**Casa Park Villas HOA**

**Lease Screening Application**

**Article VII, Section 20 of the Declaration of Covenants and Restrictions for Casa Park Villas requires written approval by the HOA of all prospective tenants prior to a lease taking effect. Please carefully read the following:**

In accordance with the Declaration of Covenants and Restrictions and amendments for Casa Park Villas and any applicable rules duly adopted by the Board of Directors of Casa Park Villas, the following procedures are to be followed when leasing a unit.

1. The lease to include the following language:

**“Pursuant to Florida Statute Title XL 720.305(2)(a), Casa Park Villas HOA may suspend the tenant’s use of common areas and facilities (including access to the pool area) for the failure of the owner or its tenant to comply with any provision of the declaration, the association bylaws, or reasonable rules of the association which includes delinquency of association dues/assessments.”**

1. Any homeowner submitting a lease screening application must be current with all assessments prior to the lease screening application being considered for approval.
2. The lease term must be for a minimum of seven (7) months. No month to month is permitted.

4. Subleasing is prohibited. Individual long-term or short-term room rentals are prohibited.

5. Lease extensions must be submitted to Vista Management for review.

6. Any guest(s) occupying a unit for 30 days or more must complete and submit a residency application

to be reviewed by the HOA.

7. During the term of the lease, all assessments will continue to be paid directly by the homeowner.

8. The homeowner or the Property Manager with an executed Management Agreement must also sign

Page 4 of this Application.

9. One household pet is permitted under the HOA rules and pet’s weight must not exceed 29 lbs.

“Household pet” is defined as a dog or cat.

10. The homeowner will be assessed a minimum of $125 for the removal of any large articles left in or

around any Casa Park Villas dumpster by the homeowner or its occupants which includes tenants.

Large articles include, but are not limited to, appliances, mattresses, furniture, and automobile parts.

**Please read the Rules & Regulations and the Declaration of Covenants, and Restrictions, and Amendments.**

**Casa Park Villas HOA**

**Lease Screening Application**

Please allow 5-10 calendar days after receipt for approval prior to move in.

Please complete this application in its entirety. A $50.00 non-refundable application fee per adult applicant to be made payable to “Casa Park Villas HOA” must be attached along with a copy of the proposed lease and a copy of each adult applicant’s valid Driver’s License, Passport, or State issued ID. Check or money order must be submitted by owner or owner’s Property Manager; not by tenant.

Application and $50.00 non-refundable application fee per adult applicant to be sent via USPS to:

Casa Park Villas HOA c/o Vista CAM

323 Circle Drive; Maitland, FL 32751

In accordance with the CPV Covenants and Restrictions, incomplete applications will be returned/denied and entire application must be resubmitted along with an additional $25.00 reprocessing fee prior to approval and tenant taking occupancy.

Section 1: Lease Information:

|  |  |  |
| --- | --- | --- |
| **Casa Park Villas address:** |  | Winter Springs, FL 32708 |

|  |  |  |
| --- | --- | --- |
| **Move-in Date** | **Lease Length** | **Monthly lease amount** |
|  |  |  |

**Section 2.1: Homeowner Information:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Owner Name(s):** |  | | | | |
| **Owner address:** |  | | City/State/Zip | |  |
| **Owner tele nos.:** | Home: |  | Cell: |  | |

**Section 2.2: Property Manager Information: Include a copy of the executed Management Agreement.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Management Co.:** |  | | | | |
| **Contact name:** |  | |  | |  |
| **Address:** |  | | City/State/Zip | |  |
| **Tele# / email:** | Phone |  | Email: |  | |

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**Section 3: Prospective Tenant(s) Information:**

