



APPLICATION FOR APPROVAL OF LEASE OR OCCUPANCY FOR ALL BELLA VILLINO ASSOCIATIONS, SALE, OR TRANSFER FOR BELLA VILLINO I, II, III, IV, V AND VI

IMPORTANT GUIDELINES:

- **Applications for lease must be submitted by the owner or owner’s agent. Management agreement may be required.**
- **Mail, email, or deliver in person to Bella Villino Community Association.**
- **Processing may take up to 20 days.**
- **Approval is mandatory prior to moving in or closing.**

___ PAYMENT: A non-refundable fee of \$150.00 for EACH APPLICANT, spouses or a parent or parents and any dependent children are considered one applicant. Checks should be made out to Bella Villino Community Association. Payment by check only.

___ BACKGROUND RELEASE FORM & ID: A background and credit check will be performed on every adult (18 years & older) listed on lease or sales contract. A completed background release form and government issue photo ID must be submitted to perform these checks.

___ COMPLETED APPLICATION: All adults 18 and older must be listed on application. Additional applications may be required.

___ PROPOSED LEASE or SALES CONTRACT: A copy of the proposed lease or sales contract must accompany the application.

******By submitting this application, all applicants agree to abide by all Association documents, rules & regulations and understand that you are responsible for all tenants and guests. All leases must have a 6-month minimum.**

DATE COMPLETED APPLICATION WAS SUBMITTED TO BELLA VILLINO MANAGEMENT OFFICE:

MEANS SUBMITTED: EMAIL _____ IN PERSON _____ BY MAIL _____

Please retain this page for your records.



APPLICATION FOR APPROVAL OF LEASE, OCCUPANCY, SALE, OR TRANSFER

****Please follow the instruction sheet carefully, incomplete applications will not be accepted. ****

Type (choose 1) Lease _____ Purchase _____ or Occupancy _____ of Unit # _____

Lease term: _____ to _____ or closing Date: _____

Current Owner or Landlord Name: _____

Phone: _____ Email _____

Applicant Information – Please print

Applicant Name	Co-Applicant Name
Primary Contact #	Primary Contact #
Email	Email
Current Mailing Address	Current Mailing Address
City-State-Zip	City-State-Zip
Emergency Contact name & phone	Emergency Contact name & phone
Marital Status Married () Single ()	Marital Status Married () Single ()

Other Persons who will occupy the unit with you for 30 days or more in a calendar year. If 18 or older a separate application and background release form must be completed.

Name	Relationship	DOB
Name	Relationship	DOB
Name	Relationship	DOB



Employment History

ARE YOU: Self-Employed? Yes () No () Retired? Yes () No ()

Employer	Co-Applicant / Spouse Employer
City-State-Zip	City-State-Zip
Phone #	Phone #
Employed from	Employed from
Department or position	Department or position
Monthly Income	Monthly Income

Vehicle Information: Number of Vehicles: _____

Make	Model	Color	State	Tag #
Make	Model	Color	State	Tag #
Make	Model	Color	State	Tag #

Do you have a pet(s) Yes _____ No _____ Number of pets _____

#1

Type	Weight
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#2

Type	Weight
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I have received the Rules and Regulations of Bella Villino Condominium Association and the appropriate phase. I understand that violations of these rules may result in fines, suspension of amenity use, and/or eviction. All leases are for a minimum of 6 months. No additional occupants may reside in the unit more than 30 days per calendar year without prior Association approval.

Action of Board: Approved: Denied: Date: _____ By: _____

Reason for Denial: _____



Canadian Applicants please use the Consumer/Canadian Request Form

AUTHORIZATION FOR VERIFICATION OF INFORMATION FOR CREDIT REPORT, PUBLIC RECORDS, RENTAL OR LEASE HISTORY AND EMPLOYMENT VERIFICATION

Each applicant must complete this form. Use additional forms as needed.

“I hereby authorize Bella Villino Community Association to obtain a consumer report, and any other information it deems necessary for the purpose of evaluation of my application. I understand that such information may include, but is not limited to, credit history, civil and criminal information, records of arrest, rental history, employment/salary details, vehicle records, licensing records, and/or any other necessary information. I understand that subsequent consumer reports may be obtained and utilized under this authorization in connection with the update, renewal, extension, or collection with respect or in connection with the rental or lease of residence for which this application was made. I hereby expressly release Bella Villino Condominium Association, 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 may be provided to various local, state, and/or federal government agencies including without limitation, various law enforcement agencies.”

