



19520 Heritage Oak Boulevard  
Port Charlotte, FL 33948

**Lease Application**

(To be filed by prospective Renter/Lessee)

Date: \_\_\_\_\_ Application Fee: \$75 \*U.S. Per Applicant      Make checks payable to: HOPCA  
\$100 \*International Per Applicant      Mail to: Community Manager  
**(\*Nonrefundable)**      At above address

This application is for the Heritage Oak Park Community Association (HOPCA) Board approval for rental of:

Address: \_\_\_\_\_ Unit \_\_\_\_\_

Submitted with this application are the following documents:

Copy of Lease       Other \_\_\_\_\_

**1. Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address if different: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address (if any): \_\_\_\_\_

**2. Agent/Broker/Realtor** (if other than Owner): \_\_\_\_\_

Telephone number and email address: \_\_\_\_\_

**3. Prospective Renter:**

Name of Proposed Lessee as it will appear on lease: \_\_\_\_\_

Name of prospective occupant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number of prospective occupant (**Required**): \_\_\_\_\_

Current Address of prospective occupant: \_\_\_\_\_  
\_\_\_\_\_

Current telephone number of prospective occupant: \_\_\_\_\_

Email address (if any) of primary Lessee: \_\_\_\_\_

Name of second prospective occupant: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Social Security Number of second prospective occupant (**Required**): \_\_\_\_\_

Current Address of each prospective occupant: \_\_\_\_\_

\_\_\_\_\_

Current telephone number of second prospective occupant: \_\_\_\_\_

Email address (if any) of primary Lessee: \_\_\_\_\_

*(Attach the same information for all additional occupants over the age of 18)*

4. **Lease term:** \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

5. **Vehicles** (list all vehicles which will be kept at the unit):

| <u>Year</u> | <u>Make</u> | <u>Model</u> | <u>Tag/License Plate #</u> |
|-------------|-------------|--------------|----------------------------|
| _____       | _____       | _____        | _____                      |
| _____       | _____       | _____        | _____                      |

6. **Pets:** Please review the HOPCA Pet Policy that may be obtained at the office and on the website.

State number of each type of pet that will be residing at the unit (note: no more than one dog and one cat in villas and carriage homes; no more than one dog or one cat in condos). Attach photo of pet(s).

Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

Breed: \_\_\_\_\_ Weight: \_\_\_\_\_

7. **References** (Please provide three references; Landlord and Employer references preferred):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

8. **Criminal History:**

Has any prospective renter ever been convicted of a felony? If yes, state the nature of each offense, the date(s) of conviction, docket number and name, address and telephone number of the clerk of court in which each conviction was entered.

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

**9. Purpose of Lease:**

By signing below the prospective renter(s) certify(s) the accuracy, truth and veracity of all statements herein made by the renter(s). The prospective renter(s) further certify(s) that he or she has received a copy and has read the Rules, Regulations, and Association Board Policies, understands them, and agrees to abide by them and be bound by each and every provision thereof and any amendments thereto. The prospective renter(s) understand(s) and agrees that no portions of the Parcel or Community property may be used for commercial or business purposes or sublet, or may not rent the Parcel for less than three consecutive months per year.

**10. Occupant History and Authorization:**

The prospective renter(s) understand(s) that by signing below the prospective renter(s) authorize(s) the Heritage Oak Park Community Association or its Agent to conduct a background investigation of the information provided in this application which may include credit checks, criminal history, rental history and employment history. The Board or its Agent may, in its discretion, make further investigation and may require additional references from the proposed renter(s).

The prospective renter(s) and the Property Owner(s) agree and understand that the approval process is governed by Article 11.14 of the Heritage Oak Park Community Association Declaration of Covenants and that any material misstatements, misrepresentations or omissions made in this application are grounds for its disapproval

\_\_\_\_\_  
Signature of Prospective Renter

\_\_\_\_\_  
Signature of Prospective Renter

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Print name

**Address of Heritage Oak Park property:** \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

Complete the application and return it with your check to:

HOPCA Community Manager  
Heritage Oak Park Community Association  
19520 Heritage Boulevard  
Port Charlotte, FL 33948