

GARDEN HOMES AT COUNTRY ISLES

Maintenance Association, Inc.
P.O. Box 267426
Weston, FL 33326

INSTRUCTIONS FOR LEASE APPLICATIONS – REVISED 7/29/2026

NOTICE: At a meeting held on August 28, 2018, the Board of Directors required a minimum credit score of 650 per applicant for all new lease applications. Renewals may require this minimum credit score. Please check with Management on each Renewal Lease prior to executing.

IMPORTANT: Failure on the part of a Landlord to process their new tenant in accordance with the Association's Documents and Rules and Regulations, Article IX, Section 2, Page 22, as amended which require an application to be submitted not less than thirty (30) days from the commencement of the proposed lease or renewal of the lease will lead to fines being imposed in accordance with Florida Statute 720.305, (2) General Provisions, Chapter 720 – Homeowner's Association. The persons violating the Association's Documents, or the Rules and Regulations of the Community, may be fined as much as \$ 100.00 per day for EACH day of a violation, up to a total of \$ 1,000.00 for EACH violation.

Enclosed please find the current application for the leasing of your Unit at Garden Homes at Country Isles. The application must be completed in its entirety and **the original must be returned** to the Property Management Company, RSN Management Services, Inc., either in person (see # 9) or by mailing c/o the above referenced P.O. Box, for processing. Incomplete applications will not be processed.

The Application Package must be received, and the tenant approved, prior to allowing the tenant to move into your Unit.

- I. **Application** – each applicant must complete the application with all questions answered in full. Applicants must sign the Application. Applications submitted incomplete will be denied. Each occupant over the age of eighteen (18) residing in the unit must also complete the pertinent provisions of the application for rental. Any false or misleading information will be grounds for immediate denial.
- II. **Screening Costs** – Effective Sept. 1, 2019, a check in the amount of \$ 100.00 for **each adult occupant**, payable to RSN Management Services Inc, must accompany the application for conducting a background screening. Every occupant over the age of eighteen(18) must have a screening and thus must complete all sections on application. If necessary, use multiple copies of applicable pages.
- III. **Identification** – a copy of applicant's driver's license **is** required for each adult and must be submitted with the application. Additional identification required for all applicants born outside of the US. Current VISA or Green Card or US Passport are required in order to conduct Global Criminal screening. Please note that the Association will not allow drivers with suspended/revoked/canceled licenses to drive on the roads within the Association.
- IV. **Rental Contract** - Each application must include a copy of the executed Rental Lease. No Lease term for less than one year is allowed. No month to month lease allowed. Pursuant to Article IX Section 2(d), approval for renewals for a lease must be submitted not less than thirty (30) days prior to the end of the current lease expiring.
- V. **Lease Addendum** is required by The Garden Homes at Country Isles Homeowner's Association Declaration, Article IX, Section 2, Page 22, must be included as part of the executed Rental Lease. **Both the Owner and the Tenant must sign the Addendum.**
- VI. **Security Deposit** - There is a One Thousand Dollars (\$1,000.00) security deposit that must be furnished by the Owner made payable to Garden Homes at Country Isles. This deposit will be held in escrow for the duration of time that the home is rented (no per tenant). The cost of repairing any damage to the common areas resulting from the misconduct of the tenant will be deducted from the One Thousand Dollars (\$1,000.00) deposit or a deduction will be made for any outstanding delinquent assessments. Refunds of security deposit are eligible only upon sale of home or if the owner moves back into the home and must be submitted in writing via Certified Mail AFTER one of these qualifying events occur.
- VII. **Rules and Regulations + Parking Rules + BY-LAWS** - Attached are two (2) pages each of the Community's Rules and Regulations and By-Laws, plus one page of Parking Rules. By signing the Lease Addendum, the Owner and the Tenant agrees to having received and read these pages and will comply with these Rules. **DO NOT RETURN THESE DOCUMENTS WITH APPLICATION**
- VIII. **SUBMITTAL PROCEDURES** - All documentation must be submitted by the owner or the owner's legal representative in **HARD COPY only**. No emailed applications will be accepted. No documentation submitted by or communication with prospective tenants is allowed.
- IX. **PROCESSING TIME – 14 DAYS minimum.** Compliance with Broward County Ordinance 16 ½-35.6 is mandatory.

