

KINGSMILL VILLAGE H.O.A., INC.
C/O CAROLINA MANAGEMENT SERVICES, INC.
P.O. BOX 740425
BOYNTON BEACH, FL 33474
OFFICE: 561-968-2182
FAX: 561-432-0239
E-MAIL: info@carolinapm.com

**ASSOCIATION HAS TEN (10) DAYS TO APPROVE THE LEASE APPLICATION
AFTER COMPLETE PACKAGE IS RECEIVED BY THE PROPERTY MANAGER.**

DATE: _____ **OWNER:** _____

ADDRESS: _____

LEASE APPLICATION

1. Owner informed not to allow lessee to occupy unit before Board approval.
2. Complete Association's resident application form.
3. Executed statement signed by **Lessee/Lessor** that they agree to abide by all regulations of the Association. **(Please note that both parties must execute this form which is located on page 3 of the Resident Application)**
4. A **\$120.00 Application Fee (2 Tenants)** or **\$ 60.00 Application Fee (1 Tenant)** is enclosed and made payable to **Kingsmill Village H.O.A., Inc.**
5. Outstanding document violations acknowledged and/or cured.
6. Assessments and other fees paid up to date.
7. Criminal Background check received and reviewed.
8. Board of Director made a decision on lease transaction.
9. Owner and Lessee informed of Board decision.
10. Certificate of Approval of Lease provided to owner.
11. Copy of Driver's License for each tenant.
12. **\$ 100.00 Processing Fee** enclosed and made payable to **Carolina Management Services, Inc.**

LEASE TRANSACTIONS

1. Attach copy of lease for at least a six (6) month period of time.
2. Term of lease: _____
3. Lease Statement executed by **Lessee/Lessor** that **Lessor** is responsible for H.O.A. assessments.
4. Lots shall not be leased more than once in any six (6) month period.