

# LANDINGS AT ALAFIA TRACE PROPERTY OWNERS ASSOCIATION

## RENTAL APPLICATION INFORMATION

Thank you for your interest in renting property at Landings at Alafia Trace POA.

Enclosed please find the following documents:

- Tenant Information Sheet
- Gate Code & Gate Remote Application

The Application Fee is: **\$50.00** Payable to: **Highland Community Management.**

All completed forms should be sent to:

HIGHLAND COMMUNITY MANAGEMENT  
3020 SOUTH FLORIDA AVENUE  
SUITE 305  
LAKELAND, FL 33803

You may also return the documents via e-mail to: [info@hcmmanagement.org](mailto:info@hcmmanagement.org)

Application Fees may be submitted by check/money order or via PayLease to Highland Community Management.

We at Landings at Alafia Trace Property Owners Association and Highland Community Management look forward to our time together.

Should you have any questions, please contact Highland Community Management at [info@hcmmanagement.org](mailto:info@hcmmanagement.org)

# LANDINGS AT ALAFIA TRACE POA

## TENANT INFORMATION SHEET

info@hcmangement.org

To be completed for all instances of leasing a home within the community.

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

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

Tenant(s) Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home Telephone # \_\_\_\_\_ Work# \_\_\_\_\_ Cell# \_\_\_\_\_

Please list ALL occupants who will reside in the home:

Name	Age	Relationship to Primary Tenant
_____		
_____		
_____		
_____		

How many pets? Dogs \_\_\_\_\_ Cats \_\_\_\_\_ Other Pets \_\_\_\_\_ (What kind \_\_\_\_\_)

Vehicle Make \_\_\_\_\_ Color \_\_\_\_\_ Tag# \_\_\_\_\_ State \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Color \_\_\_\_\_ Tag# \_\_\_\_\_ State \_\_\_\_\_

Please provide the following attachments with this completed document to the management company:

- Copy of the executed lease

Landings at Alafia Trace Townhomes Property Owners Association is a deed restricted community as such, I/We agree to abide by the Covenants, Conditions, Restrictions, and easements of the Association. I further understand that if I/We fail to comply with the community's governing documents, or Florida Statutes and laws, action will be taken against me and I will be responsible for paying any fees that accrue including attorney fees, if necessary.

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Signature of Tenant

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Signature of Tenant

# GATE CODE APPLICATION

Landings at Alafia Trace Property Owners Homeowners Association, Inc.  
c/o Highland Community Management  
3020 South Florida Ave., Suite 305, Lakeland, FL 33803  
Phone: (863) 940-2863 / Email: info@hcmanagement.org

Please provide **ALL** requested information below so that your name and telephone number can be programmed into the directory. You must provide your Home number (or cell number in the event you do not have a home phone) so that your visitors can gain access to the community through the entry keypad, which will connect to the telephone number you provide. You will be prompted to grant or reject entry.

1. NAME: \_\_\_\_\_

2. ADDRESS: \_\_\_\_\_

3. \*PHONE NUMBER (to be used for gate access): \_\_\_\_\_

4. E-MAIL ADDRESS: \_\_\_\_\_

5. RESIDENTIAL STATUS \_\_\_\_\_ Owner \_\_\_\_\_ Renter  
(if renter, include copy of lease or renewal with current lease dates)

\*This entry system **DOES** accept long distance telephone numbers.

**We will email you the gate access code to the above email address once it has been assigned.**

## GATE REMOTE REQUEST:

The undersigned homeowner requests issuance of additional GATE REMOTES for the Landings at Alafia Trace Townhomes gate, and enclose a check made payable to "Landings at Alafia Trace Property Owners Association, Inc." in the sum of \$\_\_\_\_\_ to cover the cost of \_\_\_\_\_ (#) remotes. **Gate Remotes are \$40.00 each.**

**Address to mail remotes to:** \_\_\_\_\_  
(if different than above) \_\_\_\_\_

**\* NOTE: Remotes will not be sent until payment is received. \***

**For office use only:**

**Remote # (s):** \_\_\_\_\_

**Programed:** \_\_\_\_\_