

Fairway Hills Homeowners Association

LEASING PACKAGE

March 19, 2019

- Procedure for Leasing Homes in Fairway Hills
- Fairway Hills Leasing Regulations
- Fairway Hills Leased Property Compliance Sheet
- Fairway Hills Lease Verification

March 19, 2019

PROCEDURE FOR LEASING HOMES IN FAIRWAY HILLS

Attached are the newly revised leasing rules. Pay particular attention to the 14 day requirement for submission of the required documents.

Attached are the following required documents:

- Fairway Hills Lease Property Compliance Sheet (Attachment 5)
- Fairway Hills Lease Verification (Attachment 7)

These documents must be submitted **along with a copy of the lease** to the ARC vice chairperson for approval. In the absence of the ARC vice chairperson, the Fairway Hills HOA president will sign the approval document.

This amendment does not apply to leases already existing as of March 19, 2019.

You may email the above described required documents to:

leasefairwayhills@yahoo.com

or mail them to:

J. Davidson

ARC Vice Chairperson

306 Foxhill Ct.

Debary, FL 32716

If you have questions regarding the leasing rules or process please contact Jon Davidson at (386) 561-6097.

FAIRWAY HILLS LEASING REGULATIONS

(p) **Leasing:** No residence shall be rented, leased or otherwise occupied by a person(s) not part of the Owner's immediate family for a period of less than seven (7) months. In no event shall any property be used for transient residency, or as a boarding house or assisted living facility, unless required by law. The foregoing restriction shall not apply to the provision of in-home healthcare to any owner or his/her family members. The Board may adopt reasonable rules to further regulate and restrict leasing including but not limited to background checks, tenant approval, registration of tenants, provisions of lease terms, establishing lease caps and other limits. PRIOR to leasing their property, homeowners must provide a copy of the signed lease with a lease period of 7 or more months to the ARC Chairman, and a completed Leased Property Compliance Sheet (See Attachment #5).

Additionally, effective March 19, 2019, (Effective Date), at least fourteen (14) days prior to leasing a residence, the Owner shall submit to the Fairway Hills Homeowners Association, Inc. (Association), Certification that they have conducted employment, criminal background and financial/credit checks regarding the intended tenant/lessee and any other additional persons proposed to occupy the residence. (See attachment #7). Renewals of existing leases as of the date of the Effective Date are exempt from this requirement. In addition, an owner or owners of a property, located within Fairway Hills, may only offer for lease one (1) property located within Fairway Hills, during any given period of time. Offering more than one (1) property during any given period of time by an owner or owners is hereby expressly prohibited. **The total number of leased residences shall not exceed thirteen (13) at any given time within Fairway Hills.**

The Board of Directors for the Association, in its sole discretion, shall have the right to approve or disapprove all proposed leases. The Board of Directors shall either approve or disapprove of any proposed lease within fourteen (14) days of receipt of all documentation required by this rule. If the proposed lease is timely disapproved, no lease shall be made. Any lease entered into in violation of this rule shall be of no force and effect. This amendment does not apply to leases already existing as of March 19, 2019 (Effective Date).

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FAIRWAY HILLS LEASE VERIFICATION (Attachment #7)

Homeowners who lease their property in Fairway Hills are required to submit verification they have completed background checks, including but not limited to employment, criminal background, sexual predator registry and financial/credit checks. These background checks regarding the intended tenant/lessee and any additional persons proposed to occupy the residence must be performed by the owner or owner's property management company. Renewals of existing leases are exempt from this requirement. This form and a copy of the lease must be received at least fourteen days prior to occupancy of lessee.

Rental property address: _____

Rental property owner name: _____

Lessee anticipated move-in date: _____

Name(s) of proposed lessee(s): _____

I have conducted the following background checks.

- ____ Criminal
- ____ Employment
- ____ Financial/ Credit
- ____ Sexual Predator Registry
- ____ Other (Describe) _____

Date background checks completed: _____

Background checks completed by (print name) _____

Signature of person who performed background checks:

Relationship to property: _____ Owner _____ Property Manager

Fairway Hills HOA Approval

Date Verification Information Received: _____

Lease Approved By: _____ Date: _____

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**FAIRWAY HILLS LEASED PROPERTY COMPLIANCE SHEET
(Attachment #5)**

Fairway Hills is a deed restricted private gated community and as such is governed by published documents to include Articles of Incorporation, By-Laws, and Restrictive Covenants. It is the responsibility of existing homeowners to provide lessees with a copy of all of the governing documents at the time of leasing.

In order to insure that new residents are aware of the governing documents for our community, and that they have been provided these documents, please complete the certification below.

I/WE, property owners names) _____

OF (property address) _____

CERTIFY THAT WE HAVE PROVIDED TO LESSEE(S)

lessee(s) name(s) _____

OF OUR PROPERTY WITH A COPY OF ALL OF THE GOVERNING DOCUMENTS, AND THAT LESSEE(S) CERTIFY THAT THEY HAVE RECEIVED THESE DOCUMENTS.

I/WE (PROPERTY OWNER(S) CERTIFY THAT A COPY OF THE LEASE WITH A TERM OF AT LEAST SEVEN (7) MONTHS HAS BEEN PROVIDED TO THE THE ARC COMMITTEE CHAIRMAN OF THE FAIRWAY HILLS HOMEOWNERS ASSOCIATION BOARD (HOA).

Signed this day of _____

OWNER(S) _____

LESSEE(S) _____

For Fairway Hills HOA Use

This completed document received

By: _____ Date: _____

**FAIRWAY HILLS HOA
TENANT CONTACT INFORMATION**

Fairway Hills Address _____ Today's Date _____

Lease Dates _____

Owner Name _____

Tenant Name

Tenant Name

Tenant E-mail

Tenant E-mail

Tenant Phone

Tenant Phone

Emergency Contact: _____

THANK YOU!!