

Park Lake Villas, Inc.

Application to Lease or Add Occupant to a Unit

Address:

This application is required to Lease or Add an Occupant to a Unit

Upon Completion, please return to:



620 N Wymore Road - Suite 240

Maitland, Florida 32751

Office (407) 645-4945

Fax (407) 645-5598

www.GreystoneFL.com

Note: *Anyone other than the currently approved Occupants, who reside in your Unit for more than thirty (30) days in a three (3) month period, may be considered a Tenant and if so, the Lease Policy will apply.*

Occupancy may not begin until this Application is approved. For the purposes of this Application, Occupancy is defined as the act or the clear intent to take Occupancy in any form, including but not limited to living in the Unit, moving property into the Unit, installing utilities, securing Insurance for the Unit, etc.

The Association will not accept Applications from non-Unit Owners, incomplete applications, applications not accompanied by the application fee, any rental deposit due from owner or applications for Units that have outstanding Violations, unapproved or undisclosed Alterations or indebtedness to the Association.

The Association has thirty (30) days from the receipt of notice and all required information to approve or disapprove the application. There are no "rush" applications.

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Lease Application Information
Please read attached Lease Policy before completing this Application

In order to approve this application for a Tenant or added **Occupant** the following items are required:

- This application, lease and any other required items must be signed by the unit owners and all adult tenants and other occupants.
- If the application is submitted and signed by anyone other than the Unit Owner (such as a leasing agent, property manager, relative or any other 3rd party) include a copy of a Management Agreement or Power of Attorney granting permission for the person submitting the application on behalf of the Unit Owner.
- This application is required for new and renewal agreements
- Copy of the executed lease, rental or occupancy agreement, contingent upon Association approval
- Application fee of \$100.00 made payable to **Park Lake Villas** for the unit owner and spouse or registered domestic partner plus \$100.00 for each other adult occupant that is not a spouse or registered domestic partner. Non-refundable in the event of disapproval.
- Association Security Deposit to be paid by the unit owner (unless already on deposit), in the amount of \$300.00 to cover any incurred by the Association as a result of the Tenant(s) actions, including not limited to damage to landscaping or equipment in the common elements and hauling charges for misuse of the dumpsters before, during and after move in.

Unit Address		
Date Unit Ownership Acquired	<i>Units shall not be rented until owned for one (1) year. See Declaration changes of 9/27/17 for details.</i>	

Lease	Add Occupant	New	Renewal	Rental or Lease Term *	Monthly Rental Amount

Date of Application		Lease Start Date		Lease End Date	

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* Lease Term Requirements

- Must be for a minimum of one (1) Year
- Lease agreement at termination must be renewed and approved
- No month to-month provisions or holdovers

Unit Owner(s) Information

Information Required	Unit Owner If Individual or Primary Occupant if Corporation, Partnership, Trust or Life Tenant if Life Estate	Unit Owner 2 (Co-owner) If multiple owners or Life Estate
Name		
Address other than Unit		
Home Phone		
Cell Phone		
E-mail		
Do you own other Units at PLV?		
If yes, which Units?		
If Yes, do you reside in one of the other Units?		

Unit Owner(s) Acknowledgment

I (We) acknowledge that as Unit Owner(s), I (We) have read, understand and will comply with the current Governing Documents, Rules & Regulations and Policies. **These documents may be found on the PLV Website at www.parklakevillas.com. Failure to read these documents will not absolve the current or new Unit Owners from compliance. Please be aware that the Association is permitted to levy fines for non-compliance.**

I (We) consent that you may verify any information contained herein and the agreement and make further inquiry concerning this application.

I (We) am aware that any falsification or misrepresentation of the information contained herein or refusal to provide information will result in an automatic rejection of this application.

I (We) acknowledge that I (We) am (are) the sole owners of the Unit. If any changes in ownership, I (We) will promptly notify the Association and submit an application for such person(s) and be approved by the Board prior to occupancy.

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I (We) further acknowledge that no Occupancy by the Tenant has occurred nor will occur until this application has been approved.

I (We) acknowledge that the Board has the right to personally interview the Tenant(s) and review with them the Governing Documents prior to approval.

I (We) further acknowledge that as Unit Owner(s), I (We) am liable for any Violation or unauthorized Alteration or indebtedness made by the Occupant(s) for non-compliance with Park Lake Villas' (PLV) Governing Documents and Laws.

I (We) further acknowledge that I will be responsible for delivering any official notices, newsletters and access codes to the Tenant or Occupant.

I (We) further acknowledge that all outstanding Violations, indebtedness and delinquencies to PLV have been resolved and that no Alterations have been made (in accordance with the Governing Documents) that have not been approved and completed or disclosed to the Tenant(s) and the Board.

I (We) further acknowledge that any lease or possession not authorized pursuant to the terms of the Declaration shall be voidable unless subsequently approved by the Association.

I (We) further acknowledge that the agreement is contingent upon Board approval. Upon disapproval or eviction, any resolution of subsequent breach of any written or verbal agreement terms prior to or after the agreement will be a matter solely between the Unit Owner(s) and the Tenant(s) or Occupant(s).

I (We) further acknowledge that PLV has the right by Florida Law to send a Tenant Demand Letter to Tenants for Association dues that are delinquent.

