

APPLICATION FOR CERTIFICATE OF APPROVAL OF OCCUPANCY
BY A

PROSPECTIVE LESSEE OF HIDDEN LAKE VILLAS UNIT _____

IMPORTANT: Application must be filled out completely. Please mark items that do not apply, "N/A." **Applications that are not completed in entirety will be rejected and require resubmission.** This includes applications from lessees who have rented from unit owners in prior seasons. This is for the protection of the unit owner and the Association.

Section 16 of the Association's Second Amended and Restated Declaration of Condominium states that: *"The lease of a unit is defined as occupancy of the unit by any person other than the unit owner, whether pursuant to verbal or written agreement, where said occupancy by the non-owner involves consideration (the payment of money, the exchange of goods or services, etc.). The term "leasing" and "renting" shall be used interchangeably for the purpose of this Declaration of Condominium. The term "tenant" and "lessee" shall likewise be used interchangeably. Should a unit owner wish to lease his unit, he shall furnish the Association with a copy of the proposed lease and the name of the proposed lessee, as well as all proposed occupants. The Association shall have thirty (30) days from the receipt of notice within which to approve or disapprove of the proposed lease or proposed lessees or occupants. The Association shall give the unit owner written notice of its decision within said period. Failure to notify the unit owner shall be deemed an approval. No individual rooms may be rented and no transient tenants may be accommodated. "Rent-sharing" and subleasing is prohibited. All leases shall be for a minimum period of three (3) consecutive months and for a maximum period of nine (9) consecutive months. No unit may be leased more than once during the twelve (12) month period starting on July 1 each year and ending on June 30 of the following calendar year. The proceeding sentence shall be applied by reference to the commencement date of a lease. A renewal or new lease to any of the same tenants or occupants under a lease immediately preceding such renewal or new lease may not commence sooner than three (3) after the immediately preceding lease term has expired. The maximum rental period of nine (9) consecutive months set forth in this Article 16 shall become effective as of January 1, 2004."*

Section VI (c) of the Association's Rules and Regulations states: *"No option to extend or renew a lease for any additional period shall be contained in any lease. Assignment and hold-over provisions shall not be included in the lease terms and conditions."* Applicants who lease each season are required to submit a copy of a new lease and new application each time they lease.

Section 14 of the Declaration of Condominium states that the units are to be used as single family residences only. The Section also states that no more than four (4) persons may sleep in a two-bedroom unit more than thirty (30) nights, and no more than two (2) persons may sleep in a one-bedroom unit more than thirty (30) nights. All leases must meet these restrictions.

1. **Date Sent:** _____ (Date received (to be filled in by Association) _____)

2. **Copy of Lease** signed and dated by the unit owner and by the lessee must be attached to this application.

3. Lease Period **from** (Date) _____ **through** (Date) _____

4. **Identification of Lessee(s):** Please fill in information below for all name(s) who appear on the prospective lease and all those who are planned occupants under this lease. If more space is needed, please use separate page. *(Social Security number necessary for Association to obtain background checks.)*

Lessee/Occupant Name: _____ Date of Birth: _____

Social Security Number: _____ Telephone: _____

Mailing Address: _____

Spouse Name or co-lessee (if applicable): _____ Date of Birth: _____

Social Security Number: _____ Telephone: _____

Name of custodial children, if any, and if planned for occupancy: If more space needed, use separate page

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

5. Conduct: Lessee(s) states he/she/they has been given a copy of relevant excerpts from the Association's Declaration of Condominium pertaining to conduct and unit and facility usage, and a copy of the Association's Rules and Regulations. Lessee(s) state he/she/they and their family members and all occupants under this lease agree to abide by all requirements of the Association, including conduct requirements.

