

Eagle Lake Homeowners Association, Inc.



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

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

Lease Renewal Application Instructions

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

- Fully executed Lease Renewal Agreement
- Lease Renewal 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 processing fee of \$125.00 made payable to ***Signature Property Management***

NOTE: All Lease Renewal Applications must be submitted in full. If not, this will delay the approval process. Applications takes a minimum of 14 days for processing. Please submit your application to us in a timely manner to avoid any delay. ***A Renewal 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: 04/10/2018

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Lease Renewal Application Check List – *Please print*

Property Address: _____

Term of Lease: _____

General Submission requirements:

- A non-refundable processing fee of \$125.00 made payable to Signature Property Management
- Completed Lease Renewal Application
- Fully executed Lease Renewal Agreement
- Copy of Driver's License(s)
- 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
 - _____ Email Copy to Tenants

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

Eagle Lake Homeowners Association, Inc.



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Lease Renewal 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. Digest of 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

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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: _____