I (we) grant permission to PLV to use my email for Association-related communication

Unit Owner(s)	Unit Owner <i>If Individual or Primary Occupant if Corporation, Partnership, Trust or Life Tenant if Life Estate</i>	Unit Owner 2 <i>(Co-owner) If multiple owners or Life Estate</i>
Name		
Signature		
Date		

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Tenant(s) or Added Occupant(s) Information

Tenant/Occupant Information	Tenant/Occupant 1	Tenant/Occupant 2
Name		
Social Security Number		
Birth Date		
Phone		
Cell Phone		
Email		
Current Address		
How Long?		
Employer		
How Long		

Other Occupants

In addition to the Tenant(s), list any person(s) including family members that will reside in the Unit.

Name	Relationship to Tenant	Social Security # If over 18	Birth Date

Guests

If there are temporary Guests for thirty (30) days or less other than those persons listed above, please see Guest Policy. After 30 days an application for residency and a fee is required.

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Pets

Please list any household Pet(s) that will occupy the Unit - Limit 2 total per Unit under 25 pounds each. Please provide current Vet Certificate for each pet.

Pet Information	Pet 1	Pet 2
Name		
Cat or Dog and Breed		
Description		
Weight		
Color		
Current Immunization Proof		

Vehicle Information (all Occupants of the Unit | **NO COMMERCIAL VEHICLES**)

List for all Occupant(s) of the Unit - Limit 2 total per Unit

	Vehicle 1	Vehicle 2	Motorcycle
Owner			
Driver's License Number			
Year			
Make			
Model			
Color			
Tag Number			
Insurance Company			

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References

Provide at least two personal references other than the Unit Owner(s) - local, if possible

Reference Information	Reference 1	Reference 2
Name		
Relationship		
Phone		
E-mail		

Governing Documents, Rules & Regulations and Policies

The Association, Unit Owners and Residents are bound by its Governing Documents and certain city, county and state laws and insurance requirements that are too numerous to detail here. However, the Governing Documents by which every PLV Resident is bound encompasses them. Thus, the Association retains broad latitude to strictly enforce any violation as summarized in the following PLV Declaration of Condominium, as interpreted by the Board of Directors, whether or not specifically expressed in these Rules & Regulations if in the Board's judgment the violation endangers the health, safety or general wellbeing of other Residents.

PLV Declaration of Condominium Section 12, B, C & D

"The common elements and property in which the Association owns an interest shall be used only for the purposes for which they were intended in furnishing of services and facilities for the enjoyment and the use of residents of the Condominium.

No nuisances shall be allowed or permitted upon the Condominium property or any property in which the Association owns an interest, nor shall any use or practice which is the source of annoyance to residents or which interferes with the peaceful possession and proper use of the Condominium property or any property in which the Association owns an interest by the residents thereof be allowed or permitted. All parts of the Condominium shall be kept in a clean and sanitary condition, and no rubbish, refuse or garbage shall be allowed or permitted to accumulate nor any fire hazard allowed or permitted to exist. No unit owner shall make or permit any use of his unit or make or permit any use of the common elements or any property in which the Association owns an interest which will increase the cost of insurance on the property.

No immoral, improper, offensive or unlawful use shall be made of the Condominium property or any property in which the Association owns an interest, nor any part thereof, and all valid laws, zoning ordinances and regulations of all governmental bodies having jurisdiction shall be observed."

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Acknowledgment of Tenant(s) or Added Occupant(s)

I (We) acknowledge that as Tenant(s), I (We) have read, understand and will comply with the current Governing Documents, Rules & Regulations and Policies. **These documents may be found on the PLV Website at www.parklakevillas.com. Failure to read these documents will not absolve the Tenant(s) from compliance. Please be aware that the Association can levy fines for non-compliance.**

I (We) further acknowledge that no Occupancy by the Tenant has occurred nor will occur until this application has been approved.

I (We) consent that PLTH may verify any information contained herein and the agreement and make further inquiry concerning this application including past rental references. In addition, the PLV reserves the right to obtain a credit report, background check or require additional information or forms of identification if necessary.

I (We) am aware that any falsification or misrepresentation of the information contained herein or refusal to provide information will result in an automatic rejection or voiding of this application.

I (We) acknowledge that the Board has the right to personally interview the Tenant(s) and review with them the Governing Documents prior to approval.

I (We) acknowledge that I (We) am (are) the sole Occupants of the Unit. If any changes I (We) will promptly notify the Unit Owner and submit an application for such person(s) and be approved by the Board prior to occupancy.

I (We) further acknowledge that the agreement is contingent upon Board approval. Upon disapproval or eviction, any resolution of subsequent breach of any written or verbal agreement terms prior to or after the agreement will be a matter solely between the Unit Owner(s) and the Tenant(s) or Occupant(s).

I (We) acknowledge that the Tenant(s) named herein is (are) the sole Occupant(s) of the Unit. Should that change I (We) will promptly submit an amended lease and application(s) and be approved by the Board prior to occupancy.

I (We) further acknowledge that no Occupancy by the Tenant has occurred nor will occur until this application has been approved.

I (We) further acknowledge that any lease or possession not authorized pursuant to the terms of the Declaration shall be voidable unless subsequently approved by the Association.

I (We) further acknowledge that PLV has the right by Florida Law to send a Tenant Demand Letter to Tenants for Association dues that are delinquent.

Tenant(s) or Additional Occupants	Tenant 1 / or Additional Occupant 1	Tenant 2 / or Additional Occupant 2
Name		
Signature		
Date		

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PLV USE ONLY

Application Information	Notes	
Approved	Yes	No
Application Fees Received		
Reason for Disapproval		
Unresolved Violations		
Indebtedness to PLV		
Owner Rental Deposit Received		
Vet Certificates Received		
Date of Approval or Disapproval		
Date Unit Owner(s) Notified		
Interview Date		

Board Member	Board Member 1	Board Member 2	Board Member 3
Name			
Signature			

PLV Notes