6. Guests: Lessees **must register** all overnight guests 10 days in advance with the Association Office. Rules governing guests of tenants may be found on the Guest Registration Form. These forms are available in the office or on website, HLVcondo.com

7. Landlord References: Please fill in below for each applicant and occupant under the lease agreement...

a) Name of Current Landlord, if any: _____

Address: _____ How many years? _____

City, State, Zip _____ Phone _____

b) Name of Current Landlord, if any: _____

Address: _____ How many years? _____

City, State, Zip _____ Phone _____

8. Personal References: Two for each applicant and occupant under the lease agreement (local if possible). Use extra page if needed.

a) Personal Reference Number One:

Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

b) Personal Reference Number Two:

Name: _____

Address: _____

City, State, Zip: _____ Phone: _____

9. Emergency Contact: Name: _____ Phone: _____

Address: _____ City, State, Zip: _____

10. Vehicle Parking: Section 14.3 of the Condominium Declaration describes vehicle and parking restrictions. Each unit is permitted two vehicles on the Condominium property. Specifically, no trucks or commercial vehicles are permitted overnight. All vehicles of renters and guests must be registered at the Office for overnight parking and must display temporary parking authorization. Those who do not display the required authorization may be towed. Regulation and oversight of the parking lot is for the safety of all our residents. Applicant hereby agrees to comply with parking requirements.

a) Vehicle #1: Make, model and year of automobile to be kept at HLV: _____

Plate Number: _____ State of Registration: _____ Color: _____

b) Vehicle #2: Make, model and year of automobile to be kept at HLV: _____

Plate Number: _____ State of Registration: _____ Color: _____

11. Application Fees: A check for \$100 payable to Hidden Lake Villas Condominium Association, Inc., must accompany this application for the purpose of defraying the Association's application processing costs and directory and records updating. If the unit is to be jointly leased, a separate \$100 check must be submitted for each individual. Pursuant to SEC. 718.112(2)(i), Florida Statutes (2003), husband/wife and dependent children need only submit one \$100 check.

12. Applicants will be notified if their Application is deficient, and be given opportunity to correct the deficiency.

13. Personal Interview: As is customary in Condominium Associations, Hidden Lake Villas Condominium Association, Inc., pursuant to Section 16.4 of the Declaration, retains the right to require a personal interview with all Applicants. Once the Application has been designated as complete, prospective Applicants will be advised within thirty (30) days whether an interview will also be required and a date may be arranged. If it is not possible to attend an interview in person, it may be conducted by telephone.

14. Signature of Applicant(s): Please read carefully before signing.

- a) I hereby state that the information provided herein is complete and factual to the best of my knowledge. I agree that any falsification or misrepresentation in this Application will justify its disapproval for good cause. I consent to all inquiries by the Board concerning this Application.
- b) I authorize a criminal background and tenant eviction notice checks as part of the application process.
- c) I have attached to this application a copy of the lease signed by the unit owner and lessee.
- d) I have provided application processing fees in the amount of _____ to the Association.
- e) I also state that I have received from the Association a copy of relevant sections of the Association's Declaration of Condominium and Rules and Regulations, and I agree to abide by the requirements therein.
- f) I further state that I shall provide a copy of the relevant sections of the Association's Declaration and Rules mentioned above to all other persons who may be involved in the prospective lease or who may be occupying the unit with me for the duration of the lease.
- g) I further state that I shall advise any and all occupants, guests and family members of the conduct required of them while staying in the condominium unit and I shall be responsible for their behavior, pursuant to the Association's governing documents.
- h) I CERTIFY THAT THE INFORMATION IS CORRECT AND COMPLETE AND HEREBY AUTHORIZE YOU TO MAKE ANY INQUIRIES YOU FEEL NECESSARY TO EVALUATE MY TENANCY. IF I RENT THE UNIT, I UNDERSTAND THAT THE INFORMATION GATHERED ON, AND FROM THIS FORM AND THE RENTAL AGREEMENT MAY BE MAINTAINED BY MANAGEMENT AND NATIONAL TENANT NETWORK FOR UP TO FIVE (5) YEARS AFTER I VACATE THE PREMISES.

HAVE YOU PREVIOUSLY RENTED AT HLV? YES ___ NO ___ UNIT ___ DATES FROM _____ TO _____

*****Do you plan to have a Naples, FL contact telephone number? If so, what is it? _____**

*****Do you have an e-mail address? Is so, what is it? _____**

Signature(s) of all persons named in the Application as involved in the prospective lease.

Lessee: _____ Date: _____

Spouse, if applicable _____ Date: _____

Lessee: _____ Date: _____

Spouse, if applicable _____ Date: _____