

*Hampton Cay Property Owners Association
c/o Triton Property Management
900 E. Indiantown Road, #210 Jupiter, FL 33477
T: 561-250-6565 | F: 561-277-2535*

Lease Application Instructions

***Please return the completed package to the Triton Office for processing.
A complete package includes:***

- A Lease Application
- Copy of driver license(s)
- Proof of Auto Insurance
- A non-refundable application fee of \$50.00 made payable to ***Hampton Cay Property Owners Association.***
- A Background Check is required. A non-refundable fee of \$100.00 **per adult** over the age of 18 payable to ***Triton Property Management*** applies. If applicant other than US Citizen, please contact the property manager for the processing fee.
- The Application for Lease and Occupancy along with all information and materials requested therein must be completed and mailed or dropped off at the Triton Property Management office **at least fifteen (15)** days prior to the expected closing date. A Lease is not effective without prior written approval by the Board. An interview will be scheduled and conducted prior to association approval. All applicants must be in attendance for the interview

Applications will not be accepted via fax or email. If an application is submitted incomplete, it will not be accepted or processed until all the required information is received.

Updated 2/23/24

Hampton Cay Property Owners Association
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Property Address: _____

General Submission requirements:

- A non-refundable application fee of \$50.00 made payable to ***Hampton Cay Property Owners Association***
- A Background Check is required. A non-refundable fee of \$100.00 **per adult** over the age of 18 made payable to ***Triton Property Management*** applies. If applicant other than US Citizen, please contact the property manager for the processing fee.
- Completed Lease Application
- Copy of driver license(s)

I/We certify that the information requested above and contained in this application are attached, true and correct. I understand that any falsification, misrepresentation, or omission is grounds for refusal to approve this Lease application.

Applicant Signature

Co-Applicant Signature

Hampton Cay Property Owners Association
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Property address: _____

Current Property Owner Information:

Owner Name: _____

Owner phone: _____ Cell: _____

Current Mailing Address: _____

New Mailing Address: _____

Owner email: _____

Lease Applicant(s) Information:

Applicant Name: _____

Applicant phone: _____ Cell: _____

Applicant email: _____

Present Address: _____

How long at this address: _____ If less than one (1) year, include previous addresses?

Lease Co-Applicant Name: _____

Applicant phone: _____ Cell: _____

Applicant email: _____

Please list the name and ages of ALL people living with applicants.

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

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Automobile Information:

Vehicle #1

Make: _____

Model: _____

Color: _____

Year: _____

State: _____

Tag#: _____

Vehicle is registered to: _____

Vehicle #2

Make: _____

Model: _____

Color: _____

Year: _____

State: _____

Tag#: _____

Vehicle is registered to: _____

Do you have any of the following?

Commercial Van or Truck

[] Yes [] No

Boat or Trailer

[] Yes [] No

Camper or RV

[] Yes [] No

If you answered yes to any of the above, where will those vehicles be stored? _____

**** Please provide a copy of your Auto**

Insurance Pets:

***** Picture and letter from vet stating shots are up-to-date must be included *****

Do you have any Pets?

[] Yes [] No

If so, what breed, weight and how many _____

FCRA NOTICE – BACKGROUND INVESTIGATION

In connection with your rental application with _____ (the “Landlord/Property Manager”), this notice is intended to inform you that an investigative consumer report will be obtained on you from a consumer reporting agency for tenancy or rental purposes. These purposes may include for acceptance or retention. The report may contain information about your character, general reputation, personal characteristics and mode of living, which may be based on personal interviews with sources such as your neighbors, friends or associates. The report may also contain information about you relating to your criminal information or history, credit history, driving and/or motor vehicle records, verification of your education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to the Landlord/Property Manager and our background screening provider, National Crime Search, LLC, 3452 E. Joyce Blvd., Fayetteville, AR 72703 (888-527-3282). For information about National Crime Search, LLC’s privacy practices, see www.nationalcrimesearch.com.

[End of Document]

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AUTHORIZATION FOR BACKGROUND INVESTIGATION

By signing below you authorize the obtaining of investigative consumer reports by the Landlord/Property Manager at any time after receipt of this authorization. To this end, you authorize any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested about you by National Crime Search, LLC and/or the Landlord/Property Manager.

You understand that the scope of your authorization is not limited to the present and, if you are accepted, will continue throughout the course of your residency and allow the Landlord/Property Manager to conduct future screenings for retention, as permitted by law and unless revoked by you in writing.

Print Full Legal Name:	
Other or Former Names (please print):	
Date of Birth*:	
Social Security Number:	
Address:	
City:	
County:	
State:	
Zip Code:	
Driver's License number:	
State License issued:	
Name on License (if different than legal name:	
Email Address:	
Phone Number:	
Signature:	
Date:	

***This information will be used for background screening purposes only and no other purpose.**

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You understand that the scope of your authorization is not limited to the present and, if you are accepted, will continue throughout the course of your residency and allow the Landlord/Property Manager to conduct future screenings for retention, as permitted by law and unless revoked by you in writing.

Print Full Legal Name:	
Other or Former Names (please print):	
Date of Birth*:	
Social Security Number:	
Address:	
City:	
County:	
State:	
Zip Code:	
Driver's License number:	
State License issued:	
Name on License (if different than legal name:	
Email Address:	
Phone Number:	
Signature:	
Date:	

***This information will be used for background screening purposes only and no other purpose.**

STATE LAW NOTICES AND DISCLOSURES – BACKGROUND INVESTIGATION

The following disclosures are being provided pursuant to state law.

MINNESOTA and OKLAHOMA: If you are a resident of Minnesota or Oklahoma, or applying for employment in one of these states, please check the box if you would like to receive a copy of your consumer report, free of charge, if one is obtained by the Landlord/Property Manager.

Check box to receive report ☐

MINNESOTA: If you are a Minnesota resident or applying for employment at a location within Minnesota, you have the right to submit a written request to National Crime Search, LLC | 3452 E Joyce Blvd, Fayetteville, AR 72703 | (888-527-3282) for a complete and accurate disclosure of the nature and scope of any consumer report the Landlord/Property Manager ordered about you. The consumer reporting agency must provide you with this disclosure within five days after its receipt of your request or the report was requested by the Landlord/Property Manager, whichever date is later.

