



11691 Gateway Blvd. #203
Fort Myers, FL 33913
Ph: 239.561.1444 Fax: 239.561.5770
www.visionassociationmanagement.com

Copper Oaks Homeowners Association, Inc.
LEASE APPLICATION CHECKLIST

If your application does not have the following attached, it will be returned to you, delaying your approval:

- ☐ A completely filled out and legible application. Please make sure the applicant(s) and owner (or owner's agent) have signed the application
- ☐ Two (2) completed Character Reference Forms (see attached). Please have these forms completed by someone non-related that has known the applicant(s) for a considerable amount of time. Not applicable for lease renewals.
- ☐ Signed acceptance of Rules and Regulations. Initialed and signed by every person on the lease.
- ☐ A copy of the executed Lease Agreement.
- ☐ Completed background check authorization form with a \$50.00 fee per person over the age of 18. Please make check or money order payable to: **Vision Association Management**
- ☐ \$100.00 application fee per person, if not married or immediate family. Please make check or money order payable to: **Copper Oaks HOA**
- ☐ \$50.00 processing fee. Please make check or money order payable to: **Vision Association Management**.

Application for Approval to Lease Copper Oaks

Current Owner: _____ **Signature:** _____
(Print Name)

Email: _____ Telephone _____

Mailing address: _____

Please attach a copy of the signed lease agreement. The application will not be processed without submission of the appropriate document.

() I hereby apply for approval to Lease _____ Unit # _____
(Address to be leased)

In order to facilitate consideration of this application, I represent that the following information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval. I consent to your further inquiry concerning this application, particularly of the references given below.

Please type or print information below:

1. Full name of Applicant _____ Email _____
2. Full name of Spouse (if any) _____ Email _____
3. Current home address _____
4. Telephone Number _____ Cell # _____ Work # _____
5. Place of Employment _____
6. Employment Address _____
7. If retired, former profession: _____

The documents of the associations provide for the obligation of homeowners that all living units be used as single-family residence only. Please state the name and relationship of all other persons who will be occupying the unit on a regular basis.

Name: _____ Relationship: _____

Name: _____ Relationship: _____

8. Person to be notified in case of emergency:

Name: _____

Address: _____

City/State/Zip: _____ Phone # _____

9. Make of car(s) to be kept at the residence:
Make/Model _____ Year _____
License No. _____ State _____ Color _____

Make/Model _____ Year _____
License No. _____ State _____ Color _____

10. Alternate address for notices connected with this application:
Name: _____
Address: _____
City/State/Zip: _____ Telephone () _____

11. **I (we) understand that there are pet restrictions.**
If a pet (or pets) will be present in the unit, please complete the following:
Number of pets ____ Breed _____ Weight _____

12. I (we) am/are aware of, have received a copy of, and agree to abide by the Declaration of Covenants, By-laws and Rules & Regulations for Copper Oaks Homeowners Association, Inc.

I (we) understand and agree that the Association, in the event it approves a lease, is authorized to act as the owner's agent with full power and authority to take whatever action may be required, including eviction, to prevent violations by lessees and their guests of provisions of the Rules & Regulations of Copper Oaks Homeowners Association, Inc.

Enclosed or attached, must be 3 checks.

One: A non-refundable fee of \$100.00 per person (if not married or immediate family) made payable to **Copper Oaks HOA, Inc.** must be enclosed or attached to cover administrative expenses of the approval process.

Two: A check in the amount of \$50 to **Vision Association Management** for processing of the application.

Three: \$50 per person, over the age of 18 for background check. Please make check or money order payable to:
Vision Association Management.

