

**Van Loon Commons Condominium Association, Inc.**  
**NOTICE OF INTENT TO LEASE**

Account No. 181550

Van Loon Commons Condominium Association, Inc.  
Association Name

\_\_\_\_\_, 20\_\_\_\_  
Date

\_\_\_\_\_  
Unit Number/Address

\_\_\_\_\_  
Property Owner Name

This Notice of Intent to Lease and a fully executed copy of the related Lease Agreement must be accompanied by  
(1) A check in the amount of one hundred (\$ 100.00) dollars made payable to Van Loon Commons Condominium Association, Inc,  
(2) A copy of photo identification (valid driver's license or passport) each and every person whose name appears on the property lease (a Completed Application).  
The \$100.00 application fee is a non-refundable fee to process the applicant's request to be approved by the Board of Directors as a lessee.  
*And return to Sentry Management at 6330 Techster Blvd. Suite 1, Fort Myers, FL. 33966*

The Board of Directors will be certain that applicants for lease are the persons they represent themselves to be. The submission of a fraudulent or misrepresented application will be grounds for refusal by the Board to approve the lease. The Board will not refuse to approve the lease of a unit because of race, color, religion, gender or sexual orientation. The Board, however, will require applicants to show proof of ability to pay lease payments; and the Board may refuse to approve the lease because of poor references, too large a family for the capacity of the residence, pets in violation of association policy. *A security deposit from the owner equal to one month's rent is required*, payable to Van Loon Commons Condominium Association, Inc.

The Board of Directors will require fifteen (15) days from the date it receives a Completed Application (the "Approval Period") to process an applicant's request; so the owner or leasing agent should set the lease starting date accordingly. Under no circumstance may an applicant occupy the unit prior to approval by the Board of Directors or expiration of the approval Period. If the unit is leased prior to the submission of a Completed Application, approval by the Board of Directors or the expiration of the Approval Period, the Board will impose all remedies available under equity and law to bar or void the lease and recover damages. In this event, the applicant will be given no further consideration, and all costs incurred by the association, including reasonable attorney's fees, will be assessed against the unit owner.

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**THIS SECTION TO BE COMPLETED BY LESSOR (OWNER)**

In compliance with the Declaration of Covenants and Restrictions of Van Loon Commons Condominium Association, Inc., I (we) hereby serve notice, as Owner (s) or Agent of the above reference unit, I (we) intend to offer said unit for lease in accordance with the attached Lease Agreement, with the term of the lease to commence on \_\_\_\_\_, 20\_\_\_\_ and end on \_\_\_\_\_, 20\_\_\_\_. I understand that the lease may not automatically renew, and that should I (we) desire to renew the lease, I (we) will submit a separate Notice of Intent to Lease no later than fifteen (20) days before the date of such renewal.

I(We) understand and agree that the responsibility for submitting a Completed Application lies entirely with the applicant and me, that the Board of Directors is under no obligation to consider the proposed lease until it has received a Completed Application, and that unless I (we) are notified to the contrary, within fifteen (20) days after submitting a Completed Application, I may advise the applicant that the lease has been approved.

In consideration of approval of the lease by the Association, I hereby appoint the Board of Directors of Van Loon Commons Condominium Association, Inc. to be my true and lawful attorney-in-fact with regard to said lease, in my name and on my behalf:

1. To exercise or perform any act, power, duty, right or obligation whatsoever that I now have, or may subsequently acquire the legal right, power or capacity to exercise or perform, in connection with, arising from or relating to enforcement of Rules & Regulations promulgated by Van Loon Commons Condominium Association, Inc. upon the lease of the above referenced property.
2. To grant to my attorney-in-fact full power and authority to do, take, and perform each and every act or thing whatsoever necessary or proper to be done, in the exercise of any of the rights and powers granted in the lease, as fully to all intents and purposes as I might or could do if personally present, with full power of substitution or revocation, and by this instrument I ratify and confirm whatever act or thing that my attorney-in-fact shall lawfully do or cause to be done by virtue of this durable power of attorney and the rights and powers granted by this instrument.
3. The rights, powers and authority of my attorney-in-fact as granted in this durable power of attorney shall commence and be in full force on the date of commencement of the contemplated lease, powers and authority shall remain in full force and effect thereafter until completion of the lease of the property referenced above.

This instrument is to be construed and interpreted as a durable power of attorney. This durable power of attorney shall not be affected by disability of the principal, except as provided by statute.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Evening Phone Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Mailing Address (If different from Unit address)

\_\_\_\_\_  
City

\_\_\_\_\_  
ST

\_\_\_\_\_  
Zip Code

**THIS SECTION TO BE COMPLETED BY THE LESEE/APPLICANT  
THE BOARD WILL NOT ACCEPT PARTIALLY COMPLETED FORMS**

I (we) intend to lease the above-referenced condominium unit. I (we) am aware that any falsification or misrepresentation of the information contained herein will result in an automatic rejection of this application. I (we) consent to criminal and credit background investigations, and I (we) hold harmless the references given below, the Association, its Board of Directors members, Sentry Management and its employees from any liability arising from such investigations.