NEW JERSEY: If you are a New Jersey resident or applying for employment at a location within New Jersey, you acknowledge receipt of the New Jersey Fair Credit Reporting Act provisions.

NEW YORK: If you are a New York resident or applying for employment at a location within New York, you have the right to inspect and receive a copy of any investigative consumer report requested by the Landlord/Property Manager by contacting National Crime Search, LLC | 3452 E Joyce Blvd, Fayetteville, AR 72703 Phone: (888-527-3282).

NEW YORK: If you are a New York resident or applying for employment at a location within New York, you acknowledge receipt of a copy of [Article 23-A](#) of the New York Correction Law.

RHODE ISLAND: If you are a resident of Rhode Island or applying for employment at a location within Rhode Island, the Landlord/Property Manager may request a credit report from a consumer reporting agency in connection with your application for employment.

VERMONT: If you are a Vermont resident or applying for employment at a location within Vermont, you acknowledge receipt of the NOTICE – BACKGROUND INVESTIGATION AND USE OF CREDIT INFORMATION.¹

WASHINGTON STATE: If you are a Washington resident or applying for employment at a location within Washington State, you have the right to request from National Crime Search, LLC | 3452 E Joyce Blvd, Fayetteville, AR 72703 | (888-527-3282) a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

¹ Pursuant to Vermont law, employers requesting a credit report must provide job applicants/employees with a notice identifying the specific basis under 21 V.S.A. § 495i for use of the report.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552 b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act. c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group P.O. Box 53570 Houston, TX 77052 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. Division of Depositor and Consumer Protection National Center for Consumer and Depositor Assistance Federal Deposit Insurance Corporation 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Financial Protection 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Assistant General Counsel for Office of Aviation Protection Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Public Assistance, Governmental Affairs, and Compliance Surface Transportation Board 395 E Street, SW Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Administrator, Office of Capital Access United States Small Business Administration 409 Third Street, SW, Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, NW Washington, DC 20580 (877) 382-4357

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Hampton Cay Property Owners Association
CERTIFICATE OF APPROVAL FOR LEASE

This is to certify that the following named lease applicant has complied with the documents for Hampton Cay Property Owners Association, Inc. and has hereby obtained the approval to lease by the Board of Directors of Hampton Cay Property Owners Association.

Address: _____

Owner: _____

Tenant: _____

Lease Terms: _____

Signature and Title

Date

Print Name

State of Florida
Palm Beach County

The foregoing instrument was acknowledged before me this day _____(day) of
_____(month), _____(year) by _____(name)
_____(title), who is personally known or provided _____
as identification and who did/did not take an oath.

Signature of Notary: _____

(Seal)

*Southampton POA dba
Hampton Cay Homeowners Association, Inc.*

RULES AND REGULATIONS 02.12.2024

Intended as a *complimentary supplement* to, not a replacement or encompassing summary of the Declaration of Covenants. All Owners and Residents are required to read the Declaration of Covenants, Restrictions and Easements for Southampton POA dba Hampton Cay HOA.

1. The speed limit on all roads in Hampton Cay is **20 Miles** per hour.
2. All leases must be for a minimum of 12 months, all leases must be approved by the Board. Please contact Management at HCMGR@tritoncam.com for the rental application and fees. An Owner must own their Townhouse for twenty-four (24) consecutive months before the Townhouse may be rented or leased. (Amended Article 3.3.1)

The sale or transfer of any ownership interest of a Townhouse to a corporation, company, partnership, Limited Liability Company, trust, or other entity (non-natural person) is prohibited. (Amended Article 3.3.2)

A Townhouse eligible to be leased under the provisions of this Article may only be leased once in any twelve (12) consecutive month period, for a term of twelve (12) months. (Amended Article 3.3.3)

3. Businesses are prohibited from being conducted in our community, with some exceptions. An internet-based related business is permitted if it does not generate retail traffic. (Article 3.4).
4. No signs of any nature shall be displayed without written approval. There is an exception with 'For Sale' signs, limited to 6" x 10" in size. (Article 5.2) House number signs are okay.
5. No Antennas or satellite dishes may be installed without Architectural Review Committee (ARC) approval. (Articles 5.3 & 5.19).
6. Trash must be in closed containers and kept in an orderly fashion and kept inside until no earlier than 12 hours prior to pick-up and empty containers must be put away, in the garage, 10 hours after pick-up. (Article 5.4).

*Southampton POA dba
Hampton Cay Homeowners Association, Inc.*

Hampton Cay Parking Rules:

7. The parking or storage of automobiles and other motor vehicles is permitted only in garages and driveways. Street parking is only allowed in designated parking areas. NO parking is allowed in the dead ends as these have been designated as Fire Lanes by the City of Palm Beach Gardens. (Article 5.5).
8. There is no parking or storage of boats, boat trailers, campers, commercial vehicles, or other recreational vehicles. No repairs to any and all of the aforesaid boats, trailers or vehicles shall be made on any land in the Property except repairs made for emergency purposes such as to repair a flat tire. (Article 5.6).
9. All Vehicles must be operable, licensed and with current registration to be parked or stored in the development. (Article 5.7).
10. Overnight parking of trade or commercial vehicles more than ½ ton is not allowed. (Article 5.8).
11. Motorcycles are not permitted, except with the proper written consent of the Board, and must be parked in the garage and may require muffling equipment so that operation does not create an annoyance to the residents. (Article 5.11).
12. No motorized scooters, mopeds, bicycles, go-carts, golf carts or any other electric or gas vehicles not licensed, registered, and insured with the State of Florida are allowed. (Article 5.18).