(Owner Signature)

(Applicant Signature)

For the approval to be issued: the completed application, two (2) reference letters, signed receipt of rules & regulations, a copy of the signed lease agreement, and all appropriate fees must be submitted 20 days prior to occupancy to:

**Vision Association Management
11691 Gateway Blvd. #203
Fort Myers, FL 33913**

ACTION TAKEN BY BOARD OF DIRECTORS

☐ Approved ☐ Disapproved

Reason: _____

By: _____
(Board Member) (Office)

Date: _____

ANY APPROVAL IS VOID IN THE EVENT OF FALSE STATEMENTS IN THE ABOVE APPLICATION

Copper Oaks Homeowners Association, Inc.

c/o Vision Association Management

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Lease Application Addendum

Pursuant to **Florida Statute Chapter 720.3085(8)**, “if the parcel is occupied by a tenant and the parcel owner is delinquent in paying any monetary obligation due to the association, the association may demand that the tenant pay to the association the future monetary obligations related to the parcel. The demand is continuing in nature, and upon demand, the tenant must continue to pay the monetary obligations until the association releases the tenant or the tenant discontinues tenancy in the parcel. A tenant who acts in good faith in response to a written demand from an association is immune from any claim from the parcel owner.”

Should a Copper Oaks homeowner become delinquent in his/her association dues while his/her unit is leased, a receivership shall be appointed and will contact the tenant(s) for collection of rent that will then be applied to the monetary obligations related to the parcel.

I have read and understand the above regarding the collection of delinquent associations dues from tenants. I hereby agree to the terms outlined above.

Owner Signature

Date

Printed Name

Applicant Signature

Date

Printed Name



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Background Check Authorization

I hereby authorize all persons, educational institutions, banks and other financial institutions, current and former employers, current and former landlords, credit reporting agencies, governmental agencies and other organizations, agencies and entities to provide Copper Oaks Homeowners Association, Inc. with any information requested.

In connection with my application for occupancy to (address) _____, I hereby authorize Copper Oaks Homeowners Association, Inc. to perform an investigation of my credit worthiness, credit standing, character, general reputation, personal characteristics, mode of living and employment history, and to provide a report of the investigation to Copper Oaks Homeowners Association, Inc. I hereby release and discharge Copper Oaks Homeowners Association, Inc and Vision Association Management, Inc. from all claims, damages, liabilities, costs and expenses arising from retrieving and reporting of such information.

All residents of a unit that are 18 years of age or older at Copper Oaks must submit the required information below to perform a background check, **even if they are not a signer on the lease**. Failure to do so will be considered fraud and will be grounds for eviction. Use additional paper as needed.

Applicant Signature

Co-Applicant Signature

Printed Name

Printed Name

Social Security Number

Social Security Number

Date of Birth

Date of Birth



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**Copper Oaks Homeowners Association
Character Reference Form**

Date: _____

Please Print:

Reference's Name: _____

Street Address: _____

City, State, & Zip: _____

Telephone: _____

Applicant's Name: _____

The applicant named above is applying for membership in a Homeowner's Association in Southwest Florida. The Board of Directors would appreciate it if you would provide any information you consider pertinent regarding the character and stability of the applicant.

How do you know the applicant(s)? _____

For how long have you known the applicant(s)? _____

Would the applicant(s) make a good neighbor, in your opinion? ☐ Yes ☐ No

Please describe the applicant(s) character and stability, as you know them: _____

Reference's Signature: _____

Upon completion, please return this form to the Applicant. This completed Character Reference Form must be sent with the application in order for the Board to approve their purchase or lease. Thank you for your assistance in this matter.



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For how long have you known the applicant(s)? _____

Would the applicant(s) make a good neighbor, in your opinion? ☐ Yes ☐ No

Please describe the applicant(s) character and stability, as you know them: _____

Reference's Signature: _____

Upon completion, please return this form to the Applicant. This completed Character Reference Form must be sent with the application in order for the Board to approve their purchase or lease. Thank you for your assistance in this matter.

Copper Oaks Homeowners Association Rules & Regulations

These are only rules and regulations. For a complete list of bylaws, please reference the Copper Oaks Declaration of Covenants. Renter(s) must initial each rule after it is read and understood.

_____ **Overnight Parking:** The Board has consented to authorizing designated areas for overnight parking. Overnight parking is prohibited except for driveways, the pool parking and the mailbox parking areas. Signs are posted marking authorized areas for parking. Vehicles parked on the street in non-designated areas or on lawns (including two wheels on the grass or street and parking beyond pavers in driveways, sidewalks, and/or swales) will be towed at the owners' expense.

