

# Eagle Lake Homeowners Association, Inc.



3232 SE Dixie Highway, Unit B | Stuart, FL 34997

T: 772-219-4474 | F: 772-219-4746

## **Lease Application Instructions**

The following items must be completed and/or submitted to Signature Property Management:

- Fully executed Lease Agreement
- Lease Application to be completed in full
- Acknowledgement of Covenants & Deed Restrictions must be reviewed and signed
- Vehicle Information Form
- A Pet Application must be completed and signed with recent pictures (**write N/A and sign if no pets**)
- Copy of Driver License(s)
- A non-refundable application fee of \$150.00 made payable to ***Eagle Lake HOA, Inc.***
- A non-refundable processing fee of \$125.00 made payable to ***Signature Property Management***

**NOTE:** All applications must be submitted in full. If not, this will delay the approval process. Applications take a minimum of 14 days for processing. Please submit your application to us in a timely manner to avoid any delay. ***A Lease is not approved until a Certificate of Approval has been issued.***

### **Submit the entire package to:**

Eagle Lake HOA, Inc.  
c/o Signature Property Management  
3232 SE Dixie Highway Suite B  
Stuart, FL 34997

***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: 4/24/2017*

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## Lease Application Check List – Please print

Property Address: \_\_\_\_\_

Closing Date: \_\_\_\_\_

General Submission requirements:

- A non-refundable processing fee of \$150.00 made payable to Eagle Lake HOA, Inc.
- A non-refundable processing fee of \$125.00 made payable to Signature Property Management
- Completed Lease Application
- Fully executed Lease Agreement
  
- Applicant Realtor Info
  - Company Name & Address: \_\_\_\_\_  
\_\_\_\_\_
  - Company Name, Phone # & Email: \_\_\_\_\_  
\_\_\_\_\_
  
- Owner Realtor Info
  - Company Name & Address: \_\_\_\_\_  
\_\_\_\_\_
  - Company Name, Phone # & Email: \_\_\_\_\_  
\_\_\_\_\_
  
- Certificate of approval for delivery options (Mark “X” by delivery option)
  - \_\_\_\_\_ Email Copy to Realtors
  - \_\_\_\_\_ Email Copy to Owner
  - \_\_\_\_\_ Mail Original to: \_\_\_\_\_
  - \_\_\_\_\_ Certificate of Approval to picked up at Signature Office [ ] Stuart [ ] PSL

*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**

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## Lease Application

Property address: \_\_\_\_\_

Term of Lease: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Occupation of Applicant: \_\_\_\_\_

Co-Applicant Name: \_\_\_\_\_

Co-Applicant Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Co-Applicant Email: \_\_\_\_\_

Occupation of Applicant: \_\_\_\_\_

*Please list the names and relationship of all persons, other than applicant, who will be residing in the unit:*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

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## **Acknowledgement of Association Covenants & Restrictions**

### **TENANT(S) ACKNOWLEDGE AND AGREE TO THE FOLLOWING:**

The owner(s) has provided the tenant(s) with copies of the Eagle Lake Homeowners Association, Inc. Leasing Rules & Regulations and the Governing Documents. The lessee(s) agree to be bound by the above documents and acknowledge that the documents constitute joint and several obligations of owner and tenant to the Eagle Lake Homeowners Association, Inc.

**Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: All HOA Documents can be accessed on the Eagle Lake website at: [www.eaglelakehoa.com](http://www.eaglelakehoa.com)*

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## Vehicle Information

Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Name: \_\_\_\_\_

(Both applicant & spouse)

### Vehicle #1

### Vehicle #2

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Model: \_\_\_\_\_

Year: \_\_\_\_\_

Year: \_\_\_\_\_

Color: \_\_\_\_\_

Color: \_\_\_\_\_

VIN#: \_\_\_\_\_

VIN#: \_\_\_\_\_

Tag#: \_\_\_\_\_

Tag#: \_\_\_\_\_

State: \_\_\_\_\_

State: \_\_\_\_\_

Vehicles are registered to:

\_\_\_\_\_

\_\_\_\_\_

\*Please be sure to list **all** vehicles at the property. Additional copies of this form are available upon request.

