

## **TENANT /LANDLORD INSTRUCTION PACKET**

### Required Documentation

- Completed Tenant Application for all proposed residents
- A copy of the fully Executed Lease Agreement
- Driver's License /Photo ID for all proposed residents
- Processing Fee is \$250 per married couple; \$150 per each unmarried person
- Community Enhancement Fee of \$200 to accompany application
- **Cashier's Check / Title Company check only.**
- All Fees to be made payable to: Isles of Tamarac
- **Affidavit of Occupancy \***
- **Restrictions Summary \***

 ***These forms are for review only. New Resident(s) will be asked to execute these at the Screening / Orientation meeting.***

### Application Process

- Submit the above documentation to Isles of Tamarac HOA
- Be sure that Tenants' contact information is clearly noted
- All documents may be scanned and emailed to [HOA@islesoftamarac.com](mailto:HOA@islesoftamarac.com)
- All Required Fees may be mailed or hand delivered to the HOA Office.
- There is a lock box for drop off at the front door if the office is closed.
- Office hours are 8a -12 noon Monday & Tuesday – Thursday & Friday.
- Application processing is 10 working days from receipt of complete documentation, including Estoppel.
- An HOA Board Screening/ Orientation Meeting is Required for all new Tenants/residents.
- Screenings/Orientations are held on Tuesdays only at 6 p.m.
- All occupants must be listed on the application must be present at the screening and provide photo ID for verification.
- At the Screening /Orientation new residents will be asked to sign the Restrictions Summary and Occupancy Affidavit.



## TENANT / LANDLORD APPLICATION

Address of Isles' Property: \_\_\_\_\_ Lot# \_\_\_\_\_

Applicant Name (s) \_\_\_\_\_

Applicant's Current Address: City, State, Zip: \_\_\_\_\_

Current Telephone #: \_\_\_\_\_ Cell: \_\_\_\_\_

Name(s) of Prospective Permanent Resident 55 years or older \_\_\_\_\_  
\_\_\_\_\_

Contact email(s) \_\_\_\_\_

Employment \_\_\_\_\_

Employment \_\_\_\_\_

Make and Model of vehicle: \_\_\_\_\_ Tag# \_\_\_\_\_

\_\_\_\_\_ Tag# \_\_\_\_\_

\_\_\_\_\_ Tag# \_\_\_\_\_

Resident 1 (Permanent 55+) Photo ID: \_\_\_\_\_

Resident 2 Photo ID: \_\_\_\_\_

Resident 3 Photo ID: \_\_\_\_\_

Resident 4 Photo ID: \_\_\_\_\_



## TENANT / LANDLORD APPLICATION

Homeowner's Name \_\_\_\_\_

Homeowner's current address \_\_\_\_\_

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

Homeowner's Contact Information: \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

### **Homeowner/Tenant Statement**

I (we) certify that the above information is true. I (we) understand that NO person under the age of 18 years may be a permanent occupant of any home in the Isles of Tamarac. I (we) have been made aware of the age and other Deed Restrictions that apply to residency and I (we) agree to abide by the restrictions, rules, and regulations set forth.

Homeowner 1: \_\_\_\_\_

Homeowner 2: \_\_\_\_\_

Tenant 1: \_\_\_\_\_

Tenant 2: \_\_\_\_\_

Tenant 3: \_\_\_\_\_

Tenant 4: \_\_\_\_\_

Screener 1 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Screener 2 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



A Deed Restricted 55+ Community

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### Screening /Orientation/Restrictions

Below is a summary of restrictions. A complete list of restrictions is in the governing documents.

- A. Each home must have **at least 1 person 55 or older in permanent residence**. The senior permanent resident must at least live in the home longer than 180 days aggregate in a calendar year.
- B. All residents of the home must be screened and approved prior to occupancy and any additional/future occupants to live in the residence must be screened.
- C. All permanent residents must be over 18. **No children under the age of 18** are allowed to reside in the home on a permanent basis.
- D. **Board approval is required** on any exterior alterations or additions made to the house including gazebos, trellises and porticos.
- E. **Board approval is required** on exterior house paint colors, neutral colors only. See approved color chart in office.
- F. Rental of homes may be permitted by the Board but residents must be screened and must follow A & B above. Partial home and short-term rentals are not permitted. Annual lease required.
- G. Purchasers of homes are required to reside in their home for a period of no less than 2 years prior to being able to rent said home.
- H. Fences or hedge fences are not allowed except for homes on the perimeters of McNab Road, Nob Hill Road, and NW 108 Terrace.
- I. All pets must be walked on a leash and their waste must be picked up (City of Tamarac Ordinance).
- J. Satellite dishes are permitted on the rear of the home only.
- K. No commercial business is allowed. (City of Tamarac ordinance)
- L. On-street parking between 2AM to 6AM is prohibited (City of Tamarac Ordinance).
- M. Loud music audible from an adjacent lot or public street is not allowed between the hours of 11PM and 7AM.
- N. Trash containers should not be visible from street except pick up days.
- O. Affidavit of Occupancy (Article VI Section 13 Page 11) Any situation in which such a person signs the Affidavit and fails to move into the dwelling will be considered a violation and the Association will enforce its documents to the fullest extent of the law, which may include an action to set aside the sale or terminate the occupancy.
- P. Garage sales are allowed only twice per year. (City of Tamarac Ordinance)
- Q. Lawn care is the responsibility of each homeowner. Commercial lawn service is not allowed on Sundays/Holidays



