

FirstService Residential Management
1904 Clubhouse Drive
Sun City Center, FL 33573
(813) 642-8990 Fax: (813) 642-8790

Board Approval _____

LEASE APPLICATION
MUST BE SUBMITTED 10 DAYS PRIOR TO COMMENCEMENT OF LEASE

ASSOCIATION: _____ UNIT # _____

UNIT ADDRESS: _____

TERM OF LEASE: FROM: _____ TO: _____

AGENT OR BROKER: _____ AGENT'S PHONE NO. _____

LESSORS (Owners): _____

ADDRESS: _____

HOME PHONE: _____ OTHER _____

LESSEES (Renters): _____

PERMANENT
ADDRESS: _____

HOME PHONE: _____ OTHER _____

EMERGENCY CONTACT: (Name, Relationship, City, State, Phone) _____

Upon signing this Lease Application, I (we) signify that all parties to the lease understand and agree to the following:

1. Application Fee as required by Association Documents, payable to the Association.
2. Registration Fee of \$50 as required by the Federation Documents, payable to The Federation of Kings Point. *(Effective July 1, 2012)*
3. One of the Lessees is at least 55 years of age. (Photocopy of Driver's License, Passport or other legal document showing birthday and photo, attached for each occupant.)
4. Appropriate Lease Addendum specific to the Association must be signed, notarized and attached.
5. Pet Agreement and pet deposit or Service Animal Request, when applicable. (Pets are only permitted in some associations)
6. Each lessee and any other invitee is subject to the rules and regulations, as a Unit Owner, and posted and/or specified in the Declaration of Condominium of this Association and in the Amendments thereto.
 - a. While residing at Kings Point, no persons under the age of 18 will be permitted to visit for a period exceeding 30 days, in any calendar year, in accordance with Article XIII.
 - b. Term of Lease must be 30 days or more, in accordance with Article XI.
 - i. All lessees are equally and severally parties to this Lease Agreement.
 - ii. Sub-leasing if permitted is subject to the same terms and conditions as the original lease.
 - iii. All leases less than 6 months are subject to Sales & Tourist Development Tax, which is the sole responsibility of the unit owner or owner's agent.
7. **Realtors signing on behalf of unit owner must furnish a copy of their authorization to manage the property.
8. Lessee acknowledges Kings Point West is a Senior Safety Zone, as defined by Hillsborough County Ordinance Number 07-12 (effec.08/08).
9. I would like my name and phone number published in the directory. _____ NO
10. Are you an Active Service Member as defined in s. [250.01, Florida Statutes](#). _____ YES _____ NO

OWNER'S OR **AGENT'S SIGNATURE(s)

LESSEE'S (Renters) SIGNATURES(s)

_____ Date: _____ _____ Date: _____

_____ Date: _____ _____ Date: _____

=====
The following is for completion by FirstService Residential Management only

Received by: _____ Date Rec'd: _____ ID: _____ \$50. Req. Fee/Ck# _____

App. Fee /Ck# & Amt. _____ Pet Agreement/Ck# & Amt. _____ Assessment Due: _____

Reviewed by: _____ Date: _____

ADDENDUM TO LEASE APPLICATION
HIGHGATE II Condominium Association
NO-PET ASSOCIATIONS

Name(s): _____ Association: Highgate II

Unit Address _____ Unit # _____

I/we acknowledge that this condominium association **does not allow pets** to be harbored in the unit or to be on the association's property. **Visitors, lessees or guests may not have pets in the unit or on the association's property.** Bringing a pet into a pet-free condominium may result in a fine and removal of the pet(s), in accordance with the condominium governing documents.

Lessee(s) are responsible for adhering to the restrictions, rules and regulations of this condominium association and are encourage to review the association's documents, which are available from the unit owner, FirstService Residential or the Hillsborough County Clerk of Court.

Signature of Lessee(s)

Signature

Signature

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____

by _____.

personally known to me

produced _____ as identification.

Notary Public

FORM MUST BE SIGNED BY ALL LESSEE(S) OF UNIT

RENTAL LETTER AND FORM FOR HIGHGATE II
NOW MANDATORY – PLEASE READ CAREFULLY

THE BOARD OF DIRECTORS HAS DECIDED TO ELIMINATE SOME SERIOUS PROBLEMS THEY HAVE ENCOUNTERED IN THE PAST DEALING WITH NEW OWNERS AND/OR RENTERS, WHO HAVE NO KNOWLEDGE OF THE RULES AND REGULATIONS AND OTHER RESTRICTIONS CONTAINED IN OUR CONDOMINIUM DOCUMENTS. THESE RESTRICTIONS ARE, IN FACT, OUTLINED IN OUR EXISTING CONDOMINIUM DOCUMENTS.

BY ISSUING THE ATTACHED FORM ENTITLED “INITIAL AND MANDATORY FORM PRIOR TO THE SALE OR RENTAL OF ANY UNIT IN HIGHGATE II” TO ALL UNIT OWNERS, WE INTEND TO ELIMINATE THESE PROBLEMS.

