



THE HAMMOCKS CAPE HAZE

8660 Amberjack Circle ♦ Englewood, FL 34224 ♦ 941-698-2989

www.hammockscap haze fl.com

TO: All Owners at the Hammocks Cape Haze
FROM: The Preserve Board and the Villas Board
RE: Leasing of Units
DATE: May 20, 2022

As owners in the Hammocks Cape Haze we all share a very beautiful space with many other owners, guests, and renters. Our goal as board members is to keep everyone in the community safe and to provide the information they need to enjoy our community.

The ultimate responsibility for ensuring that the leasing process is followed belongs to the owner. If you choose to use a third party to lease your unit, you, as the owner, are still responsible for ensuring that the process is followed and responsible for any fines levied if the process is not followed. In an effort to eliminate issues in the future, the leasing documents included in the Declaration of Condominium, along with the outline and timeline for the process are included here. We recommend that you share this information with your rental agent if you use one to rent your unit. Also, remember that a unit cannot be rented for less than 1 month and no more than 6 times per year.

Owners who rent their units must understand that this process is in place to ensure that the residential nature of our community is maintained. We are not a lodging establishment, and our documents do not provide for the "immediate occupancy" of a unit. Applicants and leases must be approved by the Association prior to a tenant taking occupancy of any unit.

Please note that owners may be fined and individuals will NOT be allowed to rent at the Hammocks if the proper paperwork is not submitted within the 30 day requirement outlined here.

The following is a general outline of our application and leasing process. Please note that if the applicant has rented here before, and their application is on file, and their information is current (per the office manager), you may skip to #2.

Thirty (30) days prior to the start date of the lease:

- All new applicants must submit a completed application including information for all occupants to the office manager for approval by the Association. If applicant(s) never rented here before he/she, as well as all adult occupants, must submit a background

check form along with a \$150 fee for each married couple or adult occupant. Each applicant and each adult occupant must attach a copy of their driver license or passport.

- Applicant(s) or adult occupants not from the United States must complete the International Background Check form along with a \$150 fee for each. Each applicant and each adult occupant must attach a copy of their driver license or passport.

Two (2) weeks prior to the start date of the lease:

- Submit a current/executed lease to the office manager for approval by the Association.
- A current lease must be submitted for approval each time you rent your unit even if it is the same renter. This applies to long term rentals e.g. yearly, as well as seasonal rentals.
- The association may deny any lease.
- **The lease must contain the following wording:**

“A covenant shall exist upon the part of each such tenant or occupant to abide by the Rules and Regulations of the Association and the terms and provisions of the Association’s Declaration of Condominium and Bylaws. The Landlord/Unit Owner designates the Association as the Landlord’s/Unit Owner’s agent for the purpose of and with the authority to terminate any such lease agreement in the event of violations by the tenant or occupant of such covenant.”

To ensure the safety of our residents, guests and tenants, we require background checks on all prospective owners and tenants to help us know who is living in our community. We also require all renters to check in at the office to obtain a Hammocks parking pass upon arrival. All overnight guests, including family and friends are required to get guest passes from the office manager and display them in their vehicles during their visit. Other safety measures include camera surveillance in many areas around the community including cameras that record each vehicle that is coming and going. All of these measures help us know who is here at the Hammocks daily.

Please note that we have many repeat renters wishing to rent at the Hammocks. We encourage owners to use the Hammocks website to advertise their unit, both for lease or for purchase. This is a convenient way to possibly find a good match.

The office manager is available to help you through each of the steps necessary to insure your tenants’ application is approved (941-698-2989 or propertymanager@hammockscapehaze.net)

Let’s work together to make leasing easy for you and for your tenants.

To find all of the information, forms, and steps needed to rent your unit follow this link to the **Leasing and Purchasing** tab on our website <http://www.hammockscapehazefl.com/leasing>

The leasing documents include *The Preserves and Villas Amended 2014 Declarations Article 12.5*, which specify the leasing requirements.

Violation of these requirements, can be found on pages 4 and 5 in the *Rules, Regulations, and Fines for Violations* document at <https://sites.google.com/site/hammocksatcapehaze/rules-1>

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APPLICATION TO LEASE

MUST INCLUDE:

- Completed Application.
- Completed background check forms (U.S. or International) for each applicant and adult occupant.
- \$150 fee for background check for each married couple and or adult occupant payable to:
 - "The Hammocks - Preserve Condominium Association" Or
 - "The Hammocks - Villas Condominium Association"
- Additional fees may apply.
- Copy of current driver's license or passport for each applicant and adult occupant.
- All of the above must be received by the Property Manager 30 days before occupancy.
- An executed lease must be received by the Hammocks Property Manager 15 days before occupancy

Mail to – Grande Property Services 3725 Cape Haze Drive, Rotonda West, FL 33947

Attn: Hammocks at Cape Haze

Property Information.