### **Applicant's Statement**

I (we) certify that the above information is true. I (we) understand that this is a **Deed Restricted, Age 55+ Community** and that NO person under the age of 18 years be a permanent occupant of any home in the Isles of Tamarac.

I (we) have been made aware of the age and other Deed Restrictions that apply to residency and I (we) agree to abide by the restrictions, rules, and regulations set forth in the Declaration of Restrictions, and Bylaws of the Isles of Tamarac Homeowners Association, Inc.

We have reviewed the information contained above with the screening Committee and acknowledge by signing below.

Signature 1 \_\_\_\_\_ Date: \_\_\_\_\_

Signature 2 \_\_\_\_\_ Date \_\_\_\_\_

Signature 3 \_\_\_\_\_ Date \_\_\_\_\_

Signature 4 \_\_\_\_\_ Date \_\_\_\_\_

Screener 1 \_\_\_\_\_ Date \_\_\_\_\_

Screener 2 \_\_\_\_\_ Date \_\_\_\_\_



### Affidavit of Occupancy

Residence address: \_\_\_\_\_ Lot # \_\_\_\_\_

Intended Date of Occupancy: \_\_\_\_\_

The undersigned hereby acknowledges and agrees to the following terms and conditions regarding residency in the Isles of Tamarac, a deed restricted age 55+ community, governed by the Isles of Tamarac Home-Owners Association.

- The Primary Resident(s) of the home must be 55+ years of age.
- The Primary Resident(s) must live in the home at least 180 days of each calendar year
- All intended occupants of the property have been identified on the HOA application.
- No person below the age of 18 may reside in the home on a permanent basis.
- Rentals of the property may be permitted by the Board after 2 years of ownership. Renters must be screened for occupancy.
- Failure to occupy the property as the Primary Resident(s) will be considered a violation of the Isles of Tamarac Governing Documents.
- Penalties may include, but are not limited to, an action to set aside the sale or lease and termination of occupancy, or other remedies as permitted by law.

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Primary Resident Print Name

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Signature

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Date

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Primary Resident Print Name

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Signature

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Date

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Witness Print Name

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Signature

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Date

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Witness Print Name

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Signature

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Date

### Tenant Community information

- HOA dues are **\$120 per quarter**: due January 1, April 1, July 1, and October 1. All dues must be paid by the 10th of each quarter to avoid **a late fee of \$25.00** that is automatically added to all late payments. Each homeowner can also make yearly or bi-yearly payments in advance.
- A homeowner **“Red Book”** containing the Rules and Regulations, Declaration of Restrictions, Articles of Incorporation, and By-Laws **should be provided by the Seller/Landlord**, but if not, can be provided at the screening at a cost of **\$75.00**. It is recommended that you familiarize yourself with its contents.
- The Key to the Clubhouse **should be obtained from the Seller/ Landlord**. If unavailable, one may be obtained from the Association office at a cost of **\$25**.
- The clubhouse is available for rental **only by, and for, residents** of the Isles of Tamarac. Please check with the IOT Office Administrator for the current fee structure for the **Non-refundable Rental Fee** and the **Conditionally refundable security deposit**. All fees are subject to change without notice.
- The Current Isles Resident reserving the space must be present at all times during the event. **Subletting of the clubhouse rental is strictly prohibited.**
- Lawn service for the property is the responsibility of the homeowner. **No Commercial Lawn Service** permitted on Sundays and Holidays.
- Trash containers are provided by **Waste Management**. Trash pickup is Tuesday (trash and recycle) and Friday (trash and bulk pickup) and done by an automated arm on the truck.
- For more information, please visit the community website at **[www.islesoftamarac.com](http://www.islesoftamarac.com)**