

**GATEWAY GREENS COMMUNITY ASSOCIATION, INC**  
Alliant Property Management LLC  
13831 Vector Ave.  
Fort Myers, FL 33907  
239-454-1101, Fax 239-454-1147

**GATEWAY GREENS NOTICE OF LEASE FORM**

This form must be submitted at least seven (7) days prior to the start of any lease. **NO TENANTS MAY MOVE INTO GATEWAY GREENS WITHOUT REGISTERING WITH THE ASSOCIATION. NO LEASE MAY BE FOR A PERIOD OF LESS THAN THIRTY (30) CONSECUTIVE DAYS. NO UNIT MAY BE LEASED MORE OFTEN THAN THREE (3) TIMES IN ANY CALENDER YEAR.**

**Contact your individual Neighborhood Homeowners Association for any additional requirements it may have.**

**LEASED UNIT ADDRESS:** \_\_\_\_\_ **PHONE** (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**LEASE PERIOD FROM:** \_\_\_\_\_ **TO** \_\_\_\_\_

**UNIT OWNER INFORMATION (LESSOR):**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**LESSEE INFORMATION:**

**APPLICANT(S):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE** (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**VEHICLE 1: Bar Code #:** \_\_\_\_\_ **Yr/Make/Model:** \_\_\_\_\_ **License #:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

**VEHICLE 2: Bar Code #:** \_\_\_\_\_ **Yr/Make/Model:** \_\_\_\_\_ **License #:** \_\_\_\_\_ **STATE:** \_\_\_\_\_

Will anyone other than those listed above occupy this unit? \_\_\_\_ No \_\_\_\_ Yes

Number of permanent occupants: \_\_\_\_\_ If yes, whom? Specify Name/Relationship:

**Name**

**Relationship**

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

**THE FOLLOWING ITEMS MUST BE SUBMITTED:**

1. Completed GGCA Notice of Lease Form.
  2. Copy of the signed lease/rental agreement.
  3. Gateway Greens Tenant Information Form.
  4. **Check for \$150 processing fee made payable Alliant Property Management, Inc.**
  5. **Check for \$150 membership fee made payable Gateway Greens Community Association (GGCA)**
- \* **Please Note:** For renewals, \$150 membership fee is applicable along with completed GGCA Lease App.

**LEASING AGENT INFORMATION:**

**FIRM HANDLING LEASE:** \_\_\_\_\_ **PHONE:** (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

**AGENT NAME:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

I have received and read a copy of Gateway Greens Community Association, Inc. Governing Documents. I understand these documents and agree to comply with and be fully bound by them as long as I reside within Gateway Greens Community Association, Inc.

\_\_\_\_\_  
Applicant's Signature #1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature #2

\_\_\_\_\_  
Date

GATEWAY GREENS COMMUNITY ASSOCIATION, INC.

LEASING OF UNIT POLICY

OFFICIAL LEASE FORM, LEASING GUIDELINES AND FEES

MAY 20, 2021

INTRODUCTION

The purpose of this revised Policy is to notify Gateway Greens' Property Owners of the latest requirements of the Master Association to lease your single- family home, townhouse and/or condo units. These requirements are over and beyond any requirements of our Neighborhood Associations. No Tenant may move into Gateway Greens without registering with and submitting to our Property Management Firm, Alliant, the Official Notice of Lease Form, a fully signed copy of this Policy acknowledging compliance with the terms and conditions of leasing in Gateway Greens and submitting checks in the amount of One Hundred Dollars (\$150.00) to Alliant for the Application Fee and One Hundred Dollars (\$150.00) to the Gateway Greens Community Association, Inc. (GGCA) for the Membership Leasing Fee.

OFFICIAL NOTICE OF LEASE FORM

The Master Association's Official Notice of Lease Form is attached hereto and may also be found on the Association's website, [www.gatewaygreens.com](http://www.gatewaygreens.com). This form is in addition to any similar form that may be required by your Neighborhood Association. This form needs to be fully completed, including the Tenant's vehicle information. Only registered Tenants whose name appears on the lease as lessee are entitled to purchase entry transponders, which will be deactivated at the end of the lease.

LEASE GUIDELINES

No Dwelling Unit may be leased more often than three (3) times in any calendar year, with the first day of occupancy under the lease determining in which year the lease occurs. No lease may be for a period of less than thirty (30) consecutive days. All leases must be in writing. Notice of each lease shall be provided to the Association in writing before occupancy pursuant to the lease begins and the notice shall have such form and content as the Association may prescribe. All leases of units shall be deemed to include a covenant on the part of the lessee to comply with, and be fully bound by, the provisions of the Association's Governing Documents.

For the purposes of this Policy, "guest" shall mean any person who is physically present in, or occupies a unit on a temporary basis (fifteen (15) days or less during any twelve (12) month period) at the invitation of the Owner, without the payment of consideration. Any person who is not a family member, and who resides at the property for more than fifteen (15) days will be deemed an unapproved tenant/occupant and is subject to these Leasing Guidelines. The above condition assumes the Owner is present. No Owner shall allow the use of their unit, other than to family members, to guests for more than three (3) days without the Owner being present. The term "lease" means the grant by a unit Owner of a temporary right of use of the Owner's unit for valuable consideration. Lease may also be referred to as "Rent", "Rental" or "Renter". Occupy when used in connection with a unit, means the act of staying overnight in the unit.

