



For Additional Property Information
Emerald Isle Web Address: www.banyanproperty.com
On-Site Managers Email: wes.sippel@banyanproperty.com
(561) 683.9660 – Fax: (561) 683.9661
Banyan Property Management
561-649-8585 fax 649-0188

Tenant Lease

Application

"The Association shall have the right to collect all rental payments due to the Owner and apply same against unpaid assessments if, and to the extent that, the Unit Owner is in default in the payments of Assessments."

Please provide this page to Tenant:

Convictions to Deny Tenancy at Emerald Isle

- ❖ Assault
- ❖ Sex and Drug Related Crimes
- ❖ Robbery
- ❖ Theft
- ❖ Breaking and Entering- homes, businesses or cars
- ❖ Damaging Property, excluding accidents

Leasing Protocol

- All prospective renters/owners must **complete an Application for Lease AND attach an executed lease.**
- **A criminal background check** including a **credit check** will be conducted on all prospective renters. In addition to the criminal background check, a credit check will also be part of the application process to determine credit worthiness as part of rental guidelines to include, but not limited to delinquent history, credit score below 600, etc.
- **The Association must give approval PRIOR to occupancy.**
- The owner or owner's agent shall be the responsible party regarding the application process with the Association office. No prospective lessee should have contact with the Association office until an approval to lease has been granted.
- No signs advertising vacancies or units available for sale shall be posted on community property, including fences, gates, or balconies.
- Open houses are not permitted in the community.
- All agents requiring access to Emerald Isle for the purpose of showing properties must register with the security guard before gaining access. (*Required: Photo identification and property location.*)
- Units may be rented for a period of no less than 6 months and no more than two leases per calendar year.
- Each lease shall be in writing and shall specifically provide that the Association shall have the right (a) to terminate the lease upon default by the tenant in observing any of the provisions of the Association's Declaration, Bylaws, and Rules and Regulations. (*Declaration: Section 17.8*)
- No tenant shall sublease a unit or any portion of it.
- An ***owner, while living in a unit,*** may lease other bedrooms in the unit with a maximum occupancy of two (2) people in a bedroom. The lessees must also each register with the management office.
- The owner or agent shall submit the rental agreement to the management office. The tenant must come to management office to set up car tag information, activate magnetic gate keys, DSL, Cable and Security Alarm accounts within 72 hours of occupancy.

Please provide this page to Tenant

17.8 **LEASES** - No portion of a Unit (other than an entire Unit) may be rented. Leasing of Units shall be subject to the prior written approval of the Association, and each lease shall be in writing and shall specifically provide that the Association shall have the right (a) to terminate the lease upon default by the tenant in observing any of the provisions of this Declaration, the Articles of Incorporation or By-Laws of the Association, the Master covenants the Neighborhood Covenants, or other applicable provisions of any agreement, document or instrument governing the Condominium or administered by the Association, the Master Association or the Neighborhood Association and (b) to collect all rental payments due to the Owner and apply same against unpaid Assessments if, and to the extent that, the Unit Owner is in default in the payment of Assessments. The Association may deny permission to lease any Unit on any reasonable grounds the Association may find, including, without limitation, because the lesser is delinquent in the payment of Assessments to the Association (or becomes delinquent during the lease term) or has any outstanding fine (or incurs a fine which is not paid within five days following the adoption of same). No lease of a Unit shall be for a period of less than six (6) months and there shall be no more than two (2) Units in any calendar year (i.e., not more than two (2) leases shall commence during any calendar year).

The lease of a Unit for a term of six (6) months or less is subject to a tourist development tax assessed pursuant to Section 125.0104, Florida Statutes. A Unit Owner leasing his or her unit for a term of six (6) months or less agrees, and shall be deemed to have agreed, for such Owner, and his or her heirs, personal representatives, successors and assigns, as appropriate, to hold the Association, the Developer and all other Unit Owner harmless from and to indemnify them for any and all costs, claims, damages, expenses or liabilities whatsoever, arising out of the failure of such Unit Owner to pay the tourist development tax and/or any other tax or surcharge imposed by the State of Florida with respect to rental payments or other charges under the lease, and such Unit Owner shall solely responsible for and shall pay to the applicable taxing authority, prior to delinquency, the tourist development tax and/or any other or surcharge due with respect to rental payments or other charges under the lease.

