

The Colonnade at the Forum

c/o Tropical Isles Management Services, Inc.

12734 Kenwood Lane, Suite 49

Fort Myers, FL 33907

Phone (239) 939-2999 Fax (239) 939-4034

Leasing Procedure

Dear Homeowner/Leasing Agent:

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

1. The Colonnade at the Forum Lease Registration Form
2. The Colonnade at the Forum Assignment of Rents Form
3. The Colonnade at the Forum Pet Registration Form
4. The Colonnade at the Forum Security Registration Form.

Please download a set of the community rules & regulations by logging onto www.ColonnadeAtTheForum.com to give to the tenant. Please note the following items that must be included in your lease registration packet prior to having your lease reviewed and signed off on by The Colonnade at the Forum. To avoid a substantial delay, please make sure **ALL** lease paperwork (with check) is submitted at the same time. Your lease processing **WILL NOT** start unless all forms have been received:

- _____ 1. Completed Lease Registration Form, Assignment of Rents Form, Pet Registration Form and the Security Registration Form for gate access.
- _____ 2. Copy of executed lease agreement between owner and tenant.
- _____ 3. National Criminal Background check for each adult residing in the unit as listed on the lease form.
- _____ 4. \$100 Lease Registration Processing Fee payable to Tropical Isles Management. This fee does not and will not include the fee for the criminal background check as it is an owners and/or leasing agents responsibility to supply this information. However, this fee **WILL** include two (2) key fobs that will be assigned to the tenant and will deactivate on the expiration of their lease. Please note that this will not include transponders, however transponders can be purchased at \$25.00.

******Access items are available for pick up at Tropical Isles Management Office by appointment only. If the tenant(s) stop by the Tropical Isles Managment office without an appointment, they will not be assisted and will be requested they make an appointment. APPOINTMENT TIMES ARE MONDAY-THURSDAY 1:30 PM TO 5:00 PM. ******

GATE INSTRUCTIONS: Resident codes will ***not*** be given out. In the place of the codes, the resident will need to obtain the proper access items. When visitors are visiting residents in the community, the visitor will need to use the tele-entry system to look up the resident by last name, first initial and push the # to send (instructions are also on the tele-entry system). Once the resident is dialed, the resident will need to answer the phone and push the number 9 button on their phone to allow their visitor access into the community. If you are having maintenance personnel in your home to do work, you will need to provide them access by having the vendor contact you through the instructions above.

PLEASE NOTE: All lease renewals must be submitted at least twenty (20) days prior to the lease renewal date. Per instructions, our office is placing the lease end date from your leases as the deactivation date for all working parking transponders or key fobs for your tenant. It is very important that ALL leases that will be renewed or extended re-submitted to the association so we may extend the deactivation date of the transponders and/or key fobs.

Best Regards,

Brett Rudland, CAM--Tropical Isles Management

The Colonnade at the Forum Homeowners' Sub-Association, Inc.

c/o Tropical Isles Management Services, Inc. 12734 Kenwood Lane, #49, Fort Myers, Florida 33907

Phone (239) 939-2999 * Fax (239) 939-4034

LEASE REGISTRATION FORM

This application must be submitted to Tropical Isles Management Services at least twenty (20) days prior to the start of any new lease or a **lease renewal** with a signed copy of the lease agreement and a **\$100.00** application fee made payable to Tropical Isles Management Services, Inc. The Association has thirty (30) days within which to review and approve/deny the lease. **NO TENANT OR LESSEE MAY MOVE INTO OR OCCUPY A HOME. NOR SHALL ANY OWNER PERMIT A TENANT OR LESSEE TO MOVE IN OR COMMENCE OCCUPANCY WITHOUT FIRST TIMELY SUBMITTING A COMPLETE APPLICATION WITH THE ASSOCIATION AND RECEIVING WRITTEN APPROVAL FROM THE ASSOCIATION.** Persons who violate this provision will be fined up to \$100 per day per violation. In addition, the Association may pursue legal action to evict, sue for damages, and other legal remedies.

LEASED UNIT ADDRESS _____ PHONE () _____ - _____

UNIT OWNER INFORMATION (LESSOR)

☐ I understand that in accordance with Section 1 Article XIV that a security deposit of \$1,000 may be required in the event my tenant becomes a nuisance to the community or to repay damages to the Common Area caused by my tenant. If I do not pay the \$1,000 deposit then I will loose my leasing privileges. (OW NER INITIAL BOX)

Name: _____ Email: _____

PERMANENT ADDRESS: _____

PHONE () _____ - _____ Cell () _____ - _____

LESSEE INFORMATION

LEASE DATE: FROM _____ TO _____

List Each Adult (18 or older) and Include Driver's License #. Use a separate page if needed for clarity: _____

