

**Highland Lakes**  
**Villas on the Green Condominium III Association, Inc.**

Application for Sale or Lease and Buyer/Lessee Interview

**Attachments Required: (check list)**

- \_\_\_\_\_ **Application (3 Pages)**
- \_\_\_\_\_ **Background Check Form**
- \_\_\_\_\_ **Contract for Sale or Lease**
- \_\_\_\_\_ **Copy of Photo ID for Proof of Age 55 or Over**
- \_\_\_\_\_ **Application Fee \$100**

**PLEASE NOTE: SUBMIT YOUR COMPLETE APPLICATION TO CAROL POPE-SWILLEY, PRESIDENT**  
**3420 STONEHAVEN CT E. – UNIT C**  
Email: CSnurse52@aol.com

Buyer or Leasee Name:

\_\_\_\_\_  
\_\_\_\_\_

Address of unit being sold or leased (circle)

\_\_\_\_\_

\_\_\_\_\_  
Telephone No. with area code

\_\_\_\_\_  
Email address

- ( ) Sale, Closing Date \_\_\_\_\_ or  
( ) Lease, Start Date \_\_\_\_\_ Duration in Months \_\_\_\_\_ (Minimum of 3)

Buyer/Lessee Information

\_\_\_\_\_  
Name(s) on sales contract or lease

\_\_\_\_\_  
Present Address – Street, Town, State, Zip Code

\_\_\_\_\_  
Telephone No. with area code

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Name and date of birth of Buyer/Lessee 55 or over – attach photo ID copy of proof  
(VOG III is exempt from the provisions of the Fair Housing Act as housing which is intended for and occupied  
by at least one person per unit who is fifty-five (55) years of age or older.)

\_\_\_\_\_  
Number of people to reside in unit (maximum of 4)

\_\_\_\_\_  
Buyer/Lessee signature(s)

\_\_\_\_\_  
Date

VOG III is governed by certain Documents containing restrictions, rules and regulation which are referred to as the VOG III Documents. They include:

1. VOG III Architectural Review Committee Rules and Regulations
2. Declaration for the Creation and Establishment of Highland Lakes Villas on the Green Condominium III which includes:
  - a. Articles of Incorporation of Highland Lakes Villas on the Green Condominium III Association, INC.
  - b. By-Laws of Highland Lakes Villas on the Green Condominium III Association, INC.

The **current owner** is responsible for providing the Buyer of the unit with a copy of the VOG III Documents either prior to or at closing of title.

All occupants of a unit, owners and tenants, are obligated to abide by the restrictions, rules and regulations of VOG III. The owner who rents his unit is responsible for all occupants of the unit complying with the restrictions, rules and regulations of VOG III.

1. Buyer/Lessee Interview with VOG III Board Member

The following list includes some of the more common restrictions, rules and regulations to be discussed in the interview, but is not all inclusive. Applicant is to initial each one as it is reviewed:

1. \_\_\_\_\_ Owner is responsible for the maintenance of unit interior.
2. \_\_\_\_\_ The use of signs is restricted.
3. \_\_\_\_\_ Use is limited to single-family residence.
4. \_\_\_\_\_ No clothing, laundry is permitted outside.
5. \_\_\_\_\_ Noise is to be limited.
6. \_\_\_\_\_ Car must be garaged overnight.
7. \_\_\_\_\_ Commercial vehicles, RVs, boats, trailers are not allowed.
8. \_\_\_\_\_ Leasing or sale of unit requires VOG III Board approval.
9. \_\_\_\_\_ Monthly assessment is used for VOG III operation and maintenance.
10. \_\_\_\_\_ Planting of trees, bushes, is limited.
11. \_\_\_\_\_ Renovations inside and outside may require approvals.
12. \_\_\_\_\_ No cars or golf carts are permitted on lawns.
13. \_\_\_\_\_ Common property is responsibility of VOG III.
14. \_\_\_\_\_ Limited common property is responsibility of unit owner.
15. \_\_\_\_\_ Registration with Highland Lakes Homeowners Association is required.
16. \_\_\_\_\_ VOG III Board of Directors meet periodically in open session.
17. \_\_\_\_\_ VOG III operations is conducted by a property management company.
18. \_\_\_\_\_ No children under the age of (18) are permitted to reside in the unit.
19. \_\_\_\_\_ No dogs or cats allowed.
20. \_\_\_\_\_ Homeowners insurance for interior is the responsibility of the unit owner.
21. \_\_\_\_\_ Residents are not permitted direct contact with contractors hired by VOG III.