Applicant 1: Full Legal Name _____

Social Security #: _____ Date of Birth: _____

Dr. License # _____ State: _____ Exp. Date: _____

Applicant 2: Full Legal Name _____

Social Security #: _____ Date of Birth: _____

Dr. License # _____ State: _____ Exp. Date: _____

Current Address: _____

Current Rent/Mortgage Payment _____ Current Household Income _____

Have you ever been convicted of a crime other than minor traffic violation? _____

Have you ever been evicted? _____ Filed Bankruptcy? _____

If yes, please give an explanation below. Attach additional sheet if necessary.

**Copy of government issued picture ID is required to process background and credit check. **

Signature Applicant 1: _____ Date: _____

Signature Applicant 2: _____ Date: _____



BELLA VILLINO CONDOMINIUM ASSOCIATION APPLICANT CHECKLIST

Please **initial** items below that you understand and agree to the follow.

- Acknowledge that all occupants of the unit and guests of the occupant are bound by and obliged to comply with the association’s governing documents and regulations.
- I/we will not sub-let my unit.
- I/we agree to obtain and maintain a tenant’s dwelling insurance policy.
- I/we agree not to plug appliances or any other electrical devices into the garage door opener electrical outlet if a garage is part of my rental unit lease.
- I/we agree to provide management with a key so that in an emergency access may be had to the unit.
- I/we agree to give a new copy of the door key or access code to management in the event I change the lock or code.
- I agree to report changes of my e-mail address, phone number, and/or automobile or license plate to management in a timely manner.
- Acknowledge that consumption of alcohol is not permitted in any of the common areas of Bella Villino, including the BBQ, pool, and club house area.
- Acknowledge that smoking is not permitted in any of the common areas of Bella Villino, including the pool and club house area.
- Acknowledge that no glass containers are allowed in the pool area or around the B-B-Q areas.
- Acknowledge that babies and young children must wear swim diapers in the pool. Children under 14 must be accompanied by an adult at the pool.
- Acknowledge that any vehicle that I keep on the property will be operable, have current license tags and be considered street legal and that I may not keep a vehicle with excessive body damage, rust or large “for sale” notice in carports or other outside parking areas.
- Acknowledge that I may not overnight park recreational vehicles, motor homes or campers for more than 48 hours. This would be to load or unload the vehicles going on or coming from a trip.
- Acknowledge that I may not overnight park commercial vehicles, box trucks, vehicles with ladder racks and/or exposed tools, boats, or trailers in the common areas of carports. Any vehicle bearing a non-removable or non-coverable sign advertising a business is considered a commercial vehicle. Removable signs must be removed, or the signs must be covered for overnight outside parking.
- Acknowledge that I shall not allow any type of garbage or refuse to accumulate in outside hallways, truck beds or other than appropriate receptacles.
- Acknowledge that all trash, including but not limited to, gum, cigarette butts, food wrappers, are to be disposed of in proper refuse containers. They are not to be thrown on the ground or in the bushes.
- Acknowledge that heightened noise restrictions are in force between the hours of 10:00 pm through to the following 7:00 am. These restrictions apply to any loud and disruptive behavior in the common elements, parking areas, hallways, stairways, and emanating from within units.
- Acknowledge that the speed limit through the Association’s property is to be always observed and all traffic signs and posted directives must also always be observed.
- Acknowledge that residents and their guests are prohibited from carrying any type of firearm or lethal weapon while in the Association’s common areas.
- I acknowledge if my pet(s) cause a nuisance, the Board of Directors may require me to remove the pet from the property. I agree to pick up dog waste from my dog, promptly and to discard it in appropriate receptacles.
- Acknowledge that it is expressly stated in the Rules and Regulations that this is a family community and appropriate attire, conduct and language are always expected in all common areas.

Applicant 1: _____ Date: _____
Signature

Applicant 2: _____ Date: _____
Signature