

MUST BE SUBMITTED

Property Address:

	Year Documents Submitted:	Approved Y/N:	Explanation:
Signed Lease Addendum & Application: (to be submitted each year the lease expires and signed by both owner and renter) Include a copy of Drivers License(s) each of Adult Occupant listed on Lease.			
Copy of Signed Lease (to be submitted each year the lease expires and signed by both owner and renter)			
\$100.00 Application Fee; Check must be made payable to Royal Hills HOA: (Fee must be submitted each year upon new applicant &/or renewal)			
\$200.00 Move In Deposit: for New Leases (returned on the tenants departure & must be submitted for each new tenant moving into the community) to be signed off by Management Company or Board Member			

PLEASE MAKE ALL CHECKS PAYABLE TO ROYAL HILLS HOMEOWNERS ASSOCIATION

Submit separate checks for deposit and application fee

The following items must be submitted to Elite Management Group by regular mail, no later than 15 days prior to lease start date on both new leases and renewals.
All checks must be made payable to ROYAL HILLS HOA.

Elite Management Group
 18940 N Dale Mabry Hwy Suite 101
 Lutz, FL 33548

Ph: 813-854-2414
 Fax: 813-200-7959
tampa@elite-management.net

Royal Hills Homeowners Association
C/O Elite Management Group
18940 N Dale Mabry Hwy
Suite 101
Lutz, FL 33548
Office (813) 854-2414 Fax (813) 200-7959

LEASE ADDENDUM

This Residential Lease Addendum is by and between the Royal Hills Homeowners Association, Incorporated (RHHOA), the Owner of the Lot and Dwelling (Lessor), and the Resident(s) (Lessee) as listed below.

Address of Rental Property: _____, Plant City, FL 33563

RHHOA Agent Information:

Company Name: _____

Agent's Name: Elite Management Group (tampa@elite-management.net)

Lessor's Information:

Lessor's Name: _____

Address: _____

Home Phone: _____ Business Phone: _____

Fax: _____ Email: _____

Lessor's Agent Information:

Company Name: _____

Agent's Name: _____

Business Address: _____

Business Phone: _____ Fax: _____

Email: _____

Lessee's Information:

Lessee's Name: _____ Marital Status: _____

Spouse/Joint Applicant's Name: _____

Number of children in residence: _____ Ages: _____

Number of pets in residence: _____ Breed/Weight: _____

Other occupants (Names, age, and relationship): _____

RHHOA Agent Initials: _____ Lessor/Lessor's Agent Initials: _____ Lessee Initials: _____

TERMS OF THIS LEASE ADDENDUM:

A. CONTRACTUAL OBLIGATION:

- 1) **REQUIRED INSTRUMENT** : This Lease Addendum (Addendum) is a required instrument as delineated in Section 19 of Article VIII of the Declaration of Covenants, Conditions, and Restrictions for Royal Hills (with Amendments), hereinafter referred to as "Covenants". Owners and Members of RHHOA who wish to lease or rent their Dwelling must submit this signed Addendum to the duly authorized Managing Agent of RHHOA (hereinafter also referred to as "RHHOA") prior to any agreement for housing being entered into.
 - a.) Lessor will submit a completed and signed copy of this Addendum to RHHOA no less than five (5) business days prior to occupancy by Lessee.
 - b.) Failure of Lessor to submit this Addendum to RHHOA prior to Lessee assuming occupancy of the Dwelling may result in Lessor being assessed a fine by RHHOA.
 - c.) For any assessed fine under this clause, Lessor agrees to hold Lessee harmless for said fine, and said fine shall not be transferred upon Lessee under any circumstances.
- 2) **LEASE PERIOD** : This Lease is for a period of no less than one (1) year, commencing on _____ and terminating on _____.
- 3) **SUBORDINATION OF OTHER OBLIGATIONS** : The contractual obligation between Lessor and Lessee is subordinate to this Addendum, the Covenants, and the Royal Hills Homeowners Association Architectural Guidelines, Standards, and Criteria (Community Standards). In cases where the Lease Agreement between Lessor and Lessee is in conflict with this Addendum, the Covenants, or the Community Standards; this Addendum, the Covenants, and the Community Standards shall prevail.
 - a.) **Lessee is strongly encouraged to compare this Addendum, the Covenants, and the Community Standards with any written or verbal agreements made to them by Lessor or the Agent of Lessor.**
- 4) **RHHOA DESIGNATED AS ATTORNEY-IN-FACT** : RHHOA and its authorized agents are hereby designated as Lessor's attorney-in-fact for the purpose of and with the authority to terminate this Lease Agreement in the event of violations by Lessee of this Addendum, the Covenants, or the Community Standards; provided, RHHOA and its authorized agents first shall give Lessor notice of such violations and opportunity to terminate their Lease Agreement within ten (10) days of such notice by RHHOA and its authorized agents.
- 5) **SECURITY DEPOSIT**: A Security Deposit in the amount of \$200.00 (Two Hundred U.S. Dollars) is payable to RHHOA by Lessor on the first day of occupancy of Lessee. RHHOA may keep all or part of the security deposit for:
 - a.) Damage to the Common Areas by Lessee beyond ordinary wear and tear.
 - b.) Unpaid fines of Lessor which were a result of the actions of Lessee.
 - c.) Failure of Lessor to remit Security Deposit prior to Lessee assuming occupancy of the Dwelling may result in Lessor being assessed a fine by RHHOA.
 - d.) For any assessed fine under this clause, Lessor agrees to hold Lessee harmless for said fine, and said fine shall not be transferred upon Lessee under any circumstances.
- 6) **LEASE APPLICATION FEE** : A Lease Application Fee in the amount of **\$100.00** (one hundred Dollars) is payable to RHHOA by Lessor a minimum of five (5) business days prior to occupancy by Lessee.
 - a.) The Lease Application Fee is non-refundable.
 - b.) Failure of Lessor to remit the Lease Application Fee prior to Lessee assuming occupancy of the Dwelling may result in Lessor being assessed a fine by RHHOA.
 - c.) For any assessed fine under this clause, Lessor agrees to hold Lessee harmless for said fine, and said fine shall not be transferred upon Lessee under any circumstances.

