



Before submitting your Lease for processing you **MUST** have the following attached:

- Completed Application – **EVERYTHING** must be filled out in order to process.
- Application Fee – **\$100** check made payable to **Heritage Pointe Master Association, Inc.**
(Applications will not be processed without the fee)
- Lease Contract (signed copy)
- Criminal Background Check provided by owner

Please do not submit partial packages. Applications are not considered received until all documentation is submitted. Incomplete applications will be reviewed and sent back. Applications **must be submitted 30 days prior to Lease Occupancy.** Any application(s) submitted less than **30** days prior to the lease start date may have their start date delayed or may be rejected.

Please submit the Complete Application to:
Sentry Management 6330 Techster Blvd Ste. 1 Fort Myers, FL 33966.

If you have any questions, please feel free to contact us at 239-277-0112. You may drop off your application at the Sentry Management Office Monday – Friday 8:30 am to 5:00 pm.

We cannot accept faxed or emailed applications. Incomplete applications will not be processed.

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Applicant's Signature	Co-Applciant's Signature	Date
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Owner's Signature	Phone#	Email	Date
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Realtor Signature	Phone	Email	Date
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HERITAGE POINTE MASTER ASSOCIATION

Lease Application

Must be submitted 30 days prior to lease occupancy

**Return to: Heritage Pointe Master Association
C/O Sentry Management.
6330 Techster Blvd., Suite 1
Fort Myers, FL 33966
Tel. 239-277-0112 Fax: 239-277-0114**

Date: _____

Name of Current Owner: _____ Phone #: _____

[] I (we) hereby apply for approval to **lease address:** _____ **Unit** _____
Starting _____ **Ending** _____

Rental/Leasing Agent/or Owner _____ Phone: _____
Address: _____

NOTE: Lease term minimum of thirty (30) days.

In accordance with the governing documents of the Association, this application must be submitted along with required enclosures and applicable fees, thirty (30) days prior to occupancy to allow for processing time. Tenants may not move until the Association has tendered official approval of their lease, and further, that moving in prematurely constitutes grounds for disapproval.

Please submit the following: (Incomplete Applications will be returned)

- a. A signed copy of the lease contract
- b. A non-refundable check for \$100.00 payable to HERITAGE POINTE MASTER ASSOC., INC.
- c. Number of applicants must match lease contract.
- d. A completely filled out application form for all proposed adult occupants of unit.
(Partially completed forms will not be considered)
- e. A criminal background check from country of residency. Background checks are good for three years.
Suggestions: www.criminalwatchdog.com; www.sentrylink.com; www.intelius.com
- f. Report must include: Name & Date of Birth for Person Checked; Gender; Misdemeanor Check – Arrest & Disposition including date(s); Felony Check - Arrest & Disposition including date(s); Offense Code(s); Case Number(s) for Arrests & Dispositions; Offense Description(s) for Arrest & Dispositions

I (we) represent that the following information is complete and true. I (we) agree that any misrepresentation in this application will justify automatic rejection.

Rules Reminders:

1. All renters, guest of Owners and guest of renters must register with the clubhouse upon arrival.
2. No pets permitted for any renters, or guests.
3. No more than one family of six (6) people may be permitted to occupy a unit while renting or leasing.
4. No bikes can be stored under carports.
5. No grills on lanais or walkways.
6. No personal property may be left or stored outside of any unit at anytime including garbage, chairs, tables, bikes, and potted plants.
7. No more than two vehicles per unit & must be parked in designated areas.
8. No vehicles showing any commercial markings or equipment are allowed.
9. NO SMOKING allowed on lanais or within 15 ft of any building.

There are additional rules and regulations that you will be accountable for which should have been provided to you by the owner of the unit.

TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION

Full Name of Applicant: _____ **Date of Birth:** _____

Full Name of Spouse: _____ **Date of Birth:** _____

Active Service Member as defined in s. 250.01, Florida Statutes: Yes _____ No _____

Current Home address: _____

Street number / name _____ City _____ State, Zip code _____
 Phone #: _____ Email: _____
 US Citizenship yes _____ or no _____ If no what country _____
 Make of Car: _____ Year: _____ License No. _____ State: _____
 Second car: _____ Year: _____ License No. _____ State: _____

Use of this home is for single family residence only (NO rental sharing). No more than 6 occupants.
 Please list the names, relationship and age of all persons who will occupy your home on a temporary basis in addition to the applicants above.

NAMES	RELATIONSHIP	AGE
_____	_____	_____
_____	_____	_____

Have you ever been convicted of a felony? Yes _____ or No _____
 If yes, please include details _____
 In case of emergency notify _____ Tel# _____ Relationship _____
 Address _____ City _____ State & Zip _____
 Any litigation such as evictions, suits, judgments, bankruptcies, foreclosure, etc.? Yes _____ No _____
 If yes, give details and dates _____
 (Please use the back of this page if more space is needed.)

I have received, read and agree to abide by the Declaration, By-laws, Amendments, Articles of Incorporation and the Rules and Regulations of Heritage Pointe Association, Inc.

INITIALS **INITIALS**

I understand that upon its receipt of a totally completed Application acceptable to the Association, including a signed copy of the lease, and criminal background check for all proposed adult occupants, the receipt of the application fee (\$100 per Applicant, husband and wife/members of the same family are considered one Applicant) and a personal interview (if requested), the Association has thirty (30) days within which to approve or reject the Application.
 I understand that any violation of the terms, provisions, conditions, and covenants of the Governing Documents and Condominium Documents cause for pursuit of remedies therein provided. Although a few provisions of the Governing Documents and Condominium Documents are mentioned herein, all of the Governing Documents and Condominium Documents should be carefully reviewed prior to leasing. I also acknowledge that the Governing Documents and Condominium Documents may be amended from time to time and that a violation of same is also a violation of my lease agreement.

I (we) have read, understood and agree to all of the statements above.

Applicant signature: _____ **Printed Name:** _____ **Date** _____
Applicant signature: _____ **Printed Name:** _____ **Date** _____

Acceptance on behalf of Heritage Pointe Master Association.

Approved: _____ Disapproved: _____
 _____ Date: _____
 Signature of Authorized Representative
 For the Board of Directors