

MEZZANO ADDITIONAL OCCUPANT APPLICATION

THE FOLLOWING DOCUMENTS MUST BE SUBMITTED ALONG WITH THE ADDITIONAL OCCUPANT APPLICATION. APPROVAL TAKES 5-7 BUSINESS DAYS. IF APPLICATION NEEDS TO BE RUSHED IT'S AN ADDITIONAL \$50.00.

- **COPY OF EXECUTED LEASE AGREEMENT** (Signed by the Applicant(s) and the Owner(s))
- **APPLICANT(S) PHOTO IDENTIFICATION** (US Driver's License or Passport)
- **MARRIAGE CERTIFICATE** (If Applicable and If Married with Different Last Names)
- **PET PHOTO** (If Applicable)

PLEASE READ THE BELOW BEFORE COMPLETEING APPLICATION

APPLICATION FEE: A NON-REFUNDABLE APPLICATION FEE OF \$100.00 IS REQUIRED FOR ANY PERSON 18 YEARS OR AGE AND OLDER, OR \$100.00 FOR MARRIED COUPLE (PROOF OF MARRIAGE CERTIFICATE WILL BE REQUIRED).

CRIMINAL BACKGROUND AND CREDIT CHECK: CRIMINAL BACKGROUND AND CREDIT CHECK ARE RUN ON EACH APPLICANT.

PETS: MAXIMUM PET WEIGHT IS 50 LBS WHEN FULL GROWN. MAXIMUM PET LIMIT IS 2 PETS ONLY. NO AGGRESSIVE BREEDS PERMITTED ON PROPERTY. ALL NEW RESIDENTS AND CURRENT RESIDENTS THAT ADOPT OR PURCHASE A DOG AFTER EFFECTIVE DATE, WILL BE REQUIRED TO PAY A \$150 NON-REFUNDABLE PET FEE FOR THE FIRST PET AND A \$75 NON-REFUNDABLE PET FEE FOR THE SECOND PET.

PARKING: WE DO NOT ALLOW COMMERCIAL, RECREATIONAL, VEHICLES WITH EXPOSED LETTERING AND/OR ADVERTISEMENT. **FOR 3-BEDROOM UNITS:** A MAXIMUM OF 3 VEHICLES ARE PERMITTED, UNLESS THE OWNER PURCHASED ADDITIONAL SPACES OR A GARAGE. **FOR 2-BEDROOM UNITS:** A MAXIMUM OF 2 VEHICLES ARE PERMITTED, UNLESS THE OWNER PURCHASED ADDITIONAL SPACES OR A GARAGE. **FOR 1-BEDROOM UNITS:** A MAXIMUM OF 2 VEHICLES ARE PERMITTED, UNLESS THE OWNER PURCHASED ADDITIONAL SPACES OR A GARAGE.

TENANTS MAY BE DENIED OCCUPANCY AT THE ASSOCIATION DUE TO HISTORY OF LATE OR DEFAULTED PAYMENTS ON FINANCIAL OBLIGATIONS, INCLUDING:

1. WITHIN THE PREVIOUS TWO (2) YEARS, VEHICLE FINANCES OR LEASES, CHILD SUPPORT, UTILITIES, OR TELECOMMUNICATIONS;
2. WITHIN THE PREVIOUS FIVE (5) YEARS, RENT, MORTGAGES, OR FORECLOSURES, DISMISSED OR UNDISCHARGED BANKRUPTCIES, EVICTIONS OR ANY OBLIGATION TO A COMMUNITY ASSOCIATION, COOPERATIVE, DORMITORY, LANDLORD, HOUSING OR SIMILAR LIVING FACILITY.
3. WITHIN THE PREVIOUS ONE (1) YEAR, NO MORE THAN ONE (1) LATE PAYMENT TO A CREDIT CARD COMPANY OR ANY OTHER REVOLVING CREDIT LINE.

