



1236 Hillsboro Mile (A1A) • Hillsboro Beach, Florida 33062-1324
Telephone (954) 421-0093 • Fax (954) 421-9736
E-Mail: pdm1236@bellsouth.net

**NOTICE TO ALL NEW APPLICANTS FOR
PURCHASE OR RENT**

**SCREENING INTERVIEWS WILL BE HELD ON
THE FIRST AND THIRD WEDNESDAY OF
EVERY MONTH BETWEEN
10:00 AM AND 12:00 NOON.**

THERE WILL BE NO EXCEPTIONS.

THERE ARE NO TELEPHONE SCREENINGS.

PORT DE MER, INC.
1236 HILLSBORO MILE (A1A)
HILLSBORO BEACH, FLORIDA 33062
954-421-0093

BLDG. _____

APT. _____

APPLICATION FOR LEASE, GIFT, DEVISE OR INHERITANCE APPROVAL

- 1 - This application, an application for approval, and authorization forms must be completed in detail by each proposed adult occupant, other than husband/wife or parent/dependent child (which is considered one applicant).
- 2 - If any question is not answered or left blank, this application may be returned, not processed and not approved.
- 3 - Please attach a copy of the lease to this application.
- 4 - Please attach a non-refundable \$100.00 processing fee to this application, made payable to the **PORT DE MER, INC.** for each applicant, other than husband/wife or parent/dependent child (which is considered one applicant).
 - Acceptance of the processing fee does not in any way constitute approval of this transaction.
- 5 - Please attach a \$100.00 common area refundable damage deposit to this application, made payable to the Association.
- 6 - The completed application must be submitted to the Association office at least 30 days prior to the desired date of occupancy (lease date).
- 7 - All applicants must be interviewed prior to final Board of Directors approval. Occupancy prior to Board of Directors approval is prohibited.
- 8 - No lease shall be for less than 3 months nor for more than 12 months.
 - No more than 1 lease in a 12 month period is permitted.
 - Renewals or extensions of leases are subject to re-approval by the Board of Directors.
- 9 - No pets allowed at any time.
- 10 - Use of this apartment is for single family residence only. No corporation, company, partnership, or trust may lease an apartment.
- 11 - No commercial vehicles, trucks, boats, trailers, motor homes, mobile homes, campers, recreational vehicles, motorcycles, mopeds, etc. permitted to park on the premises overnight.
 - Only 1 assigned parking space available per apartment.
- 12 - The owner (landlord) must provide the lessee with a copy of the Association Rules and Regulations.
- 13 - Occupancy regulations:
 - One bedroom apartment - no more than 2 occupants.
 - Two bedroom apartment - no more than 4 occupants.
- 14 - Moving of furniture in or out of an apartment is not permitted on Sundays or Holidays. Hours for moving are from 8:00 A.M. to 5:00 P.M., Monday through Friday with a 24 hour notification to the office.

MUST PRINT OR TYPE ALL INFORMATION ON THESE FORMS

Date _____ Lease Term: from _____ to _____

Owner's Name _____ Bldg. _____ Apt. _____

Owner's Present Address _____ Tele. No. _____

Name of Realtor handling lease _____ Tele. No. _____

NAME of proposed Lessee (as Lease will appear):

a. _____ b. _____ (Spouse)

OTHER PERSONS who will occupy the apartment with you (if any):

Name	Age	Relationship / Occupation
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Continued on Back)

Have you ever seasonally resided in Florida before? ____ If yes, please state the name, address and dates of residency:

If retired, please state the company's name and address retired from and when retired: _____

Have you or any proposed occupant ever been convicted of or pled to a crime? ____ If yes, please state the date(s), charge(s), disposition(s) and court location(s):

