Highland Lakes
Villas on the Green Condominium III Association, Inc.

Application for Sale or Lease and Buyer/Lessee Interview

Attachments Required: (check list)

_____Application (3 Pages)
_____Background Check Form
_____Contract for Sale or Lease
_____Copy of Photo ID for Proof of Age 55 or Over
_____Application Fee $100

PLEASE NOTE: SUBMIT YOUR COMPLETE APPLICATION TO CAROL POPE-SWILLEY, PRESIDENT
3420 STONEHAVEN CT E. – UNIT C
Email: CSnurse52@aol.com

Buyer or Leasee Name:

_____

_____

Address of unit being sold or leased (circle)

_____

_____ _____
Telephone No. with area code Email address

( ) Sale, Closing Date _____ or
( ) Lease, Start Date _____ Duration in Months _____ (Minimum of 3)

Buyer/Lessee Information

_____
Name(s) on sales contract or lease

_____
Present Address – Street, Town, State, Zip Code

_____ _____
Telephone No. with area code Email Address

_____
Name and date of birth of Buyer/Lessee 55 or over – attach photo ID copy of proof
(VOG III is exempt from the provisions of the Fair Housing Act as housing which is intended for and occupied by at least one person per unit who is fifty-five (55) years of age or older.)

_____
Number of people to reside in unit (maximum of 4)

_____ _____
Buyer/Lessee signature(s) Date

VOG III is governed by certain Documents containing restrictions, rules and regulation which are referred to as the VOG III Documents. They include:

1. VOG III Architectural Review Committee Rules and Regulations
2. Declaration for the Creation and Establishment of Highland Lakes Villas on the Green Condominium III which includes:
    a. Articles of Incorporation of Highland Lakes Villas on the Green Condominium III Association, INC.
    b. By-Laws of Highland Lakes Villas on the Green Condominium III Association, INC.

The **current owner** is responsible for providing the Buyer of the unit with a copy of the VOG III Documents either prior to or at closing of title.

All occupants of a unit, owners and tenants, are obligated to abide by the restrictions, rules and regulations of VOG III. The owner who rents his unit is responsible for all occupants of the unit complying with the restrictions, rules and regulations of VOG III.

1. Buyer/Lessee Interview with VOG III Board Member

The following list includes some of the more common restrictions, rules and regulations to be discussed in the interview, but is not all inclusive. Applicant is to initial each one as it is reviewed:

1. _____ Owner is responsible for the maintenance of unit interior.
2. _____ The use of signs is restricted.
3. _____ Use is limited to single-family residence.
4. _____ No clothing, laundry is permitted outside.
5. _____ Noise is to be limited.
6. _____ Car must be garaged overnight.
7. _____ Commercial vehicles, RVs, boats, trailers are not allowed.
8. _____ Leasing or sale of unit requires VOG III Board approval.
9. _____ Monthly assessment is used for VOG III operation and maintenance.
10. _____ Planting of trees, bushes, is limited.
11. _____ Renovations inside and outside may require approvals.
12. _____ No cars or golf carts are permitted on lawns.
13. _____ Common property is responsibility of VOG III.
14. _____ Limited common property is responsibility of unit owner.
15. _____ Registration with Highland Lakes Homeowners Association is required.
16. _____ VOG III Board of Directors meet periodically in open session.
17. _____ VOG III operations is conducted by a property management company.
18. _____ No children under the age of (18) are permitted to reside in the unit.
19. _____ No dogs or cats allowed.
20. _____ Homeowners insurance for interior is the responsibility of the unit owner.
21. _____ Residents are not permitted direct contact with contractors hired by VOG III.

The VOG III Board interview with the Buyer/Lessee was completed on _____
Date

2. VOG III Approval of Application

This application for sale or lease is approved by:

_____ _____
VOG III Board Member signature, title Date

_____ _____
VOG III Board Member signature, title Date

3. Comments

Please be advised that you are responsible for the maintenance of any plants or trees put in by you or a previous owner. If you do not maintain the plants, it is your responsibility to put back the shrubs in front to their original state for the Association to maintain.

Any shrubs around the back patio are your responsibility to maintain. It is your option to pull out all shrubs and plant grass and/or maintain yourself.

Landlord/Owner Name_____ Date:_____

Rental Property Address _____

(*Use Black Ink and Print Clearly*) (*Rental Amount: $_____*)

Standard Services

☐ National Credit Single ☐ National Credit Married ☐ Tenant Pay Form Attached

Additional Services (per applicant)

☐ ☐

☐ State of FL Criminal ☐ State of _____ Criminal ☐ National Criminal

I/We hereby allow Tenant Check and TENANT SCREENING NOW and/or the property owner/manager to inquire into my/our credit file, criminal, rental and employment history. I/We understand that on my/our credit file it will appear that Tenant Check and TENANT SCREENING NOW has made an inquiry. I/We cannot claim any invasion of privacy against them now or in the future. **If an incorrect SS# is submitted applicant will be subject to a second application fee.** All application fees are non-refundable. Your deposit is refundable if you are not accepted, however, if you are verbally accepted and then decide not to take the property your deposit in not refundable.

Applicant

☐ Single ☐ Married ☐ Married to Co-Applicant

SS# _____

Full Name _____

Date of Birth _____

Current Address _____

Email _____ Ph # _____

Landlord Name _____

Phone # _____ Rent $ _____

Employer _____

Occupation _____

Supervisor _____

How long _____ Work # _____

Gross Monthly Income $_____ (before tax)

Monthly Debt (loans/car payment) _____

Collections on your credit report? ☐ Yes ☐ No

Are you currently in the military? ☐ Yes ☐ No

Evictions? ☐ Yes ☐ No (Year _____)

Bankruptcy last 5 years Yes No

DL # _____ (State _____)

Signature _____

Co-Applicant

☐ Spouse ☐ Roommate or ☐ Co-Signer

SS# _____

Full Name _____

Date of Birth _____

Current Address _____

Email _____ Ph # _____

Landlord Name _____

Phone # _____ Rent $ _____

Employer _____

Occupation _____

Supervisor _____

How long _____ Work # _____

Gross Monthly Income $_____ (before tax)

Monthly Debt (loans/car payment) _____

Collections on your credit report? ☐ Yes ☐ No

Are you currently in the military? ☐ Yes ☐ No

Evictions? ☐ Yes ☐ No (Year _____)

Bankruptcy last 5 years Yes No

DL # _____ (State _____)

Signature _____