

**HANSON'S LANDING ASSOCIATION, INC.**

**SALES AND RENTAL ORIENTATION PROCESS**

**&**

**GUIDELINES**

Revised 12/9/2015

# **HANSON'S LANDING ASSOCIATION, INC.**

## **SALES AND LEASE ORIENTATION PROCESS**

### **COMMENCEMENT OF RESIDENCY PROCESS**

Applications for Sales or Leases may be picked up at the Advantage Office, 1111 S.E. Federal Highway, Suite 100, Stuart, Florida 34994. Or download from the Hanson's Landing website. Also, upon request a packet from Advantage Property Management LLC, (772) 334-8900 or [advantagepm@bellsouth.net](mailto:advantagepm@bellsouth.net)

### **GOOD ORIENTATION DEVELOPS HAPPY RESIDENTS**

Moving into a new community is more successful when the new owners and lessees are well informed about the community norms and standards. As a private community the members of Hanson's Landing have established unique rules, standards and expectations as detailed in the **RULES AND REGULATIONS** document. Peaceful and enjoyable residency will be determined by the understanding and acceptance of the community norms, i.e. "I can live comfortably with these rules."

### **TIME LINE**

Applications for the **purchase** of a unit must be submitted at least **thirty (30) days** prior to a scheduled closing. Application for a **lease** must be submitted at least **fifteen (15) days** prior to occupancy. Mandatory interviews will be held on the first and third Wednesdays of the month in the morning at the offices of Advantage Property Management LLC, 1111 S.E. Federal Highway, Stuart, Florida 34994. If an applicant is out of the area the interview may be held via Skype. Interviews are **mandatory** prior to the approval of the application.

### **STEPS TAKEN IN THE APPROVAL PROCESS**

A review of the owner's Intent to Sell or Lease Application. Also a review of the Buyer's Sales Agreement or Lessees Rental Contract and review of the completed application packet. The \$100.00 (non refundable) application fee must be submitted with the completed packet. If applicant(s) are lessees a \$35.00 fee for a background check, must be submitted for each person over 18 years of age. The Board designee will be informed of the completion of the background check.

Following approval of the application an orientation with applicant to review rules and regulations and to answer any questions or concerns that the applicants may have. Following a review of the **Rules and Regulations** the applicants will sign a form acknowledging an understanding and acceptance of the rules. Applicants will be provided copies of various administrative forms, i.e. **Voter Authorizaion, Work Order, Archietectural Review Form, Club**

**House Reservation, and Parking Stickers.** If Association Documents have not been provided by the seller, they may be obtained from Advantage Property Management, LLC for a fee. If sale, **APPROVAL OF SALE CERTIFICATE** is issued, if a lease approved signed copy of the Lease Application is issued to lessee and owner.

## **Guidelines for Lease Approvals Hanson's Landing Condominium**

1. All leases must be in strict compliance to the requirements of Sections 13.5 and 14 of the Declaration of Condominium. The unit owner shall notify the property manager when the unit is to be rented and/or vacated. All new tenants must undergo a background and credit check, and be approved by the Association.
2. An appointment must be made with the Property Manager for an interview with the tenant who must be approved by the Association **before** the tenant moves into the unit. Approval/disapproval of tenants by the Association will be made in strict compliance to Sections 13.5 and 14 of the Declaration of Condominium. Tenants shall supply the Property Manager with the following information:
  - a. Names and ages of **all** persons occupying the unit.
  - b. Vehicle(s) year, make, model, and license plate number.
  - c. Name, address and phone number of emergency contact.
  - d. Copy of lease agreement with term of lease.
  - e. Signed acknowledgement by tenant that they received a copy of the Rules and Regulations.
  - f. Copy of Driver's License.
  - g. Copy of resident's car registration.
3. All new tenants must comply with our application process that includes credit and background checks as well as a personal interview. The Association is authorized to charge a non-refundable lease application fee in the amount established by the Board of Directors that shall not exceed \$100.00.
4. Approval. After the required notice and all information and application fees have been provided, the Board shall approve or disapprove the proposed lease within fifteen (15) days.
5. Disapproval. A proposed lease shall be disapproved only if a majority of the whole Board so votes, and in such case, the lease shall not be made. Appropriate grounds for disapproval shall include, but not be limited to, any one or more of the following:
  - The Owner is delinquent in the payment of assessments at the time the application is considered, and the Owner does not bring the delinquency current (with any interest, late fees, costs and attorney's fees also due and owing) within the time frame required by the Board of Directors;

- The Owner has a history of leasing his or her unit to troublesome lessees and/or refusing to control or accept responsibility for the occupancy of his unit;
- c. The real estate company or agent handling the leasing transaction on behalf of the owner has a history of screening lessee applicants inadequately or recommending undesirable lessees;
- The application on its face appears to indicate that the person seeking approval and/or intended occupants intend to conduct himself or themselves in a manner inconsistent with the covenants and restrictions applicable to the property and/or the rules and regulations of the Association;
- The prospective lessees or other intended occupants have been convicted of a felony involving violence to persons or property or a felony demonstrating dishonesty or moral turpitude;
- The prospective lessees or other intended occupants have a history of conduct which evidences disregard for the rights and property of others;
- The prospective lessees or other intended occupants, during previous occupancy, have evidenced an attitude or disregard for the covenants and restrictions applicable to the property and/or the rules and regulations of the Association;
- The prospective lessees or other intended occupants have failed to provide the information or appearances required to process the application in a timely manner, or provided false information during the application process or the required application fee is not paid or the owner fails to give proper notice of his intention to lease his unit to the Board of Directors.
- The prospective lessees have a record of financial irresponsibility, including without limitation prior bankruptcy, foreclosures or bad debts.

6. Leasing Limitations. All leases must be for a minimum period of 3 months and a unit may be leased a maximum of two times per year.