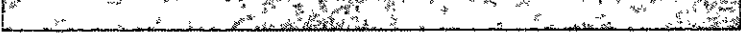






Windwood Homeowner's Association, Inc.

APPLICATION FOR RESIDENCY OF WINDWOOD

1. **An Application Package Must Include:** a complete signed application, background authorization, lease or sales contract, copy of driver's license, and \$250 non-refundable per person application fee. The complete package must be submitted before an application can be processed.
2. Any application which is **NOT filled out completely will NOT be processed.** Our background check is for a criminal background only.
3. Once an application package is submitted, a background check will be performed. The application will then be reviewed by the Association. If the application has been approved, the applicant can schedule the Mandatory Orientation (which is held each Friday at 10:00AM in Clubhouse II). Every application must be **approved** by the Association and an **orientation completed prior** to moving in whether purchase or **rental.**
4. Applications with falsified information will not be approved.

5. Applicants must list each pet and a picture of their pet(s) must be included with the application. Pet weight limit is 40 pounds full grown for each pet. Pit Bulls are not permitted. 

6. Windwood entry barcodes are resident only and are required within (10) days of residency. Driver's licenses, vehicle registration and a non-refundable fee of \$25.00 are required for new decals (check or money order).
7. **International Applicants must include copy of passport and are subject to additional fees.** International Background Checks can take 7-30 days to be processed.
8. **Lease renewals are not automatic.** All lease renewals must be submitted to the Association for approval. **There is a \$100 non-refundable processing fee per tenant, for all lease renewals.** If the Association does not have an updated approved lease on file the tenant will be considered unauthorized, and their bar codes will be deactivated. Month-to-month leases are not permitted.
9. Tenants moving from one unit to another are required to complete and submit an application to the Association for the new unit, including a \$100 application processing fee, for approval.
10. **Windwood has 30 days to process documents of intent to buy, lease, renew.**