1. I hereby agree for myself and on behalf of all persons who may use the apartment that I seek to Lease:
 - a. I will abide by all of the restrictions contained in the Bylaws, Rules & Regulations, and restrictions which are or may in the future be imposed by **PORT DE MER, INC.**
 - b. I understand that there is a restriction on pets and that I may not bring a pet, nor may any guest or visitor bring a pet into **PORT DE MER**, nor acquire one, either temporarily or permanently after occupancy.
 - c. I understand that I must be present when any guests, relatives, visitors, or children who are not permanent residents occupy the apartment or use the recreational facilities.
 - d. I understand that sub-leasing or occupancy of this apartment in my absence is prohibited.
 - e. I understand that any violation of the terms, provisions, conditions, and covenants of the **PORT DE MER, INC.** documents provides cause for immediate action as therein provided or termination of the leasehold under appropriate circumstances.
2. I have received a copy of the Rules & Regulations: Yes ____ No ____
3. I understand that I will be advised by the Board of Directors of either acceptance or denial of this application. Occupancy prior to Board of Directors approval is prohibited.
4. I understand that the acceptance for Lease at **PORT DE MER** is conditioned in part upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any misrepresentation, falsification or omission of information on these forms will result in the automatic disqualification of my application. Occupancy prior to Board of Directors approval is prohibited.
5. I understand that the Board of Directors of **PORT DE MER, INC.** may cause to be instituted an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors, Management and **RENTERS REFERENCE OF FLORIDA, INC.** to make such investigation and agree that the information contained in this and the attached application may be used in such investigation, and that the Board of Directors, Officers and Management of **PORT DE MER, INC.** itself shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

In making the foregoing application, I am aware that the decision of **PORT DE MER, INC.** will be final and no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board of Directors.

APPLICANT _____ APPLICANT _____

THIS FORM IS FOR THE EXCLUSIVE USE OF RENTERS REFERENCE CUSTOMERS. ANY REPRODUCTION OF THIS FORM WITHOUT THE EXPRESSED WRITTEN PERMISSION OF RENTERS REFERENCE OF FLORIDA, INC. IS STRICTLY PROHIBITED.

APPLICANT(S): Most banks, financial institutions, mortgage companies and employers require your signature and name printed. Make sure ALL THREE Authorization Forms are completed as indicated.

ALL PARTS OF THESE FORMS ARE REQUIRED - DO NOT CUT OR SEPARATE THEM.

AUTHORIZATION TO RELEASE BANKING, CREDIT, RESIDENCE, EMPLOYMENT, AND POLICE RECORD INFORMATION

I have named you as a reference on my application for residency.

You are hereby authorized to release and give to the below mentioned party(s) or their Attorney or Representative, any and all information they request concerning my banking, credit, residence, employment, and background in reference with my/our application made for residency.

DESIGNATED PARTY: RENTERS REFERENCE OF FLORIDA, INC.

I hereby waive any privileges I may have with respect to the said information in reference to its release to the aforesaid party(s).

Photocopies of this Authorization may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this Authorization, it should be treated as an original and the requested information should be released to facilitate my/our application for residency.

(Applicant's Signature)

(Applicant's Name Printed)

(Spouse's Signature)

(Spouse's Name Printed)

DATE _____

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(Applicant's Name Printed)

(Spouse's Signature)

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(Applicant's Signature)

(Applicant's Name Printed)

(Spouse's Signature)

(Spouse's Name Printed)

DATE _____

- INSTRUCTIONS:**
- 1 - Applicants are not legally married, an application on each person must be completed.
 - 2 - Print legibly or type all information. Account and telephone numbers and complete addresses are required.
 - 3 - If any question is not answered or left blank, this application may be returned, not processed or not approved.
 - 4 - Missing information will cause delays in processing your application.
 - 5 - Any misrepresentation, falsification or omission of information may result in your disqualification.
 - 6 - Only the applicants are authorized to sign all forms.

APPLICATION FOR OCCUPANCY/APPROVAL

PRINT OR TYPE

Purchase _____ or Lease _____ (How Long)

Apt. No. _____ Bldg. No. _____ Special Address of Unit _____

Date _____, 20____ Desired date of occupancy _____

Name (Mr./Mrs./Ms) _____ Date of Birth _____ Soc. Sec No. _____
(Passport, Alien, Green Card, Social Insurance No.)

