

Village at Stoneybrook Condominium Association, Inc.
c/o Tropical Isles Management Services, Inc.
12734 Kenwood Lane, Suite 49
Fort Myers, FL 33907
Phone (239) 939-2999 Fax (239) 939-4034
Kate@tropicalisles.net

Leasing Procedure & Checklist for Villages at Stoneybrook

Dear Homeowner/Leasing Agent:

Attached to this letter you should have received the following items pertaining to your lease in the Villages at Stoneybrook:

1. Village at Stoneybrook Lease Registration Form
2. Village at Stoneybrook Assignment of Rents Form
3. Village at Stoneybrook Commons Parking Decal Authorization
4. Village at Stoneybrook Commons Vehicle Registration Form
5. Villages at Stoneybrook Guest Parking Permit Signature
6. Village at Stoneybrook Rules & Regulations

Please note the following items that must be included in your lease registration packet returned to the management company prior to having your lease reviewed and signed off on by the Villages at Stoneybrook:

- _____ 1. Leasing Procedure & Checklist for Villages at Stoneybrook signed by owner or leasing agent.
- _____ 2. Village at Stoneybrook Lease Registration Form
- _____ 3. Village at Stoneybrook Assignment of Rents Form
- _____ 4. Copy of executed lease agreement between owner and tenant
- _____ 5. Criminal Background check for each adult residing in the unit as listed on the lease form
NOTE: The Association will only review forms from those companies listed on the Lease Registration Form.
- _____ 6. Villages of Stoneybrook Commons Parking Decal Authorization
- _____ 7. Villages of Stoneybrook Commons Vehicle Registration Form
- _____ 8. Check written to Tropical Isles in the amount of \$100.

The aforementioned items should be mailed/dropped off at Tropical Isles Management for processing. Your paperwork will be reviewed and the owner/leasing agent will receive an official letter acknowledging the lease, the tenants and the lease dates. Upon receipt of this document, the tenant (s) will need to contact Kate Gregory and schedule an appointment to receive their parking decal (s) for their vehicle (s) **ONLY TWO ARE PERMITTED. Should the tenant wish to renew their lease, a lease renewal packet must be completed and returned to the management office thirty days (30) prior to the lease expiration date along with a \$50.00 renewal fee for processing. Please contact our office and we will gladly forward this packet to you.**

Best Regards,
Jeanne Roedding, CAM
Tropical Isles Management

Leasing Agent signature: _____

Print Name: _____

VILLAGE OF STONEYBROOK I, A CONDOMINIUM LEASE REGISTRATION

c/o Tropical Isles Management Services, Inc.
12734 Kenwood Lane, Suite 49
Fort Myers, Florida 33907
Phone (239) 939-2999 * Fax (239) 939-4034

This application must be submitted along with the items listed on the Leasing Checklist and a **\$100.00** check payable to Tropical Isles Management Services at least **five (5) days** prior to the start of any lease. **NO NEW TENANTS MAY MOVE INTO VILLAGE I WITHOUT REGISTERING WITH THE ASSOCIATION. A \$100 FINE WILL BE APPLIED TO THE LESSOR FOR ANY LEASE AGREEMENT ENTERED WITHOUT BOARD APPROVAL. NO LEASE MAY BE FOR LESS THAN A THIRTY (30) DAY PERIOD. NO PETS OF ANY KIND ARE PERMITTED IN LEASED UNITS. ALL LEASE RENEWALS MUST BE SUBMITTED TO THE ASSOCIATION THIRTY (30) DAYS PRIOR TO LEASE ENDING DATE ALONG WITH A \$50 LEASE RENEWAL FEE.**

LEASED UNIT ADDRESS _____ UNIT # _____

UNIT OWNER INFORMATION (LESSOR) Email Address: _____

NAME _____ PHONE () _____ CELL() _____
PERMANENT ADDRESS: _____

LESSEE INFORMATION Lessee's Email Address: _____

LEASE DATE: FROM _____ TO _____

List Each Adult Living in Unit : _____
PHONE () _____ - _____ Cell () _____ - _____