THIS FORM WAS APPROVED BY THE BOARD OF DIRECTORS AT THE JANUARY 14, 2009 BOARD OF DIRECTORS MEETING. IT WILL NOW BE REQUIRED THAT THIS FORM BE FILLED OUT PRIOR TO EITHER SELLING OR RENTING YOUR UNIT.

PLEASE READ BOTH THE EXPLANATORY LETTER AND THE FORM CAREFULLY AS IT OUTLINES THE BASIC INFORMATION THAT THE BUYER OR RENTER NEEDS TO KNOW, AND THE QUESTIONS IT CONTAINS MUST BE ANSWERED BEFORE THE HIGHGATE II BOARD OF DIRECTORS WILL SIGN AND APPROVE ANY LEASE OR TRANSFER PAPERS FOR ANY UNIT IN HIGHGATE II.

FOR THE BOARD OF DIRECTORS

HIGHGATE II

JANUARY 2009

Re: HIGHGATE II form titled “**INITIAL AND MANDATORY FORM PRIOR TO THE SALE OR RENTAL OF ANY UNIT IN HIGHGATE II**”

Dear H-II Residents,

To reduce some errors and basic misunderstandings about condominium living, we, the HIGHGATE II Board of Directors, have instituted the following policy.

Prior to the sale or rental of any unit in Highgate II, the above listed form must be filled out, signed, and dated by the sales person and the buyer. Note: It might be in your best interest to make sure the form is executed before accepting “good faith money” for your unit. To expedite the sale or rental of your unit, insist that the form be read and completed before the sale is consummated.

Commentary:

In the past, buyers and/or renters of condominiums in Highgate II, have moved into H-II, and were disappointed to learn that certain rules and regulations do not allow them to make desired changes. Consequently, we have some very unhappy owners and/or renters that are now our neighbors.

We all know that living in a condominium association involves abiding by rules that govern what we can and cannot do. If the buyers do not know what the rules are, it is easy to understand why they become disappointed when they cannot do their thing.

About the form:

Question # 1. Association notification prior to the sale or rental of a unit is required by our documents in the OFFERING CIRCULAR, “Declaration of Condominium” section XI (1). (This is recorded with the county.) This must be accomplished prior to the sale or rental of any unit in H-II. The above-listed form is not considered the official H-II notification. You must notify the H-II BOD of your intent, preferably in writing for both your records and ours.

Questions # 2, 3, 4, 5, 6 and 7 define some specifics that the buyers/renters need to totally understand before proceeding with the purchase, and if not understood, have explained to them, so that they understand the rules of the association and are willing to accept and live by these rules.

Question # 8 is self explanatory and is a requirement.

Before we, the H-II BOD will sign the transfer papers, the form must be executed, all questions understood, accepted, answered “Yes”, signed by the buyer(s) or renter(s), and dated. The “sale/rent” form can be obtained from the H-II BOD or FirstService Residential.

INITIAL AND MANDATORY FORM PRIOR TO THE SALE OR RENTAL OF ANY UNIT IN HIGHGATE II

Unit Owner (print): _____

Unit Address: _____ **Sun City Center, Florida 33573**

Located in: HIGHGATE II (H-II) Condominium Association Inc. Kings Point.

Agency (print): _____ Phone: _____

Sales Person (print): _____ Date: _____

Buyer/Renter (print): _____ Phone: _____

**Circle one of the answers below that best answers the question - to the best of your ability.
The agent must verify that Questions # 2 – 8 must be answered by the buyer/renter.**

1. Have the Board of Directors (BOD) of Highgate II been notified that the above identified unit is for sale/rent? **Yes / No (This is an owner’s responsibility; must be answered.)**

Note: The H-II BOD and/or FirstService Residential are willing to explain the rules.

2. Is the prospective buyer/renter familiar with basic Condominium rules, H-II rules? Kings Point rules? **Yes / No**

3. Is the prospective buyer/renter familiar with: the boundaries of the unit, common and limited common areas, and yard maintenance? **Yes / No**

4. Is the prospective buyer/renter familiar with: roofing replacement, painting, interior remodeling, exterior changes, insurance, monthly fees, pets, taxes, utilities, H-II work request, plantings, alteration and/or improvements? **Yes / No**

5. Is the prospective buyer/renter aware that they are entitled to examine the records of the particular unit of interest and become aware of any changes, alterations, or extra plantings that the owner is responsible for? **Yes / No**

6. Is the prospective buyer/renter aware that Highgate II is a pet-free Association; therefore, no pets are allowed? Also, is the buyer/renter aware that no trucks are allowed to be parked in any area of Highgate II? **Yes / No**

7. Is the prospective buyer/renter aware that each unit shall be occupied by at least one (1) person who is fifty-five (55) years of age or older with occupancy limited to no more than four persons? **Yes / No**

8. Does the buyer/renter understand the above items in each of the questions 1 - 7 and is he/she willing to accept, live by, and support these and all the rules of H-II and Kings Point? **Yes / No**

Eight (8) “Yes” answers by a prospective buyer/renter are required for admittance into H-II.

Agency rep. signature: _____ Date: _____

Buyer/Renter signature(s): _____

_____ Date: _____

Required Copies To: FirstService Residential, Highgate II Condominium Association, and the Prospective Buyer/Renter.