Spouse (Mr./Mrs./Ms.) _____ Date of Birth _____ Soc. Sec. No. _____
(Passport, Alien, Green card, Social Insurance No.)

[] Sngl. [] Married [] Widow(er) [] Sep. _____ [] Div. _____ Maiden Name _____
(How Long) (How Long)

Number of people who will occupy. Adults (over age 18) _____ Children (over 18) _____ Children (under 18) _____

Names & ages of children who will occupy: _____

Description of Pets (Breed, Size, Color, Weight, Etc.) _____

In case of emergency notify: _____

PRINT OR TYPE

RESIDENCE HISTORY

	<small>Name</small>	<small>Address</small>	<small>Telephone</small>
A. Present Address	<small>(Street Address, Apt No., City, State, Zip)</small>		
Name of Apt./Condo _____	Phone () _____	Dates of Residency _____	
Name of Landlord or Mortgage Co. _____	Phone () _____	Mtg. No. _____	
Address _____			
B. Previous Address	<small>(Street Address, Apt. No., City, State, Zip)</small>		
Name of Apt./Condo _____	Phone () _____	Dates of Residency _____	
Name of Landlord or Mortgage Co. _____	Phone () _____	Mtg. No. _____	
Address _____			
C. Prior Address	<small>(Street Address, Apt. No. City, State, Zip)</small>		
Name of Apt./Condo _____	Phone () _____	Dates of Residency _____	
Name of Landlord or Mortgage Co. _____	Phone () _____	Mtg. No. _____	
Address _____			

PRINT OR TYPE

EMPLOYMENT & BANK REFERENCES

A. Employed By (Business Name) _____
(or retired from) Phone () _____

How long _____ Dept. or Position _____ Mo. Income _____
 Address _____ Zip _____

B. Spouse's Employment (Business Name) _____
(or retired from) Phone () _____

How long _____ Dept. or Position _____ Mo. Income _____
 Address _____ Zip _____

C. Bank Reference _____ Phone () _____

How Long _____ Chk. Acct. No. _____ Sav. Acct. No. _____
 Address _____ Zip _____

D. Bank Reference _____ Phone () _____

How Long _____ Chk. Acct. No. _____ Sav. Acct. No. _____
 Address _____ Zip _____

PRINT OR TYPE

CHARACTER REFERENCES

1. _____ Res. Phone () _____ Ofc. Phone () _____
 Address _____ Zip _____

2. _____ Res. Phone () _____ Ofc. Phone () _____
 Address _____ Zip _____

3. _____ Res. Phone () _____ Ofc. Phone () _____
 Address _____ Zip _____

Driver's Lic. No. #1 _____ #2 _____ State _____

Make _____ Model _____ Year _____ Plate No. _____ Color _____ State _____

Make _____ Model _____ Year _____ Plate No. _____ Color _____ State _____

If this application is NOT legible or is not completely and accurately filled out, Renters Reference of Florida, Inc. (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility.

By signing, the applicant recognizes that the Association or their agent, Renter Reference of Florida, Inc. may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable. I may request, in writing, within a reasonable time, a complete and accurate disclosure of the nature and scope of any investigation.