Each unit may only have TWO vehicles as only TWO parking decals are distributed at one time. The following items must be submitted to the association prior to tenant moving in to the unit to avoid having their vehicles towed:

- 1) Completed Parking Decal Authorization Form from Owner
- 2) Completed Vehicle Registration Form
- 3) Copies of Driver's License /Vehicle Registration

Will anyone other than those listed above occupy this unit? _____ No _____ Yes

If yes, whom (list names, ages and relationship) ? _____

LEASING AGENT INFORMATION AGENCY/AGENT: _____

(Please initial) PHONE () _____ - _____ EMAIL: _____

A criminal background check has been completed on each lessee name listed above. Possible sources are as follows: Intelli Investigations, Owensonline, CriminalWatchDog.com or Application Processing Service, Inc. Copies of these background checks have been attached to this lease application for the association's review. (Place initials in box)

I have received and read a copy of the Village of Stoneybrook I Condominium Association's Rules and Regulations along with this application. I understand these Rules and Regulations and agree to abide by them as long as I reside at the Villages at Stoneybrook. I understand that, as a renter, failure to do so places me in breach of my lease agreement with the association and is cause for eviction.

☐ I understand tenants are *not permitted to have pets* in any leased unit at any time during the lease period.
(Place initials in box)

☐ I understand **commercial vehicles are not permitted** anywhere on association property. I understand I may only have **TWO VEHICLES** at this community and **must set an appointment at the management office to register my vehicles with the association in order to receive my parking decals**. The owner of this unit must provide authorization to the association to release the parking decals to the tenant. I understand that my failure to register my vehicles will result in my vehicles being potentially towed. (Place initials in box)

☐ I understand as a tenant I am responsible to comply with all Rules & Regs both current and future for the Association. No items may be placed outside of the unit or in the entry areas without Association approval. **NO PROPANE OR CHARCOAL GRILLS ARE PERMITTED IN OR AROUND THE UNIT PER THE FIRE MARSHALL.**

Applicant's Signature _____ Date _____

Unit Owner's Signature _____ Date _____

Licensed Realty Agent _____ Date _____

Board Member's Signature _____ Date _____

ADDENDUM TO LEASE

Assignment of Rents

This is an Addendum to the Lease between _____ (Owner) and _____ (Tenant), for _____ Unit _____, beginning on _____ (date of lease) and all renewals thereof.

In the event that an Owner is or becomes delinquent in the payment of assessments or other sums due and owing to the **Villages I of Stoneybrook Condominium Association, Inc.** the Association shall have the right and authority to collect the rent to be paid by the Tenant to the Owner directly from the Tenant. In the event such Tenant fails to remit said rent directly to the Association within ten (10) days from the day the Association notified such Tenant in writing that the rents must be remitted directly to the Association, but no later than the day the next rental payment is due, the Association shall have the right to terminate the lease and evict the Tenant. All sums received from the Tenant shall be applied to the Owner's account for the leased Unit according to the priority established in Section 718, Florida Statutes, until the Owner's account is current.

The terms of this Addendum are controlling over anything to the contrary in the Lease and cannot be modified without the prior written consent of the **Villages I of Stoneybrook Condominium Association, Inc.**

Dated this _____ day of _____, 20____.

OWNER:

Sign: _____
Print: _____

TENANT(S):

Sign: _____
Print: _____

Sign: _____
Print: _____

VILLAGES OF STONEYBROOK COMMONS PARKING DECAL AUTHORIZATION

**PARKING DECALS will not be distributed to tenants without this completed form
returned to Tropical Isles Management.**

Date: _____

UNIT# _____

I _____ the owner of _____
(Please print name) (Print Association Address)

Hereby give to Tropical Isles Management my expressed permission to:
(Select one of the following by placing your initials on the designated line and filling in the appropriate information)

_____ (1) I understand that my PARKING DECALS will NOT be mailed to me at my secondary address and am requested they be held at the management office until I am able to retrieve them.