All information requested is by the authorization of Garden Homes at Country Isles Maintenance Association, Inc. and applicable Association covering Documents, Rules and Regulations.

The Board of Directors

GARDEN HOMES AT COUNTRY ISLES

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APPLICATION FOR RENTAL – Revised 7/29/2026

UNIT #: _____ Owner Name: _____

Owner Current Address: _____ (Cell) _____

Name of Tenant (s): _____

Lease Period: _____ (start) _____ (end)

Realtor / Agent: _____ Tel : _____ Email: _____

Mandatory: Initial lease for one (1) year required + Renewal request Thirty (3) days prior to executing contract

Owner Deposit of \$ 1,000.00: On File: **(YES) or (NO)** If no, attached Check # _____ Dated: _____

MILITARY PERSONNEL DISCLOSURE: APPLICANT IS CURRENT MILITARY YES _____ NO _____

PERSONAL INFORMATION OF APPLICANTS

Applicant # 1: Name: _____
(Last) (First) (Middle)

DOB: _____ Place of Birth: _____

SSN: _____ Drivers License: _____
(Legible copy must accompany application)

Marital Status: _____ D/L State: _____ Expiration: _____

Current Address: _____

Dates of Residency: From _____ To _____ Rent/Mtg. Amount: _____/mo

Previous Address: _____

Dates of Residency: From _____ To _____ Rent/Mtg. Amount: _____/mo

Tel # _____ Email: _____

Applicant # 2: Relationship to # 1: Spouse _____ Family _____ Roommate _____

Name: _____
(Last) (First) (Middle)

DOB: _____ Place of Birth: _____

SSN: _____ Drivers License: _____
(Legible copy must accompany application)

Marital Status: _____ D/L State: _____ Expiration: _____

Current Address: _____

Dates of Residency: From _____ To _____ Rent/Mtg. Amount: _____/mo

Previous Address: _____

Dates of Residency: From _____ To _____ Rent/Mtg. Amount: _____/mo

Tel # _____ Email: _____

Number of people who will occupy: Adults (over 18): _____ Children: _____ Pets: _____

Name and DOB for all tenants other than Applicants:

Name: _____ DOB: _____ Relationship: _____

Name: _____ DOB: _____ Relationship: _____

Name: _____ DOB: _____ Relationship: _____

Name: _____ DOB: _____ Relationship: _____

Description of each pet listed above:

In case of emergency, Notify (Name, Address, Tel): _____

CURRENT LANDLORD INFORMATION (To be completed by Applicant)

Name: _____ Tel: _____

Address: _____

PREVIOUS LANDLORD INFORMATION (To be completed by Applicant)

Name: _____ Tel: _____

Address: _____

APPLICANT EMPLOYMENT INFORMATION (if necessary, use additional pages)

TENANT # 1:

Company: _____ Supervisor: _____

Address: _____

Tel: _____ Fax: _____

Position: _____ Years Employed: _____ Salary: _____

TENANT # 2:

Company: _____ Supervisor: _____

Address: _____

Tel: _____ Fax: _____

Position: _____ Years Employed: _____ Salary: _____

The Occupants over the age of eighteen (18) must also complete the following as below:

PERSONAL INFORMATION OF OCCUPANT #1

Applicant # 1: Name: _____
(Last) (First) (Middle)

DOB: _____ Place of Birth: _____

SSN: _____ Driver's License: _____
(Legible copy must accompany application)

Marital Status: _____ D/L State: _____ Expiration: _____

Current Address: _____

Dates of Residency: From _____ To _____

PERSONAL INFORMATION OF OCCUPANT #2

Applicant # 1: Name: _____
(Last) (First) (Middle)

DOB: _____ Place of Birth: _____

SSN: _____ Driver's License: _____
(Legible copy must accompany application)

Marital Status: _____ D/L State: _____ Expiration: _____

Current Address: _____

Dates of Residency: From _____ To _____

PERSONAL INFORMATION OF OCCUPANT #3

Applicant # 1: Name: _____
(Last) (First) (Middle)

DOB: _____ Place of Birth: _____

SSN: _____ Driver's License: _____
(Legible copy must accompany application)

Marital Status: _____ D/L State: _____ Expiration: _____

Current Address: _____

Dates of Residency: From _____ To _____

VEHICLE INFORMATION – Pick Up Truck Restrictions Apply (No business signs, no construction equipment, no toolboxes, no jacked-up trucks, no oversized extended cabs that overhang the driveway, no dual rear wheels, no camper or caps)

