

# **OWNER APPLICATION FOR APPROVAL TO RENT UNIT**

## **OWNERS, BEFORE RETURNING YOUR APPLICATION TO RENT YOUR CONDOMINIUM, PLEASE CHECK THE FOLLOWING:**

- YOUR APPLICATION IS COMPLETELY FILLED OUT.
- YOU ,THE OWNER AND YOUR RENTERS HAVE SIGNED IT.
- YOU, THE OWNER ARE NOT DELINQUENT ON YOUR ASSOCIATION FEES.
- YOU ,THE OWNER HAVE NOT HAD MORE THAN 2 RENTALS DURING THIS CALENDAR YEAR.
- OWNER'S CHECK FOR \$150.00 IS INCLUDED. (CHECKS FROM RENTERS WILL NOT BE ACCEPTED.)
- COPY OF RENTERS' PHOTO ID'S.
- COPY OF YOUR LEASE.
- IF YOUR RENTERS ARE FIRST TIME RENTERS, THEY MUST ALSO FILL OUT THE TRVST FORM FOR A BACKGROUND CHECK.
- APPLICATION MUST BE RECEIVED 15 DAYS PRIOR TO RENTER OCCUPANCY DATE FOR BOARD APPROVAL.

**IT IS THE OWNER'S RESPONSIBILITY TO ENSURE THAT THIS APPLICATION ALONG WITH THEIR \$150 APPLICATION FEE & ALL REQUIRED SUPPORTING DOCUMENTATION AS DESCRIBED ABOVE IS RECEIVED BY THE ASSOCIATION OFFICE NO LATER THAN 15 DAYS BEFORE THE RENTAL PERIOD BEGINS. FAILURE TO APPLY OR SUBMIT REQUIRED DOCUMENTATION WITHIN SAID PERIOD WILL BE CAUSE FOR DENIAL UNDER SECTIONS 14.3 TO 14.6 (LEASING OF UNITS) OF THE LBHOA DECLARATIONS.**

OWNERS MAY NOT LEAVE CARS PARKED UNDER THE CARPORT WHILE TENANTS ARE PRESENT. THE COVERED PARKING SPACE MUST BE SURRENDERED TO TENANT FOR DURATION OF LEASE. OWNERS WISHING TO LEAVE VEHICLES ON THE PROPERTY DURING THE LEASE MUST CONTACT THE OFFICE FOR ASSIGNED LONG TERM PARKING.

YOUR RENTERS MUST REGISTER ALL VEHICLES IN THE ASSOCIATION OFFICE ON FIRST BUSINESS DAY AFTER ARRIVAL.