I (we) acknowledge that deed restrictions and Rules & regulations govern the property, which are applicable to both the condominium unit and common elements, and which may be amended from time to time by the Association. Certain of these restrictions and Rules & Regulations are contained in the attached "Synopsis of Rules" and "Frequently Asked Questions and Answer Sheet." I (we) understand and agree that these attachments will become part of my lease, and I (we) agree to abide by them.

Further, I (we) understand and agree that Rules & Regulations govern use of the clubhouse, exercise room, sauna, bathrooms, pool table, swimming pool & deck, hot tub, fishing dock, basketball court, tennis court, playground, barbeque areas and lakes & walkways (the "Common Property") and that the Common Property is under the control of Van Loon Commons Condominium Association, Inc. I (we) will familiarize myself with these Rules & Regulations, and I (we) will abide by them at all times.

I (we) understand that the unit owner(s) has appointed the Board of Directors of Van Loon Commons Condominium Association, Inc. to be his true and lawful attorney-in-fact with regard to the lease, and that the Board has the authority to exercise any of the rights and powers granted in the lease, with full power to revoke the lease without notice in the event I (we) or our family or guests fail to abide by the Rules & Regulations.

Name of Lessee: (1) \_\_\_\_\_

Occupation: \_\_\_\_\_

How Long? \_\_\_\_\_

Employer: \_\_\_\_\_

Phone # \_\_\_\_\_

Name of Lessee: (2) \_\_\_\_\_

Occupation: \_\_\_\_\_

How Long? \_\_\_\_\_

Employer: \_\_\_\_\_

Phone # \_\_\_\_\_

*Name and address of the previous 5 years Landlord or Mortgage Company*

\_\_\_\_\_

Phone Number \_\_\_\_\_

Monthly Payment \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Monthly Payment \_\_\_\_\_

\_\_\_\_\_

***Units are for single-family residence only. The following persons, in addition to the Lessee will occupy the unit:***

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

***NO PETS ALLOWED FOR RENTALS***

List two (2) personal references (local, if possible)

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

***Automobile/Vehicle Information:***

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag # \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag # \_\_\_\_\_

***Person to be notified in case of emergency – Please print***

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

***Lease Information***

Date \_\_\_\_\_ Leasing Agent \_\_\_\_\_ Phone \_\_\_\_\_

Lessor Name & Address \_\_\_\_\_ Phone \_\_\_\_\_

I (we) understand that any violation of the terms, provisions, conditions and covenants of the Association documents provides cause for available immediate action as therein provided or termination of the leasehold under appropriate circumstances.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed \_\_\_\_\_  
Lessee

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**THIS SECTION FOR ASSOCIATION USE ONLY**

Application Fee Received \$ \_\_\_\_\_

Lease Contract attached YES / \_\_\_ -- NO / \_\_\_

Approved \_\_\_ Disapproved \_\_\_ Date \_\_\_\_\_, 20\_\_\_\_.

By \_\_\_\_\_ Title \_\_\_\_\_

Notes: \_\_\_\_\_

# RELEASE FORM VAN LOON COMMONS

I hereby authorize your company or any agent of your company, to contact any of my references, previous employers, companies, credit bureaus, corporations, law enforcement agencies, persons and educational institutions to supply any information concerning my background and criminal History. I also hereby release any of the above from liability and responsibility arising from their doing so. This research may be performed for information dating back for the application, termination of right of occupancy and/or forfeiture of deposit and may constitute a criminal offence under the laws of this state. I believe to the best of my knowledge that all information I have provided is an accurate and that I fully understand the terms of this release.

Photocopies of this authorization form may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this authorization, it should be treated as an original and the requested information should be release to facilitate my/our application for residency.

Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Give original with Summary of Rights to applicant. Retain a copy of the release for your files.

Van Loon Commons Condominium Association, Inc.

c/o Sentry Management, Inc.  
6330 Techster Blvd.  
Ft. Myers, Fl 33966

RENTERS ACKNOWLEDGMENT FORM

PROPERTY ADDRESS: \_\_\_\_\_

PRESENT OWNER (S): \_\_\_\_\_

PROPOSED RENTER (S): \_\_\_\_\_

I/we the undersigned acknowledge that I/we have received and read a copy of the the Rules and Regulations of the Van Loon Commons Condominium Association, Inc., and agree to abide by all of it's' provisions.

I/we the undersigned acknowledge that I/we have received from the previous owner (s) their front gate entranceway remote (s), a key (s) to the community clubhouse, their garage door opener remote for the garage door, and all necessary keys for access to the unit's front door.

RENTERS SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

RENTERS SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_