

VAN LOON COMMONS CONDOMINIUM ASSOCIATION, INC.  
 Van Loon Commons Circle  
 Cape Coral, FL 33909

## Leasing Procedure Checklist

NEW LEASE     LEASE RENEWAL     LEASE ADD-ON     OTHER

<b>OWNER</b>	
<b>AGENT</b>	
<b>TENANT / APPLICANT</b>	
<b>TERM DATES</b>	
<b>ADDRESS</b>	
<b>ADDITIONAL INFO</b>	

DESCRIPTION	DATE / COMMENTS / YES OR NO /
Assessments Current	
Lease Application	
Copy of Executed Lease	
Application Fee of \$100	
Bar Code	
Copy of Driver's License	
Copy of Vehicle Registration	
Received References	
Background Check	
Approved or Denied	
Bar Code Assigned & Logged	
Add to Leasing Log Spreadsheet	
Add to Community Pro Database	
Additional Info & Notes	

SENTRY REP/CAM: \_\_\_\_\_