\*Provide copies of Driver's License for all persons residing at unit

**Note: *Pick-Up Trucks and Motorcycles are prohibited***

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Application for Pet Approval

- You must provide a recent photograph when submitting this form to management
- Two (2) Pets only, not to exceed 25 LBS.

Property Address: \_\_\_\_\_

**Pet #1** – Type: \_\_\_\_\_

Breed: \_\_\_\_\_

Pet's Name: \_\_\_\_\_

Weight: \_\_\_\_\_ Height: \_\_\_\_\_ Age: \_\_\_\_\_

Vaccine #: \_\_\_\_\_ Date: \_\_\_\_\_

Veterinarian Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Pet #2** – Type: \_\_\_\_\_

Breed: \_\_\_\_\_

Pet's Name: \_\_\_\_\_

Weight: \_\_\_\_\_ Height: \_\_\_\_\_ Age: \_\_\_\_\_

Vaccine #: \_\_\_\_\_ Date: \_\_\_\_\_

Veterinarian Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

*I/We understand that the pet must be on a leash anytime it is outside of the dwelling and under the control of a responsible person and cats are not allowed to roam throughout the neighborhood.*

*I/We understand that should the dog bark incessantly or become a nuisance to the neighbors or community in general, the Board of Directors may require the removal of the pet from the community or withdrawal of my/our approval for occupancy.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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## ADDENDUM TO LEASE

1. The Association and/or its authorized agent shall have the irrevocable right to enter onto the property from time to time during reasonable hours as maybe necessary for inspection, maintenance, repair or replacement of any common element accessible there from or for making emergency repairs therein necessary to prevent damage to the common elements.
2. The Lessee agrees not to use the demised premises, or keep anything in the home, which will increase the insurance rates of the property or interfere with the rights of other residents of the Homeowners' Association or any other residents by unreasonable noise or otherwise nor shall Lessee commit or permit -any nuisance, immoral or illegal act in his unit, or on the common elements, or the limited common elements.
3. The lessee covenants to abide by the Rules and Regulations of the Association and the terms and provisions of the Declaration of Covenants and By-laws of the Association and agrees to be bound by the Rules and Regulations and Guidelines of the Association and any other rules which may become operative from time to time during said leasehold. Said Declaration, Bylaws and Rules (as amended) are also accessible on the website, eaglelakehoa.com.
4. The approval of the proposed Lease Agreement issued by the Association is to be expressly conditioned upon the Lessee's observance of the provisions contained in this Addendum. Any breach of the terms hereof shall give the Association the authority to take immediate steps to terminate the Lease Agreement. The Owner/lessor acknowledges that he remains ultimately responsible for the acts of the lessee and lessee's family and guest and for any cost incurred by the association, including attorney's fees, in remedying violations of this Addendum and/or violations of the association documents.
5. In the event the Owner/Lessor becomes delinquent in the payment of any sums and assessments due to the Association during the term of the Lease Agreement, upon written demand by the Association, Lessee shall pay directly to the Association rental payments due to the Owner/Lessor. The Association shall be granted the full right and authority to demand and receive the entire rent due from the Lessee and attorney's fees and costs, due to the Association. The balance, if any, shall be forwarded to the Owner/Lessor at such address as the Owner/Lessor may designate in writing at such time as the delinquency no longer exists, the Association shall cease the demand and payments should again be made by the Lessee directly to the Owner/Lessor.

Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Notary:

Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Notary:

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## **RESPONSIBILITIES OF OWNERS PRIOR TO APPROVAL**

*Call Property Management Office to determine if property has outstanding violations.*

**(This form must be filled out for Board signature on C.O.A)**

The owner of property located at: \_\_\_\_\_

Has added the following violations to the property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Owner to remove and/or correct: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*As soon as the owner complies, your application can be finalized.*

PROPERTY MANAGER: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BOARD OF DIRECTOR: Signature: \_\_\_\_\_ Date: \_\_\_\_\_