Current Owner's Name: _____ Hammocks Address: _____

Phone: _____ Email: _____

Rental Agent (if applicable): _____ Company: _____

Phone: _____ Email: _____

Applicant Information.

Name of Applicant: _____ Phone: _____

Current Address: _____

Proposed Lease Dates* _____ / _____ Email: _____

***Under NO circumstances is a lease to be executed or renewed for less than (1) one month.
A renewal is considered a new lease.**

(If applicable) Name of Co-Applicant: _____ Phone: _____

Hammocks Cape Haze may contact me via Email and/or phone to delve pertinent information:

YES NO

Emergency Contact Information.

In case of emergency notify: _____

Phone: _____ Relationship to Applicant: _____

Automobile Information.

Automobile #1 Yr/Make: _____ License Plate# _____ State: _____

Automobile #2 Yr/Make _____ License plate # _____ State: _____

If owner permits dogs:

Breed: _____ Age: _____ Weight*: _____ Color: _____

Breed: _____ Age: _____ Weight*: _____ Color: _____

NOTE – A dog weighing more than 45 pounds is not allowed. There can be no more than 2 dogs per unit.*

** If you have recognized ADA disabilities' that require a service animal that will cause you to exceed the above limits. Forms located on the Hammocks Cape Haze website must be submitted to the appropriate board requesting approval of reasonable accommodation and verification of disability.*

OCCUPANT INFORMATION (other than applicant):

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

I will notify Hammocks Cape Haze at 8660 Amberjack Circle, Englewood FL, 34223, 941-698-2989, if my lease dates change. I agree to abide by Hammocks Cape Haze Bylaws, Declarations, and Rules while leasing property at Hammocks Cape Haze and to review the documents available on the Hammocks web site <http://www.hammockscap haze fl.com/> The rules are listed under the Rules tab. If I don't have web access I will obtain a copy of the documents from the Office Manager.

I understand that Hammocks Cape Haze borders a nature preserve. I agree to hold Hammocks Cape Haze harmless for any occurrences related to its proximity to this preserve. I am cognizant that from time to time alligators, boars, bobcats snakes etc. will be observed in or near the preserve or within the Hammocks Cape Haze property. I agree not to feed these animals or attempt to interact with them in any way.

This paragraph must be included in your lease. **“A covenant shall exist upon the part of each such tenant or occupant to abide by the Rules and Regulations of the Association and the terms and provisions of the Association’s Declaration of Condominium and Bylaws. The Landlord/Unit Owner designates the Association as the Landlord’s/Unit Owner’s agent for the purpose of and with the authority to terminate any such lease agreement in the event of violations by the tenant or occupant of such covenant.”**

By signing this application, the applicant recognizes that the Association will investigate the applicant’s criminal background.

I have executed this document this _____ day of _____ 20_____.

Handwritten Signature of Applicant

Handwritten Signature of Co-Applicant

DISCLOSURE AND AUTHORIZATION AGREEMENT
REGARDING CONSUMER REPORTS

DISCLOSURE

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for residence.

AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish AmeriCheckUSA with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

READ, ACKNOWLEDGED AND AUTHORIZED

Print Name

Signature

Date

- For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the report, if one is obtained, please check the box.

Grande Property Services / Ref# _____

RESIDENTIAL SCREENING REQUEST

First: _____ Middle: _____ Last: _____

Address: _____

City: _____ ST: _____ Zip: _____

SSN: _____ DOB (MM/DD/YYYY): _____

Tel#: _____ Cel#: _____

Current Employer

Company: _____ N/A _____ Tel#: _____ N/A _____

Supervisor: _____ N/A _____ Salary: _____ N/A _____

Employed From: N/A To: N/A Title: _____ N/A _____

Current Landlord

Company: _____ N/A _____ Tel#: _____ N/A _____

Landlord: _____ N/A _____ Rent: _____ N/A _____

Rented From: _____ N/A _____ To: _____ N/A _____

I have read and signed the Disclosure and Authorization Agreement.

SIGNATURE: _____ **DATE:** _____

Application check list

In order to expedite the approval process, please check to make sure all items below are included with your application.

- ❖ A completed and signed application
- ❖ Each adult occupant must complete and sign both background check forms (Residential screening & Disclosure)
- ❖ Enclose a check for \$150.00 per married couple or \$150.00 per adult occupant.
- ❖ A copy of each adult occupant driver's license or passport

Mail to: Grande Property Services, 3754 Cape Haze Dr. Rotonda West, FL 33947 Attn: Hammocks at Cape Haze