Date Application Was Received (Management Purposes): _____

Building Number: _____ **Unit Number:** _____

Owner Name: _____

Phone: _____

Email: _____

I certify that my answers are true and complete to the best of my knowledge. I hereby authorize Mezzano Condominium, to conduct an independent investigation of my background and credit to include past employment, references, character, criminal, police, state and/or local justice agency records, credit reports, driving records (including those records maintained by both public and private organizations and all public records) for the purpose of confirming the information contained on my application.

I release Mezzano Condominium, or its agents and any person or entity which provides information pursuant to this approval, from all liabilities, claims or lawsuits regarding the information obtained from all referenced sources used.

Additional Occupant

Print Name: _____

Sign: _____ Date: _____

Additional Occupant

General Information

First Name: _____ Middle Name: _____ Last Name: _____

Social Security Number: _____ Date of Birth: _____

Passport Number (if applicable): _____ Country: _____

Cell # _____ Office # _____

Home # _____ Email: _____

Have You Ever Been Arrested? _____

Have You Ever Been Convicted Of A Crime? Including Misdemeanors, DUI, ETC.? _____

Current Residence

Address: _____

City: _____ State: _____ Zip: _____

How Long Have You Been At This Address? Years: _____ Months: _____

Employment History

Employer Name: _____ Job Status: _____

Employer Address: _____ City: _____ State/Zip: _____

Occupation/Position: _____ Salary Including Commissions: _____

Supervisor Name: _____ Supervisor Telephone: _____

Pets

Do you have a pet (circle)? **Yes** **No**

How Many Pets Do You Have? _____

First Pet: Breed _____ Age _____ Weight _____

Second Pet: Breed _____ Age _____ Weight _____

Personal References (No Family Members)

Name: _____ Email: _____

Phone Number: _____ Relationship: _____

Name: _____ Email: _____

Phone Number: _____ Relationship: _____

Name: _____ Email: _____

Phone Number: _____ Relationship: _____

Vehicle Information

Make: _____ Model: _____ Color: _____

Year: _____ License Plate #: _____ Insured By: _____

Make: _____ Model: _____ Color: _____

Year: _____ License Plate #: _____ Insured By: _____

Make: _____ Model: _____ Color: _____

Year: _____ License Plate #: _____ Insured By: _____

OTHER OCCUPANTS IN UNIT UNDER THE AGE OF 18:

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

EMERGENCY CONTACT:

Name: _____ Relationship: _____ Phone # _____

Name: _____ Relationship: _____ Phone # _____

Name: _____ Relationship: _____ Phone # _____

Does one of your Emergency Contacts have a key to your unit? _____

LEASE RENEWAL ADDENDUM

To Lessee, a signed lease must be either a minimum of seven (7) months or a maximum of twelve (12) months only. When it comes time to renew your lease, it must first be approved by Mezzano Condominium Association Board of Directors and FirstService Residential. We require a 30-day notice for renewals. (The Lessor and Lessee must give a notice when they plan to move out).

Additional Occupant (Print Name) _____ Date _____

Additional Occupant (Signature) _____ Date _____

Both the owner and the tenant agree that payment of rent is to be paid directly to the Association, when, the unit owner becomes delinquent in paying the Association monthly assessments.

We will not accept or approve an application for rentals in our community unless BOTH landlords(s) and tenants(s) sign the addendum.

Thank you,

Mezzano Condominium Association Board of Directors



RULES AND REGULATIONS

Updated June 4, 2020

Dear Residents:

We all must abide by the rules and regulations at Mezzano Condominium for the safety and enjoyment of everyone in the community. IN ADDITION TO THE ATTACHED RULES IN THE ASSOCIATION DOCUMENTS, PLEASE NOTE THE FOLLOWING:

Cigarettes:

Please do not throw your cigarette butts and ashes on the stairs, breezeway floors, or sidewalks by the entrance to your building, your parking space, or over the balconies. Smoking is not allowed in breezeways or on the stairs. Please use the designated container to dispose of your cigarette butts. This is the only warning as the maintenance man cannot get to his other duties because of this situation being out of control.

