

Apalachee Heritage Homeowners Association, Inc.

Leasing Guidelines,

Instructions and Forms

Apalachee Heritage Homeowners Association, Inc.  
Community Management Associates  
1465 Northside Drive NW. Suite 128  
Atlanta, GA 30318-4220

## LEASING GUIDELINES AND INSTRUCTIONS

Pursuant to Section 7.5 the Declaration of Protective Covenants, Conditions, Restrictions and Easements for Apalachee Heritage Homeowners Association, Inc. no more than fifteen percent (15%) of the Lots may be leased at one time.

No owner may lease his or her lot unless one of the following exists:

1. The lot is a **Grandfathered** lot, as defined below.
2. The owner has received a **leasing permit**, in writing, from the board of directors, and has occupied the lot for two (2) consecutive years as his/her primary residence immediately prior to the date of the leasing permit.
3. The owner has received a **hardship leasing permit**, in writing, from the board of directors. If fifteen percent (15%) or more of the lots in the community are leased, including Grandfathered lots no additional leasing permits shall be issued except for hardship leasing permits as provided below. Owners who have been denied a leasing permit or who have resided in a lot for two (2) consecutive years may be placed on a waiting list.

### Leasing Permit Instructions:

1. Complete and return an “**Application for Lease Permit**” document.
2. Upon board of director approval, owner shall have ninety (90) days to submit the following:
  - a. The “**Executed Lease Agreement**”. (Leases must be kept up to date and current copies provided to the board of directors at all times.)
  - b. A completed “**Lease Information Form**”.
3. Upon receipt of the executed lease the board of directors shall issue a written “**Lease Permit**”.

Lease permits are automatically revoked upon:

- (i) The sale or transfer to a third party.
- (ii) The failure of such owner to lease his/her lot for ninety (90) consecutive days at any time after the issuance of the leasing permit.
- (iii) The occupancy of the lot by the owner.

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## LEASING GUIDELINES AND INSTRUCTIONS

### Hardship Permit Instructions:

1. Complete and return an “**Application for Hardship Lease Permit**” document.
2. Upon board of director approval, the owner shall have ninety (90) days to submit the following:
  - a. The “**Executed Lease Agreement**”. (Leases must be kept up to date and current copies provided to the board of directors at all times.)
  - b. A completed “**Lease Information Form**”.
3. Upon receipt of the executed lease the board of directors shall issued a written “**Hardship Lease Permit**”.

The board may issue or deny hardship lease permits at its discretion. Hardships shall include but not be limited to the following:

- (i) Owner dies and lot is being administered by his/her estate.
- (ii) Owner must relocate outside metro Atlanta and cannot, within six (6) months of date the lot was placed on the market, sell the lot except at a price below the current appraised market value after reasonable efforts to do so.
- (iii) Owner takes a leave of absence or temporarily relocates outside the metro Atlanta area and intends to return and reside in the home within one (1) year.

**\*\*Note:** Hardship Lease Permits shall be valid for a term not to exceed one (1) year.

Please send all documentation by one of the following methods:

#### Mail:

Apalachee Heritage Homeowner Association, Inc.  
c/o Community Management Associates  
1465 Northside Drive NW. Suite 128  
Atlanta, GA 30318-4220

#### Email:

Eric Behning  
[ebehning@cmacommunities.com](mailto:ebehning@cmacommunities.com)

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**APPLICATION FOR LEASING PERMIT**

I, the undersigned Owner ("Owner") of \_\_\_\_\_ in the Apalachee Heritage Homeowners Association, Inc., hereby submit this APPLICATION FOR LEASING PERMIT (hereinafter referred to as the "Application") this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, pursuant to Article 7, Section 7.5 of the Declaration of Protective Covenants, Conditions, Restrictions and Easements for Apalachee Heritage, recorded on April 26, 2001 in Deed Book 22947, Page 215, et seq., Gwinnett County, Georgia land records (hereinafter as amended, the "Declaration").

By signing this Application, I hereby acknowledge that submission of this Application to the Board of Directors ("Board") of the Apalachee Heritage Homeowners Association, Inc. ("Association") shall cause my Lot to be placed at the end of a waiting list for a leasing permit but shall not, without more, authorize the leasing of my Lot. I further acknowledge that my Lot shall not granted a leasing permit until such time as my Lot is at the top of said waiting list, the number of leased Lots falls below fifteen percent (15%), and the Board has granted me the Leasing Permit.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_



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**LEASE INFORMATION FORM**

As an Owner of a Lot that is leased within the Apalachee Heritage Community you are required to provide the Board of Directors of Apalachee Heritage Homeowners Association, Inc. (the "Board") with a copy of the executed lease agreement between you and the Lessee as well as the information requested below. Please fill out this form and return it to the Board. The Board must be notified of any changes made to the information provided below within ten (10) days of the change.

Executed Lease Attached Date: \_\_\_\_\_

**Owner(s):**

**Lessee(s):**

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

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

**Apalachee Heritage Address:**

**Other Occupants:**

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

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

**Off-Site Address: Lessee Contact Information:**

(home) \_\_\_\_\_

(cell) \_\_\_\_\_

(e-mail) \_\_\_\_\_

**Owner(s) Contact Information Other Lessee (if applicable):**

(home) \_\_\_\_\_

(home) \_\_\_\_\_

(cell) \_\_\_\_\_

(cell) \_\_\_\_\_

(e-mail) \_\_\_\_\_

(e-mail) \_\_\_\_\_