

Eagle Lake Homeowners Association, Inc.



3171 SE Dominica Terrace | 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 Eagle Lake HOA, c/o Signature Property Management:

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

NOTE: All Lease Renewal Applications must be submitted in full. If not, this will delay the approval process. Applications take a minimum of 14 business days for processing. Please submit your application 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
3171 SE Dominica Terrace
Stuart, FL 34997

Applications will not be accepted via fax or email. If an incomplete application is submitted, it will not be accepted or processed until all required information is received.

Updated: 06-28-2021

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Lease Renewal Application Check List – Please print

Property Address: _____

Term of Lease: _____

General Submission requirements:

- Fully executed Lease Renewal Agreement
- Completed Lease Renewal Application
- A non-refundable processing fee of \$125.00, payable to Signature Property Management
- Copy of Driver's License(s)
- Applicant Realtor Information
 - Company Name & Address: _____

 - Company Name, Phone # & Email: _____

- Owner Realtor Information
 - Company Name & Address: _____

 - Company Name, Phone # & Email: _____

- Certificate of Approval delivery options (Mark "X" by delivery option)
 - _____ Email Copy to Realtors
 - _____ Email Copy to Owner
 - _____ Email Copy to Tenant

I/We certify that the information requested above and contained in this attached application are true and correct. I/We 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(s), who will be residing in the unit:

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Name: _____ Relationship: _____ Age: _____

Emergency Contact: _____ Relationship: _____

Address: _____

Phone: _____

Acknowledgement of Association

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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(s): _____
(Both applicant & spouse)

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

Note: Pick-Up Trucks and Motorcycles are prohibited.

Vehicle #1

Make: _____

Model: _____

Year: _____

Color: _____

VIN#: _____

Tag#: _____

State: _____

Vehicles is registered to:

Vehicle #2

Make: _____

Model: _____

Year: _____

Color: _____

VIN#: _____

Tag#: _____

State: _____

Vehicle is 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 that will be driving these vehicles.

Note: Pick-up Trucks and Motorcycles are prohibited.

Applicant Signature: _____ Date: _____

Co-Applicant Signature: _____ Date: _____

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Application for Pet Approval

- **Two (2) pets only, not to exceed 25 lbs. each**
- You must provide a recent photograph of each pet when submitting this form
- Enter Property Address, N/A at Pet Type, and sign and date if you have no pets

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 that 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 may be 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 to keep anything in the home that 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 nor shall Lessee commit or permit any nuisance or 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, and the Association shall cease the demand and payments should again be made by the Lessee directly to the Owner/Lessor.

Applicant Signature: _____ **Date:** _____

Co-Applicant Signature: _____ **Date:** _____