All prospective tenants must be included in this application; including minor children.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tenant** | **Full Name** | | | | | **DL#** | | | | | **DOB** |
| **Primary:** |  | | | | |  | | | | |  |
| **#2:** |  | | | | |  | | | | |  |
| **# 3:** |  | | | | |  | | | | |  |
| **# 4:** |  | | | | |  | | | | |  |
| **# 5:** |  | | | | |  | | | | |  |
| **Tenant Emergency Contact Number** | | | | **Tele#1** |  | | | **Tele#2** | |  | |
| **Present Residence** Length at Residence \_\_\_\_\_Yrs \_\_\_\_\_Mos | | | | | | | | | | | |
| **Street Address:** | |  | | | | | City/State/Zip | |  | | |
| **Landlord name:** | |  | | | | | | | | | |
| **Landlord address:** | |  | | | | | City/State/Zip | |  | | |
| **Landlord tele#:** | | Home: |  | | | | Cell: |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| If residing at present address for <2 yrs, complete the following:  **Previous Address** Length at Residence \_\_\_\_\_Yrs \_\_\_\_\_Mos | | | | | |
| **Street Address:** |  | | City/State/Zip | |  |
| **Landlord name:** |  | | | | |
| **Landlord address:** |  | | City/State/Zip | |  |
| **Landlord tele#:** | Home: |  | Cell: |  | |

**Section 4: Employment Information:**

**Primary Tenant (Current employment)** Length of Employment \_\_\_\_\_Yrs \_\_\_\_\_Mos

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name:** |  | Position | |  |
| **Employer Address:** |  | City/State/Zip | |  |
| **Supervisor Name:** |  | Tele# |  | |

**Primary Tenant (Previous employment if <2yrs)** Length of Employment \_\_\_\_\_Yrs \_\_\_\_\_Mos

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employer Name:** |  | Position | |  | |
| **Employer Address:** |  | City/State/Zip | | |  |
| **Supervisor Name:** |  | Tele# |  | | |

**Tenant #2** Length of Employment \_\_\_\_\_Yrs \_\_\_\_\_Mos

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer Name:** |  | Position | |  |
| **Employer Address:** |  | City/State/Zip | |  |
| **Supervisor Name:** |  | Tele# |  | |

**Section 5: Vehicle Information:**

**Two parking spaces are assigned for each unit. Therefore, a maximum of two vehicles per unit allowed. Otherwise, the lease can be voided.**

**Absolutely No Commercial Vehicles, Work Vehicles, or vehicles displaying any signage will be allowed. The only exception to this policy is police and fire vehicles and commercial vehicles actively performing work within the community. All other vehicles displaying signage will be towed at the vehicle owner’s expense.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Year** | **Make** | **Model** | **Color** | **Tag#** | **State** |
| **Vehicle #1:** |  |  |  |  |  |  |
| **Vehicle #2:** |  |  |  |  |  |  |
| **Motorcycle** |  |  |  |  |  |  |
| **Motorcycle** |  |  |  |  |  |  |

**Section 6: Pets:**

**Article VII, Section 9 of the Declaration and Covenants and Restrictions for Casa Park Villas states the pet policy per unit: *One household pet per lot; pet weight must not exceed 29 lbs.; must walk on a leash; must clean-up after the pet.***

**Will a pet be residing with you? Yes 🞏 or No 🞏**

**If “Yes,” tenant is required to complete and return the Pet Registry form with the screening application. If “No,” and the pet status changes at any time during the lease, the Pet Registry form must immediately be completed and submitted to Vista Management. Failure to provide the required pet documentation can RESULT IN DENIAL OF THE APPLICATION or MAY void the lease.**

I/We acknowledge that the information provided in this application is true and correct. I/We also understand that any intentional or negligent misrepresentation that I/We have made on this application can result in the lease being voided. I/We agree to abide by all rules and regulations set forth by the Casa Park Villas of Tuscawilla Homeowners Association, Inc.

Signatures are required by all Owners/Property Manager and adult tenants.