RHHOA Agent Initials: _____ Lessor/Lessor's Agent Initials: _____ Lessee Initials: _____

- 7) **EARLY TERMINATION OF LEASE DUE TO MILITARY PERMANENT CHANGE OF STATION ORDERS:** This Lease may be terminated early without penalty due to Military Permanent Change of Station (PCS) Orders or acceptance of Military Base Housing. Proof of PCS Orders or acceptance of Military Base Housing must be furnished to Lessor and RHHOA.

B. USE OF DWELLING:

- 1) **CONDUCT:** Lessor is solely responsible for the conduct of Lessee and guests of Lessee. Should Lessee or guests of Lessee violate the provisions of this Addendum, the Covenants, or the Community Standards, Lessor shall be held accountable by RHHOA. This clause does not limit Lessor's ability to collect damages from Lessee for their actions or the actions of guests of Lessee.
- 2) **HOMESTEAD PROTECTION :** Lessor acknowledges that because the Lot and Dwelling listed above is a rental property, it is not protected by the Homestead Act.
- 3) **SINGLE FAMILY RESIDENCE :** Lessee, the children of Lessee, or the parents of Lessee are the only authorized residents of the Dwelling. Unless incapacitated or a special needs person, children over the age of 22 who are not enrolled full-time in college are not considered children for the purpose of this clause. Maximum occupancy of the Dwelling is limited to two (2) persons per bedroom.
- 4) **SUBLETTING:** Lessor shall not lease the Dwelling to multiple individual adults. Lessor may lease the Dwelling to a committed pair of individual adults, but may not lease the Dwelling to two or more uncommitted individual adults. Lessor or Lessee may not lease or rent any room or fraction of the Dwelling (Sublet). Subletting is strictly prohibited by RHHOA.
- 5) **COMMERCIAL USE:** No trade, business, profession or other type of commercial activity shall be carried out on the premises, with the sole exception being that the Dwelling is a rental property.
- 6) **VEHICLES:** Vehicles may only be parked in the garage, or on the driveway. Commercial vehicles recreational vehicles, campers, trailers or watercraft may only be parked in the garage, and must be kept from public view. Parking of any vehicle or trailer in the street or on the grass is prohibited. No disabled, unlicensed, abandoned or inoperable vehicles shall be permitted in the community for a period of time exceeding forty-eight (48) hours, unless such vehicles are kept completely inside the garage and concealed from public view. Visitors, vendors and commercial vehicles may temporarily park on the street while conducting their business; however, no visitor shall be allowed to park on the street overnight or in excess of 12 hours.
- 7) **NUISANCES:** Speeding, racing, exhibition of speed, burnouts, or excessively revving the engine within the community is not permitted. Loud music emanating from vehicles or Dwellings is not permitted. Loud noises after 10:00 PM are not permitted. No more than one (1) party per three months shall be permitted. No more than one (1) garage sale per six (6) months shall be permitted.
- 8) **PLAY EQUIPMENT:** Children's play equipment (i.e. inflatable pools, swing sets, jungle-gyms, and trampolines) may only be erected if the property has a fence, and must be kept and constructed behind the fence.
 - a.) Small inflatable pools (less than 100 gallons) may be used in the backyard without a fence, but must be emptied and removed from view nightly.
 - b.) Large inflatable or above ground pools and spas (more than 100 gallons) must be kept behind a fence.
 - c.) Children's play toys must be picked up nightly and shall not be stored in public view.
- 9) **WINDOW TREATMENTS :** No newspaper, aluminum foil, reflective film, poster, picture, flag, nor any other material, other than usual and customary window treatments, shall be placed over the windows.
- 10) **STORAGE:** Trash, garbage or other waste shall not be kept, except in sanitary containers properly concealed from public view. Trash containers may not be stored in public view until 5:00

