Lease Application Check List

All items must be submitted as one package, or your application will not be processed. Please check ALL that apply.

This form must be submitted with all other necessary paperwork.

General submission requirements

- ☐ Fully executed application
- ☐ Fully executed lease contract
- ☐ $100 Application fee – Please make check payable to Port Sewall Harbor & Tennis Owners Association, Inc.
- ☐ Tenant Realtor Info for Lease
  Company Name:_____
  Company Address:_____
  Company Phone:_____
  Company Email:_____
- ☐ Current Owner Realtor Info for Lease
  Company Name:_____
  Company Address:_____
  Company Phone:_____
  Company Email:_____
- ☐ Certificate of Approval delivery option (Mark " X " by delivery option)
  _____Mail original to Tenant's Realtor and email copy to _____
  _____Mail original to Owner's Realtor and email copy to _____

Email address: Owner _____Second Owner _____

Email address Tenant_____

Port Sewall Harbor & Tennis Owners Association, Inc.
LEASE APPLICATION
P.O. Box 21, Port Salerno, FL 34992

The Association shall review the application within fifteen (15) days of receipt of required information, documents and fees. Please ensure all required items are submitted as a complete package. Incomplete packages will not be processed. A Certificate of Approval will be issued to the designated recipient.

APPLICATION INSTRUCTIONS

APPLICANT must submit:

- Completed Application (Application will not be processed without all signatures)
- Signed copy of Lease Contract
- **$100.00 Application Fee** (non-refundable) made payable to: Port Sewall Harbor & Tennis Owners Association, Inc.

All items must be submitted as an entire packet to:

Port Sewall Harbor & Tennis Club
P.O. Box 21
Port Salerno
FL 34992

Thank you in advance for your cooperation in following this process.

If you have any questions, please email: Manager@PSHTClub.com
Board@PSHTClub.com

Every effort will be made to expedite the notification process

Port Sewall Harbor & Tennis Owners Association, Inc.
LEASE APPLICATION

Date of Application _____ Moving Date: _____

Address of Home Proposed for Lease: _____

NAME OF APPLICANT: _____ Email: _____

PRESENT ADDRESS: _____ City _____ State_____ Zip_____

Cell phone: ( ) _____Home phone ( )_____Business Phone ( ) _____

CO-APPLICANT: _____ Email: _____

PRESENT ADDRESS: _____ City _____ State_____ Zip_____

Cell phone: ( ) _____Home phone ( )_____Business Phone ( ) _____

A. A one hundred dollar ($100.00) applicant processing fee must accompany the Lease Application along with a copy of the Lease agreement.

B. **A 15 day advance notice is required.**

C. Owners are responsible to make certain that lessee is aware of the association documents, rules and regulations, and to furnish any keys to the tenant. The Association is not responsible for supplying these items.

Port Sewall Harbor & Tennis Club

Rules and Regulations

Speed Limit

Posted speed limit is 15 mph.

Parking Lots

Parking lots are for use only while using swimming pool or tennis courts. They are a posted Tow Away Zone. Vehicles will be towed at owner's expense.

Keys

One key for pool and tennis courts will be provided to each homeowner for $10 upon request. Keys are to be passed on to new property owners. If keys are lost, it must be reported to Board. Keys cannot be duplicated. Replacement keys are $25.00 each. If you need a new key please submit a general request online.

Swimming Pool

Pool is private property for use of PSHTC homeowners, their families, and their guests. Trespassers will be prosecuted.

Warning — There is no lifeguard on duty. Children under 14 must be accompanied by an adult.

- No diving in pool.
- Pool capacity is a maximum of 30 people.
- Pool is closed from dusk to dawn.
- No **Pets** are allowed in pool area per Martin County Code Requirements.
- No food or drink in pool or on pool deck.
- Please shower before entering pool per State of Florida law.
- Do not enter pool with suntan oil on your body as the oil will clog the filter and burn out the pump motor.
- This pool and its maintenance are provided for each PSHTC homeowner. We ask for your cooperation in avoiding unnecessary expense.
- Use of pool for a family event is allowed only with permission of the Board. No alcohol is allowed. A $100 fee is required to cover the cost of extra cleaning of the pool.
- All trash must be removed from the common ground after event.

Tennis Courts

The tennis courts are private property for use of PSHTC homeowners, their families and their guests. Trespassers will be prosecuted.

Skateboards, bicycles, roller skates, inline skates, and pets are not allowed on tennis courts**.** All violators will be prosecuted.

Watercraft

Any watercraft stored on a Lot within the Property shall be kept in a garage, behind a fence or otherwise stored in a manner so as not to be visible from the street.

Architectural/Landscape Changes

Any significant changes to the architectural or landscape of your property including house paint color, fences, and additions shall be submitted to the Board for prior approval before commencing work. An Architectural/Landscape Approval Form can be obtained within the association software online.

Post Lights

Each residence is required to keep and maintain a post light in their front yard. Lights should be on from dusk to dawn. These lights are necessary to keep the community roads and areas lit at night as the community does not have streetlights.

Maintenance

Each homeowner is required to keep the appearance of their home and lot in a well-maintained state.

Vehicles

Commercial vehicles as well as utility trailers are not permitted overnight or must be kept behind an enclosed fence or garage.

By signing this application, Lessee(s) agree that he/she have received and read all of the documents for the Association and further agree to abide by all of the terms, covenants, rules and conditions of the documents. Should we have a guest, we will ensure that they too are familiar with the Rules and Regulations.

_____

Lessee Signature Co-Lessee Signature

Date Submitted: _____