**Owner(s)/Property Manager Tenant(s)**

x**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** x**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(date) (date)

x**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** x**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(date) (date)

x**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(date)

**HOA USE ONLY:**

**Date Filed: \_\_\_\_\_\_\_\_\_\_\_\_\_ Application fee: Y🞏 N🞏 Lease Copy: Y🞏 N🞏**

**Approved on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Casa Park Villas HOA**

**Pet Registry**

**A picture of the pet must accompany a statement from the Veterinarian on their letterhead which provides weight/projected adult weight if not already full grown.**

Article VII, Section 9 of the Declaration and Covenants and Restrictions for Casa Park Villas allows for:

***One “household pet” per lot and pet weight must not exceed 29 lbs.***

Pursuant to the Declaration and Covenants and Restrictions, “household pet” is defined as a dog or a cat. Pet must not be kept, bred, or maintained for any commercial purpose, and must not become a nuisance or annoyance to any neighbor.

The City of Winter Springs and Seminole County have a leash law requiring all dogs and cats to be leashed when outdoors.

Seminole County Ordinance Chapter 20 Section 20.18 states, *“It shall be unlawful for any animal owner to permit, either willfully or through failure to exercise due care and control, any animal to soil, defile, urinate or defecate on any private or public property other than that of the owner, without written or implied consent.”* The fine for this violation is $50 issued by Seminole County Animal Services. Please be a responsible pet owner and pick-up after your pet.

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|  |  |  |  |
| --- | --- | --- | --- |
| **Unit address:** |  | Winter Springs, FL 32708 | |
| **Unit Owner Name:** |  | **Tel#** |  |
| **Pet Owner Name:** |  | **Tel#** |  |
| **Owner’s Mgmt Company:** |  | **Tel#** |  |

Cat: 🞏 Dog: 🞏

|  |  |  |  |
| --- | --- | --- | --- |
| **Pet’s Name:** |  | | |
| **Breed:** |  | **Age of Pet:** |  |
| **Current weight:** |  | **Projected Weight:** |  |
| **Color:** |  | **Markings:** |  |

By signing this form, I agree to and will comply with Casa Park Villas’ policy regarding one pet, under 29 lbs. I also understand that, as a responsible pet owner, I will use a leash on my pet when outside and will also pick-up after my pet.

Signature of Pet Owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_

**CASA PARK VILLAS PARKING ADDENDUM**

Please review, sign, and include with the closing package or lease application. Any lease application submitted without this document will be returned and resubmission will be required.

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**By signing below, I hereby acknowledge and agree to the following parking rules at Casa Park Villas ("CPV"):**

1. There are only two parking spaces available per unit. These two parking spaces are located in front of each unit.
2. The parking spaces at the pool are for temporary use by CPV residents accessing the pool area during pool hours and for visiting (temporary, short-term) CPV guests only.
3. Unoccupied resident parking spaces that are not assigned to my unit are not to be used without that resident's explicit permission.  This includes parking spaces of vacant units.
4. The grass, curb, dumpster area, or any other unmarked areas in the CPV community are not to be used for vehicle parking or standing at any time.  Vehicles standing or parked in these areas are subject to immediate tow. Any damage to these areas caused by my vehicle or by my guest's vehicle may result in repair expenses which will be paid by me.
5. With the exception of law enforcement vehicles, no commercial vehicles (including trucks with work material stored in the bed) are allowed within the community unless work is temporarily being performed on your unit and by that company (e.g. utility company, electrician, plumber, etc.).
6. Absolutely no portable storage containers (e.g. PODS) to be placed anywhere in the community at any time.
7. The parking issue is closely monitored 24 hours a day by the Casa Park HOA and any vehicle violating any of the parking rules will be ticketed and then towed at the vehicle owner's expense.
8. I understand that I am responsible for ensuring that all licensed minor drivers in my household comply with the parking rules.

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Unit owner#1 signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Unit owner#2 signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If renting your unit, this form must also be submitted with the lease application and signed by your licensed adult tenant(s):**

Tenant#1 signature:\_\_\_\_                                               Tenant#2 signature: \_\_\_\_\_\_\_\_

Tenant#3 signature: \_\_\_