RHHOA Agent Initials: _____ Lessor/Lessor's Agent Initials: _____ Lessee Initials: _____

PM the day before trash collection, and must be removed from public view by 5:00 PM on the day of trash collection. Trash collection days are _____ and _____.

- 11) **LANDSCAPE MAINTENANCE** : Grass and other plantings on the Lot shall be regularly cut or trimmed and watered, and all trash or debris removed from the property.
- 12) **PETS**: If Lessor permits pets, no animals of any kind shall be raised, bred, or kept, except that cats, dogs, and other household pets may be kept provided they are not kept, bred, or maintained for any commercial purposes.
 - a) There shall be no more than two (2) household pets in the Dwelling or on the Property.
 - b) Household pets shall not be allowed to stray or go upon another Lot.
 - c) Each household pet must be on a leash and in full physical control by the owner of the pet at all times when the pet is outside of the Dwelling or fenced backyard.
 - d) No pets shall be permitted to place or have excretions on any portion of the Association Property other than the Lot of the owner of the pet.
 - e) If the pet does place excretions on another Property or Lot, the owner of the pet is required to physically remove any such excretions from that Property or Lot.
 - f) Notwithstanding anything herein to the contrary, if any dog or cat permitted to be kept by a resident shall become a nuisance to other residents of RHHOA and such nuisance is not corrected after written notice to Lessor, the Board of Directors of the Association shall have the right to require Lessor to remove such animal permanently from the Properties.

C. LESSEE PROMISES:

- 1) Not to use or store on or near the Dwelling any flammable or explosive substances.
- 2) Not to interfere in the management and operation of RHHOA Properties.
- 3) Not to act in any way that is illegal or dangerous or which would cause a cancellation, restriction or increase in premium in RHHOA's insurance.
- 4) To keep visitor traffic at a minimum as to demonstrate the Dwelling is being used only for residential purposes.
- 5) Not to act in a loud, boisterous, unruly or thoughtless manner or disturb the rights of the other residents to peace and quiet or allow their guests to do so.
- 6) Not to park more than one vehicle on a single-wide driveway, or two vehicles on a double-wide driveway outside of the garage without consent of RHHOA.
- 7) To move any vehicle parked on the premises at least once every 48 hours, unless in a garage.
- 8) To keep the premises clean and orderly.

D. LESSOR PROMISES:

- 1) To keep the Dwelling in reasonable repair and make necessary repairs within a reasonable time after being notified by Lessee or RHHOA.
- 2) To maintain the Dwelling compliant with health and safety codes, as well as the Covenants and Community Standards of RHHOA.
- 3) That the Dwelling is fit for use as residential premises.
- 4) To keep RHHOA notified as to the occupancy status of the Dwelling.
- 5) To keep RHHOA notified as to Lessor's and/or Lessor's Agent contact information.

E. ROYAL HILLS HOMEOWNERS ASSOCIATION PROMISES:

- 1) That the Common Areas are compliant with health and safety codes, and fit for use.
- 2) To keep the Common Areas clean and in good condition.

F. RIGHTS OF THE ROYAL HILLS HOMEOWNERS ASSOCIATION:

- 1) **RIGHT TO INSPECTION** : RHHOA and its authorized agents may inspect the property at any reasonable time. RHHOA and its authorized agents shall not enter the Dwelling, but may stand or walk on the property in the performance of their duties.

RHHOA Agent Initials: _____ Lessor/Lessor's Agent Initials: _____ Lessee Initials: _____

