

Windstone Property Owner's Association

c/o Coastal Community Association Management
909 SE Central Parkway, Stuart, FL 34994
Phone: 772-286-0030 Fax: 772-286-0250

Lease Package

Please return completed package to **Coastal Community Association Management** for processing.

A complete package includes:

- An application
- Fully executed Lease Agreement.
- One month's rent made payable to **Windstone Property Owner's Association**
- A non-refundable application fee of \$100 made payable to **Windstone Property Owner's Association**
- A non-refundable processing fee of \$100.00 made payable to **Coastal Community Association Management**. If processing time is less than 2 weeks of close/lease date, than a Rush Processing fee of \$125.00 will supersede.

If application is submitted incomplete, it will be held **uninvestigated** until the rest of the required information is received.

Application for Lease must be accompanied by a completed Lease Agreement 14 days prior to Approval and one month's rent to guarantee compliance. The lease agreement must provide for an eviction procedure in the event the tenant(s) is notified in writing by the land-lord, or the Associations' Board of Directors, of violations of the By-Laws or Covenants and Restrictions of the community that are not rectified by the tenant(s) within ten (10) days of receipt of such notice.

THE FOLLOWING MUST BE ADDED TO THE LEASE AGREEMENT PRIOR TO SIGNING:

"The Lessee has had an opportunity to review and agrees to be bound by the Governing Documents of the Windstone POA in the same manner as the Lessor for the period of this lease term".

The language of the eviction clause of this lease is hereby amended to give the Windstone POA the same rights to bring eviction proceedings as the lessor has under this lease. In the event the lessee is notified in writing by the

POA's Board of Directors of violation by the lessee of the Governing Documents of the Windstone POA and that the violation has not been rectified to the Board's satisfaction by the lessee within 10 days of receipt of the notice.

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Date: _____

Owner: _____ Phone: _____

Address: _____

Lease Period: _____

Name of Realtor: _____ Phone No: _____

Applicants Name: _____ Phone No: _____

Present Address: _____ State: _____ Zip: _____

Occupation: _____

Employer: _____ Phone No: _____

NAMES OF PERSONS WHO WILL OCCUPY HOME RELATIONSHIP

_____	_____
_____	_____
_____	_____
_____	_____

TYPES OF VEHICLES

Make: _____ Model: _____ Lic No: _____

Make: _____ Model: _____ Lic No: _____

Make: _____ Model: _____ Lic No: _____

I/We the undersigned, hereby make application to the Windstone Property Owners Association, Inc. for the **Lease** of _____.

I/We understand that our Approval is subject to observance of the Covenants and Restrictions of the governing Documents of the Association.

Lessee's Signature _____ Date _____

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Please return application with copy of Lease Agreement to:

**c/o Coastal Community Association Management
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E-MAIL AUTHORIZATION/CONTACT INFORMATION SHEET

Please help us keep Association records up to date by providing your current information below. This information will be used internally as a database for Windstone's Official Membership Roster as required by our Documents and Florida Statutes. In the event we put together a Community Directory for the Membership, please advise if you will want your phone number and/or email addresses **excluded** from such a Directory.

We also need to have your authorization to allow the Board of Directors and Windstone's Property Management to correspond with and make required notifications to you on an **official** basis **via email**, (as per Florida Statutes).

An important reason to give this authorization is that we'll be able to **decrease the costs incurred by the Association for paper mailings to Members**. And in addition to cutting costs, authorizing us to contact you via email will greatly increase the timeliness and frequency of information you receive regarding Community matters. Communication is vital to any Community and we'd like to do this in the most cost-effective way possible.

We also need this information to ensure that the programing in the Tele-entry system is accurate.

Name(s): _____

Lot Number: _____

Street Address: _____

Mailing Address (if different than Property Address): _____

Telephone Number: _____

Cell phone Number: _____

Email Address: _____

Email contact Authorization YES* _____ NO _____

*Your authorization can be rescinded at any time by written notification from you.

Please take a moment to supply us with this vital information, preferable via return e-mail to: kelsey@coastalstheone.com

Sincerely,

Windstone Board of Directors

WINDSTONE PROPERTY OWNERS ASSOCIATION
CERTIFICATE OF APPROVAL TO LEASE

IN REFERENCE TO:

_____, Located in Windstone Property Owners Association according to the Declaration of Restrictions and Protective Covenants thereof, in Official Records Book of the Public Records of Martin County, Florida.

At the request of the Owner of Record of said lot/home, the undersigned Agent of Windstone Property Owners Association, operating the above described Property Owners Association and with the understanding that all required forms, paid fees and other requirements have been prior met hereby certifies:

That _____ is/are approved by the undersigned Association pursuant to the provisions of the above described Declaration of Restrictions and Protective Covenants.

Dated this _____ day of _____ 20____

Windstone Property Owners Association.

APPROVED:

President

AT LEASE EXECUTION, THE OWNERS MUST PROVIDE A COPY OF THE CURRENT RULES AND REGULATIONS.