

**LAKES AT VIERA EAST CONDOMINIUM ASSOCIATION
NOTICE OF INTENT TO LEASE**

Updated October 9, 2020

BUILDING NUMBER _____ UNIT # _____ PROPERTY OWNER NAME: _____ DATE: _____

This Notice of Intent to Lease and a fully executed copy of the related lease be accompanied by a check in the amount of a \$50.00 application fee plus \$10 per Card/FOB (non-refundable fee) made payable to the Lakes at Viera East Condominium Association and returned to the Association's Board of Directors, C/O Keys Enterprise, 7827 N. Wickham Rd. Suite D, Melbourne, FL 32940.

- Leases of fewer than six (6) month are prohibited.
- Use of unit is limited to single-family residency.
- Unit is to be occupied by no more than six (6) persons. Units may not be sub-let.

THIS SECTION TO BE COMPLETED BY LESSOR (OWNER)

In compliance with the Declaration of Covenants and Restrictions of Lakes at Viera East Condominium Association, I (we) hereby serve notice that as owner(s) or Agent of the above referenced unit, I (we) intend to offer said unit for lease in accordance with the attached lease agreement. If filing as an owner's agent, please provide:

Agent name: _____ Firm: _____ Contact #: _____

Unit is to be leased for the period beginning the _____ day of _____, 20____ and ending on the _____ day of _____, 20____

I (we) understand and hereby agree that I (we) am fully responsible for ensuring that my (our) Lessee(s) and their guests abide by the Association's Declaration of Covenants and Restrictions and Rules and Regulations. I further agree to provide said Lessee(s) with copies of same.

Unless I am notified to the contrary within TEN (10) days from receipt of this completed notice and attachment, I will advise Lessee that the attached lease has been approved.

LESSOR (Print) _____ (Signature) _____ PHONE # _____

**THIS SECTION TO BE COMPLETED BY LESSEE
(THE BOARD WILL NOT ACCEPT PARTIALLY COMPLETED FORMS)**

*PRIMARY RENTER NAME: _____ CELL PHONE # _____

SECONDARY RENTER NAME: _____ CELL PHONE # _____

YES _____ NO _____ I would like to receive text messages from the community regarding updates. These updates are typically involving pool & gym closures and/or hurricane updates to the community and many other situations.

*Note: Only name listed as primary will be added to Gate Directory. Secondary occupants can still provide access by sharing their fast access code (See Instructions)

Permanent Address _____ City _____ State _____ Zip _____

THE FOLLOWING ADDITIONAL PERSON (S) WILL ALSO OCCUPY THE UNIT:

NAME: _____ NAME: _____

The following pets will occupy the unit: Dog or Cat (circle one): Breed: _____ Weight: _____
Dog or Cat (circle one): Breed: _____ Weight: _____

SEE ATTACHED SHEET FOR INFORMATION ON ASIGNED ACCESS CARDS OR FOBs

AUTOMOBILE / VEHICLE INFORMATION:

Vehicles: Make: _____ Model _____ Year _____ Tag #: _____ State _____ Color _____
 Make: _____ Model _____ Year _____ Tag #: _____ State _____ Color _____

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME: _____ PHONE: _____

RELATIONSHIP _____

I (We) have received a copy of the Rules and Regulations and understand will be bound by the Rules and Regulations of the above Association including those applicable to both the Unit and Common Property. I (We) understand that any violation of the terms, provisions, conditions and covenants of the Association documents provides cause for available immediate action by the Association.

SIGNED LESSEE _____ SIGNED LESSEE _____

Dated this _____ day of _____, 20____

THIS SECTION FOR ASSOCIATION USE ONLY

PROCESSING FEE RECEIVED: ☐ Yes ☐ No AMOUNT \$ _____ RULES AND REGULATIONS PROVIDED: ☐ Yes ☐ No

APPROVED : ☐ Yes ☐ No LEASE ATTACHED : ☐ Yes ☐ No ACCESS INSTRUCTIONS RECEIVED BY: _____

BY: _____ DATE: _____

ACCESS CARDS OR FOBS AND ASSIGNED FAST ACCESS CODES

- Primary Renter: Card/Fob # _____ Note: Cards, FOBS & gate clickers are provided by agent or owner.
Fast Access Code: _____
To Call Phone # _____
- Secondary Renter: Card/Fob # _____
Fast Access Code: _____
To Call Phone # _____
- Note: Replacement Access Card/FOBS are \$10.00 each

Unit Owners & Renters Keys

A homeowners key is to be supplied to the association for emergencies or necessary maintenance. Failure to do so could result in locksmith charges being assessed to the owners.