Signature _____ Applicant Signature _____ Applicant's Spouse

**PORT DE MER INC.
SUMMARY OF RULES & REGULATIONS**

- 1- GENERAL-** All terms used herein shall have the same meaning as they have in the Port de Mer by-laws and Declaration of Condominium, except as otherwise specified herein. It should be noted that there are 209 units and owners in Port De Mer. They are all entitled to the same degree of courtesy and consideration. The common area furniture and facilities are jointly owned; you as well as they have a proprietary interest in the maintenance of the premises and the enjoyment of its facilities.
- 2- LAWFUL USE-** No immoral, improper, offensive or unlawful use shall be made of the condominium property or any part thereof; and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction thereof shall be observed.
- 3- SECURITY-** Keep all security doors, pool gate, beach gate, trash room and social room doors locked. Keep all garage doors closed.
- 4- GARBAGE & REFUSE-** Rubbish must be secured in plastic bags and deposited in chute in laundry room. Bottles and cartons are to be brought to the first floor trash room and not to be thrown into the dumpster. No rubbish is to be left in the garage area anywhere. Old appliances, furniture and construction debris are not to be put in trash rooms, it is the owners and lessees responsibility to dispose of.
- 5- LAUNDRY ROOM-** Hours for the laundry room use are between 8:00 AM to 10:00 PM
- 6- EXCESSIVE NOISE-** The use of television, radios, stereo equipment and musical instruments should not be a disturbance to your neighbors or at poolside.
- 7- POOL AREA-** No glass or breakable items, playpens, floating objects-rafts-toys, etc. The following persons will not be permitted to enter the pool: A child under 12 years old unless supervised by an adult.
Full length towels must be placed on chairs and lounges. Complete pool rules are posted at poolside.
- 8- COMMON AREAS-** Keep apartment door to the hall closed. Floor mats are not permitted in the halls. Do not leave anything in the hallways, stairwells or common areas or it will be discarded.
- 9- LUGGAGE AND GROCERY CARTS-** Please return to the garage floor elevator area immediately after use.
- 10- LIGHTS-** Turn off all lights after leaving laundry room, mail room, social room, rest room, sauna and storage room.
- 11- PETS-** No pets are permitted by lessees or guests. Owner's pets (20 lbs or less) may be permitted with board approval. Application in office.
- 12- BICYCLES-** No bicycles are permitted in hallways, elevators or apartments. Bike storage racks are provided in the basement storage room.
- 13- ATTIRE-** Cover-up and shoes must be worn at all times in hallways and common areas. All tar must be removed from feet before entering pool area. Facilities for tar removal are at the shower area oceanside.
- 14- BALCONIES-** Each owner or occupant is required to keep balconies free and clear of mops, brooms, and other such items. Each owner or occupant shall not hang rugs or clothes on the balconies nor collect anything in these areas which will mar the appearance of the exterior of the building. The installation of carpeting on balconies floors is not permitted. Balconies may not be painted, wired or otherwise decorated or altered to change the appearance of the building in any way. No barbecuing permitted. Plants and patio furniture only permitted and should be removed and stored inside on closing the unit.

**PORT DE MER INC.
SUMMARY OF RULES & REGULATIONS**

- 15-PARKING AREAS-** No boat or utility trailers, campers, mobile homes, pickup trucks, closed vans or motorcycles, commercial vehicles are permitted in the common area. Passenger cars and vans with wrap around windows only are permitted. No parking in fire lanes, driveways, circles or other posted areas. **Violators may be towed.** Use your assigned parking space in the garage, making above ground space available for visitors and guests. **All Vehicles will need a parking permit.** Office is open from 8:00AM to 2:00PM.
- 16-GUESTS-** Register guests using your unit during your absence with the office. Owners are allowed guests two times a year, two weeks each time. Lessees are not permitted guests during their absence.
- 17-SOCIAL ROOM-** These rooms are intended for the use and enjoyment of all the Owners and Lessees of Port De Mer. It is not the purpose of the following rules and regulations to impose unnecessary restrictions or limitations, but to assure all Owners and Lessees an equal opportunity to enjoy their use.
- Any Owner or Lessee may reserve these rooms for private use subject to the following:
- 1- At least one week prior to date of use, a form shall be filed with the Association Office giving the date and time of the party, the approximate number of guests expected, and the nature of the party (i.e., dance, card party, shower, etc.). Owner and Lessees reserving a room will sign an agreement releasing the Association, its agents and employees from all liability.
 - 2- The rooms may not be reserved for private use on certain holidays and Port De Mer functions.
 - 3- Those using the social room are responsible for any damage. Minors under 18 must be accompanied by an adult. Hours are 9 AM to 11 PM.
- 18-** No draperies and / or levelors and blinds shall be permitted without off- white drapery liners.
- 19- DELIVERIES, MOVING-** It is the Owners and Lessees responsibility to see that all service and deliveries are to to be made through the garage and not the front lobby entrance. All moving in and out of Port De Mer will be done between the hours of 8 AM to 6 PM Monday to Sat. Owners and Lessees will instruct all service and delivery people to park there vehicles on either the South or North ramps to make service calls and deliveries. You must notify office at least 48 hours before moving, furniture deliveries, so we may put protective equipment in service elevators to protect walls and tile floors and to lock open garage doors. **Owners and Lessees will be responsible for any damage done by there service people.** There will be no service calls or deliveries made on Sundays unless it is an emergency.
- 20- COMPLAINTS, SERVICE REQUESTS-** Any complaints, service requests or inquiries may be directed to the office in writing or calling (954) 421-0093 between 8:00 AM and 2:00 PM, Monday thru Friday. If it is an emergency, you may call any Director. Telephone numbers available at office.
- 21- RIGHT OF ACCESS-** The association office shall at all times have a pass key to each unit. Under Florida law, the Association has the irrevocable right of access to each unit during reasonable hours, when necessary for the maintenance, repair, or replacement of any common elements or of any portion of a unit to be maintained