*Southampton POA dba
Hampton Cay Homeowners Association, Inc.*

13. Street parking is defined as those areas in Hampton Cay designated for authorized parking:
- a. Vehicles shall not be parked on any part of the lawn.
 - b. Vehicles shall be parked in the proper direction of traffic.
 - c. Vehicles shall not block the driveway of other residents.
 - d. Parking on the unpaved portion of the HOA rights-of-way and/or any part of the lawn/grass is always prohibited. Vehicles parked in these areas are subject to removal as authorized by the Board.
 - e. Street parking (including parking by the Clubhouse) is for the temporary and non-overnight parking of residents, vendors, and guests. However, guests are permitted to park overnight.
 - f. Overnight parking is from **11pm – 7am**.
 - g. All overnight guests **MUST** have a guest parking pass visibly displayed on the vehicle dashboard. Overnight parking passes can be obtained from the property manager at: HCMGR@tritoncam.com
 - h. **Passes are only issued for a period not to exceed 2 weeks.**
 - i. Unregistered vehicles parked on the street or in the driveways are not permitted as stated in the Association Documents.

It is understood that there may be rare times when a resident will need to park on the street overnight due to driveway repairs, moving trucks or such in their driveway. All requests **MUST be sent via email to the property manager 24 hours in advance.**

14. No more than two (2) dogs, cats or other household pets may be kept. An Owner's two (2) dogs cannot exceed 150 lbs. in total weight, and any one (1) dog cannot weigh more than 100 lbs. Dogs **MUST** be kept on a leash when outside of the residence. A pet may not be left unattended or unsupervised. Any owner is required to immediately pick up animal waste. (Article 6) Dog waste can be disposed of at the dog waste stations that are located on each side of one of the lakes.
15. No dog waste shall be disposed of in the trash receptacles outside the clubhouse and gym or by the pool and no dog waste/bags to be stored or placed in the planted areas, driveways, grass, or sidewalk of any townhouse.
16. All sports equipment must be stored out of sight (inside garage or house) when not in use and may only be used between the houses of 10am and dusk.
17. Park in a designated parking spot when retrieving your mail.

*Southampton POA dba
Hampton Cay Homeowners Association, Inc.*

18. Vendor hours in the community are 7am - 7pm Monday through Saturday. NO SUNDAYS unless emergency.
19. Residents may move into their homes Monday through Saturday, at reasonable times so as not to disturb neighbors. Sundays is from 9am - 5pm only.
20. No clothes or other items are allowed on the railings of the balconies.
21. No bird feeders are allowed in any common area because they attract pests.
22. No bird baths are allowed in any common area because they are a mosquito breeding nuisance.
23. Seasonal Decorations:

Seasonal Fall/Halloween/Thanksgiving decorations may only be displayed between October 1st to Thanksgiving Day. No blow-up decorations are permitted in the driveway or other common areas. No lighting will be attached to any shrubbery or lawn areas. Any seasonal decorations which include audible sound must be turned off by 10pm. Seasonal Christmas/Holiday decorations may only be displayed between the Day after Thanksgiving to January 10th. No lighting will be attached to any shrubbery or lawn areas. No blow-up decorations are permitted in the driveways or other common areas. Any other Holidays (example Passover/Easter) decorations may be displayed only 2 weeks before the Holiday to 2 weeks after the Holiday. No blow-up decorations are permitted in the driveway or other common areas. No lighting will be attached to any shrubbery or lawn areas. decorations which All outdoor lighting extension cords must be three-pronged grounded UL approved. Homeowners must recognize the inherent risk that decorations in the common area may be damaged by landscapers during their work.

Southampton POA dba Hampton Cay Homeowners Association, Inc.

Common Area Amenities Rules & Regulations

24. Pool/Spa Area:

Pool & Spa rules are posted on walls, please read, and follow all rules as posted while enjoying the pool and/or spa in Hampton Cay.

- a. No bicycles in the gated area by the pool, clubhouse, and gym.
- b. Pool and spa hours are from sunrise to sunset.
- c. No lifeguard on duty. swim at your own risk.
- d. Maximum bathing load is 28 persons.
- e. All children in the pool area must have adult supervision.
- f. No running, ball playing, or rough play of any kind is allowed in the pool area or in the pool.
- g. No diving or jumping into the pool.
- h. No pets allowed in the pool area or in the pool.
- i. No glass allowed within 6 feet of the pool area.
- j. Only non-breakable containers in the pool and pool area and deck.
- k. Any person that is not toilet trained or incapable of controlling bodily functions is not permitted in the pool without swim diapers or other protective covering.
- l. No food allowed in the pool.
- m. No smoking in the pool or pool area including e-cigarettes and any vaping of any substance.
- n. No bicycles, skateboards, or motorized vehicles of any kind in the pool area.
- o. Please return all pool furniture to its original location and dispose of all of your trash.
- p. No climbing over the gates and fence.
- q. Please be considerate of others.

25. Fitness Center:

- r. Access permitted as posted 5am - 11pm.
- s. Make sure that all doors are closed properly so they lock when leaving.
- t. Proper gym attire is required.
- u. Athletic shoes are required.
- v. Please turn all the lights off when leaving.
- w. Children under the age of 16 must always be accompanied and supervised by an adult.

*Southampton POA dba
Hampton Cay Homeowners Association, Inc.*

26. Clubhouse:

- a. Anyone under the age of 16, must be accompanied by an adult.
- b. Please review the Rental Rules and Restrictions.
- c. Make sure that all doors are closed properly so they lock when leaving.
- d. Please turn the lights off when leaving.
- e. Please turn the TV off when leaving.
- f. Hours of operation 8am – 9pm.

Maintenance Obligations:

27. The Hampton Cay Homeowners Association is responsible for and will maintain all landscaped areas outside of the townhomes located within the development. Modifications, additions, or alterations, of the landscaping anywhere inside of Hampton Cay is NOT permitted without PRIOR written permission from the Association. Any alterations may be deemed to require remediation by the Association's Board of Directors and the cost of such corrective action will be the responsibility of the homeowner.

28. Garage doors should always remain closed unless entering or exiting the garage or engaging activity to reduce the attractiveness to thieves.

