

LAUREATE PARK MASTER ASSOCIATION, INC.

c/o Artemis Lifestyles

1631 East Vine Street Suite 300

Kissimmee, FL 34744

Telephone:407-705-2190

Email: laureatepark@artemislifestyles.com

RENTAL APPLICATION AND INSTRUCTIONS

The following items must be provided to the Laureate Park Master Association Inc., c/o Artemis Lifestyles 1631 East Vine Street Suite 300 Kissimmee, FL 34744 within ten (10) days of the lease being signed:

Required Documents:

- Copy of signed lease and all amendments
- Annual/Per Lease Administration Fee of \$200, made payable to Laureate Park Master Association, Inc.
 - Payment can be made, by the owner, online via their resident portal. This requires the owner's account number. If the tenant will be making the payment, the only option is to mail or drop off a check, or money order, to the address listed above. Please note Artemis Lifestyles' office is open Monday through Friday between 9am and 5pm. They do have a drop box where payment can be left, if the office is closed. Payments are not accepted in the Information Center or with the Onsite Manager.
 - NOTE: **The tenant will not be issued amenity access until all items, including payment, is received.**
- Completed "Acknowledgement of Covenants and Restrictions" form.
- Permission for Amenity Access form.
- Per the Association Documents, "An owner who leases all of his or her property unit shall be deemed to have assigned all such rights to the tenant of such property unit for the term of such lease". As such, owners who rent out their home therefore forfeit their rights to use the amenities and will have their amenity access discontinued. This does not apply to residents who live in the main home and rent out their garage apartment.

NOTE: If emailing this rental packet, please be sure to copy both laureatepark@artemislifestyles.com and bryan.merced@tavistock.com

Amenity Access:

- When all the forms, along with payment, has been received by the HOA, the tenant can contact laureatepark@artemislifestyles.com and/or bryan.merced@tavistock.com for amenity access.
- Amenity access will only be good through the lease term. At the end of the lease term if no new renewal lease is received, along with \$200 lease fee, amenity access will be discontinued with no notice. It is the owner's responsibility to ensure they remain in compliance.

Please Indicate Type of Dwelling Being Leased:

___ Single Family Unit
Address: _____

___ Townhome
Address: _____

___ Garage Apartment
* If Garage Apartment, please indicate address if different from main property address
Main Property Address: _____
Garage Apartment Address: _____

Mailbox Keys:

Renters will need to bring a copy of the fully executed lease along with valid photo ID to the United States Post Office located at 6301 Hazeltine National Drive Ste. 120, Orlando, FL 32822. Please reach out to the USPS for their operating hours.

Special Note for Garage Apartments:

While some garage apartments do have an address that is separate from the main house, this address is not recognized by the City as an "inhabitable" address. The owner of the property will need to notify the City of Orlando that the address is an apartment and not just a garage and confirm it is in the 911 database before the renter can go to the Post Office and be issued keys. Please note that this is something the property owner will need to do – the HOA cannot do this on the owner's behalf. If the address is not in the 911 database, the Post Office cannot issue keys.

By signing below, the Property Owner acknowledges that (1) all leases are a minimum of twelve (12) months, (2) each owner is obligated to provide a copy of the Laureate Park Master Association, Inc. documents ("Laureate Park HOA Docs") to tenant and (3) all tenants leasing the property to comply with the Laureate Park HOA Docs and that the Property Owner is not released from compliance to the Laureate Park HOA Docs by virtue of lease agreement, (4) If tenants are given amenity access, the owners are releasing all rights to access said amenities, except as stated above.

Property Owner Signature

Property Owner Printed Name

Property Owner Signature

Property Owner Printed Name

Property Address

Date

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ACKNOWLEDGEMENT OF COVENANTS AND RESTRICTIONS

I/we are leasing property at _____ for a minimum of twelve (12) months. I/we understand that I/we are moving into a deed restricted community. I/we have (1) received from the Property Owner (Landlord) a copy of all of the Laureate Park Master Association Documents ("Laureate Park HOA Docs") as are currently in effect or (2) obtained a copy of the Laureate Park HOA Docs via the Association's website <http://www.laureateparkhoa.com>. I/we have read, understand and agree to abide by said Laureate Park HOA Docs. I/we understand that if there are any outstanding HOA violations, or HOA assessments owed, amenity access to all parties will be discontinued.

Tenant Signature

Co-Tenant Signature

Print Name

Print Name

Date

Date

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**ACKNOWLEDGEMENT OF LAUREATE PARK
AMENITY ACCESS**

Property Address: _____

As the owners of the above-referenced property, we acknowledge by our signature(s) below that we have leased this property to _____ and are aware that they will be requesting access to the Laureate Park Amenities (Aquatic Center and LP Fit). With this permission we also understand that we then waive all our rights to use of the amenities. **Please note, this does not apply to residents who live in the main home and rent out their garage apartment.** We also understand that unless ALL paperwork is received, along with the \$200 payment, amenity access will not be issued. I/we understand that if there are any outstanding HOA violations, or HOA assessments owed, amenity access to all parties will be discontinued.

Property Owner Signature

Co-Property Owner Signature

Print Name

Print Name

Date

Date