_____ **Automobiles, Commercial Vehicles, Boats:** No commercial truck, commercial van, bus, recreational vehicle, mobile home, motor home, camper, trailer or similar vehicle may be kept overnight on the Property unless totally enclosed in a garage and not visible from the outside. Prohibited vehicles include:

- Vehicles bearing any advertising, logo or other signs printed on the sides, front, or rear of the vehicle referencing to any commercial undertaking or enterprise.
- Containing tool racks, saddle racks, or other elements of a commercial nature.
- Vehicles may not be repaired within any Real Property, except on emergency basis.

Vehicles, including motorcycles, mopeds, etc. shall be equipped with effective sound-muffling devices. No boat or watercraft shall be stored overnight on the property unless totally enclosed in a garage and not visible from the outside.

_____ **Irrigation Valve Boxes:** Residents may not tamper with irrigation valve boxes.

_____ **Hurricane Shutters:** According to Section 3.20 of the Declaration, Hurricane Shutters must be approved by the Architectural Control Committee (ACC) and may only be installed 28 hours prior to the expected arrival of a hurricane and must be removed 72 hours after the end of a hurricane watch or warning.

_____ **Sports Equipment:** The ACC approves basketball hoops, skateboard ramps, and any other sports equipment that can be moved inside at night. Residents who have basketball hoops in the driveway that are left out at night will receive a written notice will be subject to fines.

_____ **Antennas:** No antenna or other similar electronic devices shall be placed, allowed, or permitted upon any portion of a lot except for a satellite dish no larger than 18 inches in diameter, which are permitted outside in the rear of the lot as long as it is not visible from the front of the property. Installation requires prior consent of the Board of Directors (BOD). Installation, maintenance and use of all antennas shall comply with restrictions adopted by the BOD and shall be governed by the current rules of the FCC.

_____ **Assumption of Risk:** Each person within Copper Oaks accepts and assumes all risk and responsibility for noise, liability, injury or damage connected with use or occupation of any portion of Copper Oaks. Without limitation:

- Noise from maintenance equipment
- Use of pesticides, herbicides and fertilizers
- Reduction in privacy caused by removal or pruning of shrubbery or trees

All persons using the common areas and/or facilities including, without limitation, all water bodies, lakes, pools or areas adjacent to a lake do so at their own risk.

_____ **Business Use:** No trade or business may be conducted in or from any Lot, except that a Lot Owner(s) or occupant residing in a Lot may conduct business activities within the Lot so long as:

- The existence or operation of the business is not detectable by sight, sound or smell from outside the Lot
- The business conforms to all zoning requirements and other applicable governmental regulations
- The business activity does not involve persons coming on to the Property who do not reside in the Property
- The business does not require door-to-door solicitation
- The business does not constitute a nuisance, a hazardous or offensive use, or threaten the security or safety of other residents of the Property, as may be determined at the sole discretion of the Board.

The term “business” and “trade” means any occupation, work or activity undertaken on an on-going basis which involves the provision of goods or services to persons other than the provider’s family and for which the provider receives a fee, compensation, or other form of consideration, regardless of whether:

- Such activity is engaged in full or part time
- Such activity is intended to or does generate a profit
- A license is required therefore

_____ **Leasing of a Unit:** Units shall not be leased without prior written approval of the Association, subject to leasing guidelines established by the ACC. All leases shall provide that the Association has the right to terminate the respective lease in the event of a default by a Lot Owner’s tenant in observing any of the provisions of the declarations and the Rules and Regulations.

_____ **Livestock & Poultry:** No animals, livestock, or poultry of any kind shall be raised, bred or kept on any portion of the real property.

_____ **Pets & Animals:** Only common household pets that have been approved by the board will be allowed. No more than three (3) pets will be allowed and each pet cannot exceed seventy (70) pounds. Pets must be kept on a leash and controlled by the owner **at all times** when outside of the unit. No pets shall be bred or used for any commercial purposes whatsoever. No pets shall be allowed to constitute a nuisance. Each pet owner must promptly remove and dispose of waste matter deposited by its pet through proper sewage receptacle.

