

ROSEDALE MASTER HOMEOWNERS' ASSOCIATION LEASING PROCESS

1. From the Master Association website, the homeowner must download:
 - Rules for Renting and Leasing
 - Homeowners Leasing Directions
 - Lessee Application for Approval for Lease or Rental with the Addendum
 - Lease or Rental Applicant Agreement with MHOA
 - Background Information Form
 - A Brief Guide to Rosedale Covenants, Conditions and Restrictions
2. The homeowner completes the Homeowners section of the Lessee Application for Approval for Lease or Rental form.
3. The lessee completes (1) the Lessee section of the Lessee Application for Approval for Lease or Rental form with the Addendum, (2) the Lease or Rental Applicant Agreement with MHOA form and (3) the Background Information Form. Please print the forms to sign.
3. The homeowner will give/send four (4) documents to Resource Property Management (RPM): (1) Leasing Application for Approval for Lease or Rental and Addendum, (2) Lease or Rental Applicant Agreement with MHOA, (3) Background Information Form and (4) Signed Lease Agreement.
4. RPM will review the four (4) documents to ensure all the necessary information has been provided and notifies the homeowner if there is any missing or additional information required. (RPM will enter local HOA if it is missing.)
5. When the four (4) documents are complete, RPM will give the documents to the Community Access Committee for review.
6. The Community Access Committee will review and notify RPM of the lease or rental approval.
7. RPM will notify the homeowner and the local HOA President (if applicable) of the approval on the Homeowner's Leasing Approval Form. (RPM has a Master Contact List for HOA's).
8. The homeowner notifies the lessee of the approval.
9. The Community Access Committee then provides the lessee with a temporary password for establishing their account, and to gain community access on the scheduled date of occupancy, per the approved lease.

ROSEDALE MASTER HOMEOWNERS ASSOCIATION HOMEOWNER'S LEASING DIRECTIONS

- 1. Complete the Homeowner section of the Lessee Application for Lease or Rental form.**
- 2. Provide the lessee with a copy of the Brief Guide to Rosedale's Covenants, Conditions and Restrictions.**
- 3. Have the lessee/renter complete the:**
 - Lessee/Renter section of the Lessee Application for Lease or Rental form and Addendum**
 - Lease or Rental Applicant Agreement with the MHOA**
 - Background Information Form**
- 4. Give/send these three (3) documents and the Signed Lease Agreement to Resource Property Management for review and approval by the Community Access Committee for the Rosedale Master Homeowners Association.**
- 5. Once the application is approved by the Community Access Committee, Resource Property Management will notify the homeowner and HOA (Local or Master) of the lease approval.**

To avoid delays by the Access Committee in entering information into Dwelling Live in a timely manner, please make sure the information provided is complete, accurate and legible.

**Rosedale Master Homeowners Association
LESSEE APPLICATION FOR APPROVAL FOR LEASE OR RENTAL**

Include an application fee of \$100.00 if you are a US citizen, payable to Rosedale Master Homeowners Association, Inc. (Please contact Resource Property Management for other international rates). *Allow at least thirty (30) days for the approval process.*

Homeowner: _____ **Rental Address:** _____
Phone: _____ **Email:** _____
Local HOA (If applicable) _____ **Lease/Rental Dates:** _____

Lessee or Renter: (Unmarried applicants must fill out separate applications.) Do not leave any blank spaces.

1. Lessee Name: _____ Email: _____
Home Phone: _____ Cell: _____ Work: _____
Driver's License or State ID: _____ Expiration: _____

2. Lessee Name: _____ Email: _____
Home Phone: _____ Cell: _____ Work: _____
Driver's License or State ID: _____ Expiration: _____

Other Occupants (Related children under the age of 18)

Name: _____ Relationship: _____ Age: _____
Name: _____ Relationship: _____ Age: _____

Vehicle Information

#1 Make: _____ Model: _____ Year: _____ Tag: _____
#2 Make: _____ Model: _____ Year: _____ Tag: _____