Parking/Vehicles:

Please remember all parking spaces are assigned. If someone is in your spot, we ask that you kindly try to put a courtesy note on their windshield. If that does not work, please contact the Office at 561-615-1811 and management and/or parking enforcement will sticker vehicle. We cannot automatically boot them. DO NOT park in another assigned space, park in a guest space. Guests are **not allowed** to park in assigned space unless the owner or tenant has multiple spaces assigned to them (see below for more detail) and at that time the guest will need a guest parking pass displayed on their interior mirror. Any vehicle parked in an assigned numbered spot without displaying a Mezzano decal will be booted. In addition, any vehicle that is parked in an assigned numbered that has not been registered with Mezzano Management may be booted and/or towed.

Any vehicle parked in a handicapped space that does not have a handicap tag or decal visibly displayed will be booted. In addition, any vehicle that is parked in the street, curbing, or car wash will be booted.

NO ONE may overtake a guest spot for more than 24 hours. If you choose to go on vacation and are only assigned one parking spot and have multiple cars, the same rules apply. **Please notify the office for exceptions.**

Any vehicles with expired or missing tags or that are inoperable, unsightly or have body damage done to their vehicle will be ticketed and booted at the vehicle owner's expense.

Any vehicle that has exposed lettering and/or advertisement on them will be booted with the exception of law enforcement vehicles. Please park outside of the community after 9:00PM. All vehicles must be parked NOSE IN; Emergency responder vehicles as defined in Florida Statute are the only exception.

Please have your vehicle repaired if you notice oil or fluid leaks. You will be charged for the asphalt repair if your parking space is damaged. It is PROHIBITED to repair your vehicle or change the oil in the parking lot or garage.

Vehicle decals: The current costs per vehicle are **\$40 per barcode and \$30 per decal**. Payment must be made to the Association prior to the vehicle being permitted on Association property. Be advised, payment does not automatically permit, waive or cure vehicle violations.

No commercial lettering on vehicles is permitted on vehicles parked outside of garages. If you do not park in a garage, the commercial lettering must be contained on a removable magnetic sticker and removed from the outside of the vehicle when parking on Association property.

If you own a pickup truck, no toolboxes, tools, job site boxes or materials, equipment or other non household items may be visible from the exposed bed of the truck. No rubbish, trash or unsightliness shall be permitted. We recommend you keep pickup truck beds covered with manufacturer's bed liners or fiberglass camper shell, cap, top, or similar neat, organized, and slightly covering. Tarps are not permitted to cover any part of your vehicle.

IMPORTANT:

For 3-bedroom units: A maximum of 3 vehicles are permitted, unless the owner purchased additional spaces or a garage.

For 2-bedroom units: A maximum of 2 vehicles are permitted, unless the owner purchased additional spaces or a garage.

For 1-bedroom units: A maximum of 2 vehicles are permitted, unless the owner purchased additional spaces or a garage.

The Association has record of how many bedrooms are within each unit and which owners/units have purchased additional spaces or have garage access.

No more than three cars are allowed on property unless the property has more than three assigned spaces or garage. Only cars registered to occupants may be kept on property and receive a decal, with the exception that the car they are using that belongs to someone else is the only car they are registering and a notarized letter from owner of the car allowing occupants use is given to management.

No alcoholic beverages of any kind are allowed in the parking lot, breezeways or stairways.

Clubhouse Parking Spaces: Clubhouse parking spaces are to be used for clubhouse business ONLY. No resident is allowed to park in these spaces Monday through Friday, 8:00am-5:00pm without having business in the clubhouse. You will be booted at your own expense.

Trash:

The parking lot and breezeways seem to be a popular place for throwing trash. PLEASE do not put trash outside your entrance door in the breezeway nor drag it down the stairs as it attracts unwanted animals, leaves unsightly stains and it is offensive to your neighbors and guests. DO NOT throw your household trash in the nearest trash can by your home. Household trash MUST go to the trash compactor. Trash is to be kept inside your unit until you are actually taking it to the trash compactor, otherwise a fine in the amount of \$50.00 will be levied against you. When transporting your trash bags and boxes to the trash compactor, PLEASE do not put it on the top, hood or trunk of your car.

