

WESTWOOD LAKES HOA
Rental Guidelines Package

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Can be used to begin the information gathering process

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To be completed and returned to the property management company

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To be given to the tenants to assist in learning about Westwood Lakes

June 2018

RENTAL GUIDELINES FOR OWNERS OF HOMES WITHIN WESTWOOD LAKES

TIPS TO HELP YOUR RENTAL GO WELL

For homeowners who may be considering renting their homes, the Homeowners Association has prepared a package of helpful information. Our founding documents permit the rental of our entire homes to single families. No rental of rooms is permitted. A single family is currently defined as “a group of individuals living together as one housekeeping unit and who are known and familiar to each other prior to attempting to rent the home”. The package includes a sample application for your consideration as well as other items for your review and use. The completed application would provide you with the necessary authorizations to do credit and background checks on your potential tenants. This is valuable information for you to have for your protection and decision making. There is a Homeowners Data Sheet that would need to be completed and forwarded to Resource Property Management.

As a “single family” community of homes, it is valuable to maintain a consistent environment. Rentals for a minimum period of 12 month are strongly encouraged. Leases may be renewed at your option; however it will be to your benefit to get updated information on your tenants.

When evaluating information provided on an application, it is very important that you do thorough background and credit checks on each of the potential adult tenants. Requesting copies of several recent paychecks may be helpful in assessing the tenant’s ability to pay the rent. Gathering the tenant’s vehicle information will be helpful in identifying new vehicles in the neighborhood. You will make the decisions on whether or not to accept the candidate tenants based on your evaluation of the information provided.

If you will be living out of the area, you will need to identify a local person to act on your behalf regarding your rental home. The name of that person should be on file with Resource Property Management. Please use the Homeowner’s Data Sheet. It is important for you to realize that you and the tenants remain jointly and severally liable for compliance with our ACC Guidelines. The Guidelines can be found on the community’s website (www.westwoodlakes.org) under “Downloads”. It is required that you provide the tenants with a copy of the ACC Guidelines during their stay in your home. We have included a “Welcome to Our Community” data sheet in the package which should also be given to the tenants.

Becoming a landlord for the first time, presents some interesting challenges. Using a realtor or a property manager to assist you can be helpful. Reviewing the information in this handout may also be helpful as a starting point. Having a good tenant living in your home can be a great solution for many issues. A troublesome tenant can be costly and frustrating for the home owner. Carefully reviewing the credit and background reports gathered on potential tenants can save endless hours of concern and, potentially, thousands of dollars of repairs.

Good Luck and Success with your endeavor!!

June 2018

For the Home-Owner: Suggested Rental/Credit Application -separate applications must be completed for each adult renter with a different last name. (Except for married couples)

** The occupancy of a home is limited to single families and setting forth the definition of single family as being "a group of individuals living together as one housekeeping unit and who are known and familiar to each other prior to attempting to rent the home".

PERSONAL INFORMATION

Date: _____

Applicant's Name: _____ Date of Birth: _____

E-Mail Address: _____ Phone No.: _____

Social Security No.: _____ Driver's License No.: _____

Present Address: _____ City: _____

State: _____ Zip: _____

Prior Address: _____ City: _____

State: _____ Zip: _____

How long have you lived at your present address? Years: _____ Months: _____

Name of Landlord: _____ Telephone No: _____

How long have you lived at a prior address? Years: _____ Months: _____

Prior Landlord: _____ Telephone No: _____

How many will be living in this home and what are their ages?

Adults: No: _____ Ages: _____

Children: Names and ages: _____

Number of Outside Pets: _____

Employer: _____

Occupation? _____

How long employed? _____ Current Salary? _____

Contact person: _____ Telephone No: _____

SPOUSE INFORMATION

Name of Spouse: _____ Date of Birth: _____

Telephone No.: _____

Social Security No.: _____ Driver's License No.: _____

Employer: _____
Occupation? _____
How long employed? _____ Current Salary? _____
Contact person: _____ Telephone No: _____

BANK INFORMATION

Bank Name: _____ Branch: _____
Telephone: _____ Address: _____
Checking Acct. No: _____
Savings Acct. No.: _____

Copies of the last 3 paycheck stubs must be submitted with the rental/credit application

PERSONAL/CREDIT REFERENCES

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>TELEPHONE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

OTHER INFORMATION

No. of vehicles (incl. company cars): _____
Make/Model: _____ Year: _____
Color: _____ Tag No.: _____ State: _____
Make/Model: _____ Year: _____
Color: _____ Tag No.: _____ State: _____
Make/Model: _____ Year: _____
Color: _____ Tag No.: _____ State: _____

HAVE YOU EVER

Filed for Bankruptcy? _____ No _____ Yes

If Yes, when? _____

Been served an eviction notice or been asked to vacate a _____ Yes _____ No property you were renting?