_____ (2) Distribute my two PARKING DECALS for the VILLAGES OF STONEYBROOK COMMONS to my tenant/tenants identified below: (PLEASE PRINT)
(Each Tenant must schedule an appointment with Tropical Isles Management (239) 939-2999 ext. 220 once the lease has officially been registered to receive their decal. Driver's license and vehicle registration is required to be brought to the appointment.)

_____ (3) I am further aware of the Rules and Responsibilities of the Association and recognize that only two (2) vehicles are permitted per unit and that commercial vehicles of any type are prohibited. I will instruct my tenant to schedule an appointment with the management company to finalize the vehicle registration process and receive their parking decal (s).

_____ (4) I understand that while leasing my unit I forfeit the right to have additional parking passes for my personal vehicles.

Owner Signature

Please Print Owners Name

(_____) _____
Phone Number

Email Address

Villages of Stoneybrook Commons Vehicle Registration Form

PLEASE PRINT

Condo Unit Resident Information: Head of Household Only

OWNER First Name: _____ Last: _____

Unit #: _____ Place building address on this line _____ Ivy Brook Run or Rain Brook Run
(Please circle one)

Daytime Ph.: _____ Evening #: _____ Cell: _____

Email: _____ 2nd Email: _____

Condo Unit Vehicle Registration

Tenant #1: Name: _____ DECAL #: _____

Vehicle Make: _____ Tag #: _____

Color: _____ Year: _____

Tenant #2: Name: _____ DECAL #: _____

Vehicle Make: _____ Tag #: _____

Color: _____ Year: _____

To Pick Up Parking Decals For Your Vehicles

Please contact the management office to schedule an appointment to finalize the registration of your vehicle. You must bring your drivers license and vehicle registration to your appointment.

Tropical Isles Management Services, Inc. Lease Processing Mon.-Thursday 1:30 PM-4:45PM

Calling ahead to set an appointment would be the best way of ensuring your request may be processed in a prompt manner.

Tropical Isles Management
12734 Kenwood Lane, Suite 49
Fort Myers, FL 33907
(239) 939-2999 ext. 220 or 211
Brett@tropicalisles.net
Jeanne@tropicalisles.net



Date: _____

I _____ (Print tenant name) the tenant of
_____, Unit _____, Fort Myers, FL 33913
(write in building number and unit address)

was assigned the Guest Parking Permit for this address. I agree to return
this Guest Parking Permit to the owner or designated leasing agent upon
the completion of my lease.

Signature

Printed Name

Date

*****Replacement parking permits are \$35.00*****

VILLAGE OF STONEYBROOK I ASSOCIATION, INC. INITIAL RULES AND REGULATIONS

The Rules and Regulations hereinafter enumerated as to the Association properties, condominium property, the common elements, the limited common elements, and the units, shall be deemed in effect until amended by the Board of Directors of the Association, and shall apply to and be binding upon all unit owners. The unit owners shall, at all times, obey said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, servants, lessees, and persons over whom they exercise control and supervision. The initial Rules and Regulations are as follows:

1. BUILDING APPEARANCE AND MAINTENANCE:

(a) The streets, sidewalks, walkways, entrances, and stairs must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the units, nor shall any carriages, bicycles, wagons, shopping carts, chairs, benches, tables, or any other object of a similar type and nature be left therein or thereon.

(b) Personal property of unit owners shall not be stored outside their units.

(c) No garbage cans, supplies, containers, or other articles shall be placed in or on the walkways, hallways, and entry ways, nor shall any linens, cloths, clothing, curtain, rugs, mops, or laundry of any kind, or other articles be shaken or hung from any of the windows, doors, walkways, or entry ways, or exposed on any part of the limited common elements or common elements. The limited common elements and the common elements shall be kept free and clear of refuse, debris and other unsightly material.

