

Attachment #3

Date:

Owner/Agent Name

Address

Subject: Lease on (address of leased property).

Our records indicate that the lease on your property is expiring on (date). Please provide a new or extended lease for this property PRIOR to the expiration date of the old lease. If a new lessee will not be occupying your property, or the lease will not be extended, please let us know.

Should you then lease the property sometime in the future, please be sure to get a new lease with a lease period of seven (7) months or longer approved PRIOR to any lessee occupying the premises.

Please mail your new or extended lease to the Chairman ARC Fairway Hills HOA, 418 Fairlane Dr, Debary, Fl 32713. Your lease will be promptly approved if it contains a lease period of seven (7) months or longer.

Sincerely,

(ARC Chairman's Name)
Chairman Fairway Hills ARC