If Yes, when? _____

Willfully or intentionally refused to pay rent when due? _____ No _____ Yes

If yes, when? _____

Been sued for unlawful detainer? _____ Yes _____ No

If Yes, when? _____

ACKNOWLEDGEMENT

I/We, the undersigned, understand that _____ is the leasing agent and representative for the owner/landlord and that the leasing agent's fees will be paid by the owner/landlord. The undersigned acknowledge that this written notice was received prior to the undersigned receiving a lease agreement.

Applicant's Signature Date

Co-Applicant's Signature Date

The undersigned authorizes the landlord, leasing agent, and representatives of the owner/landlord to contact the undersigned's current or previous landlord, and current employer, and further, by a copy of this Application, authorizes any said landlord or employer to release pertinent residential and employment history information to be used in evaluating my lease application. I further authorize the owner/landlord, leasing agent or its representatives to apply for or obtain an investigation or credit report in connection with this application. I understand that said investigation or credit report in connection with information obtained from various state governmental and private entities relative to the undersigned's number of children, employment, occupation, general health, financial, and criminal history information.

CONSENT TO OBTAIN CREDIT/EMPLOYMENT INFORMATION

I/We, authorize _____ to investigate my/our credit qualifications and hereby release, in any manner, all of the information obtained by you.

I/We further release all persons, agencies, or firms from any liabilities resulting from providing such information.

I/We declare under penalty of perjury that the information listed in this application is true and correct.

Executed on this _____ day of _____, 20____, in the city of _____,
State of _____

Applicant's Signature

Date

Co-Applicant's Signature

Date

This application is not intended to be exhaustive as to all information that may be relevant as to any given prospective lessee. Each owner must determine if additional or different information is necessary.

Florida Statute 720.3085

(8)(a) If the parcel is occupied by a tenant and the parcel owner is delinquent in paying any monetary obligation due to the association, the association may demand that the tenant pay to the association the subsequent rental payments and continue to make such payments until all the monetary obligations of the parcel owner related to the parcel have been paid in full to the association and the association releases the tenant or until the tenant discontinues tenancy in the parcel.

HOMEOWNERS DATA SHEET

WESTWOOD LAKES NON-OWNER OCCUPIED FORM

Please fill in the address where you can be reached during the time your home is rented. This information will be used by the property management company to allow us to remain in contact.

PROPERTY OWNER(S) NAME: _____

Westwood Lakes Address: _____

New Mailing Address: _____

Phone Number: _____ **E-mail:** _____

If you are leaving the immediate area, it is essential that you provide the name and number of someone who is able to make decisions and take action on behalf of the rental home in your absence.

Name of Local Representative: _____

Address: _____

Phone Number: _____

All persons living in the home: (include names and ages)

Automobile information: (make, model, license plate)

Please forward this document to our Resource Property Management.

Property Owner(s) Signature: _____

Date: _____

WELCOME TO WESTWOOD LAKES

HELPFUL TIPS ON JOINING OUR COMMUNITY

Parking:

- Cars must be parked in the garage or on the driveway. Do not block the sidewalk.
- No commercial vehicles, RVs, boats, trailers or inoperative vehicles can be left on the driveway or in the street adjacent to your home. Traditional cars used for family use are the only vehicles that can be left in view.

Trash Pick-up:

- Trash is picked up on Tuesdays and Fridays of each week. On Tuesdays, in addition to the dark green garbage can, the blue can is also picked up. Recyclables are put in the blue can. Yard waste can be put out for Friday pick-up. For additional information see <https://hillsboroughcounty.org> or <https://www.republicservices.com>.
- The rolling trash cans, which should be available in the garage, may be put out in the early evening on the day before pick-up. Empty cans must be returned to the garage by the end of the garbage pick-up day. Cans which are left in view in the day(s) following the pick-up day will result in a violation letter being sent.

Web Site:

Westwood Lakes has a web site, <https://westwoodlakes.org> which has valuable information concerning our community. One of the many topics covered on the site is a complete listing of our ACC Guidelines. These Guidelines have been accepted by the community as the blueprint for the way we have chosen to maintain our homes and handle our parking issues. The web site is under constant review but it is very helpful.

Additional Items:

- Drive safely and obey our speed limits;

30 MPH on Westwood Lakes Blvd 25MPH within the individual neighborhoods

- Some of our ponds contain fish. Please be careful and follow a "Catch and Release" policy. Only Westwood Lakes residents and guests are permitted to fish our ponds.
- Gators live in or near all of our lakes and ponds. Use caution near the water. Gators can move very quickly on land! Feeding of Alligators in Florida is illegal.
- Dogs must be under your control and on a leash. Please pick up all waste and dispose of it at home. No more than 2 'outside' pets per household.
- No fireworks can be set off within Westwood Lakes
- Basketball goals must be put out of sight when not in use.