

**VILLAGE GROVE OWNERS ASSOCIATION, INC.**  
**LEASING PERMIT & HARDSHIP LEASING PERMIT APPLICATION**

**Application Type:**  **Leasing Permit**       **Hardship Leasing Permit**      (Select One)

I understand that failing to comply with the leasing guidelines, as set forth in the Master Declaration of Protective Covenants, Conditions, Restrictions and Easements for Village Grove (the “Declaration”), will result in fines being assessed against my account with the Association, and/or legal action instituted against me.

If applying for a Leasing Permit, I acknowledge that I am a Qualified Owner under the terms of the Declaration, as I have resided in my Unit within Village Grove for at least 24 consecutive months.

I understand that failure to provide a copy of my proposed lease agreement along with this application, and any additional information the Board reasonably requires, will result in application denial.

I understand, if granted a Leasing Permit or Hardship Leasing Permit, I am required to do the following:

- At least seven (7) days prior to entering into a lease for my Unit, provide a copy of the proposed lease and such other information as the Board may reasonably require to the Association’s property manager.
- Submit my signed lease agreement and Tenant Acknowledgment Form, and names and phone numbers of tenants to the Association within ten (10) days of lease execution.
- Provide tenants a copy of the Declaration, Bylaws, and rules and regulations of the Association.

I understand that I am responsible for the actions of my tenants, and if my tenants violate the Declaration, Bylaws, or rules and regulations of the Association, they and/or I may be fined; and, the Association has the right, but not the obligation, to initiate eviction proceedings against my tenants, on my behalf, for such violations. I also understand that any costs incurred in such an eviction proceeding, including, but not limited to, reasonable attorney’s fees actually incurred, will be assessed to my account.

I understand that my Leasing Permit shall automatically be revoked in the event (1) my unit is sold, foreclosed, or transferred to another party, (2) I fail to lease my property within 90 days of permit issuance, (3) I fail to lease my property for any consecutive 90 day period thereafter, or (4) upon written notice from me to the Board that I no longer intend to lease my property.

I understand that Hardship Leasing Permits will only be granted under extraordinary circumstances, and if granted, are only valid for a term not to exceed 1 year.

I understand that leasing is capped at ten percent (10%) of the Units within the community, and if, at the time of my application, more than ten percent (10%) of the Units are being leased, I will be placed on the waiting list on a first-come-first-served basis.

**I understand that all applications for a Hardship Leasing Permit must include a letter signed by the Owner detailing why the inability to lease his/her Unit will result in an undue hardship. I understand that the Board has authority to grant or deny, in its sole discretion, hardship leasing applications and requests for renewals.**

**I understand that I am required to have my tenants execute a Tenant Acknowledgment form, which must be returned to the Association within 10 days of execution of the lease by both parties.**

**I understand that failure to comply with any portion of the terms and conditions of this policy/application may result in denial of my application, the imposition of fines, or legal enforcement action.**

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Printed Name

\_\_\_\_\_  
For Association Use Only

Date Application Received: \_\_\_\_\_

Documents Submitted With Application:

- Signed Application
- Copy of Proposed Lease
- Hardship Explanation Letter (If Applicable)

Lease Execution Date: \_\_\_\_\_

Documents Submitted Within 10 Days of Lease Execution

- Tenant Acknowledgement (One per Tenant Listed on Lease)
- Copy of executed lease

**Application Status:**  **Approved**       **Denied**

Board Comments:

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

\_\_\_\_\_  
Association Signature

\_\_\_\_\_  
Date

By: \_\_\_\_\_