29. Nuisances and Removal Thereof:

All Lots and buildings and Common Areas shall be kept free from nuisances and noxious conditions and in a clean and tidy condition and free of conditions offensive to the eye and/or ear or permitting foul or obnoxious odors and all structures and improvements built shall be kept in good condition, repair, and appearance by the Owners of each lot and by the Association for the Common Areas. No Lot shall be used in such manner as to cause noise which will disturb the peace, quiet, comfort or serenity of the occupants.

or surrounding properties and such activity may be enjoined by the Declarant, The Association, or the Owners of any Lot. Assessments and /or fines may also be levied as set forth herein. (Article 11).

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30. Gate:

Each resident that strikes the gate/barrier arm will be notified, and a \$100.00 fine will be imposed per incident. When a guest or visitor is going to a residence and strikes the gate/barrier arm (including but not limited to family members, friends, UBER, food delivery, furniture delivery, home repair, etc.) the resident will be notified, and a \$100.00 fine will be imposed on the resident. It is strongly suggested that the homeowner give instructions to guests and visitors on the location of the marked Virtual Guard Call Box and how to safely enter the community. The fine could be more if there is substantial damage to the gate/barrier arm.

IF YOU OBSERVE ANY VIOLATION OF THESE RULES, PLEASE CONTACT THE PROPERTY MANAGEMENT COMPANY. VIOLATION OF ANY OF THESE RULES MAY RESULT IN FINES AND OR SUSPENSION OF ACCESS PRIVILIGES.

Fine Schedule

First Violations are mailed with a date the violation must be complied with - immediately, 15 days or 30-45 days. If the owner does not comply with the violation, a second letter is sent either reminding them of the violation or letting them know they are going to be charged a fee.

If the violation is going to be charged a fee, then a letter is sent letting them know they are going to be charged a specific fee amount, but they can meet with the Compliance (violation) committee (on this date and time). The homeowner has the opportunity to plead their case and the committee can decide if they will charge the violation or not. If the homeowner does not attend the meeting, the committee will charge the appropriate fee and send a letter confirming their account has been charged the fee.

VIOLATIONS

Unauthorized Lease - Article 3.3

First Violation - \$100.00 (in addition to demand letter requiring the immediate removal of renter)

Second Violation - \$100.00 (in addition to demand letter requiring the immediate removal of renter)

Third and Subsequent Non-Compliance Violation or violations that are of a Continuing Nature -

\$100.00 per day and not in excess of \$1,000.00

Unauthorized Business - Article 3.4

First Violation - Warning

Second Violation - \$100.00

Third and Subsequent Non-Compliance Violation or violations that are of a Continuing Nature -

\$100.00 per day and not in excess of \$1,000.00

Alterations - Article 4

First Violation – Warning

Second Violation - \$100.00

Third and Subsequent Non-Compliance Violation or violations that are of a Continuing Nature -

\$100.00 per day and not in excess of \$1,000.00

Southampton POA, DBA as Hampton Cay Homeowners Association, Inc.

Signs - Article 5

First Violation - Warning

Second Violation - \$50.00

Third and Subsequent Non-Compliance Violation or violations that are of a Continuing Nature -

\$100.00 per day and not in excess of \$1,000.00

Trash Violations - Article 5

First Violation - Warning

Second Violation - \$50.00

Third and Subsequent Non-Compliance Violation or violations that are of a Continuing Nature -

\$100.00 per day and not in excess of \$1,000.00

Parking - Article 5.5 and 5.6 and 5.7 and 5.8 and Parking Rules

First Violation - \$50.00

Second Violation - \$100.00

Third and Subsequent Non-Compliance Violation or violations that are of a Continuing Nature -

\$100.00 per day and not in excess of \$1,000.00

Motorcycles - Article 5.11

First Violation - Warning

Second Violation - \$50.00

Third and Subsequent Non-Compliance Violation or violations that are of a Continuing Nature -

\$100.00 per day and not in excess of \$1,000.00

Southampton POA, DBA as Hampton Cay Homeowners Association, Inc.

Motorized Scooters, Mopeds, bicycles, go carts, golf carts, or any other electric or gas-powered vehicle not licensed, registered, and insured – Article 5

First Violation - Warning

Second Violation - \$100.00

Third and Subsequent Non-Compliance Violation or violations that are of a Continuing Nature -

\$100.00 per day and not in excess of \$1,000.00

Pets - Article 6 and Rules Adopted by Board

First Violation - Warning

Second Violation - \$100.00

Third and Subsequent Non-Compliance Violation or violations that are of a Continuing Nature -

\$100.00 per day and not in excess of \$1,000.00

Nuisances and Removal Thereof - Article 11

First Violation - Warning

Second Violation - \$100.00

Third and Subsequent Non-Compliance Violation or violations that are of a Continuing Nature -

\$100.00 per day and not in excess of \$1,000.00

Sports Equipment - HOA Rule 16

First Violation - Warning

Second Violation - \$50.00

Third and Subsequent Non-Compliance Violation or violations that are of a Continuing Nature -

\$100.00 per day and not in excess of \$1,000.00

Southampton POA, DBA as Hampton Cay Homeowners Association, Inc.

Pool / Spa Area Rules – Fitness Center Rules – Clubhouse Rules

First Violation - Warning

Second Violation - \$100.00

Third and Subsequent Non-Compliance Violation or violations that are of a Continuing Nature -

\$100.00 per day and not in excess of \$1,000.00

30-day Suspension of Amenities

Decoration Rules

First Violation - \$50.00

Second Violation - \$100.00

Third and Subsequent Non-Compliance Violation or violations that are of a Continuing Nature -

\$100.00 per day and not in excess of \$1,000.00

Gate/Barrier Arm Strikes - HOA Rule 30

The resident will be notified of all violations and a \$100.00 fine will be imposed per incident. The fine could be more if there is substantial damage to the gate or barrier arm.