_____ **Nuisances:** There shall be no loud and/or disturbing noises of a continuing nature, any noxious or offensive activity, any emanation of unpleasant odors, or any other nuisance or annoyance by renters, family of renters, employees, agents, visitors and licensees. Renters may not permit these activities or other activities that will interfere with the reasonable rights, comforts or conveniences of other residents.

_____ **Pools:** No above-ground pools shall be permitted. All in-ground pools, hot tubs, spas and appurtenances installed shall require the prior written approval of the ACC.

_____ **Sewage Disposal:** No individual sewage disposal system shall be permitted on any Lot unless such system is designed, located and constructed in accordance with the requirements, standards and recommendations of all applicable governmental authorities. Approval of such system as installed shall be obtained from all governmental authorities.

_____ **Signs:** No sign, advertisement, notice or other lettering (except street numbers in front of Lots or names and addresses on mailboxes) shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the Property without the written consent of the Board. The Board shall have the right to prohibit any signs offering property for sale or rent, or limit the size of such sign. No Lot Owner(s) shall cause any sign, advertisement, notice or other lettering to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, patios, windows or roof, unless approved by the Board.

_____ **Temporary Structures:** No structure of a temporary character, trailer, basement, tent, shack, barn or other outbuilding shall be used on the Real Property at any time either temporary or permanently, provided however that construction sheds or trailers and temporary sales offices or sales trailers used to facilitate the construction and sales of portions of the Real Property may be located on the Real Property during active construction upon the Real Property by the Declarant.

_____ **Windows & Glass Doors:** No aluminum foil may be placed upon any window or glass doors in or outside of the unit.

_____ **Clotheslines:** No outdoor clothes-drying lines or related facilities shall be allowed within any portion of the residential property.

_____ **Common Properties:** There shall be no alteration, addition, or improvement of the Common Properties except as provided in this Declaration, nor shall any person use the Common Properties or any part thereof in any manner contrary to or not in accordance with the rules and regulations pertaining thereto as from time to time may be promulgated by the Homeowners' Association or approved and authorized in writing by the Homeowners' Association.

_____ **Cooking:** No cooking or barbecuing shall be permitted in any front yards or Common Areas, nor shall any goods or beverages be consumed in any Common Areas.

_____ **Emergencies:** In case of any emergency originating in or threatening any Lot, the Board or any individual authorized by it shall have the immediate right, but not the obligation, to enter any Lot for the purpose of remedying or abating the cause of such emergency, at the Board's discretion, notwithstanding that the Owner of such lot is present at the time of such emergency.

_____ **Exterior of Residence:** Each resident shall maintain all structures (including residences) located on a Lot in a neat, orderly and attractive manner and consistent with the general appearance of the development.

_____ **Fences:** Fences, other than any provided by Declarant or permitted by the ACC, shall not be erected, removed or maintain upon the Lot. If permitted, all fences must be kept in good repair, including periodic painting and removal of damages portions. Locks are not permitted.

_____ **Garages:** No garages may be permanently enclosed, converted or otherwise remodeled to allow for occupancy of any occupants of the Lot.

_____ **Garbage & Refuse Disposal:** No trash or garbage cans, supplies, milk bottles, or other articles shall be placed on front patios or yards, and the ACC shall have the right to prescribe a "standard" trash or garbage container to be purchased by and used by each Lot Owner. To provide a healthy environment, and in order to eliminate odors and vermin, all trash and garbage must be placed in plastic bags and deposited only in the areas and on the days designated by the ACC. The Common Properties shall be kept free and clear of rubbish, debris, and other unsightly material.

_____ **Holiday Lights & Other Lighting:** Holiday lighting and other decorations shall be permitted to be placed upon the exterior portion of the Home and upon the Lot in the manner permitted hereunder commencing on Thanksgiving and shall be removed not later than January 15th of the following year. The ACC may establish standards for holiday lights.

