



The Hamptons
AT METROWEST

NOTICE OF INTENT TO LEASE APPLICATION PACKET

IMPORTANT: Applicants convicted of a Felony or who have been evicted in the past five years are subject to non approval. Application fees are non-refundable. All applicants must have a valid drivers license at the time of application. One application packet for each applicant.

APPLICANT APPROVAL PROCESS FOR RENTALS

The Board of Directors has established the following guidelines for prospective Renters to meet the approval requirements as stated in the Association Documents.

Landlord and Tenants must do the following:

- 1) Landlord to complete the Notice of Intent to Lease (Section 1)
- 2) Prospective Tenant to complete all sections of the Rental Application (Sections 2 – 4)
- 3) Management to receive:
 - a) Completed Notice of Intent to Lease and Rental Application
 - b) Copy of the Rental Agreement (Lease)
 - c) Non-refundable application fee of \$100.00 per person in the form of a money order to be included with application package. Made payable to the Hamptons at Metrowest.
 - d) Copy of lessee's drivers license, vehicle registration, and vehicle insurance card
- 4) Non-compliance will result in eviction action initiated by the Association.
- 5) Approval processing: allow 10 business days. Note processing will not begin until **all** items listed above are received.

Failure to complete the application requirements as listed above will delay or suspend the approval process. Prospective tenants that take occupancy without management approval will be subject to eviction by the Association all fees incurred will be charged to the unit owner.

Included in this packet:

1. **Notice of Intent to Lease and Rental Application**
2. **Motor Vehicle and Parking Policies**
3. **Pet Policies**
4. **Leasing and Selling Policies**

**NOTICE OF INTENT TO LEASE
HAMPTONS AT METROWEST CONDOMINIUM ASSOCIATION, INC.**

Date: _____

Address of Unit: _____

Name of Current Unit Owner: _____

This notice of Intent to Lease must be returned to the Association Management Office, at 6401 Times Square Avenue, Orlando, Florida 32835, with a **\$100.00 application fee per applicant. Made payable to the Hamptons at Metrowest. PLEASE ALLOW 10 BUSINESS DAYS FOR PROCESSING.**

NOTE: Approval must be granted before applicant will be permitted to take occupancy. Leases of fewer than 7 months are prohibited. Use of the unit is limited to single-family residency. Unit may not be sub-let.

SECTION 1 - TO BE COMPLETED BY LESSOR (OWNER)

In compliance with the Declaration of Covenants and Restrictions of the Association named above, I (we) herby serve notice that as owner(s) or Agent of the above referenced unit, I (we) intend to offer said unit for lease. I (we) intend to offer said unit for lease in accordance with the attached lease agreement. I (we) certify that I (we) have apprised the prospective lessee of all deed restrictions, regulations, covenants and restrictions as governed in the Associations Declaration, By-Laws and Rules and Regulations.

Unit to be leased for a period of: _____

The amount of rent per month during that period of time will be: _____

I (we) understand and hereby agree that I (we) am fully responsible for insuring that my (our) Lessee(s) and their guests abide by the Association's Declaration of Covenants and Restrictions and Rules and Regulations. I (we) further agree to provide said Lessee(s) with copies of same.

Owner(s) Signatures: _____

Owner(s) Names: _____

Owners Mailing Address: _____

Owners Phone Number: _____

Owners Email Address: _____

_____ I the owner will be managing the property myself.

_____ I have a management company that will be handling my rental.

Management Company Name: _____

Contact: _____

Telephone #: _____ Fax#: _____

E-mail Address: _____

Mailing Address: _____

SECTION 2 – RENTAL APPLICATION

I have been apprised the of all deed restrictions, regulations, covenants and restrictions as governed in the Associations Declaration, By-Laws and Rules and Regulations. I understand that any violation of the terms, provisions, conditions and covenants of the Associations Documents provides cause for available immediate action as therein provided or termination of the leasehold under appropriate circumstances.

Lessee Signature: _____ Date: _____

**THE APPLICATION MUST BE COMPLETELY FILLED OUT
THE BOARD WILL NOT ACCEPT PARTIALLY COMPLETED FORMS**

I consent that you may make further inquires concerning this application, particularly of the references given below.

Name of Lessee: _____ SS #: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Date of Birth: _____ Occupation: _____

Present Employer: _____ Employers Phone #: _____

How Long at Present Employer: _____ (If less than 2 years provide previous employer)

Previous Employer: _____ Phone #: _____

Current Address: _____

Phone Number: _____ Landlord: _____

Landlord Telephone #: _____ Landlord Fax #: _____

Length of Occupancy: _____ Rental Amount: _____

Why are you moving: _____

Current Address: _____

Phone Number: _____ Landlord: _____

Landlord Telephone #: _____ Landlord Fax #: _____

Length of Occupancy: _____ Rental Amount: _____

Why are you moving: _____

List two (2) personal references:

Name: _____ Telephone #: _____

Name: _____ Telephone #: _____