

WASHINGTON HEIGHTS HOME OWNERS ASSOCIATION, INC (WHT)
LEASE APPLICATION AND INSTRUCTIONS
FOR ACCESS TO COMMUNITY PROPERTY

(Revised 2/20/2024)

Before submission of your application package, please make sure that all required items are submitted as a complete package— doing so will ensure the application is processed in a timely manner. Any failure to complete applications or submit required documents and fees together will delay the approval process. Application fees are waived for leases in existence as of February 20, 2024 if the application is submitted by May 20, 2024. Applications must be renewed annually.

OWNER (S) must submit:

1. Completed Application (Application will not be processed without all signatures)
2. List of occupants to be granted access to Common Property
3. Signed lease or other written agreement
4. Signed acknowledgement of receipt of the Bylaws, Articles and Rules and an agreement to abide by those said documents
5. \$100.00 Processing Fee payable to WASHINGTON HEIGHTS HOA, Inc
6. An in-person orientation interview may be requested for all adult occupants prior to approval

All items must be submitted as an entire packet to:

Washington Heights Home Owners Association, Inc.
4021 Indiana Drive
Punta Gorda, FL 33982

Thank you in advance for your cooperation in following this process.

Below information is to be completed by the Association Secretary

Received:

_____ Signed App _____ Occupant List _____ Lease _____ Process Fee _____ Signed Receipt/Rules,ByLaws,Articles

Interview requested ___ Yes ___ No

Association Approval: _____ Date: _____

WASHINGTON HEIGHTS HOME OWNERS ASSOCIATION, INC (WHT)
LEASE APPLICATION
FOR ACCESS TO COMMUNITY PROPERTY

(Revised 2/20/2024)

We hereby apply to the Board of Directors of WHT for approval for our tenants to access the Common Property of WHT.

LOT INFORMATION

WHT Address _____ Lot #: _____ Lease Type _____ Land Transfer _____ Unrelated Rental _____ Other _____

HOMEOWNER INFORMATION

Name(s): _____ E-Mail Address: _____

Current Address: _____

Phone: _____ Alternate Phone: _____

TENANT INFORMATION (All adult occupants)

Name of Tenant#1: _____

Current Address: _____

Phone: _____ Alternate Phone: _____ Email: _____

Emergency Contact (name and phone): _____

Name of Tenant#2: _____

Current Address: _____

Phone: _____ Alternate Phone: _____ Email: _____

Emergency Contact (name and phone): _____

Other adult occupants:

Name: _____

Current Address: _____

Phone: _____ Alternate Phone: _____ Email: _____

Emergency Contact (name and phone): _____

Name: _____

Current Address: _____

Phone: _____ Alternate Phone: _____ Email: _____

Emergency Contact (name and phone): _____

CHILDREN OCCUPANTS

Children occupant names and date of birth:

- 1. _____ DOB: _____
- 2. _____ DOB: _____
- 3. _____ DOB: _____
- 4. _____ DOB: _____
- 5. _____ DOB: _____

ANIMAL OCCUPANTS

*Pet 1: _____ Breed: _____ Weight (lbs): _____ Service Animal (Yes/No) _____
*Pet 2: _____ Breed: _____ Weight (lbs): _____ Service Animal (Yes/No) _____

*Indicate type of pet (dog, cat, etc.). Please attach current tag information and/or veterinarian certificate along with a photo (required). The limit is two (2) pets per household for access to Common Property. If any animal is a Service Animal details must be attached.

ALL OWNERS MUST SIGN BELOW:

OWNER #1: _____ Date: _____
Print Name: _____

OWNER #2 _____ Date: _____
Print Name: _____

OWNER #3 _____ Date: _____
Print Name: _____

OWNER #4 _____ Date: _____
Print Name: _____

PLEASE REVIEW THE FOLLOWING REQUIRED CONDITIONS FOR APPROVAL

- a. The fee is non-refundable if the application is rejected for failing to meet any criteria described herein excepting the percentage of lot density.
- b. Lessees must be natural persons and reside under a lease or other written agreement with a minimum term of twelve months and for single family residential purposes, defined as follows: occupancy by a single housekeeping unit composed of one (1) person; two (2) people no matter how related; or three (3) or more persons all of whom are related to each other by blood, marriage, legal adoption or acting as guardian, legal custodian, or legal designee of a parent for a minor child residing within the Lot, it being the intention of this provisions to prohibit occupancy of a Lot by three (3) or more unrelated adults while clarifying that nothing herein shall be applied or construed to permit discrimination based upon familial status, handicap, or other protected classifications under Fair Housing Laws.
- c. The lease must be for the owners' entire Lot.
- d. Only one application may be submitted for any Lot in a twelve month period.
- e. The owner of the Lot must surrender all rights associated to that lot for access to Community Property, including as a guest.
- f. The Board may not approve lessee Community Property access applications for more than ten percent of the total Lots in the Subdivision simultaneously, with the exception of applications for lessors existing as of February 20, 2024.
- g. The leased Lot must be current with all payments to the Association.

Approval/Disapproval. A proposed tenant may be disapproved by the Board for cause if the required minimum criteria below and in the governing documents are not met.

The owner has a history of leasing his Lot to troublesome tenants and/or refusing to control and accept responsibility for the occupancy of his Lot;

The application on its face appears to indicate that the person seeking approval intends to conduct himself in a manner inconsistent with applicable rules and regulations;

The prospective tenant has been convicted of a felony involving violence to persons or property, or a felony demonstrating dishonesty or moral turpitude;

The prospective tenant has a history of conduct which evidences disregard for the rights and property of others; In the case of a renewal, the tenant has during previous occupancy, evidenced an attitude of disregard for applicable Rules and Regulations; and

The prospective tenant gives false information or incomplete information to the Association as part of the application procedure.

Dues. The responsibility for paying Association dues shall not be delegated to the tenant, except as provided in Florida Statute 720 as same may be amended from time to time.

Failure to Give Notice or Obtain Approval. If an application is not given, the Board may expel or cause to be expelled the tenant from Community Property.

Approval/Disapproval Notice. Notice of approval or disapproval of the tenant shall be sent or delivered to the owner.

WASHINGTON HEIGHTS HOME OWNERS ASSOCIATION, INC (WHT)
ACKNOWLEDGEMENT OF RECEIPT OF AND
AGREEMENT TO ABIDE BY GOVERNING DOCUMENTS

(Revised 2/20/2024)

I, THE UNDERSIGNED, HEREBY ACKNOWLEDGE that all lessee(s) and any guests or invitees must comply at all times with the Association's governing documents and rules and regulations, which are subject to amendment from time to time while accessing Common Property. In the event a payment due to WHT becomes delinquent at any time during the Lease, the Lessee(s)' right to access Common Property will be rescinded and a new application will be required that will not be eligible for consideration as an Existing Lease per the rules and regulations of WHT. By signing below I acknowledge having read and understood the foregoing and further state that I understand that all adult lessees (all persons 18 years of age or older) who will access WHT Common Property must complete application forms, pay a \$100 processing fee to WHT; and agree to an orientation meeting with the Board of Directors or their designee, if requested, before accessing Common Property. I acknowledge receipt of a copy of the Bylaws, Articles of Incorporation and Rules and Regulations for the Association, and agree to abide by all those said documents and understand that any violation of those governance documents by myself or any of my guests or invitees may result in the Association's suspension of access privileges and an imposition of fines on the lot owner and applicants. It is also understood that any legal costs related to any enforcement action will be the lot owner's responsibility and will be assessed to him/her, with any unpaid legal fees, taxable costs and interest. I hereby consent to the conducting of a background investigation of all applicants, including a criminal history search, credit report and renter's reference investigation of my past rental history and authorize WHT, Inc. to conduct such investigation and order such criminal history search, credit report and other references related to same as the Association may deem prudent or required.

By signing below, I acknowledge and accept this form as notice that all required WHT records including but not limited to: financial reports, budgets, minutes, Articles of Incorporation, Bylaws and Rules and Regulations may be viewed online at: Washingtonheightshomeowners.com.

Tenant(s') Signature(s)

Full Name(s) Printed and Date

Tenant(s') Signature(s)

Full Name(s) Printed and Date

Tenant(s') Signature(s)

Full Name(s) Printed and Date

Tenant(s') Signature(s)

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Owners(s') Signature(s)

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