- 2) **LEASE IS SUBJECT TO MORTGAGE** : The Lot and Dwelling may be mortgaged and is subject to the Covenants of RHHOA. Lessee agrees that the rights of the holder of any present or future mortgage are superior to Lessee rights. For example, if a mortgage on the Lot and Dwelling is foreclosed, the person who forecloses on the Lot and Dwelling may, at their option, terminate the Lease.
- 3) **DRUG AND GANG FREE COMMUNITY**: This is a Drug and Gang Free Community.
 - a) A lawful seizure from the Dwelling of any illegal object or substance, including stolen property or drugs, no matter how small in size or quantity, constitutes unlawful possession of the Dwelling and Breach of Contract.
 - b) Any gang-related activity by Lessee or guests of Lessee upon the grounds of RHHOA, to include the Lot and Dwelling listed above constitutes unlawful possession of the Dwelling and Breach of Contract.
 - c) Unlawful possession of the Dwelling/Breach of Contract is grounds for immediate eviction from the Community of Royal Hills at the expense of Lessor. This clause does not limit Lessor's ability to collect damages from Lessee for their actions or the actions of the guests of Lessee.
- 4) **FAILURE TO COMPLY** : Failure to comply with this Addendum, the Covenants, or the Community Standards may result in the assessment of fines or liens upon the Dwelling listed above, eviction of Lessee by RHHOA at Lessor's expense, or foreclosure of the property by RHHOA.
 - a.) If RHHOA excuses a specific violation of a particular section of this Addendum, the Covenants, or the Community Standards and thereby waives their right of eviction, such waiver is not deemed to be a waiver regarding any subsequent violation, or violation of any other section of this Addendum, the Covenants, or the Community Standards.
- 5) **REPEATED VIOLATIONS** : If during the course of occupancy, it becomes apparent to RHHOA that Lessee cannot or willfully refuses to abide by the terms of this Addendum, the Covenants, or the Community Standards, RHHOA reserves the right to terminate the Lease Agreement between Lessor and Lessee. Lessor will be responsible for any costs incurred by RHHOA. This clause does not limit Lessor's ability to collect damages from Lessee.

We, the undersigned, have read, understand, and agree to abide by all the terms of this Lease Addendum, the Covenants, and the Community Standards of RHHOA. We further acknowledge the receipt and transfer of a complete copy of a Lease Agreement, this Addendum, the Covenants, and the Community Standards.

Lessee (Print/Type)	Lessee Signature	Date
Joint Lessee (Print/Type)	Joint Lessee Signature	Date
Lessor (Print/Type)	Lessor Signature	Date
Lessor Agent (Print/Type)	Lessor Agent Signature	Date
RHHOA Agent (Print/Type)	RHHOA Agent Signature	Date



Screening Application

Date ___-___-___ Property Address _____ Purchase Lease

Office Use ONLY: ASSOCIATION NAME: _____

ACCOUNT #: _____ REQUESTED BY: _____

Personal Information

Applicant Name _____
First Middle Last

Social Security # (Required) _____ - _____ - _____ Date Of Birth: _____ - _____ - _____
Month Day Year

Marital Status _____ Driver License # _____ State _____

Applicant Phone # _____ Applicant Cell Phone # _____

Spouses Name _____
First Middle Last

Social Security # (Required) _____ - _____ - _____ Date Of Birth: _____ - _____ - _____
Month Day Year

Spouses Driver License # _____ State _____

Spouses Phone # _____ Spouses Cell Phone # _____

ALL OTHER OCCUPANTS MUST BE LISTED

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Name _____ Age _____ Relationship _____

Do you own pets? Y N: If Yes, No.# of Pets Breed(s) _____ Weight(s) _____

Have you, the co-applicant(s), and/or any occupant(s) ever been arrested, charged and/or convicted of a crime? Yes No: If Yes, Attach detailed explanation.

Resident History

Present Street Address _____
Street City State Zip

Move In Date of Present Address: _____
Month Day Year

Move Out Date _____
Month Day Year

Landlord's Name _____ Phone # _____

Monthly Rent Payment \$ _____

Reason For Moving _____

Have you and/or the co-applicant(s) ever been evicted from any property? Yes No: If Yes, Attach detailed explanation.

Employment History

Present employer _____ Supervisor _____

Employer Address _____
Street City State Zip

Employed From _____ To _____ Phone # _____
Month Day Year Month Day Year

Position _____ Gross weekly salary \$ _____

Spouses Present Employer _____ Supervisor _____

Employer Address _____
Street City State Zip

Employed From _____ To _____ Phone # _____
Month Day Year Month Day Year

Position _____ Gross weekly salary \$ _____

If necessary use reverse side of this application to list any additional information that may not fit on the first page.

Applicant(s) has submitted the sum of \$100.00, which is non-refundable payment for background/credit check processing and verification of the application. Lexis Nexis is hereby authorized and given the right to verify by reasonable means all of the information disclosed by the applicant(s) including but not limited to credit check, criminal history, eviction-civil records, landlord verification, and verification of employment; in this application, any additional documents in the application packet, exhibits and/or attachments. Applicant(s) certify that all of the information disclosed to Nexis Lexis is true and correct. Furthermore, applicant(s) certify it has not knowingly omitted any information from this application, any additional documents in the application packet, exhibits and/or attachments. If anything comes back in the screening to the contrary, it is our mutual agreement your application will be automatically denied.

Applicant Signature _____

Print Name _____ Date _____

Spouse Signature _____

Print Name _____ Date _____