

# **EL DORADO WAY CONDOMINIUM ASSOCIATION**

## **LEASE APPROVAL REQUEST**

A LEASE APPROVAL REQUEST MUST BE SUBMITTED TO AND APPROVED BY THE BOARD OF DIRECTORS BEFORE OCCUPANCY UNDER ANY LEASE BEGINS (*SEE* RULE 3 OF THE ASSOCIATION'S RULES AND REGULATIONS). THIS FORM MUST BE FILLED OUT FULLY AND COMPLETELY (ATTACH ADDITIONAL PAGES AS NEEDED), MUST HAVE ALL REQUIRED ATTACHMENTS ATTACHED, AND MUST BE DATED AND SIGNED. PLEASE PRINT OR TYPE (EXCEPT SIGNATURES). **MAIL OR DELIVER COMPLETED FORM WITH ATTACHMENTS TO ON-SITE MANAGER'S OFFICE.**

1. **LESSOR** – list all Unit Owners, referred to herein as “Lessor”, whether one or more:

A. LESSOR'S NAME(S): \_\_\_\_\_ UNIT NO.: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

TELEPHONE–HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ MOBILE: \_\_\_\_\_

E-MAIL – list for each owner: \_\_\_\_\_

B. PROPERTY MANAGER (if applicable):

NAME (Company & Individual Contact): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

2. **LEASE INFORMATION:**

A. **EACH OF THE FOLLOWING MUST BE ATTACHED TO THIS FORM:**

(i) true and correct copy of fully completed, dated and signed proposed lease;

(ii) current criminal background check and current credit report covering each proposed lessee and each other person over age seventeen who will occupy the unit; and

(iii) if applicable, fully completed, dated and signed Pet Registration form covering any Permitted Pet which will occupy the unit.

B. LEASE START DATE: \_\_\_\_\_ LEASE TERMINATION DATE: \_\_\_\_\_

C. LIST EACH LESSEE – list as named in proposed lease:

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TELEPHONE - HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ MOBILE: \_\_\_\_\_

DRIVER'S LICENSE - STATE: \_\_\_\_\_ NO: \_\_\_\_\_ D/O/B: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TELEPHONE - HOME: \_\_\_\_\_ WORK: \_\_\_\_\_ MOBILE: \_\_\_\_\_

DRIVER'S LICENSE - STATE: \_\_\_\_\_ NO: \_\_\_\_\_ D/O/B: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

D. E-Mail – list for each Lessee: \_\_\_\_\_

E. OTHER RESIDENTS: The only persons Lessor or Lessee will permit to reside at the leased unit other than each Lessee listed above are as follows:

OTHER RESIDENT'S NAMES: \_\_\_\_\_ AGE: \_\_\_\_\_ RELATION TO LESSEE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. VEHICLES – may be parked in assigned spaces ONLY:

<u>YEAR</u>	<u>COLOR</u>	<u>MAKE/MODEL</u>	<u>PRIMARY OPERATOR</u>	<u>LICENSE NO.</u>
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**CERTIFICATION:** We, the undersigned, hereby certify (i) that each has received copies of, and agrees to abide by, the Association's condominium declaration, bylaws, rules and regulations and all other governing documents, and all decisions and directives of the Board of Directors, and (ii) that all information contained herein and attachments hereto are true and correct, and (iii) if this Lease Approval Request is approved (or conditionally approved), Lessee (whether one or more) will mail or deliver to the on-site manager's office within thirty days after occupancy begins a signed and dated Rules Acknowledgment of Owner/Tenant form. We, the undersigned, hereby consent to the Association obtaining of current criminal background checks and/or credit reports as provided in Rule 2.1.2 in connection with this request and at any time during the tenancy of Lessee. We understand that falsification or material misstatement of any information contained herein or documentation attached hereto may result in denial of leasing approval initially or cancellation of approval thereafter, and is grounds for immediate termination of the lease and eviction of all lessees and other occupants.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Unit Owner or Authorized Agent)

\_\_\_\_\_ DATE: \_\_\_\_\_  
(Co-Owner, if Applicable)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Lessee)

\_\_\_\_\_  
(Co-Lessor, if Applicable) DATE: \_\_\_\_\_

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BOARD OF DIRECTORS' DISPOSITION:

Date Received	Approved	Conditionally Approved – see remarks	Not Approved	Date of Notice to Applicant

REMARKS:

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By: \_\_\_\_\_ Date: \_\_\_\_\_

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