

LAKE VILLAS Q&R HOA, INC.

**OWNER ORIENTATION CHECKLIST**

PROPERTY ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME(S) OF OWNER: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Ownership Form Completed                      Rental? Yes \_\_\_\_\_ No \_\_\_\_\_ (if yes give flyer)

\_\_\_\_\_ Acknowledgement of Receipt of Book of Resolutions

\_\_\_\_\_ Copy of Identification(s)

\_\_\_\_\_ Vehicle Information Sheet (if owner occupied only)

\_\_\_\_\_ Pool Key and Parking Tag Acknowledgement

\_\_\_\_\_ Copy of Deed

\_\_\_\_\_ Copy of Insurance Certificate

Orientation Completed on \_\_\_\_\_ (date)

By: \_\_\_\_\_  
Board Member

By: \_\_\_\_\_  
Board Member

**RENTAL USE OWNERS:**

Please be aware the rental procedures for the units in the Lake Villa Community are strictly enforced. The most current rules and regulations for this association; along with the tenant application; can be found on the Association's webpage. The tenant selection criteria states what limitations are concerning to the Lake Villa Community (i.e. criminal history, eviction history, etc.) **No pets larger than 25 lbs with a maximum of 2 per villa with NO bite history as per the community Insurance limitations.** See a more complete detail on Rental Use Information Form

You may acquire the needed documents by emailing a request to lakevillashoa@gmail.com  
Payment for the application fee must be made in person or via mail: You can pay by business check or money order made payable to Lake Villa Q&R HOA, Inc. Remember it is \$50 per adult applicant.

Keep in mind that as you rent and manage these units, property owners are required to maintain their account up to date and current. If your unit is not current and up to date, rent demands will be made directly to you and your tenant as allowed for under the laws of Florida Statue 720 Homeowners Association and these demands are enforced by this Associations Attorneys.

Please note our office needs to receive a completely executed copy of the lease agreement, if lease agreement is not brought at the time of interview, TENANT, OWNER or MANAGER has 5 days to complete this process. You can send copy of executed lease to [lakevillashoa@gmail.com](mailto:lakevillashoa@gmail.com). NOTE: Any approval of a rental application does not constitute approval for the next renewal term. Approval is at the sole discretion of the Board of Directors and Management according to the outlines as specified by the Rules and Regulations of this Association, the Tenant Application for Lake Villas Q&R and according to Florida Statue; Landlord Tenant 83.9.