Any unit owner may display one (1) portable, removable United States flag in a respectful way and, on Armed Forces Day, Memorial Day, Flag Day, Independence Day, and Veterans Day, may display in a respectful way portable, removable official flags, not larger than 4 ½ feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard.

(d) No person shall allow anything whatsoever to fall from the windows, walkways, entry ways or doors of the premises, nor sweep or throw any dirt, waste or other substances out of the unit or on the common elements of the Condominium.

(e) Refuse and garbage shall be deposited only in the area provided therefor. All garbage must be bagged.

(f) No unit owners shall make or permit any disturbing noises by himself, his family,

servants, employees, agents, visitors, or licensees, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of other unit owners. No unit owner shall play upon or permit to be operated a phonograph, television, radio or musical instrument in such a manner as to unreasonably disturb or annoy other occupants of the Condominium.

(g) No exterior radio or television antenna installation, or other wiring, shall be made without the prior written consent of the Board of Directors, except as otherwise provided by law.

(h) No sign, advertisement, notice or other similar material shall be exhibited, displayed, inscribed, painted or affixed, in or upon any part of the units, limited common elements or common elements by any unit owner or occupant without written permission of the Association.

(i) No inflammable, combustible, or explosive fluid, chemical or substance, shall be kept in any unit or limited common element, except those necessary and suited for normal household use.

(j) Unit owners, residents, their families, guests, servants, employees, agents, or visitors shall not at any time or for any reason whatsoever enter upon or attempt to enter upon the roof of the building.

2. **ALTERATION OF CONDOMINIUM:** Unit owners are specifically cautioned that their right to make any addition, change, alteration, or decoration to the exterior appearance of any portion of the Condominium is subject to the provisions of the Declaration of Condominium, and is also subject to prior approval of the ARC. For example, no unit owner may install screen doors, or apply any type of film or covering to the inside or outside of window or door glass without the prior approval of the Association and the ARC. All such additions, changes or alterations must be presented in writing to the board of Directors for approval, accompanied by written plans when requested or drawings and specifications. The Board of Directors shall approve such requests only if the Association is protected against, or indemnified as to construction liens and/or claims arising from such work.

3. **EMERGENCIES IN OWNER'S ABSENCE:** In order that proper steps and procedures may be taken in a minimum amount of time during an emergency situation, the Association shall retain pass-keys to all units. The locks of each unit are not to be changed or altered without providing the Association with a duplicate key.

Any unit owner who plans to be absent from his unit for an extended period of time must prepare his unit prior to his departure in the following manner:

(a) By removing all furniture, plants and other objects from around the outside of the unit; and

(b) By designating a responsible caretaker to care for his unit should his unit suffer any damage caused by storms, hurricanes, winds or other violent acts of nature. The Manager and the Association shall be provided with the name of each unit owner's aforesaid designated caretaker. Such caretaker will notify the Association prior to making any entry to the unit during the owner's absence.

4. **PETS:** The Board may impose reasonable restrictions upon how and where pets may be permitted upon the common elements.

5. **PARKING OF VEHICLES:** Covered and uncovered parking spaces have been provided for the parking of private passenger automobiles of owners and their guests. Parking spaces are not intended for the storage of boats, motorcycles, recreational vehicles, motor homes, trailers, semitrailers, house trailers, campers, truck campers, trucks, non-operational or invalidly licensed automobiles. No repairs or maintenance of vehicles may be performed, except emergency repairs. Vehicles may be washed only in the driveways. Because there are limited parking spaces, each owner is specifically cautioned that the Board of Directors may prohibit owners from keeping more than two motor vehicles on the premises on a permanent basis. Any vehicles parked in violation of the parking restrictions are subject to towing, with the owner of the vehicle responsible for all costs of towing.