PHONE () _____ - _____ Email Address: _____

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

If yes, (List names, ages and relationship) _____

LEASING AGENT OR LESSOR INFORMATION

NAME: _____

Email Address: _____ PHONE () _____ - _____

☐ A **NATIONAL** criminal background check has been completed on **EACH** lessee name listed above. A few *suggested* sources: Intelli Investigations (<http://www.intelli-investigates.com>), Owens Online (<http://www.owens.com>), CriminalWatchDog.com or Application Processing Service, Inc. Copies of these background checks have been attached to this lease application for the association's review. **This will be the agent's responsibility. (Place initials in box)**

By signing below, it confirms that I have received and read a copy of The Colonnade at the Forum 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 Colonnade at the Forum. **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 *allowed to have up to 2 pets* (other than pit bull dogs or other dogs which in the reasonable determination of the Board are determined to be a threat to the safety of the occupants of the community) in any leased unit at any time during the lease period. Pets must be on a leash at all times. Owners must pick up after their pet when walking animals. Pets are not to be left tied outdoors unattended. **(Place initials in box)**

☐ I understand that in accordance with Section 1 Article XIV that a security deposit of \$1,000 may be required in the event I become a nuisance to the community or to repay damages to the Common Area caused by me. If the \$1,000 is not paid, I will loose my leasing privileges. **(Place initials in box).**

☐ I understand that my access items will be deactivated on my lease expiration date unless the proper lease extension paperwork is re-submitted to the association 20 days prior to the expiration. **(Place initials in box)**

Applicant's Signature _____ Date _____

Licensed Realty Agent _____ Date _____

Unit Owner's Signature _____ Date _____

Approval 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 **COLONNADE AT THE FORUM HOMEOWNERS 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 720.3085, 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 **COLONNADE AT THE FORUM HOMEOWNERS ASSOCIATION, INC.**

Dated this _____ day of _____, 20____.

OWNER:

Sign: _____
Print: _____

TENANT(S):

Sign: _____
Print: _____

Sign: _____
Print: _____

The Colonnade at the Forum

PET REGISTRATION FORM

RETURN TO TROPICAL ISLES PROPERTY MANAGEMENT OFFICE
WITHIN 10 DAYS OF OBTAINING PET

Date of Application: _____

Resident's Name: _____

Address: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Pet information:

Type of pet: _____ Breed: _____ Type of pet: _____ Breed: _____

Pet's Name: _____ Pet's Name: _____

Lee County Rabies Tag # _____ Lee County Rabies Tag # _____

Expiration Date: _____ Expiration Date: _____

Present Weight: _____ Present Weight: _____

Full-grown Weight: _____ Full-grown Weight: _____

Please read the following excerpt from The Colonnade at the Forum Rules & Regulations:

PETS:

A. *No livestock or poultry shall be kept, maintained, or bred in any Townhome or elsewhere within the Property, except for fish in an aquarium and birds in cages maintained in the interior of the Townhome and not more than a total of two (2) domestic dogs (other than pit bull dogs or other dogs which in the reasonable determination of the Board of Directors are determined too be a threat to the safety of the occupants of the Property which shall not be allowed under any circumstances in the Property) or two (2) domestic cats shall be permitted to be maintained in the Property, provided such animals are not kept, bred or raised for commercial purposes. Fine: \$50 per day*

B. *Pets must be leashed at all times when they are not in a fully enclosed patio/yard. Fine: \$50 per occurrence*

C. *You must **immediately** pick up all waste matter after your pets. Fine: \$50 per occurrence*

D. *Pets are not allowed to be left tied outdoors unattended. \$50 per day*

- Any falsification of information or failure to register my pet my result in the denial of approval by the Board.
- Any future pets must be registered within 10 days of ownership
- I am fully responsible for the actions of my pet and have read the Rules and Regulations regarding the control of my pet.

Owner Signature

Print Name

Association Representative

_____ Approval _____ Denial

**COLONNADE AT THE FORUM HOA
COMMUNITY SECURITY REGISTRATION FORM**

Property Address: _____

Owner Name: _____

Email Address: _____

Tenant Name(s): _____

Please list the names(s) and vehicle information for each resident that will require a transponder or key fob entry access device.

Also include a phone number for each name that is to be listed in the gate.

These numbers will correlate with your last name and will be entered in the GATE KEYPAD and will allow guests and service personnel to phone you for access when the gate is closed.

Name	Vehicle Make	Vehicle Model	Tag #	State	Phone # for call box

Owners are provided with two transponders per household at \$25.00 each and key fobs at \$25.00 each as needed. **Registered tenants** will be able to "register and purchase" up to four key fobs per household at \$25.00 each. Additional key fobs may be registered and purchased for \$25.00 each.

I HEARBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING:

Gate Entry System Key Fob or Transponder

Transponder #1 _____

Transponder #2 _____

Key Fob #1 _____

Key Fob #2 _____

Key Fob #3 _____

Key Fob #4 _____

Signed

Date

Print Name

Amount Paid: _____ Check/Money Order #: _____