



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 – **\$150 (Effective September 1st, 2021)** 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 the start date delayed or may be rejected.

**Please submit the complete lease application to:
Sentry Management 12830 University Drive, Suite 150, Fort Myers, FL 33907**

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 8:30PM to 5:00PM.

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

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Applicant's Signature	Co-Applicant'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
12830 University Drive, Suite 150
Fort Myers, FL 33907
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 is 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 in until the Association has tendered official approval of the 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 \$150.00 payable to HERITAGE POINTE MASTER ASSOC., INC.
- c. Number of applicants must match lease contract.
- d. A completely filled out application for all proposed adult occupants of unit.
(Partially completed application 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, guests of owners and guests of renters must register with the clubhouse upon arrival.
2. No pets permitted for any renters or guests.
3. No more than six (6) people may be permitted to occupy a unit overnight while renting or leasing.
4. No bikes can be stored under carports.
5. Grills on the lanai are restricted to electric only and per state statute up to 200 square inches of cooking surface.
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.
9. NO SMOKING allowed on lanais or within 15 ft of any building.
10. Swimming or using spa is only allowed from DAWN to DUSK

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:** _____

Current Home address: _____

Street number / name

City

State

Zip code

Phone #: _____ Email: _____

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

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 _____ Phone: _____ 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 (\$150 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