Name Registered to: _____

Make: _____ Model: _____ Year: _____ Color: _____

Tag # : _____ State: _____ Expiration: _____

Insurance carrier: _____ Policy #: _____

Agent Name: _____ Tel: _____

Name Registered to: _____

Make: _____ Model: _____ Year: _____ Color: _____

Tag # : _____ State: _____ Expiration: _____

Insurance carrier: _____ Policy #: _____

Agent Name: _____ Tel: _____

Please note: In accordance with Florida State Law, all vehicles must have a current valid registration, have valid insurance coverage and be in working order. No vehicle that can not operate may be on the property for more than 24 hours.

The applicant certifies that all information submitted is true and correct. Each applicant authorizes Garden Homes at Country Isles Maintenance Association, Inc. and RSN Management Services, Inc. to conduct background research and verification, which includes credit score, credit history, eviction history, identity verification, driver's license verification and criminal history. This information will be used to approve or deny the application. The applicant acknowledges that providing false or misleading information are reasonable grounds for denial of this application. By signing this agreement, the applicant acknowledges receiving copies of the summaries of Parking Rules, By-Laws and Rules and Regulations and agrees to abide by all the Rules. Non-compliance may result in non-renewal of lease or eviction.

Applicant Signature

Date

Printed Name

Applicant Signature

Date

Printed Name

FOR OFFICE USE ONLY

DATE RECEIVED: _____ BY: _____

BROWARD COUNTY ORDINANCE 16 ½-35:6 LETTER SENT (Y / N) _____

APPROVED / DENIED BY _____ DATE: _____

COMMENTS: _____

LEASE ADDENDUM – REVISED 06/09/2021

GARDEN HOMES AT COUNTRY ISLES NEIGHBORHOOD COVENANTS & DOCUMENTS

Article IX RESALE, LEASE AND OCCUPANCY RESTRICTIONS
Section 2. Section A

(a) General

No portion of a Lot and Unit (other than an entire Lot and Unit) may be rented. No bed and breakfast facility may be operated out of a Unit. Individual rooms may not be leased on any basis. No transient tenants may be accommodated in a Unit. All leases shall be in writing, be approved by the Association and shall provide that the Association shall have the right to terminate the lease in the name of and as agent for the lessor upon default by tenant in observing any of the provisions of this Declaration, the Articles of Incorporation and By-Laws of the Association, applicable rules and regulations, the village Covenants or other applicable provisions if any agreement, document or instrument governing The Properties or administered by the Association or the Foundation or the Village Association. Leasing, and renewals of leases, of Lots and Units shall also be subject to the prior written approval of the Association as set forth in the procedures as below, which approval shall not be unreasonably withheld. No lease shall be approved for a term less than one (1) year. Owners wishing to lease their Lots and Units shall be required to place in escrow with the Association the sum of \$1,000.00 which may be used by the Association to repair any damage to the Common Areas or other portions of the Properties, Country Isles or Weston resulting from acts or omissions of tenants (as determined in the sole discretion of the Association, as applicable). In addition, the security deposit may be applied to any delinquent sums due the Association. The Owner will be jointly and severally liable with the tenant to the Association for any amount (which sum will be considered an assessment) in excess of such sum which is required by the Association to effect such repairs or to pay any claim for injury or damage to property caused by the negligence of the tenant. Any balance remaining in the escrow account, less an administrative charge not to exceed \$50.00, will only be disbursed to the remitter / lessee or his heirs or assigns upon the written request of same via Certified U.S. Mail.

In the event an owner should have to remove a tenant from the property prior to the end of the 12-month term, the owner will be prohibited from renting the home again until the original lease period has expired. **Pursuant to Article IX Section 2(d), approval for renewals for a lease must be submitted not less than thirty (30) days prior to the end of the current lease expiring.** The Association has a short-term rental prohibition as above and no Airbnb's or other room rentals are permitted.

