

LAKELINE SQUARE CONDOMINIUM OWNERS ASSOCIATION

LEASING CHECKLIST

This is a general checklist meant as a guideline. Property Managers and Owners, make sure your prospective tenant complies with all community rules, regulations and prohibitions before executing a lease.

PRE-LEASE CHECKLIST

1. Confirm with the Association that no Leasing Warning is in place and that the Unit is able to be leased.
2. The Association recommends background checks and other due diligence on prospective tenants and occupants to ensure compliance with certain rules and restrictions. Keep a copy of all background checks (if performed) for your files.
3. Ensure that key restrictions which could adversely impact your prospective tenant's experience at Lakeline Square will not be violated:
 - a) No more than 2 adults may occupy a leased Unit.
 - b) No more than 2 vehicles are allowed per Unit.
 - c) Parking must be in the driveway and garage at all times. Use of Guest Parking by regular tenants or occupants is strictly prohibited.
 - d) Loud exhausts are prohibited.
 - e) Diesel engines are prohibited.
 - f) No more than 2 pets per unit; no dog more than 30 lbs allowed under any circumstances; see our website for a list of Prohibited Breeds.
4. Ensure that you have enough gate openers for each tenant vehicle. Because of safety concerns, gate codes and keypads are for use of guests only. Replacement gate openers are available for purchase.

WITHIN 30 DAYS AFTER LEASE IS SIGNED:

1. Return a completed Resident Information Sheet (available at www.LakelineSquareCOA.com) to the Association.
2. Return a signed copy of this Leasing Checklist with the tenant's initials next to each item above, and signature below.

TENANT ACKNOWLEDGEMENT:

*I have been presented with a copy of the Residential Rules as posted on the community website.
I understand and agree to abide by all rules and regulations of the Lakeline Square COA.
I acknowledge the key restrictions above by initialing items 3(a) through 3(f).
I have completed a Resident Information Sheet which is included with this signed acknowledgement.*

(Name)

(Date)