



# Whitehall

CONDOMINIUMS OF THE VILLAGES  
OF PALM BEACH LAKES ASSOCIATION, INC.

2771 Village Boulevard, West Palm Beach, Florida 33409

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January 22, 2024

## Lease Renewal Procedures

Lease renewals must be submitted to the Association in writing no less than 30 days before the lease is to be renewed.

The following information must be included with a written request for a lease renewal:

1. Copy of City of West Palm Beach Rental License
2. Pictures of all vehicles belonging to tenant(s) (Front and Back)
3. Vehicle Insurance information.
4. A copy of updated vehicle registration(s).
  - a. All vehicles must be registered in the approved tenant's name. Otherwise, we will need a notarized letter from the vehicle owner stating that they are allowing the approved tenant to use the vehicle and that they will not be living in the unit.
  - b. If this applies to your circumstances then we will also be requesting a copy of the vehicle owner's driver's license.
5. Verification of assigned parking decal.
6. Verification of Occupants
  - a. All occupants 18 or older must be registered with the association and listed on the lease.
  - b. Provide photo identification of all occupants.
  - c. Provide a list of Occupants under the age of 18 with dates of birth.
7. Proof of Renter's Insurance with "Whitehall Condominiums of the Villages" listed as the certificate holder.

An in-person orientation may be required. Orientation will serve as a refresher of updated Association rules and procedures.

Thank you,

The Board of Directors  
Whitehall Condominiums of the Villages of Palm Beach Lakes Association, Inc.