RECENT AMENDMENTS TO THE DECLARATION

Dear Unit Owners,

For your reference, we have summarized the recent list of amendments to the Declaration of Covenants, as filed on July 25, 2016, and they are as follows:

Amendments §3.3.1 Ownership of Townhouse for Two (2) Years Prior to Leasing, §3.3.2 Prohibition of Ownership of Townhouse by an Entity, §3.3.3 Frequency, Duration, and Approval of Leases, and §3.3.4 Security Deposit received the required number of votes exceeding the two-thirds threshold required and will therefore be recorded as amendments to the Southampton POA declaration of covenants effective immediately upon recordation by the clerk of the court of Palm Beach County Florida. The four amendments receiving the required number of votes will become sections §3.3.1, §3.3.2, §3.3.3, and §3.3.4 and are defined below as previously disseminated in the voting packet numbered §3.3.1, §3.3.2, §3.3.3, §3.3.4, §3.3.5 and §3.3.6. Amendments §3.3.4 and §3.3.6 did not pass and therefore will not be included in the adopted amendments prepared for recordation.

Section 3.3 will be stricken from the declaration and replaced as follows.

USE RESTRICTIONS

~~Section 3.3 Ownership and Leases of Townhouse. No Owner shall lease his residence, or any portion thereof, until one (1) year after the date that Declarant initially conveys fee simple title to such residence and Lot to an Owner. No Owner shall lease his residence, or any portion thereof, without the prior approval of the Association. Said approval shall not be unreasonably withheld. Under no circumstances shall the residence, or any portion thereof, be leased for a period of less than twelve (12) months.~~

§3.3.1 Ownership of Townhouse for Two (2) Years Prior to Leasing

An Owner must own his/her/their Townhouse for twenty-four (24) consecutive months before the Townhouse may be rented or leased excluding any (i) Townhouse owned by the Association or which may otherwise be leased by the Association under applicable law as amended from time to time; (ii) Townhouse transferred by devise or inheritance as a result of the death of an Owner; (iii) Townhouse transferred to a trust for estate or tax planning purposes in which no change of occupancy has occurred, and (iv) Townhouse acquired by the mortgagee of a mortgage thereon through foreclosure or deed in lieu of foreclosure of such mortgage. Additionally, any record Owner of a Townhouse as of the recordation of this amendment shall not be subject to the aforesaid twenty-four (24) month restriction against leasing.

§3.3.2 Prohibition of Ownership of Townhouse by an Entity

Subsequent to the recordation of this amendment the sale or transfer of any ownership interest of a Townhouse to a corporation, company, partnership, Limited Liability Company, trust or other entity (non-natural person) is prohibited. The foregoing restriction on ownership is not applicable to the Association with respect to any Townhouse acquired by the Association, or to a mortgagee acquiring a Townhouse through foreclosure of its mortgage or deed in lieu of foreclosure. The aforesaid restriction on ownership shall also not be applicable to the transfer of a Townhouse to a trust or other non-natural person entity for the sole purpose of estate or tax planning purposes as determined by the Board of Directors in its sole and absolute discretion.

§3.3.3 Frequency, Duration and Approval of Leases

No Townhouse may be rented or leased without the prior written approval of the Board of Directors of the Association or its designee (if any). The Board of Directors may from time to time adopt and amend procedures and fees with respect to applying for approval to lease a Townhouse

A Townhouse eligible to be leased under the provisions of this Article (including subject to any limit on the number of Townhouses that may be leased at any time as set forth herein) may only be leased once in any twelve (12) consecutive month period, measured from the commencement of the most recent lease term, for a term of twelve (12) months. The aforesaid restrictions on the frequency and term of leasing a Townhouse shall not be affected if a lease terminates prematurely as a result of the lessee vacating the premises or otherwise. Only an entire Townhouse may be leased or rented and no individual room or rooms or less than the entire Townhouse may be leased or rented. Subleasing is prohibited. Transient tenancy is also prohibited. Renewals of any rental or lease is permitted but must be approved by the Association. Among the factors the Board of Directors may consider with respect to a proposed lease renewal are, without limitation, whether the Owner is in good standing with the Association and whether the lessee(s) has/have any history of failing to abide by the provisions of this Declaration or the Rules and Regulations of the Association.

§3.3.4 Security Deposit

As a condition to any lease approval per the requirements of this Article, the Board of Directors of the Association may require the lessee to pay the Association a security deposit in such amount as determined by the Board of Directors from time to time, not to exceed any maximum amount established by law from time to time. The security deposit shall be security for any damage(s) caused to the Common Area(s) or any portion of a Townhouse maintained by the Association. The security deposit shall be handled in accordance with Part II of Chapter 83, Florida Statutes, as amended or renumbered from time to time.

Initial _____



Palm Beach Gardens Fire Rescue
LIFE SAFETY SERVICES DIVISION

10500 N. Military Trail, Palm Beach Gardens, FL 33410
Ph (561) 799-4314 Fax (561) 799-4339

June, 28, 2016

RE: Parking in the roadways in Hampton Cay:

To whom it may concern,

In the City of PBG, there shall not be any parking on the roadway at Hampton Cay, other than designated off-street parking. The purpose of the roadways is for vehicular traffic and not parking, unless designated and approved for off-street parking. Because vehicles are being parked in the dead-end areas of the development, fire lane signage and striping to designate the dead-end area as fire lanes shall be installed.

Off-Street parking shall only be in the designated area that were approved by the City of PBG, which is defined below. I also attached two documents developed to ensure that all roadways in the City of Palm Beach Gardens are maintained to provide Fire Department access, at all times; along with our document on the installation of Fire Lanes, as needed.

Sec. 78-341. - Intent.

(a) Intent. This article is intended to ensure that adequate off-street parking is provided to meet the parking needs of all uses located within the city. All parking areas shall be designed and located for the following purposes:

- (1) To serve the use for which constructed;
 - (2) To protect the public safety; and,
 - (3) To mitigate potential adverse impacts on adjacent uses.
- (b) Provision of adequate parking.

The owner, developer, or operator of a specific use shall be responsible to provide and maintain adequate off-street parking to meet the specific characteristics of a use or combination of uses located on a site or property.

Thank you

Anthony Vazquez

Anthony Vazquez
Chief Fire Inspector, C.F.E.I.
Palm Beach Gardens Fire Rescue
10500 N. Military Trail, PBG, FL 33410
Office Ph.# (561) 799-4314
Fax # (561) 799-4339

Initial _____

From: Robert Wilson
Date: January 6, 2017 at 4:33:14 PM EST
Subject: Parking Concerns at Hampton Cay

To all concerned,

Several residents within Hampton Cay have expressed their concerns regarding overnight parking and vehicles blocking designated fire lanes within the development. After partnering with residents and various City department heads a remedy to these issues has been identified.

Effective immediately, and in accordance with a mutually agreed upon Traffic Enforcement Agreement, Palm Beach Gardens police officers will enforce overnight and fire lane parking within Hampton Cay. The following are references to City Ordinances that will assist officers with enforcement:

City Ordinance 70-62 (18)... prohibits parking in the roadway, on any city street between the hours of 11:00 pm and 6:00 am.

City Ordinance 70-62 (16)...Any motor vehicle, commercial vehicle, or recreational vehicle where the *parking* of the same may interfere with the ingress and/or egress of fire department or emergency vehicles for the protection of persons or property.

Please feel free to contact me with questions or concerns.



CAPT. ROBERT L. WILSON
Patrol Operations Captain
Palm Beach Gardens Police Department
(561) 236-2750 (561) 799-4575
RWILSON@PBGFL.COM

**"Bravery and courage under fire cannot
ever be an acceptable substitute for
sound procedures and officer safety."**

CITY OF PALM BEACH GARDENS E-MAIL DISCLAIMER: PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from local officials regarding city business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

Initial _____

PLANTINGS, SOLAR LIGHTS, & POTTED PLANTS APPLICATION

Southampton POA, DBA Hampton Cay Homeowners Association
c/o Triton Property Management
900 E. Indiantown Road, #210, Jupiter, FL 33477
(561) 250-6565 Fax (561) 277-2535

Name of Applicant / Homeowner

Address of Unit

Address of Applicant (if Different)

Date of Application

Telephone Number- Daytime

Telephone Number- Evening

WHAT ITEMS WOULD YOU LIKE TO INSTALL?

Please allow 30 business days for the ARC review process and decision from the date stamp received.

- ☐ Asian Jasmine Ground Cover
- ☐ Parsons Juniper
- ☐ Flax Lily (Blueberry Dianella Tasmanica)
- ☐ Petra Croton (Codiaeum Variegatum Petra)
- ☐ Mammy Croton/Fire Croton (Codiaeum Variegatum)
- ☐ Green Island Ficus (Ficus Microcarpa)
- ☐ Dwarf Boxwood Ilex (Ilex Stokes)
- ☐ TRinette (Variegated Arboricola)
- ☐ Red Ti (Florida Dracaena)
- ☐ Durant/Gold Mound (Durant Repens)
- ☐ White Babywing Begonia
- ☐ Bubble Ground Cover (Bulbine Flutenscens)
- ☐ Dwarf Red Bouganvillea
- ☐ Orange Bird of Paradise (Strelitzia Reginae)
- ☐ Dwarf Chenille/Trailing Chenille (Acalypha Pendula)
- ☐ Solar Lights
- ☐ Potted Plants

If all required information (see also conditions of approval) is not received with this completed application, the Board or Committee will automatically REJECT the application until all requested information is received.

Where do you wish to install your plantings, solar lights, or potted plants? _____

There are 5 landscape plans that are related to each building number and are labeled as "Townhouse Types". What is your Townhouse Type: _____

On the 5 landscape plans below, there are front door crevices on each building type. Indicate which front door crevice would be yours, and where you wish to install your plantings, or solar lights, or potted plants relative to your front door.

The undersigned acknowledges that they have read and understand this application. I also understand that submission of the application does not guarantee approval and that any approval must be received, in writing, prior to making the alterations sought in this application. I further understand that I may not deviate from the plans submitted and that any variation will require re-application.

Applicants Signature_____ Date _____

Additional Comments/Conditions: _____

This Application is Approved/Rejected: _____

Member's Signature _____

[] Approved [] Rejected

Date _____

Member's Signature _____

[] Approved [] Rejected

Date _____

Member's Signature _____

[] Approved [] Rejected

Date _____

PLANTINGS, SOLAR LIGHTS, & POTTED PLANTS APPLICATION

Southampton POA, DBA Hampton Cay Homeowners Association
c/o Triton Property Management
900 E. Indiantown Road, #210, Jupiter, FL 33477
(561) 250-6565 Fax (561) 277-2535

Homeowner Plantings

All homeowners are allowed to plant on the approval list in existing beds adjacent to their townhouse as depicted on the approved maps, subject to the restrictions listed with each plant.

Homeowners must identify the areas to be planted on the maps provided the ARC and must identify their unit on the map.

Homeowners must register their intent to plant with management company by completing the approved forms and submitting the completed forms to the management company prior to planting. Properly submitted forms will constitute the HOA's approval to plant the plants listed in the forms and in the areas designated on the maps.

No other plantings shall be allowed.

Plants may not be removed nor moved from their current location. The HOA reserves the right to remove any plants not planted according to these rules, at the homeowner's expense.

Homeowner's may mulch their planted areas with the same mulch used by the HOA. Mulching is subject to the same registration requirements as planting. Non-conforming mulch will be removed at the home owner's expense.

Homeowners are responsible for any and all damage caused by planting diseased plants, including any damage to other plants. The HOA will be responsible to maintain the new plants after a period of 12 months or until such time as the new plants are considered robust and able to be maintained in the normal course of landscape maintenance whichever comes first.

Homeowners who submit the proper forms as described above shall be granted a limited easement solely for the purpose of planting the identified plants and only for as long as necessary to properly plant the plants, in no event longer than one week. The limited easement expires upon completion of the plantings or one week after submitting the forms, whichever comes first. The homeowner has a continuing duty to maintain the plants until the HOA assumes responsibility. The homeowner's duty to maintain the plants is not to be considered an easement to enter upon or modify the existing planted areas, however the homeowner shall be responsible for providing adequate water and fertilizer, if needed, to allow the plants to become robust and independent.

Prior to planting, the homeowner must determine the location of all irrigation, electric, gas, water, cable TV and other utilities and shall be held responsible for any and all damaged. Homeowners who damage any of the foregoing utilities shall not repair the damage, the HOA will commission the repair at the homeowner's expense.