**PORT DE MER INC.
SUMMARY OF RULES & REGULATIONS**

by the Association pursuant to the Declaration or as necessary to prevent damage to the common elements or to a unit or units. If entrance cannot be obtained, the association will not be responsible for damage resulting from forced entry.

- 22- FIRE CODES-** There shall not be kept in any apartment any inflammable, combustible or explosive fluid, material, chemical or substance except for normal household use.
- 23- HALLWAY DOORS-** All doors leading from the apartment to the common halls shall be closed at all times except when in actual use for ingress and egress to and from the common elements. Doors on the individual utility rooms containing air conditioning units and water heaters shall be closed at all times except when in actual use for repairs or service.
- 24- HURRICANE SHUTTERS-** Any installations of shutters needs the approval of the association. Shutters must be either closed all the way or open all the way.
- 25- SIGNS-** No "For Sale" or "For Rent" signs shall be permitted anywhere on the condominium property, with one exception. An owner may use the mail room bulletin board to post a 3x5 card showing the owners name, apartment number and owner phone number. This rule shall not be deemed to prohibit notices of isolated transactions, such as an offer for the individual sale of appliances, furniture, household goods, etc., by any owner on a bulletin board. An "open house" to show an apartment for sale or for rent shall not be permitted.
- 26- EMPLOYEES-** No unit owner or resident shall direct, supervise or in any manner attempt to assert any control over any of the employees of the association. No employee shall show apartments for sale or lease.
- 27- PERSONAL PROPERTY INSURANCE-** Each owner or occupant should provide his own fire, theft, hazard and liability insurance covering his personal property within his unit (including, but not limited to carpeting, appliances and wall coverings). The association assumes no liability and provides no coverage for such items. Each owner or occupant agrees that the association and its directors, officers, employees, and agents shall not be liable to or for any damage or loss of such property in the units.
- 28- GUIDELINES-** For owners who vacate their apartments for extended periods of time.
Close shutters -- Turn off all water valves -- Put new batteries in smoke detectors -- Ensure A/C hoses are not brittle and ready to break -- Check water heater for leaks -- Set air conditioners and humidstats at adequate levels to eliminate mildew- Arrange for exterminators to spray. Turn off ice maker -- Adjust refrigerator temperature at low settings or empty completely and leave door ajar -- Make arrangements for someone to inspect your apartment and utility closet on a regular basis until your return.
These guidelines are highly recommended to avoid catastrophes such as flooding that usually damages other apartments as well as yours and entails unnecessary expense due in part to negligence.
- 29- EMERGENCIES- ILLNESS/DEATH-** All owners should have an updated list of names and telephone numbers of individuals to be notified in case of serious illness or death. The list should be kept current and maintained in our office files. We have had occasions where our hands were tied because we could not get into apartments and did not have directions on file to notify family members, doctors, or attorneys. This is extremely important for residents living alone.