

## NEW LEASE OR LEASE RENEWAL CHECKLIST AND INSTRUCTIONS FOR ALL NEIGHBORHOOD ASSOCIATIONS WITHIN WINSTON TRAILS

**Management may NOT submit the lease package to the Board without all the information listed below and all checks. All applications, leases, addendums etc. must be legible. Fax copies are NOT recommended.**

### Check list for Complete Lease package:

#### From Property Owner:

- Notice of Intent to Lease the property dated not less than 30 days prior to Lease commencement date and not more than 60 days prior to Lease commencement date. You may do so by e-mailing Jennifer Modica at by fax at 561-433-1011 or to 5980 Winston Trails Blvd., Lake Worth, FL 33463 or by e-mail at [jmodica@campbellproperty.com](mailto:jmodica@campbellproperty.com)
- Certification that all amounts due to Winston Trails Foundation and the sub-association are paid in full. You may contact Pam Bolenbaugh at [pbolenbaugh@campbellproperty.com](mailto:pbolenbaugh@campbellproperty.com) for verification of your accounts
- Certification that the property is in compliance with the Rules and Regulations. You may contact Tara Bach at [tbach@campbellproperty.com](mailto:tbach@campbellproperty.com) for verification that your property is in compliance.
- \$1,000 refundable security Deposit payable to sub-association

#### From Tenants:

- Completed Lease application(s) for each potential tenant and/or resident over the age of 18. **No lease or lease renewal in a company name will be considered.**
- Signed background check authorization from each potential tenant and/or resident over the age of 18.
- A non-refundable application fee of \$150 per married couple or \$150 per RESIDENT over 18 years of age payable to the Neighborhood Association. (No cash is accepted – check or money order only)

#### From Property Owner and Tenant:

- Executed Lease with commencement date between 30 and 60 days from the date received in the management office. The lease and/or renewal MUST be for a 12 month period. No property may be leased more than once in a 12 month period. No exceptions.
- Executed Lease Addendum

**ALL FORMS, CONTRACT, LEASES ETC. MUST BE LEGIBLE.** Once the package is complete it may be submitted to the management office. No partial packages will be accepted. LaGorce Village must submit the package to Tom McInernery contact # 561-685-7788.

Please allow 5-14 days for a response from the Board of Directors. Once approved the property owner will be notified and the tenant may contact Jennifer to schedule the move-in registration.

Revised May 2, 2013