_____ **Insurance:** Nothing shall be done or permitted by any Lot Owner(s) which would increase the rate for any insurance maintained by the Association or cause such insurance to be cancelled or not renewed by the insurer.

Receipt of Rules & Regulations
Copper Oaks Homeowners Association, Inc.

I/We have received and accepted the Rules and Regulations as stated in the Declaration of Covenants for **Copper Oaks Homeowners Association, Inc.** An initialed copy of the Rules and Regulations is to be included with the return of the application.

Print Name

Print Name

Signature

Signature

Date

Date

Addendum to Residential Lease Agreement

Tenant(s): _____

Landlord: _____

Date: _____

Community: Copper Oaks

Lot/Building #: _____

Re: Parking Vehicles for Driveway & Garage

It is mutually understood and agreed upon by both the Tenant(s) and the landlord that the Tenant(s) will park no more than: (Select condition that applies to the above referenced unit)

_____ (3) Vehicles on expanded driveways: One in the garage and two on the driveway accordingly.

OR

_____ (2) Vehicles on the standard driveway: One in garage and one in driveway accordingly.

OR

_____ (6) Vehicles in the Single Family Homes driveway: Four on driveway and two in the garage.

Tenants also understand and agree that the Homeowners Association guidelines include but not limited to parking will be strictly enforced within Copper Oaks with no exceptions made at anytime.

Witness

Tenant Date

Witness

Tenant Date

Witness

Tenant Date

Copper Oaks Homeowners Association, Inc

This form may only be submitted to Vision Association Management,
NOT THE GATEHOUSE.

This form may be:

Emailed: BrandyG@Visiongolfmanagment.com

Faxed: 239-561-5770 Att: Brandy

Mailed in: Vision Association Management
Att: Brandy Garcia
11691 Gateway Blvd, Ste 203
Fort Myers, FL 33913

- All Resident Forms will be verified prior to being submitted to the gate.
- If an approved lease is not on file, the form will not be processed.
- Please list **ALL** the residents' phone numbers. Either next to their names, at the bottom of the form, or request an additional form. If you want to call a guest in, your correct phone number must be on file.
- Only 5 guest per house.
- Doe, John & Jane
Will count as **two** guests!
- Forms can take 48-72 hours to be processed. Please submit as soon as possible.

If any information is not correct or there are too many guests listed, the form
WILL NOT BE PROCESSED!

If you have any questions regarding this form or the procedures for the gate, please call 239-561-1444 or email
BrandyG@Visiongolfmanagement.com.



STATEWIDE SECURITY ENFORCEMENT & INVESTIGATIONS INC.

RESIDENT INFORMATION SHEET

☐ New

☐ Update

Community: _____ ☐ Owner ☐ Tenant
Resident 1 (Last Name): _____ First Name: _____
Resident 2 (Last Name): _____ First Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____

EMERGENCY CONTACT INFORMATION

Last Name: _____ First Name: _____
Address: _____ Apt#: _____ Building: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____

GUESTS AUTHORIZED ACCESS

Last Name: _____	First Name: _____
Last Name: _____	First Name: _____
Last Name: _____	First Name: _____
Last Name: _____	First Name: _____
Last Name: _____	First Name: _____

VENDOR AUTHORIZED ACCESS

Vendor 1: _____	Vendor 4: _____
Vendor 2: _____	Vendor 5: _____
Vendor 3: _____	Vendor 6: _____

VEHICLE INFORMATION

Vehicle #1

Year: _____ Make: _____ Model: _____ Color: _____
Tag #: _____ State: _____ Expires: _____ VIN: _____
Insurance Company: _____ Policy #: _____ Expires: _____

Vehicle #2

Year: _____ Make: _____ Model: _____ Color: _____
Tag #: _____ State: _____ Expires: _____ VIN: _____
Insurance Company: _____ Policy #: _____ Expires: _____

Vehicle #3

Year: _____ Make: _____ Model: _____ Color: _____
Tag #: _____ State: _____ Expires: _____ VIN: _____
Insurance Company: _____ Policy #: _____ Expires: _____

SPECIAL INSTRUCTIONS (Any special requests if not enough room print on back)