



## Bulletin #3

### Rentals

#### **Lease Agreement**

Owner/landlords must submit to Management Office for approval a copy of the lease agreement prior to occupation of the residence by lessees.

They must also sign a document attesting to the fact that lessees have received a copy of the Homeowners' Manual.

Leases must be a minimum of one year.

#### **Landscape/Irrigation Maintenance**

Owner/landlords must hire professional landscapers (A person or individuals in the business of providing landscape maintenance) to maintain yards and irrigation system in each rental unit unless an exception is granted by Management Office, which will be determined by guidelines set forth by the Board of Directors.

A copy of the landscape/irrigation maintenance contract must be delivered to Management Office as needed and must provide for regular maintenance to include mowing, trimming, disease/pest control and fertilizing.

#### **Owner Deposit**

Owner/landlords are required to deliver to Management Office the sum of \$2,000.00 (made payable to The Lake Club HOA) to be deposited in an escrow account for each rental unit to cover damage and/or needed maintenance to the outside of the property or the common areas.

In the event that the renter of the unit violates the Covenants and the owner/landlord is fined, this account shall also be used to recover unpaid fines, if any.

Any balance remaining in the escrow account when the owner is no longer going to lease his property, less an administrative charge not to exceed \$50.00 and exclusive of any interest retained by the Association, shall be returned to the owner within (60) sixty days after the last tenant vacates the unit.

Deposits are subject to forfeit in the event of an early termination of the lease if any subsequent lease is commenced on the lot prior to the expiration of the term of the previous lease.

### **Escrow Account**

The Association Board will establish a non-interest bearing escrow account for the purpose of holding deposits from landlords. Sums deposited in the account may be used to cover damage and/or needed maintenance to the outside of the property or the common areas and unpaid fines connected with each of their rental units.

### **Owner/Tenant Application Forms**

All of the above will be attached to an Association Rental Application Form that will be executed by the property owner and tenant.

The form will also include information such as number of people to occupy property, number and/or kinds of cars, resident key fob information and acknowledgement that the tenant has read and will abide by the Deed Restrictions.

No tenant will have access to the facilities or be given key fobs or transponders unless all of the above is submitted to Management Office.

*Failure to comply with this policy will result in a fine of \$25.00 per missing item per day.*



# Transfer of Membership/Lease Application Form

**UNIT OWNER INFORMATION:**

Name of Owner/Member: \_\_\_\_\_ Member Number: \_\_\_\_\_  
The Lake Club Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Phone Number to be reached while unit is leased: \_\_\_\_\_  
If using an agency: Name, Contact Person and Phone Number: \_\_\_\_\_

**TRANSFER/LEASE INFORMATION:** (Term must be minimum of one year.)

Starting Date: \_\_\_/\_\_\_/\_\_\_ Ending Date: \_\_\_/\_\_\_/\_\_\_ Transferring Membership? Yes  No

Names of Transferee/Lessee (MUST INCLUDE ALL PEOPLE TO RESIDE IN HOME)

Photo ID required from all transferees

\_\_\_\_\_  
\_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Owner certifies that he/she has provided the HOA with a Lawn Maintenance/Pest & Fertilizer Contract and has provided the tenant(s) with the following:

- Copies of all Rules, Regulations, and use restrictions (specifically parking, commercial vehicles, pets)
- Key contact numbers for community (management company)
- Trash pickup schedule
- Key Fobs & transponders (either by owner or concierge desk)

**SIGNATURE OF OWNER /MEMBER:** \_\_\_\_\_

Tenant(s) certify that he/she has read the Rules, Regulations, and use restrictions of The Lake Club and agrees to abide by them.

**SIGNATURE OF LESSEE/TENANT:** \_\_\_\_\_

**Owner/landlords are required to deliver to the Management Office the sum of \$2,000.00 (made payable to The Lake Club HOA) to be deposited in an escrow account for each rental unit to cover damage and/or needed maintenance to the outside of the property or the common areas. Deposits are subject to forfeit in the event of an early termination of the lease if any subsequent lease is commenced on the lot prior to the expiration of the term of the previous lease.**

I hereby understand that if I transfer my membership privileges, I will no longer be able to exercise those privileges during that time. It is my intent to transfer my unit's privileges to the transferee above. I understand that the transfer period shall not be for less than one month, or 30 days, whichever is less. Further, I understand that I am required to provide this form and a signed copy of the lease agreement to the Association no less than 15 days prior to the start of this lease.

**SIGNATURE OF OWNER /MEMBER:** \_\_\_\_\_

Email to: concierge@lakeclublife.com

Mail to: 15804 Clearlake Avenue, Lakewood Ranch, FL 34202 Phone: 941-337-6411

**\*This form has to be submitted to The Lake Club concierge desk which is currently located in the Grande Clubhouse at least 15 days prior to the lease/transfer date\***

**\*\*A signed copy of the lease agreement must accompany this application form\*\***

**\*\*\*Membership privileges may only be transferred to one family unit\*\*\***

**Failure to comply with this is a violation of the Declaration of Covenants, Conditions & Restrictions for the The Lake Club may result in the denial of your transfer application.**

**ADMINISTRATIVE USE ONLY**

**Date Received:** \_\_\_\_\_ **Check#:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Copy of check to be attached behind this sheet and copy of both to be put in tenants file and owners file**