

HIDDEN CREEK CONDOMINIUM ASSOCIATION, INC
APPLICANT APPROVAL PROCESS - RENTALS

The Board of Directors has established the following guidelines for prospective Renters.

Landlord and Tenants: Landlord and Tenants must do the following:

- 1) Landlord to complete the Notice of Intent to Lease
- 2) Prospective Tenant to complete the application provided by management.
- 3) Management to receive
 - a) Notice of Intent to Lease
 - b) Completed application
 - c) Non-refundable application fee of \$250.00 **per applicant** can be paid by Venmo - @Tracy-Mitchell-212 or by credit card by completing the credit card form. Please note there is an additional \$8.90 transaction fee.
 - d) Landlord to give every tenant the Association Rules and Regulations. Tenant to review and be made aware of the strict Enforcement of the Rules and Regulations.
 - e) Non-compliance will result in eviction action initiated by the Association.
 - f) **Copy of lease agreement once approved**

NOTE: THE APPLICATION AND FUNDS MUST BE SENT TOGETHER VIA EMAIL.

- 4) Approval processing: Note processing will not begin until **all** items listed above are received. Allow a minimum of (5) five business days for approval processing.

Failure to complete the application requirements as listed above will delay or suspend the approval process. Prospective tenants that take occupancy without Board approval will be subject to eviction by the Association. All fees incurred will be charged to the unit owner.

NOTICE OF INTENT TO LEASE

Date: _____

Address of Unit: _____

Name of Current Unit Owner: _____

_____ I the owner will be managing the property myself.

_____ I have a management company that will be handling my rental.

Management Company Name: _____

Contact: _____

Telephone #: _____ Fax#: _____

E-mail Address: _____

Mailing Address: _____

This notice of Intent to Lease must be returned to **Hidden Creek COA** c/o M&M Management Plus, Inc., mmmgmtplus@aol.com or Fax: 407-233-0579. The application fee is **\$250.00 per applicant** (18 years of age and older) and must be paid by Venmo - @Tracy-Mitchell-212 or by credit card. A credit card form must be completed and there is an additional fee of \$8.90. Please e-mail completed application and credit card form to mmmgmtplus@aol.com.

NOTE: Approval must be granted before applicant will be permitted to take occupancy. Units may not be sub-let.

THIS SECTION TO BE COMPLETED BY LESSOR (OWNER)

In compliance with the Second Amended Declaration of the Association named above, I (we) hereby serve notice that as owner(s) or Agent of the above referenced unit, I (we) intend to offer said unit for lease. I (we) intend to offer said unit for lease in accordance **with the attached lease agreement**. I (we) certify that I (we) have apprised the prospective lessee of all deed restrictions, regulations, covenants and restrictions as governed in the Association's Declaration, By-Laws and Rules and Regulations.

Unit to be leased for a period of: _____

Beginning _____ and Ending _____

The amount of rent per month during that period of time will be: _____

I (we) understand and hereby agree that I (we) am fully responsible for insuring that my (our) Lessee(s) and their guests abide by the Association's Declaration and Rules and Regulations. I (we) further agree to provide said Lessee(s) with copies of same.

Owner(s) Signatures: _____

Owner(s) Names: _____

Owners Mailing Address: _____

Owners Phone Number: _____ Email Address: _____