Noise:

Noise can be a serious problem. PLEASE CONSIDER YOUR NEIGHBORS. The slamming of doors can be controlled. You will always find a breeze blowing through the breezeways even if it is not a windy day. Please close your doors gently. Please keep your television and stereos at a reasonable level so it will not disturb your neighbors. Congregating and hanging out in breezeways creates loud noise for your neighbors and is prohibited. Please take your guests inside.

Pets:

Dogs are to be walked in designated areas at all times, which is the grass area along the outer fence. Pick up after your dogs immediately and place in the pet station trash baskets which are located throughout the property. ALL DOGS MUST BE ON A LEASH AT ALL TIMES per to Palm Beach County Law. Dogs are prohibited in the pool/cabana area, volleyball area, fitness center, clubhouse and children's playground. Aggressive breeds are not permitted on Mezzano property at any time, not even for a visit. 50 POUND WEIGHT LIMIT WHEN PET IS GROWN.

Pet Fee:

All new residents and current residents that adopt or purchase a dog after effective date, will be required to pay a \$150 non-refundable pet fee for the first pet and a \$75 non-refundable pet fee for the second pet. Failure to register a pet within one week of adoption or move-in will result in a \$50 fine per week in addition to the pet fee(s) set forth, until the pet(s) have been registered. Limit 2 pets per unit, total combined adult weight cannot exceed 50 pounds. This fee is to help maintain the common areas throughout the property.

Fitness Center:

No one under the age of 18 is permitted to use the exercise equipment. Children must be supervised in the playroom. Shoes, shirts and proper exercise apparel must be worn at all times. A towel must be used to wipe down equipment after each use. No smoking permitted. Lights, television and radio must be turned off as you exit.

Pool and Cabana:

Hours of operation are from **DAWN TO DUSK**. Residents **MUST** accompany all guests to pool. **NO AFTER HOUR PARTIES ARE ALLOWED**. Proper swimming attire is required. No loud music/voices in the pool or cabana area. Pets are prohibited in the pool or cabana area due to health codes. No glass bottles/containers are permitted in the pool or cabana area. All trash **MUST** be disposed of properly. Children 15 years old may be in the pool/cabana alone. All persons younger than 15 years old **MUST BE** accompanied by an adult resident while in the pool areas. Absolutely NO diving or jumping in the pool allowed. Alcoholic beverages are **ONLY** allowed in the cabana area. See additional swimming pool policies. Cabana restroom keys are available in the Mezzano office for \$10.00 per key.

Grills:

The fire code of West Palm Beach prohibits the use in or around the buildings. For your convenience there are 3 grilling stations set up in the Pool area, near the volleyball court, and on the north east side of the property closest to Buildings 8 & 9.

Garages:

Garage doors must be kept closed when you leave. Vehicles are prohibited to park in front of garages (even if you are the owner). You will be towed without notice at the vehicles owners' expense. No vehicle maintenance or repairs shall be performed on the Condominium property (which includes garages), except for emergency repairs: Jump start, flat tire, or ran out of gas.

Water

The water supply is from the City of West Palm Beach. When you move into your unit, you may experience a fowl odor. Please do not be alarmed as it is the sulfur (which smells like bad eggs) that forms and settles in the hot water tank because of your unit being vacant. Please turn on all your faucets to clear the pipes. Open your window to allow the breeze to clear the air.

Drones

No drones allowed on site. Only Realtors may operate drones on site to take photos of the property for their listings but must notify the office first for approval.

RENTAL INCOME RESTRICTION: Proof of income or liquidity documenting a 33% ratio of rent to gross income to secure the community financially in the event owner goes into default with association dues. The Association may require tenant wage and income verification as well as proof of employment. This may include, but is not limited to, tax returns, bank statements, pay stubs, documentation from tenant's employer's human resources department, or other verification means.

