set forth in the written notice, and remit this amount directly to ARBOR COURTS AT JACARANDA HOMEOWNERS' ASSOCIATION, INC., for satisfaction of the Landlords assessment. In the event that the Tenant fails to remit the amount as set forth in the written notice, as required in Paragraph 2 above, then ARBOR COURTS AT JACARANDA HOMEOWNERS' ASSOCIATION, INC., shall have all right in law or equity, as if ARBOR COURTS AT JACARADA HOMEOWNERS' ASSOCIATION, INC., was in fact the Landlord herein. ARBOR COURTS AT JACARADA HOMEOWNERS ASSOCIATION, INC., shall cause a copy of the written notice to the Tenant to be mailed to the Landlord.
4. The Landlord hereby recognizes that payment to the Association for any assessment due, shall be considered to be rent paid by the Tenant under the Lease Agreement. So long as the Tenant remits the balance of the rent in a timely fashion under the Lease Agreement to the Landlord, then the Landlord shall not have the right of Tenant Eviction for failure to pay rent.

5. Any action taken by ARBOR COURTS AT JACARANADA HOMEOWNERS' ASSOCIATION, INC., shall not be construed as a waiver of its rights under the Declaration, Articles of Incorporation, By-Laws, Rules and Regulations and any Amendments to the foregoing, if any.

Dated this _____ day of _____, 20__.

IN WITNESS WHEREOF:

LANDLORD:

Dated this _____ day of _____, 20__.

TENANT:

