



## VISTA ROYALE ASSOCIATION INSTRUCTIONS

### Application/Registration - RENTAL

1. The Application/Registration Form must be submitted using the Association's approved form 30 days prior to start of lease.
2. A copy of the fully executed lease must be provided with the application/registration.
3. The Application/Registration must be filled out legibly and completely, and signed by all applicants, and owners.
  - a. All blanks must be filled in.
  - b. Page 2: Every applicant's signature is required following animal restrictions and acknowledging having read the Rules and Regulations Handbook.
  - c. Page 3: Owner's signature is required.
4. Legible copies of identification (ID) for all applicants and residents must be provided. Acceptable forms of ID include:
  - a. Driver's License. Faxed copies are not readable, therefore not acceptable.
  - b. Passport
  - c. Immigration card
  - d. Military Identification
  - e. Any state, local, national or international documentation, provided it contains information about the age or birth of the possessor
  - f. Birth certificate may be presented provided the name on the certificate matches the name of the applicant. If name has been legally changed, then proof of the legal name change or additional documentation must also be provided to verify that the person listed on the certificate is the applicant.
5. A legible photograph or legible copy of photograph, suitable for visual identification purposes, must be provided for all applicants.

If additional information or instructions are needed,  
contact the Association Office at 772-569-1433.

### GENERAL RULES

MAINTENANCE FEES AND ASSESSMENTS MUST BE UP-TO-DATE.

LEASES MUST BE FOR A PERIOD NOT LESS THAN 60 DAYS.

APPLICATIONS MUST BE SUBMITTED 30 DAYS PRIOR TO LEASE START

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

\$10.00 CHARGE FOR ID BADGES, CASH OR CHECK ONLY

LEASE CANNOT BE CHANGED OR REVISED AFTER SUBMITTED FOR APPROVAL

VISTA ROYALE ASSOCIATION, INC.  
APPLICATION – RENTAL  
400 Woodland Drive, Vero Beach, Florida 32962  
Phone (772) 569-1433 Fax (772) 569-1477

A FULLY EXECUTED COPY OF LEASE MUST BE ATTACHED.

**SUBMIT 30 DAYS PRIOR TO LEASE START DATE; INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**  
Please remit \$25 for copying and mailing fees or provide email address to receive copy of approval.

**INSTRUCTIONS: FAILURE TO PROVIDE ALL INFORMATION WILL CAUSE DELAY**

Application for Approval as lessee(s) in BLDG # \_\_\_\_\_ UNIT # \_\_\_\_\_ for a period of not less than 60 days beginning on \_\_\_/\_\_\_/\_\_\_ and ending on \_\_\_/\_\_\_/\_\_\_.

Name of Tenant 1: \_\_\_\_\_ Birth date: \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_\_\_  
Type of ID provided: \_\_\_\_\_ Two (2) Photos provided: [ ] Yes [ ] No

E-mail Address: \_\_\_\_\_  
Approval will be sent to the above e-mail address.

Name of Tenant 2: \_\_\_\_\_ Birth date: \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_\_\_  
Type of ID provided: \_\_\_\_\_ Two (2) Photos provided: [ ] Yes [ ] No

Name of Resident: \_\_\_\_\_ Birth date: \_\_\_/\_\_\_/\_\_\_ Age: \_\_\_\_\_  
Type of ID provided: \_\_\_\_\_ Two (2) Photos provided: [ ] Yes [ ] No

**NOTE: A Resident is someone residing in the unit but not responsible for paying the rent.**

No children under 13 years of age will be permitted to reside in any apartment. Children under 13 may visit temporarily for a period not to exceed 30 days in any one calendar year, which period will not be cumulative. Children visiting must be registered at the Association Office, have ID on their person when using the facilities, and be accompanied by an adult.

PODs are not permitted on Vista Royale Property without prior written approval of the Board of Directors. PODs are only approved when there is a special need, such as on accommodation for a handicapped person. If a POD is approved, it will be required to be placed on top of a wooden pallet, and the location and length of time it will be permitted will be determined by the Association.

**ALL VEHICLES MUST BE REGISTERED AT THE OFFICE INCLUDING OVERNIGHT GUESTS OR WILL BE SUBJECT TO TOWING AT VEHICLE OWNERS EXPENSE.**

Owners must park in assigned parking space. Full-sized or commercial vans, motorcycles, campers, motor-homes, trucks, trailers, boats, etc. are NOT permitted in parking lots. No commercial advertising is permitted. Vehicles that are unsightly or not mechanically or legally operable will not be permitted to park on condominium property. Vehicles may not exceed 220" in overall length or 75" in overall height.

Describe vehicles owned by applicant(s) to be parked in lot:

YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_ TAG# \_\_\_\_\_ STATE \_\_\_\_\_  
YEAR \_\_\_\_\_ MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_ TAG# \_\_\_\_\_ STATE \_\_\_\_\_

[ ] I (we) are planning to use a rental car, minivan, or new vehicle. Vehicle must be registered at office upon arrival. Office hours are Monday through Friday, 8 AM to 3:30 PM.

**EMERGENCY CONTACT - NAME, ADDRESS & TELEPHONE NUMBER:**

TEL#:

**TENANT'S CURRENT ADDRESS & PHONE NUMBER**

\_\_\_\_\_ TEL#: \_\_\_\_\_

No Animals (except Vista Royale registered and approved service animals) will be kept in any apartment or on the property of the Condominium AT ANY TIME.

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

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

Resident Signature: \_\_\_\_\_

**REFERENCES (MUST HAVE 3 FOR EACH APPLICANT, CANNOT BE FAMILY MEMBERS OR OWNER OF RENTAL UNIT) - NAMES & TELEPHONE NUMBER: PLEASE PRINT**

1. \_\_\_\_\_ TEL#: \_\_\_\_\_ 4: \_\_\_\_\_ TEL#: \_\_\_\_\_

2. \_\_\_\_\_ TEL#: \_\_\_\_\_ 5: \_\_\_\_\_ TEL#: \_\_\_\_\_

3. \_\_\_\_\_ TEL# \_\_\_\_\_ 6: \_\_\_\_\_ TEL#: \_\_\_\_\_

For some residents, condominium living is a new way of life which brings with it both benefits and responsibilities. While enjoying your unit and recreational facilities it is important to honor the rights of other residents. The efforts of all residents to be understanding and considerate of others will enable all of us to enjoy our stay at Vista Royale.

1. We are a 55 plus community and at least one person in each of the units that are a part of the 55 plus community must be of age for us to comply with Federal Guidelines.
2. We do not allow pickup trucks.
3. We do not allow pets.
4. Units cannot be leased for less than sixty (60) days.
5. ID badges are obtained at the main office and are required throughout Vista Royale.
6. The Rules and Regulations Book that accompanies your Application must be read and the applicants and guests must be willing to comply with these rules.

We hope you think of Vista Royale as your home and we know you will be a friendly and cooperative neighbor. We welcome you to our community and know that you will enjoy Vista Royale as much as we all do.

**RULES AND REGULATIONS HANDBOOK**  
PLEASE READ AND SIGN ON APPROPRIATE LINE:

I HAVE RECEIVED, READ, AND UNDERSTAND THE RULES AND REGULATIONS HANDBOOK (available in the office and on the website). I AGREE TO COMPLY WITH ALL RULES AND REGULATIONS OF VISTA ROYALE ASSOCIATION. I CONFIRM THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT.

**ANY RECORD OF RULE VIOLATIONS MAY LEAD TO DISAPPROVAL OF APPLICATION OR REVOCATION OF RESIDENCY.**

\_\_\_\_\_  
Tenant 1 Signature and Date

\_\_\_\_\_  
Tenant 2 Signature and Date

**Resident Signature and Date**

Owner's Name(s): \_\_\_\_\_

Telephone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Approval will be sent to the above e-mail address or one on file with the Association.

\_\_\_\_\_  
Owner 1 Signature and Date

\_\_\_\_\_  
Owner 2 Signature and Date

\*\*\*\*\*ASSOCIATION USE ONLY\*\*\*\*\*

**APPROVAL FOR VISTA ROYALE ASSOCIATION, INC.:**

ASSESSMENTS: [ ] UP TO DATE [ ] DELINQUENT      DATE: \_\_\_\_\_

PRESIDENT: \_\_\_\_\_

VICE PRESIDENT: \_\_\_\_\_

DATE RECEIVED BY  
THE ASSOCIATION \_\_\_\_\_

TREASURER: \_\_\_\_\_

SECRETARY: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_

DIRECTOR: \_\_\_\_\_



ARTICLE 20 DECLARATION: No lease or purchase of a unit shall be approved unless the intended occupancy of the unit shall be by at least one person who has attained the age of 55 years. In any event, no person under the age of thirteen (13) years may occupy any unit. Strict legal action will be taken as to any such lease or purchase which violates this rule and regulation.

Both the Owner and Tenant have read, understand and agree that all parties in the transaction are fully aware of the Article 20 Declaration covering age restrictions for occupancy of units of Vista Royale Condominiums.

Owner 1 Signature: \_\_\_\_\_

Owner 2 Signature: \_\_\_\_\_

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

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

Resident Signature: \_\_\_\_\_