The VOG III Board interview with the Buyer/Lessee was completed on \_\_\_\_\_  
Date

2. VOG III Approval of Application

This application for sale or lease is approved by:

\_\_\_\_\_  
VOG III Board Member signature, title

\_\_\_\_\_  
Date

\_\_\_\_\_  
VOG III Board Member signature, title

\_\_\_\_\_  
Date

### 3. Comments

Please be advised that you are responsible for the maintenance of any plants or trees put in by you or a previous owner. If you do not maintain the plants, it is your responsibility to put back the shrubs in front to their original state for the Association to maintain.

Any shrubs around the back patio are your responsibility to maintain. It is your option to pull out all shrubs and plant grass and/or maintain yourself.

Landlord/Owner Name \_\_\_\_\_ Date: \_\_\_\_\_

Rental Property Address \_\_\_\_\_

(\*Use Black Ink and Print Clearly\*)

(\*Rental Amount: \$ \_\_\_\_\_ \*)

Standard Services

National Credit Single

National Credit Married

Tenant Pay Form Attached

Additional Services (per applicant)

State of FL Criminal

State of \_\_\_\_\_ Criminal

National Criminal

I/We hereby allow Tenant Check and TENANT SCREENING NOW and/or the property owner/manager to inquire into my/our credit file, criminal, rental and employment history. I/We understand that on my/our credit file it will appear that Tenant Check and TENANT SCREENING NOW has made an inquiry. I/We cannot claim any invasion of privacy against them now or in the future. If an incorrect SS# is submitted applicant will be subject to a second application fee. All application fees are non-refundable. Your deposit is refundable if you are not accepted, however, if you are verbally accepted and then decide not to take the property your deposit is not refundable.

*Applicant*

Single  Married  Married to Co-Applciant

SS# \_\_\_\_\_

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

Email \_\_\_\_\_ Ph # \_\_\_\_\_

Landlord Name \_\_\_\_\_

Phone # \_\_\_\_\_ Rent \$ \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Supervisor \_\_\_\_\_

How long \_\_\_\_\_ Work # \_\_\_\_\_

Gross Monthly Income \$ \_\_\_\_\_ (before tax)

Monthly Debt (loans/car payment) \_\_\_\_\_

Collections on your credit report?  Yes  No

Are you currently in the military?  Yes  No

Evictions?  Yes  No (Year \_\_\_\_\_)

Bankruptcy last 5 years Yes No

DL # \_\_\_\_\_ (State \_\_\_\_\_)

Signature \_\_\_\_\_

*Co-Applciant*

Spouse  Roommate or  Co-Signer

SS# \_\_\_\_\_

Full Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Current Address \_\_\_\_\_

Email \_\_\_\_\_ Ph # \_\_\_\_\_

Landlord Name \_\_\_\_\_

Phone # \_\_\_\_\_ Rent \$ \_\_\_\_\_

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Supervisor \_\_\_\_\_

How long \_\_\_\_\_ Work # \_\_\_\_\_

Gross Monthly Income \$ \_\_\_\_\_ (before tax)

Monthly Debt (loans/car payment) \_\_\_\_\_

Collections on your credit report?  Yes  No

Are you currently in the military?  Yes  No

Evictions?  Yes  No (Year \_\_\_\_\_)

Bankruptcy last 5 years Yes No

DL # \_\_\_\_\_ (State \_\_\_\_\_)

Signature \_\_\_\_\_