Planting areas depicted on the maps mentioned herein are the only areas in which a homeowner may plant under these rules and the plants depicted in the planting's areas are the only plants allowed in those areas.

If a homeowner wants to plant in a planted area that bordered two townhomes, the homeowner must obtain the permission of the adjacent townhome owner prior to submitting the forms and must indicate on the forms that the adjacent owner has given their permission.

Solar Lights

Homeowners may install Solar Lights in the Mulched Areas adjacent to their townhomes with the following restrictions:

Solar lights must be BLACK and no taller than 18" above ground when installed.

Solar lights must always be properly maintained and kept straight and vertical. Solar lights that are leaning over or falling must be immediately corrected or removed.

Solar lights are limited to a maximum of 12 per townhouse. A total of 6 in the front and 6 in the rear of the home.

Solar lights cannot be installed along the sidewalks or walkways along Southampton Square North, Southampton Square South, Cambridge, Hamilton, Oxford or Kensington.

Solar lights are not to be installed in the mulched areas adjacent to the swale areas behind Lots. Solar lights must not be installed in the sodded or grass areas or in mulched areas around trees. Solar lights must not impede the landscapers from performing their regular duties.

Solar lights must be maintained by the homeowner. If solar lights are not properly maintained by the homeowner, the Association may remove them and charge the homeowner any fees or costs associated with such removal. The Association shall issue a warning or reminder to homeowners prior to removal of the lights and provide a reasonable time frame for the homeowner to remedy the situation prior to the Association removing the lights.

Potted Plants

Homeowners may place or install potted plants in the mulched areas adjacent to their townhomes or on walkways with the following restrictions:

Pots must not be larger than 19" in diameter and 15" in height and must be earth tone colors only. Plants in the pots must not be vegetables or other plants that attract pests or other animals.

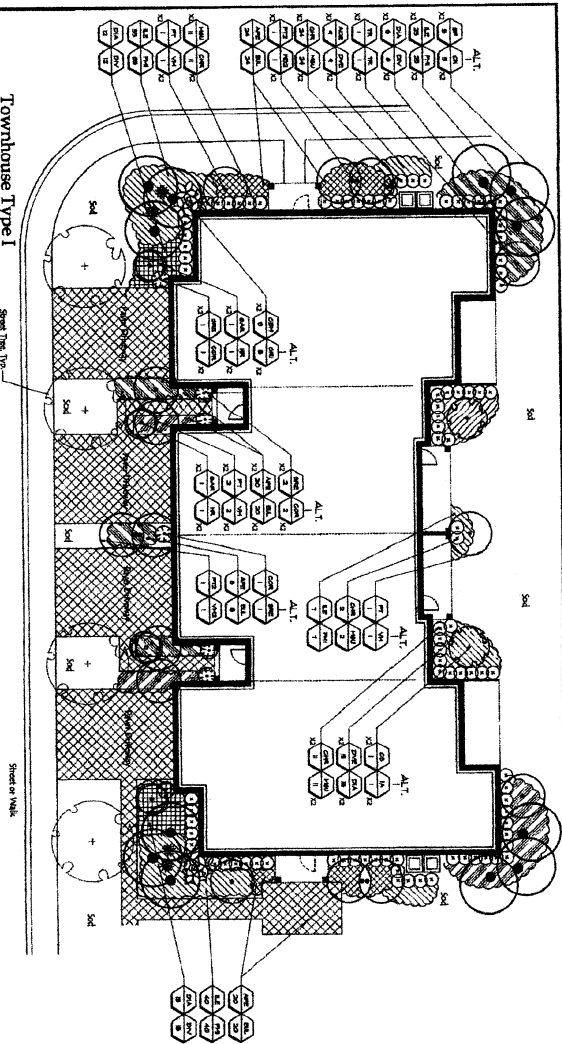
Pots may be placed in mulched area adjacent to the townhome but not along Southampton Square North or South or Cambridge, Hamilton, Oxford or Kensington.

Pots may be placed on walkways leading from front porch areas to driveways of Bonaire and Aurora models.

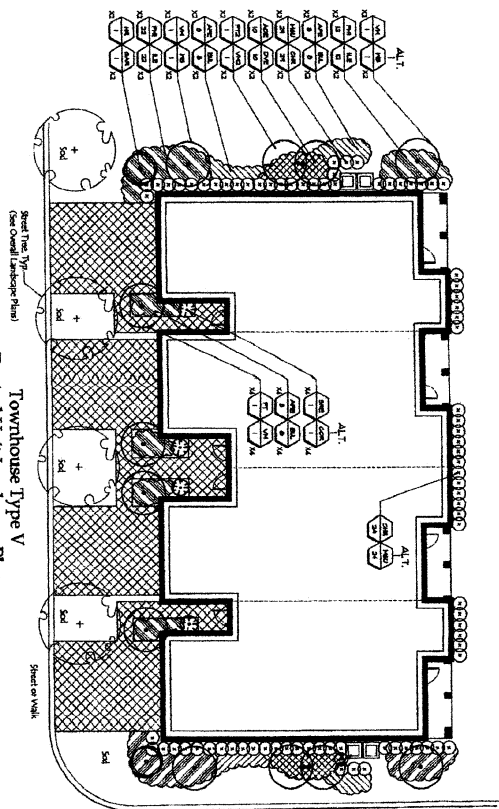
Potted plants must be maintained by the homeowner. If Potted Plants are not properly maintained by the homeowner, the Association may remove them and charge the homeowner any fees or costs associated with such removal. The Association shall issue a warning or reminder to homeowners prior to removal of the potted plants and provide a reasonable time frame for the homeowner to remedy the situation prior to the Association removing the potted plants.

A total of 8 pots are permitted per townhome. A total of 4 in the front, and 4 in the back of the home.

