



Leasing Request Form

Property Address:

Homeowner Information:

Name: _____ **Phone Number:** _____ **Email:** _____

Name: _____ **Phone Number:** _____ **Email:** _____

Reason for Leasing Request:

Projected Listing Date:

Realtor (If Applicable): _____ **Phone Number:** _____

I, _____ (Full Name), as the homeowner of the above listed property understand the following rules and regulations regarding leasing:

1. Filling out this form does not constitute approval from your HOA. The board will review all leasing requests and determine if leasing will be approved for your unit. If no open spots are available, you will be put on a waiting list until any current approved units remove themselves from the leasing list.
2. If you lease your unit without prior approval, your lease can be revoked without prior notice. You may also receive applicable fines for continuing to lease your unit without approval.
3. Leasing spots cannot be held. Any approval must come with an active listing within 30 days of leasing approval.
 - a. All properties must be leased within _____ days, from your list date unless otherwise stated by your HOA Board. Any listing that is not closed by the expiration date must relinquish their leasing spot to the next property on the wait list if their property is not leased within the approved number of days. (Number of days to be determined by board based off current market conditions and number of people on waiting list)
4. Upon approval and execution of a lease homeowner must provide all lease documents and a tenant registration form to management.
5. Upon execution of a lease, homeowner must provide all community rules and regulations to their tenants. Any tenant found breaking community rules is the responsibility of the homeowner and may be fined as allowed by the community CCRs.
 - a. Any tenant found to be continuously breaking community rules or being negligent may result in removal of leasing approval for the homeowner.

Signature

Date

To Be Filled out by management:

Date Received:

_____: Approved

_____: Wait-listed

- _____: Current Number of active leases
- _____: Current number of active leases allowed by HOA
- _____: Number of homeowners ahead of you on wait-list (if applicable)

Signed: _____ Full Name: _____ Date: _____