

THE SANCTUARY COMMUNITY ASSOCIATION, INC.

c/o Nexus Community Management
1809 E. Broadway St. Suite 408
Oviedo, FL 32765
Telephone:(321) 315 0501
Email: leasing@nexuscommunitymanagement.com

LEASING REQUIREMENTS AND INSTRUCTIONS

Please full review the Declaration of Covenants, Conditions, Restrictions and Easements for The Sanctuary Community Association, Inc. as well as the updated Use Restrictions. They are available at www.thesanctuaryhoa.net

The following items must be provided (by the Owner or their Agent) to The Sanctuary Community Association, c/o Nexus Community Management 1809 E. Broadway St. Suite 408 Oviedo, FL 32765 within ten (10) days of the lease, renewal, or extension being signed – leases and addendum may be emailed.

Required Documents and Items

1. Copy of signed lease and all amendments, which shall include all provisions of the Declaration and Use Restrictions.
2. Lease Administrative Fee, made payable to The Sanctuary Community Association, Inc.
 - o This payment is from the Owner, not the tenant
 - o The Lease Admin Fee is \$250 for *new leases*
 - o The Lease Admin Fee is \$200 for *renewals or extensions*
 - o Payment must be made via check or money order, via US Mail
 - o This payment MUST be sent to: 1809 E. Broadway St. Suite 408, Oviedo, FL 32765
 - o Payments sent to the lockbox are applied to assessments, please do not send the Lease Fee to the lockbox
 - o NOTE: If you are mailing the check or money order and sending the remaining documents electronically, please include a copy of the check or money order as proof of payment
3. Completed "Acknowledgment of Covenants and Restrictions" form, signed by all tenants and the Owner.

Renewals and Extensions

A renewal/extension is treated exactly the same as a new lease. Within ten (10) days of the renewal/extension being signed, a new lease admin fee (\$200) must be submitted alongside the executed renewal/extension.

OWNER CHECKLIST

Please take care to check off each of these items. Failure to submit a complete package will result with the matter(s) being entered in to the Association's compliance function. Thank you.

- The Owner has fully reviewed the Declaration and Restrictions provisions related to Leasing.
- The home is leased in its entirety (e.g., separate rooms within the same dwelling may not be separately leased).
- The lease term is greater than 12 months.
- The lease or addendum includes an acknowledgment by the Tenants that they are bound and obligated to comply with the Governing Documents and that a tenant has received a copy of the Governing documents.
- The lease includes:
 - the name, address, telephone number and email of the Lot's Owner
 - the names, address, telephone number and email of the tenants
 - the start and end dates of the lease – open-ended leases or month-to-month clauses are not permitted
 - a description of each motor vehicle owner/operated by all Tenants
 - a description of all pets to be kept on the Lot
- The Owner has provided a copy of the Governing Documents to the Tenants.
- The Owner has submitted the executed lease to the Association within 10 days of its execution
- The Owner has submitted the Lease Administrative Fee, payable to the The Sanctuary Community Association, Inc, and mailed to the Oviedo Office, and not the lockbox

Common pitfalls/friction points

- Having your property manager substitute their address/phone/email on the addendum – this is not permitted.
- Missing some/all of the required information – this will result in a violation.
- Not submitting materials in time after a lease date or renewal/extension date. This will result in violation(s) and fine(s). A renewal/extension is treated exactly the same as a new lease. Within ten (10) days of the renewal/extension being signed, a lease admin fee (\$200) must be submitted alongside the executed renewal/extension.

LEASE ADDENDUM

**THIS IS ADDENDUM FOR THE PROPERLY EXECUTED LEASE OF _____ INTENDED TO SATISFY
THE REQUIREMENTS OF THE SANCTUARY COMMUNIOTY ASSOCIATION, INC.**

ACKNOWLEDGEMENT OF COVENANTS AND RESTRICTIONS

I/we are leasing property at _____ for a minimum of twelve (12) months. I/we understand that I/we are moving into a deed restricted community, which are governed by certain documents (Declaration and Use Restrictions, called "Governing Documents") as are currently in effect. I/we understand that all occupants of the leased Lot are bound by and obligated to comply with the Governing Documents and that the tenant has received a copy of the Governing Documents. I/we understand that a failure to comply with any provision of the Governing Documents shall constitute a default under the rental or lease agreement. I/we have read, understand and agree to abide by said Governing Documents.

Tenant Signature	Tenant Signature	Tenant Signature
Print Name	Print Name	Print Name
Date	Date	Date
Phone	Phone	Phone
Email	Email	Email

Tenant Signature	Tenant Signature
Print Name	Print Name
Date	Date
Phone	Phone
Email	Email

The vehicles at the property are as follows:

Make	Model	Color	Tag	Year
Make	Model	Color	Tag	Year
Make	Model	Color	Tag	Year
Make	Model	Color	Tag	Year
Make	Model	Color	Tag	Year

Owner's Signature	Owner's Name	Owner's Email (Not leasing agent)
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Owner's Phone (Not leasing agent): _____

Owner's Address (Not leasing agent): _____