Solar Lights and Potted Plants must not damage or modify the common area plantings. No plantings, mulch or other material may be moved or removed. The Association reserves the right to remove any Solar Lights or Potted Plants that are deemed, in its sole discretion, to be an eyesore or otherwise not in compliance with the beauty of the community. Removal fees and costs will be charge to the homeowner. The Association is not responsible for damage to or theft of Solar Lights or Potted Plants installed pursuant to this Rule.



Townhouse Type I
Typical Unit Landscape Plan
(Units 2,8,13,20,29,36,40,47)



Townhouse Type V
Typical Unit Landscape Plan
(Unit 46 - Central Boulevard)

[illegible]

ALL PLANTED AREAS SHALL RECEIVE WATER CONVEYANCE FROM A NATURAL ANCHORAGE (PROVIDED SYSTEM) EXISTING WITH A MAIN DRAIN.

- * LOCATED NATIVE PLANT MATERIAL
- * LOCATED NATURAL ANCHORAGE
- * LOCATED NON-DESIGNATED MATERIAL
- * LOCATED PROPOSED PROTECTIVE TOLERANCE

APPROVED
PLANNING & ZONING DIVISION
BY R. Brown
TITLE Meeting #4
DATE July 30, 2013

Refer to Sheet LP-11 for Quantities



LP-8
04-01014

Above-Ground Utility Landscape Screening Detail

[illegible]

FRONT PANEL

FRONT VIEW



**Gentle
Holloway
O'Mahoney**
Landscape Architects,
Planners and
Environmental Consultants

Ouse, Inc.
 Jupiter, Florida 33406
 861-75-5557
 861-75-5240 FAX
 www.landscape-architecture.com

Southampton
Palm Beach Gardens, Florida

Designated: _____
 Agent: _____
 Approved: _____
 Date: _____
 Job no. _____
 Revisions: _____


 JUL 18 2002
 LC C00097
 Subject Title:
 Typical Unit
 Landscape
 Plans

Initial _____

Hampton Cay

900 E. Indiantown Road, #210
Jupiter, FL 33477
(561) 250-6565 Fax (561) 277-2535

Rules Acknowledgement

I _____ acknowledge receipt of all Rules and Regulations listed below and agree to abide by all.

- ☐ **Rules and Regulations**
- ☐ **Parking Rules**
- ☐ **Pool and Spa Rules**
- ☐ **Seasonal Decoration Rules**
- ☐ **Solar Lights and Potted Plants Rules**

Signature

Date

Address

Initial _____

Important Instructions:

This form must be submitted by an Authorized Community Contact to myenvera@enverasystems.com. RESIDENTS, PLEASE PROVIDE THE COMPLETED DOCUMENT TO YOUR PROPERTY MANAGER OR COMMUNITY STAFF. Please type or print clearly. *Attempting to submit this form via an unauthorized contact or illegibly will delay processing.* If multiple tenants reside at the same address, each must complete their own form.

Community Name:	City:	State:
Property Street Address (including unit if applicable):		

☐ NEW Homeowner	☐ UPDATE Existing Homeowner	☐ NEW Tenant	☐ UPDATE Existing Tenant
<u>New</u> Homeowner Move In Date:		Tenant Lease Start:	Tenant Lease End:

Should all prior homeowners/tenants be removed? ☐ Yes ☐ No
If yes, please provide date to be removed:

For communities with Envera's Virtual Gate Guard and/or Guard Module Software, a household has a primary contact:	
The primary number is the first phone number that will be used when an Envera representative needs to contact you.	
The secondary number will be used if a homeowner/tenant cannot be reached at the first number.	
A primary email address will be used for service-related and MyEnvera account communications. <u>If an email is not provided</u> , MyEnvera login credentials will be emailed to your property manager or community contact.	
Primary Contact Name:	
Primary Number:	Secondary Number:
Primary Email Address:	
Secondary Contact Name:	
Primary Number:	Secondary Number:
You can add additional household members on your MyEnvera account.	

If Envera provides additional access control services at your community, including resident vehicle access and/or amenity access, please complete the separate access control form.

Once this form is submitted, please allow up to **48 hours** for processing. Once a registration form has been processed, a MyEnvera account will be created for you, and you will have access to manage your household information via our MyEnvera Android/Apple app or website <https://myenvera.com>. After you receive your account information, please be sure to visit the app or website to create your visitor list. This list should be used for any and all relatives, house guests, or vendors that you expect for your household.

The information above will remain confidential and will be used solely for the purpose stated. It is the responsibility of the homeowner/tenant to keep the information above current. Please advise of any changes, additions, or deletions by logging on to your MyEnvera account or by emailing myenvera@enverasystems.com.



Access Control Registration Form

Important Instructions: This form must be submitted by an Authorized Community Contact to myenvera@enverasystems.com. RESIDENTS, PLEASE PROVIDE THE COMPLETED DOCUMENT TO YOUR PROPERTY MANAGER OR COMMUNITY STAFF. Please type or print clearly. Attempting to submit this form via an unauthorized contact or illegibly will delay processing. If multiple tenants reside at the same address, each must complete their own form.

Community Name:	City:	State:
Property Street Address (including unit if applicable):		

☐ NEW Homeowner	☐ UPDATE Existing Homeowner	☐ NEW Tenant	☐ UPDATE Existing Tenant
New Homeowner Move In Date:		Tenant Lease Start:	Tenant Lease End:

Should all prior homeowners/tenants be deactivated? ☐ Yes ☐ No
If yes, please provide date to be deactivated:

Access Level: ☐ Resident ☐ Employee ☐ Vendor ☐ All Access (Please complete a separate form for individuals with different access levels)
--

Household Member, Employee, or Vendor Name	Phone Number	Email Address	Credential Type (Fob, Sticker, Card, Other)	Credential Number	For vehicle stickers: Make, Model, State, and Plate Number

If Envera provides Virtual Gate Guard and/or Guard Module solutions at your community, please complete a separate MyEnvera registration form for new residents. Once this form is submitted, please allow up to **48 hours** for processing. The information above will remain confidential and will be used solely for the purpose stated. It is the responsibility of the homeowner/tenant to keep the information above current. Please advise of any changes, additions, or deletions by logging on to your MyEnvera account or by emailing myenvera@enverasystems.com.