

THE MEADOWS OF WORLD GOLF VILLAGE

THE MEADOWS AT SAINT JOHNS OWNERS ASSOCIATION, INC.

A Deed Restricted Community

LEASE DOCUMENTATION CHECKLIST

FOR OWNER/HOA USE ONLY - Working Checklist - Not for Submission

Property Address: _____ Date: _____

Owner Name: _____

Rental Permit Status: ☐ Current ☐ Hardship Permit Class: ☐ Grandfathered ☐ Standard

REQUIRED DOCUMENTATION (Due 10 days prior to occupancy):

☐ 1. EXECUTED LEASE AGREEMENT

- Lease is in writing
- Minimum 6-month term
- No subleasing/room rental/transient use provisions included
- Lease term dates: From _____ To _____

☐ 2. OWNER INFORMATION

- Owner contact information (phone, email, mailing address)
- Emergency contact information if different

☐ 3. TENANT INFORMATION *(from lease or separate form)*

- All tenant names and contact information
- Tenant phone number(s)
- Tenant email address(es)
- Number of occupants: _____

☐ 4. VEHICLE INFORMATION *(from lease or separate form)*

- Vehicle 1: Make/Model/Year _____ License Plate _____
- Vehicle 2: Make/Model/Year _____ License Plate _____
- Additional vehicles listed: ☐ Yes ☐ No ☐ N/A

☐ 5. PET INFORMATION *(if applicable)*

- Pet 1: Type/Breed _____ Weight _____ Name _____
- Pet 2: Type/Breed _____ Weight _____ Name _____
- No pets: ☐

☐ 6. TENANT ACKNOWLEDGMENT

- Tenant acknowledgment of receipt of HOA governing documents
- Tenant agreement to comply with community rules and regulations
- Tenant communication preferences documented

Lease Documentation Checklist

Page 2 of 2

VERIFICATION ITEMS:

☐ 7. OWNER ACCOUNT STATUS

- All assessments current (no delinquencies)
- Account verified by: _____ Date: _____

☐ 8. RENTAL PERMIT STATUS

- Valid rental permit on file
- Permit type verified: ☐ Standard ☐ Grandfathered ☐ Hardship
- Permit expiration (if applicable): _____

☐ 9. LEASE COMPLIANCE

- Lease terms comply with CCR Section 8.1 requirements
- No prohibited provisions identified
- Lease duration acceptable: ☐ 6+ months ☐ Hardship term approved

SUBMISSION NOTES:

- Complete documentation received: ☐ Yes ☐ No
- Deficiencies noted: _____
- _____
- Follow-up required: ☐ Yes ☐ No
- Date documentation complete: _____

Processed by: _____ Date: _____

HOA Staff Notes:

This checklist is for organizational purposes only.

Retain lease agreement and required forms per record retention policy.

Dispose of this working checklist after processing is complete.