Nothing may or shall be done on Committed Property which may be or may become an annoyance or nuisance to any person or to a neighborhood. No obnoxious, unpleasant, unsightly or offensive activity

shall be carried on, nor may anything be done, which can be reasonably construed to constitute a nuisance, public or private in nature. Owners, family members, resident's guests, lessees and invitees shall at all times conduct themselves in a proper, peaceful and orderly manner.

Tenants are allowed to purchase one (1) transponder for each person named on the lease as a lessee. Tenants are not allowed to own or use any portable transponder device. All transponders will be either windshield or headlight type stick on transponders, which will be deactivated at the end of the lease. Tenants desiring to invite guests and/or vendors will need to coordinate the use of the Owner's dwellingLIVE account during the lease. To use dwellingLIVE VOICE to call in guests or vendors, the Tenant's phone number must be added to the Owner's account.

No commercial vehicle of any kind shall be permitted to be parked at any dwelling unit for more than four (4) hours unless such vehicle is necessary in the actual construction or repair of a structure, or for ground or landscape maintenance. The term commercial vehicle shall mean any vehicle of any kind (including passenger cars) which from viewing the exterior thereof tends to show any commercial, charitable, institutional (including school or church) non-personal use is made of the vehicle. Visual items which will be indicators of non-personal use include with limitation, markings, logos, signs, license numbers, phone numbers, displays, tools, equipment, ladders, attachments, accessories, apparatus or items stored thereon.

No motor home, recreational vehicles or other vehicle with more than four (4) wheels shall be permitted to be parked overnight in the driveway of any dwelling unit unless the same is fully enclosed inside a garage, with the garage door down. At no time are there to be any damaged vehicles, vehicles under repair or vehicle on block to be parked in the driveway of any Dwelling Unit, unless the same is fully enclosed inside a garage, with the garage door down. No vehicle shall be used as a domicile or residence, either temporary or permanent.

Nothing shall be permitted to be parked on any roadway between midnight and 6:00 AM and at no time, day or night, shall anything be parked on sidewalks. During unit maintenance construction or repair, special written permission can be requested for overnight parking from the Association's Access Control.

Only licensed vehicles, motorcycles, go-carts and mopeds will be permitted to operate on Association roads. All Golf Carts and Low Speed Vehicles desiring to use Association roads and cart paths must be registered with the Access Control.

All garage doors shall remain closed except during ingress and egress to the garage.

Commonly accepted household pets such as dogs, cats or other usual and common domesticated animals may be kept in reasonable numbers, subject to the provisions of the GGCA and Neighborhood Association Declarations. All residents keeping pets are required to adhere at all times to leash laws and other restrictions pertaining to their pets. All persons bringing a pet onto the Common Areas shall be responsible for immediately removing any solid waste of such pet(s). The GGCA Board of Governors is empowered to order and enforce the removal of any animal or pet which becomes an unreasonable source of annoyance to other residents or in any way causes damage to property. If you are leasing in a Neighborhood Association, you will need to be aware of their requirements regarding pets.

The Association's protective covenants, rules and regulations shall apply not only to Owners, their family and guests and vendors, but also to any other Person occupying the unit under a lease, including their

guest and/or vendors. Failure of an Owner to notify any Person of the existence of Association Covenants, Rules and Regulations shall not in any way act to limit or divest the right of the GGCA of enforcement of these provisions against the Owner. In addition, the Owner shall be responsible for any and all violations of these provisions by his Tenants, their guests and vendors.

#### FEES

As noted above, before a lease can be approved by Alliant, the Dwelling Unit Owner must first pay to Alliant the \$150.00 Lease Application Fee and \$150.00 to the Association for the Membership Lease Fee. For lease renewals, the \$150.00 Application Fee is waived; however, the \$150.00 Membership Lease Fee is payable every time the unit is leased.

#### ACKNOWLEDGMENT

I have read, understand and will comply with the Notice of Lease Form and the above Lease Guidelines. I have also received from the Dwelling Unit Owner and/or their Property Manager a copy of the Association's Governing Documents. I have read and understand these documents and agree to comply with and be fully bound by them as long as I reside within Gateway Greens.

Lessee Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

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

Lessee Printed Name(s): \_\_\_\_\_

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

# GATEWAY GREENS TENANT INFORMATION FORM

Go to [www.gatewaygreens.com](http://www.gatewaygreens.com) for more information.

** TENANT INFORMATION **	** CONTACT INFORMATION **
NAME:	PRIMARY PHONE:
NAME:	SECONDARY PHONE:
PROPERTY ADDRESS	EMAIL:
UNIT NUMBER:	EMAIL:
OWNER: Y N SEASONAL: Y N RENTER: Y N	

* SECOND ADDRESS *	* EMERGENCY CONTACT *
STREET ADDRESS:	NAME:
CITY:	PHONE:
STATE:	
ZIP:	

** OTHER PERMANENT TENANT **	* HOME WATCH *
NAME:	NAME:
RELATIONSHIP:	PHONE:
NAME:	
RELATIONSHIP:	
NAME:	
RELATIONSHIP:	

** VEHICLE INFORMATION **					
OWNER	TAG & STATE	YEAR	COLOR	MAKE	MODEL

\* All information in these fields needs to be filled out if applicable to your residence

\*\* All information in these fields **must** be filled out completely or Sign up for will not be processed