

# Eagle Lake Homeowners Association, Inc.

Advantage Property Management, LLC

1111 SE Federal Hwy Ste 100

Stuart, FL 34994-3802

Phone – (772) 334-89

Rev 2026

## **Lease Application Instructions**

A Lease is not effective, nor may the unit be occupied without the **Prior Approval** by the Board of Directors of the association in the form of a Certificate of Approval. The following items must be completed and/or submitted to the Advantage Property Management Office **PRIOR** to the occupancy of any unit:

- 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**)
- Addendum to Lease must be reviewed and signed
- Summary of Rules & Regulations must be reviewed and signed
- Copy of Driver License(s) - anyone eighteen years or older who plan to live on the premises
- 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 **Advantage Property Management**
- A Background Check is required. **A non-refundable fee of \$65.00 per adult over the age of 18 payable to Advantage Property Management** applies. If applicant other than US Citizen please contact SPM for the amount of the processing fee. Payments only by checks or money orders.

***\*\*Minimum lease period is three (3) months\*\****

***\*\*Maximum lease period is one (1) year\*\****

***\*\*No unit may be leased more than one (1) time in any calendar year\*\****

***\*\*New owners are prohibited from leasing their unit during the first two (2) years of ownership\*\****

**NOTE:** All 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 to us in a timely manner to avoid any delay. **Tenants can't move in prior to a written approval from the Board and a Certificate of Approval has been issued**

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

Eagle Lake HOA, Inc.

c/o Advantage Property Management, LLC

1111 SE Federal Hwy Ste 100

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Phone – (772) 334-8900

***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***

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## Lease Application Check List – Please print

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

Term of Lease: From: \_\_\_\_\_ To: \_\_\_\_\_

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 *Advantage Property Management*
- A Background Check is required. **A non-refundable fee of \$65.00 per adult over the age of 18 payable to Advantage Property Management** applies. If applicant other than US Citizen please contact APM for the amount of the processing fee.
- Completed Lease Application
- Fully executed Lease Agreement
- 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**)
- Addendum to Lease must be reviewed and signed
- Summary of Rules & Regulations must be reviewed and signed
- Copy of Driver License(s) - anyone eighteen years or older who plan to live on the premise
- 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 Tenant

*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: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Owner Name (Landlord):** \_\_\_\_\_

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

Owner Email: \_\_\_\_\_

**Applicant Name (Tenant):** \_\_\_\_\_

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

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

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

**Co-Applicant Name (Tenant):** \_\_\_\_\_

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](http://www.eaglelakehoa.com)*

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## Vehicle Information

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: 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.

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

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

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## ***\*\*Please present a separate form for each applicant\*\****

In connection with my application for residency I understand various sources will be contacted to provide an investigative background inquiry on me which may include but not be limited to: identity and prior address verification, criminal history, consumer credit history, bankruptcy, lien, civil judgment and eviction record history. I authorize any source contacted to furnish the above information and release, discharge and indemnify the end user listed below and its agents and associates from any claims, damages, losses, liabilities, costs and expenses arising from the retrieving and reporting of the requested information. I allow a photocopy of this authorization be accepted with the same authority as the original. This signed release expires one year after the date of origination.

### **PLEASE PRINT**

Association Name: **EAGLE LAKE HOA, INC. - For Residency**

Prospective Renter's FULL Legal Name: \_\_\_\_\_  
(First) (Middle) (Last)

Maiden Name(s) (if applicable): \_\_\_\_\_  
(First) (Middle) (Last)

Previous Married Name (if applicable): \_\_\_\_\_  
(First) (Middle) (Last)

Social Security Number: \_\_\_\_\_ DOB: \_\_\_\_\_

Driver's License # (if have one): \_\_\_\_\_ State: \_\_\_\_\_

Current Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Previous Street Address (if you have one): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***PLEASE NOTE: This signature must be hand signed, not computer generated.***

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## **Summary of Rules & Regulations (Use Restrictions & Covenants)**

This is a digest only and does not relieve the Owner or Resident from being fully acquainted with the Declaration of Covenants and Restrictions and Bylaws (as amended) for Eagle Lake which each Owner should have received on or before closing and which are also accessible on the Eagle Lake website – [www.eaglelakehoa.com](http://www.eaglelakehoa.com). We also abide by and observe the Americans with Disabilities (ADA) Compliancy Rules and Regulations.

### **Garbage and Trash Collection**

Pick-up is on Monday and Thursday for garbage and yard waste. Recycle day is Monday. Waste Management is closed most Federal Holidays and the full schedule is available on their website, <https://www.wm.com/>. On closed days, trash is put out the next day if the holiday falls on a regular trash day.

- Trash must be placed in covered containers, never in plastic bags only.
- It is permissible to put the trash cans out the night before collection.
- Trash containers must be kept inside the garage unless it is pick-up day. There is the problem of animals spreading the garbage over the community.

### **Special Trash Collections:**

Excessive or large yard waste, used appliances, etc.... will be picked up free of charge. You must call Waste Management at 772 546-7700 to schedule a pick up.

### **Residential Use**

All homes shall be used only as private, single-family dwellings and for no other purpose. They may not be used to conduct businesses.

### **Exterior Changes and Improvements**

All exterior changes and improvements, including house painting, landscape changes, driveway coatings, house additions, etc. must be approved by the Architectural Review Board Committee prior to having the work done. County Building Code Approval may also be required, but does not precede ARB approval.

### **Outside Displays**

No owner shall attach, affix or hang displays on the exterior walls or doors outside the dwelling without the prior consent of the Board of Directors. Signs and notices are also not allowed. Holiday decorations are permitted.

### **Athletic Apparatus/Playground Equipment**

Permanent or semi-permanent installation of such items as backboards, swings, jungle-Jim or trampolines are NOT permitted.

### **Vehicles & Parking**

Boats, recreational vehicles, vans, commercial vehicles, trailers, motor homes, mobile homes, or motorcycles may not be parked or stored on the premises or in the garage. Parking of passenger vehicles is permitted on driveways but not grassed easements. Daily parking is allowed on the street and in the cul-de-sac.

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## Pets

No more than two pets per dwelling are allowed. Weight restriction is 25 pounds. Dogs, cats, etc. are to be kept on a leash when outside the dwelling. Pet owner is responsible for removal and disposal of excrement using sanitary containers. If considered a nuisance, a pet may be permanently removed from Eagle Lake.

## Disturbing the Peace

No owner, resident, or guest shall make or create any excessive noise or disturbance that would violate the peace, quiet and comfort of any other resident.

**Gutters:** Homeowners who have gutters or want them are responsible for installation, having downspouts from the gutter to the ground and extended at least 4' away from the foundation. Gutters must be white aluminum and residential in size. For new or replacement of gutters the unit owner must fill out the ARB form and have it approved. Also gutter maintenance, including yearly cleaning, is the responsibility of the unit owner. When gutters are filled with debris, the downspouts get clogged, and water begins to cascade onto the ground at the foundation. This causes erosion under the foundation and can contribute to the buildings subsiding, causing cracks in walls and floors. Our HOA will not be responsible for failure to have gutters and downspouts installed correctly or maintained. This includes building subsidence caused by faulty gutters.

## Others

- All window treatments must have a white backing.
- Hanging of clothes or laundry outside is not permitted.
- Outdoor furniture is allowed on the Rear Patio Only.
- Garage doors must be kept closed at all times except when the garage is in active use.
- Please do not flush disposable diapers, feminine products, or paper towels down the toilet; they can clog the pumps in the sewage lines.
- No maintenance or repair of vehicles or boats can be performed on driveways or common areas.

***I AGREE TO ABIDE BY ALL THE RULES AND REGULATIONS AS STATED IN THE DECLARATION OF COVENANTS AND RESTRICTIONS (as amended) FOR EAGLE LAKE AND UNDERSTAND THE DOCUMENTS MAY ALSO BE ACCESSED ON THE WEBSITE: [www.eaglelakehoa.com](http://www.eaglelakehoa.com).***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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*Updated: 1/16/2026*