Tenants may be denied occupancy at the Association due to history of late or defaulted payments on financial obligations, including:

1. Within the previous two (2) years, vehicle finances or leases, child support, utilities, or telecommunications;
2. Within the previous five (5) years, rent, mortgages, or foreclosures, dismissed or undischarged bankruptcies, evictions or any obligation to a community association, cooperative, dormitory, landlord, housing or similar living facility.
3. Within the previous one (1) year, no more than one (1) late payment to a credit card company or any other revolving credit line.

If a lease co-signer is necessary, they must also qualify with proof of income or liquidity equal to 25% rent to gross income ratio, and shall be added to the lease as a jointly responsible party.

Tenant is responsible for paying rent to the association when owner is in default.

GUESTS: Occupants are to give their guests that will be staying on property past midnight a guest pass to hang on their rearview mirror. In the event your guest will need to stay more than 10 nights in

a 30-day period, you will need to obtain approval from management and will need a different pass for a specified amount of time. You may especially need this if you are going to be in a rental car while your car is being repaired.

Guests are not considered guests after they have stayed more than 10 days in a 30-day period. They will be required to register their vehicles and to be added to lease if they are unregistered tenants, as well as go through the Mezzano approval process. Owner occupants may add their additional occupants by sending a letter authorizing the additional occupant to receive a decal and to register their vehicles, provided the additional vehicle does not put the unit over the vehicle cap per unit/unit type as stated above.

All occupants may access the entry gate by means of calling themselves at the call box or by using their barcodes to access the resident gat. All occupants will receive one fob per registered occupant for entry into side gates, pool and fitness center. All fobs will be turned off at the end of the lease date or closing date until new occupant has registered or unit updated lease has been emailed to property management.

All commercial vehicles to park outside of fence after normal business hours with the exception of emergency vendors or law enforcement vehicles. If a commercial vehicle is being kept their more than 3 days out of the month there will be a need to get that vehicle registered with the office and obtain a commercial decal for that vehicle.

General Information

If you are renting your unit, the Association is not responsible to repair any of your appliances if they break down. All appliances, light bulbs/light fixtures, air conditioner, smoke detectors, toilets, fans and any other item inside the unit are the responsibility of the homeowner. Interior pest control is also the responsibility of the homeowner, or tenant if the lease specifies. **Please do not call the office for the maintenance person to come fix something in your unit.**

Children who turn 18 years of age while residing in Mezzano, must attend an orientation at that time. Orientations are held on the second and fourth Thursday of every month.

PROOF OF RECEIPT OF RULES AND REGULATION

I HAVE RECEIVED AND READ THE RULES & REGULATIONS FOR MEZZANO
CONDOMINIUM ASSOCIATION AND ABIDE BY THEM.

ADDITIONAL OCCUPANT (PRINT NAME) _____ DATE _____

ADDITIONAL OCCUPANT (SIGNATURE) _____ DATE _____

Dear Applicant(s),

Please send your application along with the mandatory documents to Rachael.Mezzano@outlook.com. You may also drop off or mail the application to the clubhouse which is located at: 9877 Baywinds Drive, West Palm Beach, FL 33411. The application fee in the amount of \$100.00/per adult, must be left at the drop box in front of the clubhouse or mailed to: 9877 Baywinds Drive, West Palm Beach, FL 33411. The check must be payable to Mezzano Condominium. Once your application is reviewed, we will reach out to advise of your application status (denied or approved). If your application is approved, we will also coordinate the orientation during this time. During the orientation additional documents will be sent including gate form, pet application, etc. If you should have any questions regarding the application, feel free to call the office at (561) 615-1811.

FOR MANAGEMENT AND BOARD PURPOSES ONLY

APPROVED _____

DENIED _____

PRINT NAME: _____

SIGNATURE: _____

POSITION: _____

DATE: _____