Every lease of a Unit shall specifically provide (or, if it does not, shall be automatically deemed to provide) that a material condition of the lease shall be the tenants full compliance with the covenants, terms conditions and restrictions of this Declaration (and all Exhibits hereto), the Master Covenants, the Neighborhood Covenants and with any and all rules regulations adopted by the Association, the Master Association and/or the Neighborhood Association from time to time (before or after the execution of the lease). The Unit Owner will be jointly and severally liable with the tenant to the Association for any amount which is required by the Association to repair any damages to the Common Elements resulting from acts or omissions of tenants (as determined in the sole discretion of the Association) and to pay any claim for injury or damage to property caused by the negligence of the tenant and special Assessment may be levied against the Unit therefore. All leases are hereby made subordinate to any lien filed by the Condominium Association, whether prior or subsequent to such lease. The Association may change a fee in connection with the approval of any lease, sublease, or other transfer of a Unit requiring approval, provided, however that such fee may not exceed \$100 per applicant other than husband/wife or parent/dependent child, which are considered one applicant, and provided further, that if the lease or sublease is a renewal of a lease or sublease with the same lessee or sub lessee, no charge shall be made. If so required by the Association, any tenant leasing a Unit may be required to place in escrow with the Association a reasonable sum, not to exceed the equivalent of one month's rental, which may be used by the Association to repair any damage to the Common elements and/or Association Property resulting from acts omissions of tenants (as determined in the sole discretion of the Association). Payment of interest, claims against the deposit, efunds and disputes regarding the disposition of the deposit shall be handled in the same fashion as provided in Part II of Chapter 83, Florida Statutes.

Please provide this page to Tenant.

When a Unit is leased, a tenant shall have all use rights in Association Property and those Common Elements otherwise readily available for use generally by Unit Owners, and the Owner of the leased Unit shall not have such rights, except as a guest unless such rights are waived in writing by the tenant. Nothing herein shall interfere with the access rights of the Unit Owner as a landlord pursuant to Chapter 83, Florida Statutes. The Association shall have the right to adopt rules to prohibit dual usage by a Unit Owner and a tenant of Association property and Common Elements otherwise readily available for use generally by Owners.

17.9 **WEIGHT, SOUND AND OTHER RESTRICTIONS.** Unless installed by the Developer or meeting the sound insulation specifications established from time to time by the Board, hard and/or heavy surface floor coverings, such as tile, marble, wood, and the like will be permitted only in foyers, kitchens and bathrooms. Even once approved by the Board, the installation of insulation materials shall be performed in a manner that provides proper mechanical isolation of the flooring materials from any rigid part of the building structure, whether of the concrete sub floor (vertical transmission) or adjacent walls and fittings (horizontal transmission) and must be installed prior to the Unit being occupied. Additionally, the floor coverings (and insulation and adhesive materials therefore) installed on any balcony, terrace, patio and/or lanai shall not exceed a thickness that will result in the finish level of the balconies, terraces, patio and/or lanais being above the bottom of the scuppers or diminish the required height of the rails (as established by the applicable building code). Also, the installation of any improvement or any heavy object must be submitted to and approved by the Board, and be compatible with the overall structural design of the Building. All areas within a Unit other than foyers, kitchen and bathrooms, unless to receive floor coverings approved by the Board, are to receive sound absorbent, less dense floor coverings, such as carpeting or hard surface floor coverings meeting the specifications described above. The Board will have right to specify the exact material to be used on balconies, terraces, patios and/or lanais. Any use guidelines set forth by the Association shall be consistent with good design practices for the waterproofing and overall structural design of the Building. Owners will be held strictly liable for violations of these restrictions and for all damages resulting there from and the Association has the right to require immediate removal of violation. Applicable warranties of the Developer, if any, shall be voided by violations of these restrictions and requirements. Each Unit Owner agrees that sound transmission in a multi-story building such as the Condominium is very difficult to control, and that noises from adjoining or nearby Units and or mechanical equipment can often be heard in another Unit. The Developer does not make any representation or warranty as to the level of sound transmission between and among Units and the other portions of the Condominium Property, and each Owner shall be deemed to waive and expressly release any such warranty and claim for loss damages resulting from sound transmission.