Applicant Signature: _____ Date Signed: _____

Co-Applicant Signature _____ Date Signed: _____

Submit to: Rosedale Master Homeowners Association
c/o Resource Property Management
2025 Lakewood Ranch Blvd. Suite 203
Bradenton, Florida 34211
Email: cstewart@resourcepropertymgmt.com

ROSEDALE MASTER HOMEOWNERS ASSOCIATION
ADDENDUM TO LEASE DOCUMENTS

1. **HOLD HARMLESS:** Tenants expressly release Landlord and Rosedale Master Homeowners Association, Inc., from any and all liability for any damages or injury to Tenants, or any other person, or to any property, occurring on the premises unless such damage is the direct result of the gross negligence or unlawful act of Landlord or Landlord's agents.
2. **COVENANTS, CONDITIONS & RESTRICTIONS:** Tenants hereby agrees and acknowledges that Tenants have received and read the attached Brief Guide to Rosedale's CC&R's, which provide a link to the Master Association CC&R's, and Tenants hereby promise to abide by all provisions of the Master Association.
 Lessee acknowledges receipt of the Brief Guide to Rosedale's CC&R's.
3. **ASSOCIATION'S RIGHT TO DEMAND RENT:** Pursuant to Chapter 720, Florida Statutes, Rosedale Master Homeowners Association, Inc. is entitled to demand that Tenants pay rent directly to Rosedale Master Homeowners Association, Inc., in the event Landlord (Unit Owner) is delinquent in paying any monetary obligation due to Rosedale Master Homeowners Association, Inc. and Tenants agree to pay rent directly to Rosedale Master Homeowners Association, Inc. upon demand in such event.

LEASE OR RENTAL APPLICANT AGREEMENT WITH MHOA

(Applicant Signature Required)

I hereby agree to the following:

- 1. That I/we have provided the correct information relative to our addresses, driver’s license, or State ID number.
- 2. That I/we have received a copy of A Brief Guide to Rosedale’s Covenants, Conditions and Restrictions, which includes a link to the Rosedale Master Homeowners Association website, and I further agree to take full responsibility for any guests I may have and agree they will also abide by the same rules.
- 3. That I/we I acknowledge that any violation of the terms, provisions, including the Rules and Regulations, can lead to immediate action as provided in these documents.
- 4. That I/we acknowledge that Rosedale Master Homeowners Association has twenty (20) days to consider this application after all paperwork, i.e., Application, Background Check, and Lease are received by Resource Property Management. **Occupancy of the Unit before approval of this application will result in the disapproval of the application and immediate action by the Rosedale Master Homeowners Association for eviction.**

Applicant Signature: _____ Date: _____

Print Name: _____

Co-Applicant Signature: _____ Date: _____

Print Name: _____

FOR RESOURCE PROPERTY MANAGEMENT OFFICE USE ONLY:

All required information pertaining to the lease of the Unit was received by:

Name: _____ Date: _____

**ROSEDALE MASTER HOMEOWNERS ASSOCIATION
BACKGROUND INFORMATION FORM**

Date: _____

Prospective Renters _____

Property Location _____ Bradenton, FL 34211.

I/We hereby authorize TENANT CHECK and/or RESOURCE PROPERTY MANAGEMENT to inquire into my/our criminal history to obtain information. I/We understand that I/We cannot claim any invasion of privacy against TENANT CHECK or RESOURCE PROPERTY MANAGEMENT now or in the future.

APPLICANT

CO-APPLICANT

Single: Yes _____ No _____

Spouse: Yes _____ No _____

Full Name: _____

Full Name: _____

Date of Birth: _____

Date of Birth: _____

Present Address: _____

Present Address: _____

Driver's License # _____

Driver's License # _____

Previous Address _____

Previous Address _____

Signature: _____

Signature: _____

Phone Number: _____

Phone Number: _____

**IMPORTANT NOTE TO APPLICANT: TENANT CHECK HOURS OF OPERATION ARE
MONDAY through FRIDAY 9:00 a.m. to 5:30 p.m.**

**ALL ORDERS RECEIVED AFTER 5:00 p.m. WILL BE PROCESSED THE NEXT BUSINESS DAY.
RETURN RESULTS TO RESOURCE PROPERTY MANAGEMENT via FAX 941-746-7520**