



APPENDIX EIGHT

LEASE APPROVAL APPLICATION

TO:	Board of Directors The Heritage Association Attention: President
FROM:	_____
DATE:	_____
SUBJECT:	Request for Approval for Lease of Unit: <input type="checkbox"/>

A. LESSOR'S COMMITMENT

The undersigned Lessor has received a bona-fide offer to lease Unit _____ of The Heritage and being desirous of accepting such offer as indicated by the terms and conditions of the attached Lease, it is requested that the proposed lease be approved by the Board of Directors in accordance with Section M of the Master Deed of The Heritage Association. In agreement with Section M-1 (a) of said Master Deed, the following information concerning the Lessee is furnished:

1. Name of Lessee(s):

2. Address of Lessee:

Contact Information of Lessee – Email and phone

3. Business, Occupation or Employment:

4. Lessee's References (Please provide three):

Name	Address	Phone Number/Email

5. The Lessor acknowledges that the Lessee has been provided a copy of the Heritage Handbook prior to the submission of this approval form.

B. LESSEE'S COMMITMENT

1. It is agreed and understood by the undersigned Lessee(s) that the approval of the lease by the Heritage Board of Directors is subject to the following conditions:
 - a. The Lessee(s) agrees to be interviewed by The Heritage Board of Directors **and to read the Heritage Handbook prior to submitting this form.**
 - b. The Lessee(s) agree to abide by the rules and regulations of THE HERITAGE ASSOCIATION. Attention is called to the section known as the "no Pets" rule which provides that neither the Lessee nor the Lessee's guests may bring a dog or any other animal, except a cat, on the premises (building or grounds) of The Heritage.
 - c. **Prior to moving, the Lessee(s) will refer to Section 3.3 pages 21-22 of the Heritage Handbook (Move-In-Out Procedures). Moving is restricted to permitted days between 8:30 a.m. and 6:00 p.m. If the move has not been completed by 6:00 p.m., it must cease and resume on a subsequent permitted day and be subject to an additional \$300 fee. Payment of the \$300 fee is due when the elevator is reserved (not at the time of move-in) and is payable to The Heritage Association.**
 - d. The Owner of the unit must deposit \$1,000 to The Heritage Association. After a one-year lease, the money will be returned to the Owner without interest. If the lease is broken, the deposit will remain with The Heritage Association and not returned to the Owner.

2. To facilitate the approval process, it is requested that the Lessee respond to the questions listed below and submit for consideration such personal data (i.e., references, resumes, biographical sketches, etc.) as may be deemed appropriate.

a. Who will occupy the unit and their relationship to each other?

b. Have any of the proposed occupants been convicted of a felony?

() YES () NO If yes, please explain: _____

C. APPROVAL PROCESS

1. Leases for a period of less than one year will not be favorably considered.
2. The Lessee(s) and Lessor(s) understand that the Board of Directors, according to the Master Deed, has thirty (30) days from receipt of this application to respond. **In the event the approval process is requested to be less than thirty (30) days, there is a \$400 processing fee which is due upon submission of this Application.**

DATE _____	SIGNED _____	Lessor
DATE _____	SIGNED _____	Lessor
DATE _____	SIGNED _____	Lessee
DATE _____	SIGNED _____	Lessee

D. BOARD OF DIRECTORS COMMITMENT:

1. () APPROVAL of the lease subject to the conditions outlined in Section "B." above.
2. () DISAPPROVAL

DATE _____ SIGNED _____
For the Board of Directors

ATTACHMENTS: Copy of Lease, Lessee(s) Resume, References, etc.