Notwithstanding anything herein contained to the contrary, the installation of insulation under hard surface floor coverings shall not be required for any Unit that is not located above another Unit or above Common Elements that may reasonably be considered by the Board to be areas of general circulation (e.g. lobbies, hallways, mailrooms, if any etc.), and/or recreational areas. Accordingly, if a Unit has no improvement below it, or only the parking garage or a mechanical room below it, shall not be required to install insulation under hard surface floor coverings.

Please provide this page to Tenant.

MITIGATION OF DAMPNESS AND HUMIDITY No Unit Owner shall install, within his or her Unit, upon Common Elements or Association Property non-breathable wall-coverings or low-permeance paints. Additionally, any and built-in casework, furniture, and or shelving in a Unit must be installed over floor coverings to allow air space and air movement and shall not be installed with backboards flush against any gypsum board, masonry block or concrete wall. Additionally, all Unit Owners, whether or not occupying the Unit, shall periodically run the air conditioning system to maintain the Unit temperature, whether or not occupied, at 78 F, to minimize humidity in the Unit. Leaks, leaving exterior doors or windows open, wet flooring and moisture will contribute to the growth of mold, mildew, fungus or spores.

Each Unit Owner, by acceptance of a deed, or otherwise acquiring title to a Unit, shall be deemed to have agreed that Developer is not responsible, and hereby disclaims any responsibility for any illness, personal injury, death or allergic reactions which may be experienced by the Unit Owner, its family members and/or its or their guests, tenants and invitees and/or the pets of all of the aforementioned persons as a result of mold, mildew, fungus or spores. It is the Unit Owner's responsibility to keep the Unit clean, dry, well-ventilated and free of contamination. While the foregoing are intended to minimize the potential development of molds, fungi, mildew and other mycotoxins, each Owner understands and agrees that there is no method for completely eliminating the development of molds or mycotoxins.



4300 San Marino Blvd.
 West Palm Beach, FL 33409
 Tel (561) 683-9660 Fax (561) 683-9661
 Website: www.banyanproperty.com

TENANT LEASE APPLICATION

Lessee(s) must complete the following:

Please Note: All applications must be sent Certified Mail with a receipt for day of delivery or hand delivered to the address above. The period for consideration of your application will commence with that date if application is properly and completely filled out. Should you have any questions regarding the application process, please call Emerald Isle at Laguna Lakes at (561) 683-9660.

Current Owner(s) of Record must complete this section

TO: Board of Directors – Emerald Isle at Laguna Lakes Condominium Association, Inc.

FROM: _____ Current Owner(s) of Record

Please take notice that we desire to LEASE our home to the person(s) describe and hereby request that the Board approve such transaction. I/we warrant that the information provided to be true to the best of our knowledge and belief. Complete one of the following boxes describing terms of transaction:

Lease Terms \$:	Length of Lease:	Date of Occupancy:
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A SIGNED COPY OF LEASE MUST BE ATTACHED

The application for occupancy must be completed fully. Please type or Print Clearly

Unit Address: _____

Applicant's Name(s): (First) _____ (MI) _____ (Last) _____

Applicant's Address: _____ City: _____ St: _____ Zip: _____

Applicant's Phone: (H)- _____ (W)- _____ (O)- _____

Owner's Name(s): _____

Owner's Address: _____

Owner's Phone: (H)- _____ (W)- _____ (O)- _____

Please list all occupants of the lease below with complete date of birth and relationship to applicant

