

**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**  
**Exhibit A \***

This form must be submitted at least fourteen (14) 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: \_\_\_\_\_

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

Will anyone other than those listed above occupy this unit? \_\_\_No \_\_\_Yes

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 \$300 membership fee made payable Gateway Greens Community Association (GGCA)**

**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 APPLICATION FORMS, LEASING GUIDELINES AND FEES

MAY 20, 2021 (AMENDED JULY 20, 2023)

INTRODUCTION

The Gateway Greens Community Master Association (GGCA) is amending its Leasing Policy for all units - single- family home, townhouse and/or condo units- effective August 1, 2023. The Master Association requirements are in addition to any Neighborhood Associations requirements. Tenants must register and submit required documents to Alliant, GGCA's current Property Management Firm, along with all fees at least fourteen (14) days before moving in. The required documents and fees are:

- (1) The Master Association Notice of Lease -- Exhibit A is for the initial lease agreement and Exhibit B to be used for a lease renewal;
- (2) A tenant-signed copy of this leasing policy agreeing to comply with the terms and conditions of leasing in Gateway Greens; and
- (3) Fee Payments: There is a one-time \$150 Processing Fee payable to "Alliant Property Management" and a \$300 Membership Fee payable to "Gateway Greens Community" for an initial lease. Renewals of an existing lease requires only a \$50 Membership fee payable to Gateway Greens Community.

**IMPORTANT:** The Master Association's required documents and fees go directly to Alliant, GGCA's Property Management firm. Neighborhood Associations may have additional documentation requirements and fees to be sent directly to them.

OFFICIAL NOTICE OF LEASE FORM -- MASTER ASSOCIATION

The Master Association's Official Notice of Lease Forms are attached hereto and may also be found on the Association's website, [www.gatewaygreens.com](http://www.gatewaygreens.com). Exhibit A is the basic or standard Lease Form for all "initial" lease applications. Exhibit B is to be used for extending or continuously renewing a lease. As noted, each form is different and must be submitted to Alliant at least fourteen (14) days prior to the Tenant moving into the unit or extending the existing lease.

The appropriate form needs to be complete and includes the Tenant's vehicle information. Only registered Tenants whose name(s) appear on the lease are entitled to purchase entry transponders through the GGCA Access Control department. Transponders are 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. 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.

**Any Owner allowing a Tenant to move in before having Alliant's lease or renewal application approval will be subject to the Association's Fining Policy and the Tenant will be denied ISN transponder use or purchase.**

#### COMMUNITY GUIDELINES AND GENERAL INFORMATION

##### Transponders and Access Control

Tenants may purchase one (1) transponder for each person named on the lease as a lessee. Transponders are purchased through Access Control department [239-406-1692](tel:239-406-1692). There are either windshield or headlight stick-on transponders which will be affixed to the vehicle by Access Control staff. There are no portable transponders available. Transponder deactivate at the end of the lease.

Tenants who invite guests and/or vendors need coordinate with the Owner for access to their ISN account during the lease. The Tenant's cell phone number must be added to the Owner's account in order to use the ISN system

##### Select Rules and Policies

Owners, family members, resident's guests, lessees, and invitees shall conduct themselves in a proper, peaceful and orderly manner at all times. No obnoxious, unpleasant, unsightly, or offensive activity shall be carried out, nor may anything be done, which can be reasonably construed to constitute a nuisance, public or private in nature.

Commercial vehicles may park at any dwelling unit for no more than four (4) hours unless such vehicle is necessary in the actual construction or repair of a structure, or for ground/landscape maintenance. The term commercial vehicle means any vehicle (including passenger cars) which display an exterior indication it is a commercial, charitable, or institutional (including school or church) vehicle. Visual indications 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.

Motor homes, recreational vehicles, or other vehicles with more than four (4) wheels cannot be parked overnight in the driveway of any dwelling unit unless the same is fully enclosed inside a garage, with the garage door down. Damaged vehicles, vehicles repair or a vehicle on a block may not be parked in the driveway of any Dwelling Unit. No vehicle shall be used as a domicile or residence, either temporary or permanent.

No overnight street parking is permitted between midnight and 6:00 AM and at no time, day or night, shall anything be parked on the sidewalks. During unit maintenance construction or repair, special written permission can be requested for overnight parking from the Association's Access Control.

**Only licensed motorized vehicles, motorcycles, go-carts and mopeds will be permitted to operate on Association roads. Motorized scooters and dirt bikes are not allowed on Association roads. Motorized bicycles are only allowed for licensed drivers over 15 years old. 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.

**ACKNOWLEDGMENT**

I have read, understand, and will comply with the Notice of Lease Forms 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 or read these documents on the Gateway Greens website. 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): .....

Attachments:

Exhibit A---Standard Lease of Unit Application

Exhibit B---Renewal Lease of Unit Application

**This Amended Policy upon passage by the Board is immediately effective August 1, 2023**

GATEWAY GREENS TENANT INFORMATION FORM

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

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

SECOND ADDRESS

STREET ADDRESS:  
CITY:  
STATE:  
ZIP:

EMERGENCY CONTACT

NAME:  
PHONE:

<b>** OTHER PERMANENT TENANT **</b>	
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HOME WATCH

NAME:	NAME:
RELATIONSHIP:	PHONE:
NAME:	
RELATIONSHIP:	
NAME:	
RELATIONSHIP:	

<b>** VEHICLE INFORMATION **</b>					
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OWNER	TAG & STATE	YEAR	COLOR	MAKE	MODEL
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All information in these fields needsto 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**