Security deposits will be applied to any delinquent sum due the Association. In addition, in the event Lessor (Owner) is delinquent in the payment of a monthly assessment due to the Association, and if such delinquency continues for a period in excess of ten (10) day, Lessee (Tenant), upon receiving written notice of such delinquency from the Association, or RSN MANAGEMENT SERVICES, INC. (RSNMS) shall pay the full amount of such delinquency as set forth in said notice to the Association. Lessee may deduct from the rental payment due Lessor the amount paid to cure the delinquency. It is understood and agreed that the Lessee shall continue to pay the monthly maintenance payment to the Association until such time as Lessee is notified in writing by the Association or RSNMS that Lessor's delinquency and default has been cured.

The Lessor and Lessee specifically acknowledge and agree that the Association is hereby empowered to act as agent for the Lessor, with full power and authority to take such action as may be required to compel compliance for Association, it's supportive exhibits, Florida Condominium Act, and the Covenants, By-Laws and Rules and Regulations of the Association. The approval of the proposed Lease Agreement by the Association is expressly conditioned upon the observance of the provision contained in this addendum. Any breach of the terms hereof shall give the Association the authority to take immediate steps to terminate the Lease Agreement. The Lessor acknowledges that he remains responsible for the acts of the Lessee and Lessee's family and guests. Lessor agrees that he remains responsible for any costs incurred by the Association, attorneys' fees and costs, pre-litigation at trials and for any appeals, in remedying violations of the Addendum and/or violations of the Association's Documents.

I (we) have been informed of and have received a copy of the current Rules and Regulations of the Association and I (we) agree to be bound by the terms thereof, as a condition for the approval of this application.

I (we) further certify that the information submitted with this application is true and correct.

_____ OWNER / AUTHORIZED AGENT	_____ Date
_____ TENANT	_____ Date
_____ TENANT	_____ Date

*** NOTE – IF YOU ARE NOT THE OWNER OF RECORD SIGNING THE LEASE ADDENDUM, YOU WILL NEED TO SUBMIT RECORDED POWER OF ATTORNEY WITH EXPLICIT AUTHORIZATION TO DO SO.**

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PARKING RULES AND PROCEDURES EFFECTIVE February 8, 2020

All homeowners inviting guests or contractors into our community should instruct their guests / contractors of our parking procedures **prior** to their arrival as follows. All owners and tenants are responsible for any damage their guests / vendors cause to the community:

PARKING IN CUL-DE-SACS:

- ❖ **Allowed during the day and early evening only for short visits.**
- ❖ **No parking allowed from 11p to 6a.** Signs have been posted in all cul-de-sacs. Cars will be stickered twice, as a courtesy reminder, then towed at third occurrence.
- ❖ **Do not park in front of mailboxes at any time.** This area is considered a fire lane. Parking by a mailbox when there is a vehicle already in the circle opposite the mailbox blocks the circle for emergency vehicles. Fire and police will issue tickets for blocking emergency access.
- ❖ **Do not block any driveway.** This is against the law and violators should be reported to the police
- ❖ **Multiple guests for any one home should be directed to the nearest Guest Parking Lot, even if it is several cul-de-sacs away.**

GUEST PARKING LOTS:

- ❖ **Allowed during the day and early evening without parking permits.**
- ❖ **Garden Homes Permits (permanent green stickers mounted in front windshield)** – available for homeowners in good standing, allows vehicles with Permits to be parked overnight in Guest Parking up to 48 hrs. Application may be downloaded from www.gardenhomeshoa.com and submitted with current vehicle registration.
- ❖ **No parking allowed without Permit or Pass from 11p to 6a.** Cars will be stickered twice, as a courtesy reminder, then towed at third occurrence.
- ❖ **Guest Parking Pass** – each home in good standing will be issued one customized Parking Pass. Additional Passes per home are not allowed. Cooperation between neighbors is encouraged. Replacement passes, if lost or stolen, will cost \$250.00 each. Only ONE REPLACEMENT PER YEAR will be allowed.

Tenants must have **prior written authorization from owner** in order to receive Guest Parking Pass for any home.
- ❖ **No extended parking allowed.** Any vehicle that is parked without movement for more than 48 hours will be towed. Only one sticker will be issued, allowing 24 hours to move the vehicle, prior to towing. Vehicles with Permits or Passes are **NOT** exempt from this rule. No exceptions.

>>> No Parking on the grass or main streets is allowed at ANY time. Any vehicle parked on the grass or main streets is subject to immediate towing without warning.

>>> No parking of more than two (2) vehicles per driveway