Name	Date of Birth	Relationship

BANK REFERENCES

A.) Bank Name: _____

Address: _____

B.) Bank Name: _____

Address: _____

EMPLOYMENT REFERENCE

A.) Employed by (Business Name) _____ Phone () _____

How long _____ Dept. or position _____ Mo. Income _____

Address _____ Zip _____

B.) Spouse's Employment (Business Name) _____ Phone () _____

How long _____ Dept. or position _____ Mo. Income _____

Address _____ Zip _____

CHARACTER REFERENCES

1.) Name: _____ Home Phone: _____

Address: _____

2.) Name: _____ Home Phone: _____

Address: _____

3.) Name: _____ Home Phone: _____

Address: _____

Applicant's Signature

Date

Applicant's Signature

Date

NAME OF REALTOR OR REPRESENTATIVE: _____

ADDRESS: _____ CITY: _____ STATE: _____ PHONE: _____

This application must be signed and completed by all parties that intend to reside in the subject residence.

OFFICE USE ONLY: Date Received: _____ APPROVED NOT APPROVED

APPLICANT(S): Most banks, financial institutions, mortgage companies, and employers require your signature and name printed. Make sure an Authorization Form is completed as indicated for each applicant, (other than, husband and wife and parent and dependant child).

AUTHORIZATION TO RELEASE BANKING, CREDIT, RESIDENCE, EMPLOYMENT, AND POLICE RECORD INFORMATION.

I have named you as a reference on my application for residency.

You are hereby authorized to release and give to the below mentioned party(s) or their Attorney or Representative, any and all information they request concerning my banking, credit, residence, employment, and back ground in reference with my/our application made for residency.

DESIGNATED PARTY: FIRST AMERICAN REGISTRY AND INTELICORP

I hereby waive any privileges I may have with respect to the said information in reference to its release to the aforesaid party(s). Photocopies of this Authorization may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this Authorization, it should be treated as an original and the requested information should be released to facilitate my/our application for residency.

THE UNDER SIGNED APPLICANTS, AS PROPOSED TENANTS WITHIN THE EMERALD ISLE COMMUNITY, HERE BY AUTHORIZES THE EMERALD ISLE AT LAGUNA LAKES CONDOMINIUM ASSOCIATION, INC. TO CONDUCT A BACKGROUND CHECK ON THE APPLICANTS, INCLUDING BUT NOT LIMITED TO THEIR CREDIT HISTORY, CRIMINAL BACKGROUND, IF ANY AND MOTOR VEHICLE RECORDS .

APPLICANT (1)

Signature

Print Name

SOCIAL SECURITY # _____

DATE OF BIRTH _____

APPLICANT (2)(Spouse)

Signature

Print Name
Pls include middle initial

SOCIAL SECURITY # _____

DATE OF BIRTH _____

Emerald Isle at Laguna Lakes Condominium Association, Inc.

APPLICATION FOR PET APPROVAL

Date: _____ Name: _____

Unit Address: _____

Phone Number(s): (H): _____ (W): _____ (O): _____

I/We hereby apply to the Emerald Isle at Laguna Lakes Condominium Association, Inc. for approval to be given for:

Kind of Pet: _____ Breed: _____

Pet's Name: _____ Age: _____

Weight: _____ Height: _____ Length: _____

I/We HAVE ATTACHED A VETERINARIAN CERTIFICATION AS TO THE WEIGHT AND VACCINATIONS OF THE PET (this must be attached or the Association will not approve the pet for residency).

Applicant Understands and Agrees that the keeping of pets on the premises is a privilege and not a right, and may be revoked by the Association upon written notice. All pets permitted on the premises shall be under leash when walked or exercised on the grounds. No pet shall be permitted in the recreation or pool areas. Each owner shall be held personally responsible for any costs incurred in the repairs resulting from the pet's damage. **If a pet walk area has been designated within the Community**, it is required that pets be walked in this area only. **If an area has not been designated within the Community**, then pets may only be walked on common area and the owner **must** immediately pick-up and remove any solid waste deposited by his/her pet. Any continual barking or noise will be treated as a nuisance, and as such, is a violation of the Association Documents.

