

CLUBHOUSE PRESERVE COMMUNITY ASSOCIATION, INC.

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LEASE SUBMITTAL FORM CLUBHOUSE PRESERVE HOA revised - 01/01/2025

THE FOLLOWING **MUST** BE INCLUDED WITH THE LEASE SUBMITTAL FORM:

1. \$ 100.00 FEE MADE PAYABLE TO: B C COMMUNITY MANAGEMENT
2. LEASEE **MUST** MEET PERSONALLY WITH HOA BEFORE MOVING IN - CONTACT ABOVE
3. LEASE AGREEMENT SIGNED BY ALL PARTIES
4. BACKGROUND CHECK MUST BE DONE ON ALL TENANTS – ALSO MUST BE DONE ON ALL RENEWAL LEASES
5. **COPY OF PROOF OF AGE MUST BE PRESENTED. (DRIVERS LICENSE, BIRTH CERTIFICATE, MILITARY ID)**
6. AT LEAST ONE (1) RESIDENT IS AT THE AGE OF FIFTY-FIVE (55) YEARS OR OVER AND MUST OCCUPY THE RESIDENCE DURING THE TERM OF THE LEASE. NO INDIVIDUAL UNDER THE AGE OF 22 CAN RESIDE IN A UNIT.
7. ALL DOCUMENTS MUST BE SUBMITTED TWO WEEKS BEFORE THE TENANT MOVES INTO THE UNIT. INCLUDING RENEWALS. IF DOCUMENTS ARE NOT SUBMITTED WITHIN TWO WEEKS NEW TENANTS AND RENEWALS MUST WAIT ONE WEEK FOR CREDIITIALS UPON APPROVAL. IF LEASE IS NOT APPROVED TENANT WILL NOT RECEIVE CREDENTIALS AND COULD POSSIBLITY FACE EVICTION. RENEWALS COULD FACE ACCESS CARD AND GATE ACCESS BEING SHUT OFF AND POSSIBLE EVICTION.

Submittal Date: _____ **Lease Term:** From _____ To _____

TENANTS/RESIDENTS OCCUPYING THE UNIT WITH AGE:

1. _____
2. _____
3. _____
4. _____

AUTO/MAKE/MODEL/YEAR _____ License # _____

AUTO/MAKE/MODEL/YEAR _____ License # _____

Unit owner(s) Name _____

Property Address _____

The owner hereby acknowledges that the Tenant(S) agree to be bound by the Association Deed Restrictions and that as the Owner of the Property I am responsible for any action/violation caused by my Tenant(s) during the term of the lease. No occupancy of my unit shall be permitted by an individual between the ages of twenty-two and fifty-five unless there is at least one individual who is fifty-five years of age or over in the residence on the unit and that proof of age and the fee has been submitted.

SIGNATURE OF THE OWNER: _____

PRESIDENT/VICE PRESIDENT ACKNOWLEDGED: _____