

SANTA FE AT WESTBROOKE HOA

RENTAL APPLICATION INFORMATION

Thank you for your interest in renting property at Santa Fe of Westbrooke.

Enclosed please find the following documents:

- Tenant Information Sheet
- Pedestrian Gate Key Application
- Gate Code Application

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

All completed forms should be sent to:

HIGHLAND COMMUNITY MANAGEMENT
4110 SOUTH FLORIDA AVENUE
SUITE 200
LAKELAND, FL 33813

You may also return the documents via e-mail to: admin@hcmanagement.org

Application Fees may be submitted by check/money order or via online (www.hcmanagement.org) to Highland Community Management.

We at Santa Fe at Westbrooke Homeowners Association and Highland Community Management look forward to our time together.

Should you have any questions, please contact Highland Community Management at j.conklin@hcmanagement.org

SANTA FE AT WESTBROOKE HOA

TENANT INFORMATION SHEET

admin@hcmanagement.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

Santa Fe at Westbrooke Homeowners 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.

Signature of Tenant

Signature of Tenant

GATE CODE APPLICATION

Santa Fe at Westbrooke Homeowners Association, Inc.
c/o Highland Community Management
4110 South Florida Ave., Suite 200, Lakeland, FL 33813
Phone: (863) 940-2863 / Email: admin@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.

SELECT CODE: Each home is assigned a four-digit code for gate access. This code will be utilized in the event you want to give access to housekeeper, you do not have a gate remote, or if your gate remote is lost or stolen. Please select your personal NUMERIC four-digit code:

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GATE REMOTE REQUEST:

The undersigned homeowner requests issuance of a GATE REMOTE for the Santa Fe at Westbrooke gate, and enclose a check made payable to "Santa Fe at Westbrooke Homeowners 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: _____