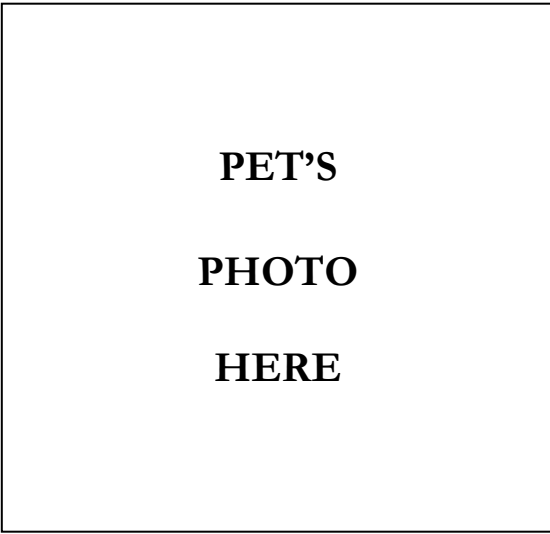
SUBMISSION of this request for approval signifies the **applicant's understanding, consent, agreement, and cooperation** to the above listed provisions.

A picture of the pet is required before approval.

Signature of Applicant

Print Name of Applicant

Date



Emerald Isle at Laguna Lakes

APPLICATION FOR LEASE APPROVAL



Please provide this page to Tenant

1. This application, including the application for occupancy and supplemental authorization forms must be completed in detail by **each proposed Tenant(s)**, (Husband/wife, or parent/dependant child is considered one applicant(s)).
2. If any question is not answered or left blank, this application will be returned unprocessed and not approved.
3. Please attach a copy of a fully, executed lease to this application.
4. **A non-refundable processing fee of \$100.00 must accompany this application and made payable to Emerald Isle at Laguna Lakes Condominium Association, Inc., for each applicant(s), other than husband/wife or parent/dependent child (which is considered one applicant(s)).**

Applicant(s) Initials: _____ **Unit Owner(s) Initials:** _____

5. **The completed application must be submitted to the Association by the Unit Owner(s) or Unit Owner(s)'s agent 30 days prior to the anticipated first day of the lease. No applications will be accepted by proposed Tenant(s).**
6. Occupancy prior to Board of Directors' approval is prohibited. If the Unit is occupied prior to approval, the application will not be approved and the Association will proceed with legal action for eviction.

Applicant(s) Initials: _____ **Unit Owner(s) Initials:** _____

7. No more than **1 (one)** pet per Unit is permitted. Pit bulls and any other breed that would be deemed a dangerous breed is not permitted on the property. A veterinarian certificate must be presented with the pet's vaccination record. This must be included with the application. All pet restrictions apply to Unit Owner(s)/Tenant(s) and their guest(s).
8. Use of this Unit is for single-family residence only. All occupants must be parties to the lease except children under the age of 18. Absolutely, no subleasing is allowed, nor any visitors are to reside more than 30 consecutive days. If any visitor's stay extends past 30 days, they are required to be added to the lease and proper application documents must be filed with the Association.

Applicant(s) Initials: _____ **Unit Owner(s) Initials:** _____

Please provide this page to Tenant.

9. No trucks, boats, trailers, motor homes, campers, recreational vehicles, etc., are permitted to park on the premises overnight. **Commercial vehicles such as vans or small trucks may park on the premises overnight by covering all advertising, logo's, artwork, etc. with blank magnetic covers.**

Applicant(s) Initials: _____ **Unit Owner(s) Initials:** _____

10. The current Unit Owner(s) must provide the proposed Tenant(s) with a copy of all Association Rules & Regulations.
11. Unit Owner(s) must understand the Association office with the exact date of Tenant(s) occupancy so a move – in date may be arranged with the office and security staffs.
12. No Unit shall be leased for a period of less than 6 months and no more than twice per calendar year. At the end of the lease, the tenant (s) must submit another Application for Approval for an additional leasing term and a new lease. The Association will not accept a month to month lease.

Applicant(s) Initials: _____ **Unit Owner(s) Initials:** _____

13. The Association has up to 30 days for screening and reviewing of the application, based on receiving a complete application package.
14. Each Unit owner was allotted two (2) gate entry cards, if additional cards are required or cards need to be replaced, the charge is \$50.00 each.
15. In making the foregoing application, I attest that the purpose of Lease of a Unit at EMERALD ISLE AT LAGUNA LAKES CONDOMINIUM ASSOCIATION, INC.:

Permanent Residence: _____ **Seasonal Residence:** _____

16. I hereby agree for myself and on behalf of all persons who may use the Unit, which I seek to Lease that **I will abide by** all of the restrictions contained in the By-Laws, Rules and Regulations, Association Documents and Restrictions, which are or may be in the future, are imposed by the Emerald Isle At Laguna Lakes Condominium Association, Inc.

Applicant(s) Initials: _____

17. I have received a copy of all Association Documents: Yes: _____ No: _____
I have received a copy of the Rules and Regulations: Yes: _____ No: _____
18. I understand that the Board of Directors will advise the Unit Owner(s) and or their agent of either acceptance or denial of this application. **Occupancy prior to Board of Directors approval is prohibited.**
19. I understand that the acceptance for rental of a Unit at Emerald Isle At Laguna Lakes Condominium Association, Inc. is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any misrepresentation or falsification of the information on these forms will result in the automatic disqualification of your application.

Please provide this page to Tenant.

20. I understand that the Board of Directors of Emerald Isle At Laguna Lakes Condominium Association, Inc. may cause to be instituted an investigation of my credit and criminal background, as the Board may deem necessary. Accordingly, I specifically authorize the **BOARD OF DIRECTORS, ALLIED PROPERTY MANAGEMENT GROUP INC, FIRST AMERICAN REGISTRY, AND INTELLICORP** to make such investigation and agree that the information contained in this and the attached application may be used in such investigation, and that the Board of Directors, Officers and Managing Agent (ALLIED PROPERTY MANAGEMENT GROUP) of the Emerald Isle At Laguna Lakes Condominium Association, Inc. itself shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

In making the foregoing application, I am aware that the decision of the Emerald Isle At Laguna Lakes Condominium Association, Inc. will be final and no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board of Directors.

If the lease is approved, the Tenant(s) shall have all use rights in Association Property and those Common Elements otherwise readily available for use generally by Unit Owner(s), and the Unit Owner(s) of the leased Unit shall not have such rights, except as a guest, unless such rights are waived in writing by the tenant. Nothing herein shall interfere with the access rights of the Unit Owner(s) as a landlord pursuant to Chapter 83, Florida Statutes.

Applicant(s): _____

Date: _____

Unit Owner(s): _____

Date: _____

Please provide this page to Tenant

ADDENDUM TO RESIDENTIAL LEASE

THIS ADDENDUM, dated this day of , 20___, is made by and between , hereinafter referred to as "Landlord" and _____, hereinafter referred to as "Lessee".

WITNESSETH:

WHEREAS, the parties hereto are, simultaneous herewith, entering into a residential lease for Landlord's unit located in the Condominium Property known as Emerald Isle at Laguna Lakes Condominium Association, at the address shown on the lease to which this Addendum is attached and made a part, said Condominium hereinafter being referred to as "Emerald Isle"; and WHEREAS, the said property is subject to a recorded Declaration of Emerald Isle at Laguna Lakes Condominium ("Declaration") and By-Laws of Emerald Isle at Laguna Lakes Condominium Association, Inc. ("By-Laws"), which include covenants permitting the Board of Directors to adopt reasonable rules and regulations regarding the use of the Condominium Property, including the Units; and

WHEREAS, the Association has deemed it to be in the best interest of the members to require this Addendum to be executed by Landlord and Lessee as a condition prerequisite the lease of any Unit in Emerald Isle;

NOW, THEREFORE, in consideration of the terms as contained herein and within the aforementioned lease agreement and other good and valuable consideration, the existence and sufficiency of which are hereby mutually and conclusively acknowledged by the parties, the parties do agree as follows:

1. The terms of this Addendum shall prevail over any conflicting terms contained within the lease agreement.

2. The parties hereto do hereby ratify and reaffirm any and all terms of said lease agreement which are not in conflict herewith.

3. In the event Lessee receives notification from or on behalf of the Association that the Landlord is in default under his obligations for payment of assessments imposed by the Association, the Lessee shall, within 15 days of receipt of notification by the Association, pay the amount of the rent otherwise due to the Landlord over to the Association, to the extent necessary to satisfy the Landlord's outstanding financial responsibility to the Association.

4. Payment by Lessee to the Association in compliance with the foregoing shall satisfy Lessee's obligation to the Landlord to the extent of the amount so paid.

5. The Association shall be deemed to be a third party beneficiary of the terms of this Addendum and shall be entitled to enforce same at law and/or in equity through a court of appropriate jurisdiction in Palm Beach County, Florida. This shall include the Association's right, but not the obligation, to institute eviction proceedings against Lessee for any material breach of this Addendum and the lease agreement. Lessee's failure to remit the amount of the rent otherwise due to the Landlord to the Association within fifteen (15) days of receipt of the notification by the Association shall be deemed a material breach of this Addendum and the lease agreement. The Association shall be entitled to recover its costs and reasonable attorney's fees from the Lessee and/or the Landlord in the event it becomes necessary for the Association to retain an attorney and/or initiate legal action to enforce its rights hereunder.

6. This Addendum shall remain in full force and effect for the entire term of the lease between the Landlord and Lessee.

7. Landlord and Lessee agree that the Association shall have the right to terminate the lease in the name of and as agent for the Landlord upon default by Lessee in observing any of the provisions of the Declaration, the Association's Articles of Incorporation, By-Laws, or Rules and Regulations.

WITNESSES:

LANDLORD:

Sign

Sign

Printed Name

Printed Name

Sign

Printed Name

LESSEE:

Sign

Sign

Printed Name

Printed Name

Sign

Sign

Printed Name

Printed Name



MOVING IN OR MOVING OUT PROCEDURES?

- ✚ Move in or out only during the hours of 8:00am – 8:00pm.
- ✚ Moving vans and other moving vehicles must be removed from the community by 8:00pm or they will be subject to towing.
- ✚ Please notify the Property Manager:
 - ◆ Of Move In status Owner/Tenant, so that proper documents can reflect the correct information
 - ◆ Update Water Utility information
 - ◆ Register or purchase community access gate cards (\$50.00 ea.) and mail box keys (\$30.00 for re-key)
 - ◆ Obtain Vehicle Parking Stickers for each vehicle to be parked in the community overnight. Failure to do this can result in unnecessary towing.
 - ◆ Parking sticker for each of your vehicles to be parked in the community. Failure to do this can result in unnecessary towing and gate cards to be deactivated.
 - ◆ Obtain Hotwire information to activate Cable, Internet Service and paperwork for Alarm System.
- ✚ Please keep in mind that bulk items cannot be placed by the dumpster area as the community has to pay to have them removed. A \$100.00 charge will be assessed to the resident/unit owner for illegally dumping these items within the community.

MOVE OUT PROCESS

- ✚ Move out only during the hours of 8:00am – 8:00pm.
- ✚ Return the gate cards to the owner/agent.
- ✚ Notify the Property Manager to update Water Utility Information.

